



CHANGE OF OWNERSHIP APPLICATION REQUIREMENTS

All supplemental documents must be uploaded digitally via the Depot Portal. Below is the list of requirements needed to apply to purchase an existing depot. This list is for informational purposes only.

- **Completed Application Form**
 - To be completed in Depot Portal.
 - Information included:
 - Depot Name
 - Depot Location
 - Location ownership details
 - Depot ownership structure
 - Permit holder and manager contact information.

- **Government Issued Photo Identification**
 - A copy of valid, government issued photo ID for each proposed Permit Holder listed above. Can be one of the following:
 - Driver's License
 - Passport
 - Provincial Identification Card
 - Permanent Resident Card

- **Purchase Contract**
 - A copy of the contract for sale or agreement between the proposed Permit Holder(s) and the current Depot Permit Holder(s). **Note that applications can take at least 60 days to process, therefore if the possession date is set too soon, it may need to be amended.**

- **Business Plan**
 - See the Business Plan Checklist below for requirements.

- **One & Three-Year Financial Forecasts**
 - Forecasted income statements and balance sheets for the first and third year of business are required.
 - Ensure that you explain the basis for your projections and how you determined the expected income in your business plan.

- **Cash Flow Projections**
 - Cash Flow Projections for the first three months of operations are required to project your expected operating expenses. Ensure that you explain the basis for your projections in your business plan as instructed below.

- **Letter of Sufficient Operating Capital or Line of Credit**
 - A Permit Holder must demonstrate that they have operating capital or a line of credit in an amount no less than the three month's operating expenses indicated in the requested cash flow projections, or the required amount in section 4.8 of the Depot By-law, whichever is greater. You may provide either:
 - A letter from a recognized financial institution stating that the Permit Holder has operating capital or a line of credit; or
 - An account statement from a recognized financial institution that shows the account balance under the Permit Holder's name.



- **A Business License**
 - A copy of an updated Business License issued by the municipality where the Depot is located is required. The business license must be issued to the proposed Permit Holder. If your municipality does not issue business licenses, then you will need to provide a copy of confirmation from them in writing.
- **Criminal Record Check for All Proposed Permit Holder(s) and Depot Manager(s)**
 - A criminal record check (CRC) must be submitted for each proposed Permit Holder.
 - The CRC must be obtained from a local law enforcement detachment; general or third-party background checks will not be accepted.
 - The CRC must have been obtained within the last 3 months; any records older than 3 months will not be accepted.
- **Proof of English Proficiency for Permit Holder(s) and Depot Manager(s)**
 - Proof of English Proficiency is required for all Permit Holders listed above. This can be provided in one of two ways:
 - proof of birth or education in an English-speaking country; or
 - a Canadian Language Benchmark (CLB) score of six (6) or better on speaking and listening and a score of four (4) on reading and writing.
 - We will also accept IELTS or CELPIP results, provided that the scores obtained are equivalent to the requirements noted above for CLB results.
- **Certificate of Incorporation, including Shareholder Information (if applicable)**
 - If the owner of the Depot is a corporate entity, you will need to provide a copy of your incorporation documents, which include your certificate of incorporation and shareholder information. If any of the Shareholders of this corporate entity are other registered corporations, you will also need to provide corporate searches for those entities, and so on until ownership is disclosed to the individual level.
- **Non-Profit Registration (if applicable)**

BUSINESS PLAN REQUIREMENTS

- **Depot Name**
- **Name of Applicant**
- **Applicant Contact Information**
 - Phone number and email address (both required). **Note that if you currently already own a depot, you cannot use an industry email address. Please provide an alternate email address.**
- **Notice of Construction and/or Renovations (if applicable)**
 - New construction or renovations
 - Proposed date construction will begin
 - Proposed date operations will commence
- **Financial Information**
 - Banking Institution
 - Accountant name and contact information
 - Fiscal year end date (Sole Proprietors and Partnerships must use December 31st to coincide with personal tax returns)
- **Legal Information**
 - Legal advisor name and contact information



- **Ownership and Management**
 - Full names of all Owners, Directors, Shareholders, Managers, and Key Staff with their position/title
 - Indication of the role each individual included above will fulfill in the day-to-day operations of the Depot
 - Description of staffing levels
- **Operations**
 - Employee uniforms/Depot branding
 - Point of Return implementation (if applicable)
 - Description and number of counting stations
 - Implementation of other technology: automated cash machines, sorting/counting equipment, video surveillance, etc. (if applicable)
 - Customer complaint/recount process
 - Proposed Hours of Operation
 - Specify seasonal hours
 - Specify Statutory Holiday hours
- **Location**
 - Population served
 - Proximity to nearest Depot(s)
- **Market Justification/Viability of Business**
- **Description of Proposed Marketing/Advertising**
- **Any Additional Information**