 **MFA 610**

###### APPLICATION TO IMPORT A

###### DC/DCC, CC/CCC or FC/FCC LICENSED MOTOR VEHICLE

Before the motor vehicle may be imported exempt of Goods & Services Tax (GST) this form must be approved by the Ministry of Foreign Affairs and Trade, Protocol Division**. Approval to import a vehicle exempt from GST is subject to the instructions detailed overleaf.**

**Please read the instructions overleaf**

**1 REGISTRATION DETAILS:**

(a) Purchaser’s Full Name:

...........................................................................................................................………………….........

*(If it is an official vehicle the name of the Mission/Post should be entered here)*

1. Name of Mission:

.................................................................................. Email : ...………………..……………………….

(c)Status: ...............................................................…………………………………………………….….…..

*(If a personal import state whether Diplomatic, Consular or Official staff status)*

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**2 MOTOR VEHICLE DETAILS:**

(a) Year: ................................. Make: ............................................ Model: .........………………...…....

Chassis No: ...................................................................... Colour: ..........................................

(b)Personal Vehicle 🞏 or Office Vehicle 🞏*(Please tick one*)

(c) Left-Hand Drive: No **🞏** Yes **🞏** *(Special conditions apply to the importation of LHD vehicles)*

**3 NAME OF COMPANY/AGENT ARRANGING IMPORTATION OF THE ABOVE MOTOR VEHICLE:**

.....................................................................................……… Telephone No: .....………………….…..

NOTE - SEE OVER FOR COMPLETION OF PARA 4 “UNDERTAKING” AND GST EXEMPTION INSTRUCTIONS

***DC Diplomatic motor vehicle DCC Diplomatic motor cycle***

##### *CC Consular motor vehicle CCC Consular motor cycle*

***FC Admin & Tech Staff motor vehicle FCC Admin & Tech Staff motor cycle***  **MFA 610**

**2**

**4 UNDERTAKING:**

I accept that if the above motor vehicle is sold by me within three years of first being registered I will

be liable for the payment of GST.

I confirm that the above motor vehicle has been imported in the name of the privileged person or

Mission/Post.

Purchaser’s Signature: ........................................................................ Date: ...................….......

***FOR MFAT USE***

**MINISTRY OF FOREIGN AFFAIRS AND TRADE APPROVAL:**

Subject to compliance with the instructions listed below, approval is granted to import, exempt GST,

the above motor vehicle.

Approval is granted to issue DC/DCC/CC/CCC/FC/FCC licence plates, styled:.............. to the above

motor vehicle.

Plates should be collected and registration undertaken at the following address:

VTNZ Thorndon Quay, Wellington; or

AA Technical, 419 Great South Road, Penrose Auckland; or

AA Technical, Cnr Brougham & Buchan Streets, Christchurch

**Name of Approving Officer:** .................................... **Signature:**  ..............................................

**Approval No:** ....................... **Date**: ...................................... **MFAT’s Seal:**

PLEASE SEE INFORMATION NOTES OVER PAGE

GST IMPORT EXEMPTION INSTRUCTIONS

We would advise all diplomatic/consular/official staff to ensure that when they arrange the importation of a motor vehicle, they bring to the attention of the motor vehicle dealer the instructions detailed in paras 2 - 4 below. Regular communication with the motor vehicle dealer to ensure that these requirements are met is also recommended.

1 Diplomatic/consular/official staff and Mission/Post require the prior written approval (using this form) of the Ministry of Foreign Affairs and Trade, Protocol Division before they may import a motor vehicle exempt from GST. Approval is also required for the importing of pre-owned motor vehicles.

2To ensure the approved motor vehicle is imported exempt GST, the following import procedure must be followed.

3The “importer” on the import entry form that is used to clear the vehicle through the New Zealand Customs Service’s import clearance process must be the privileged person or Mission/Post. Meeting this requirement enables the entry of the vehicle under diplomatic privilege with GST exemption.

4 If the above procedure is not followed, GST would need to be paid. (In some instances the company arranging the importation and clearance of the vehicle has entered the name of the motor vehicle company as being the importer rather than the privileged person. If this occurs, the vehicle cannot be imported GST exempt.)

* 1. Motor vehicles imported exempt from GST may not be registered until the staff member has arrived in New Zealand to take up his/her assignment. Persons who order a vehicle which will land in New Zealand before their arrival in New Zealand will be required to meet all associated costs should they not take up their assignment.
  2. Personal identification which confirms the owner’s signature and date of birth will be required when registering a motor vehicle. A passport or New Zealand driver’s licence may be used for this purpose.
  3. The prior approval of the Ministry of Foreign Affairs and Trade, Protocol Division, is required before a vehicle purchased under privilege is sold, exported or otherwise disposed of or ceases while in New Zealand to be retained solely for the personal use of the privileged person or his/her eligible family, or if an official vehicle, ceases to be the property of the sending state (form MFA 611).
  4. Persons who import a motor vehicle exempt from GST will be required to pay a portion of the GST if the motor vehicle is sold or it ceases to be retained solely for use of the privileged person or mission within three years of first being registered in the name of the mission/post or privileged person.

*Any further enquiries regarding this application should be made to:* [*protocol@mfat.govt.nz*](mailto:protocol@mfat.govt.nz)