

PLEASE READ INFORMATION ON THE BACK PRIOR TO COMPLETING THE FORM
 Please print.

SECTION 1 (complete and sign for each transaction)

Identity of the mandator and mandatory

MANDATOR (natural person being represented)

Last name	First name	Quebec driving licence number
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Full address

Driver's licence reference number	OR	Date of birth <i>(Enclose one of the pieces of identification listed overleaf)</i>	Year	Month	Day
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MANDATARY (natural person of full age agreeing to represent the mandator)

Last name	First name	Quebec driving licence number
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Full address

Power of attorney

As mandator, I, the undersigned authorize the mandatory named above to act on my behalf concerning the following transaction:

(Describe the requested transaction [e.g. driver's licence or registration renewal, vehicle ownership transfer, replacement of registration certificate, vehicle storage, vehicle discarding])

This power of attorney is valid until _____. I have signed in _____, on _____.

(Place of signature) (Year/Month/Day)

Mandator's signature _____ **Telephone** _____

SECTION 2 (complete for all transactions in connection with a vehicle)

Vehicle description

Make	Model	Year	Licence plate number
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Vehicle identification number (VIN)

SECTION 3 (The mandator must complete and sign the appropriate declaration [A or B], for transfers only.)

Declaration of transfer of ownership

A) Declaration of the transferor being represented (mandator)

I declare that I _____

(check the appropriate box): sold my vehicle for the sum of: \$ _____ .
 gave away my vehicle.

New owner's name: _____

Transferor's signature _____

B) Declaration of the acquirer being represented (mandator)

I declare that the odometer reading was _____ (check the appropriate box) kilometres miles

Acquirer's signature _____

Use of the Power of Attorney

The *Power of Attorney Form* must be filled out and signed by an individual who cannot go in person (mandator) to the Société de l'assurance automobile du Québec (SAAQ) and who wants to authorize another person (mandatary) to conduct, on their behalf, a transaction in connection with their record. Once completed, the power of attorney contains confidential information that could be used for other purposes, which is why the SAAQ recommends only giving a power of attorney to someone you trust and keeping a copy of the document.

General instructions

- A power of attorney form that is not completed in accordance with the instructions or on which entries have been erased, crossed out or altered will not be accepted.
- A fax or copy of a duly completed form can be accepted only if the required signature(s) is/are original.
- The mandatary (person representing the mandator) must be age 18 or older and will have to provide one piece of identification accepted by the SAAQ¹.
- Vehicle registered as co-owned or jointly-leased: For any transaction other than an ownership transfer of a vehicle, one of the persons whose name appears as co-owner or co-lessee on the registration certificate must come in person or provide a power of attorney. Contact the SAAQ to find out the requirements that apply to the transfer of ownership of this type of vehicle².

Additional instructions concerning vehicle transfer

If you give power of attorney because:

You are **selling** or **giving** away your vehicle:

- Complete and sign sections 1, 2 and 3A.
- Remember that you are still responsible for the vehicle until it is registered in the new owner's name. It is your responsibility to ensure that the registration was put under the new owner's name.

You are **acquiring** a vehicle:

- Complete and sign sections 1, 2 and 3B.
- If the acquirer is absent, the transfer transaction will be refused to the mandatary if the odometer reading reported in section 3B is less than what was declared for the previous registration. The acquirer can then ask the transferor for explanations or go in person to authorize the SAAQ to proceed with the transfer if the acquirer still wishes to do so.

Also:

- Before making the transfer, check if the vehicle can be registered by calling 1 900 565-1212 or using the *Check if a Vehicle Can be Registered* online service on the SAAQ Web site at: www.saaq.gouv.qc.ca. Fees are charged for each consultation.
- To give away or sell a vehicle registered in Québec between related individuals, both parties must submit:
 - ✓ The *Declaration of a Transaction Between Related Individuals with Regard to a Road Vehicle Registered in Québec* (VD-80.1-V) form by Revenu Québec, duly completed.
 - ✓ A document proving the kinship².

1. Original pieces of identification accepted by the SAAQ.

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|--|-------------------------------------|---------------------------------------|
| — Licence authorizing the operation of a vehicle | — Permanent Resident Card | — Taxi driver's permit |
| — Examination identity card issued by the SAAQ | — Passport | — Peace officer's identity card |
| — Certificate of Canadian citizenship with photo | — Certificate of Indian Status card | — Canadian Armed Forces Identity Card |
| | — Health Insurance Card | |

2. For further information or to find out which documents are accepted to prove kinship, contact the SAAQ call centre at 418 643-7620 in Québec (city and vicinity), 514 873-7620 in Montréal or 1 800 361-7620 (Québec, Canada, U.S.A.) or consult the SAAQ Web site (www.saaq.gouv.qc.ca).

Protection of Personal Information

All information gathered by authorized Société de l'assurance automobile du Québec personnel is handled confidentially. The Société requires this personal information to apply the *Automobile Insurance Act* and the *Highway Safety Code*. Under the *Act respecting access to documents held by public bodies and the Protection of personal information*, it may be conveyed to Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide information can result in a refusal of service on the Société's part. Individuals may consult or correct any personal information concerning them held in Société records.

For more information, consult the Policy on Privacy on the Société's Web site at: www.saaq.gouv.qc.ca or contact the Société's call centre.