

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-4th 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) or 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

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 Applicant whom the Applicant Authorizes to submit Conformity Certifications to NHTSA
(Complete only if business changes occurred)

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 _____ Contact Info _____

Last

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)

(§ 592.5(f)(2)(ii)) By checking this box, I hereby certify that I have read and understand the duties of a Registered Importer, as set forth in 49 CFR 592.6 and that I will fully comply with each such duty.

(§ 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(l), 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)(1)(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 this 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 entitled "RI Yearly Statement or Business Change Notification Checklist" as set forth in 49 CFR § 592.5.

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 Importcertification@dot.gov or by calling 202-366-4192.
Mail the completed form with an original signature to:

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

Additional Information

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

✓	N/A	No.	Enclosures with the following material or information should accompany the "Yearly Statement of Registered Importer or Notification Business Change"
<input type="checkbox"/>		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))
<input type="checkbox"/>		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)(iii))
<input type="checkbox"/>		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 other 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))
<input type="checkbox"/>		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))
<input type="checkbox"/>		5	A cashiers check or certified check made payable to the <i>Treasurer of the United States</i> in the amount specified under 49 CFR Part 594 to cover the cost of the application. (§ 592.5(f)(4))
<input type="checkbox"/>		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))
<input type="checkbox"/>		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))

