

## Application for the Alternative Assessment Procedure (AAP)

WCB MB account number	Start date of interjurisdictional operations (yyyy-mm-dd)
Legal name	Trade name
Contact person	Position title
Phone number (include area code)	Fax number (include area code)
Mailing Address	

Please check as applicable.	Workers travel in or through...	Workers live in...	The firm has a place of business in...	Account number (if you are registered in another jurisdiction)
Alberta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
British Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manitoba	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Brunswick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Newfoundland and Labrador	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Northwest Territories and Nunavut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prince Edward Island	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Québec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saskatchewan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yukon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Eligible industries

Please indicate the industry in which your firm is operating (check all that apply).			
Bulk Liquid Trucking	<input type="checkbox"/>	Bus Lines	<input type="checkbox"/>
Couriers, Messengers and Delivery	<input type="checkbox"/>	Charter Bus	<input type="checkbox"/>
Dry Bulk Materials Trucking	<input type="checkbox"/>	Forest Products Trucking	<input type="checkbox"/>
General Trucking/Hauling	<input type="checkbox"/>	Interurban and Rural Bus Transport	<input type="checkbox"/>
Specialized Freight Trucking	<input type="checkbox"/>	Used Household and Office Goods Trucking	<input type="checkbox"/>
		Other (please specify)	

### Declaration

<ul style="list-style-type: none"> <li>I am the applicant or its authorized agent. By submitting this application, I confirm that the applicant is seeking to elect the Alternative Assessment Procedure (AAP); is agreeing to assume obligations under <i>The Workers Compensation Act of Manitoba</i>; and has read or otherwise fully understands the content, requirements, and declaration of this application. Further, I confirm that the information provided is complete and accurate.</li> <li>The applicant firm grants authority to the Assessing Board to provide information, including personal information, to Participating Boards which, at the sole discretion of the Assessing Board, is considered necessary for the effective administration of the AAP.</li> </ul>	
Name of authorized signing authority (please print)	Position title
Signature of authorized signing authority	Date (yyyy-mm-dd)

**Please retain a copy of this document for your own records.**

**Effective Date (for WCB purposes only) \_\_\_\_\_**

### Summary of terms and conditions

1. Once this application is accepted by The Workers Compensation Board of Manitoba, the terms and conditions form part of a legally binding contract.
2. These terms and conditions incorporate by reference the *Interjurisdictional Agreement on Workers' Compensation* (the IJA) and carry the same force and effect as that document.
3. The IJA may be revised from time to time without notice. Once published, those revisions are incorporated into these terms and conditions.
4. If this application is accepted, the firm will pay premiums for each impacted worker to the Assessing Board in accordance with the Alternative Assessment Procedure (AAP). The Assessing Board will notify the appropriate Registering Board(s) of its acceptance of the firm for the AAP.
5. If the firm employs workers living in any jurisdiction other than Manitoba, the firm must contact the workers' compensation authority in that jurisdiction to ascertain whether registration is required and to secure compensation coverage for all eligible workers.
6. A worker's right to claim benefits from the jurisdiction of residence or the jurisdiction of injury is not affected by this procedure.

### General information

The AAP forms part of the *Interjurisdictional Agreement on Workers' Compensation* (the IJA), an agreement between all Canadian workers' compensation authorities. Changes to the IJA are made public on the Association of Workers' Compensation Boards of Canada website, [www.awcbc.org](http://www.awcbc.org), where you can also obtain a copy of the IJA.

Each workers' compensation authority in Canada generally requires an out-of-province firm to pay premiums for every worker who travels in or through the province or territory; however, a firm that elects the AAP will pay premiums to the workers' compensation authority in the jurisdiction where a worker lives, provided the worker is eligible for compensation coverage from that jurisdiction for work undertaken anywhere in Canada. Once an application for the AAP has been approved, the Assessing Board will notify Registering Boards of the application, and a registration will generally be established in each applicable jurisdiction.

### Payment and reporting options

A firm engaged in an eligible interjurisdictional industry may elect one of the following options:

1. Report earnings and pay premiums to each workers' compensation authority for work performed in that jurisdiction. In trucking and transportation industries, earnings and premiums are based on a percentage of kilometers driven in each province or territory.
2. Elect the AAP, which allows the firm to report interjurisdictional earnings and pay premiums for a worker to the workers' compensation authority in the jurisdiction where the worker lives.

An employer who elects the AAP may only use this method of paying assessment premiums for a worker performing work in an included industry and working in more than one jurisdiction. An employer must continue to pay premiums for all other workers in the province or territory where they work.

Participation in the AAP is for a full calendar year and mid-year changes will not be permitted. To withdraw from the AAP, a firm must provide written notice to the Assessing Board and each Registering Board prior to the commencement of the applicable calendar year. The firm will then be withdrawn from the AAP effective January 1 of the next calendar year.