

Renew your registration to keep trading

11 October 2017

On 11 October 2017 you should have received the below information in an email – if you have not received this email notification you should update your email address through [Maintain my Registration](#).

When your registration as a motor vehicle trader is getting close to its expiry date, you will need to renew it if you wish to keep trading. You will get a reminder to renew your registration 20 working days before it expires, and we recommend you renew your registration as soon as possible after you receive the notice – don't leave it until the last possible day.

Renewing your registration is not just about paying the registration fee. Sometimes traders are asked to provide additional information to the Registrar. For example, this could happen where your name has been spelled incorrectly on your application, or where the company that holds the registration has changed its directors during the past year.

If a trader leaves it to the last possible day to apply, they may not be able to complete the application and get the additional information together in time. This means their registration (and application) expires, and they would have to register again (including paying a new registration fee).

If the application is not completed correctly at the time of submission, and your registration expires as a result the Registrar does not refund registration fees. If your registration expires without being renewed, you will also lose your trader number and be allocated a different trader number when you reapply.

What happens if I complete my application early?

If you complete your renewal early, you won't lose any time on your registration. For example, if your registration expires on 30 June but the renewal is completed on 10 June, your new registration will still apply from 1 July.

Who can I ask if I have questions?

We're here to help - if you would like more information about this update, you can have a look at our website, call us on 0508 MOTOTRADERS (0508 668 678) or email us at registrar@mvtr.govt.nz.

When contacting the Registrar, please put your registration number in any correspondence. This means we can identify who you are and reply to your query as soon as possible.