

PLEASE READ INFORMATION ON PAGE 2 PRIOR TO COMPLETING THE FORM  
Please print.

**SECTION 1 (complete and sign for each transaction)**

**Identity of the mandator and mandatary**

**Mandator** (natural person being represented)

|           |            |                                 |
|-----------|------------|---------------------------------|
| Last name | First name | Quebec driving's licence number |
|-----------|------------|---------------------------------|

Full address

|  |    |   |      |       |     |
|--|----|---|------|-------|-----|
| Driver's licence reference number <i>(no piece of identification to provide)</i> | OR | Date of birth <i>(Provide one of the pieces of identification listed on Page 2)</i> | Year | Month | Day |
|--|----|---|------|-------|-----|

**Mandatary** (natural person of full age agreeing to represent the mandator)

|           |            |                                 |
|-----------|------------|---------------------------------|
| Last name | First name | Quebec driving's licence number |
|-----------|------------|---------------------------------|

Full address

**Power of attorney**

As mandator, I, the undersigned authorize the mandatary 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 |
|------|-------|------|----------------------|

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

New owner's name (print): \_\_\_\_\_

**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, signed and dated 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.
- In the “MANDATOR” part of Section 1, the person being represented must provide the mandatary with an original copy of a piece of identity accepted by the SAAQ<sup>1</sup> if the person chooses to enter the date of birth. No piece of identity is required if the person chooses to enter the Québec driver's licence reference number.
- 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 SAAQ<sup>1</sup>.
- 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 vehicle<sup>2</sup>.

### 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](http://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 kinship<sup>2</sup>.

1. Original pieces of identification accepted by the SAAQ.

- |  |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| — 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 the Québec area, 514 873-7620 in the Montréal area or 1 800 361-7620 (Québec, Canada, U.S.A.) or consult the SAAQ Web site ([www.saaq.gouv.qc.ca](http://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*, the *Act respecting the Société de l'assurance automobile du Québec* 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. You may consult, correct or obtain a copy of any personal information concerning you. For more information, consult the Policy on Privacy on the Société's Web site at [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca) or contact the Société's call centre.