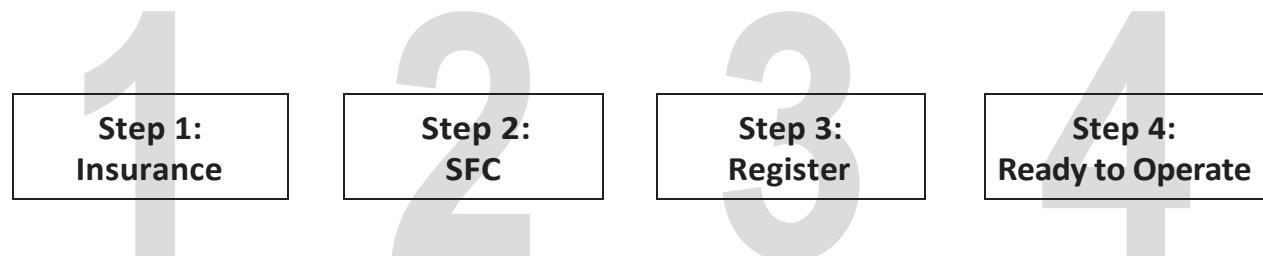


2.0 Initial Entry

To legally operate in Manitoba, operators of regulated vehicles must obtain the proper insurance, obtain a Safety Fitness Certificate (SFC) and register their vehicle(s).



Step 1: Insurance

All operators of regulated vehicles are required to have basic insurance to operate and obtain/renew a SFC. Some types of vehicles are required to have additional insurance up to \$1 million or \$2 million. Refer to the table below for a listing of vehicles that require minimum insurance of \$1 million or \$2 million.

The name on the Certificate of Insurance (or vehicle registration) and the name on the SFC must be identical.

Vehicles Required to have \$1 million minimum insurance**	Vehicles required to have \$2million minimum insurance**
<ul style="list-style-type: none"> Regulated vehicle used to transport cargo for compensation Regulated vehicle operated outside of Manitoba at any time Limited-use regulated vehicle operated outside Manitoba at any time Bus used to transport passengers (no compensation) which travels outside of Manitoba 	<ul style="list-style-type: none"> regulated vehicle used to haul dangerous goods that require an ERAP* a bus used to transport passengers for compensation

* ERAP is an Emergency Response Assistance Plan that is required by Transport Canada for those hauling certain types or quantities of dangerous goods.

** If you require \$1 million or \$2 million insurance, you are required to notify Motor Carrier Branch if your policy expires or no longer meets minimum insurance requirements.

Step 2: Obtain a Safety Fitness Certificate

Once you have acquired the proper insurance, you can apply for a SFC. The Motor Carrier Branch issues SFCs for Manitoba-based operators of regulated vehicles. Operators of regulated vehicles are required to have a SFC.

You can apply for a SFC using the following methods:

ONLINE: <http://www.gov.mb.ca/mit/mcd/mcs/sfc.html>

BY FAX OR MAIL: Download the application from the above-noted website (you will need Adobe Acrobat Reader). Fill out the information and submit it by fax, email or in-person.

IN PERSON: Forms are available at the Motor Carrier Branch

Manitoba Infrastructure
Motor Carrier Branch
Unit C – 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone 204-945-3890 Fax 204-948-2078
Manitoba Toll Free: 1-877-340-9068
Email: motorcarrier@gov.mb.ca

Step 3: Register

Operators of regulated vehicles that regularly operate outside of Manitoba should register in the International Registration Plan's "Full Reciprocity Plan" (FRP) and the International Fuel Tax Agreement (IFTA).

FRP is a cross-border agreement among 48 U.S. states and the 10 Canadian provinces for sharing motor carrier vehicle registration fees and road-use taxes. FRP allows a motor carrier to register to pay taxes once for all jurisdictions rather than registering in each jurisdiction separately.

For more information, to download an application or to register, contact Manitoba Public Insurance.

Manitoba Public Insurance
Commercial Vehicle Registration
100 - 234 Donald Street
Box 6300
Winnipeg, MB R3C 4A4

Email: IRP @mpi.mb.ca
Phone: 204-985-775
Manitoba Toll Free: 1-866-798-1185
Fax: 204-953-4998
Toll Free Fax: 1866-798-1186

<https://www.mpi.mb.ca/Pages/international-registration-plan.aspx>

IFTA is an agreement among the Canadian provinces and U.S. states that simplifies the reporting of fuel taxes by regulated vehicles that operate in more than one member jurisdiction. Regulated vehicle operators whom frequently operate outside of Manitoba should apply for IFTA:

- vehicles that have two axles and a registered GVW of 11,797 kg
- a vehicle and trailer combined with a GVW of 11,797 kg
- have three or more axles

For more information, or to register, contact Manitoba Finance.

Manitoba Finance
Taxation Division
101 - 401 York
Avenue Winnipeg,
MB R3C 0P8

Email: MBTax@gov.mb.ca
Phone: 204-945-5603
Manitoba Toll Free: 1-800-782-0318
Fax : 204- 945-0896

<https://www.gov.mb.ca/finance/taxation/taxes/gasoline.html>

Step 4: Ready to Operate

Now that you have obtained insurance, received your safety fitness certificate, and registered your vehicles, there may be other requirements you need to meet in order to operate a regulated vehicle in Manitoba.

Appoint a Safety Compliance Officer

All operators of regulated vehicles must ensure they appoint a safety compliance officer. The officer, who must be a resident of Manitoba, is responsible for promoting compliance. Requirements are set out in The Highway Traffic Act and regulations.

Safety Plan

A safety plan is considered a best practice for operators of regulated vehicles in Manitoba. A safety plan summarizes many of the regulatory requirements of operators of regulated vehicles in one easy-to-use document. Refer to section 5.0 (Facility Audits) and Appendix D for more information on safety plans.

Manitoba Infrastructure Permit Services

Permit Services issues IFTA, IRP, overdimensional and overweight permits for provincial roads in Manitoba, as well as, for the cities of Winnipeg and Brandon. Contact Permit Services for more information (1-877-812-0009),
Email: permitservices@gov.mb.ca.

Transportation Safety Consultants

For a fee, a number of private consulting companies will provide a variety of services to the transport industry. These services include customs information, fuel tax record keeping, driver and maintenance files, and hours of service compliance. Upon request, the Motor Carrier Branch can provide a list of consultants. Consultants are required to fill out an application form and be approved by Motor Carrier Branch before being added to the consultants' list.

Starting a Business in Manitoba

There are many other things to consider when starting a new business, including developing a business plan, financing, registering your business, taxation, obtaining business permits and licences, insurance requirements, workers' compensation requirements and record-keeping.

For more information on starting your business or to access business seminars and training workshops, visit

<http://www.entrepreneurshipmanitoba.ca>.

Entrepreneurship Manitoba - Business Services (Winnipeg)
250 - 240 Graham Avenue
Winnipeg, MB R3C 0J7
Phone: 204-945-8200
Toll Free: 1-855-836-7250
Fax: 204-948-1558
Email: EMBinfo@gov.mb.ca

Canada/Manitoba Business Service Center

The Canada/Manitoba Business Service Centre is a federal/provincial partnership, which provides one-stop access to a wide range of information to support business startup, business development and international trade. The center offers service by phone, in person or via the web. The Centre will assist you with information on obtaining municipal licenses and permits, provincial licenses and forms of business organization, as well as registering your business name, taxes and duties, and hiring employees. For information and advice concerning all aspects of establishing and operating a small business, contact the Canada/Manitoba Business Centre at:

219 Provencher Blvd 3rd Floor
Winnipeg, MB R2H 0G4
Phone: 204-253-4888 or 1-800-665-2019
Email: info@wtcwinnipeg.com
Website: <http://www.wtcwinnipeg.com/en/bic/>

Business Name Registration

Under Manitoba Law, a business name must be registered with the Companies Office if:

- Business is carried on under a name other than the owner's family name (ex: ABC Plumbing)
- The Business is a partnership
- The Owner's surname is used as part of the name of the business, but the name indicates more than one person is involved (ex. Smith & Associates Plumbing)

Prior reservation of the business name is mandatory for new registrations. The prescribed forms must be filed within one month of beginning business. For more information and forms for registering or incorporating your business, contact the Companies Office of Manitoba Growth Enterprise and Trade, Entrepreneurship Manitoba.

<https://companiesoffice.gov.mb.ca/index.html>

Licences and Permits

In Manitoba there are many regulations concerning licences and permits. Licences and permits customarily serve both to protect the public and established business from unfair trade practices and to provide government with essential information on which to base different activities such as tax assessment, aid to business and labour regulation enforcement. Because both provincial and municipal governments have separate but overlapping authority with regard to the licensing of many business it is wise to check with both to be sure of complete compliance.

For complete information concerning City of Winnipeg zoning regulations for Occupancy Permits, Development Permits and Home Occupations, contact 311 for the City of Winnipeg Licence Services or visit their web page at <https://winnipeg.ca/cms/BLES/LS/default.stm> or visit The City of Winnipeg Business page for other Business related resources at <https://winnipeg.ca/interhom/toc/business.asp>

For zoning and licencing inquiries outside Winnipeg, contact the local officials, usually the secretary-treasurer of the city, town, village or rural municipality.

Taxes and Duties

Provincial Taxes: Taxation acts contain important exemptions as well as particulars of provincial tax collection and remittance. For more information, contact Manitoba Finance, Taxation Division office at: <https://www.gov.mb.ca/finance/taxation/>

Phone: 204-945-5603 or 1-800-782-0318

Email: MBTax@gov.mb.ca

Goods and Services Tax and Excise Tax: The federal Excise Tax Act imposes both the Goods and Services Tax (GST) and Excise Tax. Every person providing taxable goods or services in Canada in the course of their commercial activities is required to register and collect GST/HST when their gross taxable revenue exceeds \$30,000 (\$50,000 for public service bodies) per year.

Customs/Duties: Imported goods may be subject to customs duties and to the GST and excise taxes. Some goods are prohibited entry and others require import permits or inspection certificates. There are detailed regulations concerning invoicing, classification of goods, rates of duties and reductions or exemptions for special classes of articles.

Personal and Corporate Income Tax: Both the provincial and federal governments impose taxes on personal and corporate income, all of which are collected by the Canada Revenue Agency. Every resident of Canada is liable to pay federal and provincial personal tax on all earnings from all sources.

For more information on these and other related matters, contact the Canada Revenue Agency at 1-800-841-1876 or visit <https://www.canada.ca/en/revenue-agency.html>

Wage Deductions Employment Insurance, Canada Pension and Income Tax:

All employers are required by federal law to deduct certain amounts from the income of their employees for Employment Insurance premiums, Canada Pension Plan contributions, and Income Tax. These deductions, together with the employer's share of Employment Insurance premiums and Canada Pension plan contributions, are remitted to Canada Revenue Agency.

An employer should contact the agency as soon as he or she registers a new business and expects to hire employees. A business number, which should be used in all dealings with the department in connection with payroll deduction matter, will be issued. For more information regarding payroll deductions contact the Canada Revenue Agency.

Workers' Compensation Contributions

The workers' compensation system is an accident insurance system for employers and workers. Employers who pay for the system are not liable for workplace injuries or diseases sustained by their workers. In turn, workers injured in the course of employment are automatically eligible for compensation regardless of fault. However, workers give up their right of legal action against an employer in return for the certainty of no-fault benefits. For information concerning the employer's responsibilities under The Workers' Compensation Act, contact the Workers' Compensation Board of Manitoba at 1-855-954-4321.