### REGISTERED IMPORTER NEWSLETTER No. 48 National Highway Traffic Safety Administration Office of Vehicle Safety Compliance August 28, 2014

#### MAINTENANCE OF RI REGISTRATION

This is your reminder that it is time to submit the information required to permit you to continue to be a registered importer (RI) for the fiscal year (FY) 2015, which begins on October 1, 2014. The information specified below should be submitted as soon as possible, but no later than September 30, 2014 for your company to remain in active status as an RI. Failure to submit the renewal information by that date will cause your registration to be automatically suspended effective October 10, 2014, as provided in 49 CFR 592.7(a)(1). Because there are delays in our receipt of material sent by regular mail, we recommend that you send this information by an overnight express carrier to:

Office of Vehicle Safety Compliance National Highway Traffic Safety Administration 1200 New Jersey Avenue, S.E. West Building-4<sup>th</sup> Floor-NVS-223 W45-205 Washington, dc 20590 Attn: RI Renewal

# PLEASE COMPLETE AND SIGN THE ATTACHED FORM TO RENEW YOUR REGISTRATION

Also don't forget to include with the completed registration renewal form (Attachment 1) a new service insurance policy (with notarized signatures). **Do not** include a credit card authorization (Attachment 2) <u>or</u> a check made payable to the Treasurer of the United States with the renewal form. We will advise you of the renewal fee at a later date.

If there are any changes in the business information you have previously filed with NHTSA, please also submit the appropriate enclosure, as listed on page 5 of the registration renewal form, document that change.

RI renewal questions should be directed to Johnny Gibson at 202-366-1672

#### Attachment 1

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National Highway Traffic Safety Administration Import and Certification Division Phone: (202) 366-5291 Website Address: www.nhtsa.dot.gov/cars/rules/import/

## Part 592.5(f) & 592.6(I) Yearly Statement of Registered Importer or Notification of Business Change Use this form to submit the RI's Yearly Statement or to notify NHTSA of relevant changes to the RI business that occurred after the last Yearly Statement was submitted or after the initial application

for registration as an importer.

	Section I. Registered	Importer Information		
RI Name				
	Last	First		Date of Birth
Position		Business Name		
Business Address				
		Street, Suite No.		
City		State/Province		
Country		Telephone Number		
Zip Code		Fax Number		
E-mail Address		Form of Busine	ss Organization	•
State under which b	business formed	¥		
	Section II. Identify Each Partner/ Officer/ Director/ M	anager of RI's Partnership or (	Corporation §592.5(a)	
Name	Last	First		Date of Birth
Position		Business Address		
			Street, Suite No.	
City		State/Province		
Country		Zip Code		
Name	Last	First		Date of Birth
Position		Business Address		
			Street, Suite No	D.
City		State/Province		

Last First Date of Birth   Position Business Address	Name					
Street, Suite No.         City			Last		First	Date of Birth
Street, Suite No.         City	Position			Business Addre	ess	
Country Zip Code						Street, Suite No.
Country Zip Code	City			State/Province		
Cap Code         (Attach a separate page if needed)         Section III. Business Interests         I am willing to contract with individual owners to conform to the safety and bumper standards the following types of vehicles those owners import, provided the vehicles have been determined to be eligible for importation pursuant to 43 CFR Part 593 (check all that apply):         Passenger Cars       MPVs       Light Duty Trucks (10,000 lb GVWR)       Buses         Heavy Trucks & Tractors (Over 10,000 lb GVWR)       Motorcycles / Motor Driven Cycles       Low-speed Vehicles         I am willing to modify vehicles imported from:       Canada       All Other Countries         Section IV. Petition for an Import Eligibility Decision       Section IV. Petition for an Import Eligibility Decision         Section IV. Petition for an Import Eligibility Decision       Section IV. Petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594         Section V. Registered Importer Premises (Complete only If business changes occurred)       City         State       City       Zip Code         Telephone Number       Fax Number       Pax Number         Date Facility First Used       City       Zip Code         Business Address       City       City       Same as Main Office						
Section III. Business Interests         I am willing to contract with individual owners to conform to the safety and bumper standards the following types of vehicles those owners import, provided the vehicles have been determined to be eligible for importation pursuant to 49 CFR Part 593 (check all that apply):         Passenger Cars       MPV's       Light Duty Trucks (10,000 lb GVWR or less)       Trailers       Buses         Heavy Trucks & Tractors (Over 10,000 lb GVWR)       Motorcycles / Motor Driven Cycles       Low-speed Vehicles         I am willing to modify vehicles imported from:       Canada       All Other Countries         Section IV. Petition for an Import Eligibility Decision       Section IV. Petition for an Import Eligibility Decision         Yes       No       I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594         Business Address	Country			Zip Code		
I am willing to contract with individual owners to conform to the safety and bumper standards the following types of vehicles those owners import, provided the vehicles have been determined to be eligible for importation pursuant to 49 CFR Part 593 (check all that apply):         Passenger Cars       MPVs       Light Duty Trucks (10,000 lb GVWR or less)       Trailers       Buses         Heavy Trucks & Tractors (Over 10,000 lb GVWR)       Motorcycles / Motor Driven Cycles       Low-speed Vehicles         I am willing to modify vehicles imported from:       Canada       All Other Countries         Section IV. Petition for an Import Eligibility Decision         Pees       No       I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594         Business Address			(Attach a separat	te page if needed)		
provided the vehicles have been determined to be eligible for importation pursuant to 49 CFR Part 593 (check all that apply):   Passenger Cars MPVs   Light Duty Trucks (10,000 lb GWWR or less) Trailers   Buses Buses     Heavy Trucks & Tractors (Over 10,000 lb GWWR) Motorcycles / Motor Driven Cycles   Lam willing to modify vehicles imported from: Canada   Section IV. Petition for an Import Eligibility Decision     Yes No     I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594     Main Office     Business Address   City        Past Used     Records Storage     City			Section III. Bus	<u>siness Interests</u>		
Heavy Trucks & Tractors (Over 10,000 lb GVWR)     I am willing to modify vehicles imported from:     Canada     All Other Countries     Section IV. Petition for an Import Eligibility Decision     Yes     No     I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594     Section V. Registered Importer Premises   (Complete only if business changes occurred)     Main Office     Business Address   City   Telephone Number   Part Used     Records Storage     Same as Main Office						
I am willing to modify vehicles imported from:     Section IV. Petition for an Import Eligibility Decision     Yes     No     I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594     Section V. Registered Importer Premises   (Complete ony if business changes occurred)     Main Office     Business Address   City   Telephone Number   Pate Facility First Used     Records Storage     Same as Main Office				cks (10,000 lb GVW		
Section IV. Petition for an Import Eligibility Decision         Yes       No         I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594         Section V. Registered Importer Premises (Complete only if business changes occurred)         Main Office         Business Address	Heavy	Trucks & Tractors (Over 10,000 I	b GVWR) D Motorcycles	/ Motor Driven Cyc	les 🗌 Low-speed	Vehicles
Yes       No       I am willing to prepare and submit import eligibility petitions to NHTSA and to pay all required fees for those petitions, as set forth in 49 CFR Parts 593 and 594         Section V. Registered Importer Premises (Complete only if business changes occurred)         Main Office         Business Address	I am willing	to modify vehicles imported from	m:		Canada	All Other Countries
Ites       No       set forth in 49 CFR Parts 593 and 594         Section V. Registered Importer Premises (Complete only if business changes occurred)         Main Office			Section IV. Petition for an	Import Eligibility D	Decision	
(Complete only if business changes occurred)         Main Office         Business Address       City         State       Country Zip Code         Telephone Number       Fax Number         Date Facility First Used          Records Storage         Same as Main Office         Business Address	☐ Yes [			lity petitions to NH	TSA and to pay all requi	red fees for those petitions, as
Business AddressCity   StateZip Code   Telephone NumberFax Number   Date Facility First Used   Records Storage						
State Country   Telephone Number Fax Number   Date Facility First Used Fax Number     Records Storage     Same as Main Office   Business Address     City			Main	Office		
Telephone Number Fax Number	Business /	Address			City	
Date Facility First Used	State		-	Country		Zip Code
Records Storage       Same as Main Office       Business Address	Telephone	Number		Fax N	umber	
Same as Main Office       Business Address	Date Facili	ty First Used				
Business Address City	Records Storage					
	Same a	as Main Office				
	Business A	Address			City	
	State		•	Country		Zip Code

Telephone Number	Fax Number		
Date Facility First Used			
	Conformance Modifications		
Same as Main Office			
Business Address	City		
State	Country	Zip Code	
Telephone Number	Fax Number		
Date Facility First Used			
	Vehicle Storage		
Same as Main Office			
Business Address	City		
State	Country	Zip Code	
Telephone Number	Fax Number		
Date Facility First Used			
Section VI. Principals of the	ne Applicant whom the Applicant Authorizes to submit Com (Complete only if business changes occurred)	formity Certifications to NHTSA	
Drin singl Name	Title		
Principal Name	Title		
Principal Name	Title		
Principal Name	Title		
Principal Name	Title		
Section VII. Customs Broker (Complete only if business changes occurred)			
Broker Name			
Business Address	City		
State/Province	Country		
Zip Code			
Lip 0006	Contact InfoLast	First	

Telephone Number

Fax Number

Section VIII. Associated with EPA Licensed Independent Commercial Importer (ICI) (Complete only if business changes occurred)			
ICI Name			
Business Address	City		
State	Country	Zip Code	
Contact Info	Last	First	
Telephone Number	Fax Number		
Section IX. Certification, Acknowledgement & Disclosure (Must complete this section)			
(§ <u>592.5(f)(2)(ii))</u> By checking this t CFR 592.6 and that I will fully comply with e	box, I hereby certify that I have read and understand the duties ach such duty.	of a Registered Importer, as set forth in 49	
(§ 592.5(f)(2)(ii)) By checking this box, I hereby certify that all the information provided in each of my previous annual statements or changed in any notification that I may have provided to NHTSA in compliance with § 592.6(I), remains correct and that all the information provided in this annual statement is true and correct.			
(§ 592.5(f)(2)(ii)) By checking this box, I hereby certify that I understand that, in the event that the registration is suspended or revoked, or lapses, I will remain obligated to notify owners and to remedy noncompliances or safety related defects, as required by 49 CFR 592.6(j), for each vehicle for which I have furnished a certificate of conformity to NHTSA.			
(§ 592.5(e)(I)(iii)) By checking this box, I acknowledge that the registered importer, or any person associated with direct or indirect ownership or control of the registered importer's business, or any person employed by or associated with the registered importer, has not been convicted of a crime related to the importation, purchase, or sale of motor vehicles or motor vehicle equipment. These offenses include, but are not limited to, title fraud, odometer fraud, or the sale of stolen vehicles.			
Section X. Documentation Preparation & Enclosures			
(§ 592.5(a)(3)) Identity of Person preparing t	his statement (if different from RI.)		
Name	Title		
Business Address	City		
State/Province	Country		
Zip Code			

I have attached to this statement enclosures identified by the form in 49 CFR § 592.5.	m entitled "RI Yearly Statement or Business Change Notification Checklist" as set forth
RI's Signature	Date
Please complete the form by typing or clearly printing. Questions about the form may be answered by sending an e-mail to <u>Importcertification@dot.gov</u> or by calling 202-366-4192. Mail the completed form with an original signature to:	Additional Information
Attn: Yearly Statement or Business Change Notification Director, Office of Vehicle Safety Compliance 1200 New Jersey Avenue, S.E. West Building, Room W45-205, Mail Code NVS-223 Washington, DC 20590	Note: Each RI that is granted its RI registration must keep its business information on file with NHTSA current, accurate and complete by submitting revised information generally not later than 30 calendar days after the relevant business changes occur. If a RI intends to change its street address or telephone number or discontinue use of a facility that was identified in its registration application, it must notify NHTSA not less than 10 days before such change or discontinuance of such use, and identify the facility, if any, that will be used instead.

Section XI. RI Application Checklist

$\checkmark$	N/A	No.	Enclosures with the following material or information should accompany the "Yearly Statement of Registered Importer or Notification Business Change"
		1	Information sufficient to establish that the applicant owns or leases one or more facilities in the United States sufficient in nature and size to repair, conform, and store the vehicles for which it provides certification of conformance to NHTSA including a copy of the deed or lease for each such facility, video photographs of each such facility, and the street address and telephone number of each such facility. (§ 592.5(a)(9)(ii))
		2	A narrated digital DVD video that shows the facilities the applicant proposes to use to conduct its business as an RI. This must be formatted to play in Windows Media Player® or in QuickTime®. Suitable video formats include MPEG® and AVI. The recording must include footage of the office space and office equipment the applicant will use in its RI business, including file cabinets or other devices that will be used to store the records an RI must maintain. The recording must also show the area outside the building as having secure vehicle storage space and the premises inside the building that will be used for performing conformance modifications on imported nonconforming vehicles. Footage must also be provided that shows that the applicant has procured a current copy of Title 49, Code of Federal Regulations, Parts 400 to 599. (§ 592.5(a)(9)(ii))
		3	If the applicant is a non-public corporation, the applicant must provide a statement issued by the Office of the Secretary of State, or other responsible official of the State in which the applicant is incorporated, certifying that the applicant is a corporation in good standing. The application also must include the full name, street address, and date of birth of each officer, director, manager, and person who is authorized to sign documents on behalf of the corporation and the name of any person who owns or controls 10% or more of the corporation. (§ 592.5(a)(4)(iii))
		4	If the applicant is a public corporation, the applicant must include a copy of its latest 10 -K filing with the Securities and Exchange Commission, and provide the name and address of any person who is authorized to sign documents on behalf of the corporation. (§ 592.5(a)(4)(iv))
		5	A cashiers check or certified check made payable to the Treasurer of the United States in the amount specified under 49 CFR Part 594 to cover the cost of the application. (§ 592.5(f)(4))
		6	A copy of the Safety Recall Service Contract the applicant has entered with an independent insurance company, with notarized signatures, to cover the obligations the applicant will incur as an RI with respect to conducting safety recall campaigns. (§ 592.5(f)(3))
		7	A copy of the current business license issued to the applicant to do business as an importer or modifier or seller of motor vehicles or a statement that the applicant has made a bona fide inquiry and is not required by State or local authority to have such a license or document. (§ 592.5(a)(5)(iii))



**U.S. Department** of Transportation National Highway Traffic Safety Administration



### **RI CREDIT CARD AUTHORIZATION FORM**

This is an electronic form. Please use your **TAB** key to go to the next field. If you made a mistake and moved to the next field, press SHIFT-TAB together to go back.

**Choose Card Type:** Visa

MasterCard

American Express

Discover

Last 4 Digits of the Credit Card Account on file:

Expiration Date (MM/YYYY):

Company Name:	
Card Holder Name:	
Address:	
-	
Email Address:	2
Telephone Number:	
- Notes:	
-	

Fill out this form to use your credit card to pay your compliance package, petition, and /or RI renewal fees. Please notify NHTSA by e-mail when the expiration date changes, an authorized user is no longer authorized, the card is cancelled, stolen, or you change credit cards.

Signature: \_\_\_\_\_

Date

Please fax this completed form to 202-493-0073 or email it to importcertification@dot.gov. You must call 202-366-5291 to provide the full credit card number to complete your transaction. Do not include your full credit card number on this form.