

Avec vous,  
au cœur de votre sécurité

## With Removable Licence Plates and Vehicle Driven by a Third Party

This form is for any persons who are prohibited from putting into operation, acquiring, renting, leasing and registering a road vehicle (ROA penalty) and who wish to have an exemption that would allow them:

- to keep or acquire removable licence plates;
- to put into operation, acquire, lease and register a vehicle or vehicles so that they can be driven by a third party as part of activities for the person's business.

Required supporting documents

- Variable, depending on the situation (see below).

IMPORTANT: The exemption will be cancelled if the vehicle registration is not paid by the deadline.

### Guide to completing the form

#### Section 1

Write your identification number. The identification number is on your driver's licence and starts with the first letter of your last name.

Write the information required for the business.

#### Section 2

**Applicant's situation** ► Check the box appropriate to your situation.

- **If the situation chosen is "Automotive dealer"**

Write your automotive dealer's licence number.

- **If the situation chosen is "Individual in business – business registered in the Québec enterprise register"**

If the supporting documents were submitted less than two months prior to an application for exemption or if the application for exemption was made following the cancellation of an exemption less than two months prior, check the box marked "Application for exemption with no supporting documents."

If not, check the box marked "Application for exemption with supporting documents." Indicate the Québec enterprise number (NEQ). Enclose with the application proof that you have employees (copy of an employee's pay cheque, Relevé 1 slip from Revenu Québec, or Summary of Source Deductions and Employer Contributions) and check the box "Proof of persons employed." Note that all businesses that have employees are required to provide proof of employment. If you are unable to provide proof of persons employed because you are a start-up company or in an exceptional situation, a sworn statement may be accepted. The box marked "Sworn statement" must be checked, and section 6 must be completed and signed by you and a commissioner for oaths.

- **If the situation chosen is "Individual in business – unregistered business"**

If the supporting documents were submitted less than two months prior to an application for exemption or if the application for exemption is made following the cancellation of an exemption less than two months prior, check the box marked "Application for exemption with no supporting documents."

If not, check the box marked "Application for exemption with supporting documents." Enclose with the application proof of the existence of the business and check the box marked "Proof of the existence of the business." This proof could be an income tax return, a business card, a printed advertisement, etc. Enclose with the application proof that you have employees (copy of an employee's pay cheque, Relevé 1 slip from Revenu Québec, or Summary of Source Deductions and Employer Contributions) and check the box marked "Proof of persons employed." Note that all businesses that have employees are required to provide proof of employment. If you are unable to provide proof of persons employed because you are a start-up company or in an exceptional situation, a sworn statement may be accepted. The box marked "Sworn statement" must be checked, and section 6 must be completed and signed by you and a commissioner for oaths.

**Section 3** Check the exemption or exemptions requested.

**Section 4** If information on the vehicle or vehicles is unknown, check the box "Information unknown (applicant is in the process of acquiring a vehicle)."

If not, check the box marked "Information known," and complete the table.

**Section 5** Write the date and sign.

**Section 6** If one of the boxes marked "Sworn statement" is checked in section 2, the owner or future owner of the vehicle or vehicles and a commissioner for oaths must sign and complete this section.

#### Protection of Personal Information

All personal information gathered by authorized Société de l'assurance automobile du Québec (SAAQ) personnel is handled confidentially. The SAAQ requires this information to apply the *Automobile Insurance Act*, the *Act respecting the Société de l'assurance automobile du Québec* and the *Highway Safety Code*. Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, this information may be conveyed to the SAAQ's licensing agents and other Government departments or agencies, or 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](http://saaq.gouv.qc.ca) or contact the SAAQ's call centre.

**Sections to complete**

**Section 1** Applicant's identification number \_\_\_\_\_ Business name \_\_\_\_\_

Business address \_\_\_\_\_ Business telephone or email address \_\_\_\_\_

**Section 2** Applicant's situation

**Automotive dealer** Automotive dealer's licence number \_\_\_\_\_

**Individual in business - business registered in the Québec enterprise register**

Application for exemption with supporting documents Québec enterprise number (NEQ): \_\_\_\_\_

Application for exemption with no supporting documents Complete one of the following sections:

Proof of persons employed: \_\_\_\_\_

Sworn statement \_\_\_\_\_

**Individual in business – unregistered business**

Application for exemption with supporting documents Proof of the existence of the business: \_\_\_\_\_

Application for exemption with no supporting documents Complete one of the following sections:

Proof of persons employed: \_\_\_\_\_

Sworn statement \_\_\_\_\_

**Section 3** Check the exemption or exemptions applied for:  Removable licence plates  Third party

**Section 4** Information on the vehicle or vehicles (to complete for the "third party" exemption)

Information unknown (applicant is in the process of acquiring a vehicle **of which he or she will be the owner**)

Information known (complete the following table for the vehicle or vehicles in question belonging to the applicant)

	Licence plate number or vehicle identification number (VIN)	Make	Model	Year
1				
2				
3				
4				
5				

**Section 5** Applicant's signature

The SAAQ reserves the right to verify the validity of information provided by the applicant on this form.  
I certify that the information that I have provided on this form is, to the best of my knowledge, true, accurate and complete.

**X** \_\_\_\_\_  
Signature Date (Year-Month-Day)

**Section 6** Owner's or future owner's sworn statement  
(Complete this if one of the "Sworn statement" boxes has been checked in section 2).

(Municipality, date) \_\_\_\_\_

I, \_\_\_\_\_, solemnly declare that the vehicle or vehicles covered by this application for exemption will be driven  
(owner's name)  
by a third party as part of the activities of my business \_\_\_\_\_ I also acknowledge that any failure  
(business name)  
to comply with this rule makes me liable to penalties.

I acknowledge that this statement is of the same force and effect as if made under oath in accordance with the *Canada Evidence Act*.

Solemnly sworn before me at \_\_\_\_\_  
(Municipality, date)

**X** \_\_\_\_\_  
Owner's or future owner's signature

**X** \_\_\_\_\_  
Commissioner of oath's signature

**SAAQ employee use only**

Nom et prénom \_\_\_\_\_ Numéro du centre de services \_\_\_\_\_