

Service aux entreprises (IRP)  
Société de l'assurance automobile du Québec  
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## REGISTRATION IN BRIEF DISTANCE REPORTING

2024-2025 RENEWAL  
SEPTEMBER 2023



### 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, 2024 to March 31, 2025**.

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 IRP fleet operated from **July 1, 2022 to June 30, 2023**, 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 15 to December 31, 2023** via **SAAQclic Entreprises** at [saaqclic-entreprises.saaq.gouv.qc.ca](http://saaqclic-entreprises.saaq.gouv.qc.ca) (in French only).

- 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 (available in French only) on the French SAAQ website in the “Immatriculation” section under “Régime d’immatriculation international,” or in the “Formulaires” section under “Entreprises et organismes.”

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

Please submit your duly completed distance reporting form according to the following schedule:

- from **September 15 to December 31, 2023** for online submissions via **SAAQclic Entreprises**;
- before **November 17, 2023** for email, fax or mail submissions.

For more information, refer to the **Guide sur l’immatriculation IRP** (available in French only) on the French SAAQ website in the “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, 2024 to March 31, 2025**, you must go to one of our service outlets as of **April 1, 2024** 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