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The information required in this 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:

1 – Identification

R

Register identification number – RIN

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 requested numbers 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).

IFTA permit number

or I only drive within the Province of Québec.
 My vehicles are not covered by the International Fuel Tax Agreement.
 My vehicles are included in the fleet of an operator IFTA's registration
Number :

Employer number – CNESST

I do not employ any workers 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

Number		Street			Apartment	
Postal Box	Rural Route	Station	Additional Information			
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 the fax number mentioned above and I agree to advise the Commission des transports of any change.

Québec representative

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

Name					
Number		Street			Apartment
Postal Box	Rural Route	Station	Additional Information		
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 the fax number mentioned above and I agree to advise the Commission des transports of any change.

2 – Registration

Indicate in what capacity you want to update your registration :

Owner only Operator only Owner and operator

3 – Description of the extent and type of activities carried on

3.1 Estimating the distance, as the crow flies, from your home port, indicate the percentage of your transport activities carried out beyond a 160 kilometrage radius.







_____ %

3.2 What percentage of your transport activities is carried out for hire?

_____ %

4 – Description and use of heavy vehicles

4.1 – Vehicles put into operation or operated in Québec (registered in Québec or in the United States)

Type of vehicle	Owner only	Owner and operator	Operator only	
			Lease on subcontract (subcontractor)	Short-term lease (lessee)
Indicate the number of vehicles that have a gross vehicle weight rating (GVWR) of 4,500 kg and over				
a) Tow truck 				
b) Straight-body truck with dump box 				
c) Straight-body truck or van 				
d) Tractor 				
e) Vehicle fitted with equipment 				
f) Tank truck 				
Indicate the number of vehicles that have a gross vehicle weight rating (GVWR) of less than 4,500 kg				
a) Tow truck				
b) Vehicle transporting hazardous materials requiring placards or Vehicle pulling a trailer or semi-trailer with a gross weight rating of 4,500 kg or more				

4.2 – Distance travelled of operated vehicles

For vehicles operated in Québec, enter the distance travelled :

- Total kilometers (including kilometers outside of Québec): km
- Percentage logged in Québec: %

4.3 – Trailers and semi-trailers registered in Québec

>> If you do not have any trailers or semi-trailers, go to question 4.4.

Number
(registered in
Québec)

Indicate the number of vehicles that have a gross vehicle weight rating (GVWR) of 4,500 kg and over

a) Van	
b) Flat bed	
c) Tank trailer	
d) Dump trailer	

4.4 – Nature of activities

4.4.1 Compared with your total transport activities, what percentage is devoted to the transportation of hazardous materials requiring placards:

%

4.4.2 Including hazardous materials, what percentage of your activities is devoted to the transportation of:

a) General freight %

b) Moving %

c) Liquid bulk (tank truck) %

d) Dry bulk %

e) Forest products %

f) Oversize and overweight transport %

g) Towing %

h) Waste and household garbage %

i) Other activities (examples:
electrician, plumber, etc.),
specify: %

Total: **100** %

5 – Buses, minibuses and ambulances put into operation or operated in Québec (registered in Québec or in the United States)

>> If you do not transport persons or if you do not own a bus, minibus or ambulance, go to question 6.

Type of vehicle	Owner only	Owner and operator	Operator only (short-term leasing)
Bus			
Minibus			
Ambulance			

5.1 – Distance travelled of operated vehicles

For vehicles operated in Québec, enter the distance travelled:

- Total kilometers (including kilometers outside of Québec) : km
- Percentage logged in Québec : %

5.2 – Nature of activities

What percentage of all of your transportation activities is devoted to each type of service?

- a) Charter %
- b) School %
- c) Urban %
- d) Interurban %
- i) Other %
- Total :** %

6 – Safety fitness certificate from another administrative authority

Do you hold or have you held in the past three years a safety fitness certificate issued by another Canadian province, or a registration number issued by the United States or Mexico?

No Yes, indicate the number below:

	Certificate number		Registration number
Ontario (CVOR)	<input type="text"/>	United States (DOT)	<input type="text"/>
New Brunswick	<input type="text"/>	Mexico	<input type="text"/>
Nova Scotia	<input type="text"/>		
Newfoundland	<input type="text"/>		
Prince Edward Island	<input type="text"/>		
Manitoba	<input type="text"/>		
Saskatchewan	<input type="text"/>		
Alberta	<input type="text"/>		
British Columbia	<input type="text"/>		
Yukon	<input type="text"/>		
Northwest Territories	<input type="text"/>		

Required documents

- ✓ Application to update your registration in the Register of owners and operators of heavy vehicles (CTQ-338A)
- ✓ Renewal notice (that you received by mail)
- ✓ Payment

Fees

The payment you must include with your application is available on your update notice for the Register of owners and operators of heavy vehicles. However, for the amount payable for an update after the deadline, please refer to the "Fees—Owners and Operators of Heavy Vehicles" (CTQ-340A) available on our website. The various ways to make the payment are also mentioned on the form.

By using internet, you will save time and get \$5 off the update fee. You will not need to send us any documents. It's easy, efficient and secure! Go to www.ctq.gouv.qc.ca and click on "Mise à jour au RPEVL" (available in French only).

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, 7 th floor Québec (Québec) G1R 5V5	
In person	545, boulevard Crémazie East 10 th floor, Office 1000, Montréal	200, chemin Sainte-Foy, 7 th 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