

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 application.

**CTQ use only**

Numéro de demande :

Numéro de revenu :

Numéro d'intermédiaire :

**1 – Identification**

Business

Business name

Other name under which you do business, if applicable.

Individual       Male       Female

Last name      Given name

Other name under which you do business, if applicable.

Enter the numbers requested or check the boxes corresponding to your situation:

Québec enterprise number – NEQ

or

I do not have to be registered with the Registraire des entreprises (REQ).

Employer number – CNESST

or

I do not have any employees in Québec.  
 I have employed at least one worker in Québec since  
 Year    Month    Day .  
 He or she is not an administrator, manager or owner of the business.  
 Register me as an employer with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST). I consent to the disclosure of my personal information as required for my registration and I authorize you to receive my employer number.

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

Number      Street      Apartment

City, village or municipality      Province or State      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.

If your business address is located outside of Quebec and you do business in Québec, you must furnish the name and address of your Québec representative.

Name									
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 that my Québec representative receives 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 – Fines

Do you have any unpaid fines levied under the Act respecting owners, operators and drivers of heavy vehicles, the Transport Act and the Highway Safety Code?

No  Yes

## 3 – Indictable offences and criminal offences

Have you been found guilty in the past 5 years of an indictable offence related to the performance of transport service intermediary activities, or have you been found guilty in the past 3 years of a criminal offence related to the use of a heavy vehicle?

No  Yes

## 4 – Safety rating

Do you have an « unsatisfactory » safety rating imposed under the Act respecting owners, operators and drivers of heavy vehicles?

No  Yes

## 5 – Declaration and signature

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

Signature		Name in block letters				Year	Month	Day
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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.

## Definition of an intermediary

**Transport service intermediary:** any person who, for remuneration, acts directly or indirectly as an intermediary in a transaction between third parties the object of which is the transportation of persons or property by a heavy vehicle.

The intermediary establishes a relationship between a client and a carrier. It is the person who finds a carrier for the account of his client (for example: freight forwarder, the load broker, the transport contractor, the forwarding agent, and so on).

The intermediaries covered by the registration in the List of transport service intermediaries, are those doing business in Québec. An intermediary is presumed to be doing business in Québec when his situation corresponds, among other thing, to one of the following situations:

1. he enters into a contract in Québec;
2. he has a place of business, an office or a business address, a post office box or a telephone number in Québec;
3. he has a representative with a power of attorney to transact on its behalf in Québec.

Generally, an intermediary must carry out professional or commercial activities for profit in Québec.

## Obligations

### REQ

If you are a company, a partnership or if you operate under another name which does not include your full given name and family name, you must be registered, if applicable, with the Registraire des entreprises.

### CNESST

If you employ at least one worker in Québec, you must have an employer file number with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST). If you do not have a CNESST number, the Commission des transports du Québec can register you.

### MJQ (unpaid fines)

If you have unpaid fines, you must pay the amount due if the time limit to appeal has expired and if you have not made any agreement for payment. The Commission des transports du Québec can collect this amount for the Ministère de la Justice.

## Required documents

If you are a natural person, you must attach a copy of your driver's permit.

## Fees

In order to determine the amount of the payment that you should send with your application, please consult the form "[Fees-Transport Service Intermediaries](#)" (CTQ-341A) 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](http://www.ctq.gouv.qc.ca/en/to_reach_us)

### By fax

514 873-4720 or 418 644-8034

Commission des transports du Québec  
200, chemin Sainte-Foy, 7<sup>e</sup> étage  
Québec (Québec)  
G1R 5V5

### By mail

### In person

545, boulevard Crémazie Est  
10<sup>e</sup> étage, Bureau 1000, Montréal

200, chemin Sainte-Foy, 7<sup>e</sup> étage  
Québec

## To reach us

### Internet address

[www.ctq.gouv.qc.ca](http://www.ctq.gouv.qc.ca)

### By phone

Montreal area : 514 873-6424

All other areas : 1 888 461-2433