

VIRM: ENTRY CERTIFICATION AMENDMENT

April 2021 amendment

MARCH 2021

LIST OF CHANGES

Section	Change description
Introduction	
5-1 General duties and responsibilities	Clarifying that verified copies are acceptable instead of originals
5-7 Establishing whether a vehicle may be inspected and certified for entry into service	A copy of an identification document is sufficient for entry certification purposes when the owner is absent.
Pre-registration and VIN	
2-1 Recording vehicle attributes	<p>Table 2-2-1. Vehicle attribute requirements by vehicle type: GVM row, Vehicle type 07 changed from 'N' to '4'.</p> <ul style="list-style-type: none"> The change to the table is to align the table with the requirements already in the definitions where it says GVM is mandatory.
2-2 Vehicle attributes definitions	<ul style="list-style-type: none"> 7 First registration date and 13 Vehicle year <ul style="list-style-type: none"> If registration history is not available for vehicles from Australia the month and year of compliance on the ADR plate must be used as the vehicle year. 16 Gross vehicle mass <ul style="list-style-type: none"> This change to open up the GVM sources is due to lack of availability of information from Australia. 27 Fuel consumption information: <ul style="list-style-type: none"> Clarifying that it is the entry certifier that must enter the details in Step Two Clarifying what codes to use when no engine number is available.
4-1 Methods for affixing a VIN	<ul style="list-style-type: none"> Where a site has only a single Waka Kotahi appointed entry certifier, a KSDP can nominate a person to act as the QA controller in checking the VIN. The nominated person must be an employee of site. That person must be identified on the KSDP's delegation record.
Inspection and certification	
1-1 Registering a vehicle for the first time in New Zealand	<ul style="list-style-type: none"> Clarifying that it is the KSDP that must scan or photocopy any documents collected in the certification process. Changes to the required registration history documentation for vehicles from Australia due to difficulties in obtaining these documents.
1-6 Specialist certification	<ul style="list-style-type: none"> The LVVTA FS001 form is not required for vehicles that have the electronic data disc instead of the metal LVV plate.
1-10 Vehicle rechecks	<ul style="list-style-type: none"> When a vehicle has to undergo a full entry certification because it is 21 days or more since the initial inspection, a new checksheet must be used.

	<ul style="list-style-type: none"> • Quarantine information: <ul style="list-style-type: none"> ○ 3 months changed to 90 days ○ Details of what must be recorded in LANDATA added ○ Additional clarifications regarding the repair quarantine system.
Technical bulletins	
28 Exhaust emissions standards compliance	For Singapore: list of vehicles that, if first registered on or after the date shown, will be compliant to certain Euro standards.
39 Identifying class MB, MD1 or MD2 based on seats on Japanese deregistration certificates	The standards requirements for class MD1, MD 2 and MB are the same, however, class MB vehicles require ESC.
41 Entry certification procedures for certain modified vehicles	2018/858 is an acceptable code that has been introduced in Europe. It is used in the same way as the 2007/46 code.
47 Vehicles fitted with ITS Connect	New technical bulletin regarding the process when a vehicle is fitted with an ITS Connect system. This system uses the 760Mhz frequency, which is not allowed.
Reference materials	
29 Sample European Community (EC) whole vehicle approval plate	The 2018/858 code mentioned above has been added to this reference material.
70 Sample hpi and Experion reports	Sample Total Car Check report added.

PREVIEW PAGES

Introduction

5-1 General duties and responsibilities

1.10 Document retention (section 2.3(4) of the Rule)

A vehicle inspector or inspecting organisation must:

- a) keep, for at least two years, the original **or verified copy** of any documents that have been collected in the certification process
- b) keep the following documents in a retrievable form for at least three years:
 - vehicle compliance certificates (LT4085)
 - de-registration and registration documents, export certificates, **or verified copies of these**
 - vehicle inspection checksheets
 - specialist inspection (eg light vehicle repair and low volume vehicle) certificates
- c) keep heavy vehicle specialist certificates (LT400) for the life of the vehicle.

5-7 Establishing whether a vehicle may be inspected and certified for entry into service

Information

A vehicle that requires inspection and certification for entry into service (see part 6) can be inspected and certified for entry into service only if:

- a) the vehicle’s identity (by VIN or chassis number) is established without doubt, and
- b) the vehicle has been inspected at the border in accordance with section 4 of **Land Transport Rule: Vehicle Standards Compliance 2002** (applies only to used vehicles that are to be registered in New Zealand for the first time) (**Note 1**), and
- c) the VIN process has been completed (see **Pre-registration and VIN**), and
- d) the vehicle owner has presented proof that he/she is lawfully entitled to the vehicle.
 - For an absentee owner who is not able to present identification in person, a copy of their identification is acceptable. This should be filed with the entry certification paperwork.

Pre-registration and VIN

2-1 Recording vehicle attributes

Table 2-2-1. Vehicle attribute requirements by vehicle type

Attributes	Vehicle type												
	01	02	03	04	05	06	07	08	09	10	11	12	13
GVM	N	4	N	N	N	N	4	4	4	4	N	N	4

2-2 Vehicle attributes definitions

7 First registration date (1st reg date)

This is the first date the vehicle was registered in any country. The information may be entered using any of the formats described in [Table 2-2-5](#).

- If registration history is not available for vehicles from Australia the month and year of compliance on the ADR plate must be used as the first registration date.

13 Vehicle year

This is a mandatory field that must record the year of first registration anywhere.

- If registration history is not available for vehicles from Australia the month and year of compliance on the ADR plate must be used as the vehicle year.

16 Gross vehicle mass (GVM)

For used light vehicles, a figure from the previous registration or de-registration documents, or from the vehicle manufacturer's data, may be used. For light vehicles from Australia GVM figures from RVCS may be used and for class MA vehicles the GVM figures found in Redbook may be used (Redbook figures may only be used for class MA vehicles as the GVM may not be available in RVCS).

For new light vehicles the manufacturers data may be used.

27 Fuel consumption information

Step Two:

Go to <https://importer.fuelsaver.govt.nz/certifier>

The entry certifier must:

- confirm that the vehicle details are present and match the vehicle being certified, and
- confirm that the Fuel Consumption and CO2 values are recorded, and
- enter the VIN and their certifier ID, and
- sign and retain a copy of the fuel consumption statement.

Table 2-2-3. Codes to be entered when an engine number is not available

Code	Reason for use
Removed	Deliberate removal of the engine number by grinding, machining etc.
Rusted Unreadable	Rust/corrosion damage has made the engine number unreadable.
Covered	The engine number is covered by non-removable parts.
Not stamped	No number stamped or affixed by the manufacturer (eg replacement engine or an electric motor).

4-1 Methods for affixing a VIN

Quality assurance (QA) controls

The VIN that is affixed to the vehicle is the key to identifying that vehicle on LANDATA. Therefore, in order to minimise the risk of errors when affixing the VIN, the procedures for affixing a VIN require two people to be involved:

- one person who is responsible for affixing the VIN
- another person who is responsible for checking that the correct VIN has been affixed. This person is the QA controller.

Where a site has only a single Waka Kotahi appointed entry certifier, a KSDP can nominate a person to act as the QA controller in checking the VIN. The nominated person must be an employee of site. That person must be identified on the KSDP's delegation record.

Inspection and certification

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

Table 1-1-1. Proof of legal entitlement (vehicles previously registered)

Country of previous registration	Required documentation
Japan	To check the authenticity of the new types of de-registration or export certificates, the KSDP must scan or photocopy the original document. For certificates issued prior to 1 July 2012 (grey colour) the word "COPY"; appears in large type four times on the page, the document is authentic. For certificates issued after 1 July 2012 (blue colour), if the word 'COPY' appears in type six times (four in a ring around the centre and another two - one on each side), 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 Transport Agency must be obtained.

Australia	<ul style="list-style-type: none"> Original documents that prove an ownership trail that goes back to the previous registered owner of the vehicle in Australia. <p>Notes:</p> <ul style="list-style-type: none"> Registration history documentation may now be accepted in the form of screenshots taken from Australian government databases/websites. It is recommended that the certifier view the information source themselves but this may not always be possible due to access requirements. As of 1 April 2021 registration history requirements have been relaxed for the Australian market due to difficulties obtaining documentation. If a vehicle does not have proof of previous registration, or if the current owner of the vehicle is not the last registered owner in Australia, the entry certifier must obtain request a vehicle PPSR certificate (which must give a clear title, ie no third party security interest) at the website www.ppsr.gov.au (see Reference material 75 for a sample PPSR report. The vehicle owner must still have invoices, etc that give them title to lawful possession of the vehicle. If the vehicle is border checked after 1 July 2013, the copy of the PPSR report will be available from the NZTA BIS database for all vehicles that have been flagged as damaged imports. There will not be a PPSR certificate in the BIS database for vehicles without a damage flag. To obtain a PPSR certificate (from the BIS database) for a vehicle border checked after 1 July 2013, contact the entry certifier Head Office (Technical Manager).). If a vehicle has been previously registered in Australia it will be shown in the "NEVDIS details" section of the PPSR certificate and the state where the vehicle was registered will also be shown. The vehicle owner must still have invoices etc that give them title to lawfully possess the vehicle. Some auction invoices may be accepted for proof of legal entitlement but not for proof of previous registration (see Reference material 69). If a registration document or invoice contains the words 'statutory', 'write-off', 'salvage', 'junked' or 'non-repairable' the vehicle must be referred to a repair certifier. <ul style="list-style-type: none"> If the vehicle is identified as a 'statutory write-off', the entry certifier can contact Waka Kotahi who will request the details regarding why the vehicle was written off.
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1-6 Specialist certification

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 a vehicle is fitted with an electronic LVVTA data plate/disc then the F001 form is not required.

Figure 1-7-1 Sample LVVTA electronic data plate



10-1 Vehicle rechecks

Table 1-10-1. 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)			✓
<ul style="list-style-type: none"> This includes using a new check sheet. 			

Note 1

The only exceptions to this requirement is if the vehicle has been held within the entry certifier's or a repair certifier's quarantine system.

Quarantine system for entry-level certification vehicles

An entry certifier can operate a quarantine system for vehicles presented for re-inspection within **90 days** 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 or is awaiting original documentation. If a vehicle within the quarantine system is presented within **90 days** of the original inspection, it will not be required to undergo invasive structural or brake inspections.

A quarantine system operated by an entry certifier 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 entry certifier 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 entry certifier must store all vehicle ignition keys in a secure place.
- The vehicle may only be driven with the approval of the entry certifier 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 in LANDATA by the entry certifier in the vehicle notes screen **including mileage, the dates when the vehicle entered quarantine, and the location of the quarantine.**

If these requirements are not followed – the vehicle is deemed to have not entered quarantine.

Repair certifier quarantine system for entry-level certification vehicles

A vehicle that has undergone repair certification may be held in quarantine by an Waka Kotahi-appointed repair certifier for up to **90 days or 100km, whichever is the lesser, from the date and mileage recorded on the check sheet.** When the vehicle is re-presented the repair certifier must supply the LT308, with the dates, mileage, reasons why the vehicle entered quarantine and the location of the quarantine. **This quarantine can be started after 21 days of the initial inspection by the entry certifier.**

- Details relating to any vehicle that is quarantined must be recorded in LANDATA by the repair certifier in the vehicle notes screen **including mileage, the dates when the vehicle entered quarantine, and the location of the quarantine.**

If these requirements are not followed – the vehicle is deemed to have not entered quarantine.

The entry certifier must inspect the vehicle to ensure that any other necessary items have been rectified before completing the remainder of the entry certification process. The inspection needs to be equivalent to an in-service fitness inspection, **it will not be required to undergo invasive structural or brake inspections.**

Technical bulletins

28 Exhaust emissions standards requirements

Acceptable proof of exhaust emissions rule compliance for used vehicles imported from Singapore

Note: Vehicles of the types below may be accepted for the given emissions requirements based on their first registration dates. Vehicles registered before these dates require further evidence of emissions compliance.

- Diesel vehicles first registered in Singapore on or after 1 October 2006 are Euro 4 compliant
- Diesel vehicles first registered in Singapore on or after 1 April 2014 are Euro 5 compliant
- Diesel vehicles first registered in Singapore on or after 1 January 2018 are Euro 6 compliant.
- Petrol vehicles first registered in Singapore on or after 1 April 2014 are Euro 4 compliant
- Petrol vehicles first registered in Singapore on or after 1 September 2017 are Euro 6 compliant

39 Identifying class MB, MD1 or MD2 based on seats on Japanese deregistration certificates

Application

The standards requirements for MD2, MD1 and MB class are identical providing the gross vehicle mass (GVM) is over 2500kg. However, technology requirements differ in that MB class vehicles require ESC. The following resolution is for vans with a GVM over 2500kg entering the country with a deregistration certificate stating more than nine seats:

- If these vehicles meet the requirements for MB (or MD1) class apart from the number of seats stated on the deregistration certificate, they can be considered MB (or MD1) class providing that they have nine or fewer seats (or 12 or fewer in the case of a change from MD2 to MD1) that meet New Zealand requirements, and the seating is original equipment. Wheelchair positions or occasional seats that have been removed are to be excluded from the seat count.

41 Entry certification procedures for certain modified vehicles

European vehicles

Any vehicle, including a motorhome, that has been modified and type certified to the European Community Whole Vehicle Type Approval (ECWVTA) system. The vehicle must have an ECWVTA final stage (this may be second, third or fourth stage) Certificate of Conformity (CoC) and a corresponding label/plate on the vehicle.

Note 1

A motorhome may have final stage approval to 2001/116/EC provided it was approved to 2007/46/EC or 2018/858/EC at an earlier approval stage (ie there is a base or second stage approval label listing 2007/46/EC or 2018/858/EC in addition to the 2001/116/EC final stage label).

Note 2

If the vehicle doesn't have a first (or second - only in the case of the final stage being the third stage) approval to 2007/46/EC or 2018/858/EC, it must be referred to a specialist certifier.

47 Vehicles fitted with ITS Connect

Information

The ITS Connect system fitted to some vehicles that originated in Japan operates by broadcasting a signal on the 760MHz frequency. This frequency is not compatible with the licensing framework in New Zealand, under the Radio Communications Act 1989 it is illegal to import or operate a device that operates on this frequency.

The purpose of this technical bulletin is to define the entry certification process for vehicles that have been identified as being fitted with ITS Connect.

Process

From **1 April 2021** entry certifiers will be required to check if vehicles they are inspecting are damage flagged with notes recorded stating 'ITS Connect Fitted'. Vehicles that are flagged only for 'ITS Connect Fitted' and/or 'Open Airbag Recall' and have no other damage recorded do not require repair certification. If 'Open Airbag Recall' is noted please see **Technical bulletin 43: Takata airbag recall**

If a vehicle's records show 'ITS Connect Fitted' then these **vehicles are to be rejected for entry certification** until such time as evidence is provided that the ITS Connect system has been disabled. Appropriate evidence of the system being disabled would be in the form of an invoice from a Toyota Japan dealer. This evidence should be provided by the border inspector and available on BIS. If that evidence is provided, then the entry certifier can begin the rest of the entry certification compliance process as per usual procedures.

If evidence is not available on BIS the border inspection agent may be able to provide evidence. If evidence of the system being removed is not available, the vehicle owner will need to have the ITS Connect system disabled by Toyota New Zealand. An invoice from a Toyota representative is suitable evidence the system has been disabled.

Reference materials

29 Sample European Community (EC) whole vehicle approval plate

Excluding motorcycles

Identifying the EC whole vehicle approval plate - except motorcycles and mopeds

Note 1

Any directive number in the whole vehicle approval number is acceptable to prove compliance with all standards requirements with the exception of frontal impact and emissions.

Note 2

If the number is Framework directive 2001/116 or one of its higher amendments, it will prove compliance with all required standards and also frontal impact and emissions to Euro 3. If the number is frame work directive 2007/46, or 2018/858/EC, or one of its higher amendments, it will prove compliance with all required standards and also frontal impact and emissions to Euro 4. The current higher amendment numbers are:

2007/37	2007/46	285/2009	595/2009corr
2010/19	1060/2008	385/2009	595/2009
661/2009	371/2010	2018/858	

70 Sample hpi and Experion reports



Certificate of Vehicle History

Registration: Date Of Check Reference: **11 October 2020 21:20**

Overview

Result: **Pass** Information: **No issues uncovered**

Completed Checks

- Stolen (Police): **No**
- Stolen (Insurance): **No**
- Written off: **Not Written Off**
- Salvage History: **None Recorded**
- Exported: **Not Exported**
- Imported: **Not Imported**
- Scrapped: **Not Scrapped**
- Unscrapped: **Not Unscrapped**
- VIC Inspected: **Not VIC Inspected**
- Colour Changes: **No Colour Changes**
- Plate Changes: **No Plate Changes**

Finance Check

Outstanding Finance: **No finance recorded**

Finance Check powered by Experian

MOT & Road Tax

Road Tax: **Expired: 22 Jun 2020**
 MOT: **Ends soon: 28 Oct 2020**

Your Manual Checks

VIN ends with: **0084**
 Engine Number:
 VSC log book code: **29/04/77**

Vehicle Valuation

Description: **JAGUAR XF PORTFOLIO D AUTO (2017-17)**
 Based on Mileage: **41,000 miles**
 On The Road: **£38,480**
 Dealer Forecourt: **£17,300**
 Private Average: **£15,500**
 Auction: **£13,000**
 Part Exchange: **£12,600**



Vehicle Details

Registration: **0084**
 VIN (sans with): **Jaguar**
 Manufacturer: **XF Portfolio D Auto**
 Model: **White**
 Colour: **Saloon**
 Body Style: **Semi Automatic**
 Transmission: **8 Gears**
 No. Of Gears: **Diesel**
 Fuel Type: **1999 cc**
 Engine Size: **5 Seats**
 No. Of Seats: **4 Doors**
 No. Of Doors:

Ownership

No. Previous Keepers: **1**
 Prev. Keeper Sold: **22 June 2020**
 Prev. Keeper Acc.: **29 April 2017**
 Vehicle Age: **3 years 5 months**
 Registration: **29 April 2017**

Engine Specification

Engine No.:
 Engine Code:
 Position: **Front**
 Alignment: **Longitudinal**
 Valves: **16 Valves**
 Cylinders: **4 Cylinders Inline**
 BHP: **180 BHP**
 Power Output: **132 Kw**
 Fuel Delivery: **Turbo**

Additional Information

Vehicle Type: **Car**
 Width: **2091 mm**
 Length: **4954 mm**
 Height: **1457 mm**
 Top Speed: **136 MPH**
 0-60 MPH: **8.10 Secs**
 Euro Status: **6b**



Fuel Economy - Used Cars Reg No.FP17UOH

CO₂ emission figures (g/km)



C 114 g/km

Fuel Cost (estimated) for 12,000 miles

Re-calculated annually, the cost per litre as at October 2020 is as follows - Petrol 114.9p, Diesel 118.9p and LPG 64.9p.

VED for 12 months

VED for 6 months
 Note: VED rates are indicative. Check <https://www.gov.uk/vehicle-tax-rate-tables> to confirm rates for this vehicle.

This vehicle may incur an additional annual surcharge of up to £475.

£1131

£150
 £82.50

Make/Model:

Jaguar / XF Saloon, 16My

Description:

2.0L Td4 (180Ps) Ma

Fuel Type:

Diesel

Engine Capacity (cc):

2.0 litres

Fuel Consumption:

Drive cycle	Litres/100km	Mpg
Urban	5.1	55.4
Extra-Urban	3.9	72.4
Combined	4.3	65.7

Date of First Registration: 29 April 2017



MOT History

Date	Result	Details
20/04/2020 07:02	Pass	Mileage issue: This MOT has an odometer reading of zero. Advisory Notices • Covid-19 6 month extension