



Application to register as a number plate supplier

V940

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 or LLP number DVLA fleet no. (if applicable)

*Daytime phone number Email address

Mobile phone 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 LLP
 Other (Please specify)

*If you are a sole trader you **must** give your name, and usual residential address. If the company is a partnership or LLP you **must** give the names and residential addresses of all partners.

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 Postal orders Mastercard/Visa/Debit Card/Maestro

Card No.

Valid from Expiry date Issue number (if applicable)

I authorise you to charge my credit or 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 _____

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.gov.uk/number-plate-supplier

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 for example, 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 to state the nature of their business. This would include motor dealers, motor factors, MoT testers, vehicle body repairers for example.

4 How to submit this form

Please return the completed form with the correct fee to:

DVLA
Register of Number Plate Suppliers
Swansea
SA99 1DB

5 How much will it cost?

The head office of the company and each place of business will pay a one off fee of £40.

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 (we do not accept post dated cheques). 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 Acknowledgment letter (V942) showing a unique supplier number (SID) which we have allocated to your business. An information leaflet (INF195/2) will accompany the V942. This will explain your legal obligations when registered as a number plate supplier.

7 Refused application

If your application is either incomplete or incorrect we will return it to you with a letter of explanation. You must correct your application and return it to:

DVLA
Register of Number Plate Suppliers
Swansea
SA99 1DB

8 Multiple outlets

If your business has multiple outlets we will register it under one SID number. The head office of the company must register with form V940 and is responsible for notifying us of each additional place of business that supply number plates. These should be registered using form V940/1. You need to pay a fee of £40 for each place of business.

9 If you cease trading

If you cease trading you must write and tell us within 28 days to:

DVLA
Register of Number Plate Suppliers
Swansea
SA99 1DB

Alternatively, you can contact us by email:
rnps@dvla.gov.uk

You **must** keep your records for three years.

Please note: number plates must comply with regulations. For vehicles, please refer to the ‘Vehicle registration numbers and number plates’ leaflet (INF104). For trailers, please refer to ‘Trailer registration numbers and number plates’ leaflet (INF291).

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.gov.uk/displaying-number-plates**

Warning: it is an offence to make a false statement on an application and is subject to a fine of up to £1,000 and/or an order prohibiting a further application for a period of up to five years.

10 Data protection

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at **www.gov.uk/dvla/privacy-policy**