



Renewal Application Form

## Private Transportation Company (PTC) Business Licence

### PTC Renewal Form 1

Please complete the following and submit this to [ptcbusinesslicence@toronto.ca](mailto:ptcbusinesslicence@toronto.ca). Failure to complete this form and submit required documents by the expiry date of your licence may result in cancellation of your licence.

#### 1. PTC Licence Number

PTC business licence number:	<b>B02-</b>
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#### 2. PTC Business Information

There are no changes to my business information <input type="checkbox"/>		
<b>Only complete the remainder of section 2 if there are changes to your business information.</b>		
Legal Name		Operating Business Name
Ontario Business Address		Business Type Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> <small>If a partnership or corporation and/or joint corporations, please complete and submit PTC Form 2 on pages 3-4, listing the details for each person.</small>
Street Number	Street Name	Suite/Unit Number
City	Province	Postal Code

#### 3. PTC Designate Contact Information

There are no changes to my PTC Designate Contact information <input type="checkbox"/>		
<b>Only complete the remainder of section 3 if there are changes to your business information.</b>		
Mailing Address / Same as Business Address <input type="checkbox"/>		
Street Number	Street Name	Suite/Unit Number
City	Province	Postal Code
Business Telephone Number		Mobile Number
Business Email		Website
Primary Contact First Name		Primary Contact Last Name
Primary Contact Phone Number		Primary Contact Business Email

**4. PTC Application Submission and Authorized Signature**

I \_\_\_\_\_ (Name) as the authorized representative of  
 \_\_\_\_\_ (Business Name) affirm and acknowledge on behalf of the renewal applicant that:

- 1. The applicant understands and agrees to comply with the City of Toronto, Municipal Code Chapter 546, Vehicle for Hire Bylaw. The bylaw is available at: [www.toronto.ca/vehicleforhire](http://www.toronto.ca/vehicleforhire)
- 2. To be considered complete, the PTC renewal application must include all information requested with attachments.
- 3. The PTC must have appropriate agreements, contracts and/or processes in place to screen criminal and driving histories of individuals providing transportation to passengers through its PTC platform.
- 4. Prior to the collection of any personal information, the PTC must obtain consent from the PTC driver for the disclosure to ML&S and/or law enforcement agencies of personal information provided to the PTC, and that ML&S may disclose personal driver information to the PTC, including matters related to the current or pending offences or their driving record.
- 5. The PTC will assign a designated contact whose name and contact information is provided in Part 3 of this application form. The designated PTC contact will coordinate requests for data/ information from ML&S for compliance, enforcement, and audit purposes and to whom ML&S shall direct all correspondence.
- 6. The PTC shall ensure that each PTC vehicle on its platform is insured under a policy of automobile insurance of \$2,000,000 exclusive of interests and costs. The Certificate of Automobile Insurance form is required to be completed and submitted to the City by the insurer.
- 7. The PTC shall ensure that the PTC is insured under a policy of General Liability of \$5,000,000 exclusive of interests and costs. The Certificate of PTC Business Insurance form is required to be completed and submitted to the City by the insurer.
- 8. Indemnity Form signed at time of application is in effect for the duration of the licence.
- 9. A Data Sharing Agreement is required for secure transfer of data between the PTC and the City.
- 10. The PTC has data security measures in place to protect the personal data collected by the PTC relating to passengers and drivers under Personal Information Protection and Electronic Documents Act (PIPEDA).

I \_\_\_\_\_ (Name), as owner , partner , or officer  of  
 \_\_\_\_\_ (Business Name) affirm and acknowledge that all the information provided is true, and I understand and accept all conditions. I have the authority to bind the corporate applicant.

Signature	Date (yyyy-mm-dd)
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NOTICE OF COLLECTION STATEMENT: Information collected on this form is under the authority of the *City of Toronto Act 2006*, Section 6 and 7 and the City of Toronto Municipal Code, Chapter 546. The information will be used to process, issue, monitor and regulate licences issued by the City of Toronto, Municipal Licensing and Standards Division. Any questions regarding the collection of the information may be directed to Manager of Licensing Services, at 850 Coxwell Avenue, 3<sup>rd</sup> Floor, Toronto, ON M4C 5R1 or by telephone at (416) 392-6700.

**PTC Form 2: Listing of Owners, Partners and Officers**

Please list all officers, directors and partners of the applicant partnership or company, and all companies who will act together to carry on business as a PTC. A criminal background check and two government issued IDs must be submitted for each person listed in PTC Form 2. You may copy this form if more space is required.

Last Name		First Name	
Address			
City	Province	Postal Code	
Business Telephone Number		Mobile Number	
Business Email		Title	

Last Name		First Name	
Address			
City	Province	Postal Code	
Business Telephone Number		Mobile Number	
Business Email		Title	

Last Name		First Name	
Address			
City	Province	Postal Code	
Business Telephone Number		Mobile Number	
Business Email		Title	

**PTC Form 2: Continued**

Last Name		First Name	
Address			
City		Province	Postal Code
Business Telephone Number		Mobile Number	
Business Email		Title	

Last Name		First Name	
Address			
City		Province	Postal Code
Business Telephone Number		Mobile Number	
Business Email		Title	

Last Name		First Name	
Address			
City		Province	Postal Code
Business Telephone Number		Mobile Number	
Business Email		Title	

### Certificate of Insurance & Business information about the insured party

As part of your PTC Business Licence Application, proof of \$5,000,000 in Commercial General Liability insurance must be provided by a certificate of insurance, that is signed and stamped, and received directly from the insurer OR the licensed agent/broker.

Have your insurer or licensed agent/broker send the certificate of insurance to [ptcbusinesslicence@toronto.ca](mailto:ptcbusinesslicence@toronto.ca)

First Name		Last Name	
Organization name (if applicable)			
Address	City/Province	Postal code	
Operating name of insured			
Telephone Number	Mobile Number	Email	

### a. Insurance information

Note that a minimum limit of \$5,000,000 Commercial General Liability insurance is required.

Name of the insurance company	Policy number	Coverage (\$)
Policy effective date (yyyy-mm-dd)	Policy expiry date (yyyy-mm-dd)	
Operations of the named insured for which this certificate is issued Private Transportation Company (PTC)		

### b. Business information about the insurance broker

First Name		Last Name	
Address	City/Province	Postal code	
Telephone Number	Mobile Number	Email	

**c. Provisions of amendments or endorsements**

- The acceptance of this certificate by the City of Toronto does not certify that the limits of liability and terms and conditions of the policy referred to above meet the specified requirements of the Commissioner of Finance nor will the acceptance of this certificate by the City waive the City's rights of action against the application and/or insurer for failure to comply with provisions governing the use of permits and licences granted herein.
- Commercial General Liability is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability.
- The City of Toronto has been named as an Additional Insured, but only with respect to liability arising out of the operations of the Insured for which a permit, license or agreement has been issued by the City of Toronto.

- The Commercial General Liability policy or policies identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.
- If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policy(ies) identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2.
- Any certificate that is altered will be considered invalid, such as if a provision is crossed out.
- If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (10) days if cancellation is due to non-payment of premium) by registered mail will be given by the insurer to:

**Licence & Permit Issuing Office, Municipal Licensing & Standards**  
 East York Civic Centre, 850 Coxwell Avenue, 3rd Floor, Toronto, ON M4C 5R1  
 Information Line: 416-392-6700 | Email: [ptcbusinesslicence@toronto.ca](mailto:ptcbusinesslicence@toronto.ca) | Fax: 416-392-4515

**d. Information about the insurance broker**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing.

Signature and stamp of authorized representative

Date (yyyy-mm-dd)

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