MANITOBA PUBLIC INSURANCE

Vehicle Safety Circular

Salesperson Information Required on Bills of Sale

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Effective **January 1**, **2027**, when a vehicle sale is conducted by, arranged by, or otherwise involves a salesperson, the bill of sale must include the first and last name of the salesperson, along with their valid Manitoba Salesperson Permit Number.

Dealers are responsible for ensuring their bill of sale templates contain a designated area for this information and that it is completed for each applicable vehicle transaction involving a salesperson.

For vehicle sales involving a salesperson, the following information must be recorded on the bill of sale:

- Salesperson's first name
- Salesperson's last name
- Salesperson's permit number

Example

Salesperson Name: _____

Salesperson Permit Number: _____

-or-

Salesperson Name and Permit Number: _____

Conditions

Where a salesperson is involved in the sale, the term "House" is not permitted in place of a salesperson's name or salesperson permit number.

For applicable transactions, failure to accurately record the salesperson's information may result in compliance concerns and could affect the dealership's ability to demonstrate that a permitted salesperson was involved in the transaction.

This requirement assists Vehicle Safety in identifying the salesperson involved in a vehicle sale where salesperson participation applies.

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