

The information required in the form is necessary to process your application. All confidential information will be kept confidential except to the extent provided by the laws administered by the Commission des transports du Québec. This information may be released to another public body, if applicable, under an agreement for this purpose under the terms of the Act respecting access to documents held by public bodies and the protection of personal information.

**IMPORTANT**

The “**Documents required**” section informs you what documents you must attach to your application and **appendix 1** describes vehicle conformity.

CTQ use only

Numéro de demande:

Numéro de revenu :

**1 – Identification of the buyer**

**Business**

Business name

Québec Enterprise Number – NEQ

Other name under which the permit will be operated, if applicable.

**Individual**       Male       Female

Last name      Given name

Québec Enterprise Number – NEQ

Other name under which the permit will be operated, if applicable.

**Business address** (If you do business from your home, this address becomes your business address).

Number      Street      Apartment

City, village or municipality      Québec Province      Postal code

Area code Telephone      Extension      Area code Cell      Area code Fax\*

E-mail address \*

\* I accept to receive all documents that may be sent to me at the e-mail address or the fax number mentioned above and I agree to advise the Commission des transports of any change.



## Required documents

**You must provide the required documents. Without them, the processing of your application may be delayed and a decision could be rendered based on the partial information available in the file.**

- ✓ Certificate of positive or negative search (criminal background check search certificate compiled by a police department). An application form is available on our website. If you are a natural person or a co-owned entity, you must provide us with a valid certificate that concerns you and your partners personally. If you are a legal person or a company, you must submit a valid certificate for your primary shareholder, as well as for each of your officers. A certificate of search is valid for three (3) months from the date attesting to the completion of the police background check.
- ✓ A document proving that you possess the knowledge or experience to operate a taxi transportation business.
- ✓ An inventory of your human and material resources for the purpose of establishing your ability to administer the taxi transportation business.
- ✓ Copy of your taxi driver's permit allowing you to practice your occupation in the area for which you have requested a taxi permit.
- ✓ Copy of the document attesting to the transaction.
- ✓ *État certifié des droits inscrits* (certified statement of registered rights) in relation to the permit issued by the Registre des droits personnels et réels mobiliers.
- ✓ Certificate from a notary or lawyer confirming, after having verified this statement, that the permit is free from any hypothec or identifying the creditors.
- ✓ The consent of any creditor to the assignment or transfer, or discharge if the permit is covered by one or several hypothecs.
- ✓ Sworn statement from the assignor stating that he or she will not grant any hypothec on the permit until the Commission has rendered a decision on the permit's assignment or transfer.
- ✓ Document concerning the vehicle which will be attached to the permit if it is not part of the transaction (for example: purchase contract, vehicle registration, document attesting that the vehicle has been converted (consult appendix 1 for conformity of the vehicle).
- ✓ Document mentioning the rates you intend to charge if your application for transfer involves a specialized "limousine" permit, a "de grand luxe" limousine permit or a specialized restricted permit for "de grand luxe" limousine.

If you are a legal person, a partnership or a co-owner, you must attach:

- ✓ A list of your shareholders, partners, co-owners including identification of the natural persons. This list must contain the following information: last name and given name, driver's permit number along with the number of shares held by each shareholder or the percentage of assets for each partner and co-owner.
- ✓ Resolution authorizing the filing of the application (legal person or co-ownership).
- ✓ Proof of Canadian citizenship or permanent residence within the meaning of the Immigration Act (partner and co-owner).

If you are a natural person, you must attach:

- ✓ Proof of Canadian citizenship or permanent residence within the meaning of the Immigration Act.
- ✓ Proof of majority.
- ✓ Copy of your driver's permit.

If, through the transfer, you become a shareholder or partner of a taxi transportation service intermediary's enterprise, you must also include:

- ✓ A list of shareholders, partners and co-owners of the intermediary's enterprise, including identification of the natural persons. This list must include the following information: last names and given name, as well as the number of shares held by each shareholder or the percentage of assets for each partner and co-owner.
- ✓ A statement by the intermediary that authorizes you to submit a request for the cancellation of the permit and for the issuance of a new permit.
- ✓ A payment to cover the filing fees for the application as well as the duties for the issuance of the new permit.

## Fees

In order to determine the amount of the payment that you should send with your application, please consult the form "Fees-Taxi" (CTQ-342A) that is available on our website. The various ways to make the payment are also mentioned on the form.

## Submit your application

Send the signed form along with the payment and the required documents:

<b>By secure email</b>	<a href="http://www.ctq.gouv.qc.ca/en/to_reach_us">www.ctq.gouv.qc.ca/en/to_reach_us</a>	
<b>By Fax</b>	514 873-4720 or 418 644-8034	
<b>By mail</b>	Commission des transports du Québec 200, chemin Sainte-Foy, 7 <sup>th</sup> floor Québec (Québec) G1R 5V5	
<b>In person</b>	545, boulevard Crémazie East 10 <sup>th</sup> floor, Office 1000, Montréal	200, chemin Sainte-Foy, 7 <sup>th</sup> floor, Québec

## To reach us

<b>Internet address</b>	<a href="http://www.ctq.gouv.qc.ca">www.ctq.gouv.qc.ca</a>
<b>By phone</b>	Montreal area : 514 873-6424 All other areas : 1 888 461-2433

## Appendix 1 – Conformity of the vehicle to be used

### General requirements

The automobile or the vehicle which will be used must be:

- ✓ a sedan or a station wagon-type automobile to transport a maximum of nine persons;
- ✓ a van with net weight under 3500 kg and equipped by the manufacturer to transport a maximum of nine persons. It has a running board and three or four side doors, each with its own window;
- ✓ a utility vehicle with net weight under 3500 kg and equipped by the manufacturer to transport a maximum of nine persons. It is equipped with three or four side doors and four drive wheels or a device allowing full traction;
- ✓ a disabled accessible vehicle with net weight under 3500 kg (or with net weight is up to 4 000 kg if the vehicle is equipped with a wheelchair lift) and equipped by the manufacturer to transport a maximum of nine persons. It is equipped with a ramp for wheelchair access or a wheelchair lift, fitted to carry at least two persons in wheelchairs and equipped with a restraining device, fixed to the floor with four anchorages, used to keep each wheelchair in the same position as the permanent seats installed by the manufacturer, as well as seat belts for each wheelchair consisting of a shoulder belt and a lap belt.

The automobile or the vehicle must also:

- ✓ meet the requirements of the Motor Vehicle Safety Act (Statutes of Canada, 1993, c.16);
- ✓ be equipped by the manufacturer with at least 4 safety belts;
- ✓ be equipped with a solid roof;
- ✓ be equipped with at least four side doors.

### Regular permit

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ On the island of Montreal (taxi agglomerations A.5, A.11 and A.12) : be a model that is no more than three years old at the time of the application to the Commission (if you attach a new vehicle to the permit) this also applies to a disabled vehicle;
- ✓ Elsewhere : be a model that is no more than five years old at the time of the application to the Commission (if you attach a new vehicle to the permit), except for a disabled accessible vehicle which may, on the date of the application to the Commission to have it attached to a taxi owner's permit, be no more than 6 years old;
- ✓ have a wheelbase of at least 261 centimetres.

### Specialized limousine service

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ be a model that is no more than two years old at the time of the application to the Commission to have it attached to a taxi owner's permit;
- ✓ correspond to the most luxurious make marketed by its manufacturer at the time;
- ✓ have a wheelbase of at least 280 centimetres;
- ✓ be equipped with at least four side doors with power windows;
- ✓ be equipped by the manufacturer with temperature-controlled air conditioning;
- ✓ have an interior without any stains or tears;
- ✓ have a rust-free body coated with paint that is neither flaking nor scratched.

### Specialized "de grand luxe" limousine service

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ be a model that is no more than four years old at the time of the application to the Commission to have it attached to a taxi owner's permit;
- ✓ correspond to the most luxurious make marketed by its manufacturer at the time;
- ✓ have a wheelbase of at least 340 centimetres or have a wheelbase of more than 330 centimetres and less than 340 centimetres if the chassis has not been modified;
- ✓ be equipped by the manufacturer with at least 4 side doors with power windows;
- ✓ have a partition separating the front seat from the passenger compartment;
- ✓ be equipped with temperature-controlled air conditioning and heating that can be controlled by passengers in the back seat;
- ✓ be equipped with a cellular phone accessible to clients;
- ✓ have a rust-free body coated with paint that is neither flaking nor scratched.

### Specialized service in transportation with personal attendants of beneficiaries of the health care system

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ On the island of Montreal (taxi agglomerations A.5, A.11 and A.12) : be a model that is no more than three years old at the time of the application to the Commission (if you attach a new vehicle to the permit);
- ✓ Elsewhere : be a model that is no more than five years old at the time of the application to the Commission to have it attached to a taxi owner's permit (si vous attachez un nouveau véhicule au permis);
- ✓ Have a wheelbase of at least 261 centimetres;
- ✓ Be equipped by the manufacturer with temperature-controlled air conditioning;
- ✓ Be equipped with a cellular phone or an intercommunication system that allows the driver to "radio" the main establishment of the business or of its contracting party.