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Extract taken from: Entry certification > Reference materials > Sample UK VX302 registration document

# 68 Sample UK VX302 registration document

**Driver & Vehicle Licensing Agency**

**Registration document**

**Personal Export or New Means of Transport**

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.

**Registration**

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 exported. This is known as continuous registration.

2 A vehicle bought for export is given a vehicle registration number from the 'XA - XF' series. If you are considering having the vehicle registration number security switched 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).

3 Any changes to the vehicle's registration details, for example where a vehicle is moved from one manufacturer/dealer to another prior to export, 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 when it is registered.

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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, SA5 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 Dockmaster House, 52-58 Great Victoria Street, Belfast, BT2 7JF.

5 Keep this document safe. If the document is lost, you should tell DVLA immediately. You will also need to apply for a duplicate.

**What happens next**

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).

7 When the vehicle is taken abroad:

- on a temporary visit - the registration document should be available for inspection by the Customs Officer when leaving and returning to the UK.
- 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 tax-off notice to DVLA.

**Exemption from vehicle tax**

8 New vehicles bought under the Personal Export and New Means of Transport schemes are exempt from paying vehicle tax.

**Insurance**

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, SA5 7JL.

**Registration details**

A. Registration number

[0] Tax class: PERSONAL EXPORT

D.1 Make: SWIFT

D.2 Type: L

Variant: RSDAC

Version: FCAA

D.3 Model: VOYAGER 564

R. Colour: GREY/WHITE

R3 Type of fuel: DIESEL

E. VIN/chassis/frame no.

R5 Engine no.: NQSA

R1 Cylinder capacity (cc): 1995

V7 CO<sub>2</sub> (g/km): -

S.1 No. of seats (inc. driver): 4

[0] Revenue weight: 3500

B. Date of first registration: 01/06/2024

Euro status (directive no.): 565/2009/2019/1939E

Euro status: EURO VIE

K. Type approval no.: E13\*2018/658\*00422\*01

J. Vehicle category: M1SA

V4 HC + NOx (g/km): -

It is an offence under the Vehicle Excise and Registration Act 1994 to fraudulently alter DVLA above details - maximum penalty £5,000.

Date Stamp and Initials: 19 JUN 2024

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**When you export the vehicle**

Please write clearly in black ink using CAPITAL LETTERS

When the vehicle is exported, you must fill part and return to DVLA, Swansea, SA5 7JL.

**Details of the registered keeper of the vehicle**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Vehicle registration number: \_\_\_\_\_

Date of export: \_\_\_\_\_

Signature: \_\_\_\_\_

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**To be filled in by the dealer**

Vehicle registration number: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Type: \_\_\_\_\_

Amount of tax not paid: VAT E

In words: \_\_\_\_\_

Date of delivery: \_\_\_\_\_

Period of use allowed before export, delete as applicable:

- 2 months from date of delivery for VAT period for 'Export' (the conditions set out in VAT Notice 726)
- 6 months from the date of delivery for personal export vehicles the conditions set out in VAT Notice 707
- 12 months from the date of delivery for personal export vehicles the conditions set out in VAT Notice 707

Date by which the vehicle must be exported from the United Kingdom: \_\_\_\_\_

Signature of authorised person: \_\_\_\_\_

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**Warning**

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 VAT Notice 707 and Notice 726.

The principal conditions are:

- 1 that the vehicle must not be in the United Kingdom (UK) after the 'permitted' date shown on page 5.
- 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.

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 726 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.

**Official use only**

**Name and address of registered keeper**

Please write clearly in black ink and CAPITAL LETTERS

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_

First change

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_

Second change

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Official use only**

Important: You must send your application to the vehicle to:

Specialist Registrations  
DVLA  
Swansea  
SA5 7JL

**To be filled in by the dealer**

Vehicle registration number: \_\_\_\_\_

Amount of tax not paid: VAT E

Date by which the vehicle must be exported from the United Kingdom: \_\_\_\_\_

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VX302

# Registration Document

## Personal Export or New Means of Transport

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, the name and address of the registered keeper and the name and address of the DVLA local office. These vehicles may be used on UK roads for a limited time prior to export.

### Registration

- 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 exported. This is known as continuous registration.
- 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).
- Any changes to the vehicle's registration details, for example where a vehicle is moved from one manufacturer/dealer to another prior to export, must be notified immediately, by filling in new name address details on page 7 and returning this document to a DVLA Local Office. Any change in the use of the vehicle which may affect the tax class must also be reported. You should enter any change of address details in the next available space on page 7 and the document must then be sent to DVLA local office where it is registered (see page 8).

An executive agency of the  
**Department for Transport**

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- If you are unable to 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 a local office. 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 to enable them to assess the VAT and/or Duty liability. HM Revenue and Customs, Personal Transport Unit, Priority Court, St John's Road, Dover, Kent, CT17 9SH.
- Keep this document safe. If this document is lost the DVLA local office should be told immediately and you will need to apply for a duplicate.

### What happens next

- The police and/or the Department for Transport may need to inspect your Registration Document at any time. The document should not be kept in the vehicle or with the driver (except when the vehicle is taken abroad).
- When the vehicle is taken abroad:
  - on a temporary visit, the Registration Document should be available for inspection by the Customs Officer when leaving and returning to the UK
  - 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 a DVLA local office.

### Exemption from vehicle tax

- New vehicles bought under the Personal Export and New Means of Transport schemes are exempt from paying vehicle tax.
- A valid 'exempt' tax disc must be displayed on a vehicle when used or kept on a road in the UK, prior to export.

### Insurance

- It is a serious offence to drive without valid insurance. You must have valid insurance before you drive any motor vehicle on the road.

Any person finding this document should hand it in at a DVLA local office or Police Station.

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### Rates of vehicle tax

1 year	£
6 months	£

### Registration details

A	Registration number	PERCEVAL OF A PERAL
D1	Tax Class	
D1	Make	BMW
D2	Type	5L
	Variant	XATZ
	Version	EURO 5 5A300
D3	Model	535d M Sport Sales
R	Colour	Grey
F3	Type of Fuel	DIESEL
E	VIN/Chassis/Frame No.	
P5	Engine No.	36397941
R1	Cylinder Capacity (cc)	2993
V7	CO <sub>2</sub> (g/km)	148
S1	No. of Seats (inc. driver)	5
M	Revenue Weight	
B	Date of First Registration	07/11/11
	Eurostat Directive No.	692/2009F
K	Type Approval No.	E1 # 200 7/46 # 0303 # 05
J	Vehicle Category	M1
V4	HC + NOx (g/km)	0 + 202

It is an offence under the Vehicle Excise and Registration Act 1994 to fraudulently alter any information on this document. Maximum penalty £5,000.

Date Stamp and Initials of Issuing Office



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### Warning

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.

Principal conditions are:

- that the vehicle must not be in the United Kingdom (UK) after the 'permitted' date shown on page 5.
- you must not dispose or attempt to dispose of the vehicle in the UK by fire, pledge, as security, sale, gift or any other means.

If there is any breach of the conditions, the full amount of VAT originally remitted becomes payable and the vehicle becomes liable to forfeiture.

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.

### Official Use Only

### Name and address of registered keeper

Please write clearly in black ink and CAPITAL LETTERS

1<sup>st</sup> Change

First name(s) [redacted]  
Surname [redacted]  
Address [redacted]  
Post Town [redacted]  
Postcode [redacted]

Signature [redacted]

1<sup>st</sup> Change

First name(s) [redacted]  
Surname [redacted]  
Address [redacted]  
Post Town [redacted]  
Postcode [redacted]

Signature [redacted]

2<sup>nd</sup> Change

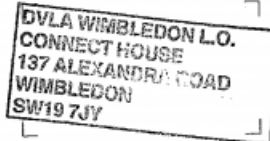
First name(s) [redacted]  
Surname [redacted]  
Address [redacted]  
Post Town [redacted]  
Postcode [redacted]

Signature [redacted]

### Official use only

DVLA local office where this vehicle is registered  
Important: Applications for taxing must be made to this office

DVLA local office Address Stamp



### To be filled in by the dealer

Vehicle Registration Number [redacted]

Amount of tax not paid  
VAT £ 8663-26

Date by which the vehicle must be exported from the United Kingdom:  
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