

SUVI Application Guidance Checklist

1.	<p>Before purchasing the vehicle make sure that the vehicle (make, model & year) is listed on SUVI eligibility list.</p> <p>Note: This incentive program is post purchase incentive program. If the vehicle is purchased before the vehicle is on the eligibility list, a rebate for the purchase is not available.</p>
2.	<p>If the vehicle is not listed or if the make and model is on the listed but the model year is not, please contact your Dealership to have an authorized person representing the Manufacturer/Supplier to make an OEM application to get the vehicle on the SUVI eligibility list before purchasing. For more information, please visit www.pluginbc.ca/suvi/</p>
3.	<p>Please make sure the below essential documents be ready before applying online. Also make sure that provided documents must be valid and consistent with the applicant's information.</p> <ul style="list-style-type: none"> • Business license (not applicable for individuals and government organizations) • Valid Canadian Govt. issued identification card. • Recent Utility bill (e.g.: electricity/natural gas/telephone/internet) • WorkSafeBC number (not applicable for cargo e-bike and motorcycle application) • Proof of full payment/ Proof of Purchase. • Copy of vehicle registration and insurance document (not required for off road vehicles and cargo e-bikes). • Picture of the Vehicle Identification Number. For cargo e-bike, provide picture of the Serial Number. • Picture of the vehicle taken in your premises. <p>Note: Please upload all the documents in either .pdf or .jpg files only. Screenshots will not be accepted. Please scan and upload.</p>

4.	<p>Apply for the rebate within 90 days from the date of purchase using the link: The British Columbia Specialty-Use Vehicle Incentive (SUVI) Program - CleanBC - Go Electric Rebates (smapply.ca)</p>	
5.	<p>Please sign the consent letter and upload. The link to the consent letter is in the online application portal.</p> <p>Note: Plug In BC and Province of BC reserves the right to verify any information provided in the application. This includes contacting the Dealership/Business licence issuing authorities/Applicant to verify the information provided.</p>	
6.	<p>Please note the Manufacturer’s Suggested Retail Price (MSRP) and the Incentive amount on the eligibility list is for reference and an estimate only. The rebate will be calculated at 33% of the purchase price of the vehicle on the receipt (excluding taxes, add-ons and accessories) or the maximum rebate amount for each category (whichever value is lesser).</p>	
7.	<p>For Home-based/Sole-Proprietorship businesses, please upload one of the reference letters asked on the application form.</p> <ul style="list-style-type: none"> • Reference letter from a large, publicly well-known organization (e.g., with a robust and longstanding website presence and local contact information in B.C.) that states the applicant has performed commercial activities for the larger organization within the past six months. • Reference letter from a regulatory body to which the applicant belongs in a professional capacity, such as an engineer, an accountant, doctor, lawyer, forester or other. This can be an “in good standing” proof letter. • Links to the business website or social media showing activity within the past month, and reference letters or emails from at least three clients, including the client’s full name and contact information (mailing address including postal code, and phone and/or email). 	

	<ul style="list-style-type: none">• Detailed business plan and verification from a financial institution of an account in the business name.	
8.	<p>If required for the vehicle to operate on or off road in British Columbia, please make sure the purchased vehicle is plated, registered, and insured in BC.</p> <p>Note: As per the SUVI program policy, to receive a vehicle incentive the vehicle must remain plated, registered, and insured (or equivalent requirements depending on vehicle type) in British Columbia in the applicant's name for at least 12 months for low speed, utility, cargo e-bike, motorcycle, and 36 months for MHD and airport and port vehicles from date of sale. Minimum 12 months for ownership is required by the applicant. If, before the 12 months is up, the applicant does not abide by all the above conditions, the applicant will be required to repay the full amount of the incentive awarded.</p>	