**ORCS: ClassificationNumber**

|  |  |  |  |
| --- | --- | --- | --- |
| Owner: | «organizationName» | Date: | «reportDate» |
| Address: | «address1» | Owner Code: | «ownerCode» |
|  | «address2» | «sharedKeyHeader»: | «sharedKey» |
|  |  | Work: | «workPhoneNumber» |
|  |  | Mobile: | «mobilePhoneNumber» |
|  |  | Fax: | «faxPhoneNumber» |

**Please take note of the following instruction**

|  |  |
| --- | --- |
| 1. | Please indicate if you still own and wish to re-register each piece of equipment for the upcoming fiscal year by circling Yes or No on the list. |
| 2. | If there are any changes or additions in the above owner information, address, office phone number, fax number, mobile number or email address, please indicate on this document in the top left- and right-hand corners. |
| 3. | If you wish to register any new equipment or replace existing equipment with newer models, you are required to fill out a Hired Equipment Registration Form and provide Proof of Ownership. For registration forms please go online to the following web-site [www.gov.bc.ca/hiredequipment](http://www.gov.bc.ca/hiredequipment) or contact your local Ministry of Transportation and Infrastructure Hired Equipment Clerk. Contact information is located at the top of this document. |
| 4. | Once you have completed all the above, please email, mail, fax or drop off this document and other relevant documentation to your local Ministry of Transportation and Infrastructure office. Contact information is located at the top of this document. |
| 5. | For more information regarding the Ministry of Transportation and Infrastructure’s Hired Equipment Program, please go online to the following web-site [www.gov.bc.ca/hiredequipment.](http://www.gov.bc.ca/hiredequipment) |

Print Name: Signature:

|  |  |  |  |
| --- | --- | --- | --- |
| Owner: | «organizationName» | Date: | «reportDate» |
| Address: | «address1» | Owner Code: | «ownerCode» |
|  | «address2» | «sharedKeyHeader»: | «sharedKey» |
|  |  | Work: | «workPhoneNumber» |
|  |  | Mobile: | «mobilePhoneNumber» |
|  |  | Fax: | «faxPhoneNumber» |

Owner Equipment Table

Print Name: Signature: