

Vendor Instruction Manual

Angling Licences &
Park Vehicle Permits

2008-2009

NOTICES TO VENDORS 2008

GENERAL

1. The Government of Canada reduced the GST rate on January 1, 2008 from 6% to 5%. All licences and forms have been re-printed with the 5% GST rate included in the fee as printed on the licences.
2. New rates for angling licences and park vehicle permits have been set. All prices are printed on the licences and permits and price lists are enclosed.
3. General angling information and regulatory information can be found in the Anglers' Guide 2008, at www.manitobafisheries.com, or by phoning 1-800-214-6497 or 204-945-6784 (Winnipeg).
4. General park information can be found at www.gov.mb.ca/conservation/parks/ or by phoning 1-800-214-6497 or 204-945-6784 (Winnipeg).

ANGLING LICENCES

1. Angling licences are valid from May 1, 2008 to April 30, 2009.
2. The Manitoba Fisheries Enhancement Fund Stamp is now printed directly onto the angling licences. There are no additional stamps to be attached to angling licences.
3. Family Fishing Weekend will be held on June 7-8, 2008 across Manitoba (excluding national parks). During this weekend on Saturday and Sunday, people wishing to fish may do so without acquiring a licence. All other rules and regulations will apply. Conservation limits apply to those angling without a licence and who would normally require a licence.
4. The year-end remittance of sold licences (duplicate copies), funds and unsold licences for the 2008-2009 season must be returned to Licensing Section by May 10, 2009.

PARK VEHICLE PERMITS

1. Annual park vehicle permits are valid from May 1, 2008 to April 30, 2009.
2. Park vehicle permits must be displayed year-round for all provincial parks.
3. Manitoba's provincial park vehicle permit is not valid in Riding Mountain National Park.
4. Park vehicle permits are not required for the Family Fishing Weekend of June 6-8, 2008, including Friday, Saturday and Sunday.
5. Park vehicle permits are not required for the Parks Day Weekend of July 18-20, 2008.
6. Park vehicle permits are not required for the Labour Day weekend of August 29-September 1, 2008.
7. The year-end remittance of funds and unsold permits for the 2008-2009 season must be returned to Licensing Section by May 10, 2009.

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INTRODUCTION

Thank you for accepting the responsibility of being a licence vendor for the Province of Manitoba and providing an important service to the community. If you have any questions or concerns about your account, please contact your Vendor Accounts Clerk. Additional order for licences may be forwarded to the information below.

Mail: Licensing Section
Manitoba Conservation /Manitoba Water Stewardship
66 - 200 Saulteaux Crescent
Winnipeg, MB R3J 3W3

Fax: 204-945-2474

Phone: 204-945-4683

RESPONSIBILITIES OF VENDORS

1. Licence vendors are established as agents of Manitoba Conservation by authority of the Minister.
2. Licence vendors are required to notify Manitoba Conservation immediately when there is a change of ownership of their business. Vendors who sell their establishments may not transfer their stock of licences to a new owner. New owners must apply to Manitoba Conservation for vending privileges. Vending privileges will not necessarily be granted to a new owner.
3. All monies collected by licence vendors from the sale of licences are Crown funds and must be kept in trust for the Province of Manitoba. Any misuse of these funds, by you or your firm, may constitute a criminal offence.
4. You are cautioned to keep all licences supplied to you in a secure place as your account has been charged with their full value less your authorized commission. Your account will only be given credit for the money you remit and the complete unissued licences which you return. You are liable for the full fee (less your commission) for any licences lost, misplaced or destroyed.
5. A vendor must not make refunds, adjust licence fees, predate licences, or issue receipts in lieu of licences.
6. You may not borrow licences from another vendor and you may not lend licences to another vendor.
7. When you receive your licences, check the numbers carefully against those shown on the Vendor Consignment and Charge Statement.

8. All licences must be issued from the location indicated in your signed application for a licence vendorship.
9. All licences and records distributed by Manitoba Conservation for which a remittance has not been made must be available for inspection by departmental personnel upon request.
10. Employees may issue licences on behalf of licence vendors. The licence vendor is fully responsible for the actions of these employees as they relate to the issuance of licences, unsold licences in their possession, licence fees collected by them, informing them of regulations regarding the issuance of licences, and ensuring that licences are issued in accordance with the law and instructions received from Manitoba Conservation.
11. On the last day of each month, you must prepare and submit a report of all licence sales during that month. If no sales were made, a “Nil” report is required. These reports must be received by the Licensing Section by the 10th day of the following month.

COMMISSION

1. A commission of \$1.00 for each licence or permit issued is allowed to vendors.
2. This commission is to be deducted before remitting your sales funds.
3. Your account has been charged with the full value of the licences less your authorized commission.
4. *You must return the duplicate copies of the Resident of Manitoba Senior’s licences to verify that the licences were issued to a Manitoba senior before the deduction can be recorded on your account.*
5. No other deductions are allowed. Postage, money order charges, etc. are the responsibility of the vendor.

LICENCE AND PERMIT FEE TAXES

1. All licences and permit fees include 5% GST (Goods and Services Tax). The fee is printed on the licences and permits and this is the fee that the customer must pay.
2. Provincial sales tax must not be charged on the sale of licences and permits.
3. Manitoba Conservation collects the GST and forwards the GST to the Government of Canada.

CONSIGNMENT AND PREPAID VENDORS

1. Your responsibilities as either a consignment or prepaid status vendor are described in the correspondence from Licensing Section and are subject to review.
2. Both consignment and prepaid vendors must remit monthly. Vendors closed for the season or without licences are exempted from monthly reports.
3. Monthly reports are required in order to maintain your account in good standing. Monthly reports are also important to Manitoba Conservation and Manitoba Water Stewardship in order to receive timely sales and statistical information.
4. For prepaid vendors, the refunds for the return of unissued licences will be processed following the end of the licence year. Exceptions to this policy may occur upon request or when the business is discontinued or sold. Licensing Section must be notified by letter for these exceptions.

ISSUANCE OF LICENCES

1. At the beginning of the season, vendors who are on consignment and in good standing will automatically receive their licences and permits based on the amounts sold in the previous year.
2. Prepaid vendors will receive by mail a Licence Order Form to complete and return to Licensing Section with their advance payment.

REPORTS AND REMITTANCES

1. All vendors, including consignment and prepaid vendors, are required to provide monthly reports and remittances, including Nil reports. Vendors closed for the season or without licences are exempt from monthly reports.
2. On the last day of each month, a Remittance for Sold Licences form and / or a Vendor's Return For Unsold or Cancelled Licences form is to be completed for that month and delivered with any monies due in full for all reportable sales. These reports must reach the office of the Licensing Section before the 10th day of the following month.
3. Vendors should remit only for completely issued (sold) books of licences and permits. If a book is not completely issued by the end of the month, then keep the book and include the remittance in the next month's report. If there are no reportable sales to be made, i.e., if there are only partially-issued books of licences or permits to report, then forward a Nil report. Faxes regarding Nil reports are acceptable.

4. All sold licences and permits must be recorded on a Remittance for Sold Licences form. The duplicate copies of all sold licences and any monies due must be returned with this remittance. *The book stubs for park vehicle permits do not need to be returned.*
5. All licences and permits returned as unissued must be recorded on a Vendors' Return for Unsold or Cancelled Licences. All unissued and voided (cancelled) licences and permits must be returned to receive credit on your account.
6. Please make your remittance payable to the Minister of Finance of Manitoba. A cheque, certified cheque or money order is an acceptable form of payment. Third-party cheques and third-party money orders are not acceptable.
7. Vendors must not accept cheques or money orders payable to the Minister of Finance from customers as payments for licences.
8. Payments from vendors cannot be made by credit card according to Province of Manitoba policy.
9. Cash payments for vendor accounts will be accepted in-person only at the Cashier office at 200 Saulteaux Crescent in Winnipeg. All fees are to be paid in Canadian funds.
10. If the vendor has accepted foreign currency as payment, then the vendor is responsible for any deviations in exchange (gains or losses) resulting from the payment conversion to Canadian funds. Vendors who do not provide for a rate of exchange on foreign currency are expressing their own company policy. The vendor's foreign exchange policy is not to be indicated as a policy of Manitoba Conservation.
11. Licences, permits and funds must be returned to Licensing Section at the end of each annual season or upon request by Manitoba Conservation.
12. Seasonal vendors must return all remittances (sold and unsold licences and payments) before or immediately after closing business for the season. The returned forms should be marked "Final Report – Closed for the Season". End of season remittances must be received by Licensing Section by the 10th day of the month following the month in which the season closed.
13. Failure to submit monthly reports, make remittances, or return licences or permits as required will result in the hold or suspension (cancellation) of your vendor appointment.
14. Accounts not settled within the due dates are subject to interest charges and / or non-compliance action.
15. If your supply of reporting forms is low, additional supplies may be requested by fax, mail or phone. This request for reporting forms may be sent as a separate note with your monthly remittances.

**REMITTANCE FOR SOLD LICENCES/
REMISE DU MONTANT DES DROITS
POUR LES PERMIS VENDUS**

VENDOR/VENDEUR



LICENCE YEAR / ANNEE DES PERMIS
1

3

FOR THE MONTH OF / POUR LE MOIS DE
2

TYPE OF LICENCE/TYPE DE PERMIS	LIC. CODE/ CODE	PREFIX/ PRÉFIXE	NO. SOLD/ MONTANT VENDUS	LIC. FEE LTR/ COMM. DROITS POUR LES PERMIS MOINS LES COMMISSIONS	TOTAL/TOTAL	COMMENTS/COMMENTAIRES
ANGLING/PÊCHE À LA LIGNE RESIDENT OF MANITOBA SENIOR (CONSERVATION) AÏMÉ RÉSIDENT DU MANITOBA (CONSERVATION)	8	MSC	10	(1.00)	(10.00)	
RESIDENT OF MANITOBA/RÉSIDENT DU MANITOBA	713	R				
RESIDENT OF MANITOBA (CONSERVATION) RÉSIDENT DU MANITOBA (CONSERVATION)	714	RC	30	9.90	297.00	
NON-RESIDENT OF MANITOBA - RESIDENT OF CANADA NON-RÉSIDENT DU MANITOBA - RÉSIDENT DU CANADA	711	C				
NON-RESIDENT OF MANITOBA - RESIDENT OF CANADA (CONSERVATION) NON-RÉSIDENT DU MANITOBA - RÉSIDENT DU CANADA (CONSERVATION)	712	CC				
NON-RESIDENT OF CANADA/NON-RÉSIDENT DU CANADA	715	N				
NON-RESIDENT OF CANADA (CONSERVATION) NON-RÉSIDENT DU CANADA (CONSERVATION)	716	NC				
GAME BIRD/GIBIER À PLUME RESIDENT OF MANITOBA/RÉSIDENT DU MANITOBA	717	RB				
NON-RESIDENT (CANADIAN)/NON-RÉSIDENT (CANADIEN)	718	CB				
NON-RESIDENT (NON-CANADIAN) NON-RÉSIDENT (NON-CANADIEN)	719	NB				
WILD TURKEY - RESIDENT OF MANITOBA DINDON SAUVAGE - RÉSIDENT DU MANITOBA	724	WT				
MIGRATORY GAME BIRD/OISEAUX MIGRATEURS	42					
BLACK BEAR/OURS NOIR RESIDENT OF MANITOBA/RÉSIDENT DU MANITOBA	720	BU				
TRAPPER'S (Open Area)/TRAPPEUR (Zone ouverte) RESIDENT OF MANITOBA/RÉSIDENT DU MANITOBA	28	TR				
MOOSE/ORIGNAL RESIDENT OF MANITOBA - RIFLE - NON-DRAW RÉSIDENT DU MANITOBA - CARABINE (PERMIS SANS TIRAGE)	31	GM	4	5	6	
RESIDENT OF MANITOBA - ARCHERY - NON-DRAW RÉSIDENT DU MANITOBA - CHASSE À L'ARC (PERMIS SANS TIRAGE)	35	AM				
RESIDENT OF MANITOBA - CONSERVATION PKG RÉSIDENT DU MANITOBA - PROTECTION DE L'ESPÈCE	37	GMC				
DEER/CERF RESIDENT OF MANITOBA - RIFLE RÉSIDENT DU MANITOBA - CARABINE	47	GD				
RESIDENT OF MANITOBA - ARCHERY RÉSIDENT DU MANITOBA - CHASSE À L'ARC	54	AD				
RESIDENT OF MANITOBA - MUZZLELOADER RÉSIDENT DU MANITOBA - ARME À FEU À CHARGEMENT PAR LA BOÛCHE	55	MD				
RESIDENT OF MANITOBA - SHOTGUN/MUZZLELOADER RÉSIDENT DU MANITOBA - FUSIL DE CHASSE OU ARME À FEU À CHARGEMENT PAR LA BOÛCHE	59	SMD				
RESIDENT OF MANITOBA - SECOND RÉSIDENT DU MANITOBA - DEUXIÈME CERF	56	SD				
RESIDENT OF MANITOBA - THIRD RÉSIDENT DU MANITOBA - TROISIÈME CERF	97	TD				
YOUTH HUNTING LICENCE PACKAGE/LICENCE MULTIPLE DE CHASSE POUR JEUNES RESIDENT OF MANITOBA/RÉSIDENT DU MANITOBA	729	YD				
PARK ENTRANCE PERMITS/PERMIS D'ENTRÉE DANS LES PARCS ANNUAL/ANNUÉL	734					Certified Correct/Certifié conforme SIGNATURE OF VENDOR / SIGNATURE DU VENDEUR 8
CASUAL - 3 DAY/COURTE DURÉE - 3 JOURS	737					VENDOR NO./NUMÉRO DE VENDEUR 9
OTHERS/AUTRES						DATE/DATE 10
			TOTAL REMITTANCE/ VERSEMENT TOTAL		\$287.00 7	LICENSING SECTION

COMPLETION OF “REMITTANCE FOR SOLD LICENCES” FORM

The following list describes the way in which this form is to be completed. Each point corresponds to the number on the example on the opposite page.

1. **LICENCE YEAR:** Record the licence year for which you are remitting, i.e., 2008 or 2008-2009 licences belong to the 2008-2009 licence year. You must use a separate form for each licence year.
2. **FOR THE MONTH OF:** Print clearly the month for which you are reporting.
3. **VENDOR:** Confirm that your name, address and vendor number are written correctly in this area.
4. **NO. SALES (Number of Sales):** Record the number of licences sold during the month for which you are reporting sales.
5. **LIC. FEE LESS COMM.(Licence Fee Less Commission):** Record the “amount to remit” for each licence type. This is the fee that was received from the customer less the commission amount.
 - a. For Resident of Manitoba Senior’s angling licences, this will be (\$1.00) or negative \$1.00.
 - b. You must return the duplicate copies of the Resident of Manitoba Senior’s licences in order to claim the \$1.00 adjustment.
6. **TOTAL:** Multiply the number sold by the amount recorded in point 5.
7. **TOTAL REMITTANCE:** Add all amounts in the Total column. This is the amount for which your cheque or money order should be made.
 - a. In the example, the vendor has issued 30 Resident Conservation angling licences and is deducting \$10.00 from the amount to remit for the other sold licences, i.e.,
 $\$297.00 - \$10.00 = \$287.00$
8. **CERTIFIED CORRECT:** Sign this form as being correct.
9. **VENDOR NO.:** Record your vendor number.
10. **DATE:** Record the date on which this form was prepared.

If a licence is not listed, please use the “Other” line.

When the form is completed, detach and forward the original copy of the form together with your payment and duplicate copies of licences to Licensing Section. The second copy is for your records. *You do not need to send the stubs from park vehicle permits.*

COMPLETION OF THE “VENDOR’S RETURN FOR UNISSUED OR CANCELLED LICENCES” FORM

The following list describes the way in which this form is to be completed. Each point corresponds to the number on the example on the opposite page.

1. **LICENCE YEAR:** Record the licence year for which you are remitting, i.e., 2008 or 2008-2009 licences belong to the 2008-2009 licence year. You must use a separate form for each licence year.
2. **VENDOR:** Confirm that your name, address and vendor number are written correctly in this area.
3. **NO. UNSOLD (Number Unsold):** Enter the number of unsold or cancelled licences that are being returned.
4. **LIC. FEE LESS COMM. (Licence Fee Less Commission):** Record the licence fee less commission for each licence type. This is the fee that would have been received from the customer less the commission amount.
5. **TOTAL:** Multiply the number unsold by the amount recorded in point 4.
6. **TOTAL:** Add all amounts in the Total column. This is the amount for which an adjustment will be made to your vendor account.
7. **CERTIFIED CORRECT:** Sign this form as being correct.
8. **VENDOR NO.:** Record your vendor number.
9. **DATE:** Record the date on which this form was prepared.

When the form is completed, detach and forward the original copy of the form together with both copies of the unsold and cancelled licences to Licensing Section. The second copy is for your records.

After the form and your returned licences have been verified, you will be mailed a Confirmation of Returned Unsold or Cancelled Licences report to confirm the receipt of these licences. Compare it for accuracy to your copy of the Vendor’s Return form. Keep all copies of the reports for your records.

Licences, permits and funds must be returned to Licensing Section at the end of each season or upon request by Manitoba Conservation. If this is the last report of the season, please indicate “Final Report –Closed for the Season” clearly on the form.

DELINQUENT ACCOUNTS

1. Remittances for completed books of licences and permits are due on the 10th day of the next month. Any remittances not provided to Licensing Section as due are considered outstanding and the vendor account may be considered “not in good standing”.
2. A first reminder “Licence Vendor Collection Notice” of outstanding licences and permits is mailed to the vendor after the end of each licensing season. Remittances are due within 30 days.
3. If the vendor has not complied with the First Notice, a Second Notice is mailed 30 days after the First Notice and the vendor account is placed on Hold. The vendor account is considered not in good standing and no further licences or permits will be issued to the vendor.
4. If the vendor has not complied with the Second Notice, the vendor account is Suspended. Manitoba Conservation reserves the right to request the immediate return of all sold and unsold licences and all monies due.
5. Failure to comply with the Suspension and / or payment of monies due may result in non-compliance action.
6. Holds and / or Suspensions may be revoked only under special circumstances.
7. Failure to comply with the responsibilities of vendorship on a regular basis will result in the review and potential revocation of the vendorship.
8. Outstanding balances on vendor accounts are subject to interest charges as specified by Manitoba Finance.
9. Manitoba Finance sets the interest rate and conditions. Interest charges may be calculated and compounded monthly. Interest charges may commence 30 days after the date on which the payment was due.

REPEAT ORDERS OF LICENCES AND PERMITS

1. Vendors are required to maintain adequate supplies of licences and permits for sale, including for the winter season.
2. If your supply of licences or permits is low, contact the Licensing Section Distribution Clerk by mail, fax (204-945-2474) or phone (204-945-1397).
3. To request additional supplies, please provide your vendor number, type of licences required, number of books required, date of requirement, and method of delivery (mail or pick-up).

4. Please allow adequate time for the order to be prepared and distributed. Orders to be mailed should be allowed ten (10) days for delivery. Orders to be picked-up should be allowed 48 hours for preparation.
5. Additional licences will not be supplied if your account is not in good standing (i.e., failure to remit monthly reports, monies due, duplicate copies of licences outstanding, etc.)

LOST LICENCES AND PERMITS

1. Vendors are responsible for all licences and permits issued to them.
2. Vendors must pay for any licences or permits that are lost by them. When you receive your licences, check the numbers carefully against those shown on the Consignment and Charge Statement. No refunds will be made and no substitute licences or permits will be issued for lost licences or permits.
3. *Customers who lose their angling licence and who wish to continue to fish must purchase another angling licence.*
4. *Customers who lose their park vehicle permit and who wish to continue to enter Manitoba Provincial Parks must purchase another park vehicle permit.*
5. For customers, no refunds should be made and no substitute licences or permits should be issued for lost licences or permits.

DISCONTINUED OR SOLD BUSINESS

1. Vendors wishing to discontinue or wanting to close or sell their business must notify Licensing Section with a letter of resignation or by phone of the date of the close of their business.
2. In order to close out the account, the vendor must forward the following to Licensing Section before or immediately after the date of close of business: i) all monies collected for licence and permit sales, ii) duplicate copies of sold licences, iii) all unsold licences and permits, and iv) both copies of all cancelled/voided licences.
3. Vendors must not transfer their supply of licences and permits or their vendorship to another person or business. The sale of a business must not be portrayed to prospective buyers as including the vendorship.
4. A successor to the business who wishes to become a vendor must obtain, complete and forward an Application for a Licence Vendorship to Licensing Section. Vending privileges will not necessarily be issued to a new owner nor will the successor necessarily be granted the same status (consignment or prepaid). If approved, the successor will be supplied with a new set of licences and permits and a new account number.

ANGLING LICENCES

LICENCE TYPES

There are 7 different types of angling licences available as follows:

Resident of Manitoba Senior's Conservation licence

- valid only for a Resident of Manitoba angler 65 years of age or older
- there is no charge for this licence
- valid for conservation limits

Resident of Manitoba Conservation licence

- valid for all Resident of Manitoba anglers (except for Manitoba Senior's Conservation)
- valid for conservation limits

Resident of Manitoba Regular licence

- valid for all Resident of Manitoba anglers
- required by all resident of Manitoba anglers who wish to retain a full limit including a senior resident of Manitoba

Non-Resident of Manitoba Canadian Resident Conservation licence

- valid for Non-Resident of Manitoba – Resident of Canada anglers
- valid for conservation limits

Non-Resident of Manitoba Canadian Resident Regular licence

- valid for Non-Resident of Manitoba – Resident of Canada anglers
- valid for regular (full) limit

Non-Resident of Canada – Conservation licence

- valid for Non-Resident of Canada anglers
- valid for conservation limit

Non-Resident of Canada – Regular licence

- valid for Non-Resident of Canada anglers
- valid for regular (full) limit

RESIDENCY

1. A Resident is a person who has lived in Manitoba for the immediate past six months.
2. A Canadian Resident is a person who has lived elsewhere in Canada for the immediate past six months.
3. A Non-Resident is any person who has not lived in Manitoba or Canada for the past six months.

LICENCE EXCEPTIONS

1. Any person under the age of 16 who has permanently resided in Manitoba for the past six months does not require an angling licence. Manitoba youth under the age of 16 have all the rights and privileges of those holding a Regular Licence, including their own limit of fish.
2. Any Canadian resident or non-resident under the age of 16 may angle without a licence. The person must fish with a licence holder, or someone exempt from holding a licence, and their catch must be applied to the limit of that person. A Canadian resident or non-resident under 16 who wishes to have a separate limit must buy a licence.
3. Status Indians do not require an angling licence.
4. A Manitoba angling licence is not valid for fishing in National Parks.

ANGLING LICENCE FEES

TYPE OF LICENCE	LICENCE FEE	COMMISSION	VENDOR REMITTANCE AMOUNT
Resident of Manitoba Senior (Conservation)	\$ 0.00	\$1.00	(\$1.00)
Resident of Manitoba	\$19.83	\$1.00	\$18.83
Resident of Manitoba (Conservation)	\$13.94	\$1.00	\$12.94
Non-Resident of Manitoba Canadian Resident	\$42.40	\$1.00	\$41.40
Non-Resident of Manitoba Canadian Resident (Conservation)	\$22.77	\$1.00	\$21.77
Non-Resident of Canada	\$57.12	\$1.00	\$56.12
Non-Resident of Canada (Conservation)	\$32.59	\$ 1.00	\$31.59

ISSUING ANGLING LICENCES

1. Licences and permits are documents that are issued for the purpose of authorizing a person for a specific activity and are issued under Acts and regulations (law). For this reason, licences should be issued carefully.
2. It is preferable that anglers purchase their own licence from vendors. A licence may be purchased for another person provided that the required information is given. The licence is not considered valid until signed by the licensee and the vendor should notify the customer of this requirement.
3. It is the vendor's responsibility to determine the type of licence required by the customer. Confirm the residency status of the customer and the requirement for a regular or conservation licence.

4. Licences should only be issued for the correct residency and limit allotments. The substitution of licence types is not allowed.
 - a. Examples: A resident licence must not be issued to a non-resident.
 - b. Similarly, a regular licence must not be issued as a conservation licence.
 - c. If you do not have the licence required, then the customer must seek another vendor for the correct licence.
5. You must sell licences in numerical order starting with the lowest serial number.
6. Ensure that the fold-back cover has been placed at the back of the licence being issued.
 - a. The vendor, not the customer, must print the information on the licence.
 - b. Please use a ballpoint pen with **sufficient pressure** so that the carbon copy can be easily read. Check that the duplicate copy is readable before completing the licence.
7. Print legibly, in ink, the person's:
 - a. Name (record the surname and first 2 initials)
 - b. Complete address
 - c. Date of Issue – All licences must be dated the day that they are issued
 - d. Sex
 - e. Date of birth
8. Show the licence to the customer and have them verify that the information has been completed correctly and that the correct licence has been issued. Ask the customer to sign the licence.
9. Remove the original copy of the licence from the book and give it to the customer. The duplicate copy should be left in the book.
10. Provide or have available a copy of the current Anglers' Guide for each angling licence that is sold.
11. Anyone receiving a conservation licence who later decides that a regular licence is required must purchase the regular licence at the full fee. No credit is allowed for the conservation licence. The vendor must remit the monies for both the conservation and regular licence. Do not cancel or void the conservation licence.
12. Do not alter or make an erasure on a licence as it will render the licence void. If a licence must be cancelled because an error was made, then write "Void" or "Cancelled" across the face of the licence and the carbon copy of the licence. Both copies of a cancelled licence must be returned before credit to the vendor can be provided.
13. Licences may be cancelled only at the time of issuance. Licences that appear to be cancelled at some other time may not be accepted and credit may not be given to the vendor's account.

PARK VEHICLE PERMITS

PARKS REQUIRING PERMITS

1. Park vehicle permits are required for all provincial parks year-round.
2. A Manitoba provincial park vehicle permit is not valid in Riding Mountain National Park.

PERMIT TYPES

1. Annual Permits- Allows year-round entry to all provincial parks
2. Casual Permits – Allows 3-day entry to provincial parks
3. Park vehicle permits do not have any residency requirements attached to them.

PERMIT FEES

TYPE OF PERMIT	PERMIT FEE	COMMISSION	VENDOR REMITTANCE AMOUNT
Annual Vehicle Permit	\$28.00	\$1.00	\$27.00
Casual Vehicle Permit	\$7.00	\$1.00	\$6.00

ANNUAL PARK VEHICLE PERMITS

1. In order to validate the vehicle permit, it must be separated from the stub. This will show enforcement staff that the permit has been properly issued.
2. Removing the permit from the stub is also a control function that demonstrates that the permit has been issued and is therefore not eligible for return for credit to the vendor's account. Therefore, it is imperative that you do not remove any permits from their stubs until you are ready to issue the permit to your customer. Any permit returned to Licensing Section that is not attached to its stub will be considered sold and the vendor will be responsible to pay for it.
3. Annual permits are transferable from one vehicle to another.

ISSUING ANNUAL VEHICLE PERMITS

1. Annual park vehicle permits are valid from May 1 to April 30. Inform the customer of the expiry date.
2. Confirm the type of permit required by your customer, either annual or casual.

3. Collect the appropriate fee. The annual permit fee is \$28.00.
4. Remove the permit from the stub by bending the permit up and then down.
5. Give the permit to the applicant.
6. Advise the customer that annual park vehicle permits must be hung on the rear view mirror while the vehicle is in a provincial park. This is a year-round requirement. Motorcycle drivers must have the permit in their possession.

CASUAL (3 DAY) PERMITS

1. Casual permits are valid for 3 consecutive days from the date of purchase.
2. Casual permits can be purchased in advance and post-dated for those clients who wish to purchase their permits earlier.
3. In the event of a long weekend, casual permits will be valid for 4 days. A casual permit can be purchased in advance for a long weekend.

ISSUING CASUAL (3 DAY) PERMITS

1. Confirm the type of permit required by your customer, either annual or casual.
2. Collect the appropriate fee. The casual permit fee is \$7.00.
3. Determine the expiry date of the permit and print the expiry date in large block letters on the permit.
 - a. Usually, the expiry date is 3 days from the date of issue. For example, the permit is purchased on Friday, May 2 and the permit is valid until midnight on Sunday, May 4.
 - b. For a long weekend, the permit is valid for 4 days.
 - If Monday is the holiday and the permit is purchased on Friday, then the expiry date is Monday and the permit is valid until Monday at midnight.
 - If Friday is the holiday and the permit is purchased on Thursday, then the expiry date is Sunday and the permit is valid until Sunday at midnight.
 - c. If the customer is purchasing their casual permit in advance, the permit can be post-dated. The expiry date could be any future date within the current licence year. However, the permits will only be valid starting 3 days prior to the expiry date. For example, a casual permit could be purchased on May 1 and dated May 6. This means that the permit is only valid from May 4 to May 6. A long-weekend casual permit can be purchased in advance.
4. Remove the permit from the book and leave the stub at the top attached to the book.

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5. Give the permit to the customer.
 6. Advise the applicant that the permit must be displayed on the lower left-hand corner of the vehicle's windshield while the vehicle is in a Provincial Park that requires an entry permit. Motorcycle drivers must have the permit in their possession.
 7. Advise the customer that the casual permit is not transferable.
 8. Anyone purchasing a casual permit and later deciding that they want an annual permit must purchase the annual permit at the full fee. No refund or credit is allowed for the casual permit.
 9. Permits may only be cancelled or voided at the time of issuance. The permit cannot be cancelled after your customer leaves your place of business.
 10. To cancel a permit, write "Void" across the face of it.
 11. Keep the voided permit and return the voided permit to Licensing Section with the monthly remittances for the correct adjustment of the vendor's account.

QUICK REFERENCE - LICENCE FEES

ANGLING

TYPE OF LICENCE	LICENCE FEE	COMMISSION	VENDOR REMITTANCE AMOUNT
Resident of Manitoba Senior (Conservation)	\$ 0.00	\$1.00	(\$1.00)
Resident of Manitoba	\$19.83	\$1.00	\$18.83
Resident of Manitoba (Conservation)	\$13.94	\$1.00	\$12.94
Non-Resident of Manitoba Canadian Resident	\$42.40	\$1.00	\$41.40
Non-Resident of Manitoba Canadian Resident (Conservation)	\$22.77	\$1.00	\$21.77
Non-Resident of Canada	\$57.12	\$1.00	\$56.12
Non-Resident of Canada (Conservation)	\$32.59	\$ 1.00	\$31.59

PARK VEHICLE PERMITS

TYPE OF PERMIT	PERMIT FEE	COMMISSION	VENDOR REMITTANCE AMOUNT
Annual Vehicle Permit	\$28.00	\$1.00	\$27.00
Casual Vehicle Permit	\$7.00	\$1.00	\$6.00