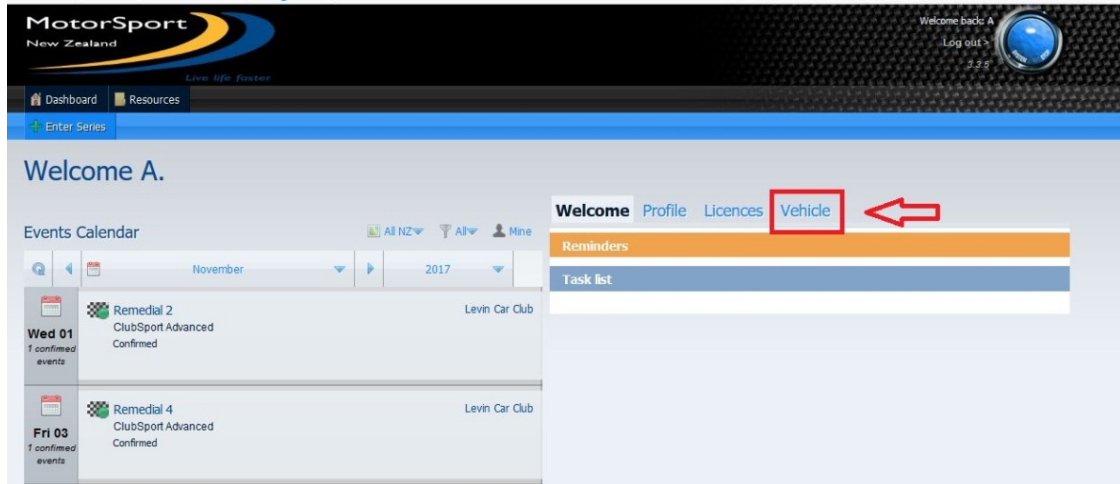


Applying For or Updating a Certificate of Description (CoD)

1. Log In

Log into your MotorSport Online record

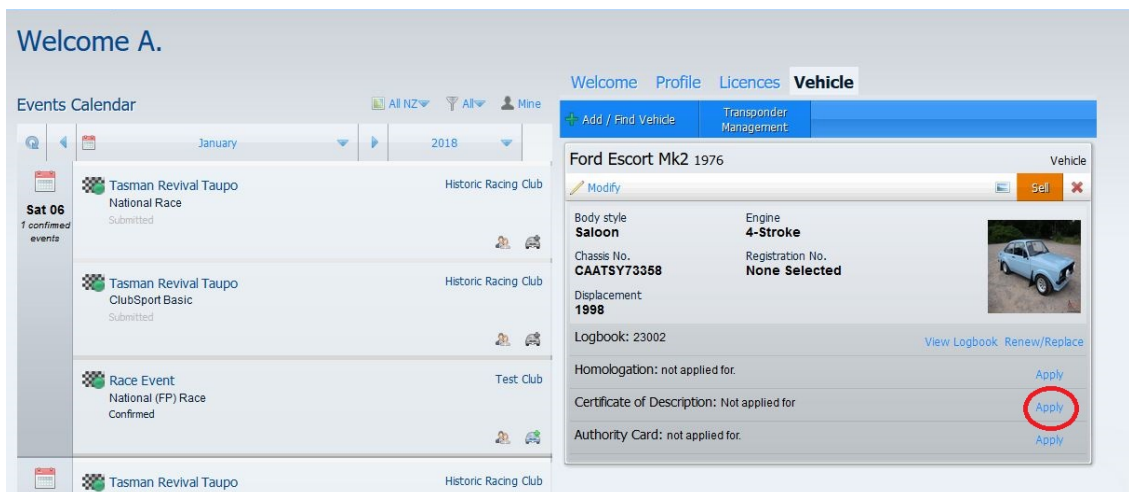
2. Select vehicle tab



3. The Vehicle Tab screen shows all the vehicles associated with the user. Each vehicle is displayed as an individual 'box'.

The **Certificate of Description** line displays whether there is a Certificate of Description issued to the vehicle or not.


To apply for a CoD select "Apply" or "Update" to amend a CoD.



4. Certificate of Description Application Screen

Certificate of Description Application
Apply for a Certificate of Description

Vehicle Details

Owner Name	A Competitor	
Make	Ford	
Model	Escort Mk2	
Variant		
Year	1976	
Vehicle Chassis No.	CAATSY73358	
Registration No.		
Logbook No.	23002	
Homologation No.		
Year of Introduction	<input type="text"/>	
Year Vehicle Now Represents	<input type="text"/>	
Year of Restoration	<input type="text"/>	
FIA Homologation Form No.	<input type="text"/>	

Application Details

This application is relevant to all vehicles compliant to Schedules K, T&C, CR & RH that require a Certificate of Description as detailed in Appendix Six Section Three of the current MotorSport Manual.

All aspects of the form relating to the vehicle under application should be provided in complete detail. However, if an area of this form is not relevant to your vehicle please mark it "N/A" (not applicable).

Relevant supporting documentation of the originality of the vehicle and any modifications should be submitted with this application. Examples of such documentation are FIA homologation papers, manufacturers' specifications, magazine articles and/or extracts from published books.

Note: Scanned copies of your original documentation is preferable, but if originals are submitted by post, these shall be kept safely at the MotorSport NZ office for reference purposes and then returned with the completed application. Please ensure that if you are sending documentation by post (or fax) that you indicate this by ticking the box.

- A. **Vehicle Details** section. Enter the vehicle details fields, including the FIA HTP number (if known).

Important Note: Pressing the save button will save the information without submitting the application. To exit the application, press save and then the red "X" in the top right corner. To return to the saved application, click on 'Continue' in the vehicle tab screen.

Certificate of Description Application
Apply for a Certificate of Description

Section 1 - Chassis

- 1.1 Chassis Frame and/or Bodyshell
- 1.2 Front Suspension
- 1.3 Rear Suspension
- 1.4 Steering
- 1.5 Brakes

Section 2 - Fuel / Induction Systems

- 2.1 Engine
- 2.2 Cylinder Head
- 2.3 Lubrication
- 2.4 Ignition System
- 2.5 Fuel System
- 2.6 Engine Location

- B.** Open each of the “**Sections 1 through 4**” by clicking on the white “Open” box. The system will automatically pre-populate fields with any details already held. Enter the relevant information in any fields that are blank by either typing the information into the free text fields, selecting the appropriate information from the drop down menus provided or selecting a ‘yes’ or ‘no’ button as applicable.
Note: selecting a ‘yes’ or ‘no’ button may open a text box for more detailed information.
Hint: pressing the “close” button after completing each section makes navigating the screen much easier.
- C.** Open the “**Section 5 - Photographs**” section by clicking on the white “Open” box. For each photo Click on the “browse” button, navigate to the required drawing and select ok to upload. **Note:** Once uploaded successfully the picture will appear in the square.
- D.** Open the “**Section 6 – Additional Information / documentation**” section by clicking on the white “Open” box. This screen allows for any supporting documentation (official results, programmes etc) to be uploaded. Use the browse button to navigate to the file location on your computer and click on open. Click the “upload” button to upload the file into the event record.
Note: All successful uploads will be shown in the ‘file name’ box.
 If the supporting documentation is not uploaded then the ‘I have emailed / posted to MSNZ head office’ should be ticked.

- E.** Complete the “**Applicant Statement**” by selecting the relevant Schedule group and period from the drop down menus provided, and entering the reasons for selection in the box provided.
Note: each Schedule group and period has a brief description shown to assist the user.
- F.** Complete the “**Declarations**” section as appropriate. **Note:** the “I Agree” box must be ticked before proceeding to payment.
 Tick the priority payment box if priority processing is required.

5. Payment Screen

Select the method of payment from the payment method drop down menu. Select continue to finish the application.

Note: If cash, cheque or internet banking is selected the invoice containing all the payment details will be emailed to the email address shown in your personal record.

Payment
List of outstanding charges

Invoice Summary

Licence Fees	
Admin Fees	
Fines	
Event Fees	
Technical Fees	
Logbook: Ford Escort Mk1	\$30.00
Amount Payable (All Fees Include GST)	\$30.00

Select Payment Method

Select Payment Method: Direct credit via internet banking

Please use the following details to make your payment:

Payee	MotorSport New Zealand Inc
Bank Account Number	12-3192-0017344-00
Reference	140455

An invoice will be sent to you by email, including the payment advice above.
Please note that your application will not be processed until full payment has been received

Confirmed

Cancel Continue

6. Application complete

Once the continue button has been pressed you will be returned to your vehicle screen and the Certificate of Description line will have "An application is pending" showing against it.