



OARA Direct Membership Application Form

Direct Membership \$500.00 + 5% gst = \$525.00 Includes the \$250 membership dues and a non-refundable \$250 application fee. All applications must be completed within 60 days or the application fee will be forfeited.

Any private sector sole proprietorship, partnership, or corporation, recognized by their local and provincial government as being a legitimate business **PRIMARILY** engaged in the business of dismantling motor vehicles for their parts re-use and recycling and for the vehicle's material recycling and re-use in the Province of Ontario.

Company: _____

Address: _____

City: _____ Municipality: _____ Postal Code: _____

Telephone: _____ Fax: _____

Website: _____ Email: _____

of Employees: _____ Years in business: _____ # of vehicles bought/year: _____ Inventory System _____

Officers, Directs & Partners (please list full names and positions): _____

Please provide photocopies showing the following:

Provincial "C" License from MTO Motor Vehicle Dealers "D" Licence from OMVIC

(note: to be compliant with the Highway Traffic Act and Motor Vehicle Dealers Act, applicants must hold either a Class C Garage Licence from MTO or a Dealers D Licence from OMVIC.)

Municipal License (note: the licence should clearly show that your business is licenced in the municipality you operate in as an auto wrecking, auto salvage, auto recycling or equivalent designation. If your municipality does not require a licence, then you need to submit a letter from your municipality on their letterhead indicating that a licence is not required, but the business, identified as an auto salvage, auto wrecking, auto recycling or equivalent description, is in compliance with local zoning and bylaws.)

Provincial RST Number

Federal Business Tax Number

WSIB Number

Ontario Tire Stewardship Registration Number

Proof of Liability Insurance

Waste Generator Number from the Ministry of Environment

Waybills/Invoices showing disposal of: Used Oil, Antifreeze, Windshield Washer Fluid, Batteries, Fuel, Mercury Switches

Please provide colour photographs showing:

Front of property Sales counter Parts storage and racking Delivery vehicles Vehicle dismantling

Scrap vehicle storage Scrap tire storage Battery storage Waste storage CFC/hCFC recovery machines

OARA will undertake a facility tour and audit of all applicants using an independent, trained auditor. The results of the audit will be used by the Membership Committee and Board of Directors to evaluate the application.

Please provide a Criminal Background Check and Memorandum of Understanding (if you have supplied a valid "D" Licence, you are exempt from supplying a Background Check as that is part of the application process with OMVIC).

A Criminal Background Check is required to be submitted along with your completed Application. The Criminal Background Check should be submitted in a sealed envelope clearly marked with your name and that it contains a Criminal Background Check. You may obtain the Criminal Background Check from your local police service. The Criminal Background Check should be dated within one month of the date of your Application. Additionally, you will find in your Application materials a document entitled "Memorandum of Understanding". This Memorandum of Understanding (MOU) must be filed by you together with your application and duly signed and dated. The Memorandum of Understanding, once signed by you, signifies that you are voluntarily filing a Criminal Background Check, that you agree to have your Criminal Background Check kept by the solicitor for OARA and that you agree to the solicitor reviewing the Criminal Background Check for purposes of determining your eligibility for membership. The MOU also obliges you to refresh your Criminal Background Check every five years and to provide an updated Criminal Background Check to OARA once every five years. The MOU also obliges you to immediately notify OARA of any changes concerning violations or convictions which relate to you or to your organization (as the case may be). The MOU will be forwarded to the solicitor for OARA upon receipt of your application materials. The solicitor for OARA will review your Criminal Background Check and if your Criminal Background Check is clear, the solicitor for OARA will sign the MOU on behalf of OARA and return a photocopy of the document to you duly signed by both yourself and OARA (by its solicitor). The MOU is submitted by you with your application is conditional upon your application for membership being accepted. NOTE: The Criminal Background Check is NOT opened or seen by any Member or employee of OARA, it is only viewed by OARA's solicitor.

Please read and initial the following Standard Agreements:

1. I have read and will abide by OARA's written Code of Ethics _____.

OARA Code of Ethics

As a condition of membership in the Ontario Automotive Recyclers Association, we agree:

- To respect the reputation, profile and status of the Ontario Automotive recyclers Association, and represent the association accordingly;
- To operate according to the ordinances, statutes and laws of the various jurisdictions;
- To promote the conservation of energy and the total utilization of our natural and manufactured resources;
- To minimize the reduction of usable automotive parts to scrap, as long as we believe there remains a reasonable potential of saving the energy it represents, by negating the need to manufacture a similar replacement part;
- To maintain a clean and non-polluting environment in and around our place(s) of business;
- To participate in the functions, activities, and programs of the Association, and where possible lend my/our business and professional expertise.

2. I have read and will participate in the Switch Out mercury recovery program _____.

I understand that non-compliance with the policies of the Switch Out Program will result in suspension from all OARA programs and loss of membership. Visit the Switch Out website for more information www.switchout.ca.

3. I understand that participation in vehicle donation/retirement programs operated by OARA are only available to new Direct Members of OARA in good standing upon successfully completing a six (6) month probationary term _____.

4. I understand that terms and conditions on all payments to the association are Net 15 days _____.

5. My membership application has been sponsored by the following OARA Direct Member in good standing:

OARA Direct Member Sponsor: _____

I hereby agree to release the above information to OARA to evaluate my application for Direct Membership in the association. I am aware that my application consists of a two (2) page application form; cheque for \$500+gst; various supporting photocopies and photographs, a completed Credit Application; and a completed Background Check and Memorandum of Understanding. Applications missing information or missing payment will not be considered until all information is submitted. Applications not completed within 60 days will forfeit their \$250+gst application fee.

Signature: _____ Date: _____

Make cheque payable in full to OARA and submit with this completed form and ALL supporting documents to:
OARA, 1447 Upper Ottawa St., Unit #1 Hamilton ON L8W 3J6 Fax: 905-383-1904, Email: admin@oara.com



ONTARIO AUTOMOTIVE RECYCLERS ASSOCIATION
1447 Upper Ottawa Street, Unit #1
Hamilton ON L8W 3J6

Record Police Clearance
MEMORANDUM OF UNDERSTANDING

Applicant's Name

Applicant's Address

I, the undersigned, and an applicant for membership with Ontario Automotive Recyclers Association (hereinafter referred to as "OARA") do herewith and hereby agree as follows:

1. I am filing this Memorandum of Understanding, duly signed by myself and dated, in accordance with the application procedures set out by OARA for membership in OARA. I am filing this Memorandum of Understanding and filing the enclosed Criminal Background Check voluntarily.
2. I agree that OARA may forward this Memorandum of Understanding to its solicitor, together with my Criminal Background Check.
3. I further agree that upon receipt the solicitor for OARA is hereby authorized to open the sealed Criminal Background Check which accompanies this Memorandum of Understanding and to review my Criminal Background Check for purposes of determining my eligibility for membership in OARA.
4. I agree that the solicitor may maintain the Criminal Background Check on file indefinitely.
5. In the event that I am convicted of any violation under Provincial or Federal legislation I agree to immediately notify OARA of the details of any such conviction and I recognize that having been convicted may affect my ongoing eligibility for membership in OARA.
6. I acknowledge that the decision as to eligibility for membership in OARA is entirely the purview and responsibility of OARA.
7. I further agree to obtain another Criminal Background Check every five years and to submit a copy of the said Criminal Background Check to the Secretary of OARA at least once every five years in order to maintain my membership.

Applicant's Signature:

Solicitor, OARA:

Date: _____

Date: _____



CREDIT APPLICATION

BILLING/SHIPPING INFORMATION

Official Company Name: _____

Bill to: _____ Ship to: (if different) _____

Main Phone: _____ Main Fax: _____ A/P Fax: _____

BUSINESS INFORMATION

Check One: () Corporation () Partnership () Proprietorship () Subsidiary of / Division of _____

Years in Operation: _____ Type of Business: _____

President/CEO: _____ A/P Manager: _____

BANK INFORMATION

Bank: _____ Contact Name: _____

Account No. _____ Phone: _____

Address: _____ City _____

Province _____ Postal Code _____

Credit References (Direct Members Preferred)

Reference 1: _____ Contact: _____

Phone No.: _____ Fax No.: _____

Reference 2: _____ Contact: _____

Phone No.: _____ Fax No.: _____

Reference 3: _____ Contact: _____

Phone No.: _____ Fax No.: _____

CUSTOMER'S AUTHORIZATION TO RELEASE BANK AND TRADE INFORMATION

Attention Bank and Trade References: Please provide information on all accounts listed as well as any loan information.

You will be serving our interest best if you provide the information over the phone. Thank you.

I/We hereby authorize you to whom this application is made, or your agents, to investigate my/our credit worthiness and will provide financial statements, tax returns etc., as you deem necessary.

Prepared by (signature) _____ Title _____ Date _____