

## APPLICATION FORM FLEET FUEL CARD

\*Required fields

### CONTACT INFORMATION

Legal Business Name*		
Mailing Address*		
City*	Province*	Postal Code*
Administrative Contact*		
Telephone*	Cell Phone*	Email*
Estimated Monthly Purchases Dollars*	Litres*	Desired Credit Limit*

### BUSINESS PROFILE

Type Of Company*	Sole Proprietorship	Partnership/Corporation	Limited Company	Other
Number Of Years In Business*				
Owner(s)*	Date Of Birth (mm/dd/yy)			
1.				
2.				
3.				
Other Businesses Owned				
Financial Statements Available?*	Yes	No		

### FINANCIAL INSTITUTION

*(Of which you have been a customer for 2 years or more)*

Name*	Telephone*
Address*	Account No.*

### TRADE REFERENCES\*

Petroleum Suppliers Name*	Address*	Telephone*	Account No.*
1.			
2.			
Other Suppliers Name*	Address*	Telephone*	Account No.*
1.			
2.			

## CUSTOMER PORTAL

Parkland Corporation offers online access to manage cards, view transactions and receive pricing online. Enter email below and appropriate access instructions will be sent.

Name	Email	Job Title	Check all that apply	
Fleet/ Operations Manager*			Price Notification Invoice/Statement	Card Management
Accounts Payable			Price Notification Invoice/Statement	Card Management
Other Recipient			Price Notification Invoice/Statement	Card Management

### INITIAL INDIVIDUAL CARD REQUEST

<b>SITE AUTHORIZATIONS (CHOOSE 1 - Applies to all cards on the account)</b>		
All Canada	BC Only	AB Only
<b>MARKED FUEL ACCESS? (Applies to all cards on the account)</b>		
No	YES	
All customers must complete the TAX EXEMPTION INFORMATION section below if Marked Fuel access is required.		

NUMBER OF CARDS	PRODUCT INFORMATION	CARD OPTIONS ON-SITE MANUAL ENTRY	VEHICLE# Maximum 4 Numeric Digits Embossed on cards. Prints on invoice
	All Products Diesel and DEF	Miscellaneous Number Yes    No  Odometer Number Yes    No  PIN Numbers are mandatory and will automatically be assigned to each card.**	
	All Products Diesel and DEF	Miscellaneous Number Yes    No  Odometer Number Yes    No  PIN Numbers are mandatory and will automatically be assigned to each card.**	

\*\*Custom PIN: Please complete the Customer Portal section above. Once the account has been approved, you will be provided with access to the Customer Portal where you will be able to change your PIN numbers and further customize cards online.

### TAX EXEMPTION INFORMATION (IF APPLICABLE)

If you are exempt from any federal or provincial taxes please indicate the exemption type, applicable exemption numbers and enclose copies of the relevant tax certificates. BC certificate required.				
Federal or provincial tax exemptions		Type of exemption requested		
Yes, I am exempt No, I am not exempt		Farmer	Federal Government	Provincial Government
		First Nations Individual or Band (purchase on reserve land)		
		Other (please explain type of tax exemption)		
DECLARATION NUMBER		EFFECTIVE DATE	MM	DD YY
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## TAX EXEMPTION INFORMATION (IF APPLICABLE)

If **MARKED DIESEL** is to be authorized in **British Columbia**, a "COLOURED FUEL ACCOUNT CERTIFICATION" form must be submitted to Parkland prior to authorizing Marked fuel purchases. Form FIN 430 can be found at [FIN 430, Coloured Fuel Certification \(Includes Marine Diesel and Locomotive Fuel\) \(gov.bc.ca\)](#) or by calling Taxpayer Services at 1-877-388-4440.

## AGREEMENT

The undersigned understands Parkland Corporation ("Parkland") intends to rely on all information presented in this agreement, or requested separately, in determining the undersigned's creditworthiness. The undersigned authorizes Parkland and any of Parkland's affiliates, subsidiaries, or service providers to contact bank, trade references and credit reporting agencies to obtain and verify credit information, and to disclose the undersigned's financial information, which may include personal information, to other credit grantors, reporting and collection agencies, affiliated companies, financial institutions, card embossers and electronic bill presentment service providers. This may involve the transfer of information (including personal information) to locations outside of Canada. If any portion of this form is incomplete, it may impact Parkland's ability to determine the undersigned's creditworthiness and/or to provide credit to the undersigned. The undersigned has the option to not provide Parkland with requested information. However, a refusal to provide requested information may negatively impact the ability of Parkland to determine undersigned's creditworthiness and/or to provide credit.

The undersigned agrees to abide by Parkland's credit terms, which may be changed from time to time, and understands that a late payment charge will apply to overdue accounts. The undersigned agrees that it will periodically provide to Parkland that financial information or security deemed necessary by Parkland to support any credit extension. If during the life of any agreement with Parkland the undersigned's financial capacity becomes impaired or unsatisfactory to Parkland, in the sole judgment of Parkland, advance cash payment or security satisfactory to Parkland will be given by the undersigned on demand by Parkland and shipments/deliveries may be withheld until such payment or security is received.

The undersigned acknowledges that the account will be used primarily for business purposes.

Access to Parkland's online systems give the Customer the ability to view and make changes to their account, including changes to the billing address and phone number, order new cards, make changes to existing cards, lock cards, and view and change sensitive PIN information. The Customer is responsible for adhering to the Terms and Conditions contained herein, in addition to adhering to the procedures and requirements of the FleetPro User Manual. Safeguarding sensitive data including PIN information is extremely important and is the responsibility of the Customer. Any misuse of the FleetPro online card management system or failure to comply with these Terms and Conditions and FleetPro User Manual by the Customer or its employees, agents or contractors is the sole responsibility of the Customer.

The Customer agrees to indemnify and hold Parkland and its affiliates and subsidiaries harmless from and against any and all damages, loss or liability of whatsoever kind and nature that arises from the misuse of the FleetPro online card management system or the failure to follow the requirements or procedures contained in these Terms and Conditions and the FleetPro User Manual, whether by the Customer or its employees, agents, contractors or those for whom they are responsible in law.

**LOST OR STOLEN CARDS** - The Customer is responsible for cancelling lost or stolen cards and is liable for all purchases incurred until the card is cancelled by the Customer. In the event that the Customer cannot access their account online the Customer is responsible for notifying Parkland of the lost/stolen card by calling (1-800-331-7353).

Use of the FleetPro online card management system constitutes agreement to and acceptance of these terms and conditions.

Signature of Authorized Signing Officer

Including your name/digital signature evidences your intention to be bound

Print Name & Title

Date

Please return completed application to: [commercial.credit@sunoco.com](mailto:commercial.credit@sunoco.com)

# Pre-Authorized Debit Form

Please Indicate your Fleet Fuel Card Account Number

Company Name

Address

City

Province

Postal Code

Telephone

Contact Name

E-mail

Signature

Date

## Account Profile Update

Please update my banking information

### Bank Information

(Please provide a void cheque or an official banking letter)

Financial Institution

Institution Number

Branch Number

Account Number

Please return your completed form and a void cheque or an official banking letter to:

Email: [commercial.credit@sunoco.com](mailto:commercial.credit@sunoco.com)

Mail: 1000, 2025 Willingdon Avenue Burnaby BC V5C 0J3

#### Terms & Conditions

You authorize Parkland Corporation and its successors and assigns ("Parkland") to deduct funds from the specified account for the payment of goods or services related to your business activities. The amount of the deductions will be variable and will be reflected in the invoices delivered to you. The deductions from your account will be recurring and the timing of the deductions will be in accordance with the payment terms that have been communicated to you. For example, if payment terms are "net 7 days" your payment will be deducted 7 days from the date of invoice, or the first business day following. You agree that Parkland may obtain your authorization for any sporadic payment either verbally or in writing.

You may revoke or change payment instructions related to this agreement at any time by delivering written notice to [CommercialFuels@sunoco.com](mailto:CommercialFuels@sunoco.com) ten business days prior to the next due date of a PAD. Revoking this agreement is related to payment instructions only – it does not change any other contract between Parkland and you, including your obligation to pay for products or services. You may obtain a sample cancellation form, or further information on your right to cancel this agreement, at your financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

**You agree to waive the 10-day pre-notification requirements normally provided under the rules of the Canadian Payments Association. Instead, in addition to delivering an invoice, Parkland will provide notification of pre-authorized debits one business day prior to debiting your account.**

Please send any inquiries about this agreement to [CommercialFuels@sunoco.com](mailto:CommercialFuels@sunoco.com). You warrant that all information about your account is accurate and you will notify Parkland, in writing, of any change in your account information provided in this agreement at least ten (10) days prior to any scheduled debit. In the event of any such change, this agreement will continue in respect of any new account.

You warrant and guarantee that all persons whose signatures are required to sign for the account have signed this agreement below.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).