

# International Registration Plan Large Carrier Program Instructions for Carriers

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## Mid-Term Change Applications

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In the International Registration Plan Large Carrier Program (IRP-LCP), carriers can apply for the following mid-term changes remotely:

- Add, transfer or delete vehicle
- Change vehicle information
- Change unit number
- Change weight
- Replace a licence plate, cab card, or a registration card
- Lease buyout

Renewals are **not** part of the IRP-LCP.

### How to Apply

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*Do not use these instructions for **Delete Vehicle** applications.  
Use the **Delete Vehicle Application** instructions.*

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1. Complete the International Registration Plan Prorate Vehicle Application (the IRP Application).
2. Assemble any required supporting documents. To confirm which documents are required, refer to the Supporting Documents Checklist or documents from previous applications. You can also call the IRP Prorate Office at 204-985-7775 or 1-866-798-1185.

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*All original supporting documents must be retained.*

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3. Ensure all documents are completed correctly. Manitoba Public Insurance cannot process your application if:
  - The IRP Application is not signed or otherwise incomplete.
  - Supporting documents are missing, incomplete, illegible, or incorrect.
  - Your requested change involves issuing a new licence plate, but you do not have the designated plate at your site.

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4. Make electronic copies of the supporting documents and email them with the completed IRP Application to [irp@mpi.mb.ca](mailto:irp@mpi.mb.ca).
  - If your application is complete, Manitoba Public Insurance prepares a package of **preliminary** documents in PDF. In general, preliminary document packages include invoices and Manitoba Public Insurance application forms.
  - Manitoba Public Insurance then sends you an email notifying you the documents have been sent. The email includes a link to the Secure Transport Appliance (STA), a secure website where your files are stored.

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*You can authorize payment when you email your application in Step 4 if you are applying to replace a licence plate, registration card or cab card. In this case, you only receive a final document package; no preliminary package is sent.*

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5. After receiving the notification email, open and log in to the STA (<https://sft.mpi.mb.ca>).
6. Download your package of preliminary documents. See the **Using the STA** instructions if you would like help in navigating the STA.
7. Review the documents and choose one of these two options:
  - **Accept** the documents – Reply to the email, either authorizing payment (as per instructions from Manitoba Public Insurance) or requesting that payment be applied to a credit balance. Manitoba Public Insurance then processes your payment, emails a package of **final** documents in PDF and notifies you by email that the package has been sent. In general, final document packages include receipts, cab cards and registration cards. After you receive the email, go to Step 8.

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- **Reject** the documents – You can reject if you find an error. Reply to the email with the error entered in the blank space. You have to resubmit your application if you made the error.
8. Sign, scan and send the Manitoba Public Insurance application and supporting documents (as indicated on the Manitoba Public Insurance application) to Manitoba Public Insurance, **whether you accept or reject them**. See the **Scanning Documents** instructions for scanning instructions.
  9. After getting an email notification from Manitoba Public Insurance that the final document package has been sent, open and log in to the STA to download the documents (repeating Steps 5 and 6).
  10. As applicable to the mid-term changes you applied for:
    - Print the cab card and registration card on the card stock supplied by Manitoba Public Insurance.
    - Stamp the registration card, making sure the date on the validation stamp is the current date (For example, if you stamp something on May 1, the stamp date should be May 1).
    - Issue the licence plate, cab card and registration card as required to the designated vehicle. The Manitoba Public Insurance application and the IRP invoice specify which licence plates are assigned to which units. **Do not issue** a licence plate before receiving confirmation from Manitoba Public Insurance.

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*If a designated licence plate is missing or unusable,  
contact Manitoba Public Insurance to get a new one designated.  
**Do not issue** an undesignated licence plate.*

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11. Enter any changes in your inventory of licence plates, cab cards or registration cards in your Carrier Inventory Tracker.