Commission des transports Québec

Transport of persons by bus

Rate filing or schedule or frequency change filing

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. The 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

- Only legal person not established or not carrying on a business in Québec and natural person may use the English version of the form.
- The **"Required documents"** section informs you what documents you must attach to your filing.

CTQ use only

Numéro de revenu :

Numéro de demande :

1 – Identification of the applicant

☐ **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 at the fax number mentioned above and I agree to advise the Commission des transports of any change.

2 – Nature of the application

Check the box corresponding to the application you are filing:

	Sections to complete
☐ Rate filing	3, 5
☐ Schedule or frequency change filing	4, 5

3 – Rate filing

A – **Subject permit number**

Number

B – **Coming into force**

☐ I request that the new rates come into force on the 15th day after the date of filing at the Commission.

☐ I request that the new rates come into force on a later date:

Year Month Day

☐ I request that the time limit for the rates to come into force be shortened so that they come into force on:

Year Month Day

4 – Schedule or frequency change filing

A – **Subject permit number**

Number

B – **Coming into force**

☐ I request that the changes come into force on the 15th day after the date of filing at the Commission.

☐ I request that the changes come into force on a later date:

Year Month Day

5 – Declaration and signature

I declare that all the information provided is true and accurate.

Signature | Name in block letters | Year Month Day

False declaration

Whoever makes a false declaration or provides false information is guilty of an offence and is liable to the penalties provided under the Act and penalization by the Commission, in addition to costs.

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.

For a rate filing:

- ✓ Resolution authorizing the filing of the application.
- ✓ New rate grid.
- ✓ Document explaining the reasons for the rate filing.
- ✓ Document explaining the reasons why you are requested that the time limit for coming into force be shortened.

For a schedule or frequency change filing:

- ✓ Resolution authorizing the filing of the application.
- ✓ New schedule or frequency grid.
- ✓ Photocopy or copy of the poster. This poster must mention that any interested person may present his observations to the Commission within 10 days following the last day of posting.
- ✓ Proof of the posting in the buses.

Fees

In order to determine the amount of the payment that you should send with your application, please consult the form "Fees–Bus" (CTQ-343A) 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:

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

To reach us

Internet address	www.ctq.gouv.qc.ca
By phone	Montreal area: 514 873-6424 All other areas: 1 888 461-2433