

X Month 2018

{{ADDRESS LINE 1}}
{{ADDRESS LINE 2}}
{{SUBURB}}
{{TOWN}} {{POSTCODE}}

Dear {{company name}},

Funding for warrant of fitness (WoF) reinspections

As you are probably aware, the NZ Transport Agency has recently suspended several Inspecting Organisations and Vehicle Inspectors from carrying out Warrant of Fitness (WoF) inspections due to issues with the quality of their inspections.

We have sent letters to the affected vehicle owners encouraging them to arrange their vehicle's next warrant of fitness inspection as soon as possible rather than waiting for its expiry date. These WoF inspections will be funded by the Transport Agency if they are done by the date on the voucher (usually 2 months from the date the letter was sent). I have enclosed a sample of the letter and voucher.

Inspection process

Affected customers will book their WoF inspection as usual and bring a voucher for the cost of the WoF inspection (see sample on the letter enclosed). Please ask staff to check that the plate number on the voucher matches the vehicle being inspected and that the voucher has been signed. Keep the voucher and include a copy when you submit your invoice.

The Transport Agency will cover the cost of the WoF inspection only - any work required to bring the vehicle up to WoF standard must be paid for by the customer. Please do not charge your customer for the cost of the WoF inspection.

The initial inspection must be done by the date on the voucher. If the vehicle fails its initial inspection and does not pass its reinspection within 28 days, the Transport Agency will not cover the cost of a second WoF inspection. The inspection should be entered in MVR/Landata right away, regardless of whether it is a pass or a fail.

Payment process

Please invoice the NZ Transport Agency directly for the cost of these WoF inspections, at the usual rate. Include the following information on the invoices:

- Your company name and GST number
- The relevant reference number (see below)
- The plate number/s of the vehicle/s that have been inspected
- Include signed copies of the vouchers (scanned copies or photos are fine)

Email invoices to WOFalerts@nzta.govt.nz (PDF format is preferred). The last invoice for this work must be issued within 15 days of the voucher expiry date. We will process these invoices with seven day payment terms to minimise the impact to your business.

Initial inspection site	Reference number
Dargaville Diesel Specialists (Dargaville)	WBS 80002343
Church Street Motors (Onehunga)	WBS 80002372
Westland Automotive and Tyres (Henderson)	WBS 80002366
Te Aroha Automotive (Te Aroha)	WBS 80002370
Orient Motors (Glenfield)	WBS 80002369
Super Cheap Tyres & Auto Services (Saint Johns)	WBS 80002374
El's Auto Service & Repairs (Papatoetoe)	WBS 80002375
Jet Tyres & Alignment (Glenfield)	WBS 80002373

For companies not already set up as a vendor in our system we will require the following information:

- 1) Proof of bank account using one of the following methods:
 - a) Pre-printed deposit slip with the company name and bank account number
 - b) A cut and paste (screenshot) of your online banking that clearly shows the bank's logo, the bank account number and the company name
 - c) A certified letter from the bank (it must be stamped and initialled by a bank representative)
 - d) A print out from a bank machine that shows the bank account number, company name and address
- 2) Proof of address (if not included with proof of bank details).

Please send us this information as soon as practicable to ensure payments can be processed promptly. Our finance team may call to validate these details.

Identification of safety issues

If you identify any safety issues with a vehicle that you believe should have been picked up during its last WoF inspection, please take photos of the issue (if possible) and email them to WOFalerts@nzta.govt.nz along with a short description of the issue/s and the vehicle's plate number.

Thank you

We recognise that taking this public safety action may cause you some inconvenience or create additional work and we thank you in advance for taking the actions necessary to improve the safety of all road users.

If you have any questions about this, please contact us on 0800 699 000. We're open Monday to Friday, between 8am and 6pm. Alternatively, you can email WOFalerts@nzta.govt.nz.

Yours sincerely,



Riccardo Areosa
Manager Permitting Assessments
NZ Transport Agency