

Maintain my registration

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

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.

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.

There are no [fees](#) associated with maintaining your motor vehicle trader registration.

How do I change my details?

Keeping your details up to date is a simple process. There are 2 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 my 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.

Need 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 call our Business Service Centre toll free on 0508 668 678 or email info@motortraders.med.govt.nz and a copy will be sent to you. There is no [fee](#) for this service.

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Surrender of 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 2 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.

Transferring 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 I get a new Consumer Information Notice (CIN)?

CIN cards are dealt with by the [Ministry of Consumer Affairs](#). Please visit their website for information on CIN cards.