

Maintain my registration

The Motor Vehicle Sales Act 2003 (MVSA) requires that a registered motor vehicle trader keep their registration information up to date. It is an offence under the MVSA to fail to do so.

There are no fees associated with maintaining your motor vehicle trader registration - it is FREE.

Learn about how to:

- [Change your details](#)
- [Get a new certificate of registration](#)
- [Surrender your registration](#)
- [Frequently asked questions \(FAQs\)](#)

Changes to your details

Contact details are particularly important as this is how the Registrar will send you information such as notification of renewal. Therefore, if your email address has changed but you have not updated the MVTR, you will not receive your reminder to renew your registration which may result in it expiring and you no longer being able to legally trade.

Company details - Any changes to a company's registration on the New Zealand Companies Register, i.e. appointment or resignation of directors, change of company name, etc, will need to be updated in the MVTR.

If, after registration or renewal of a registration, a new person becomes involved in the management of a company that is registered under the MVSA, the motor vehicle trader must, within 30 working days of the person becoming concerned in the management of the company, advise the Registrar.

If the new person spends more than 300 days each calendar year in New Zealand, they will be required to complete a statutory declaration. However, if the new person ordinarily spends fewer than 300 days each calendar year in New Zealand, they can instead complete a certificate. Please note, the certificate option is not available if there are already three people concerned in the management of the company who have provided a certificate. Read more about the differences between a statutory declaration and a certificate.

Failure to notify the Registrar if a new person becomes concerned in the management of a company is an infringement offence under section 116 of the MVSA. A person convicted of an infringement offence under any provisions listed in 116(2) is liable to a fine not exceeding \$2,000.

How to keep your details up to date

Keeping your details up to date is a simple process. There are two ways you can do this – online or paper.

Online service

If your details have changed, you can update them by selecting [Maintain my registration](#).

You will be prompted to enter your MVT File Number and MVT Key (found on your notification of registration letter). From there, check the information held and update any details that require amendment. If your company name has been changed on the New Zealand Companies Register, select the Company Details tab and the name will automatically be updated.

[MAINTAIN YOUR REGISTRATION NOW >>](#)

Paper forms

If you wish to update your details by completing a paper application (see our Forms and fees section) and posting it to the Registrar for processing, type in the required information, print the form off and post to the address on the form.

- [Go to the Forms and fees section](#)

A new certificate of registration

If you have lost your certificate of registration, your company has changed its name and you would like an updated version, or you would like additional copies, please either:

- call us on freephone 0508 668 678 or
- email info@motortraders.govt.nz

and a copy will be sent to you.

There is no fee for this service - it is FREE.

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Surrendering your registration

A motor vehicle trader may, at any time, surrender their motor vehicle trader's registration. If a motor vehicle trader ceases to carry on the business of motor vehicle trading they must notify the Registrar within 20 working days.

There is no fee refund if a registration is surrendered.

Surrendering your registration is an easy process. There are two ways you can do this – online or paper.

Online service

If you wish to surrender your registration, select [Maintain my registration](#).

You will be prompted to enter your MVT File Number and MVT Key (found on your notification of registration letter). Once logged in, a button is displayed at the top of the screen called 'Surrender'. Click this button and follow the steps through.

Paper forms

If you wish to surrender your registration by completing a paper application (see our Forms and fees section) and posting it to the Registrar for processing, type in the required information, print the form off and post to the address on the form.

- [Go to the Forms and fees section](#)

FAQs

Can you transfer a registration?

The MVSA does not allow for a motor vehicle registration to be transferred to another motor vehicle trader.

If you have sold your business, or are purchasing an existing business, the new owner will be required to take out a new motor vehicle trader registration in their own name. The new owner will not be able to legally trade using the previous owner's registration.

Where can you get a new Consumer Information Notice (CIN)?

Consumer Information Notice (CIN) cards are dealt with by Consumer Protection.

[Visit the Consumer Protection website for information on CIN cards](#)