

IMPORTANT - Please read the notes on the back of this form

Customer type

- | | | |
|---|---|--|
| <input type="checkbox"/> Limited liability company | <input type="checkbox"/> Incorporated society | <input type="checkbox"/> State-owned enterprise (SOE) |
| <input type="checkbox"/> Charitable trust
(must be incorporated on the Charities Register) | <input type="checkbox"/> Statutory board | <input type="checkbox"/> Government body |
| <input type="checkbox"/> School/Church | <input type="checkbox"/> Insurance company | <input type="checkbox"/> Limited partnership
(must be incorporated on the Companies Register) |
| <input type="checkbox"/> Sole trader (must be a registered motor vehicle trader) | | |

Customer name details

Name

Trading name (if applicable)

New Zealand Business Number (NZBN) or attach *Certificate of incorporation* (if applicable)

Nature of business (eg transport company, builder, etc)

Contact name

Contact position

Motor vehicle trader number (if applicable, see note 3)

Phone number

Alternative number

Email address

Business address details

New Zealand physical address

New Zealand mailing address (if different from physical address)

Applicant's signature

I certify that the particulars given are correct
X

Print name

Position in company

This application together with the appropriate documentation (see the back of this form) can be posted to: Waka Kotahi NZ Transport Agency, Palmerston North Office, Private Bag 11777, Palmerston North 4442 or scanned and emailed to mr36@nzta.govt.nz

If you have any further enquiries relating to this application please call 0800 108 809.

MR36 - NOTES

1. General

The particulars specified on the *Application for Waka Kotahi customer number* will form part of the Motor Vehicle Register. Collection and dissemination of this information is authorised by Part 17 of the Land Transport Act 1998. Corresponding information held on other parts of the Land Transport Register may be amended.

Under the Electoral Act 1993, s 263B, the Electoral Enrolment Centre operates an authorised information matching programme with Waka Kotahi. The purpose of this programme is to assist in keeping the Electoral Roll up-to-date.

The Privacy Act 2020 provides rights of access to, and correction of, any readily retrievable personal information held about you. Should you wish to exercise these rights please contact Waka Kotahi, Private Bag 11777, Palmerston North 4442 or email: info@nzta.govt.nz

2. Use of customer number

Customer numbers are issued to recognised organisations to use as identification for motor registration purposes.

3. Motor vehicle trader number

Motor vehicle trader numbers are issued by the Ministry of Business, Innovation and Employment (MBIE) and can be viewed on the Companies Office Motor Vehicle Traders Register. If you're selling motor vehicles and have a motor vehicle trader number, please include this with your application. If you require further information in relation to motor vehicle trader numbers please contact the MBIE.

4. Different branches

When a customer number is used as identification all vehicles will be linked under the one identity. If you have several branches operating from several different addresses and want vehicles separated under each branch you will need to apply for a customer number for each branch.

5. Customer types

Applications from the following customer types must be supported by a letter of request on letterhead:

- Statutory board.
- Government body.
- State-owned enterprise (SOE).
- School.
- Church or Religious organisation.

6. Companies register and *Certificate of incorporation*

Limited Liability Companies, Charitable Trusts, Limited Partnerships and Incorporated Societies must be incorporated on the Companies Register, and must provide their NZBN or *Certificate of incorporation*.

7. Not eligible

Please note the following customers are not eligible for customer numbers:

- Family trusts.
- Partnerships which are not incorporated.
- Friendly societies.
- Sole trader who are not registered motor vehicle traders.
- Trusts which are not incorporated.

8. Email address

We'll use your email to send your vehicle licensing reminders and driver licence renewal notices to you (instead of paper notices) as well as other notifications that become available by email. We may also ask for feedback on our services or contact you about motor vehicle registration and licensing.

We recommend using an email address that's unique to you, so only you can see information we send you.