

How to Submit a "Change of Ownership" Application



This guide will provide you with step-by-step instructions on how to submit a "Change of Ownership" using the TSSA Client Portal.

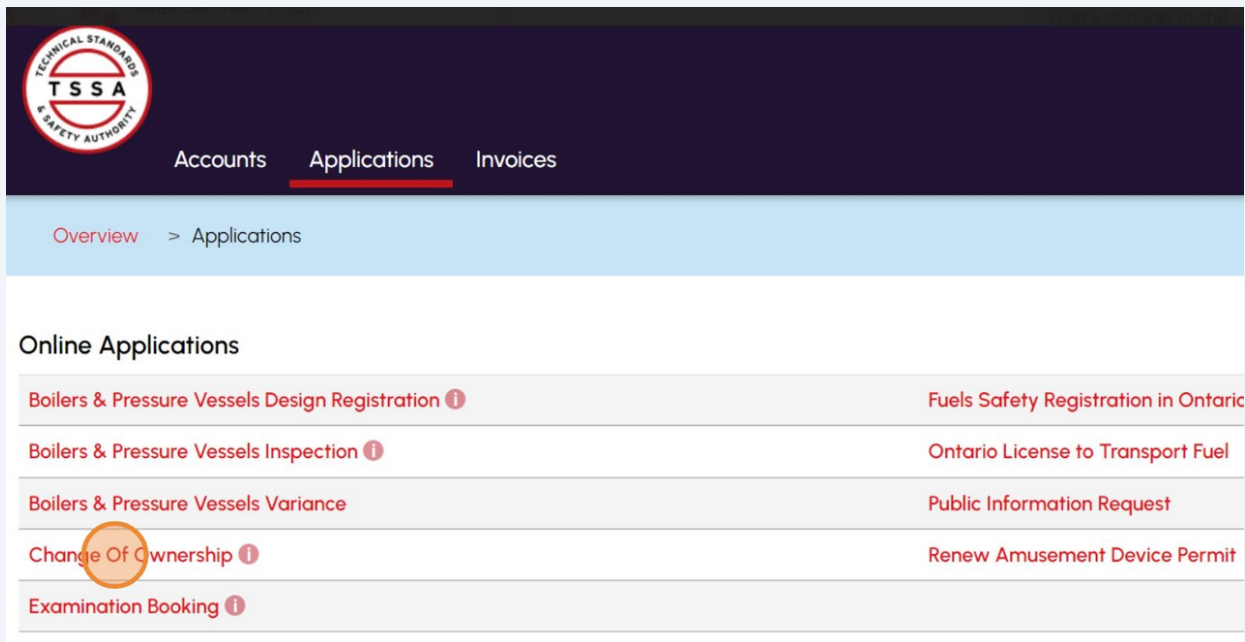
1 From the Client Portal homepage, click the **"Applications"** tab.

The screenshot shows the TSSA Client Portal homepage. The navigation bar at the top includes 'Home', 'Accounts', 'Applications' (highlighted with a red circle), and 'Invoices'. Below the navigation bar, the page content is organized into sections:

- Hi Ada Shelby**
Welcome to the TSSA portal, where, customers can view and manage account information, submit application requests, pay invoices and more.
- New Customers**
Create an Individual account if you are applying for:
 - A personal certificateFor all other requests create an Organization account
 - We require the company's legal entity details, i.e., corporation number or business identification number.
- Third Party Property Management Companies**
Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. pay an invoice, submit an application request.
If you do not have an account with TSSA:
 - Please create a Third-Party Property Manager account first.
 - Then proceed to linking to the owner/operator you wish to transact on behalf of.
 - The [Consent to Grant Third Party Access] form will need to be completed.
- Existing Customers**
Link to your TSSA account with:
 - Invoice or inspection report or
 - Valid authorization (licence/certificate/registration, etc.) or
 - Account Access Key
- Third Party Submitters**
Link to your own TSSA account prior to linking to the owner/operator you wish to transact on behalf of, i.e. submit an application request.
If you do not have an account with TSSA:
 - Please create a Third-Party Submitter type account first.
 - Then proceed to linking to the owner/operator you wish to submit an application for.
 - The [Consent to Grant Third Party Access] form will need to be completed

At the bottom of the page, there are two red buttons: **Create Account** and **Link Existing Account**.

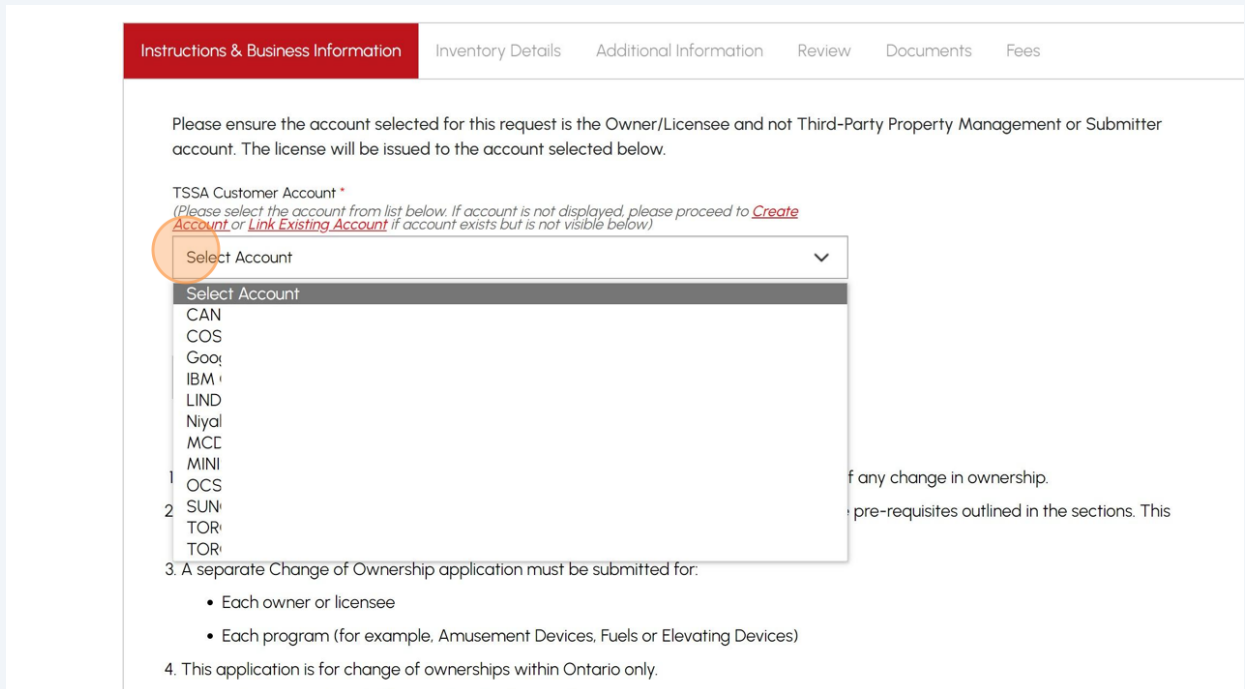
2 Click the "**Change of Ownership**" hyperlink from the list of online applications.



The screenshot shows the TSSA (Technical Standards & Safety Authority) website. The navigation bar includes 'Accounts', 'Applications', and 'Invoices'. Below the navigation bar, there is a breadcrumb trail: 'Overview > Applications'. The main content area is titled 'Online Applications' and contains a grid of application links. The link 'Change Of Ownership' is circled in orange.

Boilers & Pressure Vessels Design Registration ⓘ	Fuels Safety Registration in Ontario
Boilers & Pressure Vessels Inspection ⓘ	Ontario License to Transport Fuel
Boilers & Pressure Vessels Variance	Public Information Request
Change Of Ownership ⓘ	Renew Amusement Device Permit
Examination Booking ⓘ	

3 Click the "**TSSA Customer Account**" field and select an **Account** from the dropdown list.



The screenshot shows a form page with a red header 'Instructions & Business Information' and several tabs: 'Inventory Details', 'Additional Information', 'Review', 'Documents', and 'Fees'. The main content area contains instructions and a dropdown menu for selecting a TSSA Customer Account. The dropdown menu is open, showing a list of account names. The 'Select Account' field is circled in orange.

Please ensure the account selected for this request is the Owner/Licensee and not Third-Party Property Management or Submitter account. The license will be issued to the account selected below.

TSSA Customer Account *
(Please select the account from list below. If account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

Select Account

- Select Account
- CAN
- COS
- Goog
- IBM
- LIND
- Niyal
- MCC
- MINI
- OCS
- SUN
- TOR
- TOR

3. A separate Change of Ownership application must be submitted for:

- Each owner or licensee
- Each program (for example, Amusement Devices, Fuels or Elevating Devices)

4. This application is for change of ownerships within Ontario only.

4 Click the "**Program Area**" field and select from the list of options:

- Amusement Devices
- Elevating Devices
- Fuels Safety
- SKI

Instructions will appear for each program area.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: "Instructions & Business Information" (highlighted in red), "Inventory Details", "Additional Information", "Review", "Documents", and "Fees".

Below the navigation bar, there is a main content area with the following text:

Please ensure the account selected for this request is the Owner/Licensee and not Third-Party Property Management or Submitter account. The license will be issued to the account selected below.

TSSA Customer Account *
(Please select the account from list below. If account is not displayed, please proceed to [Create Account](#) or [Link Existing Account](#) if account exists but is not visible below)

A dropdown menu is shown with the selected account: "COSTCO WHOLESALE CANADA LTD. - 47274".

Below the account dropdown, there is a "Program Area*" dropdown menu. The dropdown is highlighted with an orange circle and shows the following options:

- Select Program Area
- Amusement Devices
- Elevating Devices
- Fuels Safety
- SKI

Below the dropdown menu, there is a list of instructions:

1. Fuels Safety and Safety Authority of any change in ownership.
2. when submitting a change of ownership application, you must complete and submit the pre-requisites outlined in the sections. This application will not be processed without the required prepayment and documents.
3. A separate Change of Ownership application must be submitted for:
 - Each owner or licensee
 - Each program (for example, Amusement Devices, Fuels or Elevating Devices)
4. This application is for change of ownerships within Ontario only.
5. **License Fee (non-refundable):** For details, please refer to TSSA's [Fee Schedules](#).

5 Read the instructions.

Important: Instructions vary for each program area.

Program Area*

Elevating Devices

General Instructions for Change of Ownership process:

1. Owners/licensee are required to notify the Technical & Standards and Safety Authority of any change in ownership.
2. When submitting a Change of Ownership application, you must complete and submit the pre-requisites outlined in the sections. This application will not be processed without the required prepayment and documents.
3. A separate Change of Ownership application must be submitted for:
 - Each owner or licensee
 - Each program (for example, Amusement Devices, Fuels or Elevating Devices)
4. This application is for change of ownerships within Ontario only.
5. **Licence Fee (non-refundable):** For details, please refer to TSSA's [Fee Schedules](#).

Program-Specific Instructions:

When submitting this application, a prepayment must be provided, along with the mandatory information:

1. Legal-transfer documents with the effective date.
2. Name of the Maintenance Contractor company.

Failure to provide the pre-requisites will result in a delay to the application request.

6 Click the "Effective Date of Change" field and select a date. Click the "Next" button.

Program Specific Instructions/ Notes:

1. When submitting this application you must provide a pre-payment along with the specified information as described documents with effective date and Maintenance list.

Licence Fee (non refundable): For details please refer to the Elevating Devices Fee Schedule available at www.tssa.org Licence Fees section.

Effective Date of Change*

(Change is processed when application is submitted and cannot be future dated)

Cancel

Next

7 Enter information in one of the following fields:

- Installation Number/Inventory Number
- Site ID/Inventory Group Number
- License Number

Tip! You can add multiple inventories for the same owner by following steps 7-8. Click the "**Add**" button once you enter the number.

[Customer Portal](#) > [Applications](#) > Customer Portal - Change Of Ownership

Licence Ownership/Licensee Change

Under Ontario's Technical Standards and Safety Act

Instructions & Business Information **Inventory Details** Additional Information Review Documents Fees

Enter one of the values below, which can be found on the TSSA Licence or Permit. Please select "Add" once data has been entered to allow for entry of multiple records.

Installation Number/Inventory Number Site ID/ Inventory Group Number License Number

Installation / Inventory Number	Site ID/ Inventory Group Number	License Number
No data added		

8 Click the "**Search**" button. Results will appear.

Enter one of the values below, which can be found on the TSSA Licence or Permit. Please select "Add" once data has been entered to allow for entry of multiple records.

Installation Number/Inventory Number Site ID/ Inventory Group Number License Number

Installation / Inventory Number	Site ID/ Inventory Group Number	License Number	
100015	-	-	<input type="button" value="Remove"/>

Select the "Search" button below, once you *have* entered the records for Change of Ownership

Valid Inventories

9

The "Inventory" will appear under "Valid Inventories " if found.

Valid Inventories

Valid inventories in grid below will be processed for change of ownership. Please click "Remove" to unselect, if required prior to proceeding.

Installation / Inventory Number	Site ID/ Inventory Group Number	Site Address	License Number	Device Type	TSSA Account (Current Owner)	Inventory Status
100015		1604 PULLEN AVE, OTTAWA, ON, K1G 0N7, Canada		ED Elevator	FRAMATOME CANADA LTD.	Active

Remove

Invalid Inventories

Exception noted as inventory not found. Please verify and check the inventory record.

Installation / Inventory Number	Site ID/ Inventory Group Number
No data found	

Additional Information Complete the below section for FS Change of Ownership: Retail Outlet or Bulk Storage Plant
Type of Fuels Services

10

Ensure you enter a valid inventory. If it is an **invalid inventory**, then it will be displayed as an invalid.

Valid Inventories

Valid inventories in grid below will be processed for change of ownership. Please click "Remove" to unselect, if required prior to proceeding.

Installation/ Inventory Number	Site ID/ Inventory Group Number	Site Address	License Number	Device Type	TSSA Account (Current Owner)	Inventory Status
No data found						

Invalid Inventories

Exception noted as inventory not found. Please verify and check the inventory record.

Installation / Inventory Number	Site ID/ Inventory Group Number
3449	

Remove

Cancel Back Next

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11

To remove a record, click the "**Remove**" button.

Valid Inventories

Valid inventories in grid below will be processed for change of ownership. Please click "Remove" to unselect, if required prior to proceeding.

Installation/ Inventory Number	Site ID/ Inventory Group Number	Site Address	License Number	Device Type	TSSA Account (Current Owner)	Inventory Status
No data found						

Invalid Inventories

Exception noted as inventory not found. Please verify and check the inventory record.

Installation / Inventory Number	Site ID/ Inventory Group Number
3449	

Remove

Cancel Back Next


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Anywhere you see an information icon , please click it for more details.



12 For the **"Fuels Safety"** program only.

Select one of the following **Change of Ownership Type**:

- Propane Refill Center or Filling Plant
- Retail Outlet or Bulk Storage Plant
- Cylinder Exchange
- Transport Fuel

Enter additional information if you selected the **Change of Ownership Type** to: **"Retail Outlet or Bulk Storage Plant"**.

No additional fields appear for the following Change of Ownership Type:

- Propane Refill Center or Filling Plant
- Cylinder Exchange
- Transport Fuel

The screenshot shows a web form titled "Change of Ownership Type". A dropdown menu is open, showing the selected option "Retail Outlet or Bulk Storage Plant" and a "Select all" button. Below the dropdown are several radio button options: "Propane Refill Center or Filling Plant", "Retail Outlet or Bulk Storage Plant" (checked), "Cylinder Exchange", and "Transport Fuel".

Below these options are sections for "Gasoline Station" and "Bulk Storage Plants".

Gasoline Station

- Card/Keylock
- Full-Serve
- Self-Serve
- Split-Serve
- Off-Road Recreational Vehicle
- Remotely Moniterd Retail Site

Marina

Bulk Storage Plants

- Less than 350,000 L
- Between 350,000 L and 2,300,000 L
- Greater than 2,300,000 L

At the bottom, there is a table for "Storage Tank Information".

Storage Tank Information	Underground		Aboveground	
	QTY	Total Capacity (Litres)	Qty	Total Capacity (Litres)
Gasoline				
Diesel Fuel				

13

If you are applying to license one **"Transport Fuel"**, complete the following fields:

- Fleet Number
- License Plate Number
- Unit Number

For multiple **"Transport Fuels licenses"**, complete the **"Additional Details Excel file"** in the **Documents** tab.

Point of Contact

First Name* Last Name* Email*

Phone*

Additional Correspondence Email Addresses

Please complete the below section if submitting a Change of Ownership for Transport Fuels(s).

Tank Truck/Cargo liner Information

Fleet Number License Plate Number Unit Number

14

Enter the following **"additional inventory information"**:

- Gasoline Station details
- Bulk Storage Plants details
- Storage Tank Information

Click the **"Next"** button to begin entering contact information.

Gasoline Station

- Card/Keylock
- Full-Serve
- Self-Serve
- Split-Serve
- Off-Road Recreational Vehicle
- Remotely Moniterd Retail Site

- Marina

Bulk Storage Plants

- Less than 350,000 L
- Between 350,000 L and 2,300,000 L
- Greater than 2,300,000 L

Storage Tank Information	Underground		Aboveground	
	QTY	Total Capacity	Qty	Total Capacity
Gasoline				
Diesel Fuel				
Other. Specify:				

Cancel

Back

Next

15 Enter information for **"Point of Contact"**:

- First Name
- Last Name
- Email
- Phone
- Additional Correspondence Email Address

[Customer Portal](#) > [Applications](#) > Customer Portal - Change Of Ownership

Licence Ownership/Licensee Change

Under Ontario's Technical Standards and Safety Act

Instructions & Business Information	Inventory Details	Additional Information	Review	Documents	Fees
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Point of Contact

First Name*

Last Name*

Email*

Phone*

Additional Correspondence Email Addresses

16 For **Elevating Devices** Program Only:

Enter the following "**Maintenance Contractor**" information:

- Contractor Name
- Contractor Registration Number (CRN)

Additional Correspondence Email Addresses

Maintenance Contractor

Contractor Name*

Contractor Registration Number

Maintenance Agreement

Cancel

Back

Next

17 Select one of the following **"Maintenance Agreement"** options:

- Automatic Renewal
- Expiry Date

The screenshot shows a web form with the following fields and elements:

- Phone***: A text input field containing the number "(437) 766-3861".
- Additional Correspondence Email Addresses**: An empty text input field.
- Maintenance Contractor**: A section header.
- Contractor Name***: A text input field.
- Contractor Registration Number**: A text input field.
- Maintenance Agreement**: A dropdown menu with a "Select" option highlighted in orange. The dropdown list shows "Select", "Automatic Renewal", and "Expiry Date".
- Buttons**: Three buttons at the bottom right: "Cancel" (grey), "Back" (grey), and "Next" (red).

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18 If you select **"Automatic Renewal"**, click the **"Next"** button to review a summary of the information you entered.

The screenshot shows the same web form as in step 17, but with the following updates:

- Additional Correspondence Email Addresses**: An empty text input field.
- Contractor Name***: A text input field containing the name "David".
- Maintenance Agreement**: A dropdown menu with "Automatic Renewal" selected. A small orange circle highlights the dropdown arrow.
- Buttons**: Three buttons at the bottom right: "Cancel" (grey), "Back" (grey), and "Next" (red).

19 If you select "**Expiry Date**", you're required to enter an **Expiry Date**.

Click the "**Next**" button to review a summary of the information you entered.

Maintenance Contractor
Contractor Name*
David

Contractor Registration Number

Maintenance Agreement
Expiry Date

Expiry Date

Cancel Back Next

20 Enter the following "**Tank Truck/Cargo liner Information**" information:

- Fleet Number
- License Plate Number
- Unit Number

Click the "**Next**" button to review a summary of the information you entered.

Point of Contact
First Name*
Ada

Last Name*
Shelby

Email*
adashelbytssa@gamil.com

Phone*
(437) 766-3861

Additional Correspondence Email Addresses

Please complete the below section if submitting a Change of Ownership for Transport Fuels(s).

Tank Truck/Cargo liner Information

Fleet Number

License Plate Number

Unit Number

Cancel Back Next

21

Review the summary of the information you entered:

- Program Area
- Device Details
- Owner/Licensee Information

Click "**Print Form**" for a copy.

Under Ontario's Technical Standards and Safety Act

Instructions & Business Information	Additional Information	Review	Documents	Fees
Program Area	Program Area Elevating Devices			Print Form
Device Details	Valid Inventory 100015 Valid Inventory Group			
Owner/Licensee Information	TSSA Account Name COS Corporation Number		TSSA Account Number 47	

22

Click on the **"Terms of the Application Declaration"** hyperlink. The Terms of the Application will appear.

Primary Email
Site@piping.com

I agree to [Terms of the Application Declaration](#)
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 12, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

23

Read the terms of the application and click the **"Accept"** button. A check mark will be placed beside **"I agree to the Terms of the Application Declaration"**.

it making a false statement may result in the revocation of the authorization and failure to provide the ration will result in delayed processing and/or approval of the requested service.

e that as the owner/licensee of the device/facility/business I am responsible for the operation and for ny device/facility is properly serviced and maintained as required under the Technical Standards and

rovided in this application may be releasable to third parties upon request pursuant to TSSA's Access de

Decline Accept

pplication Request, TSSA will contact you to confirm your

24 Enter your **full name** to sign the form electronically.

Primary Email
Site@piping.com

I agree to Terms of the Application Declaration
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 12, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

25 Click the **"Next"** button to attach any supporting documents.

I agree to Terms of the Application Declaration
(Click on link to review the terms)

Please enter your full name to sign electronically*

January 12, 2024

After you submit your Application Request, TSSA will contact you to confirm your submission.

Application cannot be edited after you proceed to Next stage. Please review and confirm all details.

26 Click "**Browse**" to upload any **mandatory documents** to the application.

Important: Mandatory documents are marked with a red asterisk (*) depending on the **Change of Ownership type**.

Acceptable file formats include JPEG, PNG, ZIP, and PDF. Otherwise, an error will be displayed.

For the Required/Mandatory documents, you may click browse again, to modify an uploaded file.

Required Documentation

Legal Transfer Documents with Effective Date*
(i.e. Bill of Sale, Lease Agreement, Condominium Corporation Registration,
land transfer documents, Letter from Lawyer,
which includes the name of the previous owner)

Please upload a file
File Formats: JPEG, PNG, ZIP, PDF

Browse

+ Add Another Document

Next

27 Upon successful upload, a notification will appear. Click "**OK**" to close the window and click "**Next**" to begin making a payment.

Required/Mandatory documents, you may click browse again, to modify an uploaded file.

Required Documentation

Legal Transfer Documents with
Bill of Sale, Lease Agreement
and transfer documents, Letter
which includes the name of the

PDF
counts.pdf

Browse

+ Add Another Document



Great!

Document uploaded successfully.

OK

Next

28

Select one of the following methods of payment:

- Credit Card
- Cheque
- EFT
- Wire

Steps to pay are different for different payment options.

Sub Total:
Taxes:
Total Amount
Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Credit Card

Select
Credit Card
Cheque
EFT
Wire

A receipt will be emailed to you once your application has been successfully processed.

29 If you select "**Cheque**", click on "**Payment Details**". A pop-up window will appear.

Registration
Inspection -
Petroleum -
Inspection Fees

Sub Total:
Taxes:
Total Amount
Owing:

Payment is required for application to be processed.

Select Payment Method Type*

Cheque

Click to see [Payment Details](#)

Submit

30 Gather the payment details for "**Cheque or Money Order**". Click **OK** to close the window.

Follow the same payment method steps for:

- EFT
- Wire

Payment Details

Cheque or Money Order

Payable To: Technical Standards and Safety Authority

Mail to: 345 Carlingview Drive
Toronto, ON
M9W 6N9

Please include **application number** on cheque remittance

Ok

Total Amount Owing: \$996.47

Payment is required for application to be processed

31

If you want to pay by credit card, select **"Credit Card"** from the options. Click the **"Pay by Credit Card"** button.

Instructions & Business Information Device Details Additional Information Review Documents **Fees**

Billing Description	Quantity	Unit Price (\$)	Subtotal (\$)	Tax (\$)	Total Amount (\$)
ED Elevator - Authorization Fees - Prepayment for: 100015349	1	\$250.00	\$250.00	\$0.00	\$250.00
				Sub Total:	\$250.00
				Taxes:	\$0.00
				Total Amount Owing:	\$250.00

Payment is required for application to be processed. Application will not be processed if you select cancel.

Select Payment Method Type*

Credit Card

Cancel Pay by Credit Card

32

Click the **"Click to proceed to secure page"** button to enter your credit card details.

Amount to Pay: 250

Payment Id : PortalTxn_2184

Application Number AP00001564

Click to proceed to Secure Page

33 Enter your **Credit Card details:**

- Cardholder Name
- Card Number
- MM/YY (Month and Year)
- CVV (3-digit number on card)

A screenshot of a credit card payment form. At the top, there are logos for VISA, Mastercard, American Express, Discover, and JCB. Below the logos, the form has four input fields: "Cardholder Name" with the value "Ada Shelby", "Card Number" with the value "5454 5454 5454 5454" and a Mastercard logo on the right, "MM/YY" with the value "09/29", and "CVV" with a question mark icon and the value "100".

34 Click "**Checkout**" to process the payment.

A screenshot of a checkout page. It shows the same credit card details as the previous screenshot: "Card Number" (5454 5454 5454 5454), "MM/YY" (09/29), and "CVV" (100). Below the form, there is a horizontal line, and then the text "Total \$250.00". At the bottom left, there is a "Back" link. At the bottom right, there is a blue "Checkout" button with an orange circle highlighting it.

35

The **Transaction receipt** will appear. **"Print"** a copy of the **Transaction Receipt** for your records.

You will receive an email confirmation and an official receipt once the payment has been completed.

Transaction Approved
Order Number : PortalTxn
Application_Number : AP0000
Amount: \$250.00
First6 and Last4 Digit of Card Number: 54545454
Transaction Type:200
Approval Code : KN9
Reference Number : 6601885400



Congratulations! You have successfully reviewed how to submit an application for "Change of Ownership" in the TSSA Client Portal.

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Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions.