**Section 1710.81 Notification of the Commission**

a) The Commission must be notified in writing of the address and telephone of each facility at which the relocator will conduct any part of its business before any business may be transacted by the relocator at that location. Locations subject to this requirement include offices, dispatching stations, storage yards, and any other locations used in the conduct of the relocator's business.

b) The relocator must notify the Commission in writing of any change in the names and addresses of persons who hold greater than 5 percent ownership or control in the relocator. Such notification must be given within 7 calendar days after the change occurs.

c) Criminal Records.

1) The relocator must notify the Commission immediately in writing of the arrest or conviction of any owner, controller, director, officer, employee or agent of a relocator for crimes of the type which would be considered in granting or denying a relocator's license.

2) Any owner, controller, director, officer, employee, or agent of a relocator must notify the relocator immediately, in writing, of his or her arrest or conviction for crimes of the type which would be considered in granting or denying a relocator's license.

d) The relocator must notify the Commission immediately in writing of the employment, termination or leave of absence of any operator or dispatcher. The actions of an operator or dispatcher within the scope of his employment will be imputed to the relocator until the receipt stamp or postmark date of the notice of termination or leave of absence.

(Source: Amended at 22 Ill. Reg. 16200, effective August 31, 1998)