

Please complete this form if you're an organisation who would like to change the address details for your vehicle(s).

Organisation details

Organisation name

Trading as name (if applicable)

NZ Transport Agency customer number
or company number (see note 1)

Transport service licence number (if held)

Please note this is the physical and mailing address of the company, not the vehicle.

Organisation's physical address

Organisation's mailing address

Organisation's email address (optional - see note 2)

Contact person

Contact person's phone number

Contact person's position in company

Vehicle address details

Please tick here to confirm that **all** of the vehicles for the organisation named above should have the **same** address as the organisation's address above (see note 3).

Notes

1. Multiple company branches

If your organisation has another physical/ mailing address (for example, a branch in a different location to the one above) you'll need a separate Transport Agency customer number for each location (but you can use the same company number for each location if applicable). You'll need to complete this form separately for each location where you require the address details to be updated.

If required, you can request a Transport Agency customer number by completing an *Application for NZ Transport Agency customer number* form (MR36) available online at www.nzta.govt.nz/form-mr36 or by calling us on 0800 108 809.

2. Email address

Providing your email address is voluntary but if you'd like us to send your organisation information and notices about motor vehicle licensing or to contact your organisation for feedback on our services by email, please enter an email address here. Please take care to ensure that you enter the email address correctly to avoid communication intended for your organisation being sent to an incorrect email address.

3. Vehicle address

All vehicles associated with the Transport Agency customer number or company number above will be updated to share the address details specified on this form.

Click **Attach** to attach this form to an email. You'll still need to press **Send** to send the email. Alternatively, you can save this form and attach it manually to an email. Please send the email to: COA@nzta.govt.nz.