

TC16: New Vehicle Information Statement (NVIS) Instructions

The New Vehicle Information Statement (NVIS) is the titling document used to register vehicles in Canada. This document provides instructions for completing the NVIS. The vehicle manufacturer should generate a NVIS for every Canadian specification vehicle it manufactures.

Step 1: Add your company logo to the header of the document

Step 2: Under the *Vehicle* heading:

1. Insert the vehicles' identification number (VIN) into the spaces provided. The VIN must be 17 digits in length. A corresponding barcode will automatically be generated by the form.
2. Leave the *Plate or Registration No.* box blank.
3. Under the *Make* heading: insert the shorthand name of the vehicle manufacturer (e.g. Honda).
4. Under the *Model* heading: insert the trade name of the series of vehicle (e.g. Civic).
5. Under the *Series* heading: insert the specific model identification (in the case of RV's this is usually a floor-plan designation) of the vehicle (e.g. Si).
6. Under the *Model Year* heading: insert the model year of the vehicle. Please note that the model year is not always the same as the production year.
7. Under the *Colour* heading: insert the primary exterior colour (e.g. white)
8. Under the *Body Type* heading: Choose the most appropriate type from the list below, and insert it into the box.
 - a. Trailer
 - b. MPV (multi-purpose passenger vehicle)
 - c. Bus
9. Under the *No. of Cyl.* heading: if the vehicle is powered by an internal combustion engine, insert the number of cylinders. If the vehicle is not powered by an internal combustion engine, insert 'N/A'.
10. Under the *Motive Power* heading: if the vehicle is powered by an internal combustion engine, insert the fuel type. If the vehicle is not powered by an internal combustion engine, insert 'N/A'.

11. Under the *Shipping/Curb/GV Weight (kg)* heading: insert the shipping weight if the vehicle. If the shipping weight of the vehicle does not differ from the GVWR of the vehicle, insert the GVWR.
12. Under the *G.V.W.R. (kg)* heading: insert the gross vehicle weight rating (GVWR).
13. Under the *Wheelbase (mm)* heading: if the vehicle is a multi-purpose passenger vehicle or bus, insert the wheelbase of the vehicle. If the vehicle is a trailer, insert 'N/A'.
14. Under the *Engine Serial No.* heading: if the vehicle is powered by an internal combustion engine, insert the engine's serial number. If the vehicle is not powered by an internal combustion engine, insert 'N/A'.
15. Under the *Displacement* heading: if the vehicle is powered by an internal combustion engine, insert the displacement of the engine (in cubic centimetres). If the vehicle is not powered by an internal combustion engine, insert 'N/A'.
16. Under the *Off Road Vehicle* heading: Select 'No'.
17. Under the *Manufacturer's Comments* heading: insert any special comments.

Step 3: Under the *Manufacturer* heading:

1. Under the *Name and Location* heading: insert the initial-stage vehicle manufacturer's name and location.
2. Under the *Final-Stage Manufacturer - Name and Location* heading: insert the final-stage vehicle manufacturer's name and location. Note: if the vehicle is not produced in stages both headings (1 and 2) will contain the same information.
3. Under the *N.S.M.* boxes: if the vehicle is manufactured by a foreign company, outside of Canada, insert N/A.

Step 4: Under the *Compliance Specialist* heading:

1. Under the *Name and Location* heading: insert the information below.

Quality Auditing Institute, Ltd. #16-211 Schoolhouse St., Coquitlam, B.C., Canada V3K 4X9

Step 5: Other Fields

Leave all other fields blank; they will be completed by the dealer, purchaser and registration office.