

International Registration Plan Large Carrier Program

Instructions for Carriers

Delete Vehicle Applications

Delete Vehicle applications differ significantly from other mid-term changes under the International Registration Plan Large Carrier Program (IRP-LCP), so they have their own set of instructions.

*To apply for all other mid-term changes,
see the **Mid-Term Change Applications** instructions.*

How to Apply

1. Complete the International Registration Plan Prorate Vehicle Application.
 - If the original cab card is irretrievable, include a letter of explanation as a supporting document. The letter must include:
 - The Manitoba Public Insurance vehicle number or serial number, the unit number and the licence plate number
 - The reason why the cab card cannot be returned (i.e., driver refuses to return it, card is lost or burned, etc.)
 - If the vehicle is a total loss, include a Proof of Loss Release as a supporting document.

All original supporting documents must be retained.

2. Ensure all required documents are completed correctly. Manitoba Public Insurance cannot process an application if the application form is not signed or otherwise incomplete or if supporting documents are missing, incomplete, illegible, or incorrect.
3. Email the completed application (including electronic copies of supporting documents, if required) to irp@mpi.mb.ca.
 - If your application is complete, Manitoba Public Insurance prepares and sends a final document package to you, which consists of a Cancel Policy/Registration Application, an IRP Invoice Summary and an IRP Invoice Detail. You receive an email notifying you that it was sent. The email includes a link to the Secure Transport Appliance (STA), a secure website where the document is stored.

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4. Open and log in to the STA (<https://sft.mpi.mb.ca>).
5. Download the final document package. See the **Using the STA** instructions if you would like help in navigating the STA.
6. Review the Cancel Policy/Registration Application. If it is incorrect, contact Manitoba Public Insurance.
7. Sign the Cancel Policy/Registration Application.
8. Scan the Cancel Policy/Registration Application and either the original cab card or the required supporting documents (as indicated on the application form) to Manitoba Public Insurance. For help with scanning, see the **Scanning Documents** instructions.