

Required documentation and registration

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Required documentation and registration

1-1 Registering a vehicle for the first time in New Zealand

Under section 7 of the *Transport (Vehicle and Driver Registration and Licensing) Act 1986*, a vehicle owner/importer must provide documentation that proves that they are legally entitled to the vehicle, and that the vehicle was designed and built to meet New Zealand's vehicle standards. The vehicle inspector must be satisfied with all documents provided and may request confirmation or additional information.

All vehicles presented for registration must have a VIN assigned so they can be recorded in LANDATA for tracking and enforcement purposes, even if appropriate documentation is not provided. TSD agents must carefully check the VINs for any signs of tampering, by visually inspecting the vehicle identifier and surrounding area from behind. If this is not possible, the TSD agent may chemically remove the paint from the vehicle identifier and surrounding area for inspection purposes with the vehicle owner's permission. If the vehicle owner refuses, the TSD agent must contact TRC to consider alternative options. A vehicle must not be certified if the vehicle identifier has not been inspected for signs of tampering.

If signs of tampering are detected, the vehicle must not be certified. The TSD agent must advise the Police and the NZTA Vehicles Unit immediately, and attach suitable notes to the vehicle record using the notes screen.

Documentation queries

Any documentation queries for imported used vehicles (including motorcycles) from Japan or Singapore should be sent to:

NZ Transport Agency
Vehicles Unit
PO Box 5084
Wellington 6145
Fax: 04 894 5011

Any documentation queries for re-registrations and imported used vehicles from countries other than Japan or Singapore should be sent to the Vehicle Certifiers Registers team, Palmerston North.

Parallel-imported new vehicles

A new vehicle is required to have a pre-delivery inspection (PDI) before it can be certified for entry into service. This is carried out by an agent appointed by the manufacturer to ensure all safety systems are armed and operating correctly, and any outstanding warranty or safety recalls have been attended to.

A TSD agent processing a parallel-imported new vehicle must sight a copy of the PDI checksheet to verify that the PDI has been carried out.

1 Proof of legal possession

Table 1-1 describes the required documentation to prove legal entitlement to a vehicle (including motorcycles), depending on country of previous registration.

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and registration**

**1-1 Registering a vehicle for the first time
in New Zealand (cont.)**

Table 1-1. Proof of legal entitlement

Country of previous registration	Required documentation
Singapore	<p>For light vehicles:</p> <ul style="list-style-type: none"> ▪ an original vehicle registration card that has been stamped as 'CANCELLED' or 'DEREGISTERED' by the Singapore Land Transport Authority. Example: See Reference material 26-1. <p>or</p> <ul style="list-style-type: none"> ▪ an original Republic of Singapore de-registration certificate issued by the Singapore Land Transport Authority. Example: See Reference material 26-2.
Japan	<p>For motorcycles:</p> <ul style="list-style-type: none"> ▪ an original de-registration certificate or export certificate (Note 1) issued by Japan's Ministry of Land, Infrastructure and Transport (MLIT). Example: See Reference materials 20, 21 and 22. <p>or</p> <ul style="list-style-type: none"> ▪ for motorcycles smaller than 125 cc, an original notification of dismantlement. Example: See Reference material 25.
	<p>For light vehicles:</p> <ul style="list-style-type: none"> ▪ an original de-registration certificate or export certificate (Note 1) issued by Japan's Ministry of Land, Infrastructure and Transport (MLIT). Example: See Reference materials 20, 21 and 22.
	<p>For heavy vehicles:</p> <ul style="list-style-type: none"> ▪ an original de-registration certificate or export certificate (Note 1) issued by Japan's Ministry of Land, Infrastructure and Transport (MLIT). Example: See Reference materials 20, 21 and 22. <p>or</p> <ul style="list-style-type: none"> ▪ an original detailed registration history certificate issued by MLIT, which includes full history details of the previous owners in Japan. Example: See Reference material 24, and ▪ original documents to establish an ownership trail, and ▪ certified English translations of all documents not in English (eg the detailed registration history certificate, bill of sale, purchase receipts, etc).
Hong Kong	<p>For light vehicles:</p> <ul style="list-style-type: none"> ▪ an original vehicle registration document that has been stamped 'CANCELLED' or 'DEREGISTERED' by the Hong Kong Transport Department. Documentation must establish an ownership trail between the vehicle and the vehicle importer. Example: See Reference material 27.

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Country of previous registration	Required documentation
Other	For vehicles intended for use in the Japanese market but not previously registered there: <ul style="list-style-type: none"> an original completion inspection certificate from Japan. Example: See Reference material 23.
	For vehicles previously registered in countries other than Singapore or Japan: <ul style="list-style-type: none"> original documents that prove previous registration and provide an ownership trail that goes back to the previous registered owner of the vehicle in the country where the vehicle was last registered, and certified English translations of all documents not in English (eg bills of sale, purchase receipts, etc).

Note 1 To check the authenticity of new type de-registration or export certificates, scan or photocopy the original document. If the word 'COPY' appears in large type four times on the page, the document is authentic. The copy must be kept on the vehicle file as evidence that the authenticity check was carried out. To use an alternative method of checking authenticity, prior approval from the NZTA must be obtained.

2 Proof of compliance with vehicle standards

A vehicle owner/importer must provide documentation that proves that the vehicle complies with New Zealand's legal requirements. Specific requirements depend on the vehicle's class, date of manufacture and/or date of first registration. Documents not described in **Table 1-2**, or not displaying the correct Japanese characters, must be referred to the NZTA's Vehicles Unit for assessment.

Table 1-2. Proof of standards compliance

For proof of brakes standard compliance for class MD3, MD4, ME, NB and NC vehicles, see Technical bulletin 31.

Vehicle is...	Acceptable evidence of standards compliance
manufactured anywhere	<ul style="list-style-type: none"> a statement of compliance from the vehicle manufacturer. Example: See Reference material 19.
OR	
manufactured for the Australian market	<ul style="list-style-type: none"> an Australian Design Rules (ADR) plate or label affixed to the vehicle. Example: See Reference material 32. and <ul style="list-style-type: none"> if the vehicle is class MA, less than 20 years old and manufactured before 1 January 1996, evidence of compliance with an approved frontal impact standard. Note: An ADR plate/label that has a place to record an approval number must have an approval number to be acceptable.
a used vehicle manufactured for the USA market	<ul style="list-style-type: none"> a Federal Motor Vehicle Safety Standard (FMVSS) plate or label affixed to the vehicle (Note 2). Example: See Reference material 30. and <ul style="list-style-type: none"> original documents confirming the vehicle was first registered in the US.

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Required documentation and registration

1-1 Registering a vehicle for the first time in New Zealand (cont.)

Vehicle is...	Acceptable evidence of standards compliance
a new vehicle manufactured for the USA market	<ul style="list-style-type: none"> an FMVSS plate or label affixed to the vehicle (Note 2). Example: See Reference material 30. <p>and</p> <ul style="list-style-type: none"> original documents confirming the vehicle was manufactured for the US market and would be permitted for use on public roads in the US. Example: See Reference material 31. <p>Note: This does not apply to low volume motorcycles. These motorcycles can be identified by the third character of the VIN, which will be a '9'.</p>
a used vehicle manufactured for the Canadian market	<ul style="list-style-type: none"> a Canadian Motor Vehicle Safety Standard (CMVSS) plate or label affixed to the vehicle (Note 2), Example: See Reference material 58. <p>and</p> <ul style="list-style-type: none"> original documents confirming the vehicle was first registered in Canada.
a new vehicle manufactured for the Canadian market	<ul style="list-style-type: none"> a CMVSS plate or label affixed to the vehicle (Note 2). Example: See Reference material 58. <p>and</p> <ul style="list-style-type: none"> original documents confirming the vehicle was manufactured for the Canadian market and would be permitted for use on public roads in Canada. Example: See Reference material 58. <p>Note: This does not apply to low volume motorcycles. These motorcycles can be identified by the third character of the VIN, which will be a '9'.</p>
manufactured for European markets	<ul style="list-style-type: none"> a European Community (EC) Whole Vehicle Approval plate affixed to the vehicle. Example: See Reference material 29. <p>and</p> <ul style="list-style-type: none"> evidence of compliance with an approved frontal impact standard as required. Note that if the plate contains an approval number incorporating the '2001/116' directive, it can be used to confirm compliance with an approved frontal impact standard. <p>or</p> <ul style="list-style-type: none"> a United Nations Economic Commission for Europe (UN/ECE) compliance plate to prove compliance with all UN/ECE regulations listed on the plate. Example: See Reference material 28. <p>or</p> <ul style="list-style-type: none"> a UK registration certificate that includes an acceptable whole vehicle approval number. . Example: See Reference material 59.
manufactured for the Japanese market but not previously registered in Japan	<ul style="list-style-type: none"> an original completion inspection certificate. Example: See Reference material 23.
a light vehicle manufactured in Japan for the Japanese market and previously registered in Japan	<ul style="list-style-type: none"> the original Japanese de-registration certificate or export certificate. Example: See Reference materials 20, 21 and 22.

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Vehicle is...	Acceptable evidence of standards compliance
a vehicle manufactured outside Japan and previously registered in Japan	<ul style="list-style-type: none"> the original Japanese de-registration certificate or export certificate, containing a type designation number. Example: See Reference materials 20, 21 and 22. <i>See Technical bulletin 27 for alternative proof of compliance from 2/6/2008.</i>
imported from Singapore	<ul style="list-style-type: none"> the original Singapore de-registration certificate. Example: See Reference material 26. <p>and</p> <ul style="list-style-type: none"> the original Singapore Land Transport Authority (LTA) technical letter. <p>and</p> <ul style="list-style-type: none"> a letter from the NZTA stating that the Singapore LTA technical letter is acceptable evidence of compliance. <i>See Technical bulletin 27 for alternative proof of compliance from 2/6/2008.</i>
a heavy vehicle previously registered in Japan	<ul style="list-style-type: none"> the original Japanese de-registration certificate or export certificate. Example: See Reference materials 20, 21 and 22. <p>or</p> <ul style="list-style-type: none"> an original detailed registration history certificate issued by the Japanese Ministry of Infrastructure, Land and Transport (MLIT). Example: See Reference material 24.
a heavy vehicle from other countries	<ul style="list-style-type: none"> a list supplied by the manufacturer's representative confirming compliance of nominated systems or components by the NZTA may be accepted as evidence that the system or component complied with applicable standards at the time of manufacture.

Note 2 For the purpose of certification in New Zealand, a vehicle certified to Canadian Motor Vehicle Safety Standards (CMVSS) can be accepted as complying with Federal Motor Vehicle Safety Standards (FMVSS), provided:

- the vehicle is fitted with a CMVSS certification plate, and
- the vehicle is fitted with an additional certification plate attached by a registered importer, displaying the name of the importer, the VIN, the date of manufacture and the statement 'This vehicle conforms to all applicable US Federal Motor Vehicle Safety Standards in effect on the date of manufacture shown above', and
- the vehicle owner/importer supplies a copy of the letter of approval for the registered importer issued by the US Department of Transport, National Highway Traffic Safety Administration.

Note 3 Further evidence may be required to prove compliance with approved frontal impact standards. For information on determining frontal impact compliance, see Vehicle structure 3-2 Determining frontal impact compliance.

Note 4 Further evidence may be required to prove compliance with approved vehicle exhaust emissions standards. For information on determining exhaust emission standard compliance, see Technical Bulletin 31 Exhaust emissions standard compliance.

2.1 Statement of compliance

A statement of compliance is acceptable evidence of standards compliance provided that it is in an approved format and contains all the information and declarations shown in the example (Reference material 19). The vehicle inspector must check that the standards listed are currently recognised in New Zealand. A manufacturer is not obligated to issue a statement of compliance, and may charge a reasonable fee for issuing one.

A statement of compliance must be:

- completed as fully as possible. If a system or component is not certified as complying with a standard, it should be noted appropriately on the statement of compliance. However, vehicle manufacturers may attach a schedule listing the standards to which the vehicle was certified. In such cases, the statement of

compliance should be annotated with 'see attached schedule' and must still be signed and completed.

- issued by an authorised manufacturer's representative recognised on the New Zealand Motor Industry Association's (MIA) list (**Note 1**), or a manufacturer's representative holding an appropriate position (eg homologation manager) with the vehicle manufacturer.
- free of open safety-related recalls. Vehicles are not to undergo certification if they still have open safety-related recalls logged by the manufacturer. Vehicle inspectors must ensure that all outstanding safety-related recalls (recorded on the statement of compliance) are carried out prior to certification. The vehicle owner will need to provide a letter from either the manufacturer's representative (or a franchise dealer) stating that the recall has been carried out. A copy of the letter must be held on the vehicle file.

If a statement of compliance is issued by a New Zealand manufacturer's representative, it must be accompanied by an original letter signed by the same representative on the manufacturer's letterhead, unless the statement of compliance is copied directly onto the manufacturer's original letterhead.

If a statement of compliance is issued by a manufacturer's representative from outside New Zealand for a vehicle make shown on the MIA list, the vehicle inspector must confirm that documentation requirements are met, check that the standards listed are correct and provide a copy (eg fax) to the New Zealand-based representative for the vehicle make as shown on the MIA list.

If a statement of compliance is issued by a manufacturer's representative for a vehicle make not recognised on the MIA list, the vehicle inspector must provide a copy of the statement of compliance to the NZTA's Vehicles Unit for validation. Once validation is confirmed, the vehicle inspector must confirm that documentation requirements have been met and that the standards listed are correct.

Note 1 The New Zealand Motor Industry Association (MIA) has provided a list of manufacturers' representatives who are authorised to issue a statement of compliance. This list is available on the NZTA website (www.landtransport.govt.nz/importing/mia-list.html), by contacting the NZTA Helpdesk (0800 699 000) or by emailing info@nzta.govt.nz.

Note 2 In cases where a manufacturer has listed 'Jisha 899' or 'Jisha 896' instead of a Japanese technical standard, it can be taken to mean that the particular component or system complies with a Japanese technical standard required by New Zealand's vehicle standards rules.

Note 3 If a vehicle is presented for certification and there appears to be an error in the VIN on the vehicle documentation (eg de-registration certificate), the vehicle owner must get confirmation from the vehicle manufacturer or manufacturer's representative that the VIN/chassis number on the vehicle is correct. This information must be forwarded to the Vehicles Unit for consideration.

Note 4 Electronic signatures are acceptable.

2.2 Chassis ratings

A heavy vehicle must have a chassis rating approved by the NZTA before it can be registered for use on the road. A chassis rating is a set of data used to indicate the chassis's maximum weight, as follows:

- For a vehicle first registered before 1 February 1989 that has not been modified on or after 1 April 2005, the chassis rating contains the gross vehicle mass, gross combination (if applicable) and maximum towed mass (if applicable), as approved or determined by the NZTA or a person appointed by the NZTA.
- For a vehicle first registered on or after 1 February 1989 or a vehicle that has been modified on or after 1 April 2005, the chassis rating contains the permitted maximum axle and/or axle-set masses (if available), gross vehicle mass, gross combination mass (if applicable) and maximum towed mass (if applicable), as approved or determined by the NZTA or a person appointed by the NZTA.

Reference material 37 shows the chassis rating request procedure and form templates.

2.3 Type designation numbers

A type designation number (TDN) must be shown on the documentation (ie de-registration certificates and completion inspection certificates) for vehicles manufactured outside Japan for the Japanese market. This indicates that the vehicle has been through the Japanese type approval system and complies with all applicable vehicle standards except frontal impact.

If a TDN is not shown on the Japanese documentation, other proof of compliance must be provided. Alternatively, the vehicle owner may apply for an exemption from the requirement to provide TDN information (see Technical bulletin 27). Some common class MA vehicle models manufactured outside Japan for the Japanese domestic market are shown in **Table 1-3**.

Note: Chrysler Jeep Cherokee vehicles are commonly imported as used vehicles from Japan. In many cases, the TDN has been removed from the vehicle documentation due to minor modifications. Jeep Cherokees imported from Japan with an industry model code of 'E-7MX' can be processed for entry certification with or without a TDN displayed on the vehicle documentation, provided they were border checked before 1 February 2008.

Table 1-3. Common class MA Japanese makes manufactured outside Japan

Vehicle make	Class MA vehicle model	Country of manufacture
Ford	Festiva	Korea
	Ka	Spain
	Mondeo	Belgium
	Probe	US
	Taurus	
Honda	Accord Station Wagon CD3, CD7, CD8 and CE1	US
	Civic Coupe EJ7	
Mitsubishi	Carisma	Belgium and Netherlands
	Magna Stationwagon	Australia
	Diamante	
Nissan	Bluebird 'Aussie'	Australia
	Primera E-FHP11	Great Britain
	AD Station Wagon R-MV FY10	Mexico
Toyota	Avalon	US
	Cavalier	
	Scepter	

Note 1 If a vehicle is affixed with a 17 character ISO VIN, it will not have been manufactured in Japan for the Japanese domestic market.

2.4 Exemption from vehicle standards requirements

In cases where a vehicle cannot be shown to comply with one or more of the approved vehicle standards it is required to meet in order to be registered in New Zealand, a vehicle may be exempt from a requirement by the NZTA under section 166 of the *Land Transport Act 1998*, only if it is considered appropriate and the risk to public safety will not be significantly increased by granting the exemption. In addition to this, the NZTA must be satisfied that at least one of the following criteria is met:

- the requirement has been substantially complied with and further compliance is unnecessary
- the action taken or provision made in respect of the matter to which the requirement relates is as effective

or more effective than actual compliance with the requirement

- the prescribed requirements are clearly unreasonable or inappropriate in the particular case
- events have occurred that make the prescribed requirements unnecessary or inappropriate in the particular case.

The NZTA may also apply certain conditions to the granting of an exemption.

The vehicle owner may apply for an exemption from vehicle standards requirements by submitting a completed application form (see Reference materials 36) to the Vehicles Unit. Exemptions from NZTA rules are granted only in exceptional circumstances; it may take some time to fully consider applications.

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1-2 Re-registering a vehicle

If a vehicle has previously been registered in New Zealand, evidence of this (eg a certificate of registration or a LANDATA record) must be provided. The person presenting the vehicle for re-registration must be the same as the person shown on the evidence of previous registration, or must be able to provide a clear ownership trail linking themselves to the vehicle. If this is not available, a statement from the New Zealand Police declaring that the vehicle is not a vehicle of interest must be provided (see Reference material 33). This form may be photocopied and returned to the vehicle owner if required.

Note 1 A statement from the New Zealand Police declaring that a vehicle is not a vehicle of interest is not evidence of previous registration.

All vehicles presented for re-registration must have a VIN assigned to allow the vehicles to be recorded in LANDATA for tracking and enforcement purposes, even if appropriate documentation is not provided. TSD agents must carefully check the VINs for any signs of tampering, by visually inspecting the vehicle identifier and surrounding area from behind. If this is not possible, the TSD agent may chemically remove the paint from the vehicle identifier and surrounding area for inspection purposes with the vehicle owner's permission. If the vehicle owner refuses, the TSD agent must contact TRC to consider alternative options. A vehicle must not be certified if the vehicle identifier has not been inspected for signs of tampering.

If signs of tampering are detected, the vehicle must not be certified. The TSD agent must advise the Police and the NZTA immediately, and attach suitable notes to the vehicle record using the 'notes' screen.

To carry out re-registration, the TSD agent must certify the vehicle in accordance with applicable requirements and complete a LT4085U, provided that proof the vehicle was previously registered in New Zealand is presented and no modifications or repairs that affect compliance with applicable requirements have been carried out.

1 Proof of previous New Zealand registration unavailable

In some cases, the vehicle owner may not be able to provide a certificate of registration or LANDATA record to verify that the vehicle was previously registered in New Zealand.

1.1 For vintage and historic vehicles

- a certificate of authentication from the Vintage Car Club of New Zealand (Inc) that indicates previous New Zealand registration is acceptable (Reference material 12).

1.2. In all other cases

- The vehicle must have the original identifier affixed, and
- The vehicle owner must provide:
 - a) a statement from the New Zealand Police confirming that the vehicle is not a vehicle of interest (Reference material 33), and
 - b) satisfactory evidence that the vehicle has been previously registered in New Zealand, such as:
 - i. photographs of the complete vehicle
 - ii. receipts for insurance, repairs, periodic in-service inspections (WoFs), etc
 - iii. manufacturers', importers' or dealers' records that show the vehicle was originally imported or manufactured in New Zealand
 - iv. written anecdotal vehicle history from previous owners. This must be considered with caution; a statement that someone recognises the vehicle is not sufficient.

If there is a possibility that the vehicle is a replica, a used import or a vehicle assembled from parts, particularly if it is a higher value, classic or collectable vehicle, do not continue (**Note 2**).

If you have any doubt, do not continue (**Note 2**). Refer the vehicle owner to the Vehicles Unit for a decision.

Note 2 A VIN must still be affixed to the vehicle if appropriate. A vehicle record must be created or updated in LANDATA, including notes explaining why the inspection and certification has not continued.

2 Re-registration of pre-1991 vehicles

If a light vehicle was manufactured before 1991 and first registered in New Zealand before 1 January 1991, the vehicle does not need to undergo the same inspection and certification process as a vehicle being registered for the first time in New Zealand. Provided the vehicle meets applicable requirements for structural condition as detailed in 3-4 *Vehicle structure - Threshold for requiring repair certification*, and has not been de-registered as a result of a write-off for insurance purposes, the vehicle may be inspected according to current in-service procedures.

Note 3 If there is proof from the insurance company that the vehicle was written off for reasons other than body or structural damage, no referral to a repair certifier is required unless the structural condition of the vehicle exceeds the threshold for requiring repair certification.

3 Re-registration of post-1991 vehicles

If a vehicle was manufactured after 1 January 1991 and previously registered in New Zealand, or manufactured before 1 January 1991 but not registered in New Zealand until after this date, the vehicle must undergo a full structural inspection with trim removal and an invasive brake inspection as part of the inspection and certification process.

Note 4 If there is proof from the insurance company that the vehicle was written off for reasons other than body or structural damage, no referral to a repair certifier is required unless the structural condition of the vehicle exceeds the threshold for requiring repair certification.

4 Inspection requirements for a vehicle changing class

If a vehicle is being registered as a different class, the vehicle may be inspected according to current in-service procedures, provided it meets applicable in-service requirements for structural condition and has not been de-registered as a result of a write-off for insurance purposes. Re-certification of specialist certification may be required as a result of this inspection.

5 De-modified vehicles

If a TSD agent is presented with a vehicle that has been modified back to original specifications, it should be checked by a low volume vehicle certifier to confirm that it has been correctly restored to original specifications. The LVV certification plate must be removed and returned to the Low Volume Vehicle System Administrator. The de-modification must be noted in LANDATA.

1 Entitlement to register

A customs seized vehicle presented for entry-level certification must be presented with a letter from New Zealand Customs identifying the vehicle, and stating that it is a Customs-seized vehicle and that Customs have title to lawful possession.

2 Proof of standards certification

If the vehicle was manufactured and registered overseas prior to 1 January 1991, documentation to prove standards compliance will not be required.

If the vehicle was manufactured and registered overseas after 1 January 1991, documentation proving standards compliance must be provided.

Required documentation and registration

1-4 Temporarily imported vehicles

A temporary vehicle import is a vehicle that is brought into New Zealand by a resident of another country, usually for a maximum of 12 months, while remaining registered in its country of origin. The vehicle must be exported from New Zealand within the allowed temporary entry period.

Before a vehicle is released to its owner, it must be inspected by the quarantine service of the Ministry of Agriculture and Forestry (MAF).

The vehicle must be licensed in New Zealand as an overseas visitor's vehicle. In addition, the vehicle's registration in its country of origin must remain current for the duration of its stay in New Zealand, and must remain in the name of the person who imported the vehicle into New Zealand. The overseas registration plates must remain on the vehicle; it does not need New Zealand plates.

The owner of a temporarily imported vehicle must provide:

- a completed 'Application for registration of an overseas visitor's vehicle' form (MR2C)
- proof that the vehicle is currently registered in his/her name in its country of origin (eg by providing original vehicle registration documents)
- a Carnet de Passage or temporary import entry
- identification that shows the vehicle owner's name, date of birth and signature
- payment of an Accident Compensation Corporation (ACC) levy (but none of the other registration and licensing fees).

See the *LANDATA agent's manual* chapter 4-B for further information.

The vehicle does not need to meet New Zealand's requirements for entry certification. However, a TSD agent must carry out a basic safety inspection before issuing a warrant of fitness (WoF) or certificate of fitness (CoF) label for the vehicle. The vehicle does not need to comply with New Zealand-approved standards, or requirements for specialist certification (eg low volume vehicle modifications). A vehicle imported for temporary use must *at least* meet the provisions set by the *Geneva Convention on Road Traffic 1949*, which are outlined in Technical bulletin 5 - Inspection requirements for temporary vehicle imports.

If an owner decides to keep a vehicle permanently in New Zealand that was originally a temporary import, they will need to go through the same certification process that is used for a permanent import. Refer to Pre-registration and VIN, page 1-2-5.

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1-5 Unfinished heavy vehicles

A TSD agent may issue an Annex C certification to allow an unfinished (therefore uncertifiable) heavy vehicle to be moved on the road for final certification, or for other purposes prior to commercial operation. A sample Annex C permit is shown in Reference material 47.

If such a vehicle is presented, a TSD agent must:

1. inspect the vehicle's safety items in accordance with the requirements for an Annex C. If the vehicle passes the inspection, an Annex C permit should be issued
2. check the vehicle attributes and enter or update the details using the VIN screen. If the vehicle does not have a body fitted, body type should be recorded as >CC (cab chassis)<
3. enter the appropriate certifier ID (see below) in the 'Certifier ID' field

TSD agent	Certifier ID
Vehicle Testing New Zealand	TCERTVT
Vehicle Inspections New Zealand	TCERTVI
On Road	TCERTOR

4. if the vehicle is to be registered at this stage, print an MR2A registration form.

When the vehicle is complete, it must be presented to the TSD agent for a full inspection. When the vehicle passes the inspection, a certificate of fitness (CoF) and certificate of loading (CoL) will be issued. The vehicle inspector must update all vehicle attributes as required using the ICORE screen. If the vehicle inspector carrying out the compliance certification will not be issuing the CoF, his/her certifier ID should be recorded in the notes, along with any other relevant information, and attached to the vehicle record in LANDATA.

In some cases, a TSD agent may be presented with a vehicle that requires specialist certification.

1 Repair certification

If a vehicle has undergone repair certification, it must be presented with the carbon copy of the *Light vehicle repair record of determination* (LT308). A sample is shown in Reference material 6. A repair certifier is only required to give the vehicle owner a copy of the LT308. Copies of supporting documentation, such as chassis or wheel alignment reports, may be attached.

A TSD agent must not accept an LT308 if it has not been completed and signed off on all pages by an authorised repair certifier. Sections that are not applicable must have a line drawn through them, with the repair certifier's signature at the bottom of the page.

2 Low volume vehicle certification

If a vehicle is LVV certified, a 'Statement of compliance under the LVV code' form (F001) endorsed by an original LVVTA stamp and signed by the LVV system auditor must be provided and an LVV certification plate must be affixed to the vehicle. A sample F001 form is shown in Reference material 9.

If a low volume vehicle has been de-registered, it does not require another F001 form in order to be re-registered unless it has had additional modifications since it was last LVV certified.

If the LVV system auditor has verified that the vehicle has been certified correctly, detailed LVV compliance checksheets do not need to be presented. However, if the TSD agent is not satisfied with the documentation and/or vehicle presented, further documentation may be requested.

The NZTA does not recognise any overseas low volume vehicle certifications. Imported low volume vehicles presented for entry certification must be referred to a New Zealand LVV certifier.

Note 1 If a modified vehicle is imported from Japan, it must be LVV certified unless it can be proven that the manufacturer carried out the modification. Markings on the de-registration or export certificate (eg 'KAI' marks) are not an acceptable means of determining the modifier.

A 'KAI' mark, like this 改, after the model code on the deregistration or export certificate indicates that the vehicle has been modified and may no longer meet the required standards. Check carefully that the vehicle complies with required standards and does not have modifications needing certification.

2.1 Locally manufactured new or scratch-built vehicles

If a TSD agent is presented with a locally manufactured new or scratch-built vehicle, the TSD agent must check that an approved LVV certifier has certified the vehicle if required.

If the vehicle description on the overseas registration documents does not match New Zealand legislation or definitions, the New Zealand legislation and definition will take precedence. This is usually regarding, but not limited to, make, model, year of manufacture and first registration date for replicas, hot-rods and re-built vehicles.

If the vehicle meets the definition of scratch-built, the date of manufacture will be the date the vehicle was completed in scratch-built form, not the date on the overseas registration documents. The make and model should be described as outlined for scratch-built vehicles in Pre-registration and VIN page 2-2-6(10.1). This may vary from the description on the overseas paperwork.

In such cases, the vehicle owner will need to bring the vehicle up to the standards and requirements applicable to the scratch-built manufacture date.

If you have queries or doubts on specific vehicles, refer to the Vehicle Certifiers Registers team, providing

copies of all paperwork, an accurate description of the vehicle and the source of its various components, donor vehicles and/or parts.

2.2 Modified production vehicles

If a TSD agent is presented with a modified production vehicle, the vehicle owner must provide evidence of LVV certification.

3 Heavy vehicle specialist certification

If a vehicle has undergone heavy vehicle specialist certification, it must be presented with a *Heavy vehicle specialist certificate* (LT400). A sample is shown in Reference material 7.

A TSD agent must not accept an LT400 if it has not been completed and signed by an authorised heavy vehicle specialist certifier with the appropriate certification category.

Table 1-4 sets out the minimum documentation requirements to be presented and retained by a TSD agent following heavy vehicle specialist certification. A vehicle requires a separate LT400 for each component that is certified to a specific code or standard. Additional supporting documents may be supplied in order to record all applicable information.

Table 1-4. Documentation requirements for heavy vehicle specialist certification

Certification category	Description	Required documentation
HVEC, HVMC	Chassis, suspension, steering, PSV rollover strength	LT400 Heavy vehicle specialist certificate
HVET, HVMT	Towing connections	LT400 Heavy vehicle specialist certificate
HVEA, HVMA	Load anchorages	LT400 Heavy vehicle specialist certificate
HVEL, HVML	Log bolster attachment code	LT400 Heavy vehicle specialist certificate
HVEK	Brake modification including New Zealand Heavy Vehicle Brake Specification	LT400 Heavy vehicle specialist certificate (Schedule 5)
HVS1, HVS2	Static roll threshold (SRT)	LT400 Heavy vehicle specialist certificate and SRT compliance certificate

4 Recording specialist certifiers and certification

Step	Action
1	<ul style="list-style-type: none"> ┌ Type >IVCERT< in the escape field and transmit. └▶ The 'vehicle certification' screen displays.
2	Type one of the following fields: <ul style="list-style-type: none"> • the VIN in the VIN field, or • the plate number in the plate number field.
3	<ul style="list-style-type: none"> ┌ Transmit. └▶ The vehicle and owner details will display.
4	Change the maintenance field at the top of the screen from >INQ< to >CHG<.
5	Type the certifier ID in the Certifier ID field.
6	Type >A< in the mnt field.
7	Type the vehicle certification type code in the type field. The code should be provided on the certificate, or refer to Tables 1-5 and 1-6 . The types of certification permitted for an individual certifier can be viewed on the ICISS screen (this procedure is described in Pre-registration and VIN 5-2-2(3)).
8	Type the certificate number in the Number field.
9	Type the specialist certifier's LANDATA ID in the Iss.ID field. This should be provided on the certificate, or by searching on the ISRCH screen (this procedure is described in Pre-registration and VIN 5-2-1(2)).
10	Type the issue date of the certificate in the Iss.Date field.
11	<ul style="list-style-type: none"> • If an expiry date is recorded on the certificate, type this in the Exp.Date field. • If expiry mileage is recorded on the certificate, type this in the Exp.Odo field. These fields are not used for repair or LVV certification, but may be applicable to some heavy vehicle certificates.
12	Note the area of the vehicle covered by the certificate as specifically as possible in the comments field and transmit .

Table 1-5. Light vehicle certification type codes

Description of certification type	Code	Description of certification type	Code
Light towbar certification	LTB	Modified production - limited	LV1A
Modified production - extended	LV1B	Modified structures (M and N Class)	LV1C
Ext. modified and scratch-built (M and N class and tricycles)	LV1D	Motorcycle modification	LV2A
Motorcycle scratch-built	LV2B	Tricycles - modified and scratch-built	LV2C
Disability adaptation	LV3A	Disability adaptation - structural	LV3B
Electric vehicles	LV4	Authority card	LVAC
Modified production right-hand drive conversions	LVRH	Left-hand drive permit	LHD
Repair	REP	Passenger service vehicle (PSV) rollover	PSVR

Table 1-6. Heavy vehicle certification type codes

Description of certification type	Heavy vehicle specialist certifier type	
	Engineer	Manufacturer
Chassis	HVEC	HVMC
Brake specialist	HVEK	HVMK
Log bolster	HVEL	HVML
Towing connection	HVET	HVMT
Load anchorages	HVEA	HVMA

Original documentation means the actual authentic document that was provided by the issuing person or organisation. A fax or photocopy is not an original document.

1 Inspecting vehicles without original documentation

1.1 Original documents previously sighted

If a TSD agent is presented with a photocopy of the original de-registration papers but originals have been previously sighted, they must contact the NZTA Vehicles Unit. The TSD agent will be required to sign a statement declaring that original documents have been sighted. This statement must be held in the vehicle file.

1.2 Original documents not presented

When a vehicle is presented for entry certification but the vehicle owner has not yet received the original documentation, the inspection process may be started with a photocopy or faxed copy of the original document.

In such cases, the vehicle inspector must:

- record in the LANDATA notes against the vehicle record that certification cannot be completed until the original documentation has been presented.
- identify in the LANDATA notes what actual original documents need to be presented.

When the original documentation is presented there must be dual sign off (on the check sheet) by two independent persons (eg certifier and VIN quality controller/checker) to verify that the documentation has been presented.

IMPORTANT: An MR2A must not be issued until the original documents have been presented.

2 No documentation available (vehicles previously registered in Japan)

If the vehicle owner/importer has lost the original documentation, Japan's Ministry of Land, Infrastructure and Transport will not issue additional copies. The vehicle owner/importer can apply (using form VCUEF 02) to the NZTA Vehicles Unit to consider use of alternative documentation. This may take some time to process, and will involve some costs to the importer.

The following procedure explains the requirements for requesting use of alternative documentation.

1. The vehicle owner/importer must provide an original Japanese detailed registration history certificate (Sho-Sai-Toroku-Sho-Mei).
2. The vehicle owner/importer must provide original documents showing an ownership history that links the current owner to the last registered owner in Japan, and displays full details of all previous owners in Japan.
3. Certified English translations must be provided for all documents not provided in English (eg the Japanese detailed registration history certificate, bills of sale, and purchase receipts). This must include a covering letter from the translation service that refers to the vehicle's chassis number.
4. The vehicle owner/importer must provide evidence that a de-registration certificate has been issued to them for the vehicle.
5. The vehicle must be independently checked to verify that the VIN is the original vehicle identifier as attached by the manufacturer. This must be verified in writing by an NZTA-appointed entry-level vehicle inspector.

3 Documentation does not match vehicle

If a vehicle is presented with documentation that does not match the vehicle (eg the VIN, chassis number, body style etc on the vehicle is not the same as that recorded on the document), a satisfactory reason for the discrepancy needs to be provided before the vehicle can be certified.

The importer should first see if the manufacturer or registration authority in the country of registration can provide an explanation. If this information cannot be obtained, or it does not confirm a mismatch between the documentation and the vehicle, and provide the correct identity, the TSD agent can apply to the NZTA for approval to continue with the certification process.

In such cases, the TSD agent must:

1. assign and attach a VIN number to the vehicle using the identifier located on the vehicle. Notes must be recorded in LANDATA indicating that the documentation does not match the vehicle
2. submit the following material to the NZTA for consideration:
 - a) a completed 'VIN approval request form' (see Reference material 53)
 - b) copies of all required paperwork
 - c) a covering letter outlining the problem.

Note 1 This does not apply to changeable attributes, such as engine number or colour.

Note 2 Please be aware that NZTA will check with the country of origin and this can take some time.

**Required documentation
and registration****1-8 Inspection**

Every vehicle presented for an MR2A registration form, other than an approved new vehicle, must be inspected to verify that it complies with applicable requirements.

The inspection of the vehicle must be carried out according to the requirements set out for vehicle components or component groups in this manual. An approved checksheet must be used to record the details of the inspection carried out on each vehicle. This checksheet is used to record the necessary information against each item as it is inspected. The result of the inspection must be recorded on the checksheet. It must be signed by the certifier and filed in such a way that it can be retrieved by specifying the VIN. The certifier must complete a vehicle compliance certificate (LT4085) for the vehicle. If the vehicle passes the inspection, an MR2A registration form may be issued.

Required documentation and registration

1-9 The MR2A

Printing an MR2A registration form for issue is acknowledgement by the issuer that the vehicle defined on the MR2A complies with applicable requirements. An MR2A is only valid for two years from the date of certification. If the vehicle is not registered within two years, it must be recertified. For vehicles imported from countries other than Japan, and for which the MR2A has expired, the following applies. The site that is recertifying the vehicle will be required to sight and retain the original compliance documents (export certificate, statement of compliance, etc). If the site recertifying the vehicle did not carry out the original certification the vehicle owner will be required to obtain the original documents and provide these to the new certifier. The original certifier can retain a copy of the compliance documents on their file for the vehicle.

The documents should only be released to the original customer or, if it's not the original customer, apply the same rules as for reprinting an MR2A - a release in writing from the original customer.

Step	Action																
1	<p>Select a vehicle using the procedures outlined in Pre-registration and VIN 1 - Vehicle records.</p> <p>The 'VIN authority allocation/confirmation' screen displays.</p>																
2	Are the vehicle details correct?	<p>YES Continue from step 3.</p> <p>NO</p> <ul style="list-style-type: none"> If the VIN is correct, continue from step 3. If the VIN is incorrect, type >VIN (space) (correct VIN number)< in the escape field and transmit. <p>Continue from step 1.</p>															
	Are there any notes attached to the vehicle?	<p>YES</p> <p>Type >NOTES< in the escape field and transmit.</p> <p>The notes screen displays. See Pre-registration and VIN 5-1 for notes screen procedures.</p> <p>Once completed, continue from step 4.</p> <p>NO Continue from step 4.</p>															
4	Did the vehicle pass the inspection?	<p>YES Continue from step 5.</p> <p>NO</p> <p>Type >NOTES< in the escape field and transmit to record details of the vehicle faults.</p> <p>The notes screen displays. See Pre-registration and VIN 5-1 for notes screen procedures.</p> <p>Once completed, continue from step 5.</p>															
	<p>Complete the following fields.</p> <table border="1"> <thead> <tr> <th>In the field ...</th> <th>If the result is a ...</th> <th>Type ...</th> </tr> </thead> <tbody> <tr> <td>Certifier ID</td> <td>pass</td> <td>the unique identifier (not the name) of the inspector who certified compliance of the vehicle.</td> </tr> <tr> <td rowspan="2">Print MR2A</td> <td>pass</td> <td>>Y<</td> </tr> <tr> <td>fail</td> <td>>N<</td> </tr> <tr> <td rowspan="2">Approved for registration?</td> <td>pass</td> <td>>Y<</td> </tr> <tr> <td>fail</td> <td>>N<</td> </tr> </tbody> </table>		In the field ...	If the result is a ...	Type ...	Certifier ID	pass	the unique identifier (not the name) of the inspector who certified compliance of the vehicle.	Print MR2A	pass	>Y<	fail	>N<	Approved for registration?	pass	>Y<	fail
In the field ...	If the result is a ...	Type ...															
Certifier ID	pass	the unique identifier (not the name) of the inspector who certified compliance of the vehicle.															
Print MR2A	pass	>Y<															
	fail	>N<															
Approved for registration?	pass	>Y<															
	fail	>N<															
6	<p>Transmit.</p> <p>The vehicle record is updated.</p> <p>If the vehicle passed entry-level certification and is approved for registration, an MR2A registration form prints. Provide the customer with both copies of the form.</p>																

1 Issuing an MR2A for approved new vehicles

There are a number of vehicle manufacturers and importers whose vehicles can be issued with an MR2A registration form without having to be certified by an entry-level vehicle inspector. It must be a complete, standard production vehicle (except bare chassis or cab/chassis units that require additional construction and have the appropriate temporary certification).

In cases where authorised manufacturers or importers are unable to access LANDATA (eg they do not have an electronic connection to LANDATA, or there is a problem with their connection), the process described below must be used to issue an MR2A to the vehicle. The manufacturer or importer must provide an LT4085N. No other documentation is required.

The vehicle must be presented by a known representative of the manufacturer/importer. The TSD agent may check the manufacturer ID using the ISRCH or IVSRC screen (see Pre-registration and VIN 5-2). If in doubt, contact the Transport Registry Centre (TRC) 0800 804 580 for approval.

If the vehicle manufacturer has not assigned a valid VIN, one will need to be assigned to the vehicle before an MR2A can be issued. (For further information, refer to Pre-registration and VIN 3-1). The procedure for issuing an MR2A registration form for an approved new vehicle is outlined below.

Step	Action									
1	Is the manufacturer's or importer's vehicle compliance certifier ID known?	YES	Continue from step 2.							
		NO	<ul style="list-style-type: none"> ↳ Type >ISRCH< in the escape field and transmit. ↳ The 'VSR certifier search' screen displays. ↳ See Pre-registration and VIN 5-2 for procedures on searching for a certifier ID. 							
2	Is the LT4085 from the manufacturer complete and correct?	YES	Continue from step 3.							
		NO	Do not continue - you cannot issue an MR2A registration form until the customer presents a complete and correct LT4085.							
3	<ul style="list-style-type: none"> ↳ Type >VIN (space) (the vehicle's VIN)< in the escape field and transmit. ↳ A blank 'VIN allocation' screen displays. 									
4	Enter the vehicle details in the appropriate fields.									
5	Complete the following fields.									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">In the field ...</th> <th style="text-align: left;">Type ...</th> </tr> </thead> <tbody> <tr> <td>Certifier ID</td> <td>the name and certifier ID of the certifier who carried out the inspection and certification.</td> </tr> <tr> <td>Print MR2A</td> <td>>Y<</td> </tr> <tr> <td>Approved for Registration?</td> <td>>Y<</td> </tr> </tbody> </table>	In the field ...	Type ...	Certifier ID	the name and certifier ID of the certifier who carried out the inspection and certification.	Print MR2A	>Y<	Approved for Registration?	>Y<	
In the field ...	Type ...									
Certifier ID	the name and certifier ID of the certifier who carried out the inspection and certification.									
Print MR2A	>Y<									
Approved for Registration?	>Y<									
6	<ul style="list-style-type: none"> ↳ Transmit. ↳ The vehicle record is updated. The MR2A registration form prints. Provide the customer with both copies of the form. 									

2 Reprinting the MR2A registration form

If an issued MR2A registration form is lost, damaged or urgently required but in the mail, the vehicle owner or dealer will require a duplicate copy.

Important: The motor vehicle register (MVR) is never used to record legal title to a vehicle; possession of an MR2A form does not provide legal title.

If a replacement MR2A is required to replace a spoilt original (eg from a CREG), reprint the MR2A and exchange it for the original.

When subsequent requests for an MR2A reprint are made, a link must be established between the individual requesting the MR2A and the recipient of the original MR2A. This is done by retrieval of the original documentation to verify that the customer requesting the reprint is the same as the customer who received the original MR2A. If this is not the case, the customer requesting the reprint must provide sufficient documentation proving their legal entitlement to the vehicle. This could be a letter or fax from the recipient of the original MR2A explaining the link to the customer requesting the reprint (eg a letter on company letterhead from the New Zealand franchise holder requesting a copy to go to a local agent).

In cases where an unregistered vehicle has been on-sold in its unregistered state, documentation must be provided establishing each change of ownership so that there can be no doubt of the link between the customer requesting the reprint and the original recipient of the MR2A.

All paperwork must be filed with the original documents.

At any time, if a TSD agent is not satisfied that sufficient documentation has been provided, or that the connection between the original recipient and the customer requesting the reprint has not been proven, the TSD agent must refuse the request.

2.1 Reprinting an MR2A over two years old for an unregistered new vehicle

If a request is made to reprint an MR2A because the unregistered new vehicle is more than two years old, a new vehicle compliance certificate (LT4085N) must be completed, or a current statement of compliance must be obtained for the vehicle, to ensure that the vehicle has not deteriorated, or been modified or tampered with.

2.2 Reprinting an MR2A for a left-hand drive vehicle

A replacement MR2A for a left-hand drive vehicle may only be reprinted by the TSD agent holding the original left-hand drive compliance documents. The following procedure outlines the reprinting of an MR2A registration form.

Required documentation and registration

1-9 The MR2A (cont.)

Procedure for reprinting an MR2A registration form

Step	Action		
1	Use the VIN screen to verify the agent/outlet that issued the original MR2A form.		
2	Is the outlet that issued the original MR2A ...	The same outlet with the request for a duplicate	Retrieve the documentation from the issue of the original MR2A form. Continue from step 3.
		A different outlet that belongs to the same agent	Contact the outlet that issued the original MR2A to request the documentation be retrieved. Obtain details of the original recipient of the MR2A. Continue from step 3.
		A different agent	Refer the customer to either: <ul style="list-style-type: none"> the outlet that issued the original MR2A, or the closest outlet belonging to the agent that issued the original MR2A.
3	Is the customer requesting the reprint the same recipient of the original MR2A?	YES	The customer may provide whatever documentation is necessary to prove their identity. Continue from step 5.
		NO	Ask the customer to provide proof linking them to the recipient of the original MR2A form. Continue from step 4.
4	Has the customer provided sufficient evidence establishing a link between themselves and the original recipient?	YES	Continue from step 5.
		NO	Refuse the request.
5	<p>↳ Type >VIN (space) (the vehicle's VIN)< in the escape field and transmit.</p> <p>↳ The 'VIN allocation' screen displays vehicle details for the VIN entered.</p>		
6	Are the vehicle details correct?	YES	Continue from step 7.
		NO	<ul style="list-style-type: none"> If the VIN is correct, refer the vehicle owner to the original certifier. Type >C< in the escape field and transmit to cancel the transaction. If the VIN is incorrect, return to step 5 and enter the correct VIN.
7	<p>↳ Type >Y< in the 'print MR2A' field and transmit.</p> <p>↳ A replacement MR2A form prints.</p>		

Required documentation and registration

1-10 Vehicle rechecks

If a vehicle fails entry-level inspection, it may be presented for re-inspection after the faults have been fixed. In such cases, the TSD agent must be satisfied that the original compliance documentation is still valid (ie not more than two years old).

Table 2-1 describes the re-inspection procedure for vehicles being registered for entry or re-entry into service in New Zealand.

A vehicle that has failed the certification process must not be passed by another TSD agent unless the vehicle faults have been rectified.

Table 2-1. Re-inspection procedures

Required inspection procedures	Number of business days after the initial inspection		
	0 - 5	6 - 20	21+
Verify the identity of the vehicle	✓	✓	
Check each failed item	✓	✓	
Check operation of vehicle lighting	✓	✓	
Check tyres still meet requirements	✓	✓	
Check the vehicle has not been modified since initial inspection	✓	✓	
Brake roller test		✓	
Verification of specialist certification as required.		✓	
Complete full entry-level certification inspection (Note 1)			✓

Note 1 The only exception to this requirement is if the vehicle has been held within the TSD agent's quarantine system.

1 Quarantine system for entry-level certification vehicles

A TSD agent can operate a quarantine system for vehicles presented for re-inspection within three months of the original inspection. The quarantine system may be applied to vehicles that are immobile awaiting parts or repairs required to rectify defects found during entry-level inspection. If a vehicle within the quarantine system is presented within three months of the original inspection, it will not be required to undergo invasive structural or brake inspections.

A quarantine system operated by a TSD agent must meet the following requirements:

- Vehicles must not leave the premises where the certification process commenced. There must be a designated area for storing quarantined vehicles.
- The TSD agent must have a means of identifying and tracking vehicles within the quarantine system. This may include the use of a quarantine label attached to quarantined vehicles.
- The TSD agent must store all vehicle ignition keys in a secure place.
- The vehicle may only be driven with the approval of the TSD agent on the premises where the vehicle is quarantined for the purposes of obtaining certification.
- A register of all vehicles being held in quarantine must be maintained. This must record the vehicle identification, the reason(s) the initial certification was rejected, the date the vehicle was quarantined, and the name and signature of the person allowing the quarantine. Details relating to any vehicle that is quarantined must be recorded on LANDATA in the vehicle notes.

To complete the inspection and certification process, the TSD agent must ensure that the original checksheet and LT4085 are signed by the person who completed the inspection of the vehicle.

If a vehicle failed the initial inspection, the person who signs the checksheet and the LT4085 must be the person who carried out the recheck. This person is taking responsibility for the whole vehicle.

1 Filing

Documentation must be retained as described in the Introduction, section 6, 1.9.

If a vehicle owner requests their original documents, the TSD agent must make copies for the vehicle file and note on them that they are copies of the original documents sighted. A note must be added to the vehicle record on LANDATA stating whom the documents were released to, why they were requested and on what date they were released.

