

**Manitoba Public Insurance
Fax Cover Sheet and Checklist**

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Supporting Documents Checklist for Add and Transfer IRP Prorate Vehicle Applications

Reminder

- Ensure all documents are signed and dated
- Ensure all documents are legible
- Ensure vehicle information (ex. VIN) match on all applicable documents
- Ensure a valid Safety Fitness Certificate is in place for vehicles over 4500kg

Required Supporting Documents

- Proof of Insurance showing current coverage for new vehicles (not required if added to an All Vehicle Policy)
- Bill of Sale signed by the seller and purchaser.
- Valid Certificate of Inspection
- New Vehicle – NVIS
Used Vehicle – Manitoba Transfer of Ownership document (if purchased outside of Manitoba, provide a copy of out-of-province registration if available)

Additional Supporting Documents
Include the following documentation for all that apply

Carrier Leased Vehicles

- Lease Agreement (must indicate commencement date and length of term)
- Legal name and address of Lessor
- Power of Attorney from Lessor – current and valid for Manitoba

Broker Leased Vehicles

- Lease Agreement (must indicate commencement date and length of term)
- Legal name and address of Lessor
- Power of Attorney from Lessor – current and valid for Manitoba
- Authority to Register/Exclusive Use Agreement (all lessees listed and with signatures)

Broker Owned Vehicles (Owner/Operator)

- Authority to Register/Exclusive Use Agreement (all owners listed and with signatures)
- Driver License of all out-of-province owners

Broker Owned Vehicles – Limited Company

- Articles of Incorporation
- Authority to Register/Exclusive Use Agreement (all owners listed and with signatures)

Rebuilt Vehicles

- Body Integrity Inspection Certificate (dated prior to completion date of COI)

Vehicles purchased in the USA

- New Vehicle - Certificate of Origin
Used Vehicle – Certificate of Title completed by buyer and seller
- Vehicle Import Form (K22 with 2 stamps)