

# Application to Register as a Number Plate Supplier

Please read the notes over the page carefully before you complete this form.  
Supplementary form V940/1 must also be completed for more than one place of business (see notes).

**\*MANDATORY FIELDS**

**A Company Details**

\*Company name (in full)

\*Company address

\*Post town  Postcode

\*Companies House, registration number/partnership number  DVLA Fleet No. (if applicable)

\*Daytime tel number  Email address

24hr/mobile contact tel number  Fax number

Nature of business

Do you supply number plates to: (please tick all that apply)

Trade  Public  Fleet Operators  Own used stock

Other (Please specify)

Type of business: Sole Trader  Ltd Company  Partnership  Plc

\*If you are a Sole Trader you **must** give your name and usual residential address. If the company is a partnership please give the name and address of all partners

Other (Please specify)

**B Fee**

**A one off fee of £40 is payable for each place of business** (See note 5). I enclose payment of £\_\_\_\_\_.  
Cheques/postal orders should be made payable to **DVLA Swansea**. We do not accept Visa Electron debit cards.

**Method of payment:** Cheque enclosed  Postal orders  Mastercard/Visa/Debit Card/Maestro

Card No.

Valid from  Expiry date  Issue number (if applicable)

I authorise you to charge my credit/debit card for my payment. Signature \_\_\_\_\_

**C Declaration**

**I declare that I have checked the information provided on this form and to the best of my knowledge and belief it is correct.**

Contact name \_\_\_\_\_

Print name in full \_\_\_\_\_ Date of birth

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position held in Company \_\_\_\_\_

**The Register of Number Plate Suppliers scheme applies to all number plate suppliers in the United Kingdom. For detailed information visit [www.businesslink.gov.uk](http://www.businesslink.gov.uk)  
IN ORDER TO SUPPLY NUMBER PLATES LEGALLY YOU MUST BE REGISTERED WITH DVLA.**

## **1 Who must register as a number plate supplier?**

Any person whose business consists wholly or partly of selling number plates i.e. finished number plates that include a registration number.

## **2 Who should not register as a number plate supplier?**

- Suppliers who only provide number plates for newly registered vehicles.
- Businesses that only supply component parts.
- Businesses that only manufacture and fit plates to their own vehicles.

## **3 Nature of Business**

Section A requests a company states the nature of their business. This would include motor dealers, motor factors, MoT testers, etc.

## **4 How to submit this form**

Please return the completed form with the appropriate fee to:

**DVLA  
Register of Number Plate Suppliers  
Swansea  
SA99 1DB**

## **5 How much will it cost?**

A one off fee of £40 will be payable for each place of business.

### **How to pay?**

You can pay by:

- credit or debit card, we do not accept Visa Electron debit cards
- cheque – to be made payable to DVLA Swansea (post dated cheques are not accepted). Please print the company name and address details on the back of the cheque
- postal orders made payable to DVLA Swansea

**Please do not send cash.**

## **6 Acceptance of application for registration**

We will send you an Acknowledgement Letter (V942) showing a unique supplier identity number which has been allocated to your business.

An Information Brief will accompany the V942. This will explain your legal obligations as a number plate supplier.

## **7 Refused Application**

If your application is either incomplete or incorrect it will be returned to you with a letter of explanation. The amended application should be returned to:

**DVLA  
Register of Number Plate Suppliers  
Swansea  
SA99 1DB**

## **8 Multiple Outlets**

A business with retail outlets will be registered under one supplier identity number. The head office is responsible for notifying DVLA of all places of business by using form V940/1. A fee of £40 is payable for each place of business.

## **9 If you cease trading**

If you cease trading as a number plate supplier you must inform us by writing to:

**DVLA  
Register of Number Plate Suppliers  
Swansea  
SA99 1DB.**

Your records must be kept for a period of 3 years.

**Please note:** Number plates must comply with the Road Vehicles (Display of Registration Marks) Regulations 2001, incorporating the British Standard BS AU 145d. Only the supplier's name and postcode can appear on the bottom of a number plate, no telephone numbers, website addresses or logos. Please refer to the Display of Registration Marks for Motor Vehicles V796 (included with your Acknowledgement Letter).

The Display Regulations form part of the MoT test and number plates that do not conform could constitute an MoT failure. For further information please refer to [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

**WARNING: It is an offence to make a false statement on an application and is subject to a fine of up to £1000 and /or an order prohibiting a further application for a period of up to 5 years.**