

Bill of Sale Name Requirements for Dealers

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A bill of sale must show the dealer permit holder's full legal name. A trade title is not a legal entity and is not acceptable when shown by itself. If a dealer uses a trade title, it may appear only in addition to the dealer permit holder's full legal name.

What dealers need to do

- Review bill of sale templates and electronic sales systems to ensure that the dealer's full legal name is displayed.
- Use the same full legal name shown on the dealer's corporate or personal customer record.
- If including a trade title, place it after the full legal name using "operating as" or "O/A".
- Ensure both acquisition bills of sale and bills of sale issued to the buyers meet this requirement before they are submitted to MPI.

Example:

Dealer permit holder is a corporation: 1234567 Manitoba Ltd.

Dealer permit holder is a person: John Smith

Trade Title in either instance: J. Smith Auto

✓ ACCEPTABLE	✗ NOT ACCEPTABLE
1234567 Manitoba Ltd. O/A J. Smith Auto	J. Smith Auto
John Smith O/A J. Smith Auto	

Important: Bills of sale that display only a trade title will not be accepted, and the vehicle registration or ownership transaction will not proceed until the document is corrected.

For questions about this notice, email vsi-dealerinfo@mpi.mb.ca or call 204-985-0920.