	<p><b>Ministry of Energy, Mines and Low Carbon Innovation</b></p> <p><i>Issued: September 2021</i></p>	<p>Zero-Emission Vehicles Act &amp; Regulation</p> <p><b>Applying for ZEV credits for ZEV sales not registered with ICBC: Criteria &amp; process for sales evidence documents</b></p> <p><b>Information Bulletin—ZEVA-001</b></p>
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## 1. Background

The Zero-Emission Vehicles (ZEV) Act enables suppliers to accumulate ZEV credits toward their compliance requirement through consumer sales of ZEVs. Under section 13 of the ZEV Act, the director (designated by the minister for the purposes of the Act) may issue ZEV credits to a supplier for consumer sales of ZEVs. The ZEV Act defines a consumer sale as a retail sale or lease that is the first retail sale/lease of the vehicle in British Columbia (BC). Credits may be issued by the director on application (in the online ZEV Reporting System), on assessment, or on reassessment. The Ministry of Energy Mines and Low Carbon Innovation (Ministry) verifies each sale that a supplier applies for against vehicle registration data from the Insurance Corporation of BC (ICBC). If the Ministry is unable to verify the sale through this method, the supplier can apply to have the sale reconsidered for credits through an alternate process as outlined in this Information Bulletin.

## 2. Applying for ZEV Credits for ZEV Sales Not Registered with ICBC

If a ZEV consumer sale cannot be verified against ICBC registration data, the supplier must provide additional evidence to verify the ZEV consumer sale, including evidence that demonstrates the ZEV sale meets these three criteria:

- i. a retail sale/lease;
- ii. a retail sale/lease that occurred in BC;
- iii. the first retail sale/lease of the vehicle.

The following provides an overview of the process through which suppliers can apply for ZEV credits for sales that have been previously denied and the evidence requirements for these sales:


**Step 1:** Supplier applies (through the online ZEV Reporting System) for ZEV credits for vehicle sales that have previously been denied due to not being registered with ICBC. The application must include (i.e. uploaded through the ZEV Reporting System):

- Sales evidence documents, that must either be an official company record or signed document, that provides evidence of:
  - the vehicle’s VIN, make, model, model year, and date of retail sale, as well as,
  - the ZEV sale meeting the three criteria for a consumer sale (i.e. retail sale/lease that occurred in BC and is the first retail sale/lease of the vehicle in BC).

*Note: It is not necessary for all evidence aspects to be on a single document, a supplier may provide multiple documents that are relevant to the credit application.*

- A signed supplier statement confirming that, and explaining how, the ZEV sale meets all the requirements under the ZEV Act. The Ministry requests that suppliers use the “Statement of Sales Evidence Template” (Appendix A) that has been developed to streamline and standardize the explanation of how the ZEV sales evidence provided meets the required evidence. *Note: Suppliers are encouraged to provide any clarifying details of the retail sale or lease, such as information on why the vehicle is not registered with ICBC.*

*NOTE: Information contained in this bulletin is for your convenience and guidance only and does not replace or constitute legal advice. It is recommended that parties who are subject to the Zero-Emission Vehicles Act seek independent legal advice to confirm their legal obligations and opportunities.*

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**Step 2:** Once the ZEV credit application is received, the Ministry will review all application details. The Ministry may have follow-up questions, or may have already discussed the evidence documents with the supplier prior to their credit application. Once the application is assessed, the director will either reject the application or issue credits for the sale.

Upon review of the supplier’s model year report, the director may request further information (as per section 22) should there be any concerns about the validity of any ZEV sales. A supplier may also be subject to an inspection of records (as per section 25).

### 3. Additional Information

A supplier must maintain records sufficient to verify the information reported in the model year report. The records must be maintained in BC, and for 6 years after the compliance date for the reported model year (as per section 24).

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## Appendix A: Statement of Sales Evidence Template

[use template on company letterhead]  
[insert company name]

The day of [insert day, month and year]

As a representative of [insert company name], I am providing the following official company records of zero-emission vehicle (ZEV) sales in support of an application for ZEV credits.

*[list the uploaded ZEV sales evidence documents by name]*

I confirm that, and explain where/how, these documents provide the sales information specified in the table below, for each ZEV sale contained in the credit application.

Type of Information	Details of evidence documents information
Vehicle Identification Number (VIN)	<i>[explain where/how the documents provide this information]</i>
Vehicle model year	<i>[explain where/how the documents provide this information]</i>
Vehicle make	<i>[explain where/how the documents provide this information]</i>
Vehicle model	<i>[explain where/how the documents provide this information]</i>
Date of retail sale/lease	<i>[explain where/how the documents provide this information]</i>
Location in British Columbia of sale/lease	<i>[explain where/how the documents provide this information]</i>
Retail sale/lease of the vehicle	<i>[explain where/how the documents provide this information]</i>
First retail sale/lease of vehicle	<i>[explain where/how the documents provide this information]</i>

I confirm each of the following ZEV sales (as identified by their VIN) are a retail sale or retail lease in British Columbia of the motor vehicle that is the first retail sale or retail lease, as the case may be, of that motor vehicle in British Columbia or another jurisdiction in or outside Canada.

*[list the VIN of each vehicle]*

(optional) I provide the following additional details of these retail sales or leases.

*[insert additional clarifying statements or information if applicable – e.g. information on why the vehicle is not registered with ICBC]*

[insert signature]

[print name]

[insert job title]

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