



Technical Standards and Safety Authority  
 345 Carlingview Drive  
 Toronto, Ontario, M9W 6N9  
 Tel: 416.734.3300  
 Fax No: 416.234.9169  
 Customer Service: 1.877.682.8772  
 Email: operatingengineers@tssa.org  
 www.tssa.org

# Application for Duplicate Certificate of Registration or Name Change of a Plant

Technical Standards and Safety Act  
 Operating Engineers Regulation

The undersigned user of the indicated plant hereby applies for:	Duplicate Certificate of Registration	Name Change
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Please refer to OE Plant Registration Fee Details on Page 2 of the application form:

<b>Owner/Licensee Information:</b>		Plant User Name Type		<input type="checkbox"/> Person	<input type="checkbox"/> Business
Plant User Name:			Corporation/Business Identification No: (if plant user is Business)		
<i>Please provide <b>Primary address</b> in the fields provided below</i>					
Street No:		Street Name:		Unit/Suite:	
City/Town:		Province:	Postal Code:	Email:	
Primary Phone: <input type="checkbox"/> Mobile <input type="checkbox"/> Business <input type="checkbox"/> Home					Fax No:
<b>Primary Contact Information</b>					
Name of Contact:				Email:	
Primary Phone: <input type="checkbox"/> Mobile <input type="checkbox"/> Business <input type="checkbox"/> Home					Fax No:
<i>If your mailing address is <b>different</b> from your primary address, please complete this section</i>					
Street No:		Street Name:		Unit/Suite:	
City/Town:		Province:	Postal Code:	Email:	
Invoicing Option: <input type="checkbox"/> Mail <input type="checkbox"/> Email					

<b>Plant Information</b>					
<i>Please provide complete <b>Plant location</b> in the fields provided below</i>					
Street No:		Street Name:		Unit/Suite:	
City/Town:		Province:	Postal/Zip Code:	Email:	
Bus. Telephone No:			Fax No:		
Plant Known As:			Plant Type Classification:		
Plant Registration Number:		Plant Function:			
Guarded Control: <input type="checkbox"/> Yes <input type="checkbox"/> No		Guarded Control Tested Date:			
<b>Additional Pre-Requisites</b>					
<input type="checkbox"/> Please attach Plant Equipment List ( <a href="#">Link for Plant Equipment List</a> )					
<input type="checkbox"/> Please attach Risk Safety Mgt Plan (required for Path 2)					

You are required by law to notify TSSA of any change of information. The information is collected under the authority of Ontario's Technical Standards and Safety Act.

**Declaration:** I have read the Act under which I am applying for Plant Registration and understand my duties and obligations, as they apply to me and my employees. I certify that the information I have provided in this application is true.

Applicant Name:	Applicant's Title:
Applicant's Signature	Date :



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Please provide Plant User Name (must match page 1): \_\_\_\_\_

**PLEASE COMPLETE FOR PAYMENTS:**

Select	Service	Fee Type	Fee	Total Fees Due
	<b>Certificate of Registration of a Plant</b>			
	Duplicate Registration or Name Change	Flat	\$ 168.00	

<b>Total Fees Due</b>	
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**2**

**If paying by credit card, amounts in Box 2 to be entered in TSSA Service Prepayment Portal**

**All required fees must be prepaid for application to be processed.**  
**Fees are non-refundable.**  
**For payment options, see Payment Instructions**



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## PAYMENT INSTRUCTIONS

<b>TSSA use only</b>	L #	CH #
WO # _____		

If paying by cheque, bank draft, money order, this form must accompany all applications submitted to TSSA. A separate payment form is required for each application. Please refer to our fee schedule posted on our website [www.tssa.org](http://www.tssa.org). HST Registration No: 891131369.

### Payment Options:

**Credit Card - Click link below**

**[TSSA Service Prepayment Portal](https://forms.tssa.org/Payments/Service-Prepayment-Portal)**

<https://forms.tssa.org/Payments/Service-Prepayment-Portal>

**Cheque, Bank Draft or Money Order (payable to Technical Standards and Safety Authority)**

Name of Applicant/Organization:

Telephone No:

Email Address:

Cheque/Bank Draft/Money Order #: \_\_\_\_\_

**Mail payment along with a copy of your application to:**

Attention: Accounts Receivable  
Technical Standards and Safety Authority  
345 Carlingview Drive  
Toronto, Ontario M9W 6N9

If a copy of the application is not submitted with your payment, this will delay the processing of the application.

Dishonored Payments: A \$35 administration fee will apply for each returned item