

How to renew your registration

There are two ways you can renew your registration as a motor vehicle trader – online or paper.

- Online – the quickest and easiest way to complete an application is to use our online service available through [Renew my registration](#).
- Paper – open the relevant [application form](#), type in the requisite data (use the tab key or mouse to navigate from field to field), print out and email or post to the address on the form.

Online service

You will need...

Your credit card

Ensure you have your credit card (Visa, MasterCard, Diners, American Express) available. You will need it to pay the \$595.95 registration fee.

Your file number and MVT Key

Your MVT file number and MVT are included in your renewal letter. The MVT Key is a unique password given to your motor vehicle trader registration.

If you have lost your MVT Key, call us on freephone 0508 668 678 or email info@mvtr.govt.nz.



Persons concerned in the management of the company

The Motor Vehicle Sales Act defines a person concerned in the management of the company as either a director or CEO (or person in an equivalent position to CEO) of the company.

[Motor Vehicle Sales Act 2003 – Section 6](#)

Select [Renew my registration](#) from the left hand menu.

1. Enter your 'MVT File number' and 'MVT Key' (found on your renewal letter).
2. Select Continue.
3. The 'Application for Motor Vehicle Trader' menu screen will be displayed.
4. Check that all information listed on your registration is correct and up to date. Ensure you have used your full legal name (including any middle names as per your passport or birth certificate) and that your current residential address is listed.
Note | You cannot use Post Office box, a document exchange, or a rural delivery address as your Address for Service. [You can check your address validity here](#).
Note | For company registrations, the details on the MVTR must match those on the Companies Office Register exactly. For example, if your address for service on the Companies Office Register is the address of your accountant, ensure you use this address on the MVTR too. If the Companies Office Register does not list an individual's full legal name, you will need to update that register too to ensure it does.
5. Select the Renew Registration button on the 'Application for Motor Vehicle Trader' screen.
6. The 'Registration Renewal Certificate' screen will be displayed.
Note | Only one person is required to sign the certificate confirming that every person concerned in the management of the company is not disqualified from registration as a motor vehicle trader in their own right. However, this person must themselves be a person concerned in the management of the company.
7. Once the Registration Renewal Certificate has been completed, select Submit.
8. The 'Pay Now' screen will be displayed.
9. Pay the \$595.95 (GST inclusive) renewal fee.
Note | After payment is made, a confirmation screen will be displayed and an invoice will be emailed to you.
10. We will be notified once you have submitted your payment. Your registration will then be checked and:
 - if the requirements are met, your registration will be renewed and a new certificate of registration will be emailed within five working days; or
 - if a problem is found with your renewal application, we will email you outlining the problem and advising the steps required to complete your renewal.

IMPORTANT | If your registration expires due to outstanding documentation, or because you have failed to make a required update before your expiry date, you will not be able to retain your previous trading number and you will be required to make a new application. This includes paying the application fee again. The application fee is non-refundable and cannot be transferred to another application.

[RENEW YOUR REGISTRATION NOW >>](#)

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Paper forms

If you prefer, you can fill out a paper form and post it to our office for processing. [You can find our renewal form here](#).

Ensure that the renewal certificate and any required statutory declarations have been completed. Remember that applicants must use their full legal names, including any middle names.

Post your completed form to:

PO Box 10729
Wellington 6143
New Zealand

Provided all information contained in the renewal application is correct and we do not require anything further, your renewal should be processed within ten working days.

Statutory declarations

If a trader updates their name or date of birth, or a person concerned in the management of the company has been added to the registration, the individual concerned is required to complete a statutory declaration.

A statutory declaration must be completed in the presence of a person authorised to take statutory declarations in New Zealand (such as a JP). If you are completing a statutory declaration overseas, please contact us if you are unsure of whom an authorised person is.

Statutory declarations are automatically generated and sent to you by email once the MVTR has been updated online. If you are renewing using a paper form, please note that a statutory declaration is included at the end of the form should you require it.

IMPORTANT | You must use your full legal name, including any middle names, on a statutory declaration. This is your name as it appears on your birth certificate or passport. We check with applicants to ensure this is complied with.

How long does renewal take?

Online application – provided there are no problems with your application for renewal, your application will normally be processed within five working days.

Paper application – provided all forms have been completed correctly and that there are no problems with your application for renewal, your application will normally be processed within ten business days.

Common problems with renewal applications

- An applicant has not entered their full legal name, including any middle names, as per their birth certificate or passport.
- A trader has a rural delivery address listed as their address for service on the MVTR.
Note | To check to see if the postal version of an address is a rural delivery address, you can search for it on the [New Zealand Post Address & Postcode Finder](#).
- A trader is registered as an individual motor vehicle trader, but the trading name they have listed is a registered company with the individual listed as a director.
- Director details on the MVTR do not match those on the Companies Office Register (for example, if the registered company has two directors, then the MVTR must list the same two directors and their full legal names must be entered in exactly the same way).
- The SUBMIT application button has not been clicked (for online applications).
- Statutory declarations have not been witnessed by an authorised person.

If a problem is found with your renewal and registration cannot be completed, you will be sent an email outlining the problem, and advising the steps required to complete the registration process.

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If you believe you have submitted all documents necessary to register as a motor vehicle trader but have not received a Certificate of Registration within ten business days of submission, please call us on freephone 0508 668 678.