

**Before submitting your Application for Dealer's Permit**, please ensure that you have done the following:

- Fully complete your [Application for Dealer's Permit](#).
- Include your \$25,000.00 dealer surety bond signed in the applicant's name.
  - Obligee (payable to): **Minister of Finance for the Province of Manitoba**
  - Principal: Full dealer operating name (for example, John Smith o/a John Smith Auto Sales)
  - Bond can be obtained from an insurance broker
  - Surety bonds are not insurance, they are guarantees of performance. A bond demonstrates to prospective clients that you are technically and financially capable of completing your contracts.
- If operating OUTSIDE The City of Winnipeg**, include your written operating location approval from the local government (e.g. Rural Municipality, Town, Village, etc.).
  - Documents must prove that the applicant can conduct vehicle sales at the chosen operating location. This may be in the form of a letter on applicable local government letterhead.
  - Applicants operating within The City of Winnipeg will have their operating location(s) internally verified by Vehicle Safety.
- Ensure that you have successfully registered your corporation and / or business operating name with the [Manitoba Companies Office](#), and ensure that all corporate and / or business name registrations are active and up to date.
  - All applicants will have their corporate and / or business name registration status verified with the Companies Office by Vehicle Safety.
- If applying as a corporation, ensure that you already have a Manitoba Public Insurance customer account set up for the corporation.
  - If you still need to do this, attend an [MPI Service Centre](#) or an [Autopac Broker](#) with the articles of incorporation.
- Successfully complete the Dealer's Knowledge Test.
  - You can make an appointment to take the Dealer's Knowledge Test by visiting an [MPI Service Centre](#) or the J.W. Zacharias Physical Damage Research Centre (1981 Plessis Road, Winnipeg), or by calling 204-985-7000 (toll-free 1-800-665-2410).
- Include a \$600.00 payment payable to **Manitoba Public Insurance**.
  - Complete and attach the [Credit Card Authorization form](#), or a cheque payable to Manitoba Public Insurance.