



Ontario's Vehicle Sales Regulator

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Web Site: www.omvic.on.ca

For office use only

Reg #:

W- ID:

A- ID:

SALESPERSON CANCELLATION NOTICE

This application is to be completed by motor vehicle dealers when a **salesperson leaves their dealership for any reason (including resignations)**. Please complete Sections A-C, in full.

Do not use this form to remove an individual as an officer, director, shareholder, signing authority or person in charge. Instead, complete the **Business Change Notice – Individuals** form. If the individual is being removed as a salesperson and an officer, director, shareholder, signing authority or person in charge please submit a **Business Change Notice – Individuals** form along with this application.

SECTION A: GENERAL INFORMATION

If this application relates to a renewal you've submitted online, kindly provide your

Reference Number:

Salesperson Information:

First Name: Middle Name:

Last Name: Known As:

Birth Date (YYYY/MM/DD): / / Registration Number:

Dealership Information:

Legal Name of Dealership:

Business (Trade) Name (if applicable):

Registration Number:

SECTION B: CANCELLATION INFORMATION

Pursuant to your obligations under Section 23 and 24 of the *Motor Vehicle Dealers Act, 2002* ("the Act"), you are required to notify OMVIC if there was anything about the salesperson's honesty, integrity, financial responsibility or lawful conduct that led to their departure.

1. Last Day of Employment (YYYY/MM/DD): / /

2. Please explain why the salesperson left:

3. Will the salesperson named in this notice continue to be involved in the dealership in any other capacity (e.g. as an officer, director, shareholder, signing authority or person in charge, etc.)?

☐ Yes ☐ No

If "yes," please explain:

If you require additional space you may attach supplementary sheets to this application. Kindly sign and date all attachments.

SECTION C: CONSENT AND UNDERTAKING

I confirm that I have not misrepresented or omitted any material facts in any document or statement made in support of this application. I understand that each statement is subject to verification. I understand it is a serious offence to knowingly provide false information in connection with this application. **I further understand the provision of false, incomplete or misleading information, or the omission of information in this application or the documents submitted with it, may result in the refusal, suspension or revocation of registration.**

In order to complete or verify the information provided on this form, it may be necessary for the Ontario Motor Vehicle Industry Council to collect additional information from, or to exchange information with, government and relevant non-government sources regarding the applicant, its officers, directors, partners and shareholders. On request by OMVIC, I agree to furnish any required authorization or release to obtain information. I consent to the collection of this information as authorized under the *Motor Vehicle Dealers Act 2002* ("the Act"). I understand this information will be used to determine whether I am and remain qualified for the registration for which I am applying or to ensure compliance with the Act. Only information relevant to my registration will be collected. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for registration or to ensure compliance with the Act. **I understand the consent to the collection and sharing of this information remains ongoing throughout the term of my registration and during the application process.**

I understand I must notify OMVIC in writing within five days of any changes to this information that occurs following this application being filed. I confirm I have retained a copy of this application for my records.

The registration record, which includes the applicant's name, registration number, business address and registration dates, is part of the public record.

The applicant understands it is a violation of the Act to conduct business as a motor vehicle dealer without benefit of registration from OMVIC.

I confirm that I have read and understood the information provided in the SALESPERSON CANCELLATION NOTICE INFORMATION section of this application.

I certify the information provided by the undersigned in support of this application, is to the best of my knowledge and belief, true.

Print Name of Authorized Employer/Individual

Position of Authorized Employer/Individual

Signature of Authorized Employer/Individual

Date Signed (YYYY/MM/DD): / /

Print name of person/interpreter who completed this application, if different from the authorized individual/employer

SALESPERSON CANCELLATION NOTICE INFORMATION

The following information is provided as a guideline only. All applicants are encouraged to review the relevant sections of *The Motor Vehicle Dealers Act, 2002* ("the Act") and its regulations and to consult with a lawyer if they have any questions. After reviewing this information, please call OMVIC at 416-226-4500 (Toronto) or toll-free at 1-800-943-6002 for questions about completing this form.

First, Middle, Last and "Known As" Names – The first, middle and last name on this application form should match the names on the applicant's identification. The "known as" name is the name by which they are commonly known (if different from their identification).