OKLAHOMA MOTOR VEHICLE COMMISSION

APPLICATION PACKET FOR MANUFACTURER OR DISTRIBUTOR

A new motor vehicle Manufacturer or Distributor must be licensed prior to establishing a dealer or distributor network in Oklahoma, or before placing bids with governmental entities. It is unlawful for a Manufacturer or Distributor to act in such capacity in Oklahoma without first obtaining a license. Sanctions such as fines or denial of license may be imposed for non-compliance.

ITEMS IN CHECKLIST BELOW ARE REQUIRED TO MAKE PROPER APPLICATION
1. APPLICATION FORM: Form must be fully completed, signed and notarized.
2. <u>FINANCIAL INFORMATION</u> : A company Balance Sheet or Pro Forma Balance Sheet is required. The Balance Sheet <u>must be certified</u> by an officer of the company, and <u>current within the last 90 days</u> . You may submit your own signed Balance Sheet or use the enclosed Balance Sheet form.
3. <u>AFFIDAVIT</u> : Furnish an affidavit, on your letterhead, certifying that only new parts are used in the manufacture of the new vehicles.
4. PHOTO : Include photo of your manufacturing or distributing facility, showing the business sign.
5. <u>WARRANTY</u> : Attach copy of your product warranty <u>and</u> policy for warranty reimbursement to Dealers.
6. MSOs/MCOs: Sample of completed Manufacturer's Statement/Certificate of Origin (front and back).
7. DEALER SALES & SERVICE AGREEMENT : Submit sample copy of the standard Dealer Agreement.
8. REPRESENTATIVES: Representatives are individuals employed by your company who contact dealers, prospective dealers or distributors, whether paid by salary, commission or contract. They must be licensed prior to engaging in this activity. A Representative application form is enclosed, please make photo copies.
9. <u>DEALERS:</u> Provide names, addresses, and phone numbers, of all Dealers who will be selling your product. Only Dealers can sell to the public; they must be physically located in Oklahoma <u>and</u> duly licensed.
10. IF APPLYING FOR A MANUFACTURER LICENSE: Provide name, address, phone, and contact person for any Distributors involved on behalf of applicant if applicable. A Distributor is a company (anywhere in the U.S.) that "establishes dealer networks", "places bids", or "distributes your products", in Oklahoma. <i>Distributors are required to be licensed prior to engaging in these activities</i> .
11. IF APPLYING FOR A DISTRIBUTOR LICENSE: Provide name, address, phone, and contact person, for each Manufacturer that you will represent; and attach copy of your signed Distributor Agreement with each of those manufacturers. <i>Manufacturers in the U.S. are required to be licensed before the Distributor is licensed.</i>
12. <u>FEES:</u> Manufacturer/Distributor Fee is \$400.00. Representative Fee is \$100.00 each. Checks or money Orders only. No cash or credit cards. <i>Fees are non-refundable unless application is denied</i> .
13. DEADLINE : Applications are reviewed for consideration at a Commission Meeting, held monthly on the second Tuesday. The deadline to submit an application packet is the Monday <i>eight days prior</i> to the meeting. NO EXCEPTIONS! If your application is not <i>complete</i> by the deadline, it will be held over to the next monthly Commission Meeting.

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

INITIAL APPLICATION MANUFACTURER AND/OR DISTRIBUTOR LICENSE

Ch	eck one: Mar	nufacturer	Factory Branch	Distributor	Dist	ributor Branch	
1.	DBA Name						
2.	Legal Business Name (if different)						
3.	Physical Address	Street	City		State	Zip	
4.	Mailing Address	P.O. Box or Street	City		State	Zip	
5.	. Main Phone		6. We	ebsite			
		Name	Di	Direct Phone #		E-Mail	
7.	Division Head						
8.	Ownership Type:	☐ Individual	☐ Partnership	☐ Corporation	☐ LLC	\square LP	
9.	Ownership Structure	(check one):	Publicly Owned	company:(if this is checked com			
10	. If privately owned, co	omplete below for	each Owner, Officer and	l Executive Manager:	(attach separate	e pages if necessary)	
	NAME OF OFFICER		HOME ADDRESS	TIT	TLE I	D.O.B. %	
						%	
						%	
						0.4	
						/0	
11			ls ever had a Motor Veh er state?Yes	No If Yes, expl			
12			een convicted of a felon Where?				
	(circle one) Federal	or State Charge	Convicted of:				
		ssed without this d	istory Background Repo ocumentation. This Cor				

13. Give	a brief history of the business:			
14. List b	by Franchise Make and Type Code the products to be m	anufactured or distributed:		
BS	- Automobiles MH - Motor Home - Bus EM - Emergency Vehicle - Powersports (Motorcycle, Scooter, ATV, & UTV)	TW – RV Towable SV – Specialty Vehicle LS – Low Speed Vehicle	HT – Heavy Truck MT – Mini Truck	
	FRANCHISE "MAKE" NAME	TYPE CODE		
	DUCTS ARE NOT TO BE SHIPPED TO DEALER O ITS DEALERS or DISTRIBUTORS ARE DULY I			
	(a) It is <u>our</u> responsibility to notify the OMVC upon the		listributor.	
((b) We will refrain from shipping product to the newly properly licensed.	appointed dealer and/or distrib	(initials) outor until they are	
((c) I further acknowledge that failure to comply with (a) and (h) above is a violation o	of OMVC Law	
((c) I further acknowledge that failure to comply with (a) and (b) above is a violation ((initials)	
	E SURE TO VERIFY THAT ALL APPLICABLE IT HED TO THIS APPLICATION BEFORE SUBMIT		COVER SHEET, ARE	
members our produ	certify that the statements in or attached to this Applicat of this organization are familiar with the provisions of a lets manufactured or sold in the State of Oklahoma, con the statements contained herein.	he law under which this Appli	ication is made. I further attest that	
Signed	Signature of Authorized Official			
	Signature of Authorized Official	Print Name		
-	Title	Date		
Notary:	Subscribed and sworn to (or affirmed) before me this	day of	, 20	
	Notary Public	My Commission Expires: _		
	Commission Number:	(SE.	AL)	
. .	T			
	Fee: \$400.00 undable unless application is denied.			

Oklahoma Motor Vehicle Commission 4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116 (405) 607-8227

BALANCE SHEET

oany:			As of:	
ASSETS:				
Current Assets:				
Cash on Hand and in Bank				
Accounts Receivable				
Factory Receivables				
Notes Receivable				
Total Cash and Receivables				
Inventories:				
New Motor Vehicles				
Used Motor Vehicles				
Parts and Accessories				
Other Inventories	-			
Total Inventories	-			
Other Current Assets:				
<u> </u>				
Total Current Assets:				
Property, Plant, and Equipment:				
Land and Buildings	- <u></u>			
Furniture, Fixtures, Equipment				
Company Vehicles				
Leasehold Improvements				
Other				
Total Property, Plant, & Equip:				
Other Dealership Assets:				
TOTAL ASSETS: <u>LIABILITES</u>				
Current Liabilities:				
Accounts Payable				
Notes Payable - Floor Plan				
Other Short-Term Notes				
Other Current Liabilities				
Total Current Liabilities:				
Long-Term Liabilities:				
Mortgages Payable				
Other Long-Term Notes				
Total Long-Term Liabilities:				
TOTAL LIABILITES:				
NET WORTH / OWNERS EQUITY:				
Capital Stock				
Additional Paid in Capital				
Retained Earnings	-			
Other (Explain)				
TOTAL NET WORTH / OWNERS EQUITY:				
TOTAL LIABILITIES PLUS TOTAL NET				
TOTAL LIABILITIES PLUS TOTAL NET WORTH:				
WORTH:				
	ORMATION IS TRU	E AND CORRECT TO	THE BEST OF MY	KNOWLEDGE.

Rev (12-2021)

REPRESENTATIVE ROSTER SHEET

Representative Licenses are required for <u>EMPLOYEES</u> or <u>CONTRACT PERSONNEL</u> of a manufacturer, factory branch, distributor, or distributor branch who perform <u>any</u> of the following duties:

- Contact prospective Oklahoma Dealers
- Contact or supervise existing Dealers regarding only the Sales Process or Dealer Development
- Contact prospective or current Distributors
- Place bids with any Oklahoma State, Municipal or County Governments

Instructions:

- 1. List below ALL Representatives to be licensed.
- 2. Each person listed below <u>must</u> complete a Representative Application.
- 3. Only provide the LAST 4 DIGITS of the Social Security Number.
- 4. Please type or print legibly!

Company			
NAME	S.S. # (last 4 digits only)	NAME	S.S. # (last 4 digits only)
1	1	6	
2	1	7	
3	1	8	
4	1	9	
5	2	20	
6	2	21	
7	2	22	
8	2	23	
9	2	24	
10	2	25	
11	2	26	
12	2	27	
13	2	28	
14	2	29	
15	3	30	

Rev (12-2021)

OKLAHOMA MOTOR VEHICLE COMMISSION **APPLICATION FOR MOTOR VEHICLE REPRESENTATIVE LICENSE**

1. Legal Name					
	First	MI	Last		
2. SS # (last 4 digits o	nly):	3. Job Title:			
4. Home Address:					
	Address	City	State	Zip	
5. Ph #:		6. Work Email:			
7. Employed by:		8.	Division:(if applicable)		
			(if applicable)		
9. Employer Address:	Address	City	State	Zip	
10 List any other Ma	uufacturer/Distri	hutors that you currently represe	nt:	_	
If yes, explain I agree to abide by the of perjury that the ansy denied, revoked or sus	Laws and Rule wers and information	s of the State of Oklahoma, Moto	pended in this <u>or</u> any other state? or Vehicle Commission. I certify und correct. I understand that my Lice.	inder penalty	
Applicant Signature			Date		
		EMPLOYER'S ENDORSEM	<u>ENT</u>		
Applicant, Represent	ing My Compa		em to be true to the best of my knowny and a person who will abide by the motor vehicles.	-	
SignatureAu	 ithorized Signa	ture of Employer	Title		
		I V -			
Print Name			Date		

Oklahoma Motor Vehicle Commission 4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116 405-607-8227

APPLICATION FEE: \$100.00