

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

<b>To:</b> _____	<b>From:</b> _____
<b>Fax:</b> _____	<b>Fax:</b> _____
<b>Phone:</b> _____	<b>Phone:</b> _____
<b>Subject:</b> _____	<b># Pages:</b> _____

**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)
- ☐ Signed Bill of Sale
- ☐ 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 signed by both parties (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 signed by both parties (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)