

## Instructions for Manufacturer and Distributor License Application

A **distributor** means a business that is authorized by a manufacturer or authorized importer to enter into franchise agreements with dealers for new or completed second stage vehicles constructed outside the United States.

A **manufacturer** is a business that constructs or assembles new or second stage vehicles in the United States.

A **factory branch** is an office from which the manufacturer or distributor sells or promotes the sale of its new or completed second stage vehicles to dealers in Maryland.

All CS and LCS forms listed on this sheet should be included in this licensing package. Please call (410) 787-2950 if any of the forms are missing.

For more information on state and local licensing requirements, visit the Business License Information System website! [www.blis.state.md.us](http://www.blis.state.md.us). COMAR, Rules and Regulations are available at [www.dsd.state.md.us](http://www.dsd.state.md.us).

Maryland Law is available online at [www.lawlib.state.md.us](http://www.lawlib.state.md.us)

- **Application (CS-52)** – Complete application. Answer all questions and submit with all other required documents.
- **Zoning (CS-53)** – Zoning approval form should be presented to the zoning board in county/city where your business is located. This only applies to businesses located in Maryland.
- **Use and occupancy permit** – Is needed by those applicants using a trailer as an office and as may be required by your local zoning board. This only applies if your business is located in Maryland.
- **Surety Bond with power of attorney (CS-70)** – See the application for dollar amount required. This amount is based on the number of vehicles sold/projected to be sold. Bond must be in the full name of applicant, including any trading name and must show the full licensed address exactly as shown on the application.
- **Business registration form-** – From the Maryland Department of Assessments and Taxation – This form verifies your registration to do business in the State of Maryland using the name(s) indicated on your application. Corporate, trading names and foreign corporations must be registered. Department of Assessments and Taxation is located at 301 W Preston Street, Baltimore MD 21201. Telephone numbers are 410-767-1330, 1331 or 1332.
- **Motor vehicle warranty** – The warranty document that is provided to your customer defining responsibility for repairs.
- **Warranty Compensation Statement** – A detailed schedule of reimbursement to be paid to the Maryland dealer for repairs performed under manufacturer's warranty. Must include dollars per labor hour or per item repaired.
- **Dealer agreement** – The document by which you bind the Maryland dealers who will sell your product to the public. Note: Cancellation clause must provide dealer at least 90 days notice prior to cancellation.
- **Dealers obligations** – A list of the dealer's responsibilities for preparation prior to delivery of the new vehicle.
- **Brochures** – Copies of marketing brochures including specifications and pictures of all models you intend to sell in Maryland.
- **Certificate of Origin** – A voided original of your certificate of origin. This certificate must comply with all security requirements. List enclosed.
- **Noise Abatement Regulations** are available online at <http://www.dsd.state.md.us/comar/> 11.14.07
- **Mail** your completed application packet to MVA, BL&CS, Rm. 146  
6601 Ritchie Highway  
Glen Burnie MD 21062

**Incomplete applications or applications without required documents will not be accepted.**



**Application For License: Manufacturer, Second Stage Manufacturer, Distributor, or Factory Branch**

NUMBER	EXPIRATION
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<b>A</b>	<b>(1) TYPE OF BUSINESS</b>	<b>(2) TYPE OF OWNERSHIP</b>	<b>(3) TYPE OF APPLICATION</b>
	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Original Application
	<input type="checkbox"/> Second Stage Manufacturer	<input type="checkbox"/> Partnership	<input type="checkbox"/> Renewal - Complete All Sections
	<input type="checkbox"/> Distributor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Amended
	<input type="checkbox"/> Factory Branch		

**IF INCORPORATED UNDER LAWS OF ANOTHER STATE, YOU MUST BE AUTHORIZED TO DO BUSINESS IN MARYLAND.**

<b>B</b>	COMPANY NAME (Include Trade Name) _____			
				FEIN
	STREET ADDRESS _____			
	CITY	STATE	ZIP CODE	BUSINESS PHONE

<b>C</b>	Address of each place from which applicant makes substantial contacts with dealers in Maryland.			
	1			
	STREET ADDRESS	CITY	STATE	ZIP CODE
	2			
	STREET ADDRESS	CITY	STATE	ZIP CODE

<b>D</b>	List name and all other requested information of Owners, Partners, or Officers and Directors. (Attach extra sheet if necessary)			
	1			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE
	2			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE
	3			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE

<b>E</b>	List all personnel or factory representatives who contact or supervise Dealers in Maryland. (Attach extra sheet if necessary)			
	1			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE
	2			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE

<b>F</b>	Person to contact regarding this form.			
	1			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE
	2			
	FIRST, MIDDLE AND LAST NAME	SOC. SEC. NO.	POSITION HELD	HOME PHONE NUMBER
	STREET ADDRESS (HOME)			ZIP CODE



- I am not an employer as defined in Article 101, Annotated Code of Maryland and not required to provide employee coverage by the Workmen's Compensation Law; or
- I am an employer required to provide employee coverage by the Workmen's Compensation Law and have secured coverage.

NAME OF INSURANCE CO. \_\_\_\_\_ POLICY OR BINDER NO. \_\_\_\_\_

I am a distributor who is authorized by the manufacturer or the manufacturer's authorized importer of the vehicles. (Motor Vehicle Law 15-305 (b) (2)).

List the name and address of the manufacturer below and attach a copy of the manufacturer's agreement.

MANUFACTURER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ BUSINESS PHONE NUMBER \_\_\_\_\_

### NOISE ABATEMENT PROGRAM

Each manufacturer or distributor shall certify to the Administration that all vehicles sold or distributed in this State are in compliance with Code of Maryland Regulations, Title 11, Subtitle 14, Chapter 07, Noise Abatement Program.

The certification shall be signed by all Officers, Owners or Partners and shall be filed annually, and a supplement to the certification shall be filed before the date of introduction of a new model. A list of models of the same model year that are available outside this State that do not comply with the Noise Abatement Program must be included in the Certification.

### APPLICATION CERTIFICATION

I/We hereby certify that the statements in or attached to this application are true and correct to the best of my knowledge and belief, that all vehicles sold in Maryland comply with the provisions of the Noise Abatement program and that the members of this organization are familiar with the provisions of the law under which this application is made.

_____	_____
SIGNATURE / TITLE	DATE
_____	_____
SIGNATURE / TITLE	DATE
_____	_____
SIGNATURE / TITLE	DATE
_____	_____
SIGNATURE / TITLE	DATE

SUBMIT COMPLETED APPLICATION, PROPER FEE, AND ADDITIONAL ITEMS AS FOLLOWS:

**NEW APPLICANT**

- A surety bond in the sum of the amount indicated in the schedule below.
 

1 to 50 vehicles transferred	\$ 25,000.00
51 to 500 vehicles transferred	\$ 50,000.00
501 to 10,000 vehicles transferred	\$100,000.00
over 10,000 vehicles transferred	\$300,000.00
- A copy of the applicant’s new motor vehicle warranty.
- A copy of any document which is utilized by the applicant as a dealer agreement.
- A copy of dealer obligations with respect to the preparation and delivery of new motor vehicles.
- A copy of a statement of compensation the applicant agrees to pay the dealer for parts supplied and labor performed by the dealer.
- A copy of brochures and specification sheets covering each model.
- A certificate of origin printed on a secured form approved by the Administration.
- If the applicant is a distributor of new vehicles or new two-stage vehicles constructed or assembled outside of the United States, the application must be accompanied by the manufacturer’s agreement authorizing the applicant to distribute the vehicles in this state.
- A list of models of the same model year that are available outside this state that do not comply with the provisions of Maryland’s Noise Abatement Program Regulations.

**TWO YEAR LICENSE FEES**

MANUFACTURERS AND DISTRIBUTORS

The license fee is based on the combined number of new vehicles, and new two-stage vehicles, transferred to dealer’s in this State during the license period.

1 to 50 vehicles transferred	\$ 180.00
51 to 500 vehicles transferred	\$ 540.00
501 to 10,000 vehicles transferred	\$ 900.00
over 10,000 vehicles transferred	\$1,800.00

FACTORY BRANCH

\$1,800.00

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

CONCURRENCE \_\_\_\_\_ DATE \_\_\_\_\_



Apply to register to vote with your driver’s license transaction. For details ask your customer service representative.



**Zoning Approval Form**

To be completed by applicant and presented for approval to the local zoning authorities

**Submit with Application**

Company name (including trade names)

Business Address - Location to be Licensed

City County State Zip Code

Name and type of storage location

Street Address City or County State Zip Code

Name and type of any additional storage locations

Street Address City of County State Zip Code

**Type of Business (check appropriate blocks)**

**Licenses**

- Wholesale
- New Vehicle
- Used Vehicle
- Trailer
- Motorcycle
- ADR # of Acres \_\_\_\_\_
- Scrap Processr # of Acres \_\_\_\_\_
- Title Service
- Emergency Vehicle
- Manufacturer
- Distributor

**Transporters**

- Inspection Station
- Vehicle Painting/Remodeling/Repair
- Auctioneer
- New Vehicles for Manufacturer
- Other \_\_\_\_\_

**This section to be completed by zoning official** to verify applicant has met all local zoning requirements to conduct the type of business specified above.

I certify, that the business of \_\_\_\_\_  
does \_\_\_\_\_ does not \_\_\_\_\_ meet all zoning requirements, including the issuance of a use and occupancy permit, if required.

Signed Printed Name

Official Capacity

Telephone # Email Address

Date



**Surety Bond of Motor Vehicle Manufacturer**

Know all persons by these presents:      Effective Date: \_\_\_\_\_      Bond No.: \_\_\_\_\_

That we \_\_\_\_\_  
(Name of Manufacturer - Including Trade Name)

\_\_\_\_\_  
(Address of Manufacturer)

as Principal, and \_\_\_\_\_  
(Name and address of bonding company)

a corporation organized and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Maryland, as Surety, are held and firmly bound unto the Administrator of Motor Vehicles, State of Maryland in the penal sum of \_\_\_\_\_ lawful money of the United States of America, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

**Signed, Sealed, and Dated this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_**

The condition of this obligation is such that, whereas, the above bounden principal is engaged in the business of manufacturing motor vehicles and selling such motor vehicles in the State of Maryland, pursuant to the provisions of the Maryland Vehicle Laws, or used motor vehicles subject to a manufacturer's expressed or implied warranty, this bond is required.

Now, therefore, if the above bounden principal shall transfer such motor vehicles to a registered dealer, pursuant to the provisions of the Maryland Vehicle Laws, or if the transfer of any used motor vehicles which are subject to the above bounden Principal's manufacturer's express or implied warranty, pursuant to said Laws, and the above bounden Principal shall fully comply with the terms of the manufacturer's motor vehicle warranty, whether implied or expressed, then this obligation shall be null and void; otherwise, to remain in full force and effect.

This bond shall be for the use and benefit of the Administrator of Motor Vehicles of the State of Maryland and for any person or registered dealer who may suffer loss by reason of the breach of any manufacturer's expressed or implied warranty in the sale of a motor vehicle, new or used.

This bond shall run for an indefinite period, and shall remain in full force and effect thereof, provided, however, that the penalty of said bond shall not be cumulative from year to year, and the total liability of the Surety herein, shall not exceed the sum of \_\_\_\_\_.

The Surety may cancel this bond at any time by giving **forty five (45) days** written notice by registered or certified mail to the Administrator of Motor Vehicles, State of Maryland, however, remaining liable for any defaults under this bond, committed prior to the expiration of such **forty five (45) day** period. The rules and regulations governing this bond may be amended or revised at any time. However, in the event of any amendment or revision to these rules and regulations, the Administrator of Motor Vehicles, State of Maryland will notify said bonding company **sixty (60) days** in advance of the effective date thereof.

\_\_\_\_\_  
Signature of Principal (one of the above officers)

**Seal  
of  
Surety**

By \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_



**IMPORTANT MESSAGE**

**PLEASE READ THIS IMPORTANT MESSAGE**

The Motor Vehicle Administration (MVA) must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, Automotive Dismantler & Recycler, Scrap Processor, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed. If an arrangement for payment has been established you will need a letter of clearance from the Comptroller's Office.

Approximately 90 days prior to your license becoming due for renewal, the MVA will submit your name to the Comptroller's Office. The Comptroller's Office will notify the MVA of those applicants having a problem. The MVA will send a letter informing you if there is a problem. Your license will not be renewed without a clearance from the Comptroller's Office. Please share this information with your salespersons.

If you have questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland.

**(MVA cannot assist with the tax matters)**

<b>Personal Income Tax</b>	<b>410-974-2432</b>
<b>Business Tax</b>	<b>410-767-1908</b>
<b>Unemployment Insurance Contributions</b>	<b>410-767-2699</b>
<b>Multiple Tax Liabilities</b>	<b>410-767-1908</b>

This notice is sent to alert you that you may need to contact the Comptroller of Maryland and your prompt attention to this notice may help to reduce the potential of your renewal being delayed.

**Note:** These actions were implemented under the Budget Reconciliation Act of 2003 – Chapter 203, Laws of 2003.