

Service aux entreprises (IRP)  
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# REGISTRATION IN BRIEF DISTANCE REPORTING

2023-2024 RENEWAL  
SEPTEMBER 2022



## Quick and easy renewal of your IRP registration

### Why complete a distance reporting form?

The distance reported is used to determine the amount payable to register your vehicles operating outside Québec for the period from **April 1, 2023** to **March 31, 2024**.

The registration fees for each jurisdiction are determined using a prorated calculation method, which establishes the kilometres travelled by a fleet's vehicles in a given jurisdiction as a percentage of the total kilometres travelled in all jurisdictions by these same vehicles.

### How do you complete the distance reporting form?

If your fleet operated from **July 1, 2021** to **June 30, 2022**, report actual kilometres travelled by every vehicle in each jurisdiction during that period.

#### IMPORTANT

There are several ways to file your distance reporting form:

From **September 12 to December 9, 2022**, you can use our **online services for businesses** in French only—refer to the French SAAQ website (click on the “Services en ligne pour les entreprises” button under the “Services en ligne” menu).

- Send us a duly completed and signed copy of the *Déclaration des distances – Immatriculation IRP* form (in French only):
  - by fax or by mail at the number or address indicated above;
  - by email at [sae@saaq.gouv.qc.ca](mailto:sae@saaq.gouv.qc.ca). To send it by email, you may use the **Déclaration des distances – Immatriculation IRP** dynamic form (in French only—you can find the form on the French SAAQ website, “Immatriculation” section, under “Régime d’immatriculation international”).

### When must the distance reporting form be submitted?

Make sure you submit your duly completed distance reporting form before **November 18, 2022**.

For more information, refer to the **Guide sur l’immatriculation IRP** (in French only—you can find the guide on the French SAAQ website, “Immatriculation” section, under “Régime d’immatriculation international”).

#### NOTE

In the case of vehicles for which you do not wish to obtain an IRP registration for the period from **April 1, 2023** to **March 31, 2024**, you must go to one of our service outlets as of **April 1, 2023** in order to have them registered according to their new use.

Original text in French

Société de l'assurance automobile

Québec



Avec vous,  
au cœur de votre sécurité