



Avec vous,
au cœur de votre sécurité

Identification number: _____

To be eligible for apportioned registration in Québec, applicants must meet the following criteria:

1. They have an established place of business or proof of residency in Québec.
2. Their fleet will accrue distance in at least two jurisdictions, including Québec.
3. Their complete IRP operational records will be kept for five years at their physical address in Québec.

(Take note of the list of documents you need to keep on page 2 and sign in the space provided.)

Information, forms and the *IRP Registrant's Guide* are available at saaq.gouv.qc.ca/immatriculation/irp.

Business

Name of the business or the last name and first name of the individual in business _____

Address of the established place of business in Québec (civic or physical address, not a post office box)

Street number	Street name	Apartment
Municipality		Postal code

Applicant

Last name	First name
Email	Telephone
	Extension

Were you an IRP registrant in another jurisdiction in Canada or the United States from July 1 to June 30?

Yes No ► **If so**, please specify: _____

Please check off your type of business and fill out the corresponding section:

Business

Québec enterprise number (NEQ): _____

Are your daily operations conducted at your established place of business in Québec?

Yes No ► **If not**, please specify where:

Business hours: _____

Is your heavy vehicle fleet located at your established place of business in Québec?

Yes No ► **If not**, please specify where:

Does your business have employees?

Yes No ► **If so**, how many? _____

Individual in business

Under section 305 of the *International Registration Plan*, to establish residence in a member jurisdiction, applicants must submit, to the satisfaction of the jurisdiction, at least three of the following:

Driver's licence number: _____

Document confirming your address (e.g. property tax statement, lease, electricity bill)

Proof of property tax payment

Proof of income tax payment, fuel tax return (IFTA), GST or QST return

► **All documents must be in the applicant's name.**

Documents to keep

The operational records of IRP-registered vehicle fleets are subject to audit by Revenu Québec. You must therefore:

- **keep these records for five full years** following the reporting period (July 1 through June 30) at your established place of business;
- make them available to an auditor upon request.

Operational records must be complete and in order.

► Continued on the next page

Documents to keep (cont.)



Are your operational records kept at your established place of business in Québec?

Yes No ► If not, please specify where: _____

Information produced with a vehicle-tracking system, including a system based on a global positioning system (GPS):

- a) The original GPS or other location data for the vehicle to which the information pertains;
- b) The date and time of each GPS or other system reading;
- c) The location of each GPS or other system reading;
- d) The beginning and ending distance readings from the odometer, hubodometer, engine control module (ECM) or any similar device for the period to which the information pertains;
- e) The distance calculated between each GPS or other system reading;
- f) The route of the vehicle's travel;
- g) The total distance travelled by the vehicle;
- h) The distance travelled in the territory of each administrative authority;
- i) The vehicle identification number or the vehicle's unit number.

Information produced by a means other than by a vehicle-tracking system:

- a) The beginning and ending dates of the trip to which the information pertains;
- b) The origin and destination of the trip;
- c) The route of travel;
- d) The beginning and ending readings from the odometer, hubodometer, engine control module (ECM) or any similar device for the trip;
- e) The total distance of the trip;
- f) The distance travelled in the territory of each administrative authority;
- g) The vehicle identification number, except for trailers, or, when referring to a combination of vehicles, the power unit identification number;
- h) The IRP registrant's name;
- i) The driver's name and identity code.

The following summaries:

- a) A summary of the fleet's operations for each month, which includes the total distance travelled by each apportioned vehicle in the fleet during the month and the distance travelled by each vehicle in the territory of each administrative authority during the month;
- b) A summary of the fleet's operations for each quarter, which includes the total distance travelled by vehicles in the fleet during the quarter and the distance travelled by vehicles in the fleet in the territory of each administrative authority during the quarter;
- c) A summary of the quarterly summaries.

The following types of documents may be requested during an audit:

- a) Fuel reports;
- b) Trip sheets;
- c) Driver's daily logs;
- d) Any invoices for the calendar year to which the records pertain;
- e) Trip documents such as fuel purchase receipts, delivery slips and bills of lading, trip permits and any other document showing actual distance covered within a jurisdiction;
- f) The detailed register of distance travelled by a vehicle;
- g) Any findings from previous audits.

Declaration by the person of authority

Last name

First name

I have read the list of documents to keep.

I hereby certify that the information I have provided on this form is, to the best of my knowledge, true, accurate and complete.

Signature

Date (Year-Month-Day)

Protection of Personal Information

The SAAQ only collects personal information that is necessary for it to exercise its powers and apply the laws it administers. All personal information gathered by authorized personnel is handled confidentially. This information may be shared with its licensing agents and certain government departments or agencies, including those located outside Québec, in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*. It may also be used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca/privacy or contact the SAAQ's call centre.