



Terms and Conditions

for

**the Storage & Distribution of United Kingdom
Vehicle on Hire Certificates**

(“the BVRLA’s VE103B Service”)

Version 1.0 – January 2019

VE103B UK Vehicle on Hire Certificates

BVRLA Vehicle on Hire Certificate Terms & Conditions of Use

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GENERAL PROVISIONS

A1 Purpose of this Document

The purpose of these Terms & Conditions of Use is to describe the BVRLA Member's contracted obligations relating to the issue, distribution, secure storage and stock control of the VE103BB UK Vehicle on Hire Certificates. The obligations set out herein are deemed to have been accepted once an order has been placed for the BVRLA's VE103B services.

A2 Definitions and Interpretation

"ANNEX" means an annex attached to and forming part of the Terms & Conditions of Use.

"Confidential Information" means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party and all "Personal Data" within the meaning of Data Protection Legislation.

"Data Protection Legislation" means:

- (i) the "GDPR", the LED and any applicable national implementing Laws as amended from time to time.
- (ii) the DPA 2018 (as amended) to the extent that it relates to Processing of personal data and privacy;
- (iii) all applicable Law about the Processing of Personal Data and privacy;
- (iv) "Data Subject" has the meaning given to that term in Data Protection Legislation, means an identified or identifiable natural person through Personal Data.

"DPA 2018" means the Data Protection Act 2018.

"DVLA" means the Secretary of State for Transport, his Department, Executive Agencies of the Department and persons authorised to act on their behalf.

"Fraud" means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud the Crown.

"GDPR" means the General Data Protection Regulation (Regulation (EU) 2016/679).
"Industry Best Practice" means at any time the exercise of that degree of skill, care, diligence, prudence, efficiency, foresight, standards, practices, methods, procedures and timeliness which would be expected at such time from a leading and expert company within the industry, such company seeking to comply with its contractual obligations in full and complying with all applicable Laws.

"Key Staff" means those persons listed in by the BVRLA Member in accordance with ANNEX A (KEY STAFF).

"Law" means any law, statute, subordinate legislation (as amended) within the meaning of Section 21(1) of the Interpretation Act 1978 (as amended), bye-law,

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exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972 (as amended), regulatory policy, guidance or industry code, judgement of a relevant court of law, or directives or requirements or any Regulatory Body which the BVRLA Member is bound to comply.

“LED” means the Law Enforcement Directive (Directive (EU) 2016/680).

“Material Breach” means a breach which is not minimal or trivial in its consequences to the other Party. In deciding whether any breach is material no regard shall be had to whether it occurs by some accident, mishap, mistake or misunderstanding.

“Party and Parties” means a party to these Terms and Conditions of Use.

“Personal Data Breach” means any event that results or may result a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed, in relation to the VE103B Certificate and details inputted onto the form by the BVRLA Member or the BVRLA Member’s Sub Contractor.

“Processing” has the meaning given to that term in Data Protection Legislation (and related terms such as ‘Process’ have corresponding meaning) means any operation or set of operations which is performed on personal data or on sets of person data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

“Purpose” means the purpose for which the VE103B Certificate is requested in accordance with clause B.2, which has been approved by DVLA.

“Related Persons” means the BVRLA Member, its directors and other Key Staff.

“Staff” means all persons employed by a Party to perform its obligations under these Terms & Conditions of Use together with the Party’s servants, agents, suppliers and sub- contractors used in the performance of its obligations under the Terms & Conditions of Use.

“Sub-Contracting” means the BVRLA Member appointing a third party to provide services on behalf of the BVRLA Member providing an appropriate Sub-Contracting agreement is in place. The BVRLA Member shall be responsible for the acts and omissions of its Sub-Contractors as though they are its own.

“Sub-Contractor(s)” means a third party appointed by the BVRLA Member to provide services on behalf of the BVRLA Member.

“VE103B” means the VE103B UK Vehicle on Hire Certificate, the background to which is provided in section B2.

“V5C” means the Vehicle Registration Certificate.

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PART B THE PROVISION OF THE VE103B SERVICE

B1. The VE103B Service

B1.1. BVRLA shall provide the VE103B UK Vehicle on Hire Certificates to BVRLA members who wish to use the service.

B2. Purpose for which the VE103B is provided

B2.1. The VE103B is provided to leasing, rental and fleet management companies to use as a substitute to the V5C when a vehicle is used outside of the UK (and within the EU).

B2.2. The VE103B displays data taken from the V5C and should be accepted widely within Europe following agreement with the majority of the Member States, however acceptance of the VE103B by any foreign authority cannot be guaranteed.

B2.3. This document describes the BVRLA Member's obligations relating to the issue, distribution, secure storage and stock-control of the VE103B.

B2.4. The VE103Bs issued by the BVRLA Member or the BVRLA Member's Sub Contractor are valid for no longer than 12 months from the date of issue.

B2.5. The VE103B cannot be used to re-register a vehicle outside the UK.

B3. Ordering Procedures

B3.1 The BVRLA has been given permission by the Department for Transport for its members to issue VE103B Certificates direct to their customers.

B3.2 VE103B Vehicle on Hire Certificates are printed by the DVLA and conform to an EU standard in terms of design and in-built security features. These design features have been agreed by DVLA in consultation with other Member States.

B3.3 The DVLA and BVRLA exercise strict control in the numbering sequence. The certificate will be supplied already identified by a DVLA code reference number. It is this number that acts as the control mechanism for the BVRLA. This number must be reported to the BVRLA on the Monthly Control sheet (see Annex 3). The certificate will also contain the BVRLA member's unique membership number.

B3.4 Certificates that are spoiled or void must be noted on the Monthly Control Sheet.

B3.5 A copy of the BVRLA VE103B Order Form can be found in Annex d and on the BVRLA website: WWW.BVRLA.CO.UK

B3.6 BVRLA Members are required to notify BVRLA of their estimated annual usage of the VE103B Certificate at the start of each calendar year.

B3.7 Access to BVRLA's VE103B service is conditional on the party achieving and maintaining BVRLA membership. If the party is no longer a BVRLA member it must return all unused VE103B certificates and all control sheet data to the BVRLA for secure destruction.

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PART C MANAGEMENT OF THE SERVICE

C1. Key Staff

C1.1. The BVRLA Member shall complete the list at **ANNEX C (KEY STAFF)** of the individuals who have direct responsibilities for the use of the VE103B Certificate

C2. Reviews and Meetings

C2.1. The BVRLA Member should review regularly

a) the purpose for which the VE103B is provided;

b) the volume of requests for VE103B Certificates to the BVRLA;

c) the security arrangements governing the BVRLA Member's safe storage of the VE103B

d) any security incidents that have occurred with the VE103B Certificates or Service;

e) the training and experience of the BVRLA Member's Staff in their duties and responsibilities under Data Protection Legislation.

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PART D DATA PROTECTION

D.1 Data Protection Legislation

- D.1.1 At the point of issue of each VE103B UK Vehicle on Hire Certificate by DVLA to the BVRLA Member, the Certificate has no Personal Data is included on it. Once completed by the BVRLA Member or the BVRLA Member's Sub-Contractor in accordance with the Purpose, the certificate will then include Personal Data (the registered keeper of the vehicle, the driver, the hirer), as it relates to a living individual who can be identified.
- D.1.2 For the purpose of Part D "Data", "Data Controller", "Data Processor", "Data Subject", "Personal Data", and "Processing" used in this Contract shall have the meanings prescribed under Data Protection Legislation.
- D.1.3 It is the duty of the Data Controller to comply with Data Protection Legislation. The BVRLA Member shall be the Data Controller of the Data on each completed VE103B UK Vehicle on Hire Certificate, and shall be responsible for complying with Data Protection Legislation.
- D.1.4 The BVRLA Member shall comply with the requirements of Data Protection Legislation and subordinate legislation made under it, together with any relevant guidance and/or codes of practice issued by the Information Commissioner. All these requirements are referred to in this Contract as "Data Protection Legislation".
- D.1.5 The BVRLA Member shall (and shall ensure that each member of the BVRLA Member's staff) comply with any notification requirements under Data Protection Legislation and will duly observe all their obligations under Data Protection Legislation which arise in connection with these Terms & Conditions of Use.
- D.1.6 The BVRLA Member shall answer any subject access or other requests made in accordance with the individual rights of the Data Subject.

D2. Retention of Evidence

- D2.1 The BVRLA Member shall retain for a minimum period of 2 years full and accurate records of the performance of the Service.

D3. Staff Training and Monitoring Policies

- D3.1 The BVRLA Member shall maintain policies for vetting, hiring, training and disciplining the BVRLA Member's Staff and shall comply with these in respect of each person who has access to the VE103B Service. The BVRLA Member shall require that each person who has access to the VE103B Service shall sign a document confirming that the person shall use the VE103B Service only in accordance with the BVRLA Member's procedures and only for the Purpose.
- D.3.2 The BVRLA Member shall ensure that each person who has access to the VE103B Service or the Data shall act with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper use of the VE103B Service.

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D.3.3 The BVRLA Member shall ensure that each person who has access to the VE103B Service is appropriately trained in and aware of his or her duties and responsibilities under Data Protection Legislation and these Terms & Conditions of Use.

D4. Internal Compliance Checks

D4.1 The BVRLA Member shall ensure that its business processes, records of customer interactions and transactions, audit procedures on business activities and financial reporting are appropriate and effective to ensure proper use of the VE103B Certificate in compliance with these Terms & Conditions of Use and the requirements of Data Protection Legislation. The minimum requirements for such internal compliance are set out in **SCHEDULE 1 (MINIMUM SECURITY REQUIREMENTS)**.

D4.2 The BVRLA Member shall carry out its own internal compliance checks at least annually and shall provide details and the results of such checks upon BVRLA request.

D5. Audits and Reviews

D5.1 The BVRLA Member shall share with the BVRLA the outcome of any other checks, audits or reviews that have been carried out on its activities as a Data Controller that are relevant to the Processing of the VE103B.

D5.2 The BVRLA Member shall notify the BVRLA immediately, within a maximum of 24 hours of becoming aware, of any audits that are being carried out by the Information Commissioner's Office under Data Protection Legislation that are relevant to the Processing of the VE103B.

D5.3 A full audit trail of all serial numbers must be recorded along with a comprehensive record of recipients. This information must be available on request by DVLA and must be kept for a minimum of 2 years.

D5.4 The BVRLA Member must ensure that any obsolete or spoiled VE103B documents are securely destroyed on site or sent back to BVRLA's offices. All spoils and voided forms must be recorded on the BVRLA Control Spreadsheet and sent to BVRLA on a monthly basis. A record must be maintained on site and kept for 2 years for audit purposes.

D6. Incidents

D6.1 The BVRLA Member shall notify the BVRLA immediately, of becoming aware, of any losses, compromise or misuse of the VE103B.

D.6.2 The BVRLA Member shall be responsible for taking any action necessary to resolve any such incident.

D7. Inspection by the DVLA

D7.1 The DVLA or an Agent acting on their behalf reserves the right to carry out an inspection at any time of the BVRLA Member's compliance with the terms of this document. Where possible, the DVLA shall give the BVRLA Member 7 Days' written notice of any such inspection.

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- D7.2 In exceptional circumstances in relation to abuse of the service, access to the BVRLA Member's Sub-Contractor's premises may be required. Other than in exceptional circumstances, such as a suspected serious breach of security in relation to VE103B Certificates, examinations will be by prior contact and DVLA will notify the BVRLA Member in advance of any premises they wish to examine.
- D7.3 The BVRLA Member agrees to co-operate fully with any such inspection and to allow the DVLA or an agent acting on its behalf access to its Premises, Equipment, Evidence and Staff for the purposes of the inspection.

PART E STATUTORY OBLIGATIONS

E1. Prevention of Fraud

- E1.1. The BVRLA Member shall take all reasonable steps, in accordance with Industry Best Practice, to prevent Fraud by the BVRLA Member's Staff (including its shareholder, members, and directors) in connection with the receipt of the VE103B.
- E1.2. The BVRLA Member shall notify the BVRLA immediately of becoming aware, if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.

PART F SUB-CONTRACTING THE SERVICE

F1. Sub-Contracting

- F1.1. The BVRLA Member must notify BVRLA if it intends to sub-contract the issuing of VE103B certificates and provide details to BVRLA of the party that it has sub-contracted.
- F1.2. Sub-contracting any part of the Terms & Conditions of Use shall not relieve the BVRLA Member of any of its obligations or duties under these Terms & Conditions of Use. The BVRLA Member shall be responsible for the acts and omissions of its sub- contractors as though they are its own. Where the BVRLA has consented to the placing of sub-contracts, copies of each sub-contract shall, at the request of the BVRLA, be sent by the BVRLA Member to the BVRLA as soon as reasonably practicable.

WARRANTIES AND REPRESENTATIONS

G1. Warranties and Representations

- G1.1. The BVRLA Member warrants and represents that:
- it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its parent company) to enter into and perform its obligations under this document and that the document is executed by a duly authorised representative of the BVRLA Member.

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PART H TERMINATION & SUSPENSION

H1. Termination for Material Breach

- H1.1. The BVRLA may terminate the agreement to supply by written notice with immediate effect given to the other Party (the “Breaching Party”) on or at any time after the occurrence of an event specified in clause H1.2.
- H1.2. The events are the Breaching Party committing:
- a) an Irremediable Material Breach of these Terms & Conditions of Use;
 - b) a Remediable Material Breach of an obligation under these Terms of Conditions of Use and failing to remedy the breach to the satisfaction of the BVRLA within 26 weeks starting on the day of receipt of written notice from the Initiating Party giving details of the Default and requesting the Breaching Party to remedy the Default; or
 - c) any three or more Defaults, whether simultaneously or singly at any time during the operation of this document, irrespective of whether any or all of such breaches is minimal or trivial in nature.
- H1.3. For the purposes of clauses H2.1.a) and H1.2.b), a Material Breach is remediable if time is not of the essence in performance of the obligation and if in the reasonable opinion of the BVRLA the Material Breach is capable of remedy within the 26 week period.

H2. Suspension of the VE103B Service

- H2.1. If it comes to the attention of the BVRLA that the BVRLA Member has committed any Default (including Material Breaches and all other Defaults), the BVRLA may suspend the VE103B Service without further notice and with immediate effect and investigate the nature and effect of the breach.

H3. Effect of Suspension

- H3.1. If the BVRLA suspends the VE103B Service at any time, the BVRLA Member shall co-operate with any further investigation, audit or review that the BVRLA requires to be carried out in relation to the VE103B Service.
- H3.2. The BVRLA may refuse to resume the VE103B Service until the BVRLA Member provides assurances that the matter resulting in the suspension has been resolved to the satisfaction of the BVRLA, and takes specified actions within a reasonable period set by the BVRLA.
- H3.3. The BVRLA may require that a re-inspection is carried out after the VE103B Service is resumed, to check the BVRLA Member’s compliance with the Terms & Conditions of Use and Data Protection Legislation.
- H3.5. During any suspension period, the BVRLA shall not provide further VE103B Certificates to the BVRLA Member until resolution.
- H3.6. The BVRLA Member shall reimburse the BVRLA for all BVRLA’s costs and expenses incurred in relation to the BVRLA’s right under clause H.3. to carry out an inspection, investigation, audit or review of the BVRLA Member’s offices.

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H4. Other Termination Rights

- H4.1. The BVRLA may terminate the VE103B Service by written notice with immediate effect if in the reasonable view of the BVRLA, during any period of suspension of the VE103B Service the BVRLA Member fails to provide assurances that satisfy the BVRLA (acting reasonably) that the BVRLA Member has complied and shall continue to comply with the requirements of these Terms & Conditions of Use and Data Protection Legislation.

SCHEDULE 1

MINIMUM SECURITY REQUIREMENTS

1. Security Requirements

1.1. The minimum security requirements are as follows:

- a) The VE103B Certificates must be retained in secure premises and locked away;
- b) The VE103B Certificates must be protected from unauthorised access, release or loss;

2. Minimum Requirements for Staff Vetting and Disciplinary Procedures

2.1 The minimum requirements for the BVRLA Member's Staff vetting procedures, which are required are as follows:

1. The BVRLA Member shall require all persons who are to have access to the VE103B Service to complete and sign an agreement to use the VE103B Service and for the Purpose set out in these Terms & Condition of Use and in accordance with the BVRLA Member's procedures.
2. The BVRLA Member shall require that each person who has access to the VE103B Service shall sign a document confirming that the person shall use the VE103B Service only in accordance with the BVRLA Member's procedures and only for the Purpose.
3. The BVRLA Member shall ensure that each person who has access to the VE103B Service or the Data shall act with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper use of the VE103B Service.
4. The BVRLA Member shall ensure that each person who has access to the VE103B Service is appropriately trained in and aware of his or her duties and responsibilities under Data Protection Legislation and these Terms & Conditions of Use.
5. The BVRLA Member's disciplinary policy shall state that misuse of the VE103B Service by any person shall constitute gross misconduct and may result in summary dismissal of that person. The BVRLA Member shall notify such misuse to the BVRLA and the person involved shall be refused all future access to the VE103B Service.

ANNEX A

KEY STAFF WITH DIRECT RESPONSIBILITIES FOR THE DATA AND FOR THE OTHER VE103B OBLIGATIONS

1. The contact details of the Key Staff with responsibility for the Data and the performance of the obligations under these Terms & Conditions of Use, as referred to in clause C of this document, are set out in this Annex.

1.1. The contact details are:

Name:.....

Job Title:.....

Business Address (The BVRLA Member's Registered Office/Branch):

.....

.....

.....

Postcode:.....

Business telephone number:.....

Business mobile telephone number:.....

Business Email address:.....

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ANNEX B

Why Hirers need VE103s

1.1 The legal case for the VE103

It is a legal requirement for all drivers to carry their vehicle registration documents when travelling abroad. However, this presents real difficulties for rental, leasing and fleet management firms because of the consequences of loss, fraud and theft of the original vehicle registration documents.

In 1963 a resolution by the Economic Commission for Europe was implemented to prevent the international movement of stolen vehicles. The resolution required that authenticated proof was necessary to ensure that the hirer had the permission of the vehicle owner to take the vehicle abroad. The United Kingdom Government's response was to develop and implement through the DVLA the Vehicle on Hire Certificate, also known as the VE103 certificate.

The BVRLA supplies its members with VE103 certificates – **VE103Bs**. ('B' stands for BVRLA). The purpose of a VE103B Vehicle on Hire Certificate is to provide documentary evidence to EU Authorities that the hirer has the permission of the registered keeper, i.e. the BVRLA member, to take the vehicle abroad.

1.2 Safeguarding Customers

The Vehicle on Hire Certificate is the only legally valid alternative to the original vehicle registration document (V5C) when travelling in other EU countries. Drivers of rental, contract hired, and leased vehicles travelling without a Vehicle on Hire Certificate risk upset, delay and detention.

1.3 Issue of Vehicle on Hire Certificates

The Secretary of State, Department of Transport, granted approval in July 1994, to allow BVRLA Members to issue the VE1303B directly to their customers under the authority and control of the BVRLA Executive, Amersham.

Issuing the correct documentation will help ensure that:

- Hirers and drivers possess the authenticated proof necessary to demonstrate permission of the vehicle owner to take the vehicle abroad.
- In case of accident, motoring infringement etc. hirers and drivers are quickly and easily processed by the relevant authorities.
- Your vehicle remains safe, protected against detention, fraud and theft.

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ANNEX C

BVRLA Monthly Control Report Spreadsheet

	A	B	C	D	E	F	G
1	Date Certificate Supplied	BVRLA Member Number	DVLA REF NO. (7 digit number in circle)	REG. NO.	COMPANY NAME (leave blank if issued to an individual)	START DATE (date certificate is valid from)	EXPIRY DATE (date certificate is valid to - max. 12 months)
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

Control Sheet INSTRUCTIONS +

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ANNEX D

BVRLA Order Form and Web site link for ordering

VE103B Pads – Order Form



Please see purpose and obligations, on the last page

If you haven't previously completed and returned page 13 of the VE103B Agreement, you will be asked to do so before your order can be processed.

PLEASE NOTE: BVRLA members are required to inform us, on a monthly basis, of all issued and voided/ cancelled VE103B certificates – which can be done by completing and returning the control spread sheet.

NUMBER OF PADS	TOTAL (INC. VAT & P&P)	*TICK TO ORDER*		*BREAKDOWN OF TOTAL COST*		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	PAD/S COST	P&P	VAT@20%
1 pad of 25 certificates						
1 pad of 50 certificates						
For 2-5 pads the unit price reduces to £ + VAT per pad (plus P&P + VAT)						
2 pads of 50 certificates						
3 pads of 50 certificates						
4 pads of 50 certificates						
5 pads of 50 certificates						
For 6+ pads the unit price reduces to £ + VAT per pad (plus P&P + VAT)						
6 pads of 50 certificates						
7 pads of 50 certificates						
8 pads of 50 certificates						
9 pads of 50 certificates						
10 pads of 50 certificates						
11 pads of 50 certificates						
12 pads of 50 certificates						
13 pads of 50 certificates						
14 pads of 50 certificates						
15 pads of 50 certificates						
20 pads of 50 certificates						
25 pads of 50 certificates						
50 pads of 50 certificates						

<https://www.bvrla.co.uk/fleet-services/ve103b-certificates.html>

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ANNEX E

Completing the VE103B Form Accurately

Instructions for completion:

Revised April 2019

Vehicle on Hire Certificate (VE103B)

The certificate is the only legally acceptable substitute for the V5C within the European Economic Community.

Vehicle Description and Registration Details: All vehicle details required in this section are to be found on the vehicle's registration document (V5C). The marked data fields, A, B, D1 etc. refer to the fields on the V5C and all information must be accurately transferred to the VE103B for the certificates to be valid.

Note: The DVLA's current V5C document contains more information than its predecessor, is varied in colour, and became available for all vehicles registered after 14 April 2019.

The DVLA cannot accept responsibility for drivers being delayed as a result of individual representatives of an authority abroad failing to recognise the certificate. In the event of this happening, please contact the BVRLA in the first instance, who will liaise with the DVLA.

Name and address of person/company hiring/leasing the vehicle: This section is used to record details of the person(s) in charge of the vehicle whilst abroad and, if appropriate, the client company hiring the vehicle (certificates should always have a driver name added). If an individual is hiring, their name and address is to be entered here – exactly as it appears on the driver licence. This is to enable police and other authorities to verify that the driver has permission from the registered keeper of the vehicle to be in possession of the vehicle outside the UK.

The VE103B has space for two additional drivers to be added. It is recommended that a separate certificate is issued in instances where there are more than three drivers or where the principal driver is unlikely to travel with or accompany the other drivers.

Start Date: The start date should be used to record the first day of the rental period in the case of a short-term or daily rental. If a contract hire rental or lease, enter the first day of the approved period for the vehicle to be abroad.

BVRLA Membership Number

DVLA Certificate Number (7 digits)

The certificate contains a number of security features to protect it from forgery. These have been introduced by the DVLA following agreement with other member states in the European Union. This is an auditable document.

Registered Keeper of the Vehicle: The full name and address of the BVRLA Member or business name to whom the vehicle has been registered appears here. This information is pre-printed on the form and shows the name and address the member specified on the order form. Automated users of the VE103B simply download the information from their operating systems.

Although the VE103B Vehicle on Hire Certificate acts as a substitute for the vehicle's registration document, it cannot be used to re-license or insure the vehicle. Possession of the certificate does not confer any rights of ownership over the vehicle.

Expiry Date: The expiry date should be the date the agreed period of rental or period outside the UK comes to an end. The maximum period of validity is 12 months from the start date.

BVRLA, River Lodge, Badminton Court, Amersham, Buckinghamshire, HP7 0DD
 T: 01494 545714 E: fleet@bvrla.co.uk W: www.bvrla.co.uk

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All information that appears on the V5C (log book) must be captured accurately on the VE103B.

List of V5C Fields with Definitions		
V5C Ref.	Information required	Explanation
A:	Vehicle Registration Mark	Mandatory fields: This information is obtained from the V5C.
B:	Date of first registration	
D1:	Make	
D2:	Type	
D3:	Model	
D5:	Body Type	
E:	Vin/Chassis/Frame No	
F 1:	Max permissible mass	Mandatory field: This is the design maximum capability of the vehicle in Kgs taking into account the strength of the components. Normally it will be declared by the manufacturer on the Certificate of Conformity and entered by the dealer on V5C when first registered.
J:	Vehicle category	Not mandatory field: Vehicle categories are defined according to an international classification. It is the manufacturer's responsibility to capture and record this information on the V5C.
P.1:	Cylinder capacity	Mandatory field: This information is self-explanatory and obtained from the V5C.
R:	Colour	
S.1:	No. of seats inc. driver	Mandatory field: Entered by the dealer. The dealer can fit additional seats at request of driver/keeper.

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Important Note: It is important that all the details on the V5C registration document are transferred accurately onto the VE103B. The data fields marked A:, B:, D1 etc correlate to those on the V5C and should be completed to reflect the information displayed on the V5C.

- **Registered Keeper of the Vehicle**

The full name and address of the BVRLA Member or business name in which the original vehicle has been registered must be entered here.

- **Name and address of person/company hiring/leasing the vehicle**

This section is used to record details of the person(s) in charge of the vehicle whilst abroad and, if appropriate, the client company leasing the vehicle. It is a legal requirement for the name of the principal driver and his/her name and address to be entered here - as it appears on the driver licence. This is to enable the police authorities to verify that the driver has permission from you, the Registered Keeper of the vehicle, to be in possession of the vehicle outside the UK.

The new-style VE103B has contingency for 2 additional drivers to be added. It is recommended by DVLA that a separate certificate is issued in instances where there are more than 3 drivers, or where an additional driver will be driving the vehicle unaccompanied by the principal driver.

- **Start Date**

The start date should be used to record the first day of the rental period in the case of a short-term or daily rental. If a contract hire rental or leased vehicle, the first day of the approved period for the vehicle to be abroad should be entered.

- **Expiry Date**

The expiry date should be the date the agreed period of rental or period outside the UK comes to an end. The maximum period of validity is 12 months from the start date.

Distribution of VE103B Certificates

The **original** must be in the possession of the person in charge of the vehicle whilst abroad or, if appropriate, the client company hiring the vehicle. Please note that only the **original is acceptable. Photocopies are not acceptable substitutes.**