



IRP Account#:	
IRP Carrier Name:	
Date:	

Add / Transfer Supplements - Supporting Documents Checklist

Part I: IRP Application

Check mark each documentation being submitted

- IRP Prorate Vehicle Application Form
 - All applicable sections are filled out, signed and dated
- IRP Prorate Fleet Application Form (if applicable)

Part II: Ownership Supporting Documents

Check mark each documentation being submitted

IRP Carrier Owns the Vehicle

- Bill of Sale signed by both parties
- New Vehicle Information Statement (NVIS) or US Manufacturer Certificate of Origin (if applicable)
- Transfer of Ownership Document or Out-of Province registration (if available)

Owner/Operator Owned Vehicle

- Bill of Sale signed by both parties
- New Vehicle Information Statement (NVIS) or US Manufacturer Certificate of Origin
- Transfer of Ownership Document or Out-of Province registration (if available)
- Articles of Incorporation (if incorporated) or Out of Province Driver's Licence (if individually owned)

Leased Vehicle

- Bill of Sale signed by both parties
- New Vehicle Information Statement (NVIS) or US Manufacturer Certificate of Origin (if applicable)
- Transfer of Ownership Document or Out-of Province registration (if available)
- Lease Agreement: must include the Lessor and Lessee's Names and Address, Lease Term, Date and Vehicle Information (VIN#, Year, Make and Model)
- Power of Attorney from Lessor: Current dated and Valid for Manitoba



Part III: Registration Supporting Documents

Check mark each documentation being submitted

IRP Carrier Owns the Vehicle

- Periodic Mandatory Vehicle Inspection (PMVI) or Certificate of Inspection (COI)** for vehicles with GVW of 4,500 kg or more
- Proof of Valid Third Party Liability Insurance** minimum of \$1M or \$2M for Dangerous Goods Carrier, if carrier has Scheduled Vehicles Policy

Owner/Operator Owned Vehicle

- Valid Certificate of Inspection** for vehicles with GVW of 4,500 kg or more
- New Vehicle Information Statement (NVIS) or US Manufacturer Certificate of Origin**
- Authority to Register/Exclusive Use Agreement:** must include all owner's name(s) and signature(s)

Leased Vehicle

- Valid Certificate of Inspection** for vehicles with GVW of 4,500 kg or more
- Proof of Valid Third Party Liability Insurance** minimum of \$1M or \$2M for Dangerous Goods (not required if added to an All Vehicle or Blanket Policy)
- Authority to Register/Exclusive Use Agreement:** required if lessee or named co-lessees other than the IRP carrier, must include all owner's name(s) and signature(s)

REMINDER:

- Ensure all documents are clear and legible.
- Ensure all applicable documents are dated and signed.
- Ensure vehicle information (ex. Serial #) match on all applicable documents.
- For more detailed instructions and guidelines, please refer to pages 40 - 44 of the [Apportioned Registration Manual](#).