



APPLICATION for MOTOR VEHICLE DEALER TRADE LICENSE
PROVINCE OF PRINCE EDWARD ISLAND

Check appropriate box:

New License
One dealer plate
(\$250.00)

Update Dealership
Information

Relocation
(\$10.00)

SECTION 1 - APPLICANT INFORMATION

Business Name:
Business Telephone No: ( ) Home: ( ) Cell: ( )
Civic Business Address:
Mailing Address:

In accordance with Section 36 of the Highway Traffic Act of the Province of Prince Edward Island, the undersigned hereby applies for a Dealer's License as indicated below:

Class A New and Used Vehicles (Manufacture Certificate Required)
Class B Sub-dealer
Class C Dealer in Used Vehicles (cars, truck, heavy equipment)
Class D New and Used Trailers, Motor Homes, and Motorcycles (Manufacture Certificate Required)
Class E New and Used Off-highway Vehicles (Manufacture Certificate Required)

SECTION 2 - REPAIR AND INSPECTION FACILITY

Indicate the station authorized to conduct inspections on behalf of the dealership:

Station Name:
Station Number:

SECTION 3 - BUSINESS INFORMATION

Business Name Registered (PEI Corporate and Business Names Registry) Yes No
Municipal Approval for Business Acquired Yes No
Security Bond \$15,000 Acquired (duly signed and witnessed, forwarded to the address below) Yes No
HST Number Acquired (application made with Canada Revenue Agency) Yes No
Environment Tax Number Acquired (application made with Taxation and Property Records) Yes No

SECTION 4 - PAYMENT INFORMATION

Make cheque or money order payable to Minister of Finance & Municipal Affairs and return to the nearest Access PEI location.
OR mail to:
Transportation and Infrastructure Highway Safety
120 Heather Moysse Drive
Summerside, PE C1N 5Y8

SECTION 5 - DECLARATION

I, the undersigned hereby declare that I am the \_\_\_\_\_ of the above-named business and that the information herein given is complete and accurate. (owner/president/manager)

Applicant's Name (please print) Applicant's Signature Date
Driver's License # of Owner: \_\_\_\_\_

FOR OFFICE USE ONLY

APPROVED \_\_\_\_\_ DATE: \_\_\_\_\_
REGISTRAR OF MOTOR VEHICLES
NUMBER OF PLATES ISSUED: \_\_\_\_\_ DEALER ID: \_\_\_\_\_
TAX NUMBER ISSUED: \_\_\_\_\_

## REQUIRED DOCUMENTATION/INFORMATION GUIDE TO OBTAIN A DEALER TRADE LICENSE

1.	<b>Municipal Approval for Commercial Business Location</b>	
	Permission in the form of a permit or letter must be obtained from the council of the city, town, or rural municipality to operate a place of business.	
	Please provide a copy of your permit or letter with your dealer trade license application. Contact Housing, Land and Communities if you have any questions about how to obtain Commercial Business approval.	
	<b>West &amp; East Prince Counties</b>	<b>902-432-2559</b>
2.	<b>Entry onto Arterial Highway Approval</b>	
	If a place of business will be using an entranceway onto an arterial highway, you must contact Transportation and Infrastructure for approval. Please provide a copy of your approval with your dealer trade license application.	
	<b>Prince County</b>	<b>902-438-4037</b>
	<b>Queens &amp; Kings Counties</b>	<b>902-368-5102</b>
3.	<b>Register your Business Name</b> with the Department of Justice and Public Safety: Contact 902-368-4550 or register online at <a href="https://ocbr.princeedwardisland.ca/ocbr/login">https://ocbr.princeedwardisland.ca/ocbr/login</a>	
4.	<b>Apply for HST Number:</b> Application to be made with Canada Revenue Agency to register for an HST number. Please provide your HST Number with your dealer trade license application. Contact 1-800-959-5525 or online: <a href="https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/account-register.html">https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/account-register.html</a>	
5.	<b>Apply for Environment Tax Number:</b> 902-368-4070 or online at <a href="https://www.princeedwardisland.ca/en/service/register-for-and-submit-online-environment-tax-return">https://www.princeedwardisland.ca/en/service/register-for-and-submit-online-environment-tax-return</a>	
6.	<b>Security Bond</b> Applicants are required to submit a security bond in the amount of \$15,000.00 which is to be in the format contained in the Schedule Form 1 (Dealer Trade License Regulations) and is available from most insurance companies for a yearly premium. After being duly signed and witnessed, the bond is to be forwarded to:  Department of Transportation and Infrastructure 120 Heather Moyse Drive, Summerside PEI C1N 5Y8  The Schedule 1 form can be found here: <a href="https://www.princeedwardisland.ca/en/legislation/highway-traffic-act/dealers-trade-license-regulations">https://www.princeedwardisland.ca/en/legislation/highway-traffic-act/dealers-trade-license-regulations</a>	
7.	<b>Repair and Inspection Facility</b> If the applicant does not have an inspection station on site, a written statement from an inspection station operator is to be returned with the application stating that they will do necessary repairs and inspections for the dealership.	

### Next Steps:

- After the application is completed and all copies of documents are provided, the applicant can then ready the place of business.
  - **Office: To be situated at the business location where the vehicles are displayed.**
  - **Signage: Must be sufficient to advertise and identify the vehicle dealership.**
- When business premises are ready, contact the office of Highway Safety at 902-432-2714 or 902-888-8264. Highway Safety will send an Officer to visit your dealership location to conduct a site inspection.
- Approval from the Registrar of Motor Vehicles is required prior to dealer trade license being issued.
- If you require more information contact Highway Safety Division at 902-432-2714 or 902-888-8264.