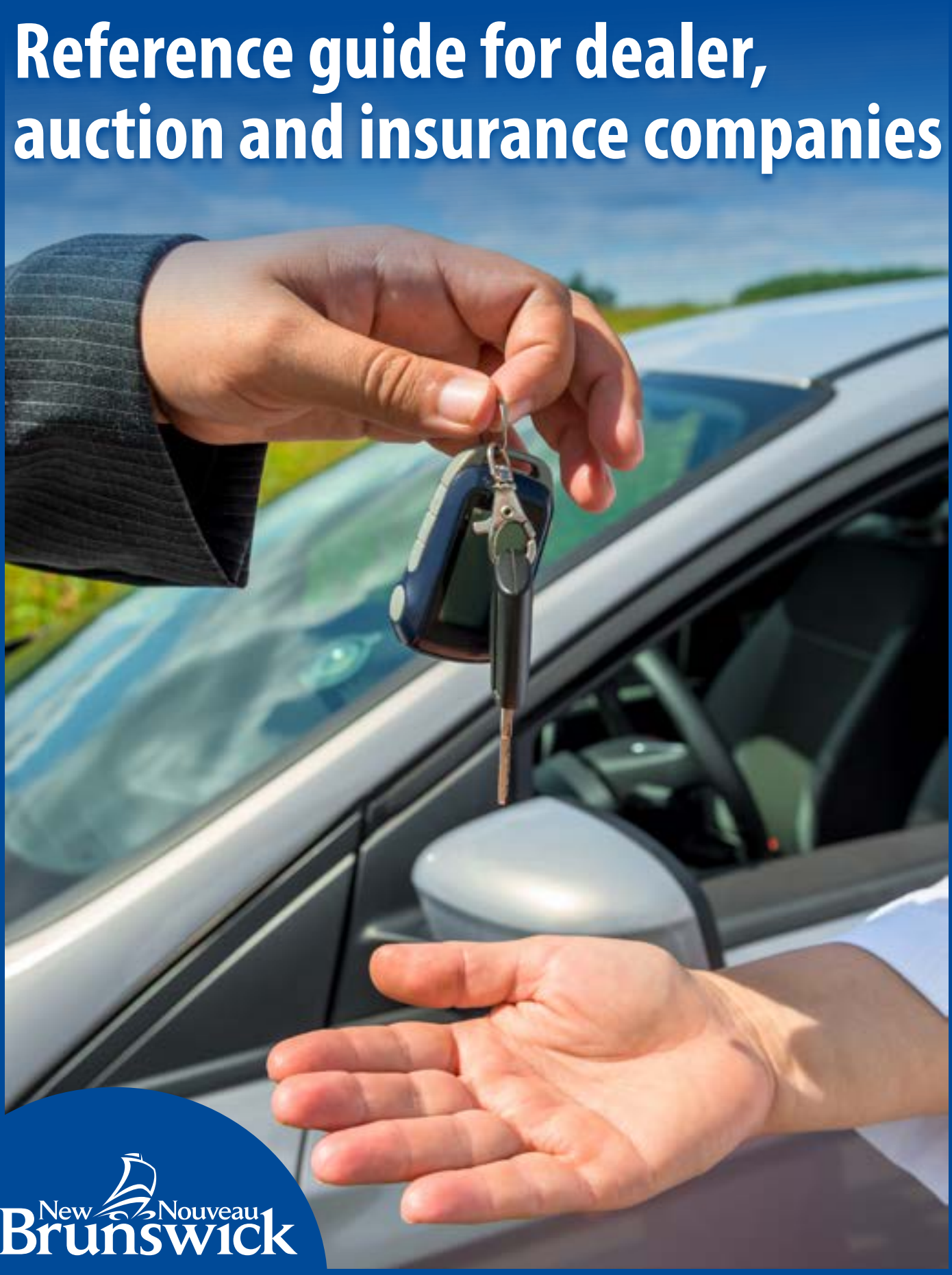
Reference guide for dealer, auction and insurance companies



New Nouveau Brunswick

The material in this guide is for your information and assistance only and should not be regarded as a replacement for the applicable legislation, associated regulations or administrative documents to which it refers.

It has been developed by Service New Brunswick in conjunction with the Department of Finance and Treasury Board and the Department of Public Safety, with the support of the New Brunswick Auto Dealer Association.

Reference guide for dealer, auction and insurance companies – Version 1

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1. General information for dealers, auctions and insurance companies

1.1 Proof of insurance

Proof of valid insurance is required when registering/transferring most vehicles that are licensed for the road. There are some exceptions, such as trailers and off-road vehicles. Proof of valid insurance is required for vehicles being registered in a dealer, company or personal name.

Some SNB offices keep insurance information on file for dealers/companies for the convenience of the dealer/company; if a valid insurance card is on file, a copy does not need to be sent at the time of the transaction.

1.1.1 For vehicles going into the purchaser's name:

Proof of valid insurance in the purchaser's name is required for every transfer or registration that will be licensed for the road. The date the transfer/registration takes place must be between the effective and expiry dates on the insurance card.

If less than 14 days have elapsed between the purchase date and the date of the transfer, the insurance card for another vehicle presently insured by the purchaser may be used if the insurance company has been notified that the purchased vehicle is being added to the policy.

If more than 14 days have elapsed since the purchase date, proof of valid insurance for the vehicle being transferred/registered is required.

The 14 day automatic coverage does not apply when the purchased vehicle is a motorcycle or scooter. It is always required to provide a copy of insurance to register or to transfer a motorcyle with valid stickers.

When registering a vehicle in more than one name, the insurance card must list at least one of the names on the registration.

1.1.2 For vehicles going into the dealership's name or being renewed by the dealership:

If the dealer/company's proof of insurance is kept on file at SNB, then it is not required to send a copy for each transaction. If the insurance is not on file, then proof of valid insurance is required with every transfer. Not all SNB offices keep a file. Check with your local office.

1.2 Motor vehicle inspections

As of 2020, personal passenger vehicles that pass inspection, require re-inspection, every two years. The required two-year inspection interval applies to personal passenger vehicles, family motor coaches, antique vehicles, light commercial vehicles and farm trucks with an unladen curb mass of 3,000 kilograms or less.

Proof of original yellow NB vehicle safety inspection is required and must be presented at the SNB office for vehicles transferred with a bill of sale value of $1000.00 or less completed within the past 30 days (except vehicles transferred to a licensed dealer).

1.2.1 New vehicles

New passenger vehicles, as well as light commercial and farm trucks, with an unladen curb mass of 3,000 kilograms or less, are issued an initial inspection that will be valid for three years.

1.2.2 Taxis

Inspection stickers for Taxis are valid for one year.

1.2.3 Trailers

Homemade trailers with a registered mass of 1,499 kilograms or less require a one-time inspection.

Manufactured trailers with a registered mass of 1,499 kilograms or less are exempt from inspection.

All other trailers require an annual inspection.

For more information, contact The Department of Public Safety (DPS) at 506 453-2410 or send an email to DPS-MSP.Information@gnb.ca

1.3 Vehicles previously registered in another jurisdiction

When a vehicle is being registered in New Brunswick, which was previously registered in another jurisdiction, a New Brunswick motor vehicle inspection within 14 days from the date of registration in New Brunswick is required.

If the vehicle is displaying a valid inspection from Prince Edward Island or Nova Scotia, their inspection stickers are honored due to a reciprocity agreement.

Please note:

- Prince Edward Island – The reciprocity agreement is for passenger vehicles only
- Nova Scotia – The reciprocity agreement is for passenger and light commercial vehicles only

1.4 Methods of payment

1.4.1 For dealer drop-off transactions

- EFT (Electronic Funds Transfer)
- Cheque (Pre-filled, including total amount, payable to Service New Brunswick)
- Money Order (Pre-filled, including total amount, payable to Service New Brunswick)

***Please note blank cheques will not be accepted. ***

For transactions over-the-counter

- EFT (Electronic Funds Transfer)
- Cheque
- Money Order
- Debit
- Cash

1.4.2 Setting up an EFT (Electronic Funds Transfer) account

To setup an EFT (Electronic Funds Transfer) account, please complete the forms in the link below and attach a cheque specimen or a voided cheque.

Client Authentication - Part 1 - Client Registration

Client Authentication - Part 2 - Financial Officer Registration

The completed forms and cheque can be submitted by mail or fax.

To submit by mail, send to:
Service New Brunswick
Client Authentication
Lincoln Place
P.O. Box 1998
Fredericton, NB
E2B 5G4

To submit by fax, send to: 506 444-5239

1.5 Early renewals

Most registrations can be renewed 6 months prior to the expiry date. If the registration expires more than 6 months from the current date, then it is not eligible to be renewed.

1.6 Altered documents

Documents such as Bills of Sale, New Vehicle Information Statement (NVIS), Titles, Registrations, Lease Agreements, Applications for Vehicle Registration, Power of Attorneys and Dealer Declarations which have been altered (including where white-out has been used or information scratched out) will not be accepted. New document(s) will be required prior to registration.

1.7 Dealer drop-offs

To meet the 48 hours business day turnaround time, we ask that dealers please inform the dealer counter at least 24 hours prior to dropping off packages containing 50 or more transactions. This will help ensure we meet our commitment of turnaround time.

1.8 Vehicles purchased from a NB dealership

All transactions for vehicle that were purchased or leased from a NB dealer must be completed by the NB dealer. The purchaser or lessee cannot complete these transactions unless they are also a NB dealer.

1.9 Information required for all transactions

The standard information we require for all transactions is as follows:

1. The signed off and completed registration/ownership title or New Vehicle Information Statement is required.
2. If the purchaser is an individual:
   a. Proper name (no nicknames) including middle initials.
   b. Copy of the purchaser's driver license, if available.
   c. Date of birth for each person on the registration.
3. The purchaser's complete residential address, as well as the mailing address (if different).
4. If the purchaser is a company, the following is required:
   a. The company must be registered with Corporate Registry either in NB or NS.
   b. The company's proper legal name.
5. If the registration or New Vehicle Information Statement is missing information such as the number of doors, color, etc., please fill in the information.
6. A bill of sale or other documentation showing HST was collected is required. An altered bill of sale will not be accepted. All purchasers listed on the bill of sale must be listed as owners on the registration. See section 1.25.1 for required information on a bill of sale. The information on the bill of sale and signed off registration must be identical.
7. Proof of valid insurance in at least one of the purchaser's names (if applicable). For more details see section 1.1 Proof of insurance.
8. Additional documents may be required. i.e. other examples might be - branding documentation, importation documentation, estate, bankruptcy, repossession, proof of NB motor vehicle inspection dating less than 30 days for transfers valued $1000.00 or less, etc".

1.10 HST documentation requirements

For every vehicle purchase, we must have proof that the HST was accounted for. There are several acceptable documents which can be used to account for the HST: a bill of sale, a Dealer Declaration or a Canada Customs Accounting document (see note below). Below is a chart showing which documents you may use as proof based on the type of transaction being done (you need only submit one of the choices).

Transaction Type	Bill of Sale	Dealer Declaration	Canada Customs Accounting Document*
Transferring a vehicle registered in NB to an NB dealer	Yes (if the seller is a registrant)	Yes	N/A
Transferring a vehicle registered in another province to an NB dealer	Yes (if the seller is a registrant)	Yes	N/A
Transferring a vehicle from another country to an NB dealer	No	Yes	Yes
Transferring a vehicle from one NB dealer to another NB dealer	Yes	Yes (Dealer Declaration must be completed by the purchasing dealer)	N/A
Transferring a vehicle registered in NB to a customer	Yes	No	N/A
Registering a new vehicle to a customer	Yes	No	N/A

***Canada Customs Accounting Documents** are used when a vehicle is purchased outside of Canada. The GST was paid to Canada Customs, and the remaining HST must be paid at SNB when the vehicle is registered. The Canada Customs Accounting document is given to the importer by Canada Customs and shows the purchase price in US dollars, the purchase price converted to Canadian dollars, any duty/excise taxes paid, and the GST paid at the time of import. When importing a vehicle, a copy of this accounting document or the dealer declaration may be used. If using the Dealer Declaration, you must choose the "HST due" box and calculate the amount of HST due to the province.

1.11 Dealer Declaration Form

Anytime a vehicle is going into a dealer's name, a completed Dealer Declaration* Form or a copy of the bill of sale showing that the dealer paid HST to the seller is required. Dealer Declaration forms must be completed in full.

When using a Dealer Declaration, start by choosing the "Category" for each vehicle you are listing on the declaration:

- Category 1 is for vehicles for which you paid 5% GST and for which 10% HST is due.
- Category 2 is for vehicles purchased in Ontario for which you paid 13% HST and for which 2% HST is due.
- Category 3 is for vehicles purchased from a registrant for which you have already paid the full 15% HST.
- Category 4 is for farm tractors (60HP or more) acquired for resale.
- Category 5 is for vehicles that you either took in on trade or purchased outright for resale from a non-registrant.

Complete the rest of the declaration as follows:

1. Indicate the name of the person signing the declaration.
2. Fill in the name of the dealership.
3. Fill in the dealership's licence number.
4. Indicate the GST/HST number for the dealership.
5. List the particulars and choose a category number for each vehicle. Make sure each category you choose is also checked off at the top of the declaration. If HST is due, you must indicate the amount due in the column titled "Component of HST Due".
6. The person whose name was indicated at the top of the declaration must sign at the bottom of the declaration.

7. Indicate the date the declaration was completed and signed.
8. Indicate the title held by the person signing on behalf of the dealership. Ex: business manager, owner, receptionist, administrative assistant, etc.
9. Leave the "SNB Representative's Initials" blank. This is filled in by the SNB Office.

https://www2.snb.ca/content/dam/snb/DealerDeclaration.pdf

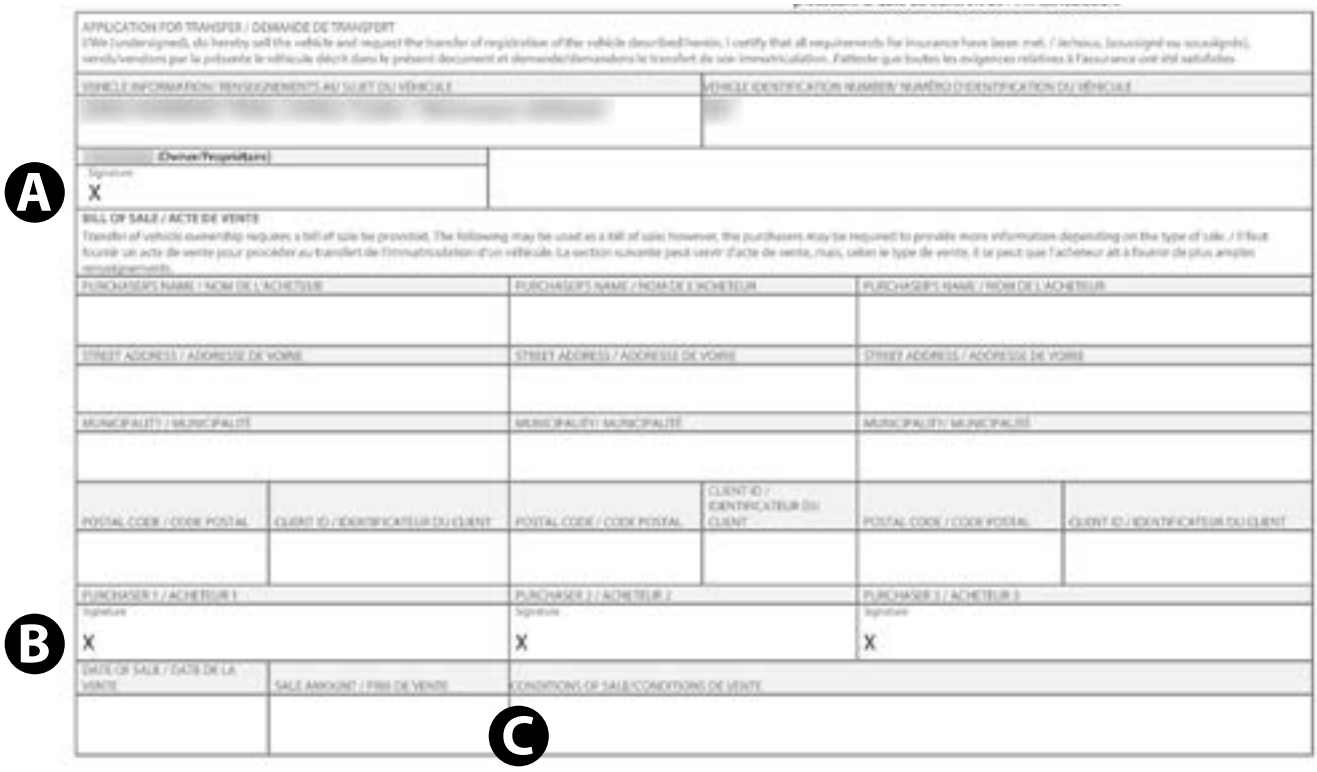
Double transfers

A double transfer is when a vehicle has been acquired by a dealer or insurance company and has since been sold.

The back of the registration is set up to be signed off by the previous owner(s), if there are 2 owners, both signatures are required **(A)** and then registered to the Dealer or Insurance company **(B)**. The back of the registration / ownership title is not to be used for a double transfer. The three purchaser fields are for joint owners of a vehicle.

If the vehicle was resold (double transfer) – the Application for Vehicle Registration can be used from the Dealer / Insurance Co to the second purchasing client by using the front of the Application and Section A on the back. Name of dealer should be indicated on the front of the form, on the right-hand side, Dealer-Previous Registered Owner, and the new buyer(s) name and particulars should be filled out using (if need be) the 3 boxes on the lower left-hand side on the front of the form. Ensure to fill our Section A on the back and sign it.

Sample Back of Registration



1.12 Transfer a New Brunswick registered vehicle to the dealer

Documents required:

1. Completed signed off registration. This must be the most recent registration issued and must be completed and signed off for transfer by all registered owner(s). If the most recent registration was lost or destroyed, the previous owner(s) must replace the registration and complete the back of the registration and provide it to the dealer.
2. Completed 1.11 Dealer Declaration Form.
3. Power of Attorney (if applicable).
4. Proof of valid insurance for the dealership (*if not on file*).
5. If the vehicle has already been sold to a customer (i.e. requesting a double transfer see Section 1.11), a bill of sale and proof of valid insurance for the new owner(s) are required.
6. Indicate on the registration what is being requested (ex: transfer only, renew for 12 months, new plates, etc.)
7. Additional information may be required. ex, bankruptcy, repossession, estate transfer, etc.

1.13 Transfer a vehicle currently registered in another jurisdiction to the dealer

Documents required:

1. Previous registration or title/registration signed off for transfer by all registered owners. If the last registration or title was lost or destroyed, then the previous owner(s) must contact the respective motor vehicle agency to request a replacement registration or title, sign it off for transfer and provide it to the dealer.
2. Completed 1.11 Dealer Declaration Form or a bill of sale showing HST was paid by the dealer if the vehicle was purchased from a registrant, or the Canada Customs Accounting document (see section 1.8 Vehicle purchased from a NB dealership, 1.10 HST documentation requirements for more information).
3. Valid insurance for dealership (if not on file).
4. If the vehicle is being imported from outside of Canada the Customs - Vehicle Import Form 1 is required. If you used a broker, you won't always have a paper copy of this form as it can be submitted electronically.
5. Completed Application for Vehicle Registration form signed at the bottom of the first page, if the vehicle has already been sold to a customer (i.e. requesting a double transfer). The dealer name should be added to the first page on the right, and the purchaser's name should be added on the left. Front of the application needs to be signed by the buyer. Section "A" at the top of the second page must be signed by the dealership.
6. If the vehicle has already been sold to a customer (i.e. requesting a double transfer), a bill of sale and proof of valid insurance for the new owner(s) are also required.

Reset / Effacer

NOTE / A NOTER

Please sign and complete the appropriate section on the reverse side of this document.

Remplir et signer la partie qui s'applique au verso du présent document.

APPLICATION FOR VEHICLE REGISTRATION

New Nouveau Brunswick

DEMANDE D'IMMATRICULATION DU VÉHICULE

DEPARTMENT OF PUBLIC SAFETY 78-9291 (2/12) **MINISTÈRE DE LA SÉCURITÉ PUBLIQUE**

VEHICLE DESCRIPTION / DESCRIPTION DU VÉHICULE

Sticker / Vignette	Plate / Plaque	Status

Make / Marque	Series / Série	Model / Modèle	Expires / Expire

Year / Année	Cyl.	Fuel / Carb.	Axles / Essieux	Colour / Couleur	RC / CR	Fee Paid / Droits payés
						$

Serial No. / Nº de serie	Mass / Masse
	kg

Gross Mass / Masse brute	Prev. Plate / Anc. plaque	Off. / Bur.	Date	Owner Nº de prop.
kg				

EXCHANGE FROM
CHANGEMENT DE

Prev. Prov. or State
Anc. province ou État

Year
Année

D J M Y A
K - 22 Date

FEE CALCULATIONS / CALCUL DES DROITS

Registration Immatriculation	$
Plate Plaque	$
Transfer Transfert	$
Replacement Remplacement	$
Other Autre	$
TOTAL	$

I the undersigned, hereby certify that my
Je soussigne, atteste par les présentes que mon / ma / mes

- ☐ Registration Certificate / Certificat d'immatriculation
- ☐ Personalized Plates / Plaques personnalisées
- ☐ Parking Permit / Permis de stationnement
- ☐ Plate Validation Sticker / Vignette de validation de la plaque
- ☐ Dealer or Manufacturer Plates / Plaques du concessionnaire ou fabricant
- ☐ Parking Placard / Carte de stationnement
- ☐ License Plate / Plaque d'immatriculation

For a person having a disability / Pour une personne ayant un handicap

- ☐ has to be replaced / doit être remplacé(e)
- ☐ registration is ready to be renewed / L'immatriculation peut être renouvelée
- ☐ registration requires correction: immatriculation doit être corrigée : Details: / Détails :

	Expires / Expire	Stickers / Vignettes No. / Nº	Plates / Plaques No. / Nº
NEW	M Y / A		

NOTE: Proof of liability insurance coverage is required on THIS vehicle, (a photocopy is acceptable) such as a "Canada Inter-Province Motor Vehicle Liability Insurance Card." (Not required for trailers and all-terrain vehicles). This will be returned to you.

AVIS : Une preuve d'assurance-automobile est exigée pour CE véhicule (une photocopie est acceptable) tel qu'un "Certificat d'assurance-automobile responsabilité Canada inter-province". Non nécessaire pour les remorques et véhicules tout-terrain). Ce document vous sera retourné.

Record below the name(s) and address(es) of all owner(s) and driver(s) of this vehicle.
Inscrire ci-dessous le(s) nom(s) et adresse(s) du (des) propriétaire(s) et conducteur(s) de ce véhicule.

Name / Nom
Address / Adresse
Postal Code postal
Birth Date de naissance D / J M Y / A
Owner / Propriétaire ☐
or / ou
Driver / Conducteur ☐

Name / Nom
Address / Adresse
Postal Code postal
Birth Date de naissance D / J M Y / A
Owner / Propriétaire ☐
or / ou
Driver / Conducteur ☐

Name / Nom
Address / Adresse
Postal Code postal
Birth Date de naissance D / J M Y / A
Owner / Propriétaire ☐
or / ou
Driver / Conducteur ☐

Dealer - Previous Registered Owner
Concessionnaire - propriétaire immatriculé précédent
Address / Adresse

CAUTION: **It is a punishable offence to knowingly make a false statement on this form.**

Validation

ATTENTION: **Toute fausse déclaration sur le présent formulaire constitue une infraction à la loi.**

I declare that all the foregoing information is correct.

Je déclare que tous les renseignements ci-dessus sont exacts.

Date

Signature of Owner or Agent
Signature du propriétaire ou de l'agent **X**

78-9291 (2/12)

A. TRANSFER

I hereby give notice of the change of ownership of the vehicle described on the front side of this form and make application for the transfer of the permit to the person or company shown.

TRANSFERT

Je vous avise, par les présentes, du changement de propriétaire du véhicule décrit au recto du présent formulaire et demande le transfert de l'immatriculation à la personne / entreprise indiquée.

Date | Signature of Registered Owner / Signature du propriétaire immatriculé X

B. PURCHASED OR REPOSSESSED VEHICLE — **VÉHICULE ACHETÉ OU REPRIS**

I, / Je soussigné, _____ representing / représentant _____

declare that on / atteste que le _____ the vehicle described on the front side of this form was / le véhicule décrit au recto du présent formulaire a été

validly and legally / validement et légalement ☐ purchased / acheté ☐ repossessed / repris from: / de: (Name:) / (Nom:) _____

Date | Signature: Purchaser or Repossessor / Signature: Acheteur ou acquéreur X

GUARANTEE — **GARANTIE**

I undertake to save Her Majesty the Queen in the right of the Province harmless in respect of all claims which may arise in respect of the transfer of the registration of the vehicle described on the front side of this form.

Je garantis Sa Majesté la Reine du chef de la province contre toute reclamation pouvant résulter du transfert de l'immatriculation du véhicule décrit au recto du présent formulaire.

Date | Witness / Témoin X | Transferee / Guarantor / Cessionnaire / garant X

C.

Remarks: / Remarques: _____

Date | Authorized Signature / Signature autorisée X

MEANING	CODE	SIGNIFICATION
VEHICLES		VÉHICULES
Convertible	CV	Décapotable
2 - Door	2D	2 portes
2 - Door Hatchback	2B	2 portes et hayon
4 - Door	4D	4 portes
4 - Door Hatchback	4B	4 portes et hayon
2 - Door Stationwagon	2W	2 portes familiale
4 - Door Stationwagon	4W	4 portes familiale
Van	VN	Fourgon
Motor Home	MH	Caravane motorisée
Dune Buggy	DB	Autodune
School Bus	BS	Autobus scolaire
Parcel Delivery Van	PD	Fourgonnette de livraison
Sedan Delivery	SD	Sedan de livraison
Wrecker	WR	Dépanneuse
Pick-Up	PK	Camionnette
Utility Vehicle	TY	Véhicule utilitaire
Motorcycle	MS	Motocyclette
Motor-Driven Cycle	MY	Mopède
Snowmobile	SM	Motoneige
Backhoe	BH	Rétrocaveuse
Farm Tractor	FT	Tracteur agricole
Loader	LO	Chargeuse

MEANING	CODE	SIGNIFICATION
TRAILERS:		REMORQUES:
Utility Trailer	TY	Remorque utilitaire
Pole Trailer	PL	Semi-remorque à poutre téléscopique
Boat Trailer	BT	Remorque à bateau
Travel Trailer	TV	Caravane classique
Tent Trailer	TT	Tente roulotte
Horse Trailer	HR	Van à chevaux
Freight Van Trailer	FV	Semi-remorque fourgon
Open Top Van Trailer	OV	Semi-remorque découverte
Platform Trailer	PF	Semi-remorque plateau
Lowbed Trailer	LB	Semi-remorque surbaissée
Dump Trailer	DP	Semi-remorque à benne
Livestock Trailer	LV	Bétaillère
Auto Transport Trailer	AT	Remorque porte-auto
Liquid Tanker Trailer	LT	Semi remorque-citerne pour liquides
Dry Bulk Tanker Trailer	DT	Semi remorque-citerne à vrac
Fixed Machine Trailer	FM	Remorque à engin fixe
Converter Dolly	CD	Diabolo convertisseur à simple timon
Trailer Mounted Mixer	MX	Malaxeur sur remorque

MEANING	CODE	SIGNIFICATION
ALL - TERRAIN VEHICLES		VÉHICULES TOUT - TERRAIN
2 - Wheel (Dirt Bike)	MF	2 Roues (Moto hors route)
3 - Wheel (Tricycle)	ATC	3 Roues (Tricycle)
4 - Wheel or More	ATV	4 Roues ou Plus
Snow Vehicle	SV	Motoneige
Snowmobile	SM	Autoneige
Dune Buggy	DB	Autodune
Amphibious	AP	Amphibie
Off-Road Utility	ORU	Véhicules utilitaires hors route

COMMERCIAL		INDUSTRIEL
Unknown	Blank / Vide	Inconnu
Bus	BU	Autobus
Freight Van	FV	Fourgon de frêt
Dump	DP	À benne
Tanker / Pumper	TK	Citerne / autopompe
Wrecker	WR	Dépanneuse
Packer	PR	Benne tusseuse
Crane	CN	Grue
Fixed Machine	FM	Engin fixe
Open-Top Van	OV	Fourgon decouvert
Stake-back	ST	Camion a ridelles
Platform	PF	Plate-forme
Transit Mixer	MX	Camion malaxeur
Utility	TY	Utilitaire
Incomplete chassis	IC	Châssis incomplet
Conventional tractor	CT	Tracteur classique
Cab-over tractor	CO	Tracteur à cabine avancée

FUEL		CARBURANT
Unknown	Blank / Vide	Inconnu
Diesel	D	Diesel
Gasoline	G	Essence
Natural Gas	N	Gaz naturel
Propane	P	Propane
Butane	B	Butane
Electric	E	Électrique
Gasoline / Alcohol	H	Essence / alcool
Gasoline / Electric	L	Essence / électrique
Other	S	Autre
Diesel / Propane	T	Diesel / propane
Gasoline / Natural Gas	U	Essence / gaz naturel
Diesel / Butane	F	Diesel / butane
Diesel / Natural Gas	R	Diesel / gaz naturel
Gasoline / Propane	W	Essence / propane

COLOUR			COULEUR
Unknown	Blank	Vide	Inconnue
Beige	BGE	BGE	Beige
Black	BLK	NOI	Noir
Blue	BLU	BLE	Bleu
Dark Blue	DBL	BLF	Bleu foncé
Light Blue	LBL	BLP	Bleu pâle
Bronze	BRZ	BRZ	Bronze
Brown	BRN	BRN	Brun
Copper	CPR	CVR	Cuivre
Cream	CRM	CRM	Crême
Gold	GLD	OR	Or
Green	GRN	VRT	Vert
Dark Green	DGR	VRF	Vert foncé
Light Green	LGR	VRP	Vert pâle
Multi-Colored	MUL	MUL	Multi-colore
Grey	GRY	GRI	Gris
Maroon	MRN	MRF	Rouge foncé
Orange	ONG	ORA	Orange
Pink	PNK	RSE	Rose
Purple	PLE	MVE	Mauve
Red	RED	RGE	Rouge
Silver	SIL	ARG	Argent
Tan	TAN	CHM	Havane
Turquoise	TRQ	TRQ	Turquoise
White	WHI	BLA	Blanc
Yellow	YEL	JAU	Jaune

Top/Haut

1.14 Transfer a NB registered vehicle from the dealer to a customer

Documents required:

1. Signed off registration. This must be the last registration issued and must be signed off for transfer by the dealer. You must also fill in the full name for each purchaser and include their complete residential address and date of birth. The transfer cannot be completed unless all the required information for the purchaser(s) is provided. A copy of the purchaser's driver license should be provided if available.
2. Bill of sale showing HST was collected. (See section 1.25.1 for required information on bill of sale). Bill of sale and signed off registration must match. The vehicle must be registered in the purchaser's name(s) listed on the registration/New Vehicle Information Statement.
3. Section 1.1 Proof of valid insurance in the name of at least one of the purchasers (see section 1.9 Information required for all transactions for more information).
4. A copy of the Lease Agreement or Confirmation of Lease is required for all leased vehicles. Be sure the Lessor, Lessee and Operator (if applicable) are clearly marked on all documents. Please ensure the Lessor, Lessee and Operators names are in the proper fields on all documents to avoid any confusion.
5. Indicate on the registration what is being requested (ex: transfer only, renew for 12 months, new plates, etc.).
6. Additional documentation may be required.

1.15 Register a new vehicle to a customer

Documents required:

1. Original new New Vehicle Information Statement filled out and signed by the dealer. This must include the full name for each purchaser and their complete residential address and date of birth (if sold to an individual). The registration cannot be issued unless all the required information for the purchaser(s) is provided. A copy of the purchaser's driver license, if available.
2. Bill of sale showing HST was collected. The bill of sale must also show each purchaser's name.
3. Proof of valid insurance in the name of at least one of the purchasers (see section 1.9 **Proof of insurance** for more information).
4. A copy of the purchaser's driver licence, if available.
5. A copy of the Lease Agreement or Confirmation of Lease is required for all leased vehicles. Be sure the Lessor, Lessee and Operator (if applicable) are clearly marked on all documents. Please ensure the Lessor, Lessee and Operators names match and are in the proper fields on all documents to avoid any confusion. Most New Vehicle Information Statement cards have a separate place for this information.

Space reserved for manufacturer's logo.
Espace réservé à l'identification du fabricant (logo).

N.V.I.S. / *D.V.N.*
New vehicle information statement
Description du véhicule neuf

Vehicle / *Véhicule*

Vehicle Identification Number / *Numéro d'identification du véhicule*	Plate or Registration No. / *N° de plaque d'immatriculation*

Make / *Marque*	Model / *Modèle*	Series / *Série*	Model Year / *Année du modèle*	Colour / *Couleur*	Body Type / *Type de carosserie*

No. of Cyl. / *Nombre de cyl.*	Motive Power / *Force motrice*	Shipping/Curb/GV Weight (kg) / *Masse nette*	G.V.W.R. (kg) / *P.N.B.V.*	Wheelbase (mm) / *Empattement*	OFFICE USE ONLY / *À L'USAGE DU BUREAU*

Engine Serial No. (if applicable) / *N° de série du moteur (si applicable)*	Displacement / *Cylindrée*	Off Road Vehicle / *Véhicule Hors-Route*
		Yes / *Oui* ☐ No / *Non* ☐

Manufacturer's Comments / Commentaires du fabricant

PROOF

Manufacturer or Importer / *Fabricant ou importateur*

Name and Location / *Nom et adresse*	N.S.M. / M.N.S. No.
Final Stage Manufacturer — Name and Location / Dernier fabricant — *Nom et adresse*	N.S.M. / M.N.S. No.

Dealer / *Commerçant*

I, the undersigned, authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle herein described is assigned on this date for registration and certify that the vehicle is new and has not been registered previously.

Je soussigné, représentant autorisé de la compagnie, firme ou corporation désignée ci-dessous, déclare par la présente que le véhiclule neuf ci-décrit est cédé à cette date, afin d'être immatriculé, et je certifie que ce véhicule est neuf et qu'il n'a pas été immatriculé précédemment.

Name / *Nom*	Prov. / Terr.	Dealer's No. / *N° du commerçant*

Authorized Signature / *Signature autorisée* — Printed Surname and First Name / Nom et prénom en lettres moulées	Date of sale / *Date de vente* Yr. / *A.* Mo./ *M.* Day / *J.*	Odometer Reading / *Kilomètres au compteur* KM

Purchaser / *Acheteur*

Name (Surname, First Name) / *Nom (nom de famille, prénom)*			
Address (No., Street, Apt.) / *Adresse (No, Rue, App.)*			
City — Municipality / *Ville — Municipalité*	Province	Postal code / *Code postal*	Phone Number /Numéro de téléphone

Lessee (if applicable) / *Locataire (si applicable)*

Name (Surname, First Name / *Nom (nom de famille, prénom)*			
Address (No., Street, Apt.) / *Adresse (N°, Rue, App.)*			
City — Municipality / *Ville — Municipalité*	Province	Postal code / *Code postal*	Phone Number /Numéro de téléphone

This is not a titling document / *Ce document ne constitue pas un titre de propriété*
Personal information must be used in accordance with applicable privacy laws/Renseignements personnels qui ne doivent être utilisés qu'en conformité avec les lois sur la confidentialité

MV1407 (122006)

1.16 Transfer a vehicle from the dealer to an out of province purchaser

Documents required:

1. Signed off registration (must be the last registration issued) or New Vehicle Information Statement which must be signed off for transfer by the dealer. You must also fill in the full name for each purchaser and include their complete residential address and date of birth. The transfer cannot be completed unless all the required information for the purchaser(s) is provided. A copy of the purchaser's driver license, if available.
2. Bill of sale is showing all applicable taxes have been collected. Ensure all the required client's information is provided. See section 1.25.1. A copy of the purchaser's driver license, if available. Whether or not you collect the HST in NB is a question for the Federal Government.
3. NB plates currently assigned to the vehicle must be surrendered to SNB prior to the transfer.
4. Additional documentation may be required.

1.17 Transfer a vehicle form your dealership to another dealership

Documents required:

1. NB registration signed off for transfer by the dealer selling the vehicle (must be the last registration issued). You must fill in the proper name of the purchasing dealership and their dealer number or Client ID on the back of the registration. The transfer cannot be completed unless all the required information for the purchasing dealer is provided.
2. Bill of sale showing HST was collected. See Section 1.25.1 for required bill of sale information.
3. Proof of valid insurance for the purchasing dealership (if not on file).
4. Additional documentation may be required.

1.18 Leases

SNB requires documentation for both parts of the lease transaction.

1. New Vehicle Information Statement or signed off registration, proof of insurance, proof of NB vehicle inspection less than 30 days old if valued at $1000.00 or less. Additional information may be required.
2. Bill of sale – Dealer selling vehicle to the leasing company. See section 1.25.1 for required bill of sale Information.
3. Copy of Lease Agreement or Confirmation of Lease.

When a vehicle is being leased to an out of province company with a NB operator we need the following information:

- The name of the leasing company (must be registered with Corporate Registry) and their address.
- The legal name of the lessee/company.
  - The company must be registered with NB or NS Corporate Registry and must be in good standing.
  - We need the company's physical head office address. Do not list the driver's NB address as the company's address.
- The NB operator/driver's legal name, address and driver's licence number along with a copy of the operator's driver's licence.
- Lease agreement or Confirmation of Lease stating that the taxes are being collected at the NB HST rate.
- Proof of valid insurance in the name of the Lessee (not the lessor or operator).
- All the above information should be reflected on the New Vehicle Information Statement or registration.

1.19 Temporary permits

The dealership would issue these permits to vehicles sold by them, for example, when vehicles are unplated or for which the registration has expired. Only one temporary permit can be issued per sale of a vehicle. These permits are valid for fourteen days from the date of issuance. This allows time for the dealer to obtain a valid registration certificate and plates or allows the individual to move the vehicle to his/her home jurisdiction. The vehicle must display a valid NB vehicle safety inspection sticker. These permits must not be used to move a vehicle to the dealer's premises. Dealer plates would be used for this purpose.

Dealers can obtain these permits from the Department of Public Safety, PO Box 6000, Fredericton, NB E3B 5H1.

1.20 Registration corrections

Documents required:

1. Current registration
2. Valid insurance (if applicable)
3. Letter from dealer explaining the required correction (if applicable)

No Charge when current registration / ownership is returned…

For a SNB clerical error – name, address, color, vehicle make, model, weight.

A fee will be charged when…

A registration in a Dealer's name is not available ie: lost, stolen and needs to be replaced. An Application for Vehicle Registration will have to be completed.

A vehicle is registered to the wrong purchaser. The current registration along with a letter from Dealer, with an explanation. This will be looked at a case by case and our Service Delivery Support branch will advise. If approved the dealer will have to return registration, corrected bill of sale etc. for the correct purchaser.

A Dealer error has occurred, and a corrected registration is required.

Cancelled sale requires signed off registration by the client and a letter stating the sale was cancelled and why.

1.21 Replacement registrations

If the vehicle is a trade in from a customer, the customer must supply the dealership with a signed off registration. If the customer does not have the registration, the dealership must advise the customer to obtain a replacement registration from SNB.

Documents required (Vehicle already in the dealership's name):

1. Completed application for vehicle registration.
2. Valid insurance card if the vehicle is licensed.
3. Replacement fee.

Completing the application for vehicle registration for replacement registrations:

- Fill in the vehicle details on the 1st page, including the current NB plate number, VIN/serial number for vehicle and the current owner's information.
- Identify the item(s) that need replacing i.e.: plate, sticker, registration etc. in the middle of the front page of the Application for Vehicle Registration.

If registration needs to be replaced, the dealership is required to obtain a replacement registration prior to signing it off to the purchaser.

Sample application for vehicle registration - Replacement registration

Reset / Effacer

APPLICATION FOR VEHICLE REGISTRATION

New Nouveau Brunswick

DEMANDE D'IMMATRICULATION DU VÉHICULE

DEPARTMENT OF PUBLIC SAFETY 78-9291 (2/12) **MINISTÈRE DE LA SÉCURITÉ PUBLIQUE**

NOTE / A NOTER

Please sign and complete the appropriate section on the reverse side of this document.

Remplir et signer la partie qui s'applique au verso du présent document.

VEHICLE DESCRIPTION / DESCRIPTION DU VÉHICULE						
Sticker / Vignette		Plate / Plaque		Status		
Make / Marque	Series / Série	Model / Modèle		Expires / Expire		
Year / Année	Cyl.	Fuel / Carb.	Axles / Essieux	Colour / Couleur	RC / CR	Fee Paid / Droits payés $
Serial No. / N° de serie						Mass / Masse kg
Gross Mass / Masse brute kg	Prev. Plate / Anc. plaque	Off. / Bur.	Date			Owner N° de prop.

FEE CALCULATIONS / CALCUL DES DROITS		
Registration Immatriculation	$	
Plate Plaque	$	
Transfer Transfert	$	
Replacement Remplacement	$	
Other Autre	$	
TOTAL	$	

EXCHANGE FROM
CHANGEMENT DE

Prev. Prov. or State
Anc. province ou État

Year
Année

D J M Y A
K - 22 Date

I the undersigned, hereby certify that my
Je soussigne, atteste par les présentes que mon / ma / mes

- ☐ Registration Certificate / Certificat d'immatriculation
- ☐ Personalized Plates / Plaques personnalisées
- ☐ Parking Permit / Permis de stationnement
- ☐ Plate Validation Sticker / Vignette de validation de la plaque
- ☐ Dealer or Manufacturer Plates / Plaques du concessionnaire ou fabricant
- ☐ Parking Placard / Carte de stationnement
- ☐ License Plate / Plaque d'immatriculation

For a person having a disability / Pour une personne ayant un handicap

- ☐ has to be replaced / doit être remplacé(e)
- ☐ registration is ready to be renewed / L'immatriculation peut être renouvelée
- ☐ registration requires correction: immatriculation doit être corrigée : Details: / Détails :

	Expires / Expire	Stickers / Vignettes No. / N°	Plates / Plaques No. / N°
NEW	M Y / A		

NOTE: Proof of liability insurance coverage is required on THIS vehicle, (a photocopy is acceptable) such as a "Canada Inter-Province Motor Vehicle Liability Insurance Card." (Not required for trailers and all-terrain vehicles). This will be returned to you.

AVIS : Une preuve d'assurance-automobile est exigée pour CE véhicule (une photocopie est acceptable) tel qu'un "Certificat d'assurance-automobile responsabilité Canada inter-province". Non nécessaire pour les remorques et véhicules tout-terrain). Ce document vous sera retourné.

Record below the name(s) and address(es) of all owner(s) and driver(s) of this vehicle.
Inscrire ci-dessous le(s) nom(s) et adresse(s) du (des) propriétaire(s) et conducteur(s) de ce véhicule.

Name / Nom
Address / Adresse
Postal Code postal
Birth Date de naissance D / J M Y / A
Owner / Propriétaire or / ou Driver / Conducteur ☐

Name / Nom
Address / Adresse
Postal Code postal
Birth Date de naissance D / J M Y / A
Owner / Propriétaire or / ou Driver / Conducteur ☐

Name / Nom
Address / Adresse
Postal Code postal
Birth Date de naissance D / J M Y / A
Owner / Propriétaire or / ou Driver / Conducteur ☐

Dealer - Previous Registered Owner
Concessionnaire - propriétaire immatriculé précédent
Address / Adresse

CAUTION: **It is a punishable offence to knowingly make a false statement on this form.**

Validation

ATTENTION: **Toute fausse déclaration sur le présent formulaire constitue une infraction à la loi.**

I declare that all the foregoing information is correct.

Je déclare que tous les renseignements ci-dessus sont exacts.

Date _____

Signature of Owner or Agent
Signature du propriétaire ou de l'agent **X** _____

78-9291 (2/12)

A. TRANSFER

I hereby give notice of the change of ownership of the vehicle described on the front side of this form and make application for the transfer of the permit to the person or company shown.

TRANSFERT

Je vous avise, par les présentes, du changement de propriétaire du véhicule décrit au recto du présent formulaire et demande le transfert de l'immatriculation à la personne / entreprise indiquée.

Date

Signature of Registered Owner
Signature du propriétaire immatriculé X

B. PURCHASED OR REPOSSESSED VEHICLE / **VÉHICULE ACHETÉ OU REPRIS**

I, / Je soussigné, _____ representing / représentant _____

declare that on / atteste que le _____ the vehicle described on the front side of this form was / le véhicule décrit au recto du présent formulaire a été

validly and legally / validement et légalement ☐ purchased / acheté ☐ repossessed / repris from: / de: (Name:) / (Nom:) _____

Date

Signature: Purchaser or Repossessor
Signature: Acheteur ou acquéreur X

GUARANTEE

I undertake to save Her Majesty the Queen in the right of the Province harmless in respect of all claims which may arise in respect of the transfer of the registration of the vehicle described on the front side of this form.

GARANTIE

Je garantis Sa Majesté la Reine du chef de la province contre toute reclamation pouvant résulter du transfert de l'immatriculation du véhicule décrit au recto du présent formulaire.

Date

Witness
Témoin X

Transferee / Guarantor
Cessionnaire / garant X

C.

Remarks:
Remarques: _____

Date

Authorized Signature
Signature autorisée X

MEANING	CODE	SIGNIFICATION
VEHICLES		VÉHICULES
Convertible	CV	Décapotable
2 - Door	2D	2 portes
2 - Door Hatchback	2B	2 portes et hayon
4 - Door	4D	4 portes
4 - Door Hatchback	4B	4 portes et hayon
2 - Door Stationwagon	2W	2 portes familiale
4 - Door Stationwagon	4W	4 portes familiale
Van	VN	Fourgon
Motor Home	MH	Caravane motorisée
Dune Buggy	DB	Autodune
School Bus	BS	Autobus scolaire
Parcel Delivery Van	PD	Fourgonnette de livraison
Sedan Delivery	SD	Sedan de livraison
Wrecker	WR	Dépanneuse
Pick-Up	PK	Camionnette
Utility Vehicle	TY	Véhicule utilitaire
Motorcycle	MS	Motocyclette
Motor-Driven Cycle	MY	Mopède
Snowmobile	SM	Motoneige
Backhoe	BH	Rétrocaveuse
Farm Tractor	FT	Tracteur agricole
Loader	LO	Chargeuse

MEANING	CODE	SIGNIFICATION
TRAILERS:		REMORQUES:
Utility Trailer	TY	Remorque utilitaire
Pole Trailer	PL	Semi-remorque à poutre téléscopique
Boat Trailer	BT	Remorque à bateau
Travel Trailer	TV	Caravane classique
Tent Trailer	TT	Tente roulotte
Horse Trailer	HR	Van à chevaux
Freight Van Trailer	FV	Semi-remorque fourgon
Open Top Van Trailer	OV	Semi-remorque découverte
Platform Trailer	PF	Semi-remorque plateau
Lowbed Trailer	LB	Semi-remorque surbaissée
Dump Trailer	DP	Semi-remorque à benne
Livestock Trailer	LV	Bétaillère
Auto Transport Trailer	AT	Remorque porte-auto
Liquid Tanker Trailer	LT	Semi remorque-citerne pour liquides
Dry Bulk Tanker Trailer	DT	Semi remorque-citerne à vrac
Fixed Machine Trailer	FM	Remorque à engin fixe
Converter Dolly	CD	Diabolo convertisseur à simple timon
Trailer Mounted Mixer	MX	Malaxeur sur remorque

MEANING	CODE	SIGNIFICATION
ALL - TERRAIN VEHICLES		VÉHICULES TOUT - TERRAIN
2 - Wheel (Dirt Bike)	MF	2 Roues (Moto hors route)
3 - Wheel (Tricycle)	ATC	3 Roues (Tricycle)
4 - Wheel or More	ATV	4 Roues ou Plus
Snow Vehicle	SV	Motoneige
Snowmobile	SM	Autoneige
Dune Buggy	DB	Autodune
Amphibious	AP	Amphibie
Off-Road Utility	ORU	Véhicules utilitaires hors route

COMMERCIAL		INDUSTRIEL
Unknown	Blank / Vide	Inconnu
Bus	BU	Autobus
Freight Van	FV	Fourgon de frêt
Dump	DP	À benne
Tanker / Pumper	TK	Citerne / autopompe
Wrecker	WR	Dépanneuse
Packer	PR	Benne tusseuse
Crane	CN	Grue
Fixed Machine	FM	Engin fixe
Open-Top Van	OV	Fourgon decouvert
Stake-back	ST	Camion a ridelles
Platform	PF	Plate-forme
Transit Mixer	MX	Camion malaxeur
Utility	TY	Utilitaire
Incomplete chassis	IC	Châssis incomplet
Conventional tractor	CT	Tracteur classique
Cab-over tractor	CO	Tracteur à cabine avancée

FUEL		CARBURANT
Unknown	Blank / Vide	Inconnu
Diesel	D	Diesel
Gasoline	G	Essence
Natural Gas	N	Gaz naturel
Propane	P	Propane
Butane	B	Butane
Electric	E	Électrique
Gasoline / Alcohol	H	Essence / alcool
Gasoline / Electric	L	Essence / électrique
Other	S	Autre
Diesel / Propane	T	Diesel / propane
Gasoline / Natural Gas	U	Essence / gaz naturel
Diesel / Butane	F	Diesel / butane
Diesel / Natural Gas	R	Diesel / gaz naturel
Gasoline / Propane	W	Essence / propane

COLOUR			COULEUR
Unknown	Blank	Vide	Inconnue
Beige	BGE	BGE	Beige
Black	BLK	NOI	Noir
Blue	BLU	BLE	Bleu
Dark Blue	DBL	BLF	Bleu foncé
Light Blue	LBL	BLP	Bleu pâle
Bronze	BRZ	BRZ	Bronze
Brown	BRN	BRN	Brun
Copper	CPR	CVR	Cuivre
Cream	CRM	CRM	Crême
Gold	GLD	OR	Or
Green	GRN	VRT	Vert
Dark Green	DGR	VRF	Vert foncé
Light Green	LGR	VRP	Vert pâle
Multi-Colored	MUL	MUL	Multi-colore
Grey	GRY	GRI	Gris
Maroon	MRN	MRF	Rouge foncé
Orange	ONG	ORA	Orange
Pink	PNK	RSE	Rose
Purple	PLE	MVE	Mauve
Red	RED	RGE	Rouge
Silver	SIL	ARG	Argent
Tan	TAN	CHM	Havane
Turquoise	TRQ	TRQ	Turquoise
White	WHI	BLA	Blanc
Yellow	YEL	JAU	Jaune

Top/Haut

1.22 Surrendering plates

When a vehicle registered in NB is sold to someone from another jurisdiction, the current NB plates and stickers must be surrendered before the transfer can take place. A Certificate of Ownership will then be issued in the purchaser's name.

If the plates cannot be located, a letter explaining that the plates have been lost is required. The letter must include the vehicle details such as year, make, model and VIN/serial number.

1.23 Replacement plates

Documents required for the following scenarios:

1.23.1 Loss of one plate

- Current registration
- Valid insurance card for the vehicle
- Remaining licence plate (if applicable)
- Plate replacement fee

1.23.2 Loss of two plates: (if applicable)

- Current registration
- Valid insurance card for the vehicle
- Plate replacement fees

1.23.3 Requesting new plates

- Current registration
- Valid insurance card for the vehicle
- Current plate(s) must be surrendered
- Plate replacement fee

1.23.4 Requesting Conservation plates instead of regular plates

- Current registration
- Current plate must be surrendered
- Valid insurance card for the vehicle
- Indicate the type of Conservation plate being requested (i.e. Deer, Chickadee, Violet, or Salmon)
- Plate replacement fee and conservation fee

1.23.5 Swapping plates

Swapping plates allows for the plates on two different vehicles to be switched. To complete this transaction both vehicles must have the same owner and one of the plates must be a personalized or "special" plate (veteran's, firefighter, etc.). The class of each vehicle must also allow for these types of plates.

- Current registration for both vehicles.
- Proof of valid insurance for both vehicles.
- If the vehicles are the same type (ex. 2 passenger vehicles or 2 pick-ups, etc.) then you do not need to surrender the plates. If the vehicles are different types (ex. 1 passenger and 1 pick-up) then the regular/stock plate must be surrendered.
- Plate replacement fee for both vehicles (ex: if the replacement fee is $50.00 per vehicle then the cost will be $100.00 as there are two vehicles involved).

1.23.6 Personalized plates issued for the first time

- Current registration or New Vehicle Information Statement (NVIS).
- Proof of valid insurance for the vehicle.
- If the vehicle currently has plates assigned to it, then the plates must be surrendered.
- There is no charge for the first-time assignment of a personalized plate. Registration fees may be applicable.

1.23.7 Take personalized/special plates off a vehicle and assign to a purchased vehicle

Note: If the personalised plates are still assigned to a vehicle, we can not proceed without this registration and clear instructions if this vehicle needs to be replated.

- New Vehicle Information Statement card for the new vehicle or signed off registration.
- Current registration for the vehicle the personalized/special plates are on now (signed off for transfer if this vehicle is to be transferred to dealer).
- Proof of valid insurance - customer's and dealership's (if not on file).
- Plate replacement and registration fees for the new vehicle. Plate replacement fee for the vehicle being traded in if new plates are being requested.
- Put the plate # on the registration(s) so there is a clear understanding of which plate goes on each vehicle.

1.24 Dealer plates

The *Motor Vehicle Act* 50(1) states the purpose of a dealer plate is to allow the dealer to demonstrate, test or deliver a vehicle owned by the dealer. Dealer plates must not be used to transport a vehicle which is not owned by the dealer. Also, these plates are not to be used for the dealer's personal use. Vehicles owned by the dealer and NOT being demonstrated to a purchaser, tested or delivered are to be issued regular plates.

If the vehicle is new and has never been registered before, it need not display a valid inspection sticker, but if the vehicle was registered previously, the vehicle must display a valid inspection sticker when displaying a dealer plate.

1.25 Miscellaneous notes

1.25.1 Bill of sale/invoice

All bills of sale/invoices must include, at minimum, the following:

- A description of the vehicle including the VIN/serial number.
- Supplier's business name and address.
- The buyer's legal name and address (i.e. as it appears on their driver's licence, in NB Corporate Registry or Registry of Joint Stock Companies for NS).
- A copy of the purchaser's driver license, if available.
- The date of the purchase.
- The seller's signature. When the supply is made by a registrant: The signature is not necessary as long as the name and GST number are indicated on the bill of sale.
- The purchase price before taxes.
- The amount of tax collected, if applicable. If the vehicle is being leased, we need to see the tax being collected on the lease payments. Please include a copy of the lease agreement.
- The seller's HST number, if applicable.
- The amount of Recycle NB Tire Fees collected, if applicable.

1.25.2 When a Power of Attorney is required

- When a dealership is signing on behalf of a leasing or insurance company.
- When an auction is signing on behalf of the owner of a vehicle (individuals, dealerships, or insurance companies etc.)

2. Information for insurance companies

- Once a vehicle has been marked non-repairable, it can no longer be transferred or exchanged from another jurisdiction.
- The Recycle NB Tire Fees must be paid when a vehicle was previously registered in another jurisdiction and has never previously been registered in NB.
- Insurance Companies are not required to surrender plates for vehicles branded as salvage.
- White out or alterations on documents cannot be accepted.
- Disposition of Salvage Report (Proof of Loss) or Application for Vehicle Status Change must be the original document, it cannot be a copy.

2.1 Transfer a NB registered vehicle to an insurance company

Documents required:

- Signed off NB registration. This must be the last registration issued and must be signed off for transfer by all registered owner(s). The insurance companies full name, client ID (if available) and physical address (mailing address alone is not enough) must be filled out on the back of the registration. If this information is not provided, a registration can't be generated.
- Branding document Disposition of Salvage or Application for Vehicle Status Change.
- Original Proof of Loss form is required if the last registration cannot be signed off by current owner, along with an Application for Vehicle Registration. (The proof of loss is signed off by the owner of the vehicle, that is why we need the original. The Application for Vehicle registration is signed by the insurance company.)
- Indicate on the registration what is being requested (ex: transfer only, reprint, etc.)
- Additional documentation may be required.

2.2 Transfer a vehicle currently registered in another province to the insurance company

Documents required:

- Previous jurisdiction registration/title completed and signed off for transfer by all owners. If lost, owner is to contact the previous jurisdiction for a replacement.
- Branding document Disposition of Salvage or Application for Vehicle Status Change.
- Completed Application for Vehicle Registration.
- Additional documentation may be required.

3. Information for auction companies

Plates must be surrendered by auctions in the following scenarios:

1. When the NB vehicle safety inspection isn't completed within the 30 days when sold for $1000 or less.
2. When vehicle is sold out of province.
3. No valid Insurance.

3.1 Transfer a NB registered vehicle through an auction

Documents required:

- Signed off NB registration. This must be the last registration issued and must be signed off for transfer by all registered owner(s). The purchaser's full legal name and complete residential address (mailing address alone is not enough). If this information is not provided a registration cannot be generated.
- If the vehicle was acquired through a repossession, we need the repossession documents (i.e. the original sales contract, bankruptcy document including the VIN/serial number, Repossession Warrant, Notice of Intent to Sell, or Personal Property Registry System document) and an Application for Vehicle Registration will need to be completed with sections "B" completed (see below).
- A repossession exemption is applied only when the vehicle is being transferred to the financial institution responsible for the repossession. Any other transfer is subject to the imposition of tax.
- If the auction is required to sign section B on the back of the application for registration, written authorization from the financial institution stating the auction is acting on their behalf is required when repossessing the vehicle. This allows the auction to act as an agent on behalf of the financial institution.
- Bill of sale showing HST was collected. See section 1.25.1 for required bill of sale information.
- Proof of valid insurance (if the registration is valid) in the name of at least one of the purchasers (see section 1.9 **Proof of insurance** for more information).
- A valid NB motor vehicle safety inspection within the last 30 days must be completed and brought to SNB for viewing if the vehicle was purchased for $1000.00 or less. If the NB vehicle safety inspection was not done in the last 30 days, then the plates must be surrendered at the time of transfer (if plates cannot be located then a letter stating that the plates were lost must be submitted.
- Power of Attorney and consignment form if the auction is acting on behalf of a client. Licence dealers are not exempt.
- Indicate on the registration what is being requested (ex: transfer only, renew registration, replace plates, etc.)

78-9291 (2/12)

A. TRANSFER | **TRANSFERT**

I hereby give notice of the change of ownership of the vehicle described on the front side of this form and make application for the transfer of the permit to the person or company shown.

Je vous avise, par les présentes, du changement de propriétaire du véhicule décrit au recto du présent formulaire et demande le transfert de l'immatriculation à la personne / entreprise indiquée.

Date | Signature of Registered Owner / Signature du propriétaire immatriculé X

B. PURCHASED OR REPOSSESSED VEHICLE | **VÉHICULE ACHETÉ OU REPRIS**

B

I, / Je soussigné, _____ representing / représentant _____

declare that on / atteste que le _____ the vehicle described on the front side of this form was / le véhicule décrit au recto du présent formulaire a été

validly and legally / validement et légalement ☐ purchased / acheté ☐ repossessed / repris from: / de: (Name:) / (Nom:) _____

Date | Signature: Purchaser or Repossessor / Signature: Acheteur ou acquéreur X

GUARANTEE | **GARANTIE**

I undertake to save Her Majesty the Queen in the right of the Province harmless in respect of all claims which may arise in respect of the transfer of the registration of the vehicle described on the front side of this form.

Je garantis Sa Majesté la Reine du chef de la province contre toute reclamation pouvant résulter du transfert de l'immatriculation du véhicule décrit au recto du présent formulaire.

Date | Witness / Témoin X | Transferee / Guarantor / Cessionnaire / garant X

C.

C

Remarks: / Remarques: _____

Date | Authorized Signature / Signature autorisée X

3.2 Transfer a vehicle currently registered in another province or state through auction

Documents required:

- Previous jurisdiction registration/title signed off for transfer by all owners. If lost, the owner(s) must contact the previous jurisdiction for a replacement.
- If the vehicle is coming from another country, the Canada Customs Import Form 1 and the Canada Customs accounting document (this is to show what tax was paid at the Canadian Border crossing) are needed. If GST was paid to Canada Customs, then the remaining HST will need to be paid when the vehicle is registered in NB.
- Bill of sale showing HST was collected. The bill of sale must also show each purchaser's name. (See section 1.25.1 for required bill of sale information).
- Proof of valid insurance (if the registration is valid) in the name of at least one of the purchasers (see Section 1.1 for more information).
- A NB Motor Vehicle Safety Inspection approved within the last 30 days, if the vehicle was purchased for $1000.00 or less. If the NB vehicle safety inspection was not done in the last 30 days, then the plates must be surrendered at the time of transfer (if plates cannot be located then a letter stating that the plates were lost must be submitted).
- Power of Attorney and consignment form if the auction is acting on behalf of a client.
- Signed on the front and indicate what is being requested (ex: transfer only, renew registration, replace plates, etc.)
- The provincial component of the HST is collected based on the value indicated on the Canadian Border Services Agency document when it comes from out of country.
- Where the supplier has collected only the 5% GST, the 10% provincial component must be collected by SNB at the time of registration.
- Where the supplier collected 5% GST and the PST of the non-participating province, the 10% provincial component of the HST must be collected at the time of registration.

- If the vehicle is coming from a non-participating province and the provincial component of the HST is due when only 5% GST has been collected, which is based on the value used to collect the 5% GST.
- If the auction is required to sign section B on the back of the application for registration, written authorization from the financial institution stating the auction is acting on their behalf is required when repossessing the vehicle. This allows the auction to act as an agent on behalf of the financial institution.
- The repossession exemption is applied only when the vehicle is being transferred to the financial institution responsible for the repossession. Any other transfer is subject to the imposition of tax.

4. Annex A: Dealer checklist

Check these items before sending your package:

- ☐ All information on bill of sale/New Vehicle Information Statement or registration match. – Names, Address, Lessor, Lessee, Operator on all documents. A copy of the purchaser's driver license, if available.
- ☐ Customer insurance up to date.
- ☐ Plate to surrender, if going out of province or require credit. Plate letter if plates cannot be found.
- ☐ Dealer declaration filled out and signed.
- ☐ A copy of Lease Agreement, bill of sale or power of attorney that we can keep if required.
- ☐ Everything signed off and filled out.
- ☐ Is New Vehicle Information Statement completely filled out including color/displacement/weights/model?
- ☐ EFT sheet.
- ☐ Large Commercial "Application to register commercial vehicle having a gross mass of 4500 KG or more " if needed.

Importing a vehicle from the United States:

- ☐ The Title/Certificate of Origin.
- ☐ Form 1 (K-22 form) stamped at 2 places and filed out properly. In most cases a form is not actually issued now. The information can be verified at the SNB office at time of registration.
- ☐ A dealer declaration completed OR Customs/Broker tax form (if applicable).

Registering vehicle from out of province:

- ☐ The vehicle registration or certificate of ownership
- ☐ Dealer declaration and/or a bill of sale
- ☐ Application for Vehicle Registration (Always needed if coming from out of province)
- ☐ Plates must be surrendered - If plates can't be found, lost plate letter must be handed in at time of transfer

Transfer from dealer to customer:

- ☐ Registration
- ☐ Bill of sale
- ☐ Insurance card
- ☐ Date of birth for each individual purchaser (if applicable) A copy of the purchaser's driver license, if available.
- ☐ Legal spelling of the company name (Ltd, Inc. if applicable)
- ☐ If the client wishes to put Special NB plates (Firemen, Veteran, Personalized, etc.) on the vehicle they purchased, they can use their old ones or purchase new ones. To use the old ones, bring the registration for the vehicle that is presently licensed with those plates as well as the insurance card.

Sale to Status Indian:

- ☐ The bill of sale must state that the vehicle was delivered to a reserve, or that sale took place on reserve.
- ☐ The bill of sale must identify the purchaser's Certificate of Indian Status Card number * if bill of sale has two owners and the Status Indian Exemption is being used – only 1 Status Indian Card is required - Federal policy. If the vehicle is being registered in more than one name (a status Indian and a Non-status individual), PVT is due on 50% of the purchase price