



Vehicle Safety Circular

Annual Salesperson Permit Renewal Notice

Date published: December 31, 2024

To all Dealers and Salespersons,

This is your annual notice to renew your Salesperson's permit(s).

If you are a Dealer Principal or a Sole Proprietor, you do not need to have a Salesperson's permit for yourself, only for any additional personnel selling vehicles at your dealership.

Definition of a Salespersons per the *Drivers and Vehicles Act C.C.S.M. c. D104*:

"salesperson" means a person employed or otherwise engaged by a dealer to buy and sell motor vehicles or trailers or to negotiate agreements to buy and sell motor vehicles or trailers on the dealer's behalf.

All persons involved in the sale of a motor vehicle must hold a valid salespersons permit. Section 96(2) of the *Drivers and Vehicles Act* states:

96(2) No person shall act as a salesperson of a dealer unless the person holds a valid salespersons permit issued by the registrar under this Part authorizing the salesperson to sell vehicles for the dealer.

To ensure faster processing times, we strongly encourage that all renewals be submitted electronically to vsi-dealerinfo@mpi.mb.ca

The annual salesperson renewal application form for salesperson permits can be found by clicking [here](#). All information required on the application must be properly completed and payment must be provided, or applications will not be processed and may be returned. The deadline for renewals is February 28, 2025.

The **\$35** Salesperson permit renewal fee can be made by cheque, cash, debit, or credit card. Cheques are to be made payable to: **Manitoba Public Insurance**.



If paying by credit card, please provide us with a phone number that we can contact you via our secure phone line for payment. **Do not send credit card information via email**, or your application will be denied.

If submitting electronically, the completed application(s) can be scanned and emailed to vsi-dealerinfo@mpi.mb.ca.

If submitting in paper form, completed application(s) and payment (cheque, cash, or [credit card authorization form](#)) can be submitted by mail or in-person to:

Vehicle Safety

Box 45064, Regent Postal Outlet

1981 Plessis Road, Bldg A

Winnipeg Manitoba, R2C SC7

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