

Service aux entreprises (IRP)
Société de l'assurance automobile du Québec
333, boul. Jean-Lesage, C-3-33
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

Telephone: 1-800-361-7620
Fax: 418-646-5677 or 1-855-868-0153

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 (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. 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

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