

Correct as at 25th April 2026. It may be superseded at any time.

Extract taken from: Entry certification > Reference materials > Sample UK V308 registration document


## 67 Sample UK V308 registration document

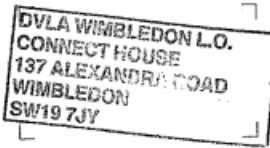
Registration details can be printed or hand-written.

### Recent sample

<p><b>Driver &amp; Vehicle Licensing Agency</b></p> <p><b>Registration document</b></p> <p><b>Personal Export or New Means of Transport</b> This document is issued to new vehicles purchased under a "Personal Export" or "New Means of Transport" scheme, issued under the Road Vehicles (Registration and Licensing) Regulations 2002. It contains the registration and taxing details of the vehicle and the name and address of the registered keeper. These vehicles may be used on UK roads for a limited time prior to export.</p> <p><b>Registration</b></p> <p>1 The registered keeper is responsible for making sure the vehicle is properly registered, taxed and insured. The registered keeper is not necessarily the owner of the vehicle and is liable for the vehicle until we are told that it has been sold, transferred, scrapped or reported. This is known as continuous registration.</p> <p>2 A vehicle bought for export is given a vehicle registration number from the 'XA - XJ' series. If you are considering having the vehicle registration number security-etched on the window of the vehicle, you need to be aware that these vehicle registration numbers are issued on a temporary basis. The vehicle registration number cannot be kept if circumstances change and the vehicle is not exported. This also applies, if the vehicle is imported back to the United Kingdom (UK).</p> <p>3 Any changes to the vehicle's registration details, for example where a vehicle is moved from one manufacturer to another or where a vehicle must be notified immediately by filling in new name and address details on page 7 and returning this document to DVLA. You must tell us about any change in using the vehicle which may affect the tax class. You should enter any change of address details in the next available space on page 7 then send this document to DVLA where it is registered.</p> <p>3/19</p>	<p>4 If you can't export the vehicle within the required time, for example because it has been stolen, involved in an accident and written off, or if you decide not to export the vehicle, you must tell the DVLA by returning the registration document to DVLA, Swansea, SA6 7JL. You must also notify HM Revenue and Customs that the vehicle has not been removed from the UK and send a copy of this registration document to the address below. This will allow them to assess the VAT and/or duty liability. HM Revenue and Customs, Personal Transport Unit, Customs Belfast, Level 9 Doncaster House, 52-58 Great Victoria Street, Belfast, BT2 7JW.</p> <p>5 Keep this document safe. If the document is lost, you should tell DVLA immediately. You will also need to apply for a duplicate.</p> <p><b>What happens next</b></p> <p>6 The police and/or the Department for Transport may need to inspect your registration document at any time. You should not keep the document in the vehicle or with the driver (except when the vehicle is taken abroad).</p> <p>7 When the vehicle is taken abroad:</p> <ul style="list-style-type: none"> <li>on a temporary visit - the registration document should be available for inspection by the Customs Officer when leaving and returning to the UK.</li> <li>permanently - the registration document should be available for inspection by the customs officer at the port. After customs clearance, the 'exporter' must complete all required information on page 4, sign and return the tear-off section to DVLA.</li> </ul> <p><b>Exemption from vehicle tax</b></p> <p>8 New vehicles bought under the Personal Export and New Means of Transport schemes are exempt from paying vehicle tax.</p> <p><b>Insurance</b></p> <p>9 It is a serious offence to drive without valid insurance. You must have valid insurance before you drive any motor vehicle on the road. If you find this document please hand it in at any police station or send it to the Specialist Registration Team, DVLA, Swansea, SA6 7JL.</p> <p>Page 2</p>	<p><b>Registration details</b></p> <p>A Registration number</p> <p>B Tax class PERSONAL EXPORT</p> <p>C1 Make SWIFT</p> <p>C2 Type L</p> <p>Variant RSDAC</p> <p>Version FCAA</p> <p>D3 Model VOYAGER 584</p> <p># Colour GREY/WHITE</p> <p>F3 Type of fuel DIESEL</p> <p>E VIN/chassis/frame no.</p> <p>F5 Engine no. N04A</p> <p>F1 Cylinder capacity (cc) 1995</p> <p>V7 CO<sub>2</sub> (g/km) -</p> <p>S1 No. of seats (inc. driver) 4</p> <p>D1 Revenue weight 3500</p> <p>B Date of first registration 01/09/2024</p> <p>Euro status directive no. 595/2009*2019/1939E</p> <p>Euro status EURO VIE</p> <p>K Type approval no. E13*2018/B58*0422*01</p> <p>J Vehicle category M1SA</p> <p>V4 HC + NOx (g/km)</p> <p>It is an offence under the Vehicle Excise and Registration Act 1994 to fraudulently alter DVLA new vehicle - maximum penalty £3,000. Date Stamp and return to: 19 JUN 2024</p> <p>Page 2/10</p>	<p><b>When you export the vehicle</b> 39</p> <p>Please write clearly in black ink using CAPITAL LETTERS</p> <p>When the vehicle is exported, you must this part and return to DVLA, Swansea, SA6 7JL.</p> <p><b>Details of the registered keeper of the vehicle</b></p> <p>Name</p> <p>Address</p> <p>Post town</p> <p>Postcode</p> <p>Vehicle registration number</p> <p>Date of export</p> <p>Signature</p> <p>Page 4</p>
<p><b>To be filled in by the dealer</b></p> <p>Vehicle registration number</p> <p>Make</p> <p>Model</p> <p>Type</p> <p>Amount of tax not paid VAT £</p> <p>(in words)</p> <p>Date of delivery</p> <p>Period of use allowed before export, delete as applicable:</p> <ul style="list-style-type: none"> <li>2 months from date of delivery for NMVT period for 'Export' (the conditions set out in VAT Notice 728)</li> <li>6 months from the date of delivery for personal export vehicles (the conditions set out in VAT Notice 707)</li> <li>12 months from the date of delivery for personal export vehicles (the conditions set out in VAT Notice 707)</li> </ul> <p>Date by which the vehicle must be reported from the United Kingdom</p> <p>Signature of authorised person</p> <p>Page 5</p>	<p><b>Warning</b></p> <p>The vehicle to which this document relates has been delivered without payment of VAT and/or regulations made under Section 95 (7) of the Value Added Tax Act 1994. The conditions of this scheme are set out in VAT Notice 707 and Notice 728.</p> <p>The principal conditions are:</p> <ol style="list-style-type: none"> <li>that the vehicle must not be in the United Kingdom (UK) after the 'permitted' date shown on page 5.</li> <li>you must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.</li> </ol> <p>If there is any breach of the conditions, the full amount of VAT originally remitted becomes payable and the vehicle may be seized. Exemption from vehicle tax depends on conditions given in VAT Notice 707 and Notice 728 being strictly observed. If these conditions are breached, exemption from vehicle tax is automatically forfeited and tax becomes payable from the date the vehicle was first used or kept on the road.</p> <p><b>Official use only</b></p> <p>Page 6</p>	<p><b>Name and address of registered keeper</b></p> <p>Please write clearly in black ink and CAPITAL LETTERS</p> <p>First name</p> <p>Surname</p> <p>Address</p> <p>Post town</p> <p>Postcode</p> <p>Signature</p> <p>First change</p> <p>First name</p> <p>Surname</p> <p>Address</p> <p>Post town</p> <p>Postcode</p> <p>Signature</p> <p>Second change</p> <p>First name</p> <p>Surname</p> <p>Address</p> <p>Post town</p> <p>Postcode</p> <p>Signature</p> <p>Page 7</p>	<p><b>Official use only</b></p> <p>Important: You must send your application to the vehicle to:</p> <p>Specialist Registrations DVLA Swansea SA6 7JL.</p> <p><b>To be filled in by the dealer</b></p> <p>Vehicle registration number</p> <p>Amount of tax not paid VAT £</p> <p>Date by which the vehicle must be reported from the United Kingdom</p> <p>Page 8</p>

Older sample

<p><b>Warning</b></p> <p>The vehicle to which this document relates has been delivered without payment of VAT, Vehicle tax and Import Duty where appropriate on condition that it will not be offered, exported, or advertised to be lent, hired, pledged, given away, exchanged, sold or otherwise disposed of in the United Kingdom, unless specific authorisation by the Commissioners of Customs and Excise. Further information may be obtained from the local office/VAT office of HM Revenue &amp; Customs.</p>	<p><b>Registration Details</b></p> <p>Vehicle Registration Number _____</p> <p>Tax class <u>DIRECT EXPORT</u></p> <p>Make <u>AUDI</u></p> <p>Model <u>A5 S LINE SPE</u></p> <p>Type <u>SR</u></p> <p>Variant <u>XCCWAS1</u></p> <p>Version <u>QD785035RBRCTNG</u> <small>EMO</small></p> <p>Colour <u>WHITE</u></p> <p>Type of fuel <u>DIESEL</u></p> <p>VIN/Chassis/Frame No. _____</p> <p>Engine number <u>CCW 137619</u></p> <p>Cylinder capacity (cc) <u>2967</u></p> <p>CO<sub>2</sub> (g/km) <u>199</u></p> <p>No. of seats (inc. driver) <u>5</u></p> <p>Reverent weight <u>2490</u></p> <p>Date of first registration <u>11/11/11</u></p> <p>Type Approval Number <u>21*200/116*0473*07</u></p> <p>Vehicle Category <u>M1</u></p> <p>Euro Status Directive No. <u>715/2007*612/2009A</u></p> <p><small>Signature of Issuing Officer</small></p> 	<p><b>Name and address of registered keeper</b></p> <p>Please write clearly in black ink using CAPITAL LETTERS</p> <p>First name(s) _____</p> <p>Surname _____</p> <p>Address _____</p> <p>Post town _____</p> <p>Postcode _____</p> <p>Signature _____</p> <p><b>1st Change</b></p> <p>First name(s) _____</p> <p>Surname _____</p> <p>Address _____</p> <p>Post town _____</p> <p>Postcode _____</p> <p>Signature _____</p> <p><b>2nd Change</b></p> <p>First name(s) _____</p> <p>Surname _____</p> <p>Address _____</p> <p>Post town _____</p> <p>Postcode _____</p> <p>Signature _____</p> <p><small>It is an offence under the Vehicle Excise and Registration Act 1994 fraudulently to alter any of the vehicle registration details - maximum penalty £5,000.</small></p>	<p><b>Permanent Direct Export</b></p> <p>Please write clearly in black ink using CAPITAL LETTERS</p> <p>When the vehicle is exported, this part should be filled in by the exporting manufacturer/retail concessionaire's (approved dealer) and return to a DVLA local office.</p> <p><b>Details of the registered keeper of the vehicle</b></p> <p>Name _____</p> <p>Address _____</p> <p>Post town _____</p> <p>Postcode _____</p> <p>Vehicle Registration Number _____</p> <p>Date of export _____</p> <p>Signature _____</p>
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<p><b>Warning</b></p> <p>The vehicle to which this document relates has been delivered without payment of VAT (under regulations made under Section 16 (7) of the Value Added Tax Act 1994). The conditions of this scheme are set out in Customs and Excise VAT Notice No. 705 and No. 728.</p> <p>2 principal conditions are:</p> <ol style="list-style-type: none"> <li>1 that the vehicle must not be in the United Kingdom (UK) after the 'permitted' date shown on page 5.</li> <li>2 you must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.</li> </ol> <p>If there is any breach of the conditions, the full amount of VAT originally remitted becomes payable and the vehicle becomes liable to forfeiture.</p> <p>Exemption from vehicle tax depends on the strict observance of the conditions given in Customs VAT Notice No. 705 and No. 728. If these conditions are breached, exemption from vehicle tax is automatically forfeited and tax becomes payable from the date the vehicle was first used or kept on the road.</p>	<p><b>Name and address of registered keeper</b></p> <p>Please write clearly in black ink and CAPITAL LETTERS</p> <p>First name(s) _____</p> <p>Surname _____</p> <p>Address <u>BMW Group</u> <u>International &amp; Specialist Sales Division</u> <u>78-88 Marsham Street</u> <u>London, SW1P 4LY</u></p> <p>Post town <u>London</u></p> <p>Postcode <u>W1A 1AB</u></p> <p>Signature _____</p> <p><b>1st Change</b></p> <p>First name(s) _____</p> <p>Surname _____</p> <p>Address _____</p> <p>Post town _____</p> <p>Postcode _____</p> <p>Signature _____</p> <p><b>2nd Change</b></p> <p>First name(s) _____</p> <p>Surname _____</p> <p>Address _____</p> <p>Post town _____</p> <p>Postcode _____</p> <p>Signature _____</p>	<p><b>Official use only</b></p> <p>DVLA local office where this vehicle is registered</p> <p><b>Important:</b> Applications for taxing must be made to this office</p> <p>DVLA local office Address Stamp</p>  <p><b>To be filled in by the dealer</b></p> <p>Vehicle Registration Number _____</p> <p>Amount of tax not paid VAT £ <u>8663-26</u></p> <p>Date by which the vehicle must be exported from the United Kingdom <u>8/10/12</u></p>
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