

Notice to all Dealers

# Dealer's Permit Handbook Updated

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Vehicle Safety has recently updated the **Dealer's Permit Handbook**. Please review the guidebook and note the recent changes outlined below:

- Fee for Dealer Permit.
- Dealer Permit expiry.
- Requirements for a dealer permit have been updated to include:
  - "Current" written operating location approval (issued within three months).
  - Criminal record check requirement.
  - Provide proof of property ownership or a lease agreement.
  - Provide a current email address for the purpose of receiving notices issued under the *Drivers and Vehicles Act* and regulations.
- The **Partnership or Corporation Written Knowledge Test** section has been updated.
- Requirement for dealers to provide a copy of the bond has been added.
- Renewal of dealer permit has been updated to include:
  - All renewal documents must be submitted together.
  - Criminal record check requirement.
  - Provide proof of property ownership or a lease agreement.
  - "Current" written operating location approval (issued within three months).
- The **Changes to Dealer Name** section has been updated to include:
  - "Current" written operating location approval (issued within three months).
  - Provide ownership document of property or lease agreement.
- Sales Agreements are required to indicate whether the vehicle was new or used, (previously registered), at the time of sale.



- The **Dealer Records** Section has been updated to include:
  - The inspection station copy or seller's copy on an inspection certificate form (Manitoba Safety)
- The **Certificate of Inspection Must be Provided** section has been updated to include:
  - The vehicle is a new motor vehicle as evidenced by a New Vehicle Information Statement (NVIS), unless the vehicle requires a Periodic Mandatory Vehicle Inspection (PMVI) Certificate.
- A requirement that a PMVI be provided with an NVIS, when applicable, has been added.
- Information on Retail Sales Tax (RST) and personal use of vehicles with non-Dealer plates has been added.
- The **Dealer Number Plates** section has been updated to include information on when dealer plates can be used on salvage vehicles.
- Information has been added regarding when audits may be conducted.
- Flagging points for non-compliance identified during an audit have been added.

The updated handbook is now available at [MPI Partners | Vehicle Safety](#).

For questions regarding this notice, please email [ysi-dealerinfo@mpi.mb.ca](mailto:ysi-dealerinfo@mpi.mb.ca) or call 204-985-0920.