

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 1-855-868-0152

REGISTRATION IN BRIEF

2022-2023 RENEWAL
JANUARY 2022



Invoice

The invoice shows the amount payable for the renewal of your IRP registration.

The amount payable is calculated as follows:

- pro rata to the distance actually travelled in each jurisdiction during the reporting period;
- according to the gross vehicle weight declared, in the case of jurisdictions outside Québec.

What is the gross vehicle weight?

The gross vehicle weight corresponds to a vehicle's net weight (net mass) plus the weight of its load.

It is important that the gross vehicle weight declared **for each jurisdiction** reflect the type of vehicle and your business's operations.

In order to properly determine the gross vehicle weight based on the type of vehicle, refer to **Appendix B** of the 2022 edition of the IRP registrant's guide. Please note that the entire IRP registrant's guide (*Guide sur l'immatriculation IRP*) is available online, in French only, on the SAAQ website at saaq.gouv.qc.ca/immatriculation/irp.

IMPORTANT

In the case of vehicles belonging to the same gross vehicle weight category, you must justify any discrepancy of more than 10% between the gross vehicle weights declared for each vehicle from one jurisdiction to another.

Making changes to your IRP registration

If you make changes to your IRP fleet, you must complete the form *Demande de transaction – Immatriculation IRP*, available on our website at saaq.gouv.qc.ca/immatriculation/irp, and submit it either:

- by fax;
- by email, at:
sae@saaq.gouv.qc.ca;
- by mail.

You can also schedule an appointment at one of the nine SAAQ service centres that provide IRP services.

IMPORTANT

A new invoice will be issued once the changes have been made.

Making your payment

You can make your payment either:

- by mail, by sending us the required documents, duly signed—this saves you **\$6.50** per vehicle, given that the service charges for payment by mail are **\$47.75** per vehicle, instead of the **\$54.25** that applies when you make your payment in a service centre;
- by submitting your documents in person at one of the nine SAAQ service centres, **by appointment only**.

When making your payment, please ensure that the following information is accurate:

- information regarding your vehicles;
- gross vehicle weights;
- kilometres travelled.

Methods of payment:

- By cheque (enclose Summary 1, duly completed and signed).
- By pre-authorized debit (enclose Summaries 1 and 2, duly completed and signed).

You can also choose to register for pre-authorized debits (1 or 12 instalments) by filling out the applicable section of your invoice.

Send your completed and signed documents without delay to receive your IRP registration certificate before **April 1, 2022**.

Change: If you had chosen bimonthly pre-authorized debits (6 instalments per year), please note that this option is no longer available. Instalments will instead be withdrawn 12 times per year. Smaller amounts for less hassle!

Drummondville	819-475-8473
Gatineau	819-772-3993
Laval	450-682-6196
Longueuil	450-468-6588
Montréal	514-873-3047
Québec	418-528-1407
Rimouski	418-727-3683
Rouyn-Noranda	819-763-3400
Saguenay	418-548-0864 or 1-866-867-8137

NOTE

In the case of vehicles for which you do not wish to obtain an IRP registration for the period from April 1, 2022 to March 31, 2023, you must go to one of our service outlets in order to have them registered according to their new use. You can do so as of April 1, 2022.

Questions?

For more information about IRP registration, visit our website or contact the Service aux entreprises:

Website: saaq.gouv.qc.ca/immatriculation/irp

Telephone: 1-800-361-7620

Société de l'assurance
automobile

Québec 

Avec vous,
au cœur de votre sécurité