



Ministry of Defence

Army Secretariat
Army Headquarters
IDL 24 Blenheim Building
Marlborough Lines
Andover
Hampshire, SP11 8HJ
United Kingdom

Ref: FOI2018/01024

E-mail: ArmySec-Group@mod.gov.uk

Website: www.army.mod.uk

9 February 2018

E-mail address: [redacted]

Dear [redacted],

Thank you for your letter of 15 January in which you requested the following information:

"For the period 1 January 2010 to 31 December 2017;

- How many breaches of SO BFG 3213 (relating or previous versions of the Order) have occurred;
• On what grounds have each of the breaches have occurred;
• The number of breaches investigated by the BFG authorities;
• The length of time for each breach to be investigated to conclusion;
• The number of relevant breaches referred to the German authorities, and;
• The length of time from each relevant breach to be referred to the UK HMRC or the German authorities.

If there have been any changes to SO BFG please provide relevant details from previous iterations."

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000.

A search for the information has now been completed within the Ministry of Defence, and I can confirm that some of the information in scope of your request is held. The answers to your bulleted questions above are as follows:

How many breaches of SO BFG 3213 have occurred?

2,964.

On what grounds have each of the breaches occurred?

Table with 3 columns: SER, GROUNDS, NUMBER. Row 1: 1, Failure to use a BFG Notification of Vehicle Arrivals (NOVA) or F 414 and consequent use of VAT NOVA1 or VAT 414, 1407. Row 2: 2, Use of expired NOVA or Form 414, 404. Row 3: 3, Early landing (on permanent import) of the vehicle in the UK before the validity date of the BFG NOVA, 215.

4	Failure to export the vehicle from the UK within 60 days of its initial UK registration (change of intent) / failure to BFG register within 45 days of the vehicle's arrival in BFG	480
5	Status /entitlement issues	95
6	Early disposal of a tax free Means of Transport which has been retained for less than 365 days of from the initial BFG registration date and 3,728 miles have been accrued	205
7	Incorrect disposal of BFG registered vehicles to a non-entitled persons in Germany or elsewhere excluding the UK, (Form 38 issues)	41
8	Misuse of tax free fuel cards or coupons	90
9	Miscellaneous	27

The number of breaches investigated by BFG authorities?

All of the breaches

The length of time for each breach to be investigated to conclusion?

This information is not held. Under section 16 of the FOIA (Advice and Assistance), German tax demands, if not paid, remain extant and enforceable for 10 years at which point they are reviewed. Some cases are closed within days on the issue of a BFG administrative sanction or when a decision is made not to pursue the case further.

The number of breaches referred to the German Authorities?

BFG referred 226 cases to the German authorities (these being serials 5, 7 and 8 of the above table).

Under section 16 of the FOIA (advice and assistance) it is the Personal Transport Unit (PTU) of HMRC that refers SOFA/SA/Forces Customs Law breaches to the German Authorities, with regard to early disposals (serial 6).

The length of time from each relevant breach to be referred to the UK HMRC or the German authorities?

This information is not held. Under section 16 of the FOIA (advice and assistance), I can advise that all cases of early disposal, failure to export within 60 days (change of intent) and early landing are reported to PTU of HMRC on or shortly after the creation of the file.

Use of expired NOVA or Form 414 – UK based process (PTU is aware when an expired NOVA is used). Since the introduction of DVLA registration in BFG this is a rare occurrence.

I have attached the eight versions of BFG Standing Order 3213 that have been in force during the period 1 January 2010 and 31 December 2017. Under section 16 of the FOIA (advice and assistance) I should explain that the Standing Order is reviewed every six months or on an ad hoc basis when a change is required urgently. Amendment numbers are applied for each review, even when amendments to the Standing Order are not required. In such cases, the Standing Order is not re-issued.

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

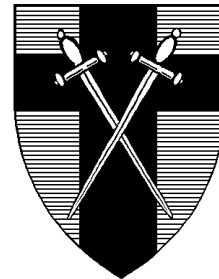
If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,



Disclosure and Litigation Leader

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ UKSC J1 BRANCH

“UP TO DATE VERSIONS OF SOs BA(G) ARE AVAILABLE FOR
VIEWING ON THE COMMAND INFORMATION PORTAL”

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

HQ UKSC
RE-ISSUED 01 Jul 10

FOREWORD

1. Disobedience to any of these orders is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.
2. A Notice Board Information Sheet (NBI) (BFG Form 74 (Revised 1 Jul 10 coloured Yellow) was issued on 1 Jul 10 containing paragraphs (marked with an asterisk) of special importance extracted from these orders. BFG Form 74 **has been** re-issued with AMDT 41.

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*** All paragraphs in this Standing Order annotated with the asterisk implies that the paragraph is repeated in BFG Form 74 as a Notice Board Publication.**

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 - INTRODUCTION

General

101.

a. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. Having regard to this general principle, Entitled Persons are required to keep in their ownership vehicles purchased as New Tax Free Vehicles (see paragraph 220) for a minimum period of 12 months from the date of initial BFG registration. Disposal of such vehicles before this point will lead to the imposition of the penalties in paragraph 301c and Annex A to Section 11 of this Order.

b. Under the SOFA and the SA, the General Officer Commanding (GOC) United Kingdom Support Command (UKSC) is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of "Entitled Person") for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

(1) The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.

(2) The issue of driving permits (BFG Form 57).

(3) The issue of prepayment fuel coupons.

c. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of "Sponsored Organisation").

Application of These Orders

102. *Unless the context otherwise requires, these Orders apply to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of These Orders

103. DII subscribers can access this Order on the UKSC Web, Command Information Portal. All others will be issued with a CD ROM which is to be held at formation, garrison and station headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from these Orders is to be prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

104. The BFG system of registration and licensing of vehicles is operated on behalf of the GOC UKSC by DCOS UKSC through the BFG Licensing Office (Main) (BFGVLO(Main)), BFPO 40. DCOS UKSC is responsible for implementing the GOC's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BF(G) 3208). Where an administrative breach is identified, an administrative penalty may be imposed in accordance with the table set out in Annex A to Section 11 of this Order. Where such a penalty is imposed, the individual will be informed in writing by SO2 J1 Vehicle Licensing, UKSC. The imposition of an administrative penalty may be appealed and, on receipt of a written application, DCOS UKSC will nominate members to sit on an appeal review panel. The panel will review all available evidence objectively and recommend an appropriate course of action to DCOS UKSC. If the panel fails to reach a consensus, the matter will be referred with all the comments of the panel back to DCOS UKSC who will be the final arbiter. In all appeal cases DCOS UKSC will inform the appellant of the decision. If still dissatisfied, the appellant may appeal directly to GOC UKSC.

105. The Terms of Reference for the operation of the BFGVLO are set out at Annex B to this Section.

106. Reserved.

Unit Responsibilities

107. Applications for BFG Vehicle registration are to be addressed to the BFGVLO (Main). The application may be dispatched by post direct to the BFG VLO (Main) or through the Unit/Garrison BFG Registration Officer. No business is to be transacted by personal visit and personnel are, unless authorised by OC BFGVLO, to deal directly with their Unit/Garrison BFG Registration Officer, who is a link between the BFGVLO (Main) and the individual. However, please note paragraph 116 on the BFGVLO Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

108. The procedures governing the registration of Service vehicles that are to be civilianised for adventurous training, are contained in SO BF(G) 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

109. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner** to:

- a. The local civil police.
- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. The BFG VLO.
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

110. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

111. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

112. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of the Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

113. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of the Force of the Sending State concerned.

b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

114. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of twelve months and who are attached to a NATO headquarters in relation to which the UK is the framework nation. However, any such personnel that are granted BFG Facilities, will be required to conform to the regulations laid down in these Orders.

115. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 J1 (Vehicle Licensing), HQ UKSC or OC BFGVLO.

BFG Vehicle Licensing Office Customer Support Service

116. A Customer Support Service is established within the BFGVLO for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their Unit/Garrison BFG Registration Office to whom, normally, the queries are to be addressed in the first instance. The service is not for Unit/Garrison BFG Registration Officers, unless in an emergency, and they should continue to contact BFG VLO (Main) on the usual telephone numbers.

a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	1315 - 1430 hrs

b. The telephone number is:

Mil network: 94872 4100
Civil network: Mönchengladbach Civil (02161) 4724100

c. Customers leaving a message must state their:

- (1) Name.
- (2) Rank/Title.
- (3) Contact Telephone Number.
- (4) BFG Registration Number (If applicable).

Customers must speak clearly and slowly.

VEHICLES OF PERSONNEL RESIDENT IN THE NETHERLANDS

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.
2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those resident in Germany.
3. **Driving Licences.** Whilst driving in the Netherlands:
 - a. Members of the Forces (including UK based civilians) are to be in possession of either a UK national licence or a Netherlands national licence, and a BFG Driving Permit (BFG Form 57).
 - b. Dependants and members of the civilian component must have a Netherlands national licence, or, for the first 12 months of their residence in the Netherlands, some other national licence (i.e. UK) or an international licence issued outside the Netherlands, and a BFG Driving Permit (BFG Form 57).
4. **Insurance.** The provisions of Annex C to Section 4 of these Orders remain in force for all BFG registered vehicles.
5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.
6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056
7. **Fuel.** BFG prepayment fuel coupons will be issued within the terms of the existing regulations (see Section 10 to this Order), but such coupons will not be valid for exchange in the Netherlands.

INTENTIONALLY BLANK

BFG VEHICLE LICENSING OFFICE TERMS OF REFERENCE

1. The BFG Vehicle Licensing Office (BFGVLO) is to:
 - a. BFG register, re-register and deregister all private vehicles of personnel to whom these Orders apply in accordance with the procedures detailed in these Orders.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

Initial registration	-	5 working days
Transfer ownership (number plates required)	-	5 working days
Transfer ownership (number plates not required)	-	3 working days
Renewal registration	-	3 working days
Deregistration	-	3 working days
 - c. Arrange VLO familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment where requested.
 - d. Conduct seminars as required to update existing staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in these Orders, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.

- h. Send renewal reminders to direct BFG personnel, four weeks before the BFG Vehicle registration period expires. If the vehicle is not BFG reregistered by its due date the BFGVLO (Main) is to initiate follow-up action with the unit concerned to ascertain why BFG reregistration has not been applied for and to instruct that the vehicle cannot be used on any road/public place or within barracks until BFG reregistration has been effected. This follow-up action is to be pursued until BFG reregistration has been effected or the Unit BFG Registration Officer has provided a satisfactory answer as to why the vehicle is not to be BFG reregistered.
- i. Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
- j. Demand and properly account for UK registration numbers and Road Fund Licences (Tax Discs) issued by DVLA.
- k. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.
- l. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- m. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch, British Forces Germany (CTOB BFG), Customs and Immigration (C&I BFG), finance companies and national government agencies and police forces.
- n. Ensure that no individual member of BFG registers more than one New Tax Free Vehicle and motorcycle in any 12 month period unless prior approval in writing has been given by SO2 J1 (Vehicle Licensing) HQ UKSC.
- o. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFGVLO. If the vehicle is not BFG reregistered within 14 days of the date of the letter from BFGVLO notifying the cancellation of insurance and thus cancellation of BFG registration, follow-up action is to be taken as per sub paragraph h above (see also paragraph 903c).
- p. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer.
- q. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- r. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with these Orders.

- s. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- t. Forward copies of Annex D to Section 6 to J4 Log Sp (C Sups) HQ UKSC to allow them to check that prepayment fuel coupons are not used when an extension of BFG registration has been granted.
- u. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFGVLO.
- v. Inform DVLA when a BFGVLO registered RHD vehicle with UK style registration plates is stolen/written off and report of any subsequent developments.
- w. On notification from Service police/CCRIO(G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.
- x. Produce periodic bulletins for BFGVLO staff and Unit BFG Registration Officers if required to do so by SO2 J1 (Vehicle Licensing), HQ UKSC.
- y. Record Driving Bans.

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SECTION 2 - DEFINITIONS/INTERPRETATION

201. *This section should be repeated in Unit and Garrison Orders not less than four times per year.
202. ***Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered elsewhere. The Allocation Certificate will be retained in the BFGVLO.
203. ***C&I BFG.** Customs & Immigration, British Forces Germany is part of HQ UKSC Civil Secretariat Organisation and its offices are at JHQ, BFPO 40. Telephone: Rheindahlen Mil Ext, 2229.
204. ***BFG Facilities.** In these Orders the term “BFG Facilities” means:
- a. The registration of vehicles.
 - b. The issue of driving permits.
 - c. The issue of prepayment fuel coupons.
205. ***BFG Vehicle.** A vehicle registered, or due to be registered, or which is required to be registered, in accordance with this Order, with the BFGVLO. The vehicle must be physically in Germany at the time of registration.
206. ***Certifying Officer.** This may be a commissioned officer, UKBC equivalent or a nominated Unit BFG Registration Officer. In the case of NAAFI this person is appointed by NAAFI HR and in the case of schools this is the Headmaster of his appointed Deputy Head.
207. ***Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.
208. ***Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or reregistered with any vehicle registration authority other than BFGVLO, or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the **transferrer/Owner**.
209. ***Driver.** Includes the rider of a two or three-wheeled vehicle.
210. ***Entitled Person.** Means:
- a. A member of the British Armed Forces who is present in Germany and who has been, or is expected to be, stationed in Germany for a minimum period of 12 months.

- b. A member of the civilian component of the British Armed Forces who is present in Germany and who has been, or is expected to be, employed as a member of the civilian component in Germany for a minimum period of 12 months. The term “civilian component” is fully defined in SOFA. For the purposes of this Order, the term effectively means a Crown servant posted to Germany for a minimum period of 12 months.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor’s employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is subject to military law as a result of an authorisation issued by the Defence Council under Schedule 15 of the Armed Forces Act 2006.
- e. A member of the armed forces of a NATO country other than Belgium, Canada, France, the Netherlands and the USA who is present in Germany and who has been, or expected to be, stationed in Germany for a minimum period of 12 months, and who is attached to a NATO headquarters in relation to which the UK is the framework nation.
- f. A dependant of a person in sub-paragraph a to e above. For the purposes of this Order, “dependant” means a spouse of a person in sub-paragraph a to e above who has status as a dependant under SO BF(G) 3217 (or, in the case of a person in sub-paragraph e, who would be entitled to such status if the rules in SO BF(G) 3217 were applied) or a child of such a person who is at least 17 years of age (or 15 in relation to mopeds or mofas) and no more than 25 years of age, and who has been physically present in the Federal Republic of Germany for at least 185 days in the past 12 months and expected to be physically present in the Federal Republic of Germany for 185 days in the next 12 months.

Provided always that the authorities of British Forces Germany may, under powers contained in this Order or otherwise, remove or restrict the ability of a person in sub-paragraph a to f to be treated as an Entitled Person.

211. **Non Entitled Person.** All persons who do not fall into the categories listed at paragraphs 210 above and 216 below. This will include for instance, German nationals (excluding those with dependant status), ex service personnel or expatriates living on the German economy, (this includes car salesmen, car dealers, agents and scrap dealers).

212. ***Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

213. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and deregistration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates.

214. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and deregistration of such vehicles are covered in Sections 4 to 6. **Only LHD vehicles or motorcycles can have German style registration plates.** Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover).

215. ***Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

216. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as integral parts of the Force, i.e:

- (1) Council of Voluntary Welfare Work (CVWW).
- (2) Navy, Army and Air Force Institutes (NAAFI).
- (3) Services Sound and Vision Corporation (SSVC).

b. Non commercial organisations without the powers enjoyed by the authorities of a Force or a civilian component and who require the sponsorship of an official procurement agent, i.e:

- (1) Administered by CVWW:
 - (a) Catholic Women's League.
 - (b) Salvation Army Red Shield Services.
- (2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association (OSA).

- (3) Soldiers' and Airman's Scripture Readers Association (SASRA).
- (4) Soldiers, Sailors and Airmen and Families Association/Forces Help (SSAFA Forces Help).
- (5) Women's Royal Voluntary Services (WRVS).

217. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

- a. Another Entitled Person (see paragraph 210 above).
- b. A non Entitled Person (see paragraph 211 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non Entitled Person).

218. **Unit BFG Registration Officer.** This is the Officer, Warrant Officer, Senior NCO, UKBC or LEC (Grade 6 or above) of equivalent status nominated by his or her CO or Head of Establishment to maintain and control the BFG Vehicle registration system within the unit or establishment. Specific responsibilities for Unit BFG Registration Officers are set out in Section 9.

219. ***Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofas or a bicycle with auxiliary motor, a caravan, trailer or towed equipment. But it does not, within the context of these Orders, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.

220. ***New Tax Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or a vehicle purchased free of tax which has been in use for less than 2 years from initial registration for road use.

221. **Ex UK Tax Paid Vehicle.** A vehicle purchased under the ordinary UK VAT rules and on which any UK VAT arising from such a purchase has been paid.

222. **UK Tax Free Vehicle.** A vehicle purchased in and exported from the UK free of tax.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. *Entitlement to Purchase and Register Tax Free Vehicles

- a. An Entitled Person may purchase a tax free vehicle **only** if it is intended for the **personal use** of the Entitled Person or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.
- b. Each Entitled Person is permitted to BFG register only **one New Tax Free Vehicle** (see paragraph 220 for definition of “New Tax Free Vehicle”) **within any 12 month period**. The exception to this regulation is that, in addition to one other tax free vehicle, one new tax free motorcycle/quadbike, moped or bicycle with auxiliary motor, may be registered within a 12 month period.
- c. An Entitled Person may not dispose (within the meaning of paragraph 208 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle without incurring a penalty until that vehicle has been BFG registered for an accumulated period of 12 months. (**Note: The BFG registration must also be current at the time of disposal.**) Except as provided in sub-paragraph d below, in the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for 12 months, the following penalties will apply:
- (1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a New Tax Free Vehicle for up to **five years** from the date of disposal.
 - (2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel coupons for any vehicles until the penalty has expired.
 - (3) The Entitled Person who is the Owner of the vehicle may be required to inform the German authorities of the disposal using BFG Form 38 and to pay VAT on the vehicle to the German Finanzamt.

NOTE:

1. **The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.**

d. **Transfer of Residence (TOR) on Posting.** The penalties will not be imposed when a vehicle is registered with the UK authorities on TOR (See paragraph 609 – 611) but will be imposed in the event that, following such registration with the UK authorities, a New Tax Free Vehicle is sold or transferred within twelve months of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax Free Vehicle before the BFG VLO is informed of the disposal of any previous New Tax Free Vehicle attracting a penalty under paragraph 301c above, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 J1 (Vehicle Licensing) HQ UKSC for authority to register an additional New Tax Free Vehicle. Such authority will only be given in exceptional circumstances.

302. ***Dependant children** may only purchase and BFG register tax free vehicles if:

a. They are at least 17 years old; (15 years or older in relation to mopeds or mofas).

b. They possess a valid full UK or German driving licence and a BFG Driving Permit. See also SOBF(G) 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

NOTES

1: Dependant spouses and dependants aged 17 or over, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further tax free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2: Tax Paid Vehicles for Dependant Children. Dependant children aged 17 or over (15 or older for mopeds and mofas) holding a full national driving licence and a BFG Driving Permit (BFG Form 57) covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** A nanny is a Non Entitled Person, employed by an Entitled Person and may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full national driving licence and a BFG Driving Permit (BFG Form 57) endorsed "NANNY".

b. Whilst driving the employer's vehicle, carries:

(1) A valid national driving licence.

(2) A valid passport.

(3) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment.

Examples of types of journey, which may be undertaken by a nanny, are:

(1) Taking children to school or to a doctor.

(2) Collecting members of the family at airports, shopping etc.

The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. ***Syndicate/Proxy Purchasing**

a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a tax-free vehicle.

b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has purchased a vehicle with funds provided by one or more other persons and BFG registers that vehicle in his or her own name.

c. It shall not be prohibited for an Entitled Person to purchase a new tax-free vehicle using funds by means of a commercial loan unless:

(1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the funds,

or;

(2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, accrue to the person or persons providing the funds:

or

(3) the vehicle is subsequently disposed of to the person or persons providing the funds other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a new tax-free vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates."

305. Reserved.

Purchase of Tax Free Vehicles

306. There are two methods of buying **Tax Free** Vehicles available to members of BFG. All Tax Free vehicles purchased by Entitled Persons (see paragraph 210 for definition of “Entitled Person”) must be registered with the BFGVLO.

a. **Purchases in the UK.** The following regulations govern purchases of Tax Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** must be obtained from C&I BFG by submitting BFG Form 60. BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. BFG Form 80 is not an entitlement to BFG register the vehicle.

Note: NATO Form 302 is required for corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the stated date in the logbook** and BFG registered **within 30 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HM R&C may seize the vehicle and impose penalties on the purchaser. (See also Paragraphs 401a and 1102d)

(4) Purchasers of New Tax Free Vehicles, which are registered with the UK authorities, must ensure that **the EU Type Approval Number** is shown in the UK vehicle registration document (Logbook), as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

(5) New tax-free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The tax-free vehicle must be driven from the place of Customs Bond in the UK **directly** to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. **Purchases outside the UK.**

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFGVLO, and is retained by the BFGVLO. If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists**.

(2) **BFG Form 80** (as in sub paragraph 306a(2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax free purchase **within Germany** also requires the use of an **Abwicklungsschein** which will **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for tax free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence will result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new tax-free vehicles, an **EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 606.

Note: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (tax-free or tax paid) by sponsors for their use. Any Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.

- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

a. To BFG register the vehicle, NATO Form 302 is used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BF(G) 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG VLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

NOTES:

- 1. The vehicle will retain its original German Stadt registration number.
- 2. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief will have been issued. Applies equally to RHD or LHD vehicles.
- 3. No fuel coupon allocation will be given. To obtain tax-free fuel an Agency Fuel Card should be applied for.
- 4. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.
 - a. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
 - b. Unit BFG Officers are to report to the BFGVLO their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.

c. Unit BFG Officers are not to accept and BFG register a sponsored vehicle unless there is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, **“That (name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German or UK authorities.”**

d. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. BFG deregistration procedure using BFG Form 4003 can then be completed. BFG Form 73, number plates and tax disc are not to be handed over to the sponsor.

310. **German Log Books.** The BFGVLO retains and destroys German logbooks but, as a concession to sponsors, this will not be done to sponsored vehicles' Log Books. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship. Units/Organisations must make it clear to the BFGVLO when initially registering the vehicle that it is a sponsored vehicle.

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TO: _____

CONTRAVENTION OF STANDING ORDER BRITISH ARMY (GERMANY) 3213

MEMBERS OF FAMILY GROUP

1. The following Entitled Person has incurred an administrative penalty under Section 3, Paragraph 301c and 301d*.

Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached proforma (Appendix 1 to Annex A).

Signature: _____
(SO2 J1 Veh Lic)

Date: _____

TO: SO2 J1 Veh Lic
HQ UKSC
BFPO 140

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This proforma is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC the appropriate Head of the Administrative Department.

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DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Number/Passport Number	Rank/Title	Name & Initials	Date of Birth	Head of Household's Unit & BFPO

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SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. As a general principle any vehicle owned by an Entitled Person must be registered with the BFGVLO. Having regard to this and subject to the exceptions referred to in sub-paragraph a and paragraph 502 below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by that person with the BFGVLO.

a. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub-paragraph b below, may be used in Germany only under such registration for a period not exceeding 30 days from the date of importation, or that person being taken on the posted strength of a BFG unit/establishment, whichever is the later date, provided it meets the registration criteria of the issuing authority. Thereafter such a vehicle may not be driven or parked on a Public Road or Place in Germany, unless it is registered with the BFGVLO. **Failure to BFG register a new tax-free vehicle within the required time frame will result in** disciplinary and administrative action being taken. Administrative action will involve the VAT on the vehicle having to be paid before it can be BFG registered. A vehicle which is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 406 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior arrangement, to be carried out.

b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current logbook, a valid national roadworthiness test and the appropriate registration plates must be displayed on the vehicle in the proper manner. All conditions as to use contained in these orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFGVLO (Main), BFPO 40 or through the applicant's Unit BFG registration Office. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/ department postal addresses only are to be used. **Attention is drawn to the declaration to be made by the Owner at Part 3 on the BFG Form 20.** If the vehicle was a previously BFG registered vehicle that is being re-imported into BFG the applicant must obtain authority from SO2 J1 Veh Lic to re-import and BFG register the vehicle.

NOTES:

1. **Before being eligible to BFG register a motor vehicle, the applicant must hold a BFG Driving Permit (BFG Form 57) which must be supported by a full national driving licence valid in Germany for the vehicle.** (see SOBF(G) 4310.).

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of 12 months from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new tax-free vehicle within 12 months of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)

Drivers are advised to carry five litres of fuel in an approved container when driving on autobahns.

Owners are to present their BFG registered vehicle on the third anniversary of first registration (irrespective of licensing authority) and annually thereafter for roadworthiness inspection, details of which are at Annex A of this section.

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates, **is prohibited**. Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG registered **before** Owners can drive them on public roads. The **only** German registered vehicles which can be driven by BFG personnel are short term hired vehicles, (but not leased vehicles – see Paragraph 423 below) or courtesy vehicles loaned by garages whilst Owner's vehicles are being serviced or repaired or vehicles provided by car dealers for a short term period for test driving prior to purchase.

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20, checked and countersigned by the Certifying Officer, is to be supported by the following. **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse. The Certifying Officer cannot be a family member).**

- a. **Proof of Insurance.**
 - (1) **British** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.
 - (2) **German** A fully completed Single White Card

(Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy...

NOTES:

1. **When a vehicle is being BFG registered in the name of an entitled dependant son or daughter over 17 years of age, the insurance cover must be in that dependant's name.**
2. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the Certifying Officer signs and stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Proof of Ownership.**

(1) **Brand new vehicles obtained from German dealers.** A German logbook. Except for sponsored vehicles, the BFGVLO will retain and destroy the German log book according to EU Regulations.

(2) **Vehicles previously registered in UK or any other country.** Appropriate registration document, Certificate of Export or deregistration certificate where applicable. For ex UK Tax Paid Vehicles i.e. Vehicles purchased under the ordinary UK VAT rules and on which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook). For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302), will be retained and destroyed by the BFG VLO in accordance with EU regulations. A photocopy of the VX302 or V308 must be included with the original document.

(3) **Brand new vehicles not registered with any other registration authority.** Allocation Certificate (retained by BFGVLO). The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, the Certificate of Conformity, delivery date and pick up location. A statement saying that "this vehicle has not been previously registered and that no log book exists". The dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid.

(4) **Transfer of Ownership between Entitled Persons.** Original Bill of Sale (which will be retained by the BFG VLO) signed by both parties and tax disc (if applicable).

c. **BFG Form 80** (Special Import Certificate) for all initial BFG registrations of privately owned vehicles must be applied for from C&I BFG before collecting the vehicle but is not required to be attached to the application for BFG registration (BFG Form 20). NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

NOTES:

1. **A BFG Form 80 should be obtained before acquiring a vehicle into Germany. Applications for a BFG Form 80 in relation to a New Tax Free Vehicle (as described in Section 2 paragraph 220) may only be made to the C&I BFG a maximum of 14 days prior to the first anniversary of BFG registration of any previous New Tax Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 is not an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK/German National Type Approval.** New Motorised Vehicles - A copy of the Certificate of Conformity (CoC) or an official document, (this could be the log book, Allocation Certificate or a letter from the dealer) showing an EC type approval number. (An EU type approval number is not available for Motor Caravans). If proof of EU Type Approval is not available, the BFG Form 20 must be accompanied by a Gutachten (Übereinstimmungsbescheinigung) from the German authorities (usually obtained from the head TÜV station of the area), or a Single Vehicle Approval Certificate (SVA) from the UK authorities. The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German or British national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, or have an EU type approval number shown on another country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not required evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65). This form can be submitted on application for initial BFG registration of the under mentioned vehicles. If not submitted the vehicle will be granted 30 days temporary registration (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) during which time the roadworthiness test must be passed and application made to renew the BFG registration, submitting BFG Form 65 with the application. Should the vehicle fail the roadworthiness test before the

application for BFG registration, the 30 days temporary registration will not be granted.

(1) Vehicles that are 3 years old or more: or

(2) Minibuses with more than nine seats, caravans or trailers not of a quantity produced pattern, or trailers and vehicles constructed from kits or parts, regardless of age. (See Annexes A and B).

f. **Tax paid cars up to two years old.** In order to prevent the vehicle being treated as tax free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the Customer.

NOTES:

1. **A lighting check** must be carried out at the local BFG Roadworthiness Testing Centre within 30 days of initial BFG registration of all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. **After 30 days, personnel are not permitted to purchase duty free fuel coupons without a valid light test stamp on their BFG Form 73 (which technically makes the vehicle un-roadworthy) and the vehicle is not to be used on Public Roads/ Places and within barracks. Renewal of BFG registration will not be permitted without a valid BFG lights test. For legal reasons no extensions to the BFG light test date will be granted.** (See also paragraphs 13,14 and 15 of Annex A to this section).

2. Owners of vehicles (less motor caravans and vehicles over 3500 kg) imported to BFG from outside the EU, (mainly N America), who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 J1 (Vehicle Licensing), HQ UKSC or OC BFGVLO for further advice.

3. The BFG VLO will retain all Logbooks which will be destroyed (Owners are advised to photocopy their logbooks before handing it in to BFG VLO(Main)).

4. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, when re-registered by the BFG VLO will be allocated their original BFG number.

407. A vehicle being imported into Germany, other than from the UK, may be registered with the BFGVLO before its arrival, provided paragraphs 401-406 above are complied with and:

a. The Owner has already arrived in Germany.

b. The vehicle is due to be imported within 14 days of the date of application.

Note:

1. Import into Germany includes vehicles collected from the factory or from German dealers.

408. Reserved.

PRI Vehicles.

409. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

410. The documents and registration plates issued by the BFGVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG VLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFGVLO. (This still applies even if the vehicle Owner has had permission to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.
- c. They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG Registration Officer/BFGVLO, (see Section 6).
 - (1) On posting out of BFG.
 - (2) On sale of a vehicle to a person not entitled to BFG Facilities.
 - (3) When a new registration number is issued on change of German registration area.
- d. When completed, the Customer is to return the receipt to the BFGVLO, BFPO 40.

Registration Plates and International Identification Stickers.

411. BFG registration plates bearing current BFG registration numbers allotted to vehicles, are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers, a plate need only be displayed at the rear. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFGVLO for replacements and not make a purchase privately. Replacement plates will incur a cost.

412. BFG UK style registration number plates are to be of standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only.

413. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFGVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

414. The international identification sticker (eg. GB or D depending on the type of plates provided), is to be displayed at the rear of all BFG registered vehicles. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National sticker is not required with Europlates.

415. **Retention of Cherished Registration Numbers.** There is no provision to retain in Germany during the period of BFG registration any cherished number issued by the DVLA Swansea. This is due to complications with the DVLA Database

416. **Personalised Registration Numbers and Plates** are **NOT** permitted under any circumstances. Only those registration plates issued by the BFGVLO are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

417. When a BFG number plate becomes damaged and requires replacement, an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €12 per plate or €18 for a pair will be made. Cheques are to be made payable to the BFG Fuel Coupon Account, HQ UKSC. (See also paragraph 418 below).

418. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €29 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 or road tax disc is to be made on the proforma at Annex H. €6 of the €29 amounts to an administration charge for the new BFG Form 73, tax disc and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates is to be made to the BFGVLO direct or through their Unit BFG Registration officer. A charge of €29 will also be levied in other cases where a new set of documents and/or plates is requested.

Change of Unit/Establishment/Status within BFG

419. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with Annex H showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

420. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

421. All such vehicles have to be registered with the BFG VLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

422. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis".

NOTE. Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. These vehicles must also be registered with the BFG VLO.

Privately Leased Vehicles

423. Vehicles privately leased by Entitled Persons for private use must be BFG registered unless they are obtained under a short term lease or short term leases not exceeding one month. Registration is to be carried out by completing BFG Form 20 and submitting it to the BFG VLO with the following documents:

- a. BFG Form 80.
- b. Copy of the Fahrzeugschein (not **Fahrzeugbrief**).
- c. Copy of insurance/lease agreement supplied by the lease company as evidence of valid insurance.

NOTES:

1. The conclusion of tax free leases in Germany must be carried out through the NAAFI OPA.

2. There will be no entitlement to fuel coupons for vehicles obtained through tax paid leases in Germany.

3. For leases concluded in the UK, – a copy of the UK log book or other document showing the vehicle's official details is required.

4. Motability vehicles – a copy of the Motability agreement is sufficient.

5. In relation to leases concluded in Germany - no new BFG registration number plate will be issued and the current German number plate will remain on the vehicle.

REGISTRATION OF VEHICLES INTENDED FOR TRACK USE ONLY

424. Vehicles intended for track use only include scramble bikes, quadbikes, trikes and stock-cars. All such vehicles must be registered with the BFG VLO.

425. The procedure for the acquisition and registration of such vehicles is as follows:

a. If you are buying the vehicle from a local dealer then you must comply with the rules that govern tax-free car purchases. This means that you will have to conduct the purchase using the NAAFI Official Procurement Agency (OPA).

b. Regardless of where the vehicle is purchased you must apply for a BFG Form 80 (*using BFG Form 60*) from C&I, BFG, BFPO 40.

c. Apply for BFG registration using BFG Form 20 enclosing the following documents:

(1) Insurance – minimum cover is 3rd party.

(2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.

(3) BFG Form 80.

426. If you dispose of the vehicle to a non-Entitled Person (*including motor dealers and traders*) you must apply for and complete **BFG Form 38**. You obtain this document from C&I, BFG. You must not hand the vehicle over to the buyer until you have received instructions from the German Customs following the completion of the BFG Form 38. If the vehicle is to be disposed in the UK you must still apply for **BFG Form 38** and not a BFG Form 414.

427. Following the disposal of the vehicle you must de-register the vehicle with the BFG VLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38**.

NOTE:

1. Vehicles intended for track use only cannot be used on public roads legally.

2. If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.

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ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of the Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was manufactured and annually thereafter.	A light test is required within 30 days of initial registration for vehicles under 3 years old
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	
E	Vehicles without Type Approval	Vehicles without UK DTLR or other EEC country type approval can only be accepted for BFG Inspection on presentation of a valid MOT or TÜV certificate.	MOT / TÜV Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.

3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are contained in the same Annex.

4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer have reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.

5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ UKSC.

6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.

7. **BFG Inspection Retest.** Vehicles that have failed an inspection and submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**

8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ UKSC, who have the pan- Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ UKSC.

9. Section 6, Paragraph 620 contains procedures for BFG registered vehicles that are "off-the-road" due to extensive repair work being carried out on them.

10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection. For vehicles already registered, the successful inspection will be entered in the appropriate space on the BFG Vehicle Registration Card (BFG Form 73) and authenticated by the BFG Examiner's signature.

11. It is the Owner's responsibility to ensure that the vehicle is re-inspected before the 12 months anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.

12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines. During the test diesel engines will be subjected to

maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. The BFG Form 73 includes the requirement for a light test to be completed within 30 days of registration where a vehicle is less than 3 years old. Rear fog lights are to be fitted to the off-side (left hand side) of the vehicle. LHD vehicles that have not been registered in the UK are exempt the requirement to have a light test within 30 days of registration. Where a vehicle is over three years old it will be given 30 days temporary registration and the vehicle must pass a full BFG roadworthiness inspection within 30 days of the registration. The pass certificate (BFG Form 65) must then be sent to the BFG VLO with the BFG Form 73 and a new BFG Form 73 will be issued that is valid to the end of the insurance cover. These requirements are the same as those required for an initial registration.

NOTE:

1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG VLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy showing chassis number, who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).
2. If the vehicle registration is out of date and or they have bought a vehicle on transfer then they should request a Screen Print (SP) from the BFG VLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name than a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG VLO validation stamp.
3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.

14. Headlights must be suitable for permanent driving in right hand traffic systems, i.e. driving on the right. For vehicles, which are less than three years old, Continental headlights are to be fitted and the lights re-tested within 30 days of initial BFG registration. Unit BFG Registration Officers are to ensure that the light test is carried out **within 30 days of initial registration**. In the case of vehicles over three years old, light tests will be carried out during the roadworthiness inspection. **If the light test date is overdue the Owner is not permitted to purchase duty free fuel coupons for the vehicle and the vehicle will be classed as unroadworthy and the vehicle is not to be used on public roads/place and within barracks (see Paragraph 10 above).**

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 903n of these orders. Unit BFG Registration Officers are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164 to include two pairs of disposable gloves and a foil emergency blanket minimum size 2.1metres x 1.6 metres with a thickness of at least 12 microns.
- b. A warning triangle with the DIN approved symbol.

17. **Advisory.** The following are advisory:

- a. Anti Theft Device. Owners, whose BFG registered vehicles were not fitted at the time of manufacturer with a device for locking the steering column, which is a requirement under German Construction and Use Regulations, are **advised** to carry and to use a "Crooklock" or similar device for securing the steering column or clutch pedal.
- b. Spare Fuel. Drivers are **advised** to carry five litres of fuel in an approved container when driving on autobahns.
- c. A Reflective vest.





Complaint Procedures

18. Complaints concerning a roadworthiness inspection are to be forwarded to SO2 J4 ES, HQ UKSC BFPO 39 within 7 working days using the proforma at Annex G.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of restricted zones in some German cities; Berlin, Munich, Düsseldorf, Stuttgart, Köln, Frankfurt and Karlsruhe. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. Failure to display a sticker within a zone may incur a fine of €40 and a penalty point on the driver’s licence.

The emissions stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The particular sticker displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be restricted access to some inner cities in Germany from 2010. The table below shows what the stickers will look like and what restrictions will apply.

Sticker Type	No sticker issued				
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV	Euro V
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.	Allowed. This category applies to the very latest and cleanest diesel and petrol engines, some LPG, hybrid and electric vehicles

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For vehicles that are BFG registered prior to 1 September 2007 the sticker will be issued when the vehicle is to be re-registered at the 12 month anniversary of initial registration.

Vehicle owners that require a sticker before their vehicle is due to be re-registered should apply to the Vehicle Licensing Office with a self addressed envelope for a sticker stating their number rank, name, vehicle make, model, date of manufacture and BFG registration number including German number if LHD. The Vehicle Licensing Office will then issue an appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner's responsibility to purchase stickers through German outlets such as garages or TÜV centres using the German vehicle logbook to identify the emission category.

**CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES,
CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES
WITH MORE THAN NINE SEATS**

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFGVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA(G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability, or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.
- (3) It exceeds half the unladen weight of the towing vehicle.

6. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles ie those meeting the exemption regulations may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L(120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

7. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a certificate from TÜV engineering inspectors that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

8. For imported kit cars and specials the Owner must provide legal valid proof that the vehicle was legally registered or "in use" in another country prior to import into GERMANY. Such vehicles do not require a TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

9. Motorcycles

a. If engine capacity exceeds 50 cc and first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

10. **Mini buses.** Mini buses including PRI minibuses with more than nine seats are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

INSURANCE

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. Where a vehicle is being registered in the name of an entitled son or daughter over 17 years old, the insurance must be in the dependant's name. All documents must be the **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG VLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFGVLO. The Chassis No and not the vehicle registration number must be recorded on all insurance documents.

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid, or

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG VLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents..

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 12 months from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date the Certifying Officer signs and dates the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG VLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.

4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value, as if the car is written off soon after it is first registered, the authorities of the country where the wreck is located could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 413).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST** inform the BFGVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFGVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company which has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG VLO.** As per the cancellation notices issued by the BFG VLO following receipt of cancellations from the insurance companies, the Unit/Garrison BFG Office and/or Unit must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG VLO – see paragraph 7 above). A BFG Form 20 must be completed as per a regular renewal. Note that a new German single white care (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

NOTE; Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

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**UK INSURANCE COMPANIES AND BROKERS WHOSE POLICIES ARE VALID IN
GERMANY**

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. These companies may be contacted for BFG registration purposes. **There are other insurance brokers who can provide insurance cover but this must only be with the companies listed below.**

The BFG Helpline (Rheindahlen Mil Ext 4100/civil 02161 472 4100) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT(CSMA members).

Forces Financial provided by Norwich Union, Fortis and Servis.

Towergate Wilson.

TF Insurance Services Ltd (Groupama Insurance Co Ltd).

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFGVLO (Main), BFPO 40.

2. The BFGVLO will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO.

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REGISTRATION AND INSURANCE OF PRI OWNED AND OTHER CLUB / UNIT OWNED VEHICLES OPERATING IN GERMANY

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and including passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved is detailed in SO BF(G) 6109 (Traffic Accident Reporting and Claims Procedure).

NOTE: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this, their use in Germany is covered by the NATO SOFA and SA thereto, and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the personal and vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV licence.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in his private capacity (see note after paragraph 7 above). When the vehicle is first acquired a NATO Form 302, not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property or destined to become the property of the Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 40.

APPLICATION FOR ALL REPLACEMENT NUMBER PLATE(S)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Enclosed is a cheque for € or £ .

3. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.

NOTE: A charge of €12 for a single plate or €18 for a pair will be made. Cheques should be made payable to the **BFG Fuel Coupon Account, HQ UKSC.**

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

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CARRIAGE OF CHILDREN IN MOTOR CARS

The Law

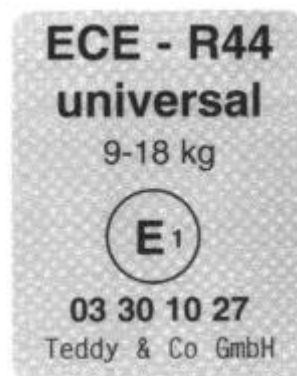
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their licence. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "restricted", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children whose weight exceeds 36 kg should still use category III seats.

Children below 3 years of age

4. Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

Children over the age of 3 and below the age of 12 (or 150 cm in height)

5. Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

Children over the age of 12 or taller than 150 cm (4 ft 11in)

6. Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats, since most parents of smaller children are likely to carry their children in these seats, anyway.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

13. A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

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ROADWORTHINESS INSPECTION CUSTOMER COMPLAINTS PROFORMA

To: SO2 J4 ES HQ UKSC BFPO 39		ES Branch Ref No:					
		Tel:			Surname & Initials:		
		Fax:			Rank/Grade:		
		Date:			Signature:		
Military/Civilian Vehicle Registration No							
Vehicle Make & Model: Inspectors Name:				Date of BFG Inspection:			
Unit: UIN:				Location of Test Centre:			
Details of Complaint:							

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APPLICATION FOR A REPLACEMENT BFG FORM 73*/ROAD TAX DISC

1. Please send me a replacement BFG Form 73*/Road Tax Disc*
2. The reason I require a replacement BFG Form 73*/Road Tax Disc*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a cheque for € _____ or £ _____ payable to "The Petrol Coupon Account".

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

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SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A checked and countersigned by a Certifying Officer is to be submitted to BFGVLO (Main, BFPO 40) supported by:

- a. BFG Registration Card (BFG Form 73), which must bear a current roadworthiness inspection stamp and date where the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment. (see Annex C to Section 4).

502. Renewal of BFG registration is normally to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFGVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by these Orders, is roadworthy, and there is in force in relation to it any certificate of roadworthiness required by these Orders. At the end of any period of 14 days as mentioned above, no BFG Vehicle is to be parked on a Public Road/Place, or driven anywhere in Germany for which BFG registration has not been renewed. It is not advisable to drive the vehicle outside the BFG area because, if stopped, the police may not understand the Proof of Despatch Certificate. If the insurance cover has lapsed for whatever reason the following action is to be taken:

- a. Vehicle is not to be driven or parked on any public road or place with immediate effect.
- b. Renew insurance policy.
- c. Renew BFG registration as detailed above ensuring that BFG Form 73 is included.

NOTE. An in-date road fund licence (tax disc) does not necessarily indicate that the vehicle's BFG registration is valid. Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG VLO (Main) Helpline.

Change of Area (Applicable only to LHD vehicles and Motorcycles)

503. Upon being transferred permanently to an area that requires a change of vehicle registration plates, e.g. from Mönchengladbach (MG) to Herford (HF), application is to be made for a new set of registration plates as soon as possible, unless the vehicle is due its BFG registration renewal within 2 months. In such cases the change of area request can be delayed, and carried out as part of the renewal - BFG Form 20/20A is to be endorsed at the top of the front page in red bold letters 'CHANGE OF AREA'. In all other cases where changes are required to the BFG Registration Card (BFG Form 73) the proforma at Annex B is to be used.

504. The new registration plates will be sent to the Unit BFG Registration Officer under cover of a letter that instructs him or her not to release the new registration until the old plates are handed to him or her. The Unit BFG Registration Officer is then required to return the old registration plates to the BFGVLO within 14 days after receiving the new plates.

505. If the old plates are not received at the BFGVLO 16 days after the new plates were despatched, the unit will be contacted by telephone for an explanation as to the current whereabouts of the old registration plates and why they have not been returned.

506. Spare.

507. If the old registration plates have not been returned seven days after the first reminder, a letter will be forwarded to the Commanding Officer/Head of Department requesting him or her personally to intervene in the recovery of the old registration plates and their prompt despatch to the BFGVLO. This letter will be copied to J1 (Disc) HQ UKSC or J1 (Disc) HQ 1 (UK) Armd Div, as appropriate, and the local Service police detachment.

CERTIFICATE OF PROOF OF DESPATCH OF REGISTRATION DOCUMENTS

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name)

in respect of BFG Vehicle Registration Number

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date)
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73 (annotated on change of ownership in accordance with SO BF(G) 3213 Paragraph 604)
- h. * BFG Road Fund Licence (Tax Disc)
- i. * BFG Form 4003
- j. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- k. * Copy of BFG Form 80

2. This vehicle is not to be driven after: Date

* Delete those not applicable.

UNIT STAMP

Signed
Name
Rank
Unit

NOTE: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

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APPLICATION FOR CHANGES TO BFG REGISTRATION DOCUMENT

Amended Details

Service /Passport Number:_____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number:_____ area:(see note 3) _____

Chassis No:_____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

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SECTION 6 - DISPOSAL AND BFG DEREGISTRATION OF TAX FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of tax-free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 605 to 608)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraphs 609 to 611)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 612 to 613)

Disposal of vehicles in the first two categories will require the use of a BFG Form 414 unless a BFG Form 38 has been completed. The earliest date on which BFG Form 414 will be valid for use will be the date 12 months after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38. Use of a BFG Form 38 will always require the payment of German VAT.

Change of Ownership

602. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO (Main) using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFGVLO (Main) BFPO 40.

Sale/Transfer to an Entitled Person in BFG

603. When a vehicle is sold or transferred to a person to whom these Orders apply, the BFG registration is to be transferred in accordance with paragraph 604 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser's use of the vehicle. Please note paragraphs 301 above and 613 below for the penalties incurred if a new tax-free vehicle is disposed of within 12 months of BFG registration (see Section 2 for definition of "New Tax Free Vehicle" and "disposal").

604. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:
- a. On completion of the sale, the **vendor** is to complete the following forms:
 - (1) Bill of Sale (See Annex F) in duplicate.
 - (2) BFG Form 4003.
 - b. The **vendor** is to give to the purchaser the following documents and obtain a receipt for them:
 - (1) BFG Road Fund Licence (Tax Disc) (RHD vehicles only)
 - (2) One copy of the Bill of Sale, signed by both vendor and buyer.
 - (3) Number Plates as this will still be on vehicle.
 - (4) Photocopy of BFG Form 73.
 - c. The **vendor** is to send the original copy of the BFG Form 4003, Bill of Sale and BFG Form 73 direct to the BFGVLO or through the Unit BFG Registration Officer to de-register the vehicle.
 - d. The **purchaser, within 14 days**, is to submit to his or her Unit BFG Registration Officer for onward transmission to the BFGVLO or direct to the BFG VLO. Registration is to be carried out regardless of the condition of the vehicle. Failure to BFG register will result in an administrative penalty being incurred.
 - (1) A completed and authenticated BFG Form 20 (Application for BFG registration).
 - (2) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG VLO.)
 - (3) Proof of insurance. See Annex C to Section 4.
 - (4) The BFG Road Fund Licence (tax disc) if applicable.
 - (5) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.
 - (6) Photocopy of BFG Form 73.
 - e. When submitting the documents listed at sub paragraph d above to the BFGVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFGVLO and the documents are in the possession of the new Owner.

- f. If the vehicle is a “New Tax Free Vehicle” (see paragraph 220) the purchaser must not dispose of it until it has been BFG registered for 12 months in the purchaser’s name if the purchaser is not to incur a penalty for early disposal (see paragraph 301).

Disposal of Tax Free and Tax Paid Vehicles to a Non Entitled Person in the UK and Registration of Vehicles in the UK other than Tax Free Vehicles BFG registered under 12 months on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

605.

- a. **Tax free Vehicles:** Before disposing of (**within the meaning of paragraph 208 above**) a BFG registered tax free vehicle, Owners are to obtain BFG Form 414. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- b. **Tax paid Vehicles.** BFG Form 414 must also be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- c. **BFG Form 414** (Authority for personal imports only).
- (1) BFG Form 414 is obtained by submitting BFG Form 414A (available in units) to C&I BFG, BFPO 40, together with the current BFG road tax disc and a stamped addressed envelope for reply. BFG Form 414 is required in order to register vehicles with the DVLA. However, in the event an Entitled Person manages to register a vehicle purchased and BFG registered as a New Tax Free Vehicle with the DVLA without using BFG Form 414, the penalties in paragraph 301c will be imposed.
- (2) **BFG Form 414 will be marked clearly with a “Valid For Use From” date and must not be used before that date. In the case of vehicles purchased and BFG registered as New Tax Free Vehicles, the earliest “Valid for Use From” date will be the date 12 months after the date of initial BFG registration.**
- (3) **BFG Form 414 will not be issued in respect of vehicles purchased as New Tax Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 609 to 611 (TOR) below apply or VAT has been paid on the vehicle).**

(4) **BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 210 above) or if the BFG registration is not current.**

(5) BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued, or by their spouse, except as provided for at paragraph 606 below. BFG Form 414 must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

606. BFG registered vehicles must be taken to the UK for disposal **in person** by the Owner or, if married, their spouse. If either is unable to take the vehicle to the UK in person, written authority must be sought from J1 (Vehicle Licensing), HQ UKSC, BFPO 140, for another Entitled Person to take the vehicle to the UK on their behalf giving proper reasons for requiring the special authority. Where possible the Owner is to travel in the vehicle even if he or she is temporarily unable to drive. Personnel are warned that the German authorities may regard as meaningless documents assigning power of attorney to a Non-Entitled Person, such as a car dealer or transport company, to take the vehicle to the UK on the Owner's behalf. **Once UK registered the vehicle must not be brought back to Germany** without authority from J1 (Vehicle Licensing), HQ UKSC, BFPO 140 (see Note 3 below). Personnel are reminded of the need for **Certificates of Conformity (COC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a COC cannot be obtained from the manufacturer or dealer, then the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to effect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on repayment) of GB Type Approval to enable registration with the DVLA to be effected.

Notes:

1. **If a LHD vehicle** or motorcycle is being UK registered, **the UK style BFG number must be quoted, not** the German style number which is only issued for security purposes. In addition Owners will have to provide the DVLA with a Certificate of Mutual Recognition from the Vehicle Certification Agency – see above. Details of what is required are at Annex E.

2. Registration with the DVLA must be carried out promptly on arrival in the UK. **There is no period of grace** once the Owner has left BFG and entitlement to BFG registration ceases. See Paragraph 611 for more details. **The BFG registration must be current at the time of registration with the DVLA.** In cases where the application is being made prior to the 12 months date of initial BFG registration, the BFG Form 414 will not be issued unless there is at least 5 days current BFG registration remaining from the 'Valid for Use From' date.

3. Entitled Persons who import Tax Free Vehicles into the UK must not subsequently re-export those vehicles (each Entitled Person declares on BFG Form 414A that he or she will not remove the vehicle from the UK after UK registration). Notwithstanding this, if the Entitled Person concerned is subsequently posted back to Germany, permission may be granted by SO2 J1 Veh Lic, HQ UKSC for such vehicles to be re-imported into Germany.

4. BFG registered vehicles must be deregistered with the BFG VLO within 28 days of disposal by returning the BFG number plates and completed BFG Form 4003. The application for BFG Form 414 (C&I BFG document) is not part of the vehicle de-registration process.

5. A vehicle purchased as a New Tax Free Vehicle that has been BFG registered for less than 12 months that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until the date 12 months from the date of initial BFG registration before it can be sold or transferred. The penalties for sale or transfer of ownership before this date are set out in paragraph 301c and 301d above.

607. When the vehicle is released to its new non entitled Owner in the UK the BFG Owner must remove the following items from the vehicle and return them to their Unit BFG Registration Officer where they will be given a BFG Form 4003 for completion.

a. For RHD Vehicles:

(1) UK Style Vehicle Registration Plates (including those for any towed equipment).

b. For LHD Vehicles:

(1) German Style Vehicle Registration Plates.

608. BFG registered vehicles that become an **insurance write off** (beyond economic repair, outside the UK) and that are purchased by certain firms from the insurance companies, can be transported to the UK by Non Entitled Persons so long as the firm has received authorisation from the German Customs on BFG Form 38. **Only firms with German addresses will receive such authorisation.** When the wreck is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFGVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-free Vehicles in use for less than 12 Months Taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

609. On TOR to the UK of the Head of Household, Entitled Persons, may each take to the UK, and register with the UK authorities, one vehicle purchased and BFG registered as a New Tax Free Vehicle which has been in use less than 12 months, without incurring a penalty. Such vehicles must, however, be retained (i.e. not sold or transferred) for a period of 12 months from the date of initial BFG registration to avoid the imposition of a penalty under paragraph 301c and 301d above. This concession is restricted to one New Tax Free Vehicle (usually one car or one motorcycle) per Entitled Person. The vehicle must have been BFG registered and used for a minimum of **7 days** in Germany. Please also see Note 2 after paragraph 606.

610. **BFG Form 414** is required in order to import to the UK a BFG registered tax-free vehicle on TOR and will not be issued retrospectively (see paragraph 605c). With effect from **01 Sep 08** all applications for BFG Form 414 (NMT) for a New Tax Free Vehicle which is under 12 months old and which is to be taken into the UK on Permanent TOR must be made on **BFG Form 414B**. See paragraph 605 above on the need to use BFG Form 414 if VAT is to be avoided. BFG Form 414B may be submitted at any time before the TOR takes place but such applications may only be made by post and individuals are advised to ensure that they allow sufficient time for the processing of documentation which should take account of postal transit times.

611. Once the vehicle is taken into the UK it must be registered with the DVLA without delay. There is no period of grace and once the Owner has left Germany the entitlement to BFG registration ceases. Please see Paragraph 606 for details of documents required for UK registration, and Paragraph 607 for deregistration for the BFG VLO. Deregistration must be completed within 28 days of registration / re-registration with the DVLA.

Note: Vehicle Owners are reminded of the declaration they make at paragraph 1e to Annex B to this Section, i.e. "I must not sell or transfer ownership of the vehicle until the date 12 months from the date of initial BFG registration".

Disposal to a Non Entitled Person in Germany or Elsewhere Excluding the UK

612.

a. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 will result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

b. BFG Form 38 is required to dispose of both tax-free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase repossession, to sponsored vehicles and to insurance write-offs handed to dealers / salvage companies etc in Germany.

c. When the vehicle is released to the non-entitled Owner the following items

must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) UK Road Fund Licence (Tax Disc)(Local Release only).
 - (b) BFG Form 73 (BFG Vehicle Registration Card).
 - (c) UK style number plates, including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

613. The penalties for disposal of a vehicle purchased and BFG registered as a New Tax Free Vehicle that has not been BFG registered for 12 months are set out in paragraph 301c and 301d above. If the Owner has disposed of the vehicle before it has been BFG registered for 12 months and has already BFG registered a replacement vehicle before the BFGVLO is informed of the disposal of the previous vehicle, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered. Vehicle Owners should be aware that HM Revenue & Customs notify the BFG authorities of the date of UK registration/re-registration of tax-free vehicles brought into UK. Checks to verify the period of BFG registration are conducted by the BFG authorities.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

614. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to his or her previous Unit BFG Registration Officer the items listed below for onward transmission to the BFGVLO. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 615 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased tax-free then German tax will be due on the vehicle.

- a. For RHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) UK Road Fund Licence (Tax Disc).
 - (3) BFG Form 73 (BFG Vehicle Registration Card).
 - (4) UK Style Vehicle Registration Plates (including those for any towed equipment).
- b. For LHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) BFG Form 73 (BFG Vehicle Registration Card).
 - (3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

615. Personnel who have returned to the UK are to return documentation and plates direct to the BFGVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG VLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFGVLO via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFGVLO (Main), BFPO 40. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

616. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 40, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Recent changes in German policy mean that Owners of BFG registered tax free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities.

Abandoned and Scrapped BFG Registered Vehicles

617. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. Where a BFG registered vehicle is scrapped in Germany, a Certificate of Disposal (COD) is to be obtained from the scrap dealer and submitted to the BFGVLO with the BFG Form 4003 requesting de-registration of the vehicle. The COD must show the Make, Model, Colour and Chassis No of the vehicle. **BFG Form 38 is also required and should be sent to C&I BFG, BFPO 40.**

Lost Registration Plates

618. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and the BFGVLO. A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

619. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFGVLO.

BFG Registered Vehicles "Off the Road" Under Repair

620. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFGVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

621. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty in the new unit in the UK. Purchase of duty free fuel coupons is not permitted during this leave period (see also paragraph 624d (2) for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 J1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

622. Vehicles imported to the UK from BFG must have their headlights changed from dip right to dip left or vertical. Headlamp screening tape is not to be used except during the journey from the port of entry to the chosen address in UK. Please note the need to register vehicles promptly with the DVLA. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

623. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also, on return to BFG, report the theft to their local Service Police unit. The RMP initiate a Stolen Vehicle Report that enables the BFGVLO to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

624. Subject to the provisions of paragraph 625 entitlement to BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 30 days temporary registration lapses (see Section 4 paragraph 408).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from the forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

(1) Is posted to a station in Belgium, BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.

(2) Wishes, and is authorised to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 625).

(3) Is an officer or soldier, authorised to take local discharge or is a civilian taking up local residence on ceasing to be an Entitled Person, he or she may retain BFG Vehicle licensing and prepayment fuel coupon facilities until his or her last day of terminal leave.

625. The extension of registration referred in paragraph 624d(2) is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit BFG Registration Officer is to endorse the BFG Registration Card (BFG Form73) in the fuel coupon section “**Cancelled**” and the Owner is to be informed that he or she must not tender prepayment fuel coupons to any filling station during the period of the registration extension. This application when approved, is to be forwarded to the BFGVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration

626. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

may apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as “Special Off Road” and must not be driven or parked on any public road or place during the period that it is categorised as such.

627. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

- a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on a designated off road park in barracks. If uninsured a SORR vehicle cannot be parked on a public road or place as defined in Section 2, Paragraph 215.
- b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

628. The BFG VLO (Main) will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

629. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 J1 Veh Lic for consideration.

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ABANDONED AND SCRAPPED BFG REGISTERED VEHICLES

If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 40 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;

or

 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of the Force he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of the Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 40.
 - c. The order to remove the vehicle is to be forwarded to his or her CO for service, under cover of a letter from the CO of the unit where the vehicle is located, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 140, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 40

3. Where the Owner is not known, and cannot be traced through the BFGVLO, or otherwise:

a. A notice is to be published in unit orders stating the intention to dispose of the vehicle in 30 days. A copy of the unit order is to be sent to the Credit Manager, HQ NAAFI (ES), BFPO 40. If possible a similar notice should be published in the appropriate German trade journals to cover the possibility of the vehicle being owned by a finance company or other interested party.

b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 is to be kept informed.

c. Where the vehicle concerned is the property of NAAFI under a hire purchase agreement, NAAFI will notify the unit where the vehicle is located of its intention to collect the vehicle. NAAFI will make appropriate arrangements to collect the vehicle, provide a receipt for the vehicle, and arrange for the disposal of the vehicle in due course.

d. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.

e. If the Owner is not known, the net proceeds are to be paid into a special fund held by the AFO(G). The account is to be annotated as representing the proceeds of sale of a particular vehicle so that if a legitimate claimant comes forward in the future he may be reimbursed.

f. In order to enable Imprest holders to relate sums charged to a Vote as shown above, it is essential that they maintain a record of the sums so charged. When the sale proceeds are received, the disposal charges incurred are to be identified before the net amount is credited to the relevant Appropriations in Aid Vote.

g. Where the Owner is not known, cannot be traced through the BFGVLO and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from German Scrap dealers.

h. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFGVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters "ABANDONED/SCRAPPED VEHICLE"). This form is to be completed as far as is possible.
- b. BFG Form 73 and BFG Road Fund Licence (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the "Disposal of old cars ordinance".

A vehicle declared as 'scrapped' will not be re-registered by the BFG VLO until it has passed a TÜV test

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**APPLICATION FOR EXTENSION OF BFG VEHICLE REGISTRATION FACILITIES
TO COVER END OF TOUR LEAVE TO BE SPENT ELSEWHERE THAN IN THE UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d.(2) SO BF(G) 3213 (Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BF(G) 3213.

Signed Name and Initials

To: BFG Vehicle Licensing Office (Main)
BFPO 40

Extension of BFG registration in respect of vehicle(s)

registered number(s)

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date:

Signed

Distribution:

- Copy to:
1. Applicant
 2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.
 3. Unit records.

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CERTIFICATE OF MUTUAL RECOGNITION FOR A LHD VEHICLE IMPORTED INTO THE UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

- (1) A rear fog light has been fitted to the right hand side of the vehicle.
- (2) The headlamps have been permanently adjusted to dip to the left.)
- (3) The speedometer shows both MPH and KPH.
- (4) Side repeat indicators have been fitted.
- (5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

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BILL OF SALE - TRANSFER TO AN ENTITLED PERSON

(To be completed in duplicate. Buyer to include their copy with Insurance, and Tax Disc (if applicable) to BFG register within 14 days of date of sale. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

VENDOR'S DETAILS

BUYER'S DETAILS

Number:

Number:

Rank:

Rank:

Name:

Name:

Unit:

Unit:

VEHICLE DETAILS

Make:

Model:

Chassis No:

Reg No:

Colour:

The Seller acknowledges the receipt of €/ \pounds as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- a.
- b.
- c.
- d.
- e.
- f.

The following items have been given to the Buyer (*delete as applicable):

BFG Road Tax Disc Bill of Sale *UK Log Book (not BFG Form 73)
*German Log Book BFG Plates Photocopy of BFG Form 73

Vendor's Signature:

Buyer's Signature:

Date:

Date:

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SECTION 9 - RESPONSIBILITIES OF A GARRISON/UNIT BFG REGISTRATION OFFICER

Appointment of a Garrison/Unit BFG Registration Officer

901. **COs and HoEs (civilian establishments) are to appoint a Unit BFG Registration Officer and a deputy who are to be a Commissioned Officer or a Warrant Officer/Senior NCO or a UKBC of equivalent status, or LEC of at least Grade 6.**

902. **Training.** All Garrison/Unit BFG Registration Officers, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Officer Training Course at the BFG VLO. Following appointment, dates of courses are to be arranged with OC BFG VLO.

903. **Responsibilities.** Garrison/Unit BFG Registration Officers are to:

a. Where access to the BFG VLO database is not possible maintain a register of BFG Vehicles owned by members of, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by J1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

- (1) The Owner.
- (2) Vehicle registration number.
- (3) Validity of insurance.
- (4) Expiry date of current registration.
- (5) Date next roadworthiness inspection becomes due.
- (6) Latest date for lighting test for vehicles under three years old..

Note: Only Garrison/Unit BFG Registration Officer or their nominated deputies of the rank of Sgt/C4A or above may sign BFG Forms 20, 20A and 4003. A Commissioned Officer or UKBC equivalent may also sign these forms as a Certifying Officer (See Paragraph 206 above).

b. Check all BFG Form 20s to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licences are to be inspected and checked. Ensure that the vehicle whose details are shown on the BFG Form 20 is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG Forms 20 that you countersign.** Applications for vehicle registration, (BFG Form 20 or 20a), are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf except in the case of initial registration which must be signed by the applicant. In such cases the application is to be accompanied by a note of

explanation, countersigned by an authorised BFG Office Clerk.

c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFGVLO.

d. Maintain a diary of expiration of insurance cover/vehicle registration to remind individuals 30 days in advance of that expiry date so that renewal is put in train. Pass on BFG Form 20A (Renewal Reminders) received from the BFGVLO to the vehicle Owner.

e. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.

f. Upon being notified by BFGVLO that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG VLO certifying the action taken within 14 days of receipt. If unable to meet this deadline inform the BFG VLO giving the reasons.

g. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.

h. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.

i. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.

j. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFGVLO.

k. Within 14 days of the Owner of a BFG registered vehicle being posted to the unit from another part of BFG, inform BFGVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.

l. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.

m. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.

- n. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 30th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. Garrison/Unit BFG Officers are not to confiscate private vehicle keys and driving licences.
- o. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.
- p. Ensure that when entitlement to BFG registration facilities ceases, eg posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison/Unit BFG Registration Officer for onward transmission to the BFGVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 615) when plates etc are sent direct to the BFGVLO.
- q. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG registration plates in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.
- r. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFGVLO in circumstances of an Arms Plot or other ordered moves.
- s. Ensure that the unit clearance certificate includes clearance by the Garrison/Unit BFG Registration Officer. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 4003 and briefed on the procedure for de-registration. In addition ensure that the Renewal Reminders (BFG Form 20A) received from the BFGVLO for individuals posted from the unit are redirected to the vehicle Owner at their forwarding address.
- t. Record details of driving bans affecting all units and establishments covered by the Unit BFG Registration Officer.
- u. Attend BFG VLO seminars.

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SECTION 10 - PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL

General

1001. The sale of prepayment fuel coupons for the supply of motor fuels for use in BFG registered vehicles is a unit responsibility in conjunction with J4 Log Sp (C Sups) HQ UKSC, to whom any matters of policy concerning the scheme are to be directed.

Sale of Prepayment Fuel Coupons

1002. Owners of BFG registered vehicles may buy from selling points prepayment fuel coupons that can be exchanged for petrol and diesel at authorised filling stations within Germany for use in their private vehicles. Prepayment fuel coupons may be purchased against a monthly allowance depending on the type of vehicle and its engine capacity (see Annex A to this Section for the allowances). **Purchases may only be made during a valid period of registration and are recorded on the BFG Registration Card (BFG Form 73).** Only the person whose name is recorded on the BFG Form 73 for the vehicle or, if married, their spouse, may purchase fuel coupons from selling points for the vehicle.

Validity Checks

1003. Persons engaged in selling fuel prepayment coupons are to ensure that the BFG Registration Card (BFG Form 73) is valid in all respects, that is to say:

- a. The registration period shown is current.
- b. The roadworthiness date is current.
- c. The lights check is not overdue (if applicable).
- d. The card is signed by the vehicle Owner.
- e. The quantity of prepayment fuel coupons is within entitlement.

If a BFG Registration Card (BFG Form 73) is not valid in all respects then prepayment fuel coupons are not to be sold. Coupons are not to be sold on the basis of a Proof of Posting Certificate.

Prepayment fuel coupons cannot be purchased for private vehicles that are not BFG registered, irrespective of the conditions under which the Owner is present in Germany.

Restrictions on Use of Prepayment Fuel Coupons

1004. Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. The improper use of prepayment fuel coupons will normally result in the withdrawal of BFG Vehicle facilities from the offender, in addition to any disciplinary action that may be taken.

1005. **Prepayment fuel coupons are not transferable.** Fuel obtained using them is not to be disposed of, or in any way used, or permitted to be used, except in the BFG Vehicle in respect of which the prepayment fuel coupons were purchased. **Prepayment fuel coupons are not to be used in the pursuance of any business venture; they are to be used for private motoring only.** It should be noted that:

a. Before presentation at the service station, prepayment fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the prepayment fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

b. Service station staff have the right to request production of the prepayment fuel coupons before allowing delivery of fuel into the vehicle's tank, in order to check the number of the vehicle against the number inserted on the coupon, and that the coupon has been signed. Service station staff may also request production of BFG Form 73 and some other form of identification to satisfy themselves that fuel is being delivered to an Entitled Person. **Such a request is not to be refused.**

c. Service station staffs have the right to refuse prepayment fuel coupons that are incomplete or illegibly completed.

d. The service station operator is not in all cases under an obligation to accept prepayment fuel coupons. However, any instance where refusal to accept prepayment fuel coupons is encountered should be reported to J4 Log Sp (C Sups) HQ UKSC, so that the matter can be raised with the contractor.

e. A BFG Fuel Map showing fuelling points available on autobahn and along the borders of Germany can be obtained from UKSC Map Depot, 14 Geo Sqm RE, BFPO 19.

1006. Details of the prepayment coupon scheme are contained in Annex A to this section.

Prevention of Abuse

1007. HQ UKSC, in liaison with the oil companies who hold the contract to supply fuel against prepayment fuel coupons and German Customs authorities, periodically scrutinise prepayment fuel coupons that have been tendered in exchange for fuel at retail outlets throughout Germany. The aim of this scrutiny is twofold:

a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.

- b. To detect abuse of the scheme by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1008. **All units are therefore to publish in their routine orders on a quarterly basis the following:**

“Prepayment Fuel Coupons

Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. Coupons are not to be sold for use in vehicles where the BFG registration is not “in date” and that do not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73.

Only the person whose name is recorded on the BFG Form 73 for the vehicle or, if married, their spouse, may purchase fuel coupons from selling points for the vehicle.

Prepayment fuel coupons are not transferable. Fuel obtained using them is not to be disposed of, or in any way used, or permitted to be used, **except in the BFG Vehicle in respect of which the prepayment fuel coupons were purchased.**

Prepayment fuel coupons are not to be used in the pursuance of any business venture, nor are they to be tendered as a means of payment for any goods or services; they are to be used for private motoring only.

Before presentation at the service station, prepayment fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the prepayment fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

The improper use of prepayment fuel coupons will normally result in the withdrawal of BFG Facilities from the offender, in addition to any disciplinary action that may be taken.”

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PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL**Basic Allowance (For Private Owners Only)**

1. On BFG registering a vehicle, the Owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
Cars, vans Up to 1000 cc 1001 to 1300 cc 1301 to 1600 cc 1601 to 1900 cc 1901 to 2200 cc 2201 to 3000 cc 3001 to 4000 cc 4001 cc and over	110 litres 140 litres 160 litres 170 litres 180 litres 210 litres 230 litres 300 litres
Motor cycles and mopeds Up to 125 cc 126 to 450 cc 451 to 850 cc 851 cc and over	40 litres 70 litres 90 litres 110 litres
Rotary Engines The monthly allowance is based on the insurance cc rating. For example, a vehicle with a rotary engine of, say, 1100 cc is deemed to be 2300 cc for both insurance and coupon allocation purposes.	

2. Prepayment fuel coupons within the authorised allowance may be drawn from a designated coupon selling point that will be responsible for checking the validity of the registration card and entering on it the number of litres drawn.

3. Prepayment fuel coupons for the basic ration may be drawn up to and including the entitlement for the current month. Those whose leave extends into the following month may purchase the entitlement for that month in advance. Registration for at least one day in a month gives entitlement to a full basic ration for that month. If a vehicle is unregistered for a full calendar month, no entitlement exists for that month.

4. Prepayment fuel coupons obtained against the basic ration may be bought in arrears up to a maximum of three previous calendar months in addition to the ration for the current month. Entitlement will be in accordance with basic allowance. An entitlement to an arrears of prepayment fuel coupons may be retained during an unregistered period, but may only be purchased once the vehicle has been reregistered.

5. Prepayment fuel coupons are valid for a two year period, 1 Apr to 31 Mar. If not used before 31 Mar of the year in which their validity ends they can be surrendered for cash at selling points up to 30 Apr in that year. Un-issued prepayment fuel coupons are then to be disposed of under unit arrangements by means of a properly convened destruction board. A certificate of destruction is then to be rendered to the BFG Petrol Coupon Accountant with that month's petrol coupon reconciliation. Any prepayment fuel coupons exchanged for cash, must be defaced and returned to the BFG Petrol Coupon Accountant, J4 Log Sp (C Sups), HQ UKSC, in support of entries made on the relevant monthly coupon reconciliation. Prior to leaving BFG on posting or ceasing to be an Entitled Person, current unused prepayment fuel coupons may be surrendered for cash to a selling point, but no refund will be made for prepayment fuel coupons taken out of Germany.

Supplementary Allowances

6. In addition to the basic allowance, Owners of BFG registered vehicles may apply for supplementary issue of prepayment fuel coupons in accordance with the following scale for the purposes detailed in paragraphs 7 to 29.

Size of Engine - Motor Cars	Scale of Issue
Under 1000 cc	10 litres for 145 kms
1001 to 1300 cc	10 litres for 115 kms
1301 to 1600 cc	10 litres for 100 kms
1601 to 1900 cc	10 litres for 95 kms
1901 to 2200 cc	10 litres for 90 kms
2201 to 3000 cc	10 litres for 75 kms
3001 to 4000 cc	10 litres for 70 kms
4001 cc and over	10 litres for 55 kms
Size of Engine - Motor Cycles	
Up to 450 cc	10 litres for 230 kms
451 cc and over	10 litres for 145 kms

Leave Travel

3. Service personnel, including dependants, using BFG registered vehicles when proceeding on approved leave may buy additional prepayment fuel coupons based on the scale in paragraph 6 corresponding to the mileage, and the destination stated on the approved travel claim.

8. Members of the civilian component and their dependants using their BFG registered vehicles when proceeding on approved leave may buy additional prepayment fuel coupons to provide 320 kms motoring based on the scale in paragraph 6. When applying for the prepayment fuel coupons, proof is required that leave has been granted by the head of department.

9. The issuing officer will issue, on payment, the appropriate number of prepayment fuel coupons rounded off to the nearest 10 litres and record the issue on the BFG Registration Card (BFG Form 73) in **RED** ink.

10. This concession may be claimed up to three times during the annual leave year. The issue of quantities in excess of one leave allowance against a particular leave is not authorised. Claims must be to a specific destination. **Claims for 'touring' will not be accepted.**

Travel To Shopping/Recreational Centre

11. Owners of BFG registered vehicles who live more than 8 kms from the nearest shopping or recreational centre may buy additional prepayment fuel coupons based on the scale in paragraph 6 to provide for up to 13 return journeys in each three monthly period. Application is to be made in the form of Appendix 1 to this Annex.

Duty Journeys

12. Personnel qualifying for motor mileage allowance in accordance with current regulations may, if they so wish, buy prepayment fuel coupons in addition to their normal allowance to offset the fuel consumed on such duty journeys.

13. Application for prepayment fuel coupons is to be made on AF W 4100, an example of which is at Appendix 2 quoting the duty destination. The certificates on this form are to be amended as follows:

a. When MMA is claimed at the Official Duty Rate, the reference to Allowance Regulations is to be deleted and Regulations for Army Allowances and Charges, Chapter 3, Section 4, paragraphs 0377-0381 should be inserted.

b. When MMA is claimed at the Private Car Rate:

(1) Part 1 Certificate (a) - Delete all details.

(2) Part 2 - Delete all detail and insert "I certify that this claim is in respect of a necessary duty."

c. When MMA is claimed at Residence to Place of Duty Rate:

(1) Part 1 Certificate (a) - Delete all detail.

14. The quantity of pre-payment fuel coupons that may be bought is to be calculated on the scales given in paragraph 6 above, according to the capacity of the car and the distance covered.

15. Personnel are to obtain additional pre-payment fuel coupons from where they normally buy their basic allowance. All pre-payment fuel coupons must be paid for at the time of issue and at current prices.

16. The pre-payment fuel coupons may be bought either in advance or on completion of duty journeys or series of journeys.

17. When required in advance, the applicant is to show on the AF W 4100 the estimated mileage of the journey(s) to be carried out. Prepayment fuel coupons issued for journeys that are not carried out must be returned immediately to the issuing officer for cancellation and a cash refund obtained. Should the journey consist of a tour of indeterminable mileage, prepayment fuel coupons may be drawn in advance only for such distances actually known. Prepayment fuel coupons for any distance in excess of estimates may only be drawn in arrears.

18. When drawn in arrears, the distance declared on the AFs W4100 must agree with that shown on the corresponding travel claim.

19. The issuing officer, who maintains a control register of prepayment fuel coupons in accordance with instructions issued direct by the BFG Fuel Coupon Accountant, is to retain the AF W4100 and:

- a. Give each AF W 4100 a serial number.
- b. Issue, against payment from the applicant, sufficient prepayment fuel coupons to cover the completed journeys as recorded on the supporting travel claim, rounded off to the nearest 10 litres

Or

Having confirmed that the estimated mileage is correct, issue against payment sufficient prepayment fuel coupons to cover the estimated mileage as shown on the AF W 4100 rounded off to the nearest 10 litres.

- c. Enter on the back of the AF W4100 the serial number of the coupons issued.
- d. Record full details of the transaction in his or her register.
- e. Retain the AF W 4100 in support of the Imprest Account in which payment of the appropriate travel claim is recorded, and attached to the claim.
- f. If no travel claim is submitted within 28 days of issue of prepayment fuel coupons, obtain confirmation from the individual concerned that a claim is not being made for MMA, endorse the AF W4100 to this effect and retain it with the Prepayment Control Register.

20. This concession can be extended to members of the civilian component who are entitled to claim motor mileage allowance for travel from place of residence to place of duty but, through circumstances of their employment and lack of suitable public transport are, of necessity, compelled to use a private car for this purpose. The concession can be further extended to those dependants who are employed by the Army or RAF in Germany and whose place of work is more than 15 miles from their official place of residence and who, due to lack of suitable public transport, are compelled to use their private cars to go to work. This concession will not apply to those dependants who live in their own houses or flats. Personnel wishing to avail themselves of this concession are to submit applications, through the head of their department, to the local Garrison HQ giving details of the journeys (which must not exceed one return journey per day) in which the car will be used, together with the registration number, type and cubic capacity of the engine of the vehicle and the unit from which they normally obtain their prepayment fuel coupons. Authority will NOT be given for periods greater than three months. It is to be withdrawn immediately conditions of work or residence make the continued use of the vehicle unnecessary. Retrospective authority will not normally be given.

21. Such authorised members of the civilian component and dependants are, when buying additional prepayment fuel coupons, to present to the issuing officer for retention an AF W 4100 duly completed and amended as follows:

- a. Certificate 1a - Delete all after "licenced" to end of Certificate.
- b. Certificate 1b - Delete all detail.
- c. Certificate 2 - Delete "plus direct local hire". Insert "Under authority of HQ UKSC dated (insert details of actual authorising letter)".

22. The issuing officer is to endorse the AF W4100 "MMA not admissible" and retain it with the Imprest Account.

23. Allied personnel authorised to use BFG prepayment fuel coupons (with the exception of German military personnel), whose vehicles are similarly registered under Service arrangements and who wish to claim supplementary prepayment fuel coupons for duty journeys, should submit AF W4100 to the local British Garrison HQ for countersignature. The supplementary allowances that may be claimed for such journeys equates to those normally authorised for British personnel and are similarly restricted to one return journey daily between place of residence and place of duty.

Private Vehicles Owned By Units, Messes and Clubs

24. Supplementary prepayment fuel coupons, not exceeding 20 litres per vehicle per day, in addition to its basic allowance, may be authorised. Application is to be made on the form at Appendix 3 to this Annex.

Private Vehicles Owned By Army Sponsored Organisations

25. Application is to be made in writing to J4 Log Sp (C Sups), HQ UKSC.

26. For the definition of what constitutes a Sponsored Organisation see Section 2, paragraph 216.

Vehicles Participating In Motor Sports Events

27. Members of the British Army Motoring Association (Germany) (BAMA(G)) or RAF Germany Motor Sports Association (RAFG MSA) may claim prepayment fuel coupons for their BFG registered vehicles when participating in motor sports events either as officials or competitors as well as travel distance to and from the event. The allowance is in accordance with the scale in paragraph 6 up to a maximum of 400 kms for the event plus travelling distance between the event and the applicant's duty station. Claims are to be submitted in duplicate to the Secretary BAMA(G)/RAFG MSA on the form at Appendix 4 to this Annex. One copy will be returned to the applicant after approval to support the issue made by the selling point.

Other Supplementary Allowances

28. A supplementary allowance of BFG prepayment fuel coupons may be made in other special circumstances of a welfare or compassionate nature. Applications are to be made through units to J4 Log Sp (C Sups), HQ UKSC.

Refund of Current Coupons

29. Refunds and exchanges of coupons are to be minimised to reduce the losses to the Petrol Coupon Account through price variations and accounting effort. Up to **one** months ration of current valid coupons may be exchanged on disposal and replacement of the vehicle for which they were purchased. Cash refunds will only be permitted to the value of **one** months' ration on posting out of theatre or loss of BFG entitlement. In both cases any residual ration will be deleted from the ration card. Refunds are not permissible once an individual has been struck off strength of a BFG unit.

**APPLICATION FOR SUPPLEMENTARY PREPAYMENT FUEL COUPONS
- TRAVEL TO SHOPPING/RECREATIONAL CENTRES**

1. (To be completed by the applicant)

I certify that I, (Rank and Name)

Unit BFPO

am the Owner of BFG registered vehicle No: cc:

2. I am stationed over 8 kms, that is: kms, from any shopping or recreational centre and am, therefore, entitled to prepayment fuel coupons for litres, being the allowance for return journeys (maximum of 13), totalling kms, during the three monthly period ending (date).

Date:
.....
(Signature of Applicant)

To be completed by Selling Point

BFG Prepayment Fuel Coupons for litres were issued on (date)

SELLING POINT STAMP

.....
(Selling Point)

This form is to be retained by the Selling Point. Issues made against this supplementary allowance are to be recorded in RED ink on the BFG Registration Card (BFG Form 73).

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Army Form W4100

Application for Supplementary Fuel Coupons for Duty Journeys

Part 1. Details of Applicant, motor vehicle and fuel coupons requested

Rank/ Grade	Name & Initials	Unit	UIN	Station
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration No.	Make & Year of	CC Rating	Coupons to the value of Litres	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Part 2. Details of duty journey(s).

Date of Journey(s)	From	To	Miles/Kilometres
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 3. Certificate of Applicant

a. The above details are correct, the car is currently BFG registered.
b. The car is insured as laid down in *RAAC Section 4, or Travel Regulations for Civilians Chapter 7.
c. A service car has been applied for and is not available: YES/NO.
d. The Litreage at Part 1 is sufficient only to perform the journey(s) at Part 2.
e. The duty journey(s) at Part 2 are necessary and cannot be made by public transport plus direct local hire.

Date Signature of Applicant

*delete where necessary (or when MMA at PCR is claimed)

Tel Ext:

Part 4. Authorisation

To be completed by the applicants Line Manager or persons of Officer Status

Rank /Grade	Name & Initials	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tel Ext:

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**SUPPLEMENTARY PREPAYMENT FUEL COUPONS APPLICATION FOR
PRIVATE BFG REGISTERED VEHICLES OWNED BY UNITS, MESSES AND CLUBS**

PART I (To be completed by Applicant)

1. I hereby request that authority be granted for me to buy litres of
prepayment fuel coupons for the month of for the vehicle
described below:

*a. Vehicle Registration No. owned by this unit's
Mess/Club/PRI

and which I certify is currently insured and licensed until:

b. No application for supplementary fuel coupons for this vehicle has been
made for the current month.

UNIT DATE STAMP

Signature

.....
(Rank & Name in BLOCK CAPITALS)

PART II (To be completed by Commanding Officer or an Officer deputed by him)

2. I certify that to that the particulars given above are correct.

Date:

Signature:

Name:

Rank:

Appointment:

PART III (To be completed by Bde/Gar/Area HQ)

3. Authority is granted for litres of prepayment fuel coupons to be bought by from the Selling Point at

Date: Signature:
Name:
Rank:
Appointment:

PART IV (To be completed by the officer authorised in Part Three)

4. litres of prepayment fuel coupons issued to
on and issue entered in vehicle registration book.

Date: Signature:
Name:
Rank:
Appointment:

NOTE: Three copies of this application, completed to PART II are to be forwarded to Gar HQ. The HQ is to satisfy itself that the application is in order and will dispose of copies, duly authorised as follows:

One copy to the appropriate Coupon Selling Point

One copy to applicant

Retain third copy

**APPLICATION FOR SUPPLEMENTARY PREPAYMENT FUEL COUPONS
BAMA(G)/RAFG(MSA)**

PART I (To be completed by Applicant)

No: Rank Name Initials.....

Unit and address

1. Authority is requested for the purchase of supplementary prepayment fuel coupons in respect of BAMA(G)/restricted event/RAFG MSA rally:

Event: Date

Participant as Official/Competitor

Vehicle No Type

Kilometres run Fuel claimed litres CouponsA

2. Authority is also requested for fuel for travel to and from the event and for the issue of the appropriate quantity of fuel:

Return distance in Kms

Fuel claimed litres* CouponsB

Total (A + B)

Date Signature

*Calculation in accordance with scale in SO BF(G) 3213 Section 10 Annex A paragraph 6

PART II

The purchase of litres of prepayment fuel coupons is authorised under the terms of SO BF(G) 3213 Section 10 Annex A paragraph 27.

Date Signature

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SECTION 11 - DISCIPLINE

1101. Introduction

a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from these orders. Arrangements for the permanent display of this NBI are to be as follows:**

(1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards and in messes, JRCs and other unit clubs.

(2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.

b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the GOCs have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BF(G) 3208 paragraph 113).

Obligation to Register Vehicles

1102. a.* Registration is carried out on a BFG Form 20. Tax free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.

b. Subject only to the exceptions referred to in sub paragraphs d and g below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFGVLO. Any vehicle purchased tax free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG VLO must be kept off public roads/places in either a garage or Unit Designated Parking Area.

c. A vehicle is not currently BFG registered until the Owner has received from the BFGVLO a BFG Registration Card valid for the period during which the vehicle is to be driven.

d. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 30 days from the date of importation providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless registered in accordance with sub paragraph b. above.

e. Where a vehicle is used under the terms of sub paragraph d. above, the driver must be in possession of a current logbook and the appropriate number plates must be displayed on the vehicle in the proper manner. All other conditions as to use contained in these Orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

f. BFG registration will cease on the cancellation of the vehicle's insurance cover.

g. A vehicle that has been registered with the BFGVLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

h. A vehicle that is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior arrangement, to be carried out.

i. A person to whom these orders apply is not to permit another person to whom these orders apply to drive a BFG Vehicle unless that vehicle is currently registered with the BFGVLO.

Note: A lights check must also be carried out within 30 days of initial BFG registration on all RHD vehicles and motorcycles under 3 years old. Without a valid lights check stamp on BFG Form 73 the vehicle is not to be used and duty free fuel coupons are not to be purchased.

1103. Where the registration of a vehicle by the BFGVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold A Valid Driving Permit

1104. *A person to whom these orders apply is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current BFG Driving Permit (BFG Form 57), which is issued in support of a valid national driving licence covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving licence may drive a vehicle that he or she is authorised to drive under such licence during the period of 30 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SOBF(G) 4310, for further details). In addition:

a. A person to whom these orders apply, if he or she has been disqualified from driving by any court, or he or she has been denied the issue of a BFG Driving Permit (BFG Form 57), or any such licence or permit in issue to him or her has been withdrawn, is not to drive **any** vehicle within the territorial application of these Orders (see paragraph 1102 above) during the period of such disqualification or withdrawal or for the period the issue of a BFG Driving Permit is denied.

b. During the period of withdrawal:

(1) The BFG Driving Permit (BFG Form 57) may be restored to enable the Owner of a BFG Vehicle to drive out of Germany on posting. Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BF(G) 3208 is to be completed in duplicate and disposed of as follows:

(a) 1 copy to be attached to BFG Driving Permit and handed to the banned driver.

(b) 1 copy to be sent to the CTOB, BFPO 40, 14 days before the proposed move.

(2) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 40, and SO2 J1 (Vehicle Licensing), HQ UKSC are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Where a person to whom these orders apply is granted a BFG Driving Permit (BFG Form 57) that is made subject to conditions or restrictions, such person is not to drive any vehicle in Germany otherwise than in accordance with such conditions or restrictions.

1106. *A person to whom these orders apply is not to permit any other person to drive a BFG Vehicle unless:

a. The other person, being a person to whom these orders apply, is the holder of a current BFG Driving Permit (BFG Form 57), which is supported by a current EU licence covering the type of vehicle driven, except that a person who possesses a current domestic or international driving licence valid in Germany and over 18 years old may be permitted to drive a vehicle that he is authorised to drive under that licence during a period of 30 days from the date of his arrival in Germany.

b. The other person, not being a person to whom these orders apply, is the holder of a driving licence valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake. In this context an 'emergency' is construed as a 'life threatening' situation or of similar severity. The only exceptions to this ruling are nannies who are authorised to drive their employer's BFG registered vehicle under terms set out in Section 3 paragraph 303.

c. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle.

d. The other person, being 17 years of age or over, not being a person to whom these orders apply, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom these orders apply and possesses a full national or international driving licence valid in Germany.

NOTE: Persons other than those to whom these orders apply are not to be:

(1) Supplied with BFG prepayment fuel coupons or petrol in cans obtained in exchange for such coupons.

(2) Permitted to drive a BFG Vehicle in exchange for any remuneration, service, or reward of any kind.

Obligation to Insure Vehicles

1107. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFGVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates/Tax Disc and/or TÜV and ASU stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom these Orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these Orders) to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFGVLO registration plates and GB sign are displayed in accordance with the provisions of these Orders and the Motor Vehicle Excise Licence (tax disc) is displayed on the windscreen, or in some other prominent place if the vehicle in question has no windscreen. The only exception is following the application for BFG Form 414 when the tax disc is to be returned with the BFG Form 414A/B.
- b. For LHD vehicles and motor cycles, the BFGVLO registration plates display the D sign and current TÜV and ASU stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFGVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom these Orders apply is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving licence that is acceptable to the German authorities and a current BFG Driving Permit (BFG Form 57).
- b. A current certificate of motor insurance.
- c. A current BFG Vehicle Registration Card (BFG Form 73) with valid roadworthiness and lights check dates.
- d. A UK style road tax disc for RHD vehicles.
- e. Registration plates as issued by the BFG VLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TUV and ASU stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against these orders.

Obligation to Ensure Roadworthiness

1111. *A person to whom these orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or attempt to drive a BFG Vehicle unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, or his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a.

1112. *A person to whom these Orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or park a private vehicle unless each tyre on the vehicle, has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre.

Obligation to Notify Change of Ownership

1113. Subject to the provisions set out in Section 6 a person to whom these Orders apply is obliged to notify the BFG VLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non entitled.

Obligation to Notify Change of Area - LHD Vehicles ONLY

1114. Subject to the provisions set out in Section 5 paragraph 503 a person to whom these Orders apply is obliged to notify the BFG VLO within 14 days of any change of area address in Germany necessitating a change to his or her BFG Vehicle registration plates. The change of area will normally be effected when the BFG registration is renewed.

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom these Orders apply when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *Deregistration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFGVLO within 28 days of ceasing to be an Entitled Person the following items. Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFGVLO direct:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38/414 When Disposing of a BFG Registered Vehicle to A Non Entitled Person

1117. *A person to whom these Orders apply is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 40, in accordance with Section 6 para 612. Where the disposal is to be in the UK BFG Form 414 is to be obtained from C&I BFG in accordance with Section 6 paragraphs 605 and 610. BFG Form 414, which is the authority to take a BFG Registered Vehicle into the UK, will not normally be issued unless the vehicle has been BFG Registered for 12 months or more. The exception is where the Owner is moving to the UK on permanent transfer of residence of head of household and in these circumstances a BFG Form 414 (NMT) will be issued for only one new tax-free vehicle per Entitled Person (see paragraph 609 above for more details).

BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person or if the BFG registration is not current. BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued or their spouse, or other Entitled Person with the written authority from J1 (Vehicle Licensing). BFG registered vehicles must be taken to the UK for disposal by the Owner in person or the Owner's spouse. Disposal includes UK registration/re-registration. Once UK registered the vehicle must not be brought back to Germany without authority from J1 Vehicle Licensing HQ UKSC. Please note the penalties in paragraph 301c above for disposing of a tax free vehicle under two years old which has not been BFG registered a full year.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non Entitled Person

1118. *A person to whom these Orders apply is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non Entitled Person. In addition BFG Form 38 or BFG Form 414 is to be obtained before disposal to a Non Entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a Non Entitled Person, requires that the Owner of the vehicle will return to the BFGVLO within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK Road Fund Licence (Tax Disc) (only when disposed of in BFG), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition as issued.

Notes

1. Disposal to an Entitled Person requires that the number plates are handed to the new Owner, except where the new Owner of a LHD vehicle is in a different area of BFG where the new German style plates will be required. In this case the old plates are to be returned to the BFGVLO as in sub paragraph b above.
2. Where a vehicle is scrapped a Certificate of Disposal is to be obtained from the scrap dealer and submitted with BFG Form 4003.

Obligation to Fit and Wear Seat Belts

1119. *A person to whom these orders apply, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1120. Children under the age of 12 years who are shorter than 150 cm (4 ft 11 in) must be carried in seats with officially approved child restraints that are suitable for the size and weight of the individual child. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1121. *All riders and pillion passengers of BFG motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets, which are approved under either German (DIN) or British (BS) Standards.

Obligations Regarding Prepayment Fuel Coupons

1122. *Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of entitled fuel shown on the coupon and are not to be handed over to the supplier of the fuel until the fuel is received. Prepayment fuel coupons are not to be used in connection with any privately run business enterprise (trading).

1123. *Prepayment fuel coupons are not transferable, that is to say, fuel obtained by means of such coupons is not to be disposed of, or in any way used, or permitted to be used, except in the vehicle in respect of which such coupons were issued.

Use of BFG Registered Vehicles for Business Purposes

1124. *Under the terms of the NATO SOFA and its SA, BFG is permitted to allow Entitled Persons to import or purchase motor vehicles free of import duty or tax, provided these vehicles are for the personal use of the Entitled Person or for the personal use of Entitled Persons within their family unit, and are not to be used for business purposes. SOFA and the SA also permit BFG to make available to Entitled Persons a ration of duty free fuel for private motoring. Such fuel is not to be used in connection with any business enterprise.

1125. Spare.

Entitlement to BFG Registration of New Tax Free Motor Vehicles

1126. *The rules that are to apply for all Entitled Persons (within the meaning of paragraph 210 above) are as follows:

- a. Each member of the Armed Forces or civilian component serving in Germany may register one New Tax Free Vehicle (for definition of "New Tax Free Vehicle" see paragraph 220 above) in any period of one year, i.e. there must be an interval of not less than 12 months between BFG registrations provided that the member of the Force or civilian component:
 - (1) is in possession of a BFG Driving Permit, and
 - (2) is resident in Germany.
- b. In addition one New Tax Free Vehicle may be registered in any period of 12 months per dependant spouse, or dependant children of the family over 17 years of age granted BFG status and holding a valid BFG Driving Permit whilst residing with such member of the Force or civilian component, provided they have lived in Germany for more than 185 days of the past 12 months and expect to spend more than 185 days in the next 12 months residing in Germany with their parents.
- c. **One new tax free motorcycle, quad-bike, moped or bicycle with auxiliary motor may be registered in addition to any other New Tax Free Vehicle.**
- d. Tax free vehicles should be kept BFG registered at least 12 months. If a vehicle purchased and registered as a New Tax Free Vehicle is disposed of before it has been BFG registered continuously for 12 months from the date of initial BFG registration, then the penalties in paragraph 301c and 301d will be imposed.

1127. *It is appreciated, that for an exceptional reason, there may be a requirement to register a second vehicle within a 12 month period, e.g., if the first vehicle was written off in an accident. In such cases application for approval with full justification (including a letter from the insurance company certifying it is a write off) must first be submitted to SO2 J1 (Vehicle Licensing), HQ UKSC. **The circumstances must be exceptional before any approval will be given to register more than one vehicle in any 12 month period.**

BFG VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

OFFENCE	PENALTY
<p>MISUSE OF BFG FORM 414 TO REGISTER A VEHICLE WITH THE DVLA (SOBF(G) 3213, Paragraphs 1117, 605 & 301(c)).</p> <p>Notes.</p> <p>1. The essential reason why this breach of SO BF(G)s is regarded as serious is that the UK authorities recognise only the yellow BFG Form 414 [<u>and NOT the UK VAT Form 414</u>] as the legitimate form on which BFG personnel should apply for DVLA registration. Failure to adhere to this practice jeopardises the tax-free purchase entitlement for all.</p> <p>2. Where the owner of the vehicle continues to serve in BFG the penalty(ies) will take effect from the date of use of the VAT Form 414 or invalid BFG Form 414.</p> <p>3. Where the owner of the vehicle has been posted back to the UK the BFG VLO and C&I records will be annotated and the penalty(ies) will take effect on the date of the vehicle owner's return to BFG on any subsequent posting.</p> <p>4. Additional examples of misuse of the BFG Form 414 which are also regarded as serious breaches are:</p> <p style="padding-left: 40px;">a. Using the Form to register a vehicle with the DVLA when it is less than 12 months old from the date of its first BFG registration.</p>	<p>a. Where a new tax-free vehicle has been BFG registered for less than 12 months:</p> <p>(1) Cancellation and withdrawal of BFG Form 80 for the vehicle and payment of VAT due to the German authorities.</p> <p>(2) Five year ban on BFG registering a tax-free vehicle.</p> <p>(3) Withdrawal of BFG fuel coupons for all vehicles currently registered or tax-paid vehicles that may be registered during the period of the penalty.</p> <p>b. Where a new tax-free vehicle has been BFG registered for over 12 months:</p> <p>(1) 12 month ban on BFG registering a tax-free vehicle.</p> <p>(2) Withdrawal of BFG fuel coupons for all vehicles currently registered or tax-paid vehicles that may be registered during the period of the penalty.</p> <p>c. Where a tax-paid vehicle is registered with the DVLA:</p> <p>(1) 12 month ban on BFG registering a tax-free vehicle.</p>

<p>b. Landing a vehicle (i.e. arriving with it) in the UK with the intention of registering it with the DVLA during that trip, before the "valid for use from" date inserted on the BFG Form 414.</p> <p>c. Using a vehicle in the UK after the "valid for use to" date inserted in the BFG Form 414, without having registered it with the DVLA.</p>	
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBF(G) 3213, Paragraphs 1117, 612 & 301(c))</p> <p>Notes.</p> <p>1. This will also apply when handing a vehicle over to a dealer or scrap dealer or on re-possession by a bank or finance company.</p> <p>2. If the failure to use a BFG Form 38 is on posting the penalty will be effective from the date of return on subsequent posting back to BFG.</p>	<p>(1) Three year ban on BFG registering a tax-free vehicle from the date of disposal of the vehicle by the vehicle owner.</p> <p>(2) Withdrawal of BFG fuel coupons for all vehicles currently registered, or vehicles that may be registered, during the period of the penalty.</p> <p>(3) In the case of failure to use BFG Form 38 to dispose of a tax-paid BFG registered vehicle, withdrawal of BFG fuel coupons will be for a 12 month period.</p> <p>(4) VAT will be payable to the German authorities where a tax-free vehicle has been disposed of.</p>
<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN THIRTY DAYS OF ITS IMPORTATION INTO GERMANY. (SOBF(G) 3213, Paragraphs 1102(d) & 401(a))</p> <p>Notes.</p> <p>1. Once the VAT has been paid, a new BFG Form 80 must then be obtained for the tax paid vehicle and the vehicle BFG registered. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BF(G) 3213, Section 11, Paragraph 1102.</p>	<p>(1) Cancellation and withdrawal of BFG Form 80 for the vehicle and payment of VAT due to the German authorities.</p> <p>(2) One year ban on BFG registering a tax-free vehicle.</p>

<p>2. The vehicle owner will not be allowed to register a new tax-free vehicle for one year from date of BFG registration of the tax paid vehicle. If the vehicle is disposed of to another entitled person (e.g. if the vehicle owner cannot afford to pay the VAT and sells the vehicle to another entitled person), this restriction will also apply to the new owner.</p>	
<p>FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN THIRTY DAYS OF ITS IMPORTATION TO GERMANY. (SOBF(G) 3213, Paragraphs 1102(d) & 401(a)) FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SO BF(G) 3213, Paragraphs 1113 & 604</p>	<p>(1) Withdrawal of BFG fuel coupons for all vehicles currently registered, or vehicles that may be registered, for up to one year.</p> <p>(2) The vehicle owner will not be allowed to register a tax-free vehicle for one year from the date of eventual BFG registration of the tax paid vehicle.</p>
<p>MISUSE OF BFG FUEL COUPONS. (SOBF(G) 3213, Paragraphs 1004-1008)</p>	<p>a. Transfer of BFG fuel coupons to another entitled person:</p> <p>(1) First offence – 6 month ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – two year ban on purchasing BFG fuel coupons.</p> <p>b. Transfer of BFG fuel coupons to a non-entitled person:</p> <p>(1) First offence – 12 month ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – five year ban on purchasing BFG fuel coupons.</p> <p>(3) In addition, the offender will be reported to the German tax authorities.</p> <p>c. Use of BFG fuel coupons by an entitled person in a non-BFG registered vehicle:</p> <p>(1) First offence – six months ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – one year ban on purchasing BFG fuel coupons.</p> <p>d. Use of BFG fuel coupons for purposes other than the supply of fuel:</p> <p>(1) First offence – one year ban on purchasing BFG fuel coupons.</p>

	<p>(2) Repeat offence within two years – two year ban on purchasing BFG fuel coupons.</p> <p>e. Use of BFG fuel coupons after becoming a non-entitled person:</p> <p>(1) Offender will be reported to the German tax authorities.</p>
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In accordance with SO BF(G) 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

NOTE

FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302). VAT ACT 1994 SECTION 16(7):

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BF(G) 3213, Section 11, Paragraph 1102.

SECTION 12 - BFG REGISTRATION PROCEDURES FOR DOMESTIC LEASE HIRE MILITARY VEHICLES

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFGVLO Main), BFPO 40.

(2) On receipt BFGVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ UKSC to update computer records.

(3) On receipt of details from the BFGVLO the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ UKSC or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFGVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFGVLO will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ UKSC to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFGVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFGVLO **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFGVLO will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ UKSC, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFGVLO will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland (or other former Eastern Bloc countries) that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV/ASU Stickers

1205. The BFGVLO will issue new TÜV/ASU stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV/ASU are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFGVLO on the proforma at Annex D to this section.

c. The stickers are controlled items and as such **must be afforded every care until firmly affixed to vehicle plates.**

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 40. Apply to BFG VLO for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

NOTE.

1. Allocation Certificates are not acceptable under any circumstances.
2. Fuel coupon allocation is not granted. An Agency fuel card should be applied for.
3. MOD insurance will apply.
4. The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.
5. If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFGVLO, copy to Log Sp (B Veh Contract), HQ UKSC.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ UKSC and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

INTENTIONALLY BLANK

To: **BFG VLO (Main)**
BFPO 40

From:
.....
.....

**APPLICATION FOR INITIAL REGISTRATION OF
A DOMESTIC MILITARY LEASE VEHICLE**
(To be completed in DUPLICATE)

Type of Vehicle			Unit Requirement				BFG VLO Use			
-----------------	--	--	------------------	--	--	--	-------------	--	--	--

Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

1The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).

2.Please register the vehicles and forward the relevant German civilian plates complete with TÜV/ASU stickers and BFG Form 73.

Date: Signature:

Tel No: Name:

Rank:

INTENTIONALLY BLANK

To: BFGVLO (Main)

From:

BFPO 40

.....

Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
(To Be Completed in Duplicate)

Type of Vehicle		Current Details				Unit Requirement			BFGVLO Use		
Receiving Unit Address/UIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Existing GE VRN on vehicle	GE District Required	BFGVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ UKSC.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV/ASU stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV/ASU stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date:

Signature:

Rank:

INTENTIONALLY BLANK

To: BFGVLO (Main)
BFPO 40

From:

.....

Ref:

.....

DEREGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFGVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV/ASU stickers and BFG Form 73, for your disposal.

Date:

Signature:

Name:

Tel No:

Rank:

INTENTIONALLY BLANK

To: BFGVLO (Main)
BFPO 40

From:

.....

Ref:

.....

RECEIPT OF TÜV/ASU STICKERS

Reference your dated

1. Receipt is acknowledged of TÜV/ASU stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

INTENTIONALLY BLANK

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN POLAND

Authority to take military lease vehicles to Poland

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to Poland, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to Poland. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFGVLO for military style numbers and registration plates to be issued. The application should be as laid down in SO BF(G) 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFGVLO will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFGVLO and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or covered by GB stickers or Union Jack transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

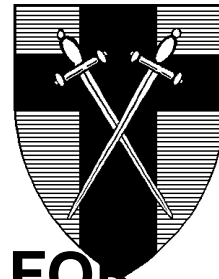
After the Exercise

8. Military style registration plates are to be removed and returned to the BFGVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BF(G) 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFGVLO Staff who have to chase units to follow the correct procedures. It should be noted that the BFGVLO has a strictly limited supply of military numbers to use for exercises in Poland. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFGVLO. Plates are not to be moved from vehicle to vehicle as various organisations such as HQ UKSC, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – VEH LIC

“UP TO DATE VERSIONS OF SOs BA(G) ARE AVAILABLE FOR
VIEWING ON THE COMMAND INFORMATION PORTAL”

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

HQ BFG
RE-ISSUED 01 Nov 11

FOREWORD

1. Disobedience to any of these orders is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.

2. A Notice Board Information Sheet (NBI) (BFG Form 74 (Revised 1 Jul 11 coloured Green) was issued on 1 Jul 11 containing paragraphs (marked with an asterisk) of special importance extracted from these orders. BFG Form will not be re-issued on 1 Nov.

NOTE: the mention of HQ British Forces Germany and GSG throughout this Order is synonymous with the current designation of HQ UKSC

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*** All paragraphs in this Standing Order annotated with the asterisk implies that the paragraph is repeated in BFG Form 74 as a Notice Board Publication.**

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 - INTRODUCTION

General

101.

a. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. Having regard to this general principle, Entitled Persons are required to keep in their ownership vehicles purchased as New Tax Free Vehicles (see paragraph 220) for a minimum period of 1 calendar year from the date of initial BFG registration. Disposal of such vehicles before this point will lead to the imposition of the penalties in paragraph 301c and Annex A to Section 11 of this Order.

b. Under the SOFA and the SA, the General Officer Commanding (GOC) British Forces Germany (BFG) is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of "Entitled Person") for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

- (1) The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.
- (2) The issue of driving permits (BFG Form 57).
- (3) The issue of prepayment fuel coupons.

c. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of "Sponsored Organisation").

Application of These Orders

102. *Unless the context otherwise requires, these Orders apply to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of These Orders

103. DII subscribers can access this Order on the BFG Web, Command Information Portal. All others will be issued with a CD ROM which is to be held at formation, garrison and station headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from these Orders is to be prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

104. The BFG system of registration and licensing of vehicles is operated on behalf of the GOC BFG by DCOS BFG through the BFG Licensing Office (BFGVLO), BFPO 40. DCOS BFG is responsible for implementing the GOC's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BF(G) 3208). Where an administrative breach is identified, an administrative penalty may be imposed in accordance with the table set out in Annex A to Section 11 of this Order. Where such a penalty is imposed, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. The imposition of an administrative penalty may be appealed and, on receipt of a written application, DCOS BFG will nominate members to sit on an appeal review panel. The panel will review all available evidence objectively and recommend an appropriate course of action to DCOS BFG. If the panel fails to reach a consensus, the matter will be referred with all the comments of the panel back to DCOS BFG who will be the final arbiter. In all appeal cases DCOS BFG will inform the appellant of the decision. If still dissatisfied, the appellant may appeal directly to GOC BFG.

105. The Terms of Reference for the operation of the BFGVLO are set out at Annex B to this Section.

106. BFG personnel are to be aware that German law takes precedents over Standing Orders and take effect immediately. Changes to these Orders in compliance with the new law will take place at the next amendment date.

Unit Responsibilities

107. Applications for BFG Vehicle registration are to be addressed to the BFGVLO. The application may be dispatched by post direct to the BFG VLO or through the Unit/Garrison BFG Registration Officer. No business is to be transacted by personal visit and personnel are, unless authorised by OC BFGVLO, to deal directly with their Unit/Garrison BFG Registration Officer, who is a link between the BFGVLO and the individual. However, please note paragraph 116 on the BFG VLO Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

108. The procedures governing the registration of Service vehicles that are to be civilianised for adventurous training, are contained in SO BF(G) 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

109. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.
- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. The BFG VLO.
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

110. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

111. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

112. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of the Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

113. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of the Force of the Sending State concerned.
- b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

114. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year and who are attached to a NATO headquarters in relation to which the UK is the framework nation. However, any such personnel that are granted BFG Facilities, will be required to conform to the regulations laid down in these Orders.

115. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFGVLO.

BFG Vehicle Licensing Office Customer Support Service

116. A Customer Support Service is established within the BFGVLO for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their Unit/Garrison BFG Registration Office to whom, normally, the queries are to be addressed in the first instance. The service is not for Unit/Garrison BFG Registration Officers, unless in an emergency, and they should continue to contact BFG VLO on the usual telephone numbers.

- a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	1315 - 1430 hrs

- b. The telephone number is:

Mil network: 94872 4100
Civil network: Mönchengladbach Civil (02161) 4724100

- c. Customers leaving a message must state their:

- (1) Name.
 - (2) Rank/Title.
 - (3) Contact Telephone Number.
 - (4) BFG Registration Number (If applicable).
- Customers must speak clearly and slowly.

VEHICLES OF PERSONNEL RESIDENT IN THE NETHERLANDS

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.
2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those resident in Germany.
3. **Driving Licences.** Whilst driving in the Netherlands:
 - a. Members of the Forces (including UK based civilians) are to be in possession of either a UK national licence or a Netherlands national licence, and a BFG Driving Permit (BFG Form 57).
 - b. Dependants and members of the civilian component must have a Netherlands national licence, or, for the first calendar year of their residence in the Netherlands, some other national licence (i.e. UK) or an international licence issued outside the Netherlands, and a BFG Driving Permit (BFG Form 57).
4. **Insurance.** The provisions of Annex C to Section 4 of these Orders remain in force for all BFG registered vehicles.
5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.
6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056
7. **Fuel.** BFG prepayment fuel coupons will be issued within the terms of the existing regulations (see Section 10 to this Order), but such coupons will not be valid for exchange in the Netherlands.

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BFG VEHICLE LICENSING OFFICE TERMS OF REFERENCE

1. The BFG Vehicle Licensing Office (BFGVLO) is to:
 - a. BFG register, re-register and deregister all private vehicles of personnel to whom these Orders apply in accordance with the procedures detailed in these Orders.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

Initial registration	-	5 working days
Transfer ownership (number plates required)	-	5 working days
Transfer ownership (number plates not required)	-	3 working days
Renewal registration	-	3 working days
Deregistration	-	3 working days
See Note 1		
 - c. Arrange VLO familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment..
 - d. Conduct seminars as required to update existing staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in these Orders, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Send renewal reminders to direct BFG personnel, four weeks before the BFG Vehicle insurance/registration period expires. If the vehicle is not BFG reregistered by its due date the BFGVLO is to initiate follow-up action with the unit concerned to ascertain why BFG re-registration has not been applied for and to instruct that the vehicle cannot be used on any road/public place or within barracks until BFG re-registration has been effected. This follow-up action is to be pursued until BFG re-registration has been effected or the Unit BFG Registration Officer has provided a satisfactory answer as to why the vehicle is not to be BFG reregistered. See Note 2.

- i Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
- j Demand and properly account for UK registration numbers and Road Fund Licences (Tax Discs) issued by DVLA.
- k. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.
- l. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- m. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch, British Forces Germany (CTOB BFG), Customs and Immigration (C&I BFG), finance companies and national government agencies and police forces.
- n. Ensure that no individual member of BFG registers more than one New Tax Free Vehicle and motorcycle in any 1 calendar year period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.
- o. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFGVLO. If the vehicle is not BFG reregistered within 14 days of the date of the letter from BFGVLO notifying the cancellation of insurance and thus cancellation of BFG registration, follow-up action is to be taken as per sub paragraph h above (see also paragraph 903c).
- p. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer.
- q. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- r. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with these Orders.
- s. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- t. Forward copies of Annex D to Section 6 to G4 Log Sp (C Sups) HQ GSG to allow them to check that prepayment fuel coupons are not used when an extension of BFG registration has been granted.

u. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFGVLO.

v. Inform DVLA when a BFGVLO registered RHD vehicle with UK style registration plates is stolen/written off and report of any subsequent developments.

w. On notification from Service police/CCRIO(G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.

x. Produce periodic bulletins for BFGVLO staff and Unit BFG Registration Officers if required to do so by SO2 G1 (Vehicle Licensing), HQ GSG.

y. Record Driving Bans.

NOTE 1. Due to unseen circumstances the timescales quoted may not be met.

NOTE 2. It is the individual's personal responsibility to ensure that their vehicle is legally registered at all times.

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SECTION 2 - DEFINITIONS/INTERPRETATION

201. *This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. ***Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered elsewhere. The Allocation Certificate will be retained in the BFGVLO.

203. ***C&I BFG.** Customs & Immigration, British Forces Germany is part of HQ BFG Civil Secretariat Organisation and its offices are at JHQ, BFPO 40. Telephone: Rheindahlen Mil Ext, 2229.

204. ***BFG Facilities.** In these Orders the term "BFG Facilities" means:

- a. The registration of vehicles.
- b. The issue of driving permits.
- c. The issue of prepayment fuel coupons.

205. ***BFG Vehicle.** A vehicle registered, or due to be registered, or which is required to be registered, in accordance with this Order, with the BFGVLO. **The vehicle must be physically in Germany at the time of registration.**

206. **Certifying Officer.** This may be a commissioned officer, UKBC equivalent or a nominated Unit BFG Registration Officer. In the case of NAAFI this person is appointed by NAAFI HR and in the case of schools this is the Headmaster or his appointed Deputy Head.

207. ***Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

208. ***Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or reregistered with any vehicle registration authority other than BFGVLO, or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the **transferee/Owner.**

209. ***Driver.** Includes the rider of a two or three-wheeled vehicle.

210. ***Entitled Person.** Means:

- a. A member of the British Armed Forces who is present in Germany and who has been, or is expected to be, stationed in Germany for a minimum period of 1 calendar year.

- b. A member of the civilian component of the British Armed Forces who is present in Germany and who has been, or is expected to be, employed as a member of the civilian component in Germany for a minimum period of 1 calendar year. The term “civilian component” is fully defined in SOFA. For the purposes of this Order, the term effectively means a Crown servant posted to Germany for a minimum period of 1 calendar year.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor’s employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is subject to military law as a result of an authorisation issued by the Defence Council under Schedule 15 of the Armed Forces Act 2006.
- e. A member of the armed forces of a NATO country other than Belgium, Canada, France, the Netherlands and the USA who is present in Germany and who has been, or expected to be, stationed in Germany for a minimum period of 1 calendar year, and who is attached to a NATO headquarters in relation to which the UK is the framework nation.
- f. A dependant of a person in sub-paragraph a to e above. For the purposes of this Order, “dependant” means a spouse of a person in sub-paragraph a to e above who has status as a dependant under SO BF(G) 3217 (or, in the case of a person in sub-paragraph e, who would be entitled to such status if the rules in SO BF(G) 3217 were applied) or a child of such a person who is at least 17 years of age (or 15 in relation to mopeds or mofas) and no more than 25 years of age, and who has been physically present in the Federal Republic of Germany for at least 185 days in the past 1 calendar year and expected to be physically present in the Federal Republic of Germany for 185 days in the next 1 calendar year.

Provided always that the authorities of British Forces Germany may, under powers contained in this Order or otherwise, remove or restrict the ability of a person in sub-paragraph a to f to be treated as an Entitled Person.

211. **Non Entitled Person.** All persons who do not fall into the categories listed at paragraphs 210 above and 216 below. This will include for instance, German nationals (excluding those with dependant status), ex service personnel or expatriates living on the German economy, (this includes car salesmen, car dealers, agents and scrap dealers, etc).

212. ***Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

213. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and deregistration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates. See Note 1

214. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and deregistration of such vehicles are covered in Sections 4 to 6. **Only LHD vehicles or motorcycles can have German style registration plates.** Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover). See Note 1

215. ***Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

216. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as integral parts of the Force, i.e:

- (1) Council of Voluntary Welfare Work (CVWW).
- (2) Navy, Army and Air Force Institutes (NAAFI).
- (3) Services Sound and Vision Corporation (SSVC).

b. Non commercial organisations without the powers enjoyed by the authorities of a Force or a civilian component and who require the sponsorship of an official procurement agent, i.e:

- (1) Administered by CVWW:
 - (a) Catholic Women's League.
 - (b) Salvation Army Red Shield Services.
- (2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association (OSA).

- (3) Soldiers' and Airman's Scripture Readers Association (SASRA).
- (4) Soldiers, Sailors and Airmen and Families Association/Forces Help (SSAFA Forces Help).
- (5) Women's Royal Voluntary Services (WRVS).

217. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

- a. Another Entitled Person (see paragraph 210 above).
- b. A non Entitled Person (see paragraph 211 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non Entitled Person).

See Note 2.

218. **Unit BFG Registration Officer.** This is the Officer, Warrant Officer, Senior NCO, UKBC or LEC (Grade 6 or above) of equivalent status nominated by his or her CO or Head of Establishment to maintain and control the BFG Vehicle registration system within the unit or establishment. Specific responsibilities for Unit BFG Registration Officers are set out in Section 9.

219. ***Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofas or a bicycle with auxiliary motor, a caravan, trailer or towed equipment. But it does not, within the context of these Orders, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.

220. ***New Tax Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or a vehicle purchased free of tax which has been in use for less than 2 years from initial registration for road use.

221. **Ex UK Tax Paid Vehicle.** A vehicle purchased under the ordinary UK VAT rules and on which any UK VAT arising from such a purchase has been paid.

222. **UK Tax Free Vehicle.** A vehicle purchased in and exported from the UK free of tax.

NOTE 1. All BFG registration plates are not to be altered in any way from the original design.

NOTE 2. Number plates are to be returned to the BFG VLO when the vehicle is sold to a non-entitled person.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. *Entitlement to Purchase and Register Tax Free Vehicles

a. An Entitled Person may purchase a tax free vehicle **only** if it is intended for the **personal use** of the Entitled Person or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.

b. Each Entitled Person is permitted to BFG register only **one New Tax Free Vehicle** (see paragraph 220 for definition of “New Tax Free Vehicle”) **within any period of 1 calendar year** (i.e. if a New Tax Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax Free Vehicle within the 1 year period following the BFG registration.) . The exception to this regulation is that, in addition to one other tax free vehicle, one new tax free motorcycle/quadbike, moped or bicycle with auxiliary motor, may be registered within a period of 1 calendar year.

c. An Entitled Person may not dispose (within the meaning of paragraph 208 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle without incurring a penalty until that vehicle has been BFG registered for an accumulated period of 1 calendar year. (**Note: The BFG registration must also be current at the time of disposal.**) Except as provided in sub-paragraph d below, in the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for 1 calendar year, the following sanctions will apply:

(1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a New Tax Free Vehicle for up to **five years** from the date of disposal.

(2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel coupons for any vehicles until the penalty has expired.

(3) The Entitled Person who is the Owner of the vehicle may be required to inform the German authorities of the disposal using BFG Form 38 and to pay VAT on the vehicle to the German Finanzamt.

NOTE:

1. **The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.**

d. **Transfer of Residence (TOR) on Posting.** The penalties will not be imposed when a vehicle is registered with the UK authorities on TOR (See paragraph 609 – 611) but will be imposed in the event that, following such registration with the UK authorities, a New Tax Free Vehicle is sold or transferred within twelve months of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax Free Vehicle before the BFG VLO is informed of the disposal of any previous New Tax Free Vehicle attracting a penalty under paragraph 301c above, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ GSG for authority to register an additional New Tax Free Vehicle. Such authority will only be given in exceptional circumstances.

302. ***Dependant children** may only purchase and BFG register tax free vehicles if:

a. They are at least 17 years old and not over 25 years old; (15 years or older in relation to mopeds or mofas).

b. They possess a valid full UK or German driving licence and a BFG Driving Permit. See also SOBF(G) 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

NOTES

1: Dependant spouses and dependants aged 17 to 25, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further tax free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2: Tax Paid Vehicles for Dependant Children. Dependant children aged 17 or over (15 or older for mopeds and mofas) holding a full national driving licence and a BFG Driving Permit (BFG Form 57) covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** A nanny is a Non Entitled Person, employed by an Entitled Person and may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full national driving licence and a BFG Driving Permit (BFG Form 57) endorsed "NANNY".

b. Whilst driving the employer's vehicle, carries:

(1) A valid national driving licence.

- (2) A valid passport.
- (3) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment.

Examples of types of journey, which may be undertaken by a nanny, are:

- (1) Taking children to school or to a doctor.
- (2) Collecting members of the family at airports, shopping etc.

The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. *Syndicate/Proxy Purchasing

- a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a tax-free vehicle.
- b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has purchased a vehicle with funds provided by one or more other persons and BFG registers that vehicle in his or her own name.
- c. It shall not be prohibited for an Entitled Person to purchase a new tax-free vehicle using funds by means of a commercial loan unless:
 - (1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the funds,or;
 - (2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, accrue to the person or persons providing the funds:or
 - (3) the vehicle is subsequently disposed of to the person or persons providing the funds other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a new tax-free vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates."

305. Reserved.

Purchase of Tax Free Vehicles

306. There are two methods of buying **Tax Free** Vehicles available to members of BFG. All Tax Free vehicles purchased by Entitled Persons (see paragraph 210 for definition of "Entitled Person") must be registered with the BFGVLO.

a. **Purchases in the UK.** The following regulations govern purchases of Tax Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** must be obtained from C&I BFG by submitting BFG Form 60. BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 should be obtained prior to importing the vehicle into Germany.

Note: NATO Form 302 is required for corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the stated date in the logbook** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HM R&C may seize the vehicle and impose penalties on the purchaser. (See also Paragraphs 401a and 1102d)

(4) Purchasers of New Tax Free Vehicles, which are registered with the UK authorities, must ensure that **the EU Type Approval Number** is shown in the UK vehicle registration document (Logbook), as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

Note: A UK Single Vehicle Test or IV Number is only valid for the UK and cannot be used for registration in Germany. In such cases a 'Gutachten' must be obtained from the German Authorities.

(5) New tax-free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The tax-free vehicle must be driven from the place of Customs Bond in the UK **directly** to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. Purchases outside the UK.

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFGVLO, and is retained by the BFGVLO. If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists.**

(2) **BFG Form 80** (as in sub paragraph 306a(2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax free purchase **within Germany** also requires the use of an **Abwicklungsschein** which will **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for tax free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence will result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new tax-free vehicles, an **EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 606.

Note: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (tax-free or tax paid) by sponsors for their use. Any Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

a. To BFG register the vehicle, NATO Form 302 is used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BF(G) 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG VLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

NOTES:

1. The vehicle will retain its original German Stadt registration number.
2. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief will have been issued. Applies equally to RHD or LHD vehicles.
3. No fuel coupon allocation will be given. To obtain tax-free fuel an Agency Fuel Card should be applied for.
4. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.

- b. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
- c. Unit BFG Officers are to report to the BFGVLO their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.
- d. Unit BFG Officers are not to accept and BFG register a sponsored vehicle unless there is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, **“That (name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German or UK authorities.”**
- e. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. BFG deregistration procedure using BFG Form 4003 can then be completed. BFG Form 73, number plates and tax disc are not to be handed over to the sponsor.

310. **German Log Books.** The BFGVLO retains and destroys German logbooks but, as a concession to sponsors, this will not be done to sponsored vehicles' Log Books. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship. Units/Organisations must make it clear to the BFGVLO when initially registering the vehicle that it is a sponsored vehicle.

Use of BFG Registered Vehicles for Business Purposes

311. Under Paragraph 1124 below, you are not permitted to use your BFG registered vehicle for business purposes. However, if you do intend to conduct a business in Germany, you must first apply for a licence under SOBF(G) 5206. Once a licence is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

- a. Letter of authority (enclosing licence to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.
- b. Once letter of authority is granted you must register the vehicle with the BFG VLO in accordance with Section 4 enclosing letter of authority.
- c. The following criteria applies:
 - (1) The vehicle must be tax paid.
 - (2) There will be no BFG fuel coupon allocation.

- (3) The cost of registration and BFG plates will be charged at the current rate.
- (4) All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate.

TO: _____

CONTRAVENTION OF STANDING ORDER BRITISH ARMY (GERMANY) 3213

MEMBERS OF FAMILY GROUP

1. The following Entitled Person has incurred an administrative penalty under Section 3, Paragraph 301c and 301d*.

Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached proforma (Appendix 1 to Annex A).

Signature: _____
(SO2 G1 Veh Lic)

Date: _____

TO: SO2 G1 Veh Lic
HQ GSG
BFPO 140

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This proforma is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC the appropriate Head of the Administrative Department.

INTENTIONALLY BLANK

DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Number/Passport Number	Rank/Title	Name & Initials	Date of Birth	Head of Household's Unit & BFPO

INTENTIONALLY BLANK

SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. As a general principle any vehicle owned by an Entitled Person must be registered with the BFGVLO. Having regard to this and subject to the exceptions referred to in sub-paragraph a and paragraph 502 below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by that person with the BFGVLO.

a. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub-paragraph b below, may be used in Germany only under such registration for a period not exceeding 45 days from the date of importation, or that person being taken on the posted strength of a BFG unit/establishment, whichever is the later date, provided it meets the registration criteria of the issuing authority. Thereafter such a vehicle may not be driven or parked on a Public Road or Place in Germany, unless it is registered with the BFGVLO. **Failure to BFG register a new tax-free vehicle within the required time frame will result in** disciplinary and a tax-free sanction being taken. In addition, it is likely that such a failure will result in a liability to pay VAT on the vehicle to the German authorities. A vehicle which is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 406 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior arrangement, to be carried out.

b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current logbook, a valid national roadworthiness test and the appropriate registration plates must be displayed on the vehicle in the proper manner. The UK tax disc must be displayed on the vehicle in the proper manner. All conditions as to use contained in these orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

c. During this 45 day grace period the BFG roadworthiness and lights test is to be completed before submission for initial registration. Once a UK tax free vehicle with UK export plates (VX302 registration) is imported into Germany it is not allowed to return to the UK until properly BFG registered. The current 45 day BFG concession for use applies to Germany only.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFGVLO, BFPO 40 or through the applicant's Unit BFG Registration Office. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department postal addresses only are to be used. **Attention is drawn to the declaration to be made by the Owner at Part 3 on the BFG Form 20.** If the vehicle was a previously BFG registered vehicle that is being re-imported into BFG the applicant must obtain authority from SO2 G1 Veh Lic to re-import and BFG register the vehicle.

NOTES:

1. Before being eligible to BFG register a motor vehicle, the applicant must hold a BFG Driving Permit (BFG Form 57) which must be supported by a full national driving licence valid in Germany for the vehicle. (see SOBF(G) 4310.).

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of 1 calendar year from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new tax-free vehicle within 1 calendar year of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)

Drivers are advised to carry five litres of fuel in an approved container when driving on autobahns.

Owners are to present their BFG registered vehicle on the third anniversary of first registration (irrespective of licensing authority) and annually thereafter for roadworthiness inspection, details of which are at Annex A of this section.

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates, **is prohibited.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG registered **before** Owners can drive them on public roads. The **only** German registered vehicles which can be driven by BFG personnel are short term hired vehicles, (but not leased vehicles – see Paragraph 423 below) or courtesy vehicles loaned by garages whilst Owner's vehicles are being serviced or repaired or vehicles provided by car dealers for a short term period for test driving prior to purchase.

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20, checked and countersigned by the Certifying Officer, is to be supported by the following. **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse. The Certifying Officer cannot be a family member).**

a. **Proof of Insurance.**

(1) **British** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2) **German** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

NOTES:

1. **When a vehicle is being BFG registered in the name of an entitled dependant son or daughter over 17 years of age, the insurance cover must be in that dependant's name.**

2. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the Certifying Officer signs and stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Proof of Ownership.**

(1) **Brand new vehicles obtained from German dealers.** A German logbook. Except for sponsored vehicles, the BFGVLO will retain and destroy the German log book according to EU Regulations.

Note: German banks through whom a loan is taken to buy a vehicle will insist on retaining the German logbook (TEIL 2). In such cases the vehicle cannot be BFG registered. Personnel are advised not to take loans from German banks as they will not release the German logbook (TEIL 2).

(2) Vehicles previously registered in UK or any other country.

Appropriate registration document, Certificate of Export or deregistration certificate where applicable. For ex UK Tax Paid Vehicles i.e. Vehicles purchased under the ordinary UK VAT rules and on which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook). For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302), will be retained and destroyed by the BFG VLO in accordance with EU regulations. A photocopy of the VX302 or V308 must be included with the original document.

(3) Brand new vehicles not registered with any other registration authority.

Allocation Certificate (retained by BFGVLO). The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, the Certificate of Conformity, delivery date and pick up location. A statement saying that "this vehicle has not been previously registered and that no log book exists". The dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid.

(4) Transfer of Ownership between Entitled Persons. Original Bill of Sale (which will be retained by the BFG VLO) signed by both parties and tax disc (if applicable).

c. **BFG Form 80** (Special Import Certificate) (See also SOBF(G) 5205) for all initial BFG registrations of privately owned vehicles must be applied for from C&I BFG before collecting the vehicle but is not required to be attached to the application for BFG registration (BFG Form 20). NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

NOTES:

1. **A BFG Form 80 should be obtained before acquiring a vehicle into Germany. Applications for a BFG Form 80 in relation to a New Tax Free Vehicle (as described in Section 2 paragraph 220) may only be made to the C&I BFG a maximum of 14 days prior to the first anniversary of BFG registration of any previous New Tax Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 is not an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK/German National Type Approval. New**

Motorised Vehicles - A copy of the Certificate of Conformity (CoC) supported by an official document, (this could be the log book, Allocation Certificate or a letter from the dealer) showing an EU type approval number. (An EU type approval number is not available for Motor Caravans). If proof of EU Type Approval is not available, the BFG Form 20 must be accompanied by a Gutachten (Übereinstimmungsbescheinigung) from the German authorities (usually obtained from the head TÜV station of the area). The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not required evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65). This form must be submitted on application for initial BFG registration of all vehicles. If not submitted the vehicle's BFG registration will be rejected. However, where exceptional circumstances exists, consideration may be given, on a case by case basis (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) to extend the 45 day period by no more than 30 days. All such request must be submitted before the expiry of the 45 day period.

f. **Tax paid cars up to two years old.** In order to prevent the vehicle being treated as tax free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the Customer. No stamp is required in BFG.

NOTES:

1. **A lighting check** must be carried out at the local BFG Roadworthiness Testing Centre within the 45 day grace period prior to initial BFG registration of all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. **For legal reasons no extensions to the BFG light test date will be granted.** (See also paragraphs 13,14 and 15 of Annex A to this section).

2. Owners of vehicles (less motor caravans and vehicles over 3500 kg) imported to BFG from outside the EU, (mainly N America), who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing), HQ GSG or OC BFGVLO for further advice.

3. The BFG VLO will retain all Logbooks which will be destroyed (Owners are

advised to photocopy their logbooks before handing it in to BFG VLO).

4. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, when re-registered by the BFG VLO will be allocated their original BFG number.

A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO before its arrival, provided paragraphs 401-406 above are complied with and:

- a. The Owner has already arrived in Germany.
- b. The vehicle is due to be imported within 14 days of the date of application.

Note:

1. Import into Germany includes vehicles collected from the factory or from German dealers.

407. In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration during which the BFG lights test is to be completed. Renewal of BFG registration is to be carried out prior to the expiry date of the 45 day temporary registration. Failure to do so will mean that the vehicle cannot be parked or driven on any public road or place following the 45 day expiry date and no BFG fuel coupons can be purchased.

PRI Vehicles.

408. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

409. The documents and registration plates issued by the BFGVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG VLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFGVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.

c. They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG Registration Officer/BFGVLO, (see Section 6).

- (1) On posting out of BFG.
- (2) On sale of a vehicle to a person not entitled to BFG Facilities.
- (3) When a new registration number is issued on change of German registration area.

When completed, the Customer is to return the receipt to the BFGVLO, BFPO 40.

Registration Plates and International Identification Stickers.

410. BFG registration plates bearing current BFG registration numbers allotted to vehicles, are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers, a plate need only be displayed at the rear. With immediate effect quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFGVLO for replacements and not make a purchase privately. Replacement plates will incur a cost.

411. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

412. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFGVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

413. The international identification sticker (eg. GB or D depending on the type of plates provided), is to be displayed at the rear of all BFG registered vehicles. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National sticker is not required with Europlates.

414. **Retention of Cherished Registration Numbers.** There is no provision to retain in Germany during the period of BFG registration any cherished number issued by the DVLA Swansea. This is due to complications with the DVLA Database

415. **Personalised Registration Numbers and Plates** are **NOT** permitted under any circumstances. Only those registration plates issued by the BFGVLO are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

416. When a BFG number plate becomes damaged and requires replacement, an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €12 per plate or €18 for a pair will be made. Postal Orders are to be made payable to the BFG Fuel Coupon Account, HQ GSG. (See also paragraph 418 below).

417. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 or road tax disc is to be made on the proforma at Annex H. €6 of the €35 amounts to an administration charge for the new BFG Form 73, tax disc and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates is to be made to the BFGVLO direct or through their Unit BFG Registration officer. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €12 will be levied for the issue of number plates for bicycle racks.

Change of Unit/Establishment/Status within BFG

418. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with Annex H showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

419. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

420. All such vehicles have to be registered with the BFG VLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

421. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

NOTE. Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO as per Paragraph 422 above.

Privately Leased Vehicles

422. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

REGISTRATION OF VEHICLES INTENDED FOR TRACK USE ONLY

423. Vehicles intended for track use only include scramble bikes, quadbikes, trikes and stock-cars. All such vehicles must be registered with the BFG VLO.

424. The procedure for the acquisition and registration of such vehicles is as follows:

a. If you are buying the vehicle from a local dealer then you must comply with the rules that govern tax-free car purchases. This means that you will have to conduct the purchase using the NAAFI Official Procurement Agency (OPA).

b. Regardless of where the vehicle is purchased you must apply for a BFG Form 80 (*using BFG Form 60*) from C&I, BFG, BFPO 40.

c. Apply for BFG registration using BFG Form 20 enclosing the following documents:

(1) Insurance – minimum cover is 3rd party.

(2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.

(3) BFG Form 80.

425. If you dispose of the vehicle to a non-Entitled Person (*including motor dealers and traders*) you must apply for and complete **BFG Form 38**. You obtain this document from C&I, BFG. You must not hand the vehicle over to the buyer until you have received instructions from the German Customs following the completion of the BFG Form 38. If the vehicle is to be disposed in the UK you must still apply for **BFG Form 38** and not a BFG Form 414.

426. Following the disposal of the vehicle you must de-register the vehicle with the BFG VLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38**.

NOTE:

1. Vehicles intended for track use only cannot be used on public roads legally.

2. If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.

MOTABILITY VEHICLES

428. Motability vehicles at present cannot be registered on the BFG system however; BFG is in consultation with DVLA and relevant authorities to come to satisfactory conclusion. In the mean time the customer should apply for registration with supporting documentation as per SOBF (G) 3213. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with SOBF (G) 3213 and German law: lights, insurance and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO BFPO 40. Note the Fuel Card will not be issued until the BFG VLO is in receipt of a BFG Form 65 light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of the Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter.	A light test is required before the initial registration for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.

3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are contained in the same Annex.
4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer have reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.
5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ GSG.
6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.
7. **BFG Inspection Retest.** Vehicles that have failed an inspection and submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**
8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ GSG, who have the pan- Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ GSG.
9. Section 6, Paragraph 620 contains procedures for BFG registered vehicles that are “off-the-road” due to extensive repair work being carried out on them.
10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.
11. It is the Owner’s responsibility to ensure that the vehicle is re-inspected before the 1 calendar year anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.
12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines. During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, except those being registered under an Allocation Certificate, regardless of age require a BFG lights test before application for initial BFG registration. Rear fog lights are to be fitted to the off-side (left hand side) of the vehicle. LHD vehicles that have not been registered in the UK are exempt the requirement to have a light test. Where a vehicle is over three years old it must pass a full BFG roadworthiness inspection prior to initial BFG registration.

NOTE:

1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG VLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy showing chassis number, who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).

2. If the vehicle registration is out of date and or they have bought a vehicle on transfer then they should request a Screen Print (SP) from the BFG VLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name than a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG VLO validation stamp.

3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.

14. Headlights must be suitable for permanent driving in right hand traffic systems, i.e. driving on the right. All vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), Continental headlights are to be fitted and the lights re-tested prior to initial BFG registration. **If the light test date is overdue the Owner is not permitted to purchase duty free fuel coupons for the vehicle and the vehicle will be classed as unroadworthy and the vehicle is not to be used on public roads/place and within barracks (see Paragraph 10 above).**

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 903n of these orders. Unit BFG Registration Officers are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164 to include two pairs of disposable gloves and a foil emergency blanket minimum size 2.1metres x 1.6 metres with a thickness of at least 12 microns.
- b. A warning triangle with the DIN approved symbol.

17. **Advisory.** The following are advisory:

- a. Anti Theft Device. Owners, whose BFG registered vehicles were not fitted at the time of manufacturer with a device for locking the steering column, which is a requirement under German Construction and Use Regulations, are **advised** to carry and to use a "Crooklock" or similar device for securing the steering column or clutch pedal.
- b. Spare Fuel. Drivers are **advised** to carry five litres of fuel in an approved container when driving on autobahns.
- c. A Reflective vest.
- d. Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or Mud Snow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.




Complaint Procedures

18. Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ GSG BFPO 39 within 7 working days using the proforma at Annex G.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of restricted zones in some German cities; Berlin, Munich, Düsseldorf, Stuttgart, Köln, Frankfurt and Karlsruhe. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. Failure to display a sticker within a zone may incur a fine of €40 and a penalty point on the driver’s licence.

The emissions stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The particular sticker displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be restricted access to some inner cities in Germany from 2010. The table below shows what the stickers will look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For vehicles that are BFG registered prior to 1 September 2007 the sticker will be issued when the vehicle is to be re-registered at the 1 calendar year anniversary of initial registration. Vehicle owners that require a sticker before their vehicle is due to be re-registered should apply to the Vehicle Licensing Office with a self addressed envelope for a sticker stating their number rank, name, vehicle make, model, date of manufacture and BFG registration number including German number if LHD. The Vehicle Licensing Office will then issue an appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner's responsibility to purchase stickers through German outlets such as garages or TÜV centre's using the German vehicle logbook to identify the emission category.

**CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES,
CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES
WITH MORE THAN NINE SEATS**

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFGVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA(G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability, or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.
- (3) It exceeds half the unladen weight of the towing vehicle.

1. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles ie those meeting the exemption regulations may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L(120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

2. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

3. For imported kit cars and specials the Owner must provide legal valid proof that the vehicle was legally registered or "in use" in another country prior to import into GERMANY. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

4. Motorcycles

a. If engine capacity exceeds 50 cc and first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

5. **Mini buses.** Mini buses including PRI minibuses with more than nine seats are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm its status.

INSURANCE

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. Where a vehicle is being registered in the name of an entitled son or daughter over 17 years old, the insurance must be in the dependant's name. All documents must be the **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG VLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFGVLO. The Chassis No and not the vehicle registration number must be recorded on all insurance documents.

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid, or

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG VLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 1 calendar year from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date the Certifying Officer signs and dates the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG VLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.
4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value, as if the car is written off soon after it is first registered, the authorities of the country where the wreck is located could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 413).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFGVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFGVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company which has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG VLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG VLO following receipt of cancellations from the insurance companies, the Unit/Garrison BFG Office and/or Unit must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG VLO – see paragraph 7 above). A BFG Form 20 must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

NOTE; Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

UK INSURANCE COMPANIES AND BROKERS WHOSE POLICIES ARE VALID IN GERMANY

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. These companies may be contacted for BFG registration purposes. **There are other insurance brokers who can provide insurance cover but this must only be with the companies listed below.**

The BFG Helpline (Rheindahlen Mil Ext 4100/civil 02161 472 4100) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT(CSMA members).

Forces Financial provided by Norwich Union, Fortis (now Ageas) and Service Insurance Co.

Towergate Wilson.

TF Insurance Services Ltd (Groupama Insurance Co Ltd).

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFGVLO, BFPO 40.

2. The BFGVLO will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO.

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**REGISTRATION AND INSURANCE OF PRI OWNED AND OTHER CLUB / UNIT
OWNED VEHICLES OPERATING IN GERMANY**

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and including passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved is detailed in SO BF(G) 6109 (Traffic Accident Reporting and Claims Procedure).

NOTE: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this, their use in Germany is covered by the NATO SOFA and SA thereto, and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the personal and vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV licence.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in his private capacity (see note after paragraph 7 above). When the vehicle is first acquired a NATO Form 302, not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property or destined to become the property of the Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 40.

APPLICATION FOR ALL REPLACEMENT NUMBER PLATE(S)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Enclosed is a Postal Order for € or £ .

3. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.
 - e. If stolen quote Police Loss Report Number:

NOTE: A charge of €12 for a single plate or €18 for a pair will be made. Postal Order should be made payable to the **BFG Fuel Coupon Account, HQ GSG.**

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

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CARRIAGE OF CHILDREN IN MOTOR CARS

The Law

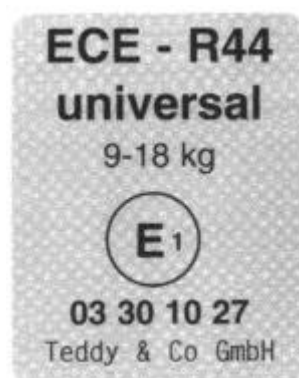
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their licence. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "restricted", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children whose weight exceeds 36 kg should still use category III seats.

Children below 3 years of age

4. Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

Children over the age of 3 and below the age of 12 (or 150 cm in height)

5. Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

Children over the age of 12 or taller than 150 cm (4 ft 11in)

6. Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats, since most parents of smaller children are likely to carry their children in these seats, anyway.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

13. A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

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ROADWORTHINESS INSPECTION CUSTOMER COMPLAINTS PROFORMA

To: SO2 ES HQ GSG BFPO 39		ES Branch Ref No:					
		Tel:			Surname & Initials:		
		Fax:			Rank/Grade:		
		Date:			Signature:		
Military/Civilian Vehicle Registration No							
Vehicle Make & Model: Inspectors Name:				Date of BFG Inspection:			
Unit: UIN:				Location of Test Centre:			
Details of Complaint:							

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**APPLICATION FOR A REPLACEMENT BFG FORM 73*/ROAD TAX DISC*/EMISSION
STICKER**

1. Please send me a replacement BFG Form 73*/Road Tax Disc*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Road Tax Disc*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a Postal Order for € _____ or £ _____ payable to "The Petrol Coupon Account".

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

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SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A checked and countersigned by a Certifying Officer is to be submitted to BFGVLO, BFPO 40 supported by:

- a. BFG Registration Card (BFG Form 73), which must bear a current roadworthiness inspection stamp and date where the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (see Annex C to Section 4). The proof of payment will be retained by the BFG VLO.
- d. Road tax disc.

502. Renewal of BFG registration is normally to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFGVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by these Orders, is roadworthy, and there is in force in relation to it any certificate of roadworthiness required by these Orders. At the end of any period of 14 days as mentioned above, no BFG Vehicle is to be parked on a Public Road/Place, or driven anywhere in Germany for which BFG registration has not been renewed. It is not advisable to drive the vehicle outside the BFG area because, if stopped, the police may not understand the Proof of Despatch Certificate. If the insurance cover has lapsed for whatever reason the following action is to be taken:

- a. Vehicle is not to be driven or parked on any public road or place with immediate effect.
- b. Renew insurance policy.

- c. Renew BFG registration as detailed above ensuring that BFG Form 73 is included.

NOTE. An in-date road fund licence (tax disc) does not necessarily indicate that the vehicle's BFG registration is valid. Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG VLO Helpline.

Change of Area (Applicable only to LHD vehicles and Motorcycles)

503. Upon being transferred permanently to an area that requires a change of vehicle registration plates, e.g. from Mönchengladbach (MG) to Herford (HF), application is to be made for a new set of registration plates as soon as possible, unless the vehicle is due its BFG registration renewal within 2 months. In such cases the change of area request can be delayed, and carried out as part of the renewal - BFG Form 20/20A is to be endorsed at the top of the front page in red bold letters 'CHANGE OF AREA'. In all other cases where changes are required to the BFG Registration Card (BFG Form 73) the proforma at Annex B is to be used.

504. The new registration plates will be sent to the Unit BFG Registration Officer under cover of a letter that instructs him or her not to release the new registration until the old plates are handed to him or her. The Unit BFG Registration Officer is then required to return the old registration plates to the BFGVLO within 14 days after receiving the new plates.

505. If the old plates are not received at the BFGVLO 16 days after the new plates were despatched, the unit will be contacted by telephone for an explanation as to the current whereabouts of the old registration plates and why they have not been returned.

506. Spare.

507. If the old registration plates have not been returned seven days after the first reminder, a letter will be forwarded to the Commanding Officer/Head of Department requesting him or her personally to intervene in the recovery of the old registration plates and their prompt despatch to the BFGVLO. This letter will be copied to G1 (Disc) HQ GSG or G1 (Disc) HQ 1 (UK) Armd Div, as appropriate, and the local Service police detachment.

Note:

1. Subsequent rejections for a renewal or transfer renders the vehicle illegal to drive on any public road or place until registration has been completed.
2. It is the responsibility of the owner of the vehicle to ensure that his vehicle's registration is in date and valid.

CERTIFICATE OF PROOF OF DESPATCH OF REGISTRATION DOCUMENTS

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name)

in respect of BFG Vehicle Registration Number

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date)
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73 (annotated on change of ownership in accordance with SO BF(G) 3213 Paragraph 604)
- h. * BFG Road Fund Licence (Tax Disc)
- i. * BFG Form 4003
- j. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- k. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMP

Signed

Name

Rank

Unit

NOTE: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

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APPLICATION FOR CHANGES TO BFG REGISTRATION DOCUMENT

Amended Details

Service /Passport Number:_____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number:_____ area:(see note 3) _____

Chassis No:_____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

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SECTION 6 - DISPOSAL AND BFG DEREGISTRATION OF TAX FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of tax-free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 605 to 608)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraphs 609 to 611)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 612 to 613)

Disposal of vehicles in the first two categories will require the use of a BFG Form 414 unless a BFG Form 38 has been completed. The earliest date on which BFG Form 414 will be valid for use will be the date 1 calendar year after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38. Use of a BFG Form 38 will always require the payment of German VAT.

Change of Ownership

602. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFGVLO BFPO 40.

Sale/Transfer to an Entitled Person in BFG

603. When a vehicle is sold or transferred to a person to whom these Orders apply, the BFG registration is to be transferred in accordance with paragraph 604 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser's use of the vehicle. Please note paragraphs 301 above and 613 below for the penalties incurred if a new tax-free vehicle is disposed of within 1 calendar year of BFG registration (see Section 2 for definition of "New Tax Free Vehicle" and "disposal").

604. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to complete the following forms:

(1) Bill of Sale (See Annex F) in duplicate.

(2) BFG Form 4003.

b. The **vendor** is to give to the purchaser the following documents and obtain a receipt for them:

(1) BFG Road Fund Licence (Tax Disc) (RHD vehicles only)

(2) One copy of the Bill of Sale, signed by both vendor and buyer.

(3) Number Plates as this will still be on vehicle.

(4) Photocopy of BFG Form 73.

c. The **vendor** is to send the original copy of the BFG Form 4003, Bill of Sale and BFG Form 73 direct to the BFGVLO or through the Unit BFG Registration Officer to de-register the vehicle.

d. The **purchaser, within 14 days**, is to submit to his or her Unit BFG Registration Officer for onward transmission to the BFGVLO or direct to the BFG VLO. Registration is to be carried out regardless of the condition of the vehicle. Failure to BFG register will result in an administrative penalty being incurred.

(1) A completed and authenticated BFG Form 20 (Application for BFG registration).

(2) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG VLO.)

(3) Proof of insurance. See Annex C to Section 4.

(4) The BFG Road Fund Licence (tax disc) if applicable.

(5) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.

(6) Photocopy of BFG Form 73.

- e. When submitting the documents listed at sub paragraph d above to the BFGVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFGVLO and the documents are in the possession of the new Owner.
- f. If the vehicle is a “New Tax Free Vehicle” (see paragraph 220) the purchaser must not dispose of it until it has been BFG registered for 1 calendar year in the purchaser’s name if the purchaser is not to incur a penalty for early disposal (see paragraph 301).

Disposal of Tax Free and Tax Paid Vehicles to a Non Entitled Person in the UK and Registration of Vehicles in the UK other than Tax Free Vehicles BFG registered under 1 calendar year on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

605.

- a. **Tax free Vehicles:** Before disposing of (**within the meaning of paragraph 208 above**) a BFG registered tax free vehicle, Owners are to obtain BFG Form 414. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- b. **Tax paid Vehicles.** BFG Form 414 must also be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- c. **BFG Form 414** (Authority for personal imports only).
- (1) BFG Form 414 is obtained by submitting BFG Form 414A (available in units) to C&I BFG, BFPO 40, together with the current BFG road tax disc and a stamped addressed envelope for reply. BFG Form 414 is required in order to register vehicles with the DVLA. However, in the event an Entitled Person manages to register a vehicle purchased and BFG registered as a New Tax Free Vehicle with the DVLA without using BFG Form 414, the penalties in paragraph 301c will be imposed.
- (2) **BFG Form 414 will be marked clearly with a “Valid For Use From” date and must not be used before that date. In the case of vehicles purchased and BFG registered as New Tax Free Vehicles, the earliest “Valid for Use From” date will be the date 1 calendar year after the date of initial BFG registration.**
- (3) **BFG Form 414 will not be issued in respect of vehicles**

purchased as New Tax Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 609 to 611 (TOR) below apply or VAT has been paid on the vehicle).

(4) BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 210 above) or if the BFG registration is not current.

(5) BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued, or by their spouse, except as provided for at paragraph 606 below. BFG Form 414 must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

606. BFG registered vehicles must be taken to the UK for disposal **in person** by the Owner or, if married, their spouse. If either is unable to take the vehicle to the UK in person, written authority must be sought from G1 (Vehicle Licensing), HQ GSG, BFPO 140, for another Entitled Person to take the vehicle to the UK on their behalf giving proper reasons for requiring the special authority. Where possible the Owner is to travel in the vehicle even if he or she is temporarily unable to drive. Personnel are warned that the German authorities may regard as meaningless documents assigning power of attorney to a Non-Entitled Person, such as a car dealer or transport company, to take the vehicle to the UK on the Owner's behalf. **Once UK registered the vehicle must not be brought back to Germany** without authority from G1 (Vehicle Licensing), HQ GSG, BFPO 140 (see Note 3 below). Personnel are reminded of the need for **Certificates of Conformity (COC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a COC cannot be obtained from the manufacturer or dealer, then the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to effect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on repayment) of GB Type Approval to enable registration with the DVLA to be effected.

Notes:

1. **If a LHD vehicle** or motorcycle is being UK registered, **the UK style BFG number must be quoted, not** the German style number which is only issued for security purposes. In addition Owners will have to provide the DVLA with a Certificate of Mutual Recognition from the Vehicle Certification Agency – see above. Details of what is required are at Annex E.

2. Registration with the DVLA must be carried out promptly on arrival in the UK. **There is no period of grace** once the Owner has left BFG and entitlement to BFG registration ceases. See Paragraph 611 for more details. **The BFG registration must be current at the time of registration with the DVLA.** In cases where the application is being made prior to the 1 calendar year date of initial BFG registration, the BFG Form 414 will not be issued unless there is at least 5 days current BFG registration remaining from the 'Valid for Use From' date.

3. Entitled Persons who import Tax Free Vehicles into the UK must not subsequently re-export those vehicles (each Entitled Person declares on BFG Form 414A that he or she will not remove the vehicle from the UK after UK registration). Notwithstanding this, if the Entitled Person concerned is subsequently posted back to Germany, permission may be granted by SO2 G1 Veh Lic, HQ GSG for such vehicles to be re-imported into Germany.

4. **BFG registered vehicles must be deregistered with the BFG VLO within 28 days of disposal by returning the BFG number plates and completed BFG Form 4003. The application for BFG Form 414 (C&I BFG document) is not part of the vehicle de-registration process.**

5. **A vehicle purchased as a New Tax Free Vehicle that has been BFG registered for less than 1 calendar year that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until the date 1 calendar year from the date of initial BFG registration before it can be sold or transferred. The penalties for sale or transfer of ownership before this date are set out in paragraph 301c and 301d above.**

607. When the vehicle is released to its new non entitled Owner in the UK the BFG Owner must remove the following items from the vehicle and return them to their Unit BFG Registration Officer where they will be given a BFG Form 4003 for completion.

a. For RHD Vehicles:

(1) UK Style Vehicle Registration Plates (including those for any towed equipment).

b. For LHD Vehicles:

(1) German Style Vehicle Registration Plates.

608. BFG registered vehicles that become an **insurance write off** (beyond economic repair, outside the UK) and that are purchased by certain firms from the insurance companies, can be transported to the UK by Non Entitled Persons so long as the firm has received authorisation from the German Customs on BFG Form 38. **Only firms with German addresses will receive such authorisation.** When the wreck is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFGVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-free Vehicles in use for less than 1 calendar year Taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

609. On TOR to the UK of the Head of Household, Entitled Persons, may each take to the UK, and register with the UK authorities, one vehicle purchased and BFG registered as a New Tax Free Vehicle which has been in use less than 1 calendar year, without incurring a penalty. Such vehicles must, however, be retained (i.e. not sold or transferred) for a period of 1 calendar year from the date of initial BFG registration to avoid the imposition of a penalty under paragraph 301c and 301d above. This concession is restricted to one New Tax Free Vehicle (usually one car or one motorcycle) per Entitled Person. The vehicle must have been BFG registered and used for a minimum of **7 days** in Germany. Please also see Note 2 after paragraph 606.

610. **BFG Form 414** is required in order to import to the UK a BFG registered tax-free vehicle on TOR and will not be issued retrospectively (see paragraph 605c). With effect from **01 Sep 08** all applications for BFG Form 414 (NMT) for a New Tax Free Vehicle which is under 1 calendar year old and which is to be taken into the UK on Permanent TOR must be made on **BFG Form 414B**. See paragraph 605 above on the need to use BFG Form 414 if VAT is to be avoided. BFG Form 414B may be submitted at any time before the TOR takes place but such applications may only be made by post and individuals are advised to ensure that they allow sufficient time for the processing of documentation which should take account of postal transit times.

611. Once the vehicle is taken into the UK it must registered with the DVLA without delay. There is no period of grace and once the Owner has left Germany the entitlement to BFG registration ceases. Please see Paragraph 606 for details of documents required for UK registration, and Paragraph 607 for deregistration for the BFG VLO. Deregistration must be completed within 28 days of registration / re-registration with the DVLA.

Note: Vehicle Owners are reminded of the declaration they make at paragraph 1e to Annex B to this Section, i.e. “I must not sell or transfer ownership of the vehicle until the date 1 calendar year from the date of initial BFG registration”.

Disposal to a Non Entitled Person in Germany or Elsewhere Excluding the UK

612.

a. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 will result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

b. BFG Form 38 is required to dispose of both tax-free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase reposessions, to sponsored vehicles and to insurance writes-off handed to dealers / salvage companies etc in Germany.

c. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) UK Road Fund Licence (Tax Disc)(Local Release only).
 - (b) BFG Form 73 (BFG Vehicle Registration Card).
 - (c) UK style number plates, including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

613. The penalties for disposal of a vehicle purchased and BFG registered as a New Tax Free Vehicle that has not been BFG registered for 1 calendar year are set out in paragraph 301c and 301d above. If the Owner has disposed of the vehicle before it has been BFG registered for 1 calendar year and has already BFG registered a replacement vehicle before the BFGVLO is informed of the disposal of the previous vehicle, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered. Vehicle Owners should be aware that HM Revenue & Customs notify the BFG authorities of the date of UK registration/re-registration of tax-free vehicles brought into UK. Checks to verify the period of BFG registration are conducted by the BFG authorities.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

614. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to his or her previous Unit BFG Registration Officer the items listed below for onward transmission to the BFGVLO. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 615 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased tax-free then German tax will be due on the vehicle.

- a. For RHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) UK Road Fund Licence (Tax Disc).
 - (3) BFG Form 73 (BFG Vehicle Registration Card).
 - (4) UK Style Vehicle Registration Plates (including those for any towed equipment).
- b. For LHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) BFG Form 73 (BFG Vehicle Registration Card).
 - (3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

615. Personnel who have returned to the UK are to return documentation and plates direct to the BFGVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG VLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFGVLO via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFGVLO, BFPO 40. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

616. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 40, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Recent changes in German policy mean that Owners of BFG registered tax free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities.

Abandoned and Scrapped BFG Registered Vehicles

617. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. Where a BFG registered vehicle is scrapped in Germany, a Certificate of Disposal (COD) is to be obtained from the scrap dealer and submitted to the BFGVLO with the BFG Form 4003 requesting de-registration of the vehicle. The COD must show the Make, Model, Colour and Chassis No of the vehicle. **BFG Form 38 is also required and should be sent to C&I BFG, BFPO 40.** A previously scrapped vehicle can only be BFG re-registered on the production of a Gutachten.

Lost Registration Plates

618. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and the BFGVLO. A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

619. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFGVLO.

BFG Registered Vehicles "Off the Road" Under Repair

620. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFGVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

621. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty in the new unit in the UK. Purchase of duty free fuel coupons is not permitted during this leave period (see also paragraph 624d (2) for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

622. Vehicles imported to the UK from BFG must have their headlights changed from dip right to dip left or vertical. Headlamp screening tape is not to be used except during the journey from the port of entry to the chosen address in UK. Please note the need to register vehicles promptly with the DVLA. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

623. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also, within 24 hours, report the theft to their local Service Police unit. The RMP initiate a Stolen Vehicle Report that enables the BFGVLO to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

624. Subject to the provisions of paragraph 625 entitlement to BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 30 days temporary registration lapses (see Section 4 paragraph 408).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from the forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

(1) Is posted to a station in Belgium, BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.

(2) Wishes, and is authorised to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 625).

(3) Is an officer or soldier, authorised to take local discharge or is a civilian taking up local residence on ceasing to be an Entitled Person, he or she may retain BFG Vehicle licensing and prepayment fuel coupon facilities until his or her last day of terminal leave.

625. The extension of registration referred in paragraph 624d(2) is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit BFG Registration Officer is to endorse the BFG Registration Card (BFG Form73) in the fuel coupon section "**Cancelled**" and the Owner is to be informed that he or she must not tender prepayment fuel coupons to any filling station during the period of the registration extension. This application when approved, is to be forwarded to the BFGVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration

626. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

may apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as "Special Off Road" and must not be driven or parked on any public road or place during the period that it is categorised as such.

627. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on a designated off road park in barracks. If uninsured a SORR vehicle cannot be parked on a public road or place as defined in Section 2, Paragraph 215.

b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

628. The BFG VLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

629. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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ABANDONED AND SCRAPPED BFG REGISTERED VEHICLES

If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 40 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;or
 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of the Force he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO, the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of the Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 40.
 - c. The order to remove the vehicle is to be forwarded to his or her CO for service, under cover of a letter from the CO of the unit where the vehicle is located, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 140, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 40 and OC BFG VLO, BFPO 40.

3. Where the Owner is not known, and cannot be traced through the BFGVLO, or otherwise:

a. A notice is to be published in unit orders stating the intention to dispose of the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.

b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG VLO is to be kept informed.

c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.

d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.

e. If a vehicle is purchased under sub-paragraph b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.

f. Where the Owner is not known, cannot be traced through the BFGVLO and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departments is to be sent to the OC BFG VLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.

g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFGVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters "ABANDONED/SCRAPPED VEHICLE"). This form is to be completed as far as is possible.
- b. BFG Form 73 and BFG Road Fund Licence (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the "Disposal of old cars ordinance".

A vehicle declared as 'scrapped' will not be re-registered by the BFG VLO until it has passed a TÜV test

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**APPLICATION FOR EXTENSION OF BFG VEHICLE REGISTRATION FACILITIES
TO COVER END OF TOUR LEAVE TO BE SPENT ELSEWHERE THAN IN THE UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d.(2) SO BF(G) 3213 (Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BF(G) 3213.

Signed Name and Initials

To: BFG Vehicle Licensing Office
BFPO 40

Extension of BFG registration in respect of vehicle(s)

registered number(s)

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date:

Signed

Distribution:

- Copy to:
1. Applicant
 2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.
 3. Unit records.

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CERTIFICATE OF MUTUAL RECOGNITION FOR A LHD VEHICLE IMPORTED INTO THE UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

- (1) A rear fog light has been fitted to the right hand side of the vehicle.
- (2) The headlamps have been permanently adjusted to dip to the left.)
- (3) The speedometer shows both MPH and KPH.
- (4) Side repeat indicators have been fitted.
- (5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

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BILL OF SALE - TRANSFER TO AN ENTITLED PERSON

(To be completed in duplicate. Buyer to include their copy with Insurance, and Tax Disc (if applicable) **to BFG register within 14 days of date of sale**. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

VENDOR'S DETAILS

BUYER'S DETAILS

Number:

Rank:

Name:

Unit:

Number:

Rank:

Name:

Unit:

VEHICLE DETAILS

Make:

Chassis No:

Colour:

Model:

Reg No:

The Seller acknowledges the receipt of €/£ as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- | | |
|----|----|
| a. | d. |
| b. | e. |
| c. | f. |

The following items have been given to the Buyer (*delete as applicable):

BFG Road Tax Disc	Bill of Sale	*UK Log Book (not BFG Form 73)
*German Log Book	BFG Plates	Photocopy of BFG Form 73

Vendor's Signature:

Date:

Buyer's Signature:

Date:

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SECTION 9 - RESPONSIBILITIES OF A GARRISON/UNIT BFG REGISTRATION OFFICER

Appointment of a Garrison/Unit BFG Registration Officer

901. **COs and HoEs (civilian establishments) are to appoint a Unit BFG Registration Officer and a deputy who are to be a Commissioned Officer or a Warrant Officer/Senior NCO or a UKBC of equivalent status, or LEC of at least Grade 6.**

902. **Training.** All Garrison/Unit BFG Registration Officers, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Officer Training Course at the BFG VLO. Following appointment, dates of courses are to be arranged with OC BFG VLO.

903. **Responsibilities.** Garrison/Unit BFG Registration Officers are to:

a. Where access to the BFG VLO database is not possible maintain a register of BFG Vehicles owned by members of, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

- (1) The Owner.
- (2) Vehicle registration number.
- (3) Validity of insurance.
- (4) Expiry date of current registration.
- (5) Date next roadworthiness inspection becomes due.
- (6) Latest date for lighting test for vehicles under three years old..

Note: Only Garrison/Unit BFG Registration Officer or their nominated deputies of the rank of Sgt/C4A or above may sign BFG Forms 20, 20A and 4003. A Commissioned Officer or UKBC equivalent may also sign these forms as a Certifying Officer (See Paragraph 206 above).

- b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licences (Paper licence and photocard) are to be inspected and BFG Form 57 is to be checked. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration, (BFG Form 20 or 20a), are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf except in the case of initial registration which must be signed by the applicant. In such cases the application is to be accompanied by a note of explanation, countersigned by an authorised BFG Office Clerk.
- c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFGVLO.
- d. Maintain a diary of expiration of insurance cover/vehicle registration to remind individuals 30 days in advance of that expiry date so that renewal is put in train. Pass on BFG Form 20A (Renewal Reminders) received from the BFGVLO to the vehicle Owner.
- e. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.
- f. Upon being notified by BFGVLO that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG VLO certifying the action taken within 14 days of receipt. If unable to meet this deadline inform the BFG VLO giving the reasons.
- g. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.
- h. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.
- i. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.
- j. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFGVLO.
- k. Within 14 days of the Owner of a BFG registered vehicle being posted to the

unit from another part of BFG, inform BFGVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.

l. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.

m. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.

n. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 30th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. Garrison/Unit BFG Officers are not to confiscate private vehicle keys and driving licences.

o. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.

p. Ensure that when entitlement to BFG registration facilities ceases, eg posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison/Unit BFG Registration Officer for onward transmission to the BFGVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 615) when plates etc are sent direct to the BFGVLO.

q. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG registration plates in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.

r. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFGVLO in circumstances of an Arms Plot or other ordered moves.

s. Ensure that the unit clearance certificate includes clearance by the Garrison/Unit BFG Registration Officer. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 4003 and briefed on the procedure for de-registration. In addition ensure that the Renewal Reminders (BFG Form 20A) received from the BFGVLO for individuals posted from the unit are redirected to the vehicle Owner at their forwarding address.

t. Record details of driving bans affecting all units and establishments covered

by the Unit BFG Registration Officer.

u. Attend BFG VLO seminars.

SECTION 10 - PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL

General

1001. The sale of prepayment fuel coupons for the supply of motor fuels for use in BFG registered vehicles is a unit responsibility in conjunction with G4 Log Sp (Ground Fuel) HQ GSG, to whom any matters of policy concerning the scheme are to be directed.

Sale of Prepayment Fuel Coupons

1002. Owners of BFG registered vehicles may buy from selling points fuel coupons that can be exchanged for petrol and diesel at authorised filling stations within Germany for use in their private vehicles. Fuel coupons may be purchased against a monthly allowance depending on the type of vehicle and its engine capacity (see Annex A to this Section for the allowances). Purchases may only be made during a valid period of registration and are recorded on the BFG Registration Card (BFG Form 73). Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Paragraph 210, Section 2 of this Standing Order, may purchase fuel coupons from selling points for the vehicle. **Due to changes in manning authorities, as a direct result of reducing customer needs, coupons are only authorised for sale in the quantities detailed at Section 10, Annex A, Paragraph 2 of this order.**

Validity Checks

1003. Persons engaged in selling fuel coupons are to ensure that the BFG Registration Card (BFG Form 73) is valid in all respects, that is to say:

- a. The registration period shown is current.
- b. The roadworthiness date is current.
- c. The lights check is not overdue (if applicable).
- d. The card is signed by the vehicle owner.
- e. The quantity of fuel coupons is within entitlement.

If a BFG Registration Card (BFG Form 73) is not valid in all respects then fuel coupons are not to be sold. Coupons are not to be sold on the basis of a Proof of Posting Certificate. Fuel coupons cannot be purchased for private vehicles that are not BFG registered, irrespective of the conditions under which the owner is present in Germany.

Restrictions on Use of Prepayment Fuel Coupons

1004. Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. The improper use of fuel coupons will normally result in the withdrawal of BFG vehicle facilities from the offender¹, in addition to any disciplinary action that may be taken.

1005. **Prepayment fuel coupons are not transferable.** Fuel obtained using coupons is not to be disposed of, or in any way used, or permitted to be used, except in the BFG vehicle in respect of which the fuel coupons were purchased. **Fuel coupons are not to be used in the pursuance of any business venture; they are to be used for private motoring only.** It should be noted that:

- a. Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.
- b. Service station staff have the right to request production of the fuel coupons before allowing delivery of fuel into the vehicle's tank, in order to check the number of the vehicle against the number inserted on the coupon, and that the coupon has been signed. Service station staff may also request production of BFG Form 73 and some other form of identification to satisfy themselves that fuel is being delivered to an entitled person. **Such a request is not to be refused.**
- c. Service station staffs have the right to refuse fuel coupons that are incomplete or illegibly completed.
- d. The service station operator is not in all cases under an obligation to accept fuel coupons. However, any instance where refusal to accept fuel coupons is encountered should be reported to G4 Log Sp (Ground Fuel), HQ GSG, so that the matter can be raised with the contractor.
- e. Residual stocks of the BFG Fuel Map showing fuelling points available on autobahn and along the borders of Germany may be obtained from Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ GSG, BFPO 140.

1006. Details of the prepayment coupon scheme are contained in Annex A to this section.

Prevention of Abuse

1007. HQ GSG, in liaison with the oil companies who hold the contract to supply fuel against fuel coupons and German Customs authorities, periodically audit fuel coupons that have been tendered in exchange for fuel at retail outlets throughout Germany. The aim of this audit is twofold:

- a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.

- b. To detect abuse of the scheme by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1008. **All units are therefore to publish in their routine orders on a quarterly basis the following:**

“Prepayment Fuel Coupons

Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. Coupons are not to be sold for use in vehicles where the BFG registration is not “in date” and that do not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73.

Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Standing Orders for British Forces (Germany), Part III, Chapter 2, Standing Order 3213, Section 2, Paragraph 210, may purchase fuel coupons from selling points for the vehicle.

Fuel coupons are not transferable. Fuel obtained using them is not to be disposed of, or in any way used, or permitted to be used, **except in the BFG Vehicle in respect of which the fuel coupons were purchased.**

Fuel coupons are not to be used in the pursuance of any business venture, nor are they to be tendered as a means of payment for any goods or services; they are to be used for private motoring only.

Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

The improper use of fuel coupons will normally result in the withdrawal of BFG facilities from the offender, in addition to any disciplinary action that may be taken.”

Accounting Instructions for the Sale of BFG Prepayment Motor Fuel Coupons

1009. Accounting instructions for the sale of BFG motor fuel coupons are detailed at Annex B to this instruction.

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PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL**Basic Allowance (For Private Owners Only)**

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
Cars, vans	
Up to 1300 cc	200 litres
From 1301 cc	400 litres
Motor cycles and mopeds	
All engine capacities	80 litres
Rotary Engines	
Up to 43 kw	200 litres
From 44 kw	400 litres

2. Fuel coupons within the authorised allowance may be drawn from a designated coupon selling point that will be responsible for checking the validity of the registration card and entering on it the number of litres drawn. **Due to changes in manning authorities, fuel coupons are only to be sold in quantities of a minimum of 40 litres or above.**

3. Fuel coupons may be drawn for the current month. Registration for at least one day in a month gives entitlement to a full basic ration for that month. If a vehicle is unregistered for a full calendar month, no entitlement exists for that month.

4. Fuel coupons that are not drawn in the month of entitlement become forfeit at the end of the particular month. A full month's coupon entitlement, or whatever element is unused, is retained if a vehicle is deregistered and subsequently re-registered within the same month.

5. Fuel coupons are valid for a 25 month period, eg 1 Mar 11 to 31 Mar 13. If not used before 31 Mar of the year in which their validity ends they can be surrendered and exchanged on one-for-one basis if BFG registration is still valid or for cash, if the vehicle has been disposed of on production of Deregistration Certificate BFG Form 272, at selling points up to 31 Mar of the following year ie 31 Mar 14 (See also Sect 10, Annex B, Paragraph 7c).

Supplementary Allowances

6. **Entitlements to supplementary coupons no longer exist under the new Forces Custom Law (Truppenzollgesetz).**

Refund of Current Coupons

7. Refunds and exchanges of coupons are to be minimised to reduce the losses to the Fuel Coupon Account through price variations and accounting effort. Up to **one** months ration of current valid coupons may be exchanged, or surrendered for cash, on

- a. Disposal and replacement of the vehicle for which they were purchased. Any residual ration will be deleted from the ration card.
- b. Loss of BFG entitlement.

Refund for Coupons taken out of Germany

8. Refunds for fuel coupons taken out of Germany will be made on request to BFG Fuel Coupon Accountant up to one year after leaving Germany. These refunds will be liable to an administration fee of € 3.00 irrespective of the number of coupons refunded. The value of any fuel coupons returned to Fuel Coupon Accountant without a request for a refund will be donated to SSAFA.

ACCOUNTING INSTRUCTIONS FOR THE SALE OF BRITISH FORCES GERMANY (BFG) PREPAYMENT MOTOR FUEL COUPONS

1. **Introduction.** The rules for the sale of BFG prepayment motor fuel coupons are detailed in Standing Orders for British Forces in Germany². Those responsible for selling coupons must be familiar with these rules and have a copy available at the selling point. This letter contains the following information concerning the sale of the new series coupons:

- a. Authorised account holder & demand authority.
- b. Authorised floats.
- c. Indenting for fuel coupon supplies.
- d. Accounting within the selling point and to the Fuel Coupon Accountant (FCA).
- e. Selling prices.
- f. New series coupons action at the end of Feb XX.
- g. Refunds & exchanges.
- h. Insurance.
- i. Sales to personnel of other entitled nations.

2. **Authorised Account Holder & Demand Authority.** Prior to the issue and sale of fuel coupons, units responsible for selling points are to confirm details of the local account holder and those authorised to demand replacement coupons by completing Appendix 1 to provide the updated listing of specimen signatures. On change of account holder, Appendix 1 is to be completed by the new incumbent and countersigned by the outgoing signatory. Any additional personnel authorised to demand coupons may only do so after submitting Appendix 1 countersigned by the authorised account holder.

3. **Authorised Floats.** The account holder is authorised to hold a float of coupons up to a total representing the expected average sales over a two week period. The minimum holding for any grade of fuel is 5000 litres due to the size of the packages. **Selling points are to ensure they count every pack of 5000 to establish that there are no extra or missing sheets.** No coupon must be sold from a pack that does not have the correct amount of 50 sheets. Irregularities will only be accepted when full unopened packs are returned to this office.

2. Standing Orders for BFG, Part III, Chap 2, SO 3213, Section 10

4. **Indenting for Fuel Coupon Supplies.**

Initial Indent. The initial coupon indent for the new series coupons should be for the amount of the authorised float. The indent is to be submitted to FCA, HQ GSG using Appendix 2 to this instruction by Jan XX in the year of the new series. Appendix 3 is **not** required in support of the initial indent.

a. **Subsequent Indents.** All subsequent indents are to be made in multiples of 5000 litres using Appendix 3 to this instruction and forwarded direct to FCA either by mail or by fax. At no time may holdings of coupons exceed the authorised float levels, however, the account holder should maintain stock levels at their maximum to avoid unnecessary indents being submitted and shortfalls at selling points. All indents must be completed and signed by the authorised account holder.

b. **Dispatch of Coupons.** Coupons will be posted to units via the BFPO system using 'next day delivery' or collected by hand by authorised account holders depending on arrangements already in place.

5. **Accounting.**

a. **Registration Card (BFG Form 73).** After checking the card's validity the number of litres sold should be recorded on it. When each month's ration has been fully drawn, ie 400 litres, the suffix 'F' is to be entered after the month in question in the 'Issue For' column, e.g. Jan (F). This method of recording should be used to avoid misunderstanding where individuals use more than one selling point.

b. **Within the Selling Point.** Locally produced daily sales books/sheets or appropriate computerised systems may be used to record sales at selling points. Alternatively, copies of BFG B35 (BFG Fuel Register) can be obtained upon request from FCA.

c. **Monthly Reconciliation.** The original copy of Appendix 4 to this instruction, completed and signed by the account holder, should be forwarded to the FCA on or before the 10th day of the following month, without exception. Payment is also to be made by Bank Credit Transfer (BCT) by the 10th day of that month to the account details contained in Annex D to this instruction. The 'Verwendungszweck' section of the BCT should be completed showing selling point title and month and year of sale.

d. **Format of Appendices.** **The account holder is requested to complete appendices in the same format as those contained in this instruction.**

6. **Selling Prices.** Coupon selling prices can fluctuate monthly. A 'Change of Price' and 'No Change of Price' letter will be sent out by Log Sp (Ground Fuels), HQ GSG, by fax on the last working day of every month. The onus is upon the account holder to verify the prices before commencing sales. No allowance can be made by the FCA for coupons sold at the wrong price.

7. **New Series Coupons action at the end of Feb XX.** The current issue coupons are valid until 31 Mar XX. New series coupons will be available towards the end of Feb XX and will be valid from 01 Mar XX to 31 Mar XX. The account holder is to ensure that sales of previous series coupons cease with effect 28 Feb XX and that sales of the new series commence not before 01 Mar XX. Key actions are listed below:

a. **Indent for New Series Coupons.** An indent for new series coupons should be submitted to the FCA using Appendix 2 to this instruction by 19 Jan XX; see Para. 4.a.

b. **Sales of Old Series Coupons are to cease 28 Feb XX.**

c. **Exchanges.** The exchange of previous for new coupons during Mar XX should be avoided where possible, as both series' are valid throughout the month. The exchange or refund of previous coupons for the new series coupons is permitted up to and including 31 Mar of the following year. **Thereafter there will be no exception to exchange coupons. Exchanges will be one for one. Previous coupons are to be recorded as refunds and new coupons are to be recorded as sales in BFG Fuel Register - BFG B35. No entry is required on the BFG Form 73 in respect of one for one exchanges.** The top halves of exchanged coupons should be attached as supporting vouchers to the original copy of Appendix 4 and recorded as prior year refunds on the reconciliation.

d. **Return of Unsold Previous Coupons.** . Un-issued fuel coupons are then to be disposed of under unit arrangements by means of a properly convened destruction board. A certificate of destruction is then to be rendered to the BFG Fuel Coupon Accountant with that month's fuel coupon reconciliation. Any fuel coupons exchanged for cash, must be defaced and returned to the BFG Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ GSG, in support of entries made on the relevant monthly coupon reconciliation.

e. **Local Advertising.** Selling points are requested to initiate local advertising regarding the change of series, particularly where op tours are liable to make it difficult for individuals to exchange coupons during the period. The FCA will initiate BFG wide publicity.

8. **Refunds and Exchanges of Current Coupons.** Refunds and exchanges of current coupons are to be minimised to reduce losses to the BFG Fuel Coupon Account through price variations and accounting effort. Up to one month's ration of current valid coupons may be exchanged on disposal and replacement of the vehicle for which they were purchased. Cash refunds will only be permitted to the value of one month's ration on posting out of theatre or loss of entitlement. In both cases any residual ration should be deleted from the ration card. Selling point action is required as follows:

a. **Confirm.** Confirm reason for refund; see proof of sale / de-registration or posting order.

b. **Exchanges.** Account for exchanges as a refund in cash followed by a new sale. Delete the ration entitlement on the new ration card.

c. **Cash refunds.** The rate to be used is the **current** month's selling price (unless otherwise instructed).

d. **Coupons.** Cut the returned/exchanged coupons in half; destroy the bottom halves and attach the top halves as supporting vouchers to the original copy of Appendix 4. All refunds of current series coupons must be shown as 'current year' refunds on Appendix 4.

e. **Resale.** Under no circumstances may returned/exchanged coupons be resold.

9. **Insurance.** BFG selling points are to ensure that for insurance cover the 2 weeks float is not exceeded. The premium for all selling points will be paid from the Fuel Coupon Account.

10. **Sales to Entitled Personnel of Other Nations.** Due to the provision of BFG coupons to various other Sending States Forces, sales to other nationals not registered with the BFG VLO are not permitted without specific authority from HQ GSG.

11. **Contact Details.** Any further advice or assistance required in conjunction with this Annex should be addressed to:

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters Germany Support Group
BFPO 140

Tel No: 02161 472 3852

Fax No: 02161 472 3853

APPENDIX 1 TO
ANNEX B TO
SECTION 10

From: _____

**Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140**

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853

E-mail: GSG-G4-LogSpt-PetCoupons or GSG-G4-LogSpt-FuelTechAst

**AUTHORISED ACCOUNT HOLDER
SPECIMEN SIGNATURES & CONTACT TELEPHONE NUMBERS**

1. It is mandatory that this office is informed of any changes of Account holder and authorised signatories.
2. Failure to comply with this request will result in the rejection of future indents and reconciliations not matching the details held by the Fuel Coupon Accountant (FCA).
3. Please complete the details below and return to this office.

From: _____ UIN: _____
Full Postal Address: _____ Tel: _____
Fax: _____

Authorised Account Holder: _____

Specimen Signature 1: _____

Name in Block Capitals: _____

Specimen Signature 2: _____

Name in Block Capitals: _____

Signature _____ Date: _____

Rank/Grade _____

Appt (CO/Supervising Officer)

Notes on Completion:

1. Initial notification of Account Holder at Para 3 requires CO or Supervising Officer.
2. The authorised Account Holder may submit changes to the list at Para 3 without CO/Supervising Officer countersignature (if agreed at unit level).
3. CO's Cash & Bank checks are required at least 5 times per annum.

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APPENDIX 2 TO
ANNEX B TO
SECTION 10

From: _____

UIN: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Date: _____

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852

Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853

E-mail: GSG-G4-LogSpt-PetCoupons or GSG-G4-LogSpt-FuelTechAst

AUTHORITY FOR ISSUE OF FLOAT

1. Authority is requested for the following float of 20XX/20XX coupons.

DIESEL _____ (LITRES)

DIESEL + _____ (LITRES)

SUPER 95 _____ (LITRES)

SUPER E10 _____ (LITRES)

SUPER + _____ (LITRES)

(MINIMUM 5000 LITRES FOR ALL GRADES)

2. The above amounts are based on one months' average sales.

NOTE : This application also acts as your first indent. Annex C is **NOT** required at this time.

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From: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Date : _____

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853
E-mail: GSG-G4-LogSpt-PetCoupons or GSG-G4-LogSpt-FuelTechAst

**INDENTING FOR FUEL COUPON SUPPLIES –
SUBSEQUENT INDENTS**

SELLING POINT TITLE	UIN	ACCOUNT HOLDER	
		RANK	NAME

DETAILS OF INDENT

	DIESEL	DIESEL +	SUPER 95	SUPER E10	SUPER +
AUTHORISED FLOAT					
BALANCE ON HAND					
INDENT *					

* MINIMUM 5000 LITRES FOR ALL GRADES

UNIT STAMP

AUTHORISED SIGNATURE

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Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853
E-mail: GSG-G4-LogSpt-PetCoupons or GSG-G4-LogSpt-FuelTechAst

RECONCILIATION - PREPAYMENT FUEL COUPONS

Period from: _____ To: _____
Selling Point Title: _____ UIN: _____

1. Coupon stocks	DIESEL	DIESEL+	SUPER 95	SUPER E10	SUPER+
Authorised Float					
Opening Balance					
Receipts					
Sales *					
Closing Balance					

2. Sales Value

Sales *					
Price					
Sales Value €					
Total Sales Value €					

3. Refunds	Current Year (X Series)		Prior Year (Y Series)	
	Litres	Total €	Litres	Total €
DIESEL				
DIESEL +				
SUPER 95				
SUPER E10				
SUPER +				
Total €			Total €	

4. Total Sales Less Refunds € _____

5. Payment has been made by Bank Credit Transfer to the BFG Fuel Coupon Account.
Stadtsparkasse - Mönchengladbach. **Konto Nr 101030, BLZ 310 500 00.**

6. I certify that the above particulars are correct and agree with our records.

Date: _____

Authorised Signature: _____

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SECTION 11 - DISCIPLINE

1101. Introduction

a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from these orders. Arrangements for the permanent display of this NBI are to be as follows:**

(1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards and in messes, JRCs and other unit clubs.

(2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.

b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the GOCs have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BF(G) 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102. a.* Registration is carried out on a BFG Form 20/20A. Tax free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.

b. Subject only to the exceptions referred to in sub paragraphs d and g below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFGVLO. Any vehicle purchased tax free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG VLO must be kept off public roads/places in either a garage or Unit Designated Parking Area.

c. A vehicle is not currently BFG registered until the Owner has received from the BFGVLO a BFG Registration Card valid for the period during which the vehicle is to be driven.

d. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, which ever is the later date, providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless registered in accordance with sub paragraph b. above.

e. Where a vehicle is used under the terms of sub paragraph d. above, the driver must be in possession of a current logbook and the appropriate number plates and additional licences, e.g. UK tax disc must be displayed on the vehicle in the proper manner. All other conditions as to use contained in these Orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

f. BFG registration will cease on the cancellation of the vehicle's insurance cover.

g. A vehicle that has been registered with the BFGVLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

h. A vehicle that is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior arrangement, to be carried out.

i. A person to whom these orders apply is not to permit another person to whom these orders apply to drive a BFG Vehicle unless that vehicle is currently registered with the BFGVLO.

Note: A lights check must also be carried out within the 45 days prior to initial BFG registration on all vehicles less LHD vehicles not previously registered in the UK. Without a valid lights check stamp on BFG Form 73 the vehicle is not to be used and duty free fuel coupons are not to be purchased.

1103. Where the registration of a vehicle by the BFGVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold A Valid Driving Permit

1104. *A person to whom these orders apply is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current BFG Driving Permit (BFG Form 57), which is issued in support of a valid national driving licence covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving licence may drive a vehicle that he or she is authorised to drive under such licence during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SOBF(G) 4310, for further details). In addition:

a. A person to whom these orders apply, if he or she has been disqualified from driving by any court, or he or she has been denied the issue of a BFG Driving Permit (BFG Form 57), or any such licence or permit in issue to him or her has been withdrawn, is not to drive **any** vehicle within the territorial application of these Orders (see paragraph 1102 above) during the period of such disqualification or withdrawal or for the period the issue of a BFG Driving Permit is denied.

b. During the period of withdrawal:

(1) The BFG Driving Permit (BFG Form 57) may be restored to enable the Owner of a BFG Vehicle to drive out of Germany on posting. Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BF(G) 3208 is to be completed in duplicate and disposed of as follows:

(a) 1 copy to be attached to BFG Driving Permit and handed to the banned driver.

(b) 1 copy to be sent to the CTOB, BFPO 40, 14 days before the proposed move.

(1) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 40, and SO2 G1 (Vehicle Licensing), HQ GSG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Where a person to whom these orders apply is granted a BFG Driving Permit (BFG Form 57) that is made subject to conditions or restrictions, such person is not to drive any vehicle in Germany otherwise than in accordance with such conditions or restrictions.

1106. *A person to whom these orders apply is not to permit any other person to drive a BFG Vehicle unless:

a. The other person, being a person to whom these orders apply, is the holder of a current BFG Driving Permit (BFG Form 57), which is supported by a current EU licence covering the type of vehicle driven, except that a person who possesses a current domestic or international driving licence valid in Germany and over 18 years old may be permitted to drive a vehicle that he is authorised to drive under that licence during a period of 45 days from the date of his arrival in Germany.

b. The other person, not being a person to whom these orders apply, is the holder of a driving licence valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake. In this context an 'emergency' is construed as a 'life threatening' situation or of similar severity. The only exceptions to this ruling are nannies who are authorised to drive their employer's BFG registered vehicle under terms set out in Section 3 paragraph 303.

c. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle.

d. The other person, being 17 years of age or over, not being a person to whom these orders apply, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom these orders apply and possesses a full national or international driving licence valid in Germany.

NOTE: Persons other than those to whom these orders apply are not to be:

(1) Supplied with BFG prepayment fuel coupons or petrol in cans obtained in exchange for such coupons.

(2) Permitted to drive a BFG Vehicle in exchange for any remuneration, service, or reward of any kind.

Obligation to Insure Vehicles

1107. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFGVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates/Tax Disc and/or TÜV stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom these Orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these Orders) to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFGVLO registration plates and GB sign are displayed in accordance with the provisions of these Orders and the Motor Vehicle Excise Licence (tax disc) is displayed on the windscreen, or in some other prominent place if the vehicle in question has no windscreen. The only exception is following the application for BFG Form 414 when the tax disc is to be returned with the BFG Form 414A/B.
- b. For LHD vehicles and motor cycles, the BFGVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFGVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom these Orders apply is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving licence that is acceptable to the German authorities and a current BFG Driving Permit (BFG Form 57).
- b. A current certificate of motor insurance.
- c. A current BFG Vehicle Registration Card (BFG Form 73) with valid roadworthiness and lights check dates.
- d. A UK style road tax disc for RHD vehicles.
- e. Registration plates as issued by the BFG VLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TUV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against these orders.

Obligation to Ensure Roadworthiness

1111. *A person to whom these orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or attempt to drive a BFG Vehicle or to purchase fuel coupons unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, or his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a.

1112. *A person to whom these Orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or park a private vehicle unless each tyre on the vehicle, has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom these Orders apply is obliged to notify the BFG VLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non entitled.

Obligation to Notify Change of Area - LHD Vehicles ONLY

1114. Subject to the provisions set out in Section 5 paragraph 503 a person to whom these Orders apply is obliged to notify the BFG VLO within 14 days of any change of area address in Germany necessitating a change to his or her BFG Vehicle registration plates. The change of area will normally be effected when the BFG registration is renewed.

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom these Orders apply when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *Deregistration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFGVLO within 28 days of ceasing to be an Entitled Person the following items. Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFGVLO direct:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38/414 When Disposing of a BFG Registered Vehicle to A Non Entitled Person

1117. *A person to whom these Orders apply is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 40, in accordance with Section 6 para 612. Where the disposal is to be in the UK BFG Form 414 is to be obtained from C&I BFG in accordance with Section 6 paragraphs 605 and 610. BFG Form 414, which is the authority to take a BFG Registered Vehicle into the UK, will not normally be issued unless the vehicle has been BFG Registered for 1 calendar year or more. The exception is where the Owner is moving to the UK on permanent transfer of residence of head of household and in these circumstances a BFG Form 414 (NMT) will be issued for only one new tax-free vehicle per Entitled Person (see paragraph 609 above for more details).

BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person or if the BFG registration is not current. BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued or their spouse, or other Entitled Person with the written authority from G1 (Vehicle Licensing). BFG registered vehicles must be taken to the UK for disposal by the Owner in person or the Owner's spouse. Disposal includes UK registration/re-registration. Once UK registered the vehicle must not be brought back to Germany without authority from G1 Vehicle Licensing HQ GSG. Please note the penalties in paragraph 301c above for disposing of a tax free vehicle under two years old which has not been BFG registered a full year.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non Entitled Person

1118. *A person to whom these Orders apply is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non Entitled Person. In addition BFG Form 38 or BFG Form 414 is to be obtained before disposal to a Non Entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a Non Entitled Person, requires that the Owner of the vehicle will return to the BFGVLO within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK Road Fund Licence (Tax Disc) (only when disposed of in BFG), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition as issued.

Notes

1. Disposal to an Entitled Person requires that the number plates are handed to the new Owner, except where the new Owner of a LHD vehicle is in a different area of BFG where the new German style plates will be required. In this case the old plates are to be returned to the BFGVLO as in sub paragraph b above.
2. Where a vehicle is scrapped a Certificate of Disposal is to be obtained from the scrap dealer and submitted with BFG Form 4003.

Obligation to Fit and Wear Seat Belts

1119. *A person to whom these orders apply, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1120. Children under the age of 12 years who are shorter than 150 cm (4 ft 11 in) must be carried in seats with officially approved child restraints that are suitable for the size and weight of the individual child. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1121. All riders and pillion passengers of BFG motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets, which are approved under either German (DIN) or British (BS) Standards.

Obligations Regarding Prepayment Fuel Coupons

1122. *Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of entitled fuel shown on the coupon and are not to be handed over to the supplier of the fuel until the fuel is received. Prepayment fuel coupons are not to be used in connection with any privately run business enterprise (trading).

1123. *Prepayment fuel coupons are not transferable, that is to say, fuel obtained by means of such coupons is not to be disposed of, or in any way used, or permitted to be used, except in the vehicle in respect of which such coupons were issued.

Use of BFG Registered Vehicles for Business Purposes

1124. *Under the terms of the NATO SOFA and its SA, BFG is permitted to allow Entitled Persons to import or purchase motor vehicles free of import duty or tax, provided these vehicles are for the personal use of the Entitled Person or for the personal use of Entitled Persons within their family unit, and are not to be used for business purposes. SOFA and the SA also permit BFG to make available to Entitled Persons a ration of duty free fuel for private motoring. Such fuel is not to be used in connection with any business enterprise.

1125. However, under Paragraph 311, exceptional authority may be granted for the use of a BFG registered vehicle for business purposes. All costs for the registration of the vehicle for business purposes will be charged to the vehicle owner as this cannot be charged to Public or Non-Public Funds.

Entitlement to BFG Registration of New Tax Free Motor Vehicles

1126. *The rules that are to apply for all Entitled Persons (within the meaning of paragraph 210 above) are as follows:

- a. Each member of the Armed Forces or civilian component serving in Germany may register one New Tax Free Vehicle (for definition of “New Tax Free Vehicle” see paragraph 220 above) in any period of one year, i.e. there must be an interval of not less than 1 calendar year between BFG registrations provided that the member of the Force or civilian component:
 - (1) is in possession of a BFG Driving Permit, and
 - (2) is resident in Germany.
- b. In addition one New Tax Free Vehicle may be registered in any period of 1 calendar year per dependant spouse, or dependant children of the family over 17 years of age granted BFG status and holding a valid BFG Driving Permit whilst residing with such member of the Force or civilian component, provided they have lived in Germany for more than 185 days of the past 1 calendar year and expect to spend more than 185 days in the next 1 calendar year residing in Germany with their parents.
- c. **One new tax free motorcycle, quad-bike, moped or bicycle with auxiliary motor may be registered in addition to any other New Tax Free Vehicle.**
- d. Tax free vehicles should be kept BFG registered at least 1 calendar year. If a vehicle purchased and registered as a New Tax Free Vehicle is disposed of before it has been BFG registered continuously for 1 calendar year from the date of initial BFG registration, then the penalties in paragraph 301c and 301d will be imposed.

1127. *It is appreciated, that for an exceptional reason, there may be a requirement to register a second vehicle within a 12 month period, e.g., if the first vehicle was written off in an accident. In such cases application for approval with full justification (including a letter from the insurance company certifying it is a write off) must first be submitted to SO2 G1 (Vehicle Licensing), HQ GSG. **The circumstances must be exceptional before any approval will be given to register more than one vehicle in any 1 calendar year period.**

BFG VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

OFFENCE	SANCTION
<p>Disposal of a new tax-free vehicle before that vehicle has been registered for 1 calendar year in total – ‘early disposal’. (SOBF(G) 3213, Sect 3, Para 301)</p>	<p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>Non compliance with the rules on the use of BFG Form 414 (SOBF(G) 3213, Paragraphs 1117, 605 & 301(c)).</p>	<p>New tax-free vehicle that has been BFG registered for less than 1 calendar year:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Tax-free vehicle over 1 calendar year BFG registered:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p>Tax-paid vehicle:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>Use of UK VAT Form 414 to register a BFG vehicle in the UK. (SOBF(G) 3213, Sect 11, Paragraph 1117)</p>	<p>New tax-free vehicle that has been BFG registered for less than 1 calendar year:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Tax-free vehicle over 1 calendar year BFG registered:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>

	<p>coupons.</p> <p>Tax-paid vehicle:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBF(G) 3213, Paragraphs 1117, 612 & 301(c))</p>	<p>Up to 3 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBF(G) 3213, Paragraphs 1102(d) & 401(a))</p>	<p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBF(G) 3213, Paragraphs 1102(d) & 401(a))</p>	<p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SOBF(G) 3213, Paragraphs 1113 & 604)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST ANNUALLY OR ON THE EXPIRY OF THEIR INSURANCE POLICY (SOBF(G) 3213, SECTION 5)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBF(G) 3213, SECTION 5, PARAGRAPH 502)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>MISUSE OF BFG FUEL COUPONS. (SOBF(G) 3213, Paragraphs 1004-1008)</p>	<p>Transfer of BFG fuel coupons to another entitled person:</p> <p>(1) First offence – up to 6 month ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – up to 2 year ban on purchasing BFG fuel coupons.</p> <p>Transfer of BFG fuel coupons to a non-entitled person:</p>

	<p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – five year ban on purchasing BFG fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Use of BFG fuel coupons by an entitled person in a non-BFG registered vehicle:</p> <p>(1) First offence – up to 6 months ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – up to 1 year ban on purchasing BFG fuel coupons.</p> <p>Use of BFG fuel coupons for purposes other than the supply of fuel:</p> <p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing BFG fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Use of BFG fuel coupons after becoming a non-entitled person:</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
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In accordance with SO BF(G) 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

NOTE

**FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302).
VAT ACT 1994 SECTION 16(7):**

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BF(G) 3213, Section 11, Paragraph 1102.

SECTION 12 - BFG REGISTRATION PROCEDURES FOR DOMESTIC LEASE HIRE MILITARY VEHICLES

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFGVLO Main), BFPO 40.

(2) On receipt BFGVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ GSG to update computer records.

(3) On receipt of details from the BFGVLO the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ GSG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFGVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFGVLO will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ GSG to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFGVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFGVLO **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFGVLO will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ GSG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFGVLO will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland (or other former Eastern Bloc countries) that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFGVLO will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFGVLO on the proforma at Annex D to this section.

c. The stickers are controlled items and as such **must be afforded every care until firmly affixed to vehicle plates.**

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 40. Apply to BFG VLO for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

NOTE.

1. Allocation Certificates are not acceptable under any circumstances.
2. Fuel coupon allocation is not granted. An Agency fuel card should be applied for.
3. MOD insurance will apply.
4. The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.
5. If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFGVLO, copy to Log Sp (B Veh Contract), HQ GSG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ GSG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

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To: **BFG VLO**
BFPO 40

From:
.....
.....

**APPLICATION FOR INITIAL REGISTRATION OF
A DOMESTIC MILITARY LEASE VEHICLE**
(To be completed in DUPLICATE)

Type of Vehicle				Unit Requirement			BFG VLO Use			
Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

1The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).

2.Please register the vehicles and forward the relevant German civilian plates complete with TÜV stickers and BFG Form 73.

Date: Signature:

Tel No: Name:

Rank:

INTENTIONALLY BLANK

To: BFGVLO

From:

BFPO 40

.....

Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
(To Be Completed in Duplicate)

Type of Vehicle		Current Details				Unit Requirement			BFGVLO Use		
Receiving Unit Address/UIIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIIN	Existing GE VRN on vehicle	GE District Required	BFGVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ GSG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date:

Signature:

Rank:

INTENTIONALLY BLANK

To: BFGVLO
BFPO 40

From:
.....

Ref:
.....

DEREGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFGVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date: Signature:

Name:

Tel No: Rank:

INTENTIONALLY BLANK

To: BFGVLO
BFPO 40

From:

.....

Ref:

.....

RECEIPT OF TÜV STICKERS

Reference your dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

INTENTIONALLY BLANK

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN POLAND

Authority to take military lease vehicles to Poland

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to Poland, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to Poland. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFGVLO for military style numbers and registration plates to be issued. The application should be as laid down in SO BF(G) 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFGVLO will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFGVLO and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or covered by GB stickers or Union Jack transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

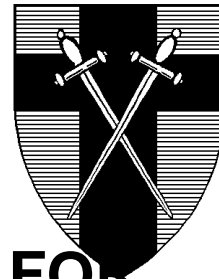
After the Exercise

8. Military style registration plates are to be removed and returned to the BFGVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BF(G) 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFGVLO Staff who have to chase units to follow the correct procedures. It should be noted that the BFGVLO has a strictly limited supply of military numbers to use for exercises in Poland. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFGVLO. Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – G1 VEH LIC

“UP TO DATE VERSIONS OF SOs BFG ARE AVAILABLE FOR
VIEWING ON THE COMMAND INFORMATION PORTAL”

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

HQ BFG
RE-ISSUED 01 JAN 12

FOREWORD

1. Disobedience to any of these orders is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.
2. A Notice Board Information Sheet (NBI) (BFG Form 74 (Revised 1 Mar 11 coloured Green) was issued on 1 Mar 11 containing paragraphs (marked with an asterisk) of special importance extracted from these orders. BFG Form 74 **will not** be re-issued with AMDT 46, but will be re-issued on 1 Feb 12.

NOTE: the mention of HQ British Forces Germany and BFG throughout this Order is synonymous with the current designation of HQ BFG

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*** All paragraphs in this Standing Order annotated with the asterisk implies that the paragraph is repeated in BFG Form 74 as a Notice Board Publication.**

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 - INTRODUCTION

General

101.

a. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. Having regard to this general principle, Entitled Persons are required to keep in their ownership vehicles purchased as New Tax Free Vehicles (see paragraph 220) for a minimum period of 1 calendar year from the date of initial BFG registration. Disposal of such vehicles before this point will lead to the imposition of the penalties in paragraph 301c and Annex A to Section 11 of this Order.

b. Under the SOFA and the SA, the General Officer Commanding (GOC) British Forces Germany (BFG) is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of "Entitled Person") for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

- (1) The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.
- (2) The issue of driving permits (BFG Form 57).
- (3) The issue of prepayment fuel coupons.

c. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of "Sponsored Organisation").

Application of These Orders

102. *Unless the context otherwise requires, these Orders apply to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of These Orders

103. DII subscribers can access this Order on the BFG Web, Command Information Portal. All others will be issued with a CD ROM which is to be held at formation, garrison and station headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from these Orders is to be prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

104. The BFG system of registration and licensing of vehicles is operated on behalf of the GOC BFG by DCOS BFG through the BFG Licensing Office (BFGVLO), BFPO 40. DCOS BFG is responsible for implementing the GOC's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BFG 3208). Where an administrative breach is identified, an administrative penalty may be imposed in accordance with the table set out in Annex A to Section 11 of this Order. Where such a penalty is imposed, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. The imposition of an administrative penalty may be appealed and, on receipt of a written application, DCOS BFG will nominate members to sit on an appeal review panel. The panel will review all available evidence objectively and recommend an appropriate course of action to DCOS BFG. If the panel fails to reach a consensus, the matter will be referred with all the comments of the panel back to DCOS BFG who will be the final arbiter. In all appeal cases DCOS BFG will inform the appellant of the decision. If still dissatisfied, the appellant may appeal directly to GOC BFG.

105. The Terms of Reference for the operation of the BFGVLO are set out at Annex B to this Section.

106. BFG personnel are to be aware that German law takes precedents over Standing Orders and take effect immediately. Changes to these Orders in compliance with the new law will take place at the next amendment date.

Unit Responsibilities

107. Applications for BFG Vehicle registration are to be addressed to the BFGVLO. The application may be dispatched by post direct to the BFG VLO or through the Unit/Garrison BFG Registration Officer. No business is to be transacted by personal visit and personnel are, unless authorised by OC BFGVLO, to deal directly with their Unit/Garrison BFG Registration Officer, who is a link between the BFGVLO and the individual. However, please note paragraph 116 on the BFG VLO Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

108. The procedures governing the registration of Service vehicles that are to be civilianised for adventurous training, are contained in SO BFG 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

109. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.
- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. The BFG VLO.
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

110. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

111. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

112. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of the Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

113. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of the Force of the Sending State concerned.
- b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

114. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year and who are attached to a NATO headquarters in relation to which the UK is the framework nation. However, any such personnel that are granted BFG Facilities, will be required to conform to the regulations laid down in these Orders.

115. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFGVLO.

BFG Vehicle Licensing Office Customer Support Service

116. A Customer Support Service is established within the BFGVLO for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their Unit/Garrison BFG Registration Office to whom, normally, the queries are to be addressed in the first instance. The service is not for Unit/Garrison BFG Registration Officers, unless in an emergency, and they should continue to contact BFG VLO on the usual telephone numbers.

- a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	1315 - 1430 hrs

- b. The telephone number is:

Mil network: 94872 4100
 Civil network: Mönchengladbach Civil (02161) 4724100

- c. Customers leaving a message must state their:

- (1) Name.
 - (2) Rank/Title.
 - (3) Contact Telephone Number.
 - (4) BFG Registration Number (If applicable).
- Customers must speak clearly and slowly.

VEHICLES OF PERSONNEL RESIDENT IN THE NETHERLANDS

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.
2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those resident in Germany.
3. **Driving Licences.** Whilst driving in the Netherlands:
 - a. Members of the Forces (including UK based civilians) are to be in possession of either a UK national licence or a Netherlands national licence, and a BFG Driving Permit (BFG Form 57).
 - b. Dependants and members of the civilian component must have a Netherlands national licence, or, for the first calendar year of their residence in the Netherlands, some other national licence (i.e. UK) or an international licence issued outside the Netherlands, and a BFG Driving Permit (BFG Form 57).
4. **Insurance.** The provisions of Annex C to Section 4 of these Orders remain in force for all BFG registered vehicles.
5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.
6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056
7. **Fuel.** BFG prepayment fuel coupons will be issued within the terms of the existing regulations (see Section 10 to this Order), but such coupons will not be valid for exchange in the Netherlands.

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BFG VEHICLE LICENSING OFFICE TERMS OF REFERENCE

1. The BFG Vehicle Licensing Office (BFGVLO) is to:
 - a. BFG register, re-register and deregister all private vehicles of personnel to whom these Orders apply in accordance with the procedures detailed in these Orders.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

Initial registration	-	5 working days
Transfer ownership (number plates required)	-	5 working days
Transfer ownership (number plates not required)	-	3 working days
Renewal registration	-	3 working days
Deregistration	-	3 working days
See Note 1		
 - c. Arrange VLO familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment..
 - d. Conduct seminars as required to update existing staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in these Orders, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Send renewal reminders to direct BFG personnel, four weeks before the BFG Vehicle insurance/registration period expires. If the vehicle is not BFG reregistered by its due date the BFGVLO is to initiate follow-up action with the unit concerned to ascertain why BFG re-registration has not been applied for and to instruct that the vehicle cannot be used on any road/public place or within barracks until BFG re-registration has been effected. This follow-up action is to be pursued until BFG re-registration has been effected or the Unit BFG Registration Officer has provided a satisfactory answer as to why the vehicle is not to be BFG reregistered. See Note 2.

- i Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
- j Demand and properly account for UK registration numbers and Road Fund Licences (Tax Discs) issued by DVLA.
- k. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.
- l. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- m. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch, British Forces Germany (CTOB BFG), Customs and Immigration (C&I BFG), finance companies and national government agencies and police forces.
- n. Ensure that no individual member of BFG registers more than one New Tax Free Vehicle and motorcycle in any 1 calendar year period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.
- o. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFGVLO. If the vehicle is not BFG reregistered within 14 days of the date of the letter from BFGVLO notifying the cancellation of insurance and thus cancellation of BFG registration, follow-up action is to be taken as per sub paragraph h above (see also paragraph 903c).
- p. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer.
- q. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- r. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with these Orders.
- s. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- t. Forward copies of Annex D to Section 6 to G4 Log Sp (C Sups) HQ BFG to allow them to check that prepayment fuel coupons are not used when an extension of BFG registration has been granted.

u. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFGVLO.

v. Inform DVLA when a BFGVLO registered RHD vehicle with UK style registration plates is stolen/written off and report of any subsequent developments.

w. On notification from Service police/CCRIO(G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.

x. Produce periodic bulletins for BFGVLO staff and Unit BFG Registration Officers if required to do so by SO2 G1 (Vehicle Licensing), HQ BFG.

y. Record Driving Bans.

NOTE 1. Due to unseen circumstances the timescales quoted may not be met.

NOTE 2. It is the individual's personal responsibility to ensure that their vehicle is legally registered at all times.

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SECTION 2 - DEFINITIONS/INTERPRETATION

201. *This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. ***Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered elsewhere. The Allocation Certificate will be retained in the BFGVLO.

203. ***C&I BFG.** Customs & Immigration, British Forces Germany is part of HQ BFG Civil Secretariat Organisation and its offices are at JHQ, BFPO 40. Telephone: Rheindahlen Mil Ext, 2229.

204. ***BFG Facilities.** In these Orders the term "BFG Facilities" means:

- a. The registration of vehicles.
- b. The issue of driving permits.
- c. The issue of prepayment fuel coupons.

205. ***BFG Vehicle.** A vehicle registered, or due to be registered, or which is required to be registered, in accordance with this Order, with the BFGVLO. **The vehicle must be physically in Germany at the time of registration.**

206. **Certifying Officer.** This may be a commissioned officer, UKBC equivalent or a nominated Unit BFG Registration Officer. In the case of NAAFI this person is appointed by NAAFI HR and in the case of schools this is the Headmaster or his appointed Deputy Head.

207. ***Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

208. ***Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or reregistered with any vehicle registration authority other than BFGVLO, or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the **transferee/Owner.**

209. ***Driver.** Includes the rider of a two or three-wheeled vehicle.

210. ***Entitled Person.** Means:

- a. A member of the British Armed Forces who is present in Germany and who has been, or is expected to be, stationed in Germany for a minimum period of 1 calendar year.

- b. A member of the civilian component of the British Armed Forces who is present in Germany and who has been, or is expected to be, employed as a member of the civilian component in Germany for a minimum period of 1 calendar year. The term “civilian component” is fully defined in SOFA. For the purposes of this Order, the term effectively means a Crown servant posted to Germany for a minimum period of 1 calendar year.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor’s employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is subject to military law as a result of an authorisation issued by the Defence Council under Schedule 15 of the Armed Forces Act 2006.
- e. A member of the armed forces of a NATO country other than Belgium, Canada, France, the Netherlands and the USA who is present in Germany and who has been, or expected to be, stationed in Germany for a minimum period of 1 calendar year, and who is attached to a NATO headquarters in relation to which the UK is the framework nation.
- f. A dependant of a person in sub-paragraph a to e above. For the purposes of this Order, “dependant” means a spouse of a person in sub-paragraph a to e above who has status as a dependant under SO BFG 3217 (or, in the case of a person in sub-paragraph e, who would be entitled to such status if the rules in SO BFG 3217 were applied) or a child of such a person who is at least 17 years of age (or 15 in relation to mopeds or mofas) and no more than 25 years of age, and who has been physically present in the Federal Republic of Germany for at least 185 days in the past 1 calendar year and expected to be physically present in the Federal Republic of Germany for 185 days in the next 1 calendar year.

Provided always that the authorities of British Forces Germany may, under powers contained in this Order or otherwise, remove or restrict the ability of a person in sub-paragraph a to f to be treated as an Entitled Person.

211. **Non Entitled Person.** All persons who do not fall into the categories listed at paragraphs 210 above and 216 below. This will include for instance, German nationals (excluding those with dependant status), ex service personnel or expatriates living on the German economy, (this includes car salesmen, car dealers, agents and scrap dealers, etc).

212. ***Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

213. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and deregistration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates. See Note 1

214. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and deregistration of such vehicles are covered in Sections 4 to 6. **Only LHD vehicles or motorcycles can have German style registration plates.** Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover). See Note 1

215. ***Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

216. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as integral parts of the Force, i.e:

- (1) Council of Voluntary Welfare Work (CVWW).
- (2) Navy, Army and Air Force Institutes (NAAFI).
- (3) Services Sound and Vision Corporation (SSVC).

b. Non commercial organisations without the powers enjoyed by the authorities of a Force or a civilian component and who require the sponsorship of an official procurement agent, i.e:

- (1) Administered by CVWW:
 - (a) Catholic Women's League.
 - (b) Salvation Army Red Shield Services.
- (2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association (OSA).

- (3) Soldiers' and Airman's Scripture Readers Association (SASRA).
- (4) Soldiers, Sailors and Airmen and Families Association/Forces Help (SSAFA Forces Help).
- (5) Women's Royal Voluntary Services (WRVS).

217. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

- a. Another Entitled Person (see paragraph 210 above).
- b. A non Entitled Person (see paragraph 211 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non Entitled Person).

See Note 2.

218. **Unit BFG Registration Officer.** This is the Officer, Warrant Officer, Senior NCO, UKBC or LEC (Grade 6 or above) of equivalent status nominated by his or her CO or Head of Establishment to maintain and control the BFG Vehicle registration system within the unit or establishment. Specific responsibilities for Unit BFG Registration Officers are set out in Section 9.

219. ***Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofas or a bicycle with auxiliary motor, a caravan, trailer or towed equipment. But it does not, within the context of these Orders, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.

220. ***New Tax Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or a vehicle purchased free of tax which has been in use for less than 2 years from initial registration for road use.

221. **Ex UK Tax Paid Vehicle.** A vehicle purchased under the ordinary UK VAT rules and on which any UK VAT arising from such a purchase has been paid.

222. **UK Tax Free Vehicle.** A vehicle purchased in and exported from the UK free of tax.

NOTE 1. All BFG registration plates are not to be altered in any way from the original design.

NOTE 2. Number plates are to be returned to the BFG VLO when the vehicle is sold to a non-entitled person.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. *Entitlement to Purchase and Register Tax Free Vehicles

a. An Entitled Person may purchase a tax free vehicle **only** if it is intended for the **personal use** of the Entitled Person or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.

b. Each Entitled Person is permitted to BFG register only **one New Tax Free Vehicle** (see paragraph 220 for definition of “New Tax Free Vehicle”) **within any period of 1 calendar year** (i.e. if a New Tax Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax Free Vehicle within the 1 year period following the BFG registration.) . The exception to this regulation is that, in addition to one other tax free vehicle, one new tax free motorcycle/quadbike, moped or bicycle with auxiliary motor, may be registered within a period of 1 calendar year.

c. An Entitled Person may not dispose (within the meaning of paragraph 208 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle without incurring a penalty until that vehicle has been BFG registered for an accumulated period of 1 calendar year. (**Note: The BFG registration must also be current at the time of disposal.**) Except as provided in sub-paragraph d below, in the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for 1 calendar year, the following sanctions will apply:

(1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a New Tax Free Vehicle for up to **five years** from the date of disposal.

(2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel coupons for any vehicles until the penalty has expired.

(3) The Entitled Person who is the Owner of the vehicle may be required to inform the German authorities of the disposal using BFG Form 38 and to pay VAT on the vehicle to the German Finanzamt.

NOTE:

1. **The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.**

d. **Transfer of Residence (TOR) on Posting.** The penalties will not be imposed when a vehicle is registered with the UK authorities on TOR (See paragraph 609 – 611) but will be imposed in the event that, following such registration with the UK authorities, a New Tax Free Vehicle is sold or transferred within twelve months of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax Free Vehicle before the BFG VLO is informed of the disposal of any previous New Tax Free Vehicle attracting a penalty under paragraph 301c above, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ BFG for authority to register an additional New Tax Free Vehicle. Such authority will only be given in exceptional circumstances.

302. ***Dependant children** may only purchase and BFG register tax free vehicles if:

a. They are at least 17 years old and not over 25 years old; (15 years or older in relation to mopeds or mofas).

b. They possess a valid full UK or German driving licence and a BFG Driving Permit. See also SOBFG 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

NOTES

1: Dependant spouses and dependants aged 17 to 25, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further tax free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2: Tax Paid Vehicles for Dependant Children. Dependant children aged 17 or over (15 or older for mopeds and mofas) holding a full national driving licence and a BFG Driving Permit (BFG Form 57) covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** A nanny is a Non Entitled Person, employed by an Entitled Person and may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full national driving licence and a BFG Driving Permit (BFG Form 57) endorsed "NANNY".

b. Whilst driving the employer's vehicle, carries:

(1) A valid national driving licence.

- (2) A valid passport.
- (3) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment.

Examples of types of journey, which may be undertaken by a nanny, are:

- (1) Taking children to school or to a doctor.
- (2) Collecting members of the family at airports, shopping etc.

The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. *Syndicate/Proxy Purchasing

- a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a tax-free vehicle.
- b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has purchased a vehicle with funds provided by one or more other persons and BFG registers that vehicle in his or her own name.
- c. It shall not be prohibited for an Entitled Person to purchase a new tax-free vehicle using funds by means of a commercial loan unless:
 - (1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the funds,or;
 - (2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, accrue to the person or persons providing the funds:or
 - (3) the vehicle is subsequently disposed of to the person or persons providing the funds other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a new tax-free vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates."

305. Reserved.

Purchase of Tax Free Vehicles

306. There are two methods of buying **Tax Free** Vehicles available to members of BFG. All Tax Free vehicles purchased by Entitled Persons (see paragraph 210 for definition of "Entitled Person") must be registered with the BFGVLO.

a. **Purchases in the UK.** The following regulations govern purchases of Tax Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** must be obtained from C&I BFG by submitting BFG Form 60. BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 should be obtained prior to importing the vehicle into Germany.

Note: NATO Form 302 is required for corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the stated date in the logbook** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HM R&C may seize the vehicle and impose penalties on the purchaser. (See also Paragraphs 401a and 1102d)

(4) Purchasers of New Tax Free Vehicles, which are registered with the UK authorities, must ensure that **the EU Type Approval Number** is shown in the UK vehicle registration document (Logbook), as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

Note: A UK Single Vehicle Test or IV Number is only valid for the UK and cannot be used for registration in Germany. In such cases a 'Gutachten' must be obtained from the German Authorities.

(5) New tax-free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The tax-free vehicle must be driven from the place of Customs Bond in the UK **directly** to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. Purchases outside the UK.

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFGVLO, and is retained by the BFGVLO. If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists.**

(2) **BFG Form 80** (as in sub paragraph 306a(2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax free purchase **within Germany** also requires the use of an **Abwicklungsschein** which will **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for tax free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence will result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new tax-free vehicles, an **EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 606.

Note: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (tax-free or tax paid) by sponsors for their use. Any Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

a. To BFG register the vehicle, NATO Form 302 is used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BFG 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG VLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

NOTES:

1. The vehicle will retain its original German Stadt registration number.
2. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief will have been issued. Applies equally to RHD or LHD vehicles.
3. No fuel coupon allocation will be given. To obtain tax-free fuel an Agency Fuel Card should be applied for.
4. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.

- b. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
- c. Unit BFG Officers are to report to the BFGVLO their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.
- d. Unit BFG Officers are not to accept and BFG register a sponsored vehicle unless there is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, **“That (name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German or UK authorities.”**
- e. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. BFG deregistration procedure using BFG Form 4003 can then be completed. BFG Form 73, number plates and tax disc are not to be handed over to the sponsor.

310. **German Log Books.** The BFGVLO retains and destroys German logbooks but, as a concession to sponsors, this will not be done to sponsored vehicles' Log Books. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship. Units/Organisations must make it clear to the BFGVLO when initially registering the vehicle that it is a sponsored vehicle.

Use of BFG Registered Vehicles for Business Purposes

311. Under Paragraph 1124 below, you are not permitted to use your BFG registered vehicle for business purposes. However, if you do intend to conduct a business in Germany, you must first apply for a licence under SOBFG 5206. Once a licence is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

- a. Letter of authority (enclosing licence to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.
- b. Once letter of authority is granted you must register the vehicle with the BFG VLO in accordance with Section 4 enclosing letter of authority.
- c. The following criteria applies:
 - (1) The vehicle must be tax paid.
 - (2) There will be no BFG fuel coupon allocation.

- (3) The cost of registration and BFG plates will be charged at the current rate.
- (4) All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate.

TO: _____

CONTRAVENTION OF STANDING ORDER BRITISH ARMY (GERMANY) 3213

MEMBERS OF FAMILY GROUP

1. The following Entitled Person has incurred an administrative penalty under Section 3, Paragraph 301c and 301d*.

Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached proforma (Appendix 1 to Annex A).

Signature: _____
(SO2 G1 Veh Lic)

Date: _____

TO: SO2 G1 Veh Lic
HQ BFG
BFPO 140

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This proforma is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC the appropriate Head of the Administrative Department.

INTENTIONALLY BLANK

DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Number/Passport Number	Rank/Title	Name & Initials	Date of Birth	Head of Household's Unit & BFPO

INTENTIONALLY BLANK

SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. As a general principle any vehicle owned by an Entitled Person must be registered with the BFGVLO. Having regard to this and subject to the exceptions referred to in sub-paragraph a and paragraph 502 below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by that person with the BFGVLO.

a. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub-paragraph b below, may be used in Germany only under such registration for a period not exceeding 45 days from the date of importation, or that person being taken on the posted strength of a BFG unit/establishment, whichever is the later date, provided it meets the registration criteria of the issuing authority. Thereafter such a vehicle may not be driven or parked on a Public Road or Place in Germany, unless it is registered with the BFGVLO. **Failure to BFG register a new tax-free vehicle within the required time frame will result in** disciplinary and a tax-free sanction being taken. In addition, it is likely that such a failure will result in a liability to pay VAT on the vehicle to the German authorities. A vehicle which is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 406 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior arrangement, to be carried out.

b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current logbook, a valid national roadworthiness test and the appropriate registration plates must be displayed on the vehicle in the proper manner. The UK tax disc must be displayed on the vehicle in the proper manner. All conditions as to use contained in these orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

c. During this 45 day grace period the BFG roadworthiness and lights test is to be completed before submission for initial registration. Once a UK tax free vehicle with UK export plates (VX302 registration) is imported into Germany it is not allowed to return to the UK until properly BFG registered. The current 45 day BFG concession for use applies to Germany only.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFGVLO, BFPO 40 or through the applicant's Unit BFG Registration Office. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department postal addresses only are to be used. **Attention is drawn to the declaration to be made by the Owner at Part 3 on the BFG Form 20.** If the vehicle was a previously BFG registered vehicle that is being re-imported into BFG the applicant must obtain authority from SO2 G1 Veh Lic to re-import and BFG register the vehicle.

NOTES:

1. Before being eligible to BFG register a motor vehicle, the applicant must hold a BFG Driving Permit (BFG Form 57) which must be supported by a full national driving licence valid in Germany for the vehicle. (see SOBFG 4310.)

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of 1 calendar year from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new tax-free vehicle within 1 calendar year of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)

Drivers are advised to carry five litres of fuel in an approved container when driving on autobahns.

Owners are to present their BFG registered vehicle on the third anniversary of first registration (irrespective of licensing authority) and annually thereafter for roadworthiness inspection, details of which are at Annex A of this section.

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates, **is prohibited.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG registered **before** Owners can drive them on public roads. The **only** German registered vehicles which can be driven by BFG personnel are short term hired vehicles, (but not leased vehicles – see Paragraph 423 below) or courtesy vehicles loaned by garages whilst Owner's vehicles are being serviced or repaired or vehicles provided by car dealers for a short term period for test driving prior to purchase.

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20, checked and countersigned by the Certifying Officer, is to be supported by the following. **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse. The Certifying Officer cannot be a family member).**

a. **Proof of Insurance.**

(1) **British** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2) **German** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

NOTES:

1. **When a vehicle is being BFG registered in the name of an entitled dependant son or daughter over 17 years of age, the insurance cover must be in that dependant's name.**

2. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the Certifying Officer signs and stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Proof of Ownership.**

(1) **Brand new vehicles obtained from German dealers.** A German logbook. Except for sponsored vehicles, the BFGVLO will retain and destroy the German log book according to EU Regulations.

Note: German banks through whom a loan is taken to buy a vehicle will insist on retaining the German logbook (TEIL 2). In such cases the vehicle cannot be BFG registered. Personnel are advised not to take loans from German banks as they will not release the German logbook (TEIL 2).

(2) Vehicles previously registered in UK or any other country.

Appropriate registration document, Certificate of Export or deregistration certificate where applicable. For ex UK Tax Paid Vehicles i.e. Vehicles purchased under the ordinary UK VAT rules and on which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook). For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302), will be retained and destroyed by the BFG VLO in accordance with EU regulations. A photocopy of the VX302 or V308 must be included with the original document.

(3) Brand new vehicles not registered with any other registration authority. Allocation Certificate (retained by BFGVLO). The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, the Certificate of Conformity, delivery date and pick up location. A statement saying that "this vehicle has not been previously registered and that no log book exists". The dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid.

(4) Transfer of Ownership between Entitled Persons. Original Bill of Sale (which will be retained by the BFG VLO) signed by both parties and tax disc (if applicable).

c. **BFG Form 80** (Special Import Certificate) (See also SOBFG 5205) for all initial BFG registrations of privately owned vehicles must be applied for from C&I BFG before collecting the vehicle but is not required to be attached to the application for BFG registration (BFG Form 20). NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

NOTES:

1. **A BFG Form 80 should be obtained before acquiring a vehicle into Germany. Applications for a BFG Form 80 in relation to a New Tax Free Vehicle (as described in Section 2 paragraph 220) may only be made to the C&I BFG a maximum of 14 days prior to the first anniversary of BFG registration of any previous New Tax Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 is not an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK/German National Type Approval. New**

Motorised Vehicles - A copy of the Certificate of Conformity (CoC) supported by an official document, (this could be the log book, Allocation Certificate or a letter from the dealer) showing an EU type approval number. (An EU type approval number is not available for Motor Caravans). If proof of EU Type Approval is not available, the BFG Form 20 must be accompanied by a Gutachten (Übereinstimmungsbescheinigung) from the German authorities (usually obtained from the head TÜV station of the area). The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not required evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65). This form must be submitted on application for initial BFG registration of all vehicles. If not submitted the vehicle's BFG registration will be rejected. However, where exceptional circumstances exists, consideration may be given, on a case by case basis (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) to extend the 45 day period by no more than 30 days. All such request must be submitted before the expiry of the 45 day period.

f. **Tax paid cars up to two years old.** In order to prevent the vehicle being treated as tax free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the Customer. No stamp is required in BFG.

NOTES:

1. **A lighting check** must be carried out at the local BFG Roadworthiness Testing Centre within the 45 day grace period prior to initial BFG registration of all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. **For legal reasons no extensions to the BFG light test date will be granted.** (See also paragraphs 13,14 and 15 of Annex A to this section).

2. Owners of vehicles (less motor caravans and vehicles over 3500 kg) imported to BFG from outside the EU, (mainly N America), who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing), HQ BFG or OC BFGVLO for further advice.

3. The BFG VLO will retain all Logbooks which will be destroyed (Owners are

advised to photocopy their logbooks before handing it in to BFG VLO).

4. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, when re-registered by the BFG VLO will be allocated their original BFG number.

A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO before its arrival, provided paragraphs 401-406 above are complied with and:

- a. The Owner has already arrived in Germany.
- b. The vehicle is due to be imported within 14 days of the date of application.

Note:

1. Import into Germany includes vehicles collected from the factory or from German dealers.

407. In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration during which the BFG lights test is to be completed. Renewal of BFG registration is to be carried out prior to the expiry date of the 45 day temporary registration. Failure to do so will mean that the vehicle cannot be parked or driven on any public road or place following the 45 day expiry date and no BFG fuel coupons can be purchased.

PRI Vehicles.

408. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

409. The documents and registration plates issued by the BFGVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG VLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFGVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.

c. They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG Registration Officer/BFGVLO, (see Section 6).

- (1) On posting out of BFG.
- (2) On sale of a vehicle to a person not entitled to BFG Facilities.
- (3) When a new registration number is issued on change of German registration area.

When completed, the Customer is to return the receipt to the BFGVLO, BFPO 40.

Registration Plates and International Identification Stickers.

410. BFG registration plates bearing current BFG registration numbers allotted to vehicles, are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers, a plate need only be displayed at the rear. With immediate effect quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFGVLO for replacements and not make a purchase privately. Replacement plates will incur a cost.

411. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

412. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFGVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

413. The international identification sticker (eg. GB or D depending on the type of plates provided), is to be displayed at the rear of all BFG registered vehicles. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National sticker is not required with Europlates.

414. **Retention of Cherished Registration Numbers.** There is no provision to retain in Germany during the period of BFG registration any cherished number issued by the DVLA Swansea. This is due to complications with the DVLA Database

415. **Personalised Registration Numbers and Plates** are **NOT** permitted under any circumstances. Only those registration plates issued by the BFGVLO are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

416. When a BFG number plate becomes damaged and requires replacement, an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €12 per plate or €18 for a pair will be made. Postal Orders are to be made payable to the BFG Fuel Coupon Account, HQ BFG. (See also paragraph 418 below).

417. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 or road tax disc is to be made on the proforma at Annex H. €6 of the €35 amounts to an administration charge for the new BFG Form 73, tax disc and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates is to be made to the BFGVLO direct or through their Unit BFG Registration officer. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €12 will be levied for the issue of number plates for bicycle racks.

Change of Unit/Establishment/Status within BFG

418. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with Annex H showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

419. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

420. All such vehicles have to be registered with the BFG VLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

421. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

NOTE. Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO as per Paragraph 422 above.

Privately Leased Vehicles

422. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

REGISTRATION OF VEHICLES INTENDED FOR TRACK USE ONLY

423. Vehicles intended for track use only include scramble bikes, quadbikes, trikes and stock-cars. All such vehicles must be registered with the BFG VLO.

424. The procedure for the acquisition and registration of such vehicles is as follows:

a. If you are buying the vehicle from a local dealer then you must comply with the rules that govern tax-free car purchases. This means that you will have to conduct the purchase using the NAAFI Official Procurement Agency (OPA).

b. Regardless of where the vehicle is purchased you must apply for a BFG Form 80 (*using BFG Form 60*) from C&I, BFG, BFPO 40.

c. Apply for BFG registration using BFG Form 20 enclosing the following documents:

(1) Insurance – minimum cover is 3rd party.

(2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.

(3) BFG Form 80.

425. If you dispose of the vehicle to a non-Entitled Person (*including motor dealers and traders*) you must apply for and complete **BFG Form 38**. You obtain this document from C&I, BFG. You must not hand the vehicle over to the buyer until you have received instructions from the German Customs following the completion of the BFG Form 38. If the vehicle is to be disposed in the UK you must still apply for **BFG Form 38** and not a BFG Form 414.

426. Following the disposal of the vehicle you must de-register the vehicle with the BFG VLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38**.

NOTE:

1. Vehicles intended for track use only cannot be used on public roads legally.

2. If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.

MOTABILITY VEHICLES

428. Motability vehicles at present cannot be registered on the BFG system however; BFG is in consultation with DVLA and relevant authorities to come to satisfactory conclusion. In the mean time the customer should apply for registration with supporting documentation as per SOBF (G) 3213. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with SOBF (G) 3213 and German law: lights, insurance and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO BFPO 40. Note the Fuel Card will not be issued until the BFG VLO is in receipt of a BFG Form 65 light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of the Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter.	A light test is required before the initial registration for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.

3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are contained in the same Annex.
4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer have reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.
5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ BFG.
6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.
7. **BFG Inspection Retest.** Vehicles that have failed an inspection and submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**
8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ BFG, who have the pan- Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ BFG.
9. Section 6, Paragraph 620 contains procedures for BFG registered vehicles that are "off-the-road" due to extensive repair work being carried out on them.
10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.
11. It is the Owner's responsibility to ensure that the vehicle is re-inspected before the 1 calendar year anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.
12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines. During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, except those being registered under an Allocation Certificate, regardless of age require a BFG lights test before application for initial BFG registration. Rear fog lights are to be fitted to the off-side (left hand side) of the vehicle. LHD vehicles that have not been registered in the UK are exempt the requirement to have a light test. Where a vehicle is over three years old it must pass a full BFG roadworthiness inspection prior to initial BFG registration.

NOTE:

1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG VLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy showing chassis number, who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).

2. If the vehicle registration is out of date and or they have bought a vehicle on transfer then they should request a Screen Print (SP) from the BFG VLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name than a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG VLO validation stamp.

3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.

14. Headlights must be suitable for permanent driving in right hand traffic systems, i.e. driving on the right. All vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), Continental headlights are to be fitted and the lights re-tested prior to initial BFG registration. **If the light test date is overdue the Owner is not permitted to purchase duty free fuel coupons for the vehicle and the vehicle will be classed as unroadworthy and the vehicle is not to be used on public roads/place and within barracks (see Paragraph 10 above).**

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 903n of these orders. Unit BFG Registration Officers are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164 to include two pairs of disposable gloves and a foil emergency blanket minimum size 2.1metres x 1.6 metres with a thickness of at least 12 microns.
- b. A warning triangle with the DIN approved symbol.

17. **Advisory.** The following are advisory:

- a. Anti Theft Device. Owners, whose BFG registered vehicles were not fitted at the time of manufacturer with a device for locking the steering column, which is a requirement under German Construction and Use Regulations, are **advised** to carry and to use a "Crooklock" or similar device for securing the steering column or clutch pedal.
- b. Spare Fuel. Drivers are **advised** to carry five litres of fuel in an approved container when driving on autobahns.
- c. A Reflective vest.
- d. Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or Mud Snow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.




Complaint Procedures

18. Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ BFG BFPO 39 within 7 working days using the proforma at Annex G.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of restricted zones in some German cities; Berlin, Munich, Düsseldorf, Stuttgart, Köln, Frankfurt and Karlsruhe. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. Failure to display a sticker within a zone may incur a fine of €40 and a penalty point on the driver’s licence.

The emissions stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The particular sticker displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be restricted access to some inner cities in Germany from 2010. The table below shows what the stickers will look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For vehicles that are BFG registered prior to 1 September 2007 the sticker will be issued when the vehicle is to be re-registered at the 1 calendar year anniversary of initial registration. Vehicle owners that require a sticker before their vehicle is due to be re-registered should apply to the Vehicle Licensing Office with a self addressed envelope for a sticker stating their number rank, name, vehicle make, model, date of manufacture and BFG registration number including German number if LHD. The Vehicle Licensing Office will then issue an appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner's responsibility to purchase stickers through German outlets such as garages or TÜV centre's using the German vehicle logbook to identify the emission category.

**CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES,
CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES
WITH MORE THAN NINE SEATS**

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFGVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA(G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability, or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.
- (3) It exceeds half the unladen weight of the towing vehicle.

1. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles ie those meeting the exemption regulations may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L(120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

2. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

3. For imported kit cars and specials the Owner must provide legal valid proof that the vehicle was legally registered or "in use" in another country prior to import into GERMANY. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

4. Motorcycles

a. If engine capacity exceeds 50 cc and first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

5. **Mini buses.** Mini buses including PRI minibuses with more than nine seats are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm its status.

INSURANCE

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. Where a vehicle is being registered in the name of an entitled son or daughter over 17 years old, the insurance must be in the dependant's name. All documents must be the **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG VLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFGVLO. The Chassis No and not the vehicle registration number must be recorded on all insurance documents.

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid, or

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG VLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 1 calendar year from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date the Certifying Officer signs and dates the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG VLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.
4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value, as if the car is written off soon after it is first registered, the authorities of the country where the wreck is located could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 413).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFGVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFGVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company which has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG VLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG VLO following receipt of cancellations from the insurance companies, the Unit/Garrison BFG Office and/or Unit must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG VLO – see paragraph 7 above). A BFG Form 20 must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

NOTE; Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

UK INSURANCE COMPANIES AND BROKERS WHOSE POLICIES ARE VALID IN GERMANY

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. These companies may be contacted for BFG registration purposes. **There are other insurance brokers who can provide insurance cover but this must only be with the companies listed below.**

The BFG Helpline (Rheindahlen Mil Ext 4100/civil 02161 472 4100) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT(CSMA members).

Forces Financial provided by Norwich Union, Fortis (now Ageas) and Service Insurance Co.

Towergate Wilson.

TF Insurance Services Ltd (Groupama Insurance Co Ltd).

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFGVLO, BFPO 40.

2. The BFGVLO will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO.

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REGISTRATION AND INSURANCE OF PRI OWNED AND OTHER CLUB / UNIT OWNED VEHICLES OPERATING IN GERMANY

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and including passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved is detailed in SO BFG 6109 (Traffic Accident Reporting and Claims Procedure).

NOTE: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this, their use in Germany is covered by the NATO SOFA and SA thereto, and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the personal and vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV licence.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in his private capacity (see note after paragraph 7 above). When the vehicle is first acquired a NATO Form 302, not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property or destined to become the property of the Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 40.

APPLICATION FOR ALL REPLACEMENT NUMBER PLATE(S)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Enclosed is a Postal Order for € or £ .

3. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.
 - e. If stolen quote Police Loss Report Number:

NOTE: A charge of €12 for a single plate or €18 for a pair will be made. Postal Order should be made payable to the **BFG Fuel Coupon Account, HQ BFG.**

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

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CARRIAGE OF CHILDREN IN MOTOR CARS

The Law

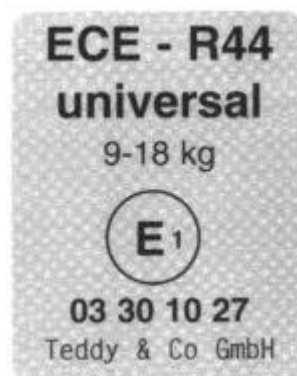
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their licence. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "restricted", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children whose weight exceeds 36 kg should still use category III seats.

Children below 3 years of age

4. Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

Children over the age of 3 and below the age of 12 (or 150 cm in height)

5. Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

Children over the age of 12 or taller than 150 cm (4 ft 11in)

6. Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats, since most parents of smaller children are likely to carry their children in these seats, anyway.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

13. A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

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ROADWORTHINESS INSPECTION CUSTOMER COMPLAINTS PROFORMA

To: SO2 ES HQ BFG BFPO 39		ES Branch Ref No:					
		Tel:			Surname & Initials:		
		Fax:			Rank/Grade:		
		Date:			Signature:		
Military/Civilian Vehicle Registration No							
Vehicle Make & Model: Inspectors Name:				Date of BFG Inspection:			
Unit: UIN:				Location of Test Centre:			
Details of Complaint:							

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**APPLICATION FOR A REPLACEMENT BFG FORM 73*/ROAD TAX DISC*/EMISSION
STICKER**

1. Please send me a replacement BFG Form 73*/Road Tax Disc*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Road Tax Disc*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a Postal Order for € _____ or £ _____ payable to "The Petrol Coupon Account".

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

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SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A checked and countersigned by a Certifying Officer is to be submitted to BFGVLO, BFPO 40 supported by:

- a. BFG Registration Card (BFG Form 73), which must bear a current roadworthiness inspection stamp and date where the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (see Annex C to Section 4). The proof of payment will be retained by the BFG VLO.
- d. Road tax disc.

502. Renewal of BFG registration is normally to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFGVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by these Orders, is roadworthy, and there is in force in relation to it any certificate of roadworthiness required by these Orders. At the end of any period of 14 days as mentioned above, no BFG Vehicle is to be parked on a Public Road/Place, or driven anywhere in Germany for which BFG registration has not been renewed. It is not advisable to drive the vehicle outside the BFG area because, if stopped, the police may not understand the Proof of Despatch Certificate. If the insurance cover has lapsed for whatever reason the following action is to be taken:

- a. Vehicle is not to be driven or parked on any public road or place with immediate effect.
- b. Renew insurance policy.

- c. Renew BFG registration as detailed above ensuring that BFG Form 73 is included.

NOTE. An in-date road fund licence (tax disc) does not necessarily indicate that the vehicle's BFG registration is valid. Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG VLO Helpline.

Change of Area (Applicable only to LHD vehicles and Motorcycles)

503. Upon being transferred permanently to an area that requires a change of vehicle registration plates, e.g. from Mönchengladbach (MG) to Herford (HF), application is to be made for a new set of registration plates as soon as possible, unless the vehicle is due its BFG registration renewal within 2 months. In such cases the change of area request can be delayed, and carried out as part of the renewal - BFG Form 20/20A is to be endorsed at the top of the front page in red bold letters 'CHANGE OF AREA'. In all other cases where changes are required to the BFG Registration Card (BFG Form 73) the proforma at Annex B is to be used.

504. The new registration plates will be sent to the Unit BFG Registration Officer under cover of a letter that instructs him or her not to release the new registration until the old plates are handed to him or her. The Unit BFG Registration Officer is then required to return the old registration plates to the BFGVLO within 14 days after receiving the new plates.

505. If the old plates are not received at the BFGVLO 16 days after the new plates were despatched, the unit will be contacted by telephone for an explanation as to the current whereabouts of the old registration plates and why they have not been returned.

506. Spare.

507. If the old registration plates have not been returned seven days after the first reminder, a letter will be forwarded to the Commanding Officer/Head of Department requesting him or her personally to intervene in the recovery of the old registration plates and their prompt despatch to the BFGVLO. This letter will be copied to G1 (Disc) HQ BFG or G1 (Disc) HQ 1 (UK) Armd Div, as appropriate, and the local Service police detachment.

Note:

1. Subsequent rejections for a renewal or transfer renders the vehicle illegal to drive on any public road or place until registration has been completed.
2. It is the responsibility of the owner of the vehicle to ensure that his vehicle's registration is in date and valid.

CERTIFICATE OF PROOF OF DESPATCH OF REGISTRATION DOCUMENTS

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name)

in respect of BFG Vehicle Registration Number

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date)
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73 (annotated on change of ownership in accordance with SO BFG 3213 Paragraph 604)
- h. * BFG Road Fund Licence (Tax Disc)
- i. * BFG Form 4003
- j. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- k. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMP

Signed

Name

Rank

Unit

NOTE: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

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APPLICATION FOR CHANGES TO BFG REGISTRATION DOCUMENT

Amended Details

Service /Passport Number:_____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number:_____ area:(see note 3) _____

Chassis No:_____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

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SECTION 6 - DISPOSAL AND BFG DEREGISTRATION OF TAX FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of tax-free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 605 to 608)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraphs 609 to 611)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 612 to 613)

Disposal of vehicles in the first two categories will require the use of a BFG Form 414 unless a BFG Form 38 has been completed. The earliest date on which BFG Form 414 will be valid for use will be the date 1 calendar year after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38. Use of a BFG Form 38 will always require the payment of German VAT.

Change of Ownership

602. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFGVLO BFPO 40.

Sale/Transfer to an Entitled Person in BFG

603. When a vehicle is sold or transferred to a person to whom these Orders apply, the BFG registration is to be transferred in accordance with paragraph 604 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser's use of the vehicle. Please note paragraphs 301 above and 613 below for the penalties incurred if a new tax-free vehicle is disposed of within 1 calendar year of BFG registration (see Section 2 for definition of "New Tax Free Vehicle" and "disposal").

604. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to complete the following forms:

- (1) Bill of Sale (See Annex F) in duplicate.
- (2) BFG Form 4003.

b. The **vendor** is to give to the purchaser the following documents and obtain a receipt for them:

- (1) BFG Road Fund Licence (Tax Disc) (RHD vehicles only)
- (2) One copy of the Bill of Sale, signed by both vendor and buyer.
- (3) Number Plates as this will still be on vehicle.
- (4) Photocopy of BFG Form 73.

c. The **vendor** is to send the original copy of the BFG Form 4003, Bill of Sale and BFG Form 73 direct to the BFGVLO or through the Unit BFG Registration Officer to de-register the vehicle.

d. The **purchaser, within 14 days**, is to submit to his or her Unit BFG Registration Officer for onward transmission to the BFGVLO or direct to the BFG VLO. Registration is to be carried out regardless of the condition of the vehicle. Failure to BFG register will result in an administrative penalty being incurred.

- (1) A completed and authenticated BFG Form 20 (Application for BFG registration).
- (2) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG VLO.)
- (3) Proof of insurance. See Annex C to Section 4.
- (4) The BFG Road Fund Licence (tax disc) if applicable.
- (5) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.
- (6) Photocopy of BFG Form 73.

- e. When submitting the documents listed at sub paragraph d above to the BFGVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFGVLO and the documents are in the possession of the new Owner.
- f. If the vehicle is a “New Tax Free Vehicle” (see paragraph 220) the purchaser must not dispose of it until it has been BFG registered for 1 calendar year in the purchaser’s name if the purchaser is not to incur a penalty for early disposal (see paragraph 301).

Disposal of Tax Free and Tax Paid Vehicles to a Non Entitled Person in the UK and Registration of Vehicles in the UK other than Tax Free Vehicles BFG registered under 1 calendar year on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

605.

- a. **Tax free Vehicles:** Before disposing of (**within the meaning of paragraph 208 above**) a BFG registered tax free vehicle, Owners are to obtain BFG Form 414. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- b. **Tax paid Vehicles.** BFG Form 414 must also be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- c. **BFG Form 414** (Authority for personal imports only).
- (1) BFG Form 414 is obtained by submitting BFG Form 414A (available in units) to C&I BFG, BFPO 40, together with the current BFG road tax disc and a stamped addressed envelope for reply. BFG Form 414 is required in order to register vehicles with the DVLA. However, in the event an Entitled Person manages to register a vehicle purchased and BFG registered as a New Tax Free Vehicle with the DVLA without using BFG Form 414, the penalties in paragraph 301c will be imposed.
- (2) **BFG Form 414 will be marked clearly with a “Valid For Use From” date and must not be used before that date. In the case of vehicles purchased and BFG registered as New Tax Free Vehicles, the earliest “Valid for Use From” date will be the date 1 calendar year after the date of initial BFG registration.**
- (3) **BFG Form 414 will not be issued in respect of vehicles**

purchased as New Tax Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 609 to 611 (TOR) below apply or VAT has been paid on the vehicle).

(4) BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 210 above) or if the BFG registration is not current.

(5) BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued, or by their spouse, except as provided for at paragraph 606 below. BFG Form 414 must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

606. BFG registered vehicles must be taken to the UK for disposal **in person** by the Owner or, if married, their spouse. If either is unable to take the vehicle to the UK in person, written authority must be sought from G1 (Vehicle Licensing), HQ BFG, BFPO 140, for another Entitled Person to take the vehicle to the UK on their behalf giving proper reasons for requiring the special authority. Where possible the Owner is to travel in the vehicle even if he or she is temporarily unable to drive. Personnel are warned that the German authorities may regard as meaningless documents assigning power of attorney to a Non-Entitled Person, such as a car dealer or transport company, to take the vehicle to the UK on the Owner's behalf. **Once UK registered the vehicle must not be brought back to Germany** without authority from G1 (Vehicle Licensing), HQ BFG, BFPO 140 (see Note 3 below). Personnel are reminded of the need for **Certificates of Conformity (COC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a COC cannot be obtained from the manufacturer or dealer, then the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to effect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on repayment) of GB Type Approval to enable registration with the DVLA to be effected.

Notes:

1. **If a LHD vehicle** or motorcycle is being UK registered, **the UK style BFG number must be quoted, not** the German style number which is only issued for security purposes. In addition Owners will have to provide the DVLA with a Certificate of Mutual Recognition from the Vehicle Certification Agency – see above. Details of what is required are at Annex E.

2. Registration with the DVLA must be carried out promptly on arrival in the UK. **There is no period of grace** once the Owner has left BFG and entitlement to BFG registration ceases. See Paragraph 611 for more details. **The BFG registration must be current at the time of registration with the DVLA.** In cases where the application is being made prior to the 1 calendar year date of initial BFG registration, the BFG Form 414 will not be issued unless there is at least 5 days current BFG registration remaining from the 'Valid for Use From' date.

3. Entitled Persons who import Tax Free Vehicles into the UK must not subsequently re-export those vehicles (each Entitled Person declares on BFG Form 414A that he or she will not remove the vehicle from the UK after UK registration). Notwithstanding this, if the Entitled Person concerned is subsequently posted back to Germany, permission may be granted by SO2 G1 Veh Lic, HQ BFG for such vehicles to be re-imported into Germany.

4. **BFG registered vehicles must be deregistered with the BFG VLO within 28 days of disposal by returning the BFG number plates and completed BFG Form 4003. The application for BFG Form 414 (C&I BFG document) is not part of the vehicle de-registration process.**

5. **A vehicle purchased as a New Tax Free Vehicle that has been BFG registered for less than 1 calendar year that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until the date 1 calendar year from the date of initial BFG registration before it can be sold or transferred. The penalties for sale or transfer of ownership before this date are set out in paragraph 301c and 301d above.**

607. When the vehicle is released to its new non entitled Owner in the UK the BFG Owner must remove the following items from the vehicle and return them to their Unit BFG Registration Officer where they will be given a BFG Form 4003 for completion.

a. For RHD Vehicles:

(1) UK Style Vehicle Registration Plates (including those for any towed equipment).

b. For LHD Vehicles:

(1) German Style Vehicle Registration Plates.

608. BFG registered vehicles that become an **insurance write off** (beyond economic repair, outside the UK) and that are purchased by certain firms from the insurance companies, can be transported to the UK by Non Entitled Persons so long as the firm has received authorisation from the German Customs on BFG Form 38. **Only firms with German addresses will receive such authorisation.** When the wreck is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFGVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-free Vehicles in use for less than 1 calendar year Taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

609. On TOR to the UK of the Head of Household, Entitled Persons, may each take to the UK, and register with the UK authorities, one vehicle purchased and BFG registered as a New Tax Free Vehicle which has been in use less than 1 calendar year, without incurring a penalty. Such vehicles must, however, be retained (i.e. not sold or transferred) for a period of 1 calendar year from the date of initial BFG registration to avoid the imposition of a penalty under paragraph 301c and 301d above. This concession is restricted to one New Tax Free Vehicle (usually one car or one motorcycle) per Entitled Person. The vehicle must have been BFG registered and used for a minimum of **7 days** in Germany. Please also see Note 2 after paragraph 606.

610. **BFG Form 414** is required in order to import to the UK a BFG registered tax-free vehicle on TOR and will not be issued retrospectively (see paragraph 605c). With effect from **01 Sep 08** all applications for BFG Form 414 (NMT) for a New Tax Free Vehicle which is under 1 calendar year old and which is to be taken into the UK on Permanent TOR must be made on **BFG Form 414B**. See paragraph 605 above on the need to use BFG Form 414 if VAT is to be avoided. BFG Form 414B may be submitted at any time before the TOR takes place but such applications may only be made by post and individuals are advised to ensure that they allow sufficient time for the processing of documentation which should take account of postal transit times.

611. Once the vehicle is taken into the UK it must be registered with the DVLA without delay. There is no period of grace and once the Owner has left Germany the entitlement to BFG registration ceases. Please see Paragraph 606 for details of documents required for UK registration, and Paragraph 607 for deregistration for the BFG VLO. Deregistration must be completed within 28 days of registration / re-registration with the DVLA.

Note: Vehicle Owners are reminded of the declaration they make at paragraph 1e to Annex B to this Section, i.e. "I must not sell or transfer ownership of the vehicle until the date 1 calendar year from the date of initial BFG registration".

Disposal to a Non Entitled Person in Germany or Elsewhere Excluding the UK

612.

a. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 will result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

b. BFG Form 38 is required to dispose of both tax-free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase repossession, to sponsored vehicles and to insurance write-off handed to dealers / salvage companies etc in Germany.

c. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) UK Road Fund Licence (Tax Disc)(Local Release only).
 - (b) BFG Form 73 (BFG Vehicle Registration Card).
 - (c) UK style number plates, including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

613. The penalties for disposal of a vehicle purchased and BFG registered as a New Tax Free Vehicle that has not been BFG registered for 1 calendar year are set out in paragraph 301c and 301d above. If the Owner has disposed of the vehicle before it has been BFG registered for 1 calendar year and has already BFG registered a replacement vehicle before the BFGVLO is informed of the disposal of the previous vehicle, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered. Vehicle Owners should be aware that HM Revenue & Customs notify the BFG authorities of the date of UK registration/re-registration of tax-free vehicles brought into UK. Checks to verify the period of BFG registration are conducted by the BFG authorities.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

614. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to his or her previous Unit BFG Registration Officer the items listed below for onward transmission to the BFGVLO. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 615 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased tax-free then German tax will be due on the vehicle.

- a. For RHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) UK Road Fund Licence (Tax Disc).
 - (3) BFG Form 73 (BFG Vehicle Registration Card).
 - (4) UK Style Vehicle Registration Plates (including those for any towed equipment).

- b. For LHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) BFG Form 73 (BFG Vehicle Registration Card).
 - (3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

615. Personnel who have returned to the UK are to return documentation and plates direct to the BFGVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG VLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFGVLO via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFGVLO, BFPO 40. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

616. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 40, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Recent changes in German policy mean that Owners of BFG registered tax free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities.

Abandoned and Scrapped BFG Registered Vehicles

617. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. Where a BFG registered vehicle is scrapped in Germany, a Certificate of Disposal (COD) is to be obtained from the scrap dealer and submitted to the BFGVLO with the BFG Form 4003 requesting de-registration of the vehicle. The COD must show the Make, Model, Colour and Chassis No of the vehicle. **BFG Form 38 is also required and should be sent to C&I BFG, BFPO 40.** A previously scrapped vehicle can only be BFG re-registered on the production of a Gutachten.

Lost Registration Plates

618. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and the BFGVLO. A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

619. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFGVLO.

BFG Registered Vehicles "Off the Road" Under Repair

620. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFGVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

621. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty in the new unit in the UK. Purchase of duty free fuel coupons is not permitted during this leave period (see also paragraph 624d (2) for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

622. Vehicles imported to the UK from BFG must have their headlights changed from dip right to dip left or vertical. Headlamp screening tape is not to be used except during the journey from the port of entry to the chosen address in UK. Please note the need to register vehicles promptly with the DVLA. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

623. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also, within 24 hours, report the theft to their local Service Police unit. The RMP initiate a Stolen Vehicle Report that enables the BFGVLO to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

624. Subject to the provisions of paragraph 625 entitlement to BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 30 days temporary registration lapses (see Section 4 paragraph 408).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from the forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

(1) Is posted to a station in Belgium, BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.

(2) Wishes, and is authorised to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 625).

(3) Is an officer or soldier, authorised to take local discharge or is a civilian taking up local residence on ceasing to be an Entitled Person, he or she may retain BFG Vehicle licensing and prepayment fuel coupon facilities until his or her last day of terminal leave.

625. The extension of registration referred in paragraph 624d(2) is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit BFG Registration Officer is to endorse the BFG Registration Card (BFG Form73) in the fuel coupon section "**Cancelled**" and the Owner is to be informed that he or she must not tender prepayment fuel coupons to any filling station during the period of the registration extension. This application when approved, is to be forwarded to the BFGVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration

626. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

may apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as "Special Off Road" and must not be driven or parked on any public road or place during the period that it is categorised as such.

627. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on a designated off road park in barracks. If uninsured a SORR vehicle cannot be parked on a public road or place as defined in Section 2, Paragraph 215.

b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

628. The BFG VLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

629. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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ABANDONED AND SCRAPPED BFG REGISTERED VEHICLES

If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 40 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;or
 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of the Force he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO, the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of the Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 40.
 - c. The order to remove the vehicle is to be forwarded to his or her CO for service, under cover of a letter from the CO of the unit where the vehicle is located, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 140, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 40 and OC BFG VLO, BFPO 40.

3. Where the Owner is not known, and cannot be traced through the BFGVLO, or otherwise:

a. A notice is to be published in unit orders stating the intention to dispose of the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.

b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG VLO is to be kept informed.

c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.

d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.

e. If a vehicle is purchased under sub-paragraph b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.

f. Where the Owner is not known, cannot be traced through the BFGVLO and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departs is to be sent to the OC BFG VLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.

g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFGVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters "ABANDONED/SCRAPPED VEHICLE"). This form is to be completed as far as is possible.
- b. BFG Form 73 and BFG Road Fund Licence (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the "Disposal of old cars ordinance".

A vehicle declared as 'scrapped' will not be re-registered by the BFG VLO until it has passed a TÜV test

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**APPLICATION FOR EXTENSION OF BFG VEHICLE REGISTRATION FACILITIES
TO COVER END OF TOUR LEAVE TO BE SPENT ELSEWHERE THAN IN THE UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d.(2) SO BFG 3213 (Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BFG 3213.

Signed Name and Initials

To: BFG Vehicle Licensing Office
BFPO 40

Extension of BFG registration in respect of vehicle(s)

registered number(s)

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date:

Signed

Distribution:

- Copy to:
1. Applicant
 2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.
 3. Unit records.

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CERTIFICATE OF MUTUAL RECOGNITION FOR A LHD VEHICLE IMPORTED INTO THE UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

- (1) A rear fog light has been fitted to the right hand side of the vehicle.
- (2) The headlamps have been permanently adjusted to dip to the left.)
- (3) The speedometer shows both MPH and KPH.
- (4) Side repeat indicators have been fitted.
- (5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

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BILL OF SALE - TRANSFER TO AN ENTITLED PERSON

(To be completed in duplicate. Buyer to include their copy with Insurance, and Tax Disc (if applicable) **to BFG register within 14 days of date of sale**. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

VENDOR'S DETAILS

BUYER'S DETAILS

Number:

Rank:

Name:

Unit:

Number:

Rank:

Name:

Unit:

VEHICLE DETAILS

Make:

Chassis No:

Colour:

Model:

Reg No:

The Seller acknowledges the receipt of €/£ as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- | | |
|----|----|
| a. | d. |
| b. | e. |
| c. | f. |

The following items have been given to the Buyer (*delete as applicable):

BFG Road Tax Disc	Bill of Sale	*UK Log Book (not BFG Form 73)
*German Log Book	BFG Plates	Photocopy of BFG Form 73

Vendor's Signature:

Date:

Buyer's Signature:

Date:

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SECTION 9 - RESPONSIBILITIES OF A GARRISON/UNIT BFG REGISTRATION OFFICER

Appointment of a Garrison/Unit BFG Registration Officer

901. **COs and HoEs (civilian establishments) are to appoint a Unit BFG Registration Officer and a deputy who are to be a Commissioned Officer or a Warrant Officer/Senior NCO or a UKBC of equivalent status, or LEC of at least Grade 6.**

902. **Training.** All Garrison/Unit BFG Registration Officers, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Officer Training Course at the BFG VLO. Following appointment, dates of courses are to be arranged with OC BFG VLO.

903. **Responsibilities.** Garrison/Unit BFG Registration Officers are to:

a. Where access to the BFG VLO database is not possible maintain a register of BFG Vehicles owned by members of, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

- (1) The Owner.
- (2) Vehicle registration number.
- (3) Validity of insurance.
- (4) Expiry date of current registration.
- (5) Date next roadworthiness inspection becomes due.
- (6) Latest date for lighting test for vehicles under three years old..

Note: Only Garrison/Unit BFG Registration Officer or their nominated deputies of the rank of Sgt/C4A or above may sign BFG Forms 20, 20A and 4003. A Commissioned Officer or UKBC equivalent may also sign these forms as a Certifying Officer (See Paragraph 206 above).

- b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licences (Paper licence and photocard) are to be inspected and BFG Form 57 is to be checked. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration, (BFG Form 20 or 20a), are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf except in the case of initial registration which must be signed by the applicant. In such cases the application is to be accompanied by a note of explanation, countersigned by an authorised BFG Office Clerk.
- c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFGVLO.
- d. Maintain a diary of expiration of insurance cover/vehicle registration to remind individuals 30 days in advance of that expiry date so that renewal is put in train. Pass on BFG Form 20A (Renewal Reminders) received from the BFGVLO to the vehicle Owner.
- e. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.
- f. Upon being notified by BFGVLO that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG VLO certifying the action taken within 14 days of receipt. If unable to meet this deadline inform the BFG VLO giving the reasons.
- g. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.
- h. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.
- i. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.
- j. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFGVLO.
- k. Within 14 days of the Owner of a BFG registered vehicle being posted to the

unit from another part of BFG, inform BFGVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.

l. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.

m. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.

n. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 30th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. Garrison/Unit BFG Officers are not to confiscate private vehicle keys and driving licences.

o. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.

p. Ensure that when entitlement to BFG registration facilities ceases, eg posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison/Unit BFG Registration Officer for onward transmission to the BFGVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 615) when plates etc are sent direct to the BFGVLO.

q. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG registration plates in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.

r. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFGVLO in circumstances of an Arms Plot or other ordered moves.

s. Ensure that the unit clearance certificate includes clearance by the Garrison/Unit BFG Registration Officer. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 4003 and briefed on the procedure for de-registration. In addition ensure that the Renewal Reminders (BFG Form 20A) received from the BFGVLO for individuals posted from the unit are redirected to the vehicle Owner at their forwarding address.

t. Record details of driving bans affecting all units and establishments covered

by the Unit BFG Registration Officer.

u. Attend BFG VLO seminars.

SECTION 10 - PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL

General

1001. The sale of prepayment fuel coupons for the supply of motor fuels for use in BFG registered vehicles is a unit responsibility in conjunction with G4 Log Sp (Ground Fuel) HQ BFG, to whom any matters of policy concerning the scheme are to be directed.

Sale of Prepayment Fuel Coupons

1002. Owners of BFG registered vehicles may buy from selling points fuel coupons that can be exchanged for petrol and diesel at authorised filling stations within Germany for use in their private vehicles. Fuel coupons may be purchased against a monthly allowance depending on the type of vehicle and its engine capacity (see Annex A to this Section for the allowances). Purchases may only be made during a valid period of registration and are recorded on the BFG Registration Card (BFG Form 73). Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Paragraph 210, Section 2 of this Standing Order, may purchase fuel coupons from selling points for the vehicle. **Due to changes in manning authorities, as a direct result of reducing customer needs, coupons are only authorised for sale in the quantities detailed at Section 10, Annex A, Paragraph 2 of this order.**

Validity Checks

1003. Persons engaged in selling fuel coupons are to ensure that the BFG Registration Card (BFG Form 73) is valid in all respects, that is to say:

- a. The registration period shown is current.
- b. The roadworthiness date is current.
- c. The lights check is not overdue (if applicable).
- d. The card is signed by the vehicle owner.
- e. The quantity of fuel coupons is within entitlement.

If a BFG Registration Card (BFG Form 73) is not valid in all respects then fuel coupons are not to be sold. Coupons are not to be sold on the basis of a Proof of Posting Certificate. Fuel coupons cannot be purchased for private vehicles that are not BFG registered, irrespective of the conditions under which the owner is present in Germany.

Restrictions on Use of Prepayment Fuel Coupons

1004. Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. The improper use of fuel coupons will normally result in the withdrawal of BFG vehicle facilities from the offender¹, in addition to any disciplinary action that may be taken.

1005. **Prepayment fuel coupons are not transferable.** Fuel obtained using coupons is not to be disposed of, or in any way used, or permitted to be used, except in the BFG vehicle in respect of which the fuel coupons were purchased. **Fuel coupons are not to be used in the pursuance of any business venture; they are to be used for private motoring only.** It should be noted that:

a. Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

b. Service station staff have the right to request production of the fuel coupons before allowing delivery of fuel into the vehicle's tank, in order to check the number of the vehicle against the number inserted on the coupon, and that the coupon has been signed. Service station staff may also request production of BFG Form 73 and some other form of identification to satisfy themselves that fuel is being delivered to an entitled person. **Such a request is not to be refused.**

c. Service station staffs have the right to refuse fuel coupons that are incomplete or illegibly completed.

d. The service station operator is not in all cases under an obligation to accept fuel coupons. However, any instance where refusal to accept fuel coupons is encountered should be reported to G4 Log Sp (Ground Fuel), HQ BFG, so that the matter can be raised with the contractor.

e. Residual stocks of the BFG Fuel Map showing fuelling points available on autobahn and along the borders of Germany may be obtained from Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ BFG, BFPO 140.

1006. Details of the prepayment coupon scheme are contained in Annex A to this section.

Prevention of Abuse

1007. HQ BFG, in liaison with the oil companies who hold the contract to supply fuel against fuel coupons and German Customs authorities, periodically audit fuel coupons that have been tendered in exchange for fuel at retail outlets throughout Germany. The aim of this audit is twofold:

a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.

- b. To detect abuse of the scheme by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1008. **All units are therefore to publish in their routine orders on a quarterly basis the following:**

“Prepayment Fuel Coupons

Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. Coupons are not to be sold for use in vehicles where the BFG registration is not “in date” and that do not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73.

Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Standing Orders for British Forces (Germany), Part III, Chapter 2, Standing Order 3213, Section 2, Paragraph 210, may purchase fuel coupons from selling points for the vehicle.

Fuel coupons are not transferable. Fuel obtained using them is not to be disposed of, or in any way used, or permitted to be used, **except in the BFG Vehicle in respect of which the fuel coupons were purchased.**

Fuel coupons are not to be used in the pursuance of any business venture, nor are they to be tendered as a means of payment for any goods or services; they are to be used for private motoring only.

Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

The improper use of fuel coupons will normally result in the withdrawal of BFG facilities from the offender, in addition to any disciplinary action that may be taken.”

Accounting Instructions for the Sale of BFG Prepayment Motor Fuel Coupons

1009. Accounting instructions for the sale of BFG motor fuel coupons are detailed at Annex B to this instruction.

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PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL**Basic Allowance (For Private Owners Only)**

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
Cars, vans	
Up to 1300 cc	200 litres
From 1301 cc	400 litres
Motor cycles and mopeds	
All engine capacities	80 litres
Rotary Engines	
Up to 43 kw	200 litres
From 44 kw	400 litres

2. Fuel coupons within the authorised allowance may be drawn from a designated coupon selling point that will be responsible for checking the validity of the registration card and entering on it the number of litres drawn. **Due to changes in manning authorities, fuel coupons are only to be sold in quantities of a minimum of 40 litres or above.**

3. Fuel coupons may be drawn for the current month. Registration for at least one day in a month gives entitlement to a full basic ration for that month. If a vehicle is unregistered for a full calendar month, no entitlement exists for that month.

4. Fuel coupons that are not drawn in the month of entitlement become forfeit at the end of the particular month. A full month's coupon entitlement, or whatever element is unused, is retained if a vehicle is deregistered and subsequently re-registered within the same month.

5. Fuel coupons are valid for a 25 month period, eg 1 Mar 11 to 31 Mar 13. If not used before 31 Mar of the year in which their validity ends they can be surrendered and exchanged on one-for-one basis if BFG registration is still valid or for cash, if the vehicle has been disposed of on production of Deregistration Certificate BFG Form 272, at selling points up to 31 Mar of the following year ie 31 Mar 14 (See also Sect 10, Annex B, Paragraph 7c).

Supplementary Allowances

6. Entitlements to supplementary coupons no longer exist under the new Forces Custom Law (Truppenzollgesetz).

Refund of Current Coupons

7. Refunds and exchanges of coupons are to be minimised to reduce the losses to the Fuel Coupon Account through price variations and accounting effort. Up to **one** months ration of current valid coupons may be exchanged, or surrendered for cash, on

- a. Disposal and replacement of the vehicle for which they were purchased. Any residual ration will be deleted from the ration card.
- b. Loss of BFG entitlement.

Refund for Coupons taken out of Germany

8. Refunds for fuel coupons taken out of Germany will be made on request to BFG Fuel Coupon Accountant up to one year after leaving Germany. These refunds will be liable to an administration fee of € 3.00 irrespective of the number of coupons refunded. The value of any fuel coupons returned to Fuel Coupon Accountant without a request for a refund will be donated to SSAFA.

ACCOUNTING INSTRUCTIONS FOR THE SALE OF BRITISH FORCES GERMANY (BFG) PREPAYMENT MOTOR FUEL COUPONS

1. **Introduction.** The rules for the sale of BFG prepayment motor fuel coupons are detailed in Standing Orders for British Forces in Germany². Those responsible for selling coupons must be familiar with these rules and have a copy available at the selling point. This letter contains the following information concerning the sale of the new series coupons:

- a. Authorised account holder & demand authority.
- b. Authorised floats.
- c. Indenting for fuel coupon supplies.
- d. Accounting within the selling point and to the Fuel Coupon Accountant (FCA).
- e. Selling prices.
- f. New series coupons action at the end of Feb XX.
- g. Refunds & exchanges.
- h. Insurance.
- i. Sales to personnel of other entitled nations.

2. **Authorised Account Holder & Demand Authority.** Prior to the issue and sale of fuel coupons, units responsible for selling points are to confirm details of the local account holder and those authorised to demand replacement coupons by completing Appendix 1 to provide the updated listing of specimen signatures. On change of account holder, Appendix 1 is to be completed by the new incumbent and countersigned by the outgoing signatory. Any additional personnel authorised to demand coupons may only do so after submitting Appendix 1 countersigned by the authorised account holder.

3. **Authorised Floats.** The account holder is authorised to hold a float of coupons up to a total representing the expected average sales over a two week period. The minimum holding for any grade of fuel is 5000 litres due to the size of the packages. **Selling points are to ensure they count every pack of 5000 to establish that there are no extra or missing sheets.** No coupon must be sold from a pack that does not have the correct amount of 50 sheets. Irregularities will only be accepted when full unopened packs are returned to this office.

2. Standing Orders for BFG, Part III, Chap 2, SO 3213, Section 10

4. **Indenting for Fuel Coupon Supplies.**

Initial Indent. The initial coupon indent for the new series coupons should be for the amount of the authorised float. The indent is to be submitted to FCA, HQ BFG using Appendix 2 to this instruction by Jan XX in the year of the new series. Appendix 3 is **not** required in support of the initial indent.

a. **Subsequent Indents.** All subsequent indents are to be made in multiples of 5000 litres using Appendix 3 to this instruction and forwarded direct to FCA either by mail or by fax. At no time may holdings of coupons exceed the authorised float levels, however, the account holder should maintain stock levels at their maximum to avoid unnecessary indents being submitted and shortfalls at selling points. All indents must be completed and signed by the authorised account holder.

b. **Dispatch of Coupons.** Coupons will be posted to units via the BFPO system using 'next day delivery' or collected by hand by authorised account holders depending on arrangements already in place.

5. **Accounting.**

a. **Registration Card (BFG Form 73).** After checking the card's validity the number of litres sold should be recorded on it. When each month's ration has been fully drawn, ie 400 litres, the suffix 'F' is to be entered after the month in question in the 'Issue For' column, e.g. Jan (F). This method of recording should be used to avoid misunderstanding where individuals use more than one selling point.

b. **Within the Selling Point.** Locally produced daily sales books/sheets or appropriate computerised systems may be used to record sales at selling points. Alternatively, copies of BFG B35 (BFG Fuel Register) can be obtained upon request from FCA.

c. **Monthly Reconciliation.** The original copy of Appendix 4 to this instruction, completed and signed by the account holder, should be forwarded to the FCA on or before the 10th day of the following month, without exception. Payment is also to be made by Bank Credit Transfer (BCT) by the 10th day of that month to the account details contained in Annex D to this instruction. The 'Verwendungszweck' section of the BCT should be completed showing selling point title and month and year of sale.

d. **Format of Appendices.** **The account holder is requested to complete appendices in the same format as those contained in this instruction.**

6. **Selling Prices.** Coupon selling prices can fluctuate monthly. A 'Change of Price' and 'No Change of Price' letter will be sent out by Log Sp (Ground Fuels), HQ BFG, by fax on the last working day of every month. The onus is upon the account holder to verify the prices before commencing sales. No allowance can be made by the FCA for coupons sold at the wrong price.

7. **New Series Coupons action at the end of Feb XX.** The current issue coupons are valid until 31 Mar XX. New series coupons will be available towards the end of Feb XX and will be valid from 01 Mar XX to 31 Mar XX. The account holder is to ensure that sales of previous series coupons cease with effect 28 Feb XX and that sales of the new series commence not before 01 Mar XX. Key actions are listed below:

a. **Indent for New Series Coupons.** An indent for new series coupons should be submitted to the FCA using Appendix 2 to this instruction by 19 Jan XX; see Para. 4.a.

b. **Sales of Old Series Coupons are to cease 28 Feb XX.**

c. **Exchanges.** The exchange of previous for new coupons during Mar XX should be avoided where possible, as both series' are valid throughout the month. The exchange or refund of previous coupons for the new series coupons is permitted up to and including 31 Mar of the following year. **Thereafter there will be no exception to exchange coupons. Exchanges will be one for one. Previous coupons are to be recorded as refunds and new coupons are to be recorded as sales in BFG Fuel Register - BFG B35. No entry is required on the BFG Form 73 in respect of one for one exchanges.** The top halves of exchanged coupons should be attached as supporting vouchers to the original copy of Appendix 4 and recorded as prior year refunds on the reconciliation.

d. **Return of Unsold Previous Coupons.** . Un-issued fuel coupons are then to be disposed of under unit arrangements by means of a properly convened destruction board. A certificate of destruction is then to be rendered to the BFG Fuel Coupon Accountant with that month's fuel coupon reconciliation. Any fuel coupons exchanged for cash, must be defaced and returned to the BFG Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ BFG, in support of entries made on the relevant monthly coupon reconciliation.

e. **Local Advertising.** Selling points are requested to initiate local advertising regarding the change of series, particularly where op tours are liable to make it difficult for individuals to exchange coupons during the period. The FCA will initiate BFG wide publicity.

8. **Refunds and Exchanges of Current Coupons.** Refunds and exchanges of current coupons are to be minimised to reduce losses to the BFG Fuel Coupon Account through price variations and accounting effort. Up to one month's ration of current valid coupons may be exchanged on disposal and replacement of the vehicle for which they were purchased. Cash refunds will only be permitted to the value of one month's ration on posting out of theatre or loss of entitlement. In both cases any residual ration should be deleted from the ration card. Selling point action is required as follows:

a. **Confirm.** Confirm reason for refund; see proof of sale / de-registration or posting order.

b. **Exchanges.** Account for exchanges as a refund in cash followed by a new sale. Delete the ration entitlement on the new ration card.

c. **Cash refunds.** The rate to be used is the **current** month's selling price (unless otherwise instructed).

d. **Coupons.** Cut the returned/exchanged coupons in half; destroy the bottom halves and attach the top halves as supporting vouchers to the original copy of Appendix 4. All refunds of current series coupons must be shown as 'current year' refunds on Appendix 4.

e. **Resale.** Under no circumstances may returned/exchanged coupons be resold.

9. **Insurance.** BFG selling points are to ensure that for insurance cover the 2 weeks float is not exceeded. The premium for all selling points will be paid from the Fuel Coupon Account.

10. **Sales to Entitled Personnel of Other Nations.** Due to the provision of BFG coupons to various other Sending States Forces, sales to other nationals not registered with the BFG VLO are not permitted without specific authority from HQ BFG.

11. **Contact Details.** Any further advice or assistance required in conjunction with this Annex should be addressed to:

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters Germany Support Group
BFPO 140

Tel No: 02161 472 3852

Fax No: 02161 472 3853

From: _____

**Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140**

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853

E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

**AUTHORISED ACCOUNT HOLDER
SPECIMEN SIGNATURES & CONTACT TELEPHONE NUMBERS**

1. It is mandatory that this office is informed of any changes of Account holder and authorised signatories.
2. Failure to comply with this request will result in the rejection of future indents and reconciliations not matching the details held by the Fuel Coupon Accountant (FCA).
3. Please complete the details below and return to this office.

From: _____ UIN: _____
Full Postal Address: _____ Tel: _____
Fax: _____

Authorised Account Holder: _____

Specimen Signature 1: _____

Name in Block Capitals: _____

Specimen Signature 2: _____

Name in Block Capitals: _____

Signature _____ Date: _____

Rank/Grade _____

Appt (CO/Supervising Officer)

Notes on Completion:

1. Initial notification of Account Holder at Para 3 requires CO or Supervising Officer.
2. The authorised Account Holder may submit changes to the list at Para 3 without CO/Supervising Officer countersignature (if agreed at unit level).
3. CO's Cash & Bank checks are required at least 5 times per annum.

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APPENDIX 2 TO
ANNEX B TO
SECTION 10

From: _____

UIN: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Date: _____

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852

Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853

E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

AUTHORITY FOR ISSUE OF FLOAT

1. Authority is requested for the following float of 20XX/20XX coupons.

DIESEL _____ (LITRES)

DIESEL + _____ (LITRES)

SUPER 95 _____ (LITRES)

SUPER E10 _____ (LITRES)

SUPER + _____ (LITRES)

(MINIMUM 5000 LITRES FOR ALL GRADES)

2. The above amounts are based on one months' average sales.

NOTE : This application also acts as your first indent. Appendix 3 is **NOT** required at this time.

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From: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Date : _____

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853
E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

**INDENTING FOR FUEL COUPON SUPPLIES –
SUBSEQUENT INDENTS**

SELLING POINT TITLE	UIN	ACCOUNT HOLDER	
		RANK	NAME

DETAILS OF INDENT

	DIESEL	DIESEL +	SUPER 95	SUPER E10	SUPER +
AUTHORISED FLOAT					
BALANCE ON HAND					
INDENT *					

* MINIMUM 5000 LITRES FOR ALL GRADES

UNIT STAMP

AUTHORISED SIGNATURE

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Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853
E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

RECONCILIATION - PREPAYMENT FUEL COUPONS

Period from: _____ To: _____
Selling Point Title: _____ UIN: _____

1. Coupon stocks	DIESEL	DIESEL+	SUPER 95	SUPER E10	SUPER+
Authorised Float					
Opening Balance					
Receipts					
Sales *					
Closing Balance					

2. Sales Value

Sales *					
Price					
Sales Value €					
Total Sales Value €					

3. Refunds	Current Year (X Series)		Prior Year (Y Series)	
	Litres	Total €	Litres	Total €
DIESEL				
DIESEL +				
SUPER 95				
SUPER E10				
SUPER +				
	Total €		Total €	

4. Total Sales Less Refunds € _____

5. Payment has been made by Bank Credit Transfer to the BFG Fuel Coupon Account.
Stadtsparkasse - Mönchengladbach. **Konto Nr 101030, BLZ 310 500 00.**

6. I certify that the above particulars are correct and agree with our records.

Date: _____

Authorised Signature: _____

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SECTION 11 - DISCIPLINE

1101. Introduction

a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from these orders. Arrangements for the permanent display of this NBI are to be as follows:**

- (1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards and in messes, JRCs and other unit clubs.
- (2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.

b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the GOCs have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BFG 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102. a. *Registration is carried out on a BFG Form 20/20A. Tax free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.
- b. Subject only to the exceptions referred to in sub paragraphs d and g below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFGVLO. Any vehicle purchased tax free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG VLO for any reason must be kept off public roads/places in either a garage or Unit Designated Parking Area. Authority for a delay in registration must be sought from SO2 G1 Veh Lic.
- c. A vehicle is not currently BFG registered until the Owner has received from the BFGVLO a BFG Registration Card valid for the period during which the vehicle is to be driven.
- d. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, whichever is the later date, providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless registered in accordance with sub paragraph b. above.

e. Where a vehicle is used under the terms of sub paragraph d. above, the driver must be in possession of a current logbook and the appropriate number plates and additional licences, e.g. UK tax disc must be displayed on the vehicle in the proper manner. All other conditions as to use contained in these Orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

f. BFG registration will cease on the cancellation or lapse of the vehicle's insurance cover, roadworthiness test or failure to renew registration annually.

g. A vehicle that has been registered with the BFGVLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

h. A vehicle that is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior appointment, to be carried out.

i. A person to whom these orders apply is not to permit another person to whom these orders apply to drive a BFG Vehicle unless that vehicle is currently registered with the BFGVLO.

Note: A lights check must also be carried out within the 45 days prior to initial BFG registration on all vehicles less LHD vehicles not previously registered in the UK. Without a valid lights check stamp on BFG Form 73 the vehicle is not to be used and duty free fuel coupons are not to be purchased.

1103. Where the registration of a vehicle by the BFGVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold A Valid Driving Permit

1104. *A person to whom these orders apply is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current BFG Driving Permit (BFG Form 57), which is issued in support of a valid national driving licence covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving licence may drive a vehicle that he or she is authorised to drive under such licence during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SOBFG 4310, for further details). In addition:

a. A person to whom these orders apply, if he or she has been disqualified from driving by any court, or he or she has been denied the issue of a BFG Driving Permit (BFG Form 57), or any such licence or permit in issue to him or her has been withdrawn, is not to drive **any** vehicle within the territorial application of these Orders (see paragraph 1102 above) during the period of such disqualification or withdrawal or for the period the issue of a BFG Driving Permit is denied.

b. During the period of withdrawal:

(1) The BFG Driving Permit (BFG Form 57) may be restored to enable the Owner of a BFG Vehicle to drive out of Germany on posting. Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BFG 3208 is to be completed in duplicate and disposed of as follows:

(a) 1 copy to be attached to BFG Driving Permit and handed to the banned driver.

(b) 1 copy to be sent to the CTOB, BFPO 40, 14 days before the proposed move.

(1) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 40, and SO2 G1 (Vehicle Licensing), HQ BFG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Where a person to whom these orders apply is granted a BFG Driving Permit (BFG Form 57) that is made subject to conditions or restrictions, such person is not to drive any vehicle in Germany otherwise than in accordance with such conditions or restrictions.

1106. *A person to whom these orders apply is not to permit any other person to drive a BFG Vehicle unless:

a. The other person, being a person to whom these orders apply, is the holder of a current BFG Driving Permit (BFG Form 57), which is supported by a current EU licence covering the type of vehicle driven, except that a person who possesses a current domestic or international driving licence valid in Germany and over 18 years old may be permitted to drive a vehicle that he is authorised to drive under that licence during a period of 45 days from the date of his arrival in Germany.

b. The other person, not being a person to whom these orders apply, is the holder of a driving licence valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake. In this context an 'emergency' is construed as a 'life threatening' situation or of similar severity. The only exceptions to this ruling are nannies who are authorised to drive their employer's BFG registered vehicle under terms set out in Section 3 paragraph 303.

c. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle.

d. The other person, being 17 years of age or over, not being a person to whom these orders apply, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom these orders apply and possesses a full national or international driving licence valid in Germany.

NOTE: Persons other than those to whom these orders apply are not to be:

(1) Supplied with BFG prepayment fuel coupons or petrol in cans obtained in exchange for such coupons.

(2) Permitted to drive a BFG Vehicle in exchange for any remuneration, service, or reward of any kind.

Obligation to Insure Vehicles

1107. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFGVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates/Tax Disc and/or TÜV stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom these Orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these Orders) to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFGVLO registration plates and GB sign are displayed in accordance with the provisions of these Orders and the Motor Vehicle Excise Licence (tax disc) is displayed on the windscreen, or in some other prominent place if the vehicle in question has no windscreen. The only exception is following the application for BFG Form 414 when the tax disc is to be returned with the BFG Form 414A/B.
- b. For LHD vehicles and motor cycles, the BFGVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFGVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom these Orders apply is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving licence that is acceptable to the German authorities and a current BFG Driving Permit (BFG Form 57).
- b. A current certificate of motor insurance.
- c. A current BFG Vehicle Registration Card (BFG Form 73) with valid roadworthiness and lights check dates.
- d. A UK style road tax disc for RHD vehicles.
- e. Registration plates as issued by the BFG VLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TUV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against these orders.

Obligation to Ensure Roadworthiness

1111. *A person to whom these orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or attempt to drive a BFG Vehicle or to purchase fuel coupons unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, or his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a of this order.

1112. *A person to whom these Orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or park a private vehicle unless each tyre on the vehicle, has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom these Orders apply is obliged to notify the BFG VLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non entitled.

Obligation to Notify Change of Area - LHD Vehicles ONLY

1114. Subject to the provisions set out in Section 5 paragraph 503 a person to whom these Orders apply is obliged to notify the BFG VLO within 14 days of any change of area address in Germany necessitating a change to his or her BFG Vehicle registration plates. The change of area will normally be effected when the BFG registration is renewed.

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom these Orders apply when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *Deregistration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFGVLO within 28 days of ceasing to be an Entitled Person the following items. Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFGVLO direct:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38/414 When Disposing of a BFG Registered Vehicle to A Non Entitled Person

1117. *A person to whom these Orders apply is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 40, in accordance with Section 6 para 612. Where the disposal is to be in the UK BFG Form 414 is to be obtained from C&I BFG in accordance with Section 6 paragraphs 605 and 610. BFG Form 414, which is the authority to take a BFG Registered Vehicle into the UK, will not normally be issued unless the vehicle has been BFG Registered for 1 calendar year or more. The exception is where the Owner is moving to the UK on permanent transfer of residence of head of household and in these circumstances a BFG Form 414 (NMT) will be issued for only one new tax-free vehicle per Entitled Person (see paragraph 609 above for more details).

BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person or if the BFG registration is not current. BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued or their spouse, or other Entitled Person with the written authority from G1 (Vehicle Licensing). BFG registered vehicles must be taken to the UK for disposal by the Owner in person or the Owner's spouse. Disposal includes UK registration/re-registration. Once UK registered the vehicle must not be brought back to Germany without authority from G1 Vehicle Licensing HQ BFG. Please note the penalties in paragraph 301c above for disposing of a tax free vehicle under two years old which has not been BFG registered a full year.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non Entitled Person

1118. *A person to whom these Orders apply is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non Entitled Person. In addition BFG Form 38 or BFG Form 414 is to be obtained before disposal to a Non Entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a Non Entitled Person, requires that the Owner of the vehicle will return to the BFGVLO within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK Road Fund Licence (Tax Disc) (only when disposed of in BFG), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition as issued.

Notes

1. Disposal to an Entitled Person requires that the number plates are handed to the new Owner, except where the new Owner of a LHD vehicle is in a different area of BFG where the new German style plates will be required. In this case the old plates are to be returned to the BFGVLO as in sub paragraph b above.
2. Where a vehicle is scrapped a Certificate of Disposal is to be obtained from the scrap dealer and submitted with BFG Form 4003.

Obligation to Fit and Wear Seat Belts

1119. *A person to whom these orders apply, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1120. Children under the age of 12 years who are shorter than 150 cm (4 ft 11 in) must be carried in seats with officially approved child restraints that are suitable for the size and weight of the individual child. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1121. All riders and pillion passengers of BFG motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets, which are approved under either German (DIN) or British (BS) Standards.

Obligations Regarding Prepayment Fuel Coupons

1122. *Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of entitled fuel shown on the coupon and are not to be handed over to the supplier of the fuel until the fuel is received. Prepayment fuel coupons are not to be used in connection with any privately run business enterprise (trading).

1123. *Prepayment fuel coupons are not transferable, that is to say, fuel obtained by means of such coupons is not to be disposed of, or in any way used, or permitted to be used, except in the vehicle in respect of which such coupons were issued.

Use of BFG Registered Vehicles for Business Purposes

1124. *Under the terms of the NATO SOFA and its SA, BFG is permitted to allow Entitled Persons to import or purchase motor vehicles free of import duty or tax, provided these vehicles are for the personal use of the Entitled Person or for the personal use of Entitled Persons within their family unit, and are not to be used for business purposes. SOFA and the SA also permit BFG to make available to Entitled Persons a ration of duty free fuel for private motoring. Such fuel is not to be used in connection with any business enterprise.

1125. However, under Paragraph 311, exceptional authority may be granted for the use of a BFG registered vehicle for business purposes. All costs for the registration of the vehicle for business purposes will be charged to the vehicle owner as this cannot be charged to Public or Non-Public Funds.

Entitlement to BFG Registration of New Tax Free Motor Vehicles

1126. *The rules that are to apply for all Entitled Persons (within the meaning of paragraph 210 above) are as follows:

- a. Each member of the Armed Forces or civilian component serving in Germany may register one New Tax Free Vehicle (for definition of "New Tax Free Vehicle" see paragraph 220 above) in any period of one year, i.e. there must be an interval of not less than 1 calendar year between BFG registrations provided that the member of the Force or civilian component:
 - (1) is in possession of a BFG Driving Permit, and
 - (2) is resident in Germany.
- b. In addition one New Tax Free Vehicle may be registered in any period of 1 calendar year per dependant spouse, or dependant children of the family over 17 years of age granted BFG status and holding a valid BFG Driving Permit whilst residing with such member of the Force or civilian component, provided they have lived in Germany for more than 185 days of the past 1 calendar year and expect to spend more than 185 days in the next 1 calendar year residing in Germany with their parents.
- c. **One new tax free motorcycle, quad-bike, moped or bicycle with auxiliary motor may be registered in addition to any other New Tax Free Vehicle.**
- d. Tax free vehicles should be kept BFG registered at least 1 calendar year. If a vehicle purchased and registered as a New Tax Free Vehicle is disposed of before it has been BFG registered continuously for 1 calendar year from the date of initial BFG registration, then the penalties in paragraph 301c and 301d will be imposed.

1127. *It is appreciated, that for an exceptional reason, there may be a requirement to register a second vehicle within a 12 month period, e.g., if the first vehicle was written off in an accident. In such cases application for approval with full justification (including a letter from the insurance company certifying it is a write off) must first be submitted to SO2 G1 (Vehicle Licensing), HQ BFG. **The circumstances must be exceptional before any approval will be given to register more than one vehicle in any 1 calendar year period.**

BFG VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

OFFENCE	SANCTION
<p>Disposal of a new tax-free vehicle before that vehicle has been registered for 1 calendar year in total – ‘early disposal’. (SOBFG 3213, Sect 3, Para 301)</p>	<p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>Non compliance with the rules on the use of BFG Form 414 (SOBFG 3213, Paragraphs 1117, 605 & 301(c)).</p>	<p>New tax-free vehicle that has been BFG registered for less than 1 calendar year:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Tax-free vehicle over 1 calendar year BFG registered:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p>Tax-paid vehicle:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>Use of UK VAT Form 414 to register a BFG vehicle in the UK. (SOBFG 3213, Sect 11, Paragraph 1117)</p>	<p>New tax-free vehicle that has been BFG registered for less than 1 calendar year:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Tax-free vehicle over 1 calendar year BFG registered:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>

	<p>coupons.</p> <p>Tax-paid vehicle:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBFG 3213, Paragraphs 1117, 612 & 301(c))</p>	<p>Up to 3 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 401(a))</p>	<p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 401(a))</p>	<p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SOBFG 3213, Paragraphs 1113 & 604)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST ANNUALLY OR ON THE EXPIRY OF THEIR INSURANCE POLICY (SOBFG 3213, SECTION 5)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBFG 3213, SECTION 5, PARAGRAPH 502)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>MISUSE OF BFG FUEL COUPONS. (SOBFG 3213, Paragraphs 1004-1008)</p>	<p>Transfer of BFG fuel coupons to another entitled person:</p> <p>(1) First offence – up to 6 month ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – up to 2 year ban on purchasing BFG fuel coupons.</p> <p>Transfer of BFG fuel coupons to a non-entitled person:</p>

	<p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – five year ban on purchasing BFG fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Use of BFG fuel coupons by an entitled person in a non-BFG registered vehicle:</p> <p>(1) First offence – up to 6 months ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – up to 1 year ban on purchasing BFG fuel coupons.</p> <p>Use of BFG fuel coupons for purposes other than the supply of fuel:</p> <p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing BFG fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Use of BFG fuel coupons after becoming a non-entitled person:</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
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In accordance with SO BFG 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

NOTE

**FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302).
VAT ACT 1994 SECTION 16(7):**

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BFG 3213, Section 11, Paragraph 1102.

SECTION 12 - BFG REGISTRATION PROCEDURES FOR DOMESTIC LEASE HIRE MILITARY VEHICLES

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

- (1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFGVLO Main), BFPO 40.
- (2) On receipt BFGVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.
- (3) On receipt of details from the BFGVLO the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ BFG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

- (1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.
- (2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFGVLO. The vehicle may still be used on its existing German plates until a new registration is received.
- (3) On receipt BFGVLO will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.
- (4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFGVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFGVLO **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFGVLO will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ BFG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFGVLO will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland (or other former Eastern Bloc countries) that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFGVLO will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFGVLO on the proforma at Annex D to this section.

c. The stickers are controlled items and as such **must be afforded every care until firmly affixed to vehicle plates.**

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 40. Apply to BFG VLO for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

NOTE.

1. Allocation Certificates are not acceptable under any circumstances.
2. Fuel coupon allocation is not granted. An Agency fuel card should be applied for.
3. MOD insurance will apply.
4. The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.
5. If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFGVLO, copy to Log Sp (B Veh Contract), HQ BFG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ BFG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

INTENTIONALLY BLANK

To: **BFG VLO**
BFPO 40

From:
.....
.....

**APPLICATION FOR INITIAL REGISTRATION OF
A DOMESTIC MILITARY LEASE VEHICLE**
(To be completed in DUPLICATE)

Type of Vehicle				Unit Requirement			BFG VLO Use			
-----------------	--	--	--	------------------	--	--	-------------	--	--	--

Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

1The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).

2.Please register the vehicles and forward the relevant German civilian plates complete with TÜV stickers and BFG Form 73.

Date: Signature:

Tel No: Name:

Rank:

INTENTIONALLY BLANK

To: BFGVLO

From:

BFPO 40

.....

Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
(To Be Completed in Duplicate)

Type of Vehicle		Current Details				Unit Requirement			BFGVLO Use		
Receiving Unit Address/UIIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIIN	Existing GE VRN on vehicle	GE District Required	BFGVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ BFG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date:

Signature:

Rank:

INTENTIONALLY BLANK

To: BFGVLO
BFPO 40

From:

Ref:

DEREGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFGVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date:

Signature:

Name:

Tel No:

Rank:

INTENTIONALLY BLANK

To: BFGVLO
BFPO 40

From:

.....

Ref:

.....

RECEIPT OF TÜV STICKERS

Reference your dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

INTENTIONALLY BLANK

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN POLAND

Authority to take military lease vehicles to Poland

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to Poland, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to Poland. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFGVLO for military style numbers and registration plates to be issued. The application should be as laid down in SO BFG 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFGVLO will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFGVLO and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or covered by GB stickers or Union Jack transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

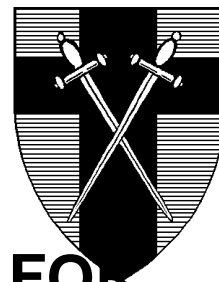
After the Exercise

8. Military style registration plates are to be removed and returned to the BFGVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BFG 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFGVLO Staff who have to chase units to follow the correct procedures. It should be noted that the BFGVLO has a strictly limited supply of military numbers to use for exercises in Poland. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFGVLO. Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – G1 VEH LIC

“UP TO DATE VERSIONS OF SOs BFG ARE AVAILABLE FOR
VIEWING ON THE BFG WEBSITE”

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

HQ BFG
RE-ISSUED 01 JUL 12

FOREWORD

1. Disobedience to any of these orders is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.

2. A Notice Board Information Sheet (NBI) (BFG Form 74 (Revised 1 Jan 12 coloured White) was issued on 1 Jan 12 containing paragraphs (marked with an asterisk) of special importance extracted from these orders.

NOTE: the mention of HQ British Forces Germany and BFG throughout this Order is synonymous with the current designation of HQ BFG

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*** All paragraphs in this Standing Order annotated with the asterisk implies that the paragraph is repeated in BFG Form 74 as a Notice Board Publication.**

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 - INTRODUCTION

General

101.

a. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. Having regard to this general principle, Entitled Persons are required to keep in their ownership vehicles purchased as New Tax Free Vehicles (see paragraph 220) for a minimum period of 1 calendar year from the date of initial BFG registration. Disposal of such vehicles before this point will lead to the imposition of the penalties in paragraph 301c and Annex A to Section 11 of this Order.

b. Under the SOFA and the SA, the General Officer Commanding (GOC) British Forces Germany (BFG) is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of "Entitled Person") for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

- (1) The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.
- (2) The issue of driving permits (BFG Form 57).
- (3) The issue of prepayment fuel coupons.

c. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of "Sponsored Organisation").

Application of These Orders

102. *Unless the context otherwise requires, these Orders apply to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of These Orders

103. DII subscribers can access this Order on the BFG Web, Command Information Portal. All others will be issued with a CD ROM which is to be held at formation, garrison and station headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from these Orders is to be prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

104. The BFG system of registration and licensing of vehicles is operated on behalf of the GOC BFG by DCOS BFG through the BFG Licensing Office (BFGVLO), BFPO 40. DCOS BFG is responsible for implementing the GOC's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BFG 3208). Where an administrative breach is identified, an administrative sanction may be imposed in accordance with the table set out in Annex A to Section 11 of this Order. Where such a sanction is imposed, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. The imposition of an administrative sanction may be appealed and, on receipt of a written application, DCOS BFG will nominate members to sit on an appeal review panel. The panel will review all available evidence objectively and recommend an appropriate course of action to DCOS BFG. If the panel fails to reach a consensus, the matter will be referred with all the comments of the panel back to DCOS BFG who will be the final arbiter. In all appeal cases DCOS BFG will inform the appellant of the decision. If still dissatisfied, the appellant may appeal directly to GOC BFG.

105. The Terms of Reference for the operation of the BFGVLO are set out at Annex B to this Section.

106. BFG personnel are to be aware that German law takes precedents over Standing Orders and take effect immediately. Changes to these Orders in compliance with the new law will take place at the next amendment date.

Unit Responsibilities

107. Applications for BFG Vehicle registration are to be addressed to the BFGVLO. The application may be dispatched by post direct to the BFG VLO or through the Unit/Garrison BFG Registration Officer. No business is to be transacted by personal visit and personnel are, unless authorised by OC BFGVLO, to deal directly with their Unit/Garrison BFG Registration Officer, who is a link between the BFGVLO and the individual. However, please note paragraph 116 on the BFG VLO Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

108. The procedures governing the registration of Service vehicles that are to be civilianised for adventurous training, are contained in SO BFG 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

109. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.
- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. The BFG VLO.
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

110. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

111. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

112. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of the Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

113. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of the Force of the Sending State concerned.
- b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

114. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year and who are attached to a NATO headquarters in relation to which the UK is the framework nation. However, any such personnel that are granted BFG Facilities, will be required to conform to the regulations laid down in these Orders.

115. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFGVLO.

BFG Vehicle Licensing Office Customer Support Service

116. A Customer Support Service is established within the BFGVLO for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their Unit/Garrison BFG Registration Office to whom, normally, the queries are to be addressed in the first instance. The service is not for Unit/Garrison BFG Registration Officers, unless in an emergency, and they should continue to contact BFG VLO on the usual telephone numbers.

- a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	1315 - 1430 hrs

- b. The telephone number is:

Mil network: 94872 4100
 Civil network: Mönchengladbach Civil (02161) 4724100

- c. Customers leaving a message must state their:

- (1) Name.
 - (2) Rank/Title.
 - (3) Contact Telephone Number.
 - (4) BFG Registration Number (If applicable).
- Customers must speak clearly and slowly.

VEHICLES OF PERSONNEL RESIDENT IN THE NETHERLANDS

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.
2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those resident in Germany.
3. **Driving Licences.** Whilst driving in the Netherlands:
 - a. Members of the Forces (including UK based civilians) are to be in possession of either a UK national licence or a Netherlands national licence, and a BFG Driving Permit (BFG Form 57).
 - b. Dependants and members of the civilian component must have a Netherlands national licence, or, for the first calendar year of their residence in the Netherlands, some other national licence (i.e. UK) or an international licence issued outside the Netherlands, and a BFG Driving Permit (BFG Form 57).
4. **Insurance.** The provisions of Annex C to Section 4 of these Orders remain in force for all BFG registered vehicles.
5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.
6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056
7. **Fuel.** BFG prepayment fuel coupons will be issued within the terms of the existing regulations (see Section 10 to this Order), but such coupons will not be valid for exchange in the Netherlands.

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BFG VEHICLE LICENSING OFFICE TERMS OF REFERENCE

1. The BFG Vehicle Licensing Office (BFGVLO) is to:
 - a. BFG register, re-register and deregister all private vehicles of personnel to whom these Orders apply in accordance with the procedures detailed in these Orders.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

Initial registration	-	5 working days
Transfer ownership (number plates required)	-	5 working days
Transfer ownership (number plates not required)	-	3 working days
Renewal registration	-	3 working days
Deregistration	-	3 working days
See Note 1		
 - c. Arrange VLO familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment..
 - d. Conduct seminars as required to update existing staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in these Orders, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Send renewal reminders to direct BFG personnel, four weeks before the BFG Vehicle insurance/registration period expires. If the vehicle is not BFG reregistered by its due date the BFGVLO is to initiate follow-up action with the unit concerned to ascertain why BFG re-registration has not been applied for and to instruct that the vehicle cannot be used on any road/public place or within barracks until BFG re-registration has been effected. This follow-up action is to be pursued until BFG re-registration has been effected or the Unit BFG Registration Officer has provided a satisfactory answer as to why the vehicle is not to be BFG reregistered. See Note 2.

- i Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
- j Demand and properly account for UK registration numbers and Road Fund Licences (Tax Discs) issued by DVLA.
- k. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.
- l. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- m. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch, British Forces Germany (CTOB BFG), Customs and Immigration (C&I BFG), finance companies and national government agencies and police forces.
- n. Ensure that no individual member of BFG registers more than one New Tax Free Vehicle and motorcycle in any 1 calendar year period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.
- o. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFGVLO. If the vehicle is not BFG reregistered within 14 days of the date of the letter from BFGVLO notifying the cancellation of insurance and thus cancellation of BFG registration, follow-up action is to be taken as per sub paragraph h above (see also paragraph 903c).
- p. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer.
- q. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- r. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with these Orders.
- s. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- t. Forward copies of Annex D to Section 6 to G4 Log Sp (C Sups) HQ BFG to allow them to check that prepayment fuel coupons are not used when an extension of BFG registration has been granted.

u. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFGVLO.

v. Inform DVLA when a BFGVLO registered RHD vehicle with UK style registration plates is stolen/written off and report of any subsequent developments.

w. On notification from Service police/CCRIO(G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.

x. Produce periodic bulletins for BFGVLO staff and Unit BFG Registration Officers if required to do so by SO2 G1 (Vehicle Licensing), HQ BFG.

y. Record Driving Bans.

NOTE 1. Due to unseen circumstances the timescales quoted may not be met.

NOTE 2. It is the individual's personal responsibility to ensure that their vehicle is legally registered at all times.

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SECTION 2 - DEFINITIONS/INTERPRETATION

201. *This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. ***Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered elsewhere. The Allocation Certificate will be retained in the BFGVLO.

203. ***C&I BFG.** Customs & Immigration, British Forces Germany is part of HQ BFG Civil Secretariat Organisation and its offices are at JHQ, BFPO 40. Telephone: Rheindahlen Mil Ext, 2229.

204. ***BFG Facilities.** In these Orders the term "BFG Facilities" means:

- a. The registration of vehicles.
- b. The issue of driving permits.
- c. The issue of prepayment fuel coupons.

205. ***BFG Vehicle.** A vehicle registered, or due to be registered, or which is required to be registered, in accordance with this Order, with the BFGVLO. **The vehicle must be physically in Germany at the time of registration.**

206. **Certifying Officer.** This may be a commissioned officer, UKBC equivalent or a nominated Unit BFG Registration Officer. In the case of NAAFI this person is appointed by NAAFI HR and in the case of schools this is the Headmaster or his appointed Deputy Head.

207. ***Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

208. ***Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or reregistered with any vehicle registration authority other than BFGVLO, or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the **transferee/Owner.**

209. ***Driver.** Includes the rider of a two or three-wheeled vehicle.

210. ***Entitled Person.** Means:

- a. A member of the British Armed Forces who is present in Germany and who has been, or is expected to be, stationed in Germany for a minimum period of 1 calendar year.

- b. A member of the civilian component of the British Armed Forces who is present in Germany and who has been, or is expected to be, employed as a member of the civilian component in Germany for a minimum period of 1 calendar year. The term “civilian component” is fully defined in SOFA. For the purposes of this Order, the term effectively means a Crown servant posted to Germany for a minimum period of 1 calendar year.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor’s employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is subject to military law as a result of an authorisation issued by the Defence Council under Schedule 15 of the Armed Forces Act 2006.
- e. A member of the armed forces of a NATO country other than Belgium, Canada, France, the Netherlands and the USA who is present in Germany and who has been, or expected to be, stationed in Germany for a minimum period of 1 calendar year, and who is attached to a NATO headquarters in relation to which the UK is the framework nation.
- f. A dependant of a person in sub-paragraph a to e above. For the purposes of this Order, “dependant” means a spouse of a person in sub-paragraph a to e above who has status as a dependant under SO BFG 3217 (or, in the case of a person in sub-paragraph e, who would be entitled to such status if the rules in SO BFG 3217 were applied) or a child of such a person who is at least 17 years of age (or 15 in relation to mopeds or mofas) and no more than 25 years of age, and who has been physically present in the Federal Republic of Germany for at least 185 days in the past 1 calendar year and expected to be physically present in the Federal Republic of Germany for 185 days in the next 1 calendar year.

Provided always that the authorities of British Forces Germany may, under powers contained in this Order or otherwise, remove or restrict the ability of a person in sub-paragraph a to f to be treated as an Entitled Person.

211. **Non Entitled Person.** All persons who do not fall into the categories listed at paragraphs 210 above and 216 below. This will include for instance, German nationals (excluding those with dependant status), ex service personnel or expatriates living on the German economy, (this includes car salesmen, car dealers, agents and scrap dealers, etc).

212. ***Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

213. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and deregistration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates. See Note 1

214. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and deregistration of such vehicles are covered in Sections 4 to 6. **Only LHD vehicles or motorcycles can have German style registration plates.** Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover). See Note 1

215. ***Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

216. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as integral parts of the Force, i.e:

- (1) Council of Voluntary Welfare Work (CVWW).
- (2) Navy, Army and Air Force Institutes (NAAFI).
- (3) Services Sound and Vision Corporation (SSVC).

b. Non commercial organisations without the powers enjoyed by the authorities of a Force or a civilian component and who require the sponsorship of an official procurement agent, i.e:

- (1) Administered by CVWW:
 - (a) Catholic Women's League.
 - (b) Salvation Army Red Shield Services.
- (2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association (OSA).

- (3) Soldiers' and Airman's Scripture Readers Association (SASRA).
- (4) Soldiers, Sailors and Airmen and Families Association/Forces Help (SSAFA Forces Help).
- (5) Women's Royal Voluntary Services (WRVS).

217. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

- a. Another Entitled Person (see paragraph 210 above).
- b. A non Entitled Person (see paragraph 211 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non Entitled Person).

See Note 2.

218. **Unit BFG Registration Officer.** This is the Officer, Warrant Officer, Senior NCO, UKBC or LEC (Grade 6 or above) of equivalent status nominated by his or her CO or Head of Establishment to maintain and control the BFG Vehicle registration system within the unit or establishment. Specific responsibilities for Unit BFG Registration Officers are set out in Section 9.

219. ***Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofas or a bicycle with auxiliary motor, a caravan, trailer or towed equipment. But it does not, within the context of these Orders, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.

220. ***New Tax Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or a vehicle purchased free of tax which has been in use for less than 2 years from initial registration for road use.

221. **Ex UK Tax Paid Vehicle.** A vehicle purchased under the ordinary UK VAT rules and on which any UK VAT arising from such a purchase has been paid.

222. **UK Tax Free Vehicle.** A vehicle purchased in and exported from the UK free of tax.

NOTE 1. All BFG registration plates are not to be altered in any way from the original design.

NOTE 2. Number plates are to be returned to the BFG VLO when the vehicle is sold to a non-entitled person.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. *Entitlement to Purchase and Register Tax Free Vehicles

a. An Entitled Person may purchase a tax free vehicle **only** if it is intended for the **personal use** of the Entitled Person or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.

b. Each Entitled Person is permitted to BFG register only **one New Tax Free Vehicle** (see paragraph 220 for definition of “New Tax Free Vehicle”) **within any period of 1 calendar year** (i.e. if a New Tax Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax Free Vehicle within the 1 year period following the BFG registration.) . The exception to this regulation is that, in addition to one other tax free vehicle, one new tax free motorcycle/quadbike, moped or bicycle with auxiliary motor, may be registered within a period of 1 calendar year.

c. An Entitled Person may not dispose (within the meaning of paragraph 208 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle without incurring a penalty until that vehicle has been BFG registered for an accumulated period of 1 calendar year. (**Note: The BFG registration must also be current at the time of disposal.**) Except as provided in sub-paragraph d below, in the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for 1 calendar year, the following sanctions will apply:

(1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a New Tax Free Vehicle for up to **five years** from the date of disposal.

(2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel coupons for any vehicles until the penalty has expired.

(3) The Entitled Person who is the Owner of the vehicle may be required to inform the German authorities of the disposal using BFG Form 38 and to pay VAT on the vehicle to the German Finanzamt.

NOTE:

1. **The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.**

d. **Transfer of Residence (TOR) on Posting.** The penalties will not be imposed when a vehicle is registered with the UK authorities on TOR (See paragraph 609 – 611) but will be imposed in the event that, following such registration with the UK authorities, a New Tax Free Vehicle is sold or transferred within twelve months of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax Free Vehicle before the BFG VLO is informed of the disposal of any previous New Tax Free Vehicle attracting a penalty under paragraph 301c above, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ BFG for authority to register an additional New Tax Free Vehicle. Such authority will only be given in exceptional circumstances.

302. ***Dependant children** may only purchase and BFG register tax free vehicles if:

a. They are at least 17 years old and not over 25 years old; (15 years or older in relation to mopeds or mofas).

b. They possess a valid full UK or German driving licence and a BFG Driving Permit. See also SOBFG 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

NOTES

1: Dependant spouses and dependants aged 17 to 25, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further tax free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2: Tax Paid Vehicles for Dependant Children. Dependant children aged 17 or over (15 or older for mopeds and mofas) holding a full national driving licence and a BFG Driving Permit (BFG Form 57) covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** A nanny is a Non Entitled Person, employed by an Entitled Person and may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full national driving licence and a BFG Driving Permit (BFG Form 57) endorsed "NANNY".

b. Whilst driving the employer's vehicle, carries:

(1) A valid national driving licence.

- (2) A valid passport.
- (3) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment.

Examples of types of journey, which may be undertaken by a nanny, are:

- (1) Taking children to school or to a doctor.
- (2) Collecting members of the family at airports, shopping etc.

The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. *Syndicate/Proxy Purchasing

- a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a tax-free vehicle.
- b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has purchased a vehicle with funds provided by one or more other persons and BFG registers that vehicle in his or her own name.
- c. It shall not be prohibited for an Entitled Person to purchase a new tax-free vehicle using funds by means of a commercial loan unless:
 - (1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the funds,or;
 - (2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, accrue to the person or persons providing the funds:or
 - (3) the vehicle is subsequently disposed of to the person or persons providing the funds other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a new tax-free vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates."

305. Reserved.

Purchase of Tax Free Vehicles

306. There are two methods of buying **Tax Free** Vehicles available to members of BFG. All Tax Free vehicles purchased by Entitled Persons (see paragraph 210 for definition of "Entitled Person") must be registered with the BFGVLO.

a. **Purchases in the UK.** The following regulations govern purchases of Tax Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** must be obtained from C&I BFG by submitting BFG Form 60. BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 should be obtained prior to importing the vehicle into Germany.

Note: NATO Form 302 is required for corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the stated date in the logbook** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HM R&C may seize the vehicle and impose penalties on the purchaser. (See also Paragraphs 401a and 1102d)

(4) Purchasers of New Tax Free Vehicles, which are registered with the UK authorities, must ensure that **the EU Type Approval Number** is shown in the UK vehicle registration document (Logbook), as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

Note: A UK Single Vehicle Test or IV Number is only valid for the UK and cannot be used for registration in Germany. In such cases a 'Gutachten' must be obtained from the German Authorities.

(5) New tax-free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The tax-free vehicle must be driven from the place of Customs Bond in the UK **directly** to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. Purchases outside the UK.

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFGVLO, and is retained by the BFGVLO. If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists.**

(2) **BFG Form 80** (as in sub paragraph 306a(2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax free purchase **within Germany** also requires the use of an **Abwicklungsschein** which will **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for tax free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence will result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new tax-free vehicles, an **EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 606.

Note: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (tax-free or tax paid) by sponsors for their use. Any Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

a. To BFG register the vehicle, NATO Form 302 is used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BFG 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG VLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

NOTES:

1. The vehicle will retain its original German Stadt registration number.
2. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief will have been issued. Applies equally to RHD or LHD vehicles.
3. No fuel coupon allocation will be given. To obtain tax-free fuel an Agency Fuel Card should be applied for.
4. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.

- b. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
- c. Unit BFG Officers are to report to the BFGVLO their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.
- d. Unit BFG Officers are not to accept and BFG register a sponsored vehicle unless there is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, **“That (name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German or UK authorities.”**
- e. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. BFG deregistration procedure using BFG Form 4003 can then be completed. BFG Form 73, number plates and tax disc are not to be handed over to the sponsor.

310. **German Log Books.** The BFGVLO retains and destroys German logbooks but, as a concession to sponsors, this will not be done to sponsored vehicles' Log Books. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship. Units/Organisations must make it clear to the BFGVLO when initially registering the vehicle that it is a sponsored vehicle.

Use of BFG Registered Vehicles for Business Purposes

311. Under Paragraph 1124 below, you are not permitted to use your BFG registered vehicle for business purposes. However, if you do intend to conduct a business in Germany, you must first apply for a licence under SOBFG 5206. Once a licence is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

- a. Letter of authority (enclosing licence to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.
- b. Once letter of authority is granted you must register the vehicle with the BFG VLO in accordance with Section 4 enclosing letter of authority.
- c. The following criteria applies:
 - (1) The vehicle must be tax paid.
 - (2) There will be no BFG fuel coupon allocation.

- (3) The cost of registration and BFG plates will be charged at the current rate.
- (4) All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate.

TO: _____

CONTRAVENTION OF STANDING ORDER BRITISH FORCES GERMANY 3213

MEMBERS OF FAMILY GROUP

1. The following Entitled Person has incurred an administrative penalty under Section 3, Paragraph 301c and 301d*.

Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached proforma (Appendix 1 to Annex A).

Signature: _____
(SO2 G1 Veh Lic)

Date: _____

TO: SO2 G1 Veh Lic
BFG VLO
BFPO 40

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This proforma is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC the appropriate Head of the Administrative Department.

INTENTIONALLY BLANK

DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Number/Passport Number	Rank/Title	Name & Initials	Date of Birth	Head of Household's Unit & BFPO

INTENTIONALLY BLANK

SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. Subject to the exceptions in this paragraph and paragraph 502 below, all vehicles owned by an Entitled Person and brought into Germany must be registered with the BFGVLO. 1

- a. A vehicle imported into Germany (BFG) which is currently registered with some other national licensing authority (and in relation to which the conditions in sub-paragraph b below are satisfied) may be used in Germany under such registration for a period not exceeding 45 days from the date of importation, or the date on which the Entitled Person (or, in the case of a dependent, the head of household of the Entitled Person) is taken on the posted strength of a BFG unit/establishment, whichever is the later date. Failure to BFG register a vehicle within the required time frame will result in administrative action under this order (see Annex A to Section 11 for details). In addition, it is likely that such a failure will result in a liability to pay VAT on the vehicle to the German authorities.
- b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current national registration document, a valid national roadworthiness test (where appropriate) and the appropriate registration plates and tax discs, which must be displayed on the vehicle in the proper manner. All conditions as to the use of vehicles contained in these orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.
- c. During the 45 day period referred to in sub-paragraph a, the owner must ensure that the BFG lights test is passed, and that a BFG roadworthiness test is passed if required (depending on the age of the vehicle). A vehicle imported into Germany on UK export plates (VX302 registration) must remain in Germany until BFG registration is completed.
- d. If an Entitled Person is unable to complete the BFG registration process during the 45 day period he or she must notify the BFG VLO before the expiry of that period, and seek authority to keep the vehicle off of the road pending registration. Failure to obtain such authority before the 45 day period expires will result in administrative action in accordance with sub-paragraph a above.
- e. A vehicle which is not currently registered, but for which off-road authority has been given under sub-paragraph d above, may, provided it is insured as required by paragraph 406 below, be driven to and from a BFG Testing Station for the purpose of carrying out a pre-arranged BFG roadworthiness test, and to and from a place where, by prior arrangement, repairs required in order to pass

1 Paragraph 1102 of this order sets out the circumstances in which disciplinary action under the Armed Forces Act 2006 may be brought in relation to a failure to register a vehicle. Although paragraph 1102 limits such action to cases in which a vehicle has been driven on a public road or parked in a public place whilst unregistered, this does not alter the fact that the requirement under these orders is to register all vehicles, or obtain special authority from the BFG VLO, as detailed in paragraph 401. Furthermore, administrative penalties may be imposed for a breach of paragraph 401 even if no disciplinary action could be brought under paragraph 1102.

a BFG roadworthiness test are to be carried out.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFGVLO, BFPO 40 or through the applicant's Unit BFG Registration Office. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department postal addresses only are to be used. **Attention is drawn to the declaration to be made by the Owner at Part 3 on the BFG Form 20.** If the vehicle was a previously BFG registered vehicle that is being re-imported into BFG the applicant must obtain authority from SO2 G1 Veh Lic to re-import and BFG register the vehicle.

NOTES:

1. **Before being eligible to BFG register a motor vehicle, the applicant must hold a BFG Driving Permit (BFG Form 57) which must be supported by a full national driving licence valid in Germany for the vehicle.** (see SOBFG 4310.).

2. **Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.**

403. BFG registration will be valid for a period of 1 calendar year from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new tax-free vehicle within 1 calendar year of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)

Drivers are advised to carry five litres of fuel in an approved container when driving on autobahns.

Owners are to present their BFG registered vehicle on the third anniversary of first registration (irrespective of licensing authority) and annually thereafter for roadworthiness inspection, details of which are at Annex A of this section.

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates, **is prohibited.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG registered **before** Owners can drive them on public roads. The **only** German registered vehicles which can be driven by BFG personnel are short term hired vehicles, (but not leased vehicles – see Paragraph 423 below) or courtesy vehicles loaned by garages whilst Owner's vehicles are being serviced or repaired or vehicles provided by car dealers for a short term period for test driving prior to purchase.

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20, checked and countersigned by the Certifying Officer, is to be supported by the following. **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse. The Certifying Officer cannot be a family member).**

a. **Proof of Insurance.**

(1) **British** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2) **German** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

NOTES:

1. **When a vehicle is being BFG registered in the name of an entitled dependant son or daughter over 17 years of age, the insurance cover must be in that dependant's name.**

2. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the Certifying Officer signs and stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Proof of Ownership.**

(1) **Brand new vehicles obtained from German dealers.** A German logbook. Except for sponsored vehicles, the BFGVLO will retain and destroy the German log book according to EU Regulations.

Note: German banks through whom a loan is taken to buy a vehicle will insist on retaining the German logbook (TEIL 2). In such cases the vehicle cannot be BFG registered. Personnel are advised not to take loans from German banks as they will not release the German logbook (TEIL 2).

(2) Vehicles previously registered in UK or any other country.

Appropriate registration document, Certificate of Export or deregistration certificate where applicable. For ex UK Tax Paid Vehicles i.e. Vehicles purchased under the ordinary UK VAT rules and on which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook). For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302), will be retained and destroyed by the BFG VLO in accordance with EU regulations. A photocopy of the VX302 or V308 must be included with the original document.

(3) Brand new vehicles not registered with any other registration authority.

Allocation Certificate (retained by BFGVLO). The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, the Certificate of Conformity, delivery date and pick up location. A statement saying that "this vehicle has not been previously registered and that no log book exists". The dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid.

(4) Transfer of Ownership between Entitled Persons. Original Bill of Sale (which will be retained by the BFG VLO) signed by both parties and tax disc (if applicable).

c. **BFG Form 80** (Special Import Certificate) (See also SOBFG 5205) for all initial BFG registrations of privately owned vehicles must be applied for from C&I BFG before collecting the vehicle but is not required to be attached to the application for BFG registration (BFG Form 20). NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

NOTES:

1. **A BFG Form 80 should be obtained before acquiring a vehicle into Germany. Applications for a BFG Form 80 in relation to a New Tax Free Vehicle (as described in Section 2 paragraph 220) may only be made to the C&I BFG a maximum of 14 days prior to the first anniversary of BFG registration of any previous New Tax Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 is not an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK/German National Type Approval. New**

Motorised Vehicles - A copy of the Certificate of Conformity (CoC) supported by an official document, (this could be the log book, Allocation Certificate or a letter from the dealer) showing an EU type approval number. (An EU type approval number is not available for Motor Caravans). If proof of EU Type Approval is not available, the BFG Form 20 must be accompanied by a Gutachten (Übereinstimmungsbescheinigung) from the German authorities (usually obtained from the head TÜV station of the area). The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not required evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65). This form must be submitted on application for initial BFG registration of all vehicles. If not submitted the vehicle's BFG registration will be rejected. However, where exceptional circumstances exists, consideration may be given, on a case by case basis (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) to extend the 45 day period by no more than 30 days. All such request must be submitted before the expiry of the 45 day period.

f. **Tax paid cars up to two years old.** In order to prevent the vehicle being treated as tax free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the Customer. No stamp is required in BFG.

NOTES:

1. **A lighting check** must be carried out at the local BFG Roadworthiness Testing Centre within the 45 day grace period prior to initial BFG registration of all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. **For legal reasons no extensions to the BFG light test date will be granted.** (See also paragraphs 13,14 and 15 of Annex A to this section). However, if you are posted within 3 months of the date of import of your vehicle, you may apply for a waiver to fit continental headlights with your application for registration (BFG Form 20). Application to include a copy of your Assignment Order and addressed to SO2 G1 Veh Lic or OC BFG VLO.

2. Owners of vehicles (less motor caravans and vehicles over 3500 kg) imported to BFG from outside the EU, (mainly N America), who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing), HQ BFG or OC

BFGVLO for further advice.

3. The BFG VLO will retain all Logbooks which will be destroyed (Owners are advised to photocopy their logbooks before handing it in to BFG VLO).

4. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, when re-registered by the BFG VLO will be allocated their original BFG number.

h. A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO before its arrival, provided paragraphs 401-406 above are complied with and:

- a. The Owner has already arrived in Germany.
- b. The vehicle is due to be imported within 14 days of the date of application.

Note:

1. Import into Germany includes vehicles collected from the factory or from German dealers.

407. In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration during which the BFG lights test is to be completed. Renewal of BFG registration is to be carried out prior to the expiry date of the 45 day temporary registration. Failure to do so will mean that the vehicle cannot be parked or driven on any public road or place following the 45 day expiry date and no BFG fuel coupons can be purchased.

PRI Vehicles.

408. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

409. The documents and registration plates issued by the BFGVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG VLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFGVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.

They undertake to return BFG registration plates and associated BFG registration

documentation to their Unit BFG Registration Officer/BFGVLO, (see Section 6).

- (1) On posting out of BFG.
- (2) On sale of a vehicle to a person not entitled to BFG Facilities.
- (3) When a new registration number is issued on change of German registration area.

When completed, the Customer is to return the receipt to the BFGVLO, BFPO 40.

Registration Plates and International Identification Stickers.

410. BFG registration plates bearing current BFG registration numbers allotted to vehicles, are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers, a plate need only be displayed at the rear. With immediate effect quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFGVLO for replacements and not make a purchase privately. Replacement plates will incur a cost.

411. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

412. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFGVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

413. The international identification sticker (eg. GB or D depending on the type of plates provided), is to be displayed at the rear of all BFG registered vehicles. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National sticker is not required with Europlates.

414. **Retention of Cherished Registration Numbers.** There is no provision to retain in Germany during the period of BFG registration any cherished number issued by the DVLA Swansea. This is due to complications with the DVLA Database

415. **Personalised Registration Numbers and Plates** are **NOT** permitted under any circumstances. Only those registration plates issued by the BFGVLO are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

416. When a BFG number plate becomes damaged and requires replacement, an

application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €12 per plate or €18 for a pair will be made. UK cheques or Postal Orders will no longer be accepted by the BFG VLO or the Fuel Coupon Accountant. Payment is to be made to the Garrison Central Cash office in cash (Euros). The cash office will issue the payee a signed and date stamped receipt (see Annex K for example). A copy of that receipt should be made by the payee as the original copy is to be sent to the BFG VLO with the respective proforma, Annex E or H of this section. The Central Cash Office is to transfer this money by Bank Credit Transfer by completing in full the BCT, example shown at Annex J, to the Fuel Coupon Account. Annex I is to be used to support money taken and a copy forwarded to the Fuel Coupon Accountant once the money has been transferred. (See also paragraph 417 below).

417. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 or road tax disc is to be made on the proforma at Annex H. €6 of the €35 amounts to an administration charge for the new BFG Form 73, tax disc and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates are to be made to the BFGVLO direct or through their Unit BFG Registration officer. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €12 will be levied for the issue of number plates for bicycle racks. Payment and accounting for these charges for both the owner and cash office will be made in exactly the same way as described in paragraph 416 above.

Change of Unit/Establishment/Status within BFG

418. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with Annex H showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

419. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

420. All such vehicles have to be registered with the BFG VLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

421. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

NOTE. Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO

as per Paragraph 422 above.

Privately Leased Vehicles

422. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

REGISTRATION OF VEHICLES INTENDED FOR TRACK USE ONLY

423. Vehicles intended for track use only include scramble bikes, quadbikes, trikes and stock-cars. All such vehicles must be registered with the BFG VLO.

424. The procedure for the acquisition and registration of such vehicles is as follows:

a. If you are buying the vehicle from a local dealer then you must comply with the rules that govern tax-free car purchases. This means that you will have to conduct the purchase using the NAAFI Official Procurement Agency (OPA).

b. Regardless of where the vehicle is purchased you must apply for a BFG Form 80 (*using BFG Form 60*) from C&I, BFG, BFPO 40.

c. Apply for BFG registration using BFG Form 20 enclosing the following documents:

(1) Insurance – minimum cover is 3rd party.

(2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.

(3) BFG Form 80.

425. If you dispose of the vehicle to a non-Entitled Person (*including motor dealers and traders*) you must apply for and complete **BFG Form 38**. You obtain this document from C&I, BFG. You must not hand the vehicle over to the buyer until you have received instructions from the German Customs following the completion of the BFG Form 38. If the vehicle is to be disposed in the UK you must still apply for **BFG Form 38** and not a BFG Form 414.

426. Following the disposal of the vehicle you must de-register the vehicle with the BFG VLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38**.

NOTE:

1. Vehicles intended for track use only cannot be used on public roads legally.

2. If the vehicle is intended for use on public roads then it must be converted. This

will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.

MOTABILITY VEHICLES

428. Motability vehicles at present cannot be registered on the BFG system however, BFG is in consultation with DVLA and relevant authorities to come to a satisfactory conclusion. In the mean time the customer should apply for registration with supporting documentation as per SOBFG 3213. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with SOBFG 3213 and German law: lights, insurance (GB) and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO BFPO 40. Note the Fuel Card will not be issued until the BFG VLO is in receipt of a BFG Form 65 light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of the Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter.	A light test is required before the initial registration for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.

3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are contained in the same Annex.

4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer have reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.

5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ BFG.

6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.

7. **BFG Inspection Retest.** Vehicles that have failed an inspection and submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**

8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ BFG, who have the pan- Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ BFG.

9. Section 6, Paragraph 620 contains procedures for BFG registered vehicles that are "off-the-road" due to extensive repair work being carried out on them.

10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.

11. It is the Owner's responsibility to ensure that the vehicle is re-inspected before the 1 calendar year anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.

12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines. During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, except those being registered under an Allocation Certificate, regardless of age require a BFG lights test before application for initial BFG registration. Rear fog lights are to be fitted to the off-side (left hand side) of the vehicle. LHD vehicles that have not been registered in the UK are exempt the requirement to have a light test. Where a vehicle is over three years old it must pass a full BFG roadworthiness inspection prior to initial BFG registration.

NOTE:

1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG VLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy showing chassis number, who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).

2. If the vehicle registration is out of date and or they have bought a vehicle on transfer then they should request a Screen Print (SP) from the BFG VLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name than a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG VLO validation stamp.

3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.

14. Headlights must be suitable for permanent driving in right hand traffic systems, i.e. driving on the right. All vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), Continental headlights are to be fitted and the lights re-tested prior to initial BFG registration. **If the light test date is overdue the Owner is not permitted to purchase duty free fuel coupons for the vehicle and the vehicle will be classed as unroadworthy and the vehicle is not to be used on public roads/place and within barracks (see Paragraph 10 above).**

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 903n of these orders. Unit BFG Registration Officers are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164 to include two pairs of disposable gloves and a foil emergency blanket minimum size 2.1metres x 1.6 metres with a thickness of at least 12 microns.
- b. A warning triangle with the DIN approved symbol.

17. **Advisory.** The following are advisory:

- a. Anti Theft Device. Owners, whose BFG registered vehicles were not fitted at the time of manufacturer with a device for locking the steering column, which is a requirement under German Construction and Use Regulations, are **advised** to carry and to use a "Crooklock" or similar device for securing the steering column or clutch pedal.
- b. Spare Fuel. Drivers are **advised** to carry five litres of fuel in an approved container when driving on autobahns.
- c. A Reflective vest.
- d. Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or Mud Snow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.




Complaint Procedures

18. Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ BFG BFPO 39 within 7 working days using the proforma at Annex G.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of restricted zones in some German cities; Berlin, Munich, Düsseldorf, Stuttgart, Köln, Frankfurt and Karlsruhe. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. Failure to display a sticker within a zone may incur a fine of €40 and a penalty point on the driver’s licence.

The emissions stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The particular sticker displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be restricted access to some inner cities in Germany from 2010. The table below shows what the stickers will look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For vehicles that are BFG registered prior to 1 September 2007 the sticker will be issued when the vehicle is to be re-registered at the 1 calendar year anniversary of initial registration. Vehicle owners that require a sticker before their vehicle is due to be re-registered should apply to the Vehicle Licensing Office with a self addressed envelope for a sticker stating their number rank, name, vehicle make, model, date of manufacture and BFG registration number including German number if LHD. The Vehicle Licensing Office will then issue an appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner's responsibility to purchase stickers through German outlets such as garages or TÜV centre's using the German vehicle logbook to identify the emission category.

LEAVE TRAVEL TO NORTHERN IRELAND

All BFG personnel travelling to Northern Ireland (NI) on leave and taking their RHD BFG registered vehicle with them are to remove the 'Emission Sticker' attached to their windscreen before they arrive in NI.

On return to BFG they are to apply for a new 'Emission Sticker' using Annex H to Section 4 to SOBFG 3213. The application is to be signed and stamped by the unit admin office confirming travel to NI had been for leave. The 'Emission Sticker' will then be replaced free of charge.

**CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES,
CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES
WITH MORE THAN NINE SEATS**

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFGVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA(G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability, or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.
- (3) It exceeds half the unladen weight of the towing vehicle.

1. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles ie those meeting the exemption regulations may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L(120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

2. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

3. For imported kit cars and specials the Owner must provide legal valid proof that the vehicle was legally registered or "in use" in another country prior to import into GERMANY. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

4. Motorcycles

a. If engine capacity exceeds 50 cc and first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

5. **Mini buses.** Mini buses including PRI minibuses with more than nine seats are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm its status.

INSURANCE

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. Where a vehicle is being registered in the name of an entitled son or daughter over 17 years old, the insurance must be in the dependant's name. All documents must be the **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG VLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFGVLO. The Chassis No and not the vehicle registration number must be recorded on all insurance documents.

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid, or

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG VLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 1 calendar year from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date the Certifying Officer signs and dates the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG VLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.
4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value, as if the car is written off soon after it is first registered, the authorities of the country where the wreck is located could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 413).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFGVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFGVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company which has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG VLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG VLO following receipt of cancellations from the insurance companies, the Unit/Garrison BFG Office and/or Unit must ensure that the vehicle is taken off the road until the registration has been renewed.
9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG VLO – see paragraph 7 above). A BFG Form 20/20a must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

NOTE; Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

UK INSURANCE COMPANIES AND BROKERS WHOSE POLICIES ARE VALID IN GERMANY

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. These companies may be contacted for BFG registration purposes. **There are other insurance brokers who can provide insurance cover but this must only be with the companies listed below.**

The BFG Helpline (Rheindahlen Mil Ext 4100/civil 02161 472 4100) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT(CSMA members).

Forces Financial provided by Norwich Union, Fortis (now Ageas) and Service Insurance Co.

Towergate Wilson.

TF Insurance Services Ltd (Groupama Insurance Co Ltd).

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFGVLO, BFPO 40.
2. The BFGVLO will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO.
3. The use of a particular insurance company is a private issue and the BFG VLO cannot recommend one way or another or get involved in private disputes.

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REGISTRATION AND INSURANCE OF PRI OWNED AND OTHER CLUB / UNIT OWNED VEHICLES OPERATING IN GERMANY

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and including passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved is detailed in SO BFG 6109 (Traffic Accident Reporting and Claims Procedure).

NOTE: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this, their use in Germany is covered by the NATO SOFA and SA thereto, and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the personal and vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV licence.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in his private capacity (see note after paragraph 7 above). When the vehicle is first acquired a NATO Form 302, not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property or destined to become the property of the Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 40.

APPLICATION FOR ALL REPLACEMENT NUMBER PLATE(S)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Enclosed is a Postal Order for € or £ .

3. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.
 - e. If stolen quote Police Loss Report Number:

NOTE: A charge of €12 for a single plate or €18 for a pair will be made. Postal Order should be made payable to the **BFG Fuel Coupon Account, HQ BFG.**

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

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CARRIAGE OF CHILDREN IN MOTOR CARS

The Law

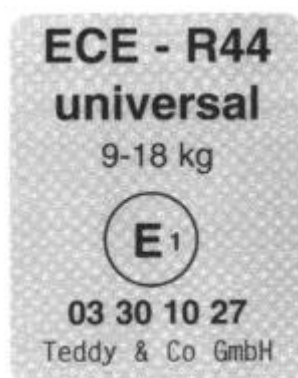
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their licence. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "restricted", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children whose weight exceeds 36 kg should still use category III seats.

Children below 3 years of age

4. Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

Children over the age of 3 and below the age of 12 (or 150 cm in height)

5. Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

Children over the age of 12 or taller than 150 cm (4 ft 11in)

6. Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats, since most parents of smaller children are likely to carry their children in these seats, anyway.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

13. A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

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ROADWORTHINESS INSPECTION CUSTOMER COMPLAINTS PROFORMA

To: SO2 ES HQ BFG BFPO 39		ES Branch Ref No:					
		Tel:			Surname & Initials:		
		Fax:			Rank/Grade:		
		Date:			Signature:		
Military/Civilian Vehicle Registration No							
Vehicle Make & Model: Inspectors Name:				Date of BFG Inspection:			
Unit: UIN:				Location of Test Centre:			
Details of Complaint:							

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**APPLICATION FOR A REPLACEMENT BFG FORM 73*/ROAD TAX DISC*/EMISSION
STICKER**

1. Please send me a replacement BFG Form 73*/Road Tax Disc*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Road Tax Disc*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a Postal Order for € _____ or £ _____ payable to "The Petrol Coupon Account".

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

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BFG VLO RECEIPT

GARRISON/UNIT.....

NO: RANK: NAME:..... VEH-
REG-NO:

- AMOUNT RECEIVED: 6€ DOCS
DATE:
- 12€ SINGLE NUMBER PLATE
- 18€ SET OF NUMBER PLATES
- 35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:
.....

PAYEE SIGNATURE:

UNIT STAMP

BFG VLO RECEIPT

GARRISON/UNIT.....

NO: RANK: NAME:..... VEH-
REG-NO:

- AMOUNT RECEIVED: 6€ DOCS
DATE:
- 12€ SINGLE NUMBER PLATE
- 18€ SET OF NUMBER PLATES
- 35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:
.....

PAYEE SIGNATURE:

UNIT STAMP

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Überweisung



Stadtparkasse
Mönchengladbach

310 500 00

Begünstigter: Name, Vorname/Firma (max. 27 Stellen)

BFG FUEL COUPON ACCOUNT

Nr. des Begünstigten

1 0 1 0 3 0

Bankleitzahl

3 1 0 5 0 0 0 0

Kreditinstitut des Begünstigten

SSK MG

EUR

Betrag: Euro, Cent

1 0 0 . 0 0 0 - 0 0

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des ...isenden - (nur für Begünstigten)

NAME FIRST THEN VEHICLE REGISTRATION OF CUSTOMER

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen)

STATE DOCUMENT OR ITEM REQUIRED

Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

BFG FUEL COUPON ACCOUNT

Konto-Nr. des Kontoinhabers

UNIT ACCOUNT NUMBER

1 0 0 . 0 0 0 - 0 0

2 0

DATE

Datum

A/C NO. H

SIGNATURE

Unterschrift

Dispo

Schreibmaschine, normale Schreibweise!
Handschrift: Blockschrift in GROSSBUCHSTABEN
bitte je Zeichen ein Kästchen verwenden!

Blatt 2 ist für Ihre
Unterlagen bestimmt!

Bitte
NICHT
VER-
GESSEN:
Datum,
Unter-
schrift



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BFG VLO INCOME ACCOUNT

INCOME RECEIVED FROM CUSTOMERS SOURCES

- MONTHYEAR.....

ITEM NO	CUSTOMER IDENTITY		AMOUNT €	BFG FORM No.	REPLACEMENT REQUIRED	DATE TO REGT ACCT	DATE TO FCA / BFGVLO	FCA / BFG VLO ACTIONED DATE
	NAME	RANK						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	TOTAL							

DATE SENT TO BFG VLO.....

DATE RECEIVED FROM F.C.A.....

SIGNED.....

SIGNED.....

SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A checked and countersigned by a Certifying Officer is to be submitted to BFGVLO, BFPO 40 supported by:

- a. BFG Registration Card (BFG Form 73), which must bear a current roadworthiness inspection stamp and date where the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (see Annex C to Section 4). The proof of payment will be retained by the BFG VLO.
- d. Road tax disc.

502.. Renewal of BFG registration is normally to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFGVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by these Orders, is roadworthy, and there is in force in relation to it any certificate of roadworthiness required by these Orders. The vehicle must not be driven outside Germany during this 14 day period.

NOTE. An in-date road fund licence (tax disc) does not necessarily indicate that the vehicle's BFG registration is valid. Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG VLO Helpline.

Change of Area (Applicable only to LHD vehicles and Motorcycles)

503. Upon being transferred permanently to an area that requires a change of vehicle registration plates, e.g. from Mönchengladbach (MG) to Herford (HF), application is to be

made for a new set of registration plates as soon as possible, unless the vehicle is due its BFG registration renewal within 2 months. In such cases the change of area request can be delayed, and carried out as part of the renewal - BFG Form 20/20A is to be endorsed at the top of the front page in red bold letters 'CHANGE OF AREA'. In all other cases where changes are required to the BFG Registration Card (BFG Form 73) the proforma at Annex B is to be used.

504. The new registration plates will be sent to the Unit BFG Registration Officer under cover of a letter that instructs him or her not to release the new registration until the old plates are handed to him or her. The Unit BFG Registration Officer is then required to return the old registration plates to the BFGVLO within 14 days after receiving the new plates.

505. If the old plates are not received at the BFGVLO 16 days after the new plates were despatched, the unit will be contacted by telephone for an explanation as to the current whereabouts of the old registration plates and why they have not been returned.

506. Spare.

507. If the old registration plates have not been returned seven days after the first reminder, a letter will be forwarded to the Commanding Officer/Head of Department requesting him or her personally to intervene in the recovery of the old registration plates and their prompt despatch to the BFGVLO. This letter will be copied to G1 (Disc) HQ BFG or G1 (Disc) HQ 1 (UK) Armd Div, as appropriate, and the local Service police detachment.

Note:

1. Subsequent rejections for a renewal or transfer renders the vehicle illegal to drive on any public road or place until registration has been completed.
2. It is the responsibility of the owner of the vehicle to ensure that his vehicle's registration is in date and valid.

CERTIFICATE OF PROOF OF DESPATCH OF REGISTRATION DOCUMENTS

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name)

in respect of BFG Vehicle Registration Number

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date)
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73 (annotated on change of ownership in accordance with SO BFG 3213 Paragraph 604)
- h. * BFG Road Fund Licence (Tax Disc)
- i. * BFG Form 4003
- j. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- k. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMP

Signed
Name
Rank
Unit

NOTE: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

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APPLICATION FOR CHANGES TO BFG REGISTRATION DOCUMENT

Amended Details

Service /Passport Number:_____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number:_____ area:(see note 3) _____

Chassis No:_____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

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SECTION 6 - DISPOSAL AND BFG DEREGISTRATION OF TAX FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of tax-free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 605 to 608)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraphs 609 to 611)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 612 to 613)

Disposal of vehicles in the first two categories will require the use of a BFG Form 414 unless a BFG Form 38 has been completed. The earliest date on which BFG Form 414 will be valid for use will be the date 1 calendar year after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38. Use of a BFG Form 38 will always require the payment of German VAT.

Change of Ownership

601. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFGVLO BFPO 40.

Sale/Transfer to an Entitled Person in BFG

602. When a vehicle is sold or transferred to a person to whom these Orders apply, the BFG registration is to be transferred in accordance with paragraph 604 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser's use of the vehicle. Please note paragraphs 301 above and 613 below for the penalties incurred if a new tax-free vehicle is disposed of within 1 calendar year of BFG registration (see Section 2 for definition of "New Tax Free Vehicle" and "disposal").

604. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to complete the following forms:

(1) Bill of Sale (See Annex F) in duplicate.

(2) BFG Form 4003.

b. The **vendor** is to give to the purchaser the following documents and obtain a receipt for them:

(1) BFG Road Fund Licence (Tax Disc) (RHD vehicles only)

(2) One copy of the Bill of Sale, signed by both vendor and buyer.

(3) Number Plates as this will still be on vehicle.

(4) Photocopy of BFG Form 73.

c. The **vendor** is to send the original copy of the BFG Form 4003, Bill of Sale and BFG Form 73 direct to the BFGVLO or through the Unit BFG Registration Officer to de-register the vehicle.

d. The **purchaser, within 14 days**, is to submit to his or her Unit BFG Registration Officer for onward transmission to the BFGVLO or direct to the BFG VLO. Registration is to be carried out regardless of the condition of the vehicle. Failure to BFG register will result in an administrative penalty being incurred.

(1) A completed and authenticated BFG Form 20 (Application for BFG registration).

(2) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG VLO.)

(3) Proof of insurance. See Annex C to Section 4.

(4) The BFG Road Fund Licence (tax disc) if applicable.

(5) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.

(6) Photocopy of BFG Form 73.

- e. When submitting the documents listed at sub paragraph d above to the BFGVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFGVLO and the documents are in the possession of the new Owner.
- f. If the vehicle is a “New Tax Free Vehicle” (see paragraph 220) the purchaser must not dispose of it until it has been BFG registered for 1 calendar year in the purchaser’s name if the purchaser is not to incur a penalty for early disposal (see paragraph 301).

Disposal of Tax Free and Tax Paid Vehicles to a Non Entitled Person in the UK and Registration of Vehicles in the UK other than Tax Free Vehicles BFG registered under 1 calendar year on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

605.

- a. **Tax free Vehicles:** Before disposing of (**within the meaning of paragraph 208 above**) a BFG registered tax free vehicle, Owners are to obtain BFG Form 414. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- b. **Tax paid Vehicles.** BFG Form 414 must also be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle. Failure to use BFG Form 414 will result in penalties detailed in paragraph 301 to Section 3 being imposed.
- c. **BFG Form 414** (Authority for personal imports only).
- (1) BFG Form 414 is obtained by submitting BFG Form 414A (available in units) to C&I BFG, BFPO 40, together with the current BFG road tax disc and a stamped addressed envelope for reply. BFG Form 414 is required in order to register vehicles with the DVLA. However, in the event an Entitled Person manages to register a vehicle purchased and BFG registered as a New Tax Free Vehicle with the DVLA without using BFG Form 414, the penalties in paragraph 301c will be imposed.
- (2) **BFG Form 414 will be marked clearly with a “Valid For Use From” date and must not be used before that date. In the case of vehicles purchased and BFG registered as New Tax Free Vehicles, the earliest “Valid for Use From” date will be the date 1 calendar year after the date of initial BFG registration.**
- (3) **BFG Form 414 will not be issued in respect of vehicles**

purchased as New Tax Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 609 to 611 (TOR) below apply or VAT has been paid on the vehicle).

(4) BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 210 above) or if the BFG registration is not current.

(5) BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued, or by their spouse, except as provided for at paragraph 606 below. BFG Form 414 must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

606. BFG registered vehicles must be taken to the UK for disposal **in person** by the Owner or, if married, their spouse. If either is unable to take the vehicle to the UK in person, written authority must be sought from G1 (Vehicle Licensing), HQ BFG, BFPO 140, for another Entitled Person to take the vehicle to the UK on their behalf giving proper reasons for requiring the special authority. Where possible the Owner is to travel in the vehicle even if he or she is temporarily unable to drive. Personnel are warned that the German authorities may regard as meaningless documents assigning power of attorney to a Non-Entitled Person, such as a car dealer or transport company, to take the vehicle to the UK on the Owner's behalf. **Once UK registered the vehicle must not be brought back to Germany** without authority from G1 (Vehicle Licensing), HQ BFG, BFPO 140 (see Note 3 below). Personnel are reminded of the need for **Certificates of Conformity (COC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a COC cannot be obtained from the manufacturer or dealer, then the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to effect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on repayment) of GB Type Approval to enable registration with the DVLA to be effected.

Notes:

1. **If a LHD vehicle** or motorcycle is being UK registered, **the UK style BFG number must be quoted, not** the German style number which is only issued for security purposes. In addition Owners will have to provide the DVLA with a Certificate of Mutual Recognition from the Vehicle Certification Agency – see above. Details of what is required are at Annex E.

2. Registration with the DVLA must be carried out promptly on arrival in the UK. **There is no period of grace** once the Owner has left BFG and entitlement to BFG registration ceases. See Paragraph 611 for more details. **The BFG registration must be current at the time of registration with the DVLA.** In cases where the application is being made prior to the 1 calendar year date of initial BFG registration, the BFG Form 414 will not be issued unless there is at least 5 days current BFG registration remaining from the 'Valid for Use From' date.

3. Entitled Persons who import Tax Free Vehicles into the UK must not subsequently re-export those vehicles (each Entitled Person declares on BFG Form 414A that he or she will not remove the vehicle from the UK after UK registration). Notwithstanding this, if the Entitled Person concerned is subsequently posted back to Germany, permission may be granted by SO2 G1 Veh Lic, HQ BFG for such vehicles to be re-imported into Germany.

4. **BFG registered vehicles must be deregistered with the BFG VLO within 28 days of disposal by returning the BFG number plates and completed BFG Form 4003. The application for BFG Form 414 (C&I BFG document) is not part of the vehicle de-registration process.**

5. **A vehicle purchased as a New Tax Free Vehicle that has been BFG registered for less than 1 calendar year that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until the date 1 calendar year from the date of initial BFG registration before it can be sold or transferred. The penalties for sale or transfer of ownership before this date are set out in paragraph 301c and 301d above.**

607. When the vehicle is released to its new non entitled Owner in the UK the BFG Owner must remove the following items from the vehicle and return them to their Unit BFG Registration Officer where they will be given a BFG Form 4003 for completion.

a. For RHD Vehicles:

(1) UK Style Vehicle Registration Plates (including those for any towed equipment).

b. For LHD Vehicles:

(1) German Style Vehicle Registration Plates.

608. BFG registered vehicles that become an **insurance write off** (beyond economic repair, outside the UK) and that are purchased by certain firms from the insurance companies, can be transported to the UK by Non Entitled Persons so long as the firm has received authorisation from the German Customs on BFG Form 38. **Only firms with German addresses will receive such authorisation.** When the wreck is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFGVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-free Vehicles in use for less than 1 calendar year Taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

609. On TOR to the UK of the Head of Household, Entitled Persons, may each take to the UK, and register with the UK authorities, one vehicle purchased and BFG registered as a New Tax Free Vehicle which has been in use less than 1 calendar year, without incurring a penalty. Such vehicles must, however, be retained (i.e. not sold or transferred) for a period of 1 calendar year from the date of initial BFG registration to avoid the imposition of a penalty under paragraph 301c and 301d above. This concession is restricted to one New Tax Free Vehicle (usually one car or one motorcycle) per Entitled Person. The vehicle must have been BFG registered and used for a minimum of **7 days** in Germany. Please also see Note 2 after paragraph 606.

610. **BFG Form 414** is required in order to import to the UK a BFG registered tax-free vehicle on TOR and will not be issued retrospectively (see paragraph 605c). With effect from **01 Sep 08** all applications for BFG Form 414 (NMT) for a New Tax Free Vehicle which is under 1 calendar year old and which is to be taken into the UK on Permanent TOR must be made on **BFG Form 414B**. See paragraph 605 above on the need to use BFG Form 414 if VAT is to be avoided. BFG Form 414B may be submitted at any time before the TOR takes place but such applications may only be made by post and individuals are advised to ensure that they allow sufficient time for the processing of documentation which should take account of postal transit times.

611. Once the vehicle is taken into the UK it must be registered with the DVLA without delay. There is no period of grace and once the Owner has left Germany the entitlement to BFG registration ceases. Please see Paragraph 606 for details of documents required for UK registration, and Paragraph 607 for deregistration for the BFG VLO. Deregistration must be completed within 28 days of registration / re-registration with the DVLA.

Note: Vehicle Owners are reminded of the declaration they make at paragraph 1e to Annex B to this Section, i.e. "I must not sell or transfer ownership of the vehicle until the date 1 calendar year from the date of initial BFG registration".

Disposal to a Non Entitled Person in Germany or Elsewhere Excluding the UK

612.

a. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 will result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

b. BFG Form 38 is required to dispose of both tax-free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase repossession, to sponsored vehicles and to insurance write-offs handed to dealers / salvage companies etc in Germany.

c. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) UK Road Fund Licence (Tax Disc)(Local Release only).
 - (b) BFG Form 73 (BFG Vehicle Registration Card).
 - (c) UK style number plates, including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

613. The penalties for disposal of a vehicle purchased and BFG registered as a New Tax Free Vehicle that has not been BFG registered for 1 calendar year are set out in paragraph 301c and 301d above. If the Owner has disposed of the vehicle before it has been BFG registered for 1 calendar year and has already BFG registered a replacement vehicle before the BFGVLO is informed of the disposal of the previous vehicle, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered. Vehicle Owners should be aware that HM Revenue & Customs notify the BFG authorities of the date of UK registration/re-registration of tax-free vehicles brought into UK. Checks to verify the period of BFG registration are conducted by the BFG authorities.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

614. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to his or her previous Unit BFG Registration Officer the items listed below for onward transmission to the BFGVLO. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 615 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased tax-free then German tax will be due on the vehicle.

- a. For RHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) UK Road Fund Licence (Tax Disc).
 - (3) BFG Form 73 (BFG Vehicle Registration Card).
 - (4) UK Style Vehicle Registration Plates (including those for any towed equipment).

- b. For LHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) BFG Form 73 (BFG Vehicle Registration Card).
 - (3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

615. Personnel who have returned to the UK are to return documentation and plates direct to the BFGVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG VLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFGVLO via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFGVLO, BFPO 40. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

616. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 40, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Recent changes in German policy mean that Owners of BFG registered tax free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities.

Abandoned and Scrapped BFG Registered Vehicles

617. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. Where a BFG registered vehicle is scrapped in Germany, a Certificate of Disposal (COD) is to be obtained from the scrap dealer and submitted to the BFGVLO with the BFG Form 4003 requesting de-registration of the vehicle. The COD must show the Make, Model, Colour and Chassis No of the vehicle. **BFG Form 38 is also required and should be sent to C&I BFG, BFPO 40.** A previously scrapped vehicle can only be BFG re-registered on the production of a Gutachten.

Lost Registration Plates

618. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and the BFGVLO. A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

619. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFGVLO.

BFG Registered Vehicles "Off the Road" Under Repair

620. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFGVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

621. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty in the new unit in the UK. Purchase of duty free fuel coupons is not permitted during this leave period (see also paragraph 624d (2) for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

622. Vehicles imported to the UK from BFG must have their headlights changed from dip right to dip left or vertical. Headlamp screening tape is not to be used except during the journey from the port of entry to the chosen address in UK. Please note the need to register vehicles promptly with the DVLA. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

623. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also, within 24 hours, report the theft to their local Service Police unit. The RMP initiate a Stolen Vehicle Report that enables the BFGVLO to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

624. Subject to the provisions of paragraph 625 entitlement to BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 30 days temporary registration lapses (see Section 4 paragraph 408).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from the forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

(1) Is posted to a station in Belgium, BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.

(2) Wishes, and is authorised to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 625).

(3) Is an officer or soldier, authorised to take local discharge or is a civilian taking up local residence on ceasing to be an Entitled Person, he or she may retain BFG Vehicle licensing and prepayment fuel coupon facilities until his or her last day of terminal leave.

625. The extension of registration referred in paragraph 624d(2) is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit BFG Registration Officer is to endorse the BFG Registration Card (BFG Form73) in the fuel coupon section "**Cancelled**" and the Owner is to be informed that he or she must not tender prepayment fuel coupons to any filling station during the period of the registration extension. This application when approved, is to be forwarded to the BFGVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration

626. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

may apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as "Special Off Road" and must not be driven or parked on any public road or place during the period that it is categorised as such.

627. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on a designated off road park in barracks. If uninsured a SORR vehicle cannot be parked on a public road or place as defined in Section 2, Paragraph 215.

b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

628. The BFG VLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

629. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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ABANDONED AND SCRAPPED BFG REGISTERED VEHICLES

If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 40 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;

or

 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of the Force he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO, the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of the Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 40.
 - c. The order to remove the vehicle is to be forwarded to his or her CO for service, under cover of a letter from the CO of the unit where the vehicle is located, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 140, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 40 and OC BFG VLO, BFPO 40.

3. Where the Owner is not known, and cannot be traced through the BFGVLO, or otherwise:

a. A notice is to be published in unit orders stating the intention to dispose of the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.

b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG VLO is to be kept informed.

c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.

d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.

e. If a vehicle is purchased under sub-paragraph b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.

f. Where the Owner is not known, cannot be traced through the BFGVLO and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departments is to be sent to the OC BFG VLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.

g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFGVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters "ABANDONED/SCRAPPED VEHICLE"). This form is to be completed as far as is possible.
- b. BFG Form 73 and BFG Road Fund Licence (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the "Disposal of old cars ordinance".

A vehicle declared as 'scrapped' will not be re-registered by the BFG VLO until it has passed a TÜV test

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**APPLICATION FOR EXTENSION OF BFG VEHICLE REGISTRATION FACILITIES
TO COVER END OF TOUR LEAVE TO BE SPENT ELSEWHERE THAN IN THE UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d.(2) SO BFG 3213 (Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BFG 3213.

Signed Name and Initials

To: BFG Vehicle Licensing Office
BFPO 40

Extension of BFG registration in respect of vehicle(s)

registered number(s)

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date:

Signed

Distribution:

- Copy to:
1. Applicant
 2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.
 3. Unit records.

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CERTIFICATE OF MUTUAL RECOGNITION FOR A LHD VEHICLE IMPORTED INTO THE UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

- (1) A rear fog light has been fitted to the right hand side of the vehicle.
- (2) The headlamps have been permanently adjusted to dip to the left.)
- (3) The speedometer shows both MPH and KPH.
- (4) Side repeat indicators have been fitted.
- (5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

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BILL OF SALE - TRANSFER TO AN ENTITLED PERSON

(To be completed in duplicate. Buyer to include their copy with Insurance, and Tax Disc (if applicable) **to BFG register within 14 days of date of sale**. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

VENDOR'S DETAILS

BUYER'S DETAILS

Number:

Rank:

Name:

Unit:

Number:

Rank:

Name:

Unit:

VEHICLE DETAILS

Make:

Chassis No:

Colour:

Model:

Reg No:

The Seller acknowledges the receipt of €/£ as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- | | |
|----|----|
| a. | d. |
| b. | e. |
| c. | f. |

The following items have been given to the Buyer (*delete as applicable):

BFG Road Tax Disc	Bill of Sale	*UK Log Book (not BFG Form 73)
*German Log Book	BFG Plates	Photocopy of BFG Form 73

Vendor's Signature:

Date:

Buyer's Signature:

Date:

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SECTION 9 - RESPONSIBILITIES OF A GARRISON/UNIT BFG REGISTRATION OFFICER

Appointment of a Garrison/Unit BFG Registration Officer

901. **COs and HoEs (civilian establishments) are to appoint a Unit BFG Registration Officer and a deputy who are to be a Commissioned Officer or a Warrant Officer/Senior NCO or a UKBC of equivalent status, or LEC of at least Grade 6.**

902. **Training.** All Garrison/Unit BFG Registration Officers, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Officer Training Course at the BFG VLO. Following appointment, dates of courses are to be arranged with OC BFG VLO.

903. **Responsibilities.** Garrison/Unit BFG Registration Officers are to:

a. Where access to the BFG VLO database is not possible maintain a register of BFG Vehicles owned by members of, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

- (1) The Owner.
- (2) Vehicle registration number.
- (3) Validity of insurance.
- (4) Expiry date of current registration.
- (5) Date next roadworthiness inspection becomes due.
- (6) Latest date for lighting test for vehicles under three years old..

Note: Only Garrison/Unit BFG Registration Officer or their nominated deputies of the rank of Sgt/C4A or above may sign BFG Forms 20, 20A and 4003. A Commissioned Officer or UKBC equivalent may also sign these forms as a Certifying Officer (See Paragraph 206 above).

- b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licences (Paper licence and photocard) are to be inspected and BFG Form 57 is to be checked. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration, (BFG Form 20 or 20a), are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf except in the case of initial registration which must be signed by the applicant. In such cases the application is to be accompanied by a note of explanation, countersigned by an authorised BFG Office Clerk.
- c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFGVLO.
- d. Maintain a diary of expiration of insurance cover/vehicle registration to remind individuals 30 days in advance of that expiry date so that renewal is put in train. Pass on BFG Form 20A (Renewal Reminders) received from the BFGVLO to the vehicle Owner.
- e. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.
- f. Upon being notified by BFGVLO that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG VLO certifying the action taken within 14 days of receipt. If unable to meet this deadline inform the BFG VLO giving the reasons.
- g. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.
- h. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.
- i. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.
- j. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFGVLO.
- k. Within 14 days of the Owner of a BFG registered vehicle being posted to the

unit from another part of BFG, inform BFGVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.

l. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.

m. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.

n. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 30th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. Garrison/Unit BFG Officers are not to confiscate private vehicle keys and driving licences.

o. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.

p. Ensure that when entitlement to BFG registration facilities ceases, eg posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison/Unit BFG Registration Officer for onward transmission to the BFGVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 615) when plates etc are sent direct to the BFGVLO.

q. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG registration plates in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non Entitled Person, eg. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.

r. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFGVLO in circumstances of an Arms Plot or other ordered moves.

s. Ensure that the unit clearance certificate includes clearance by the Garrison/Unit BFG Registration Officer. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 4003 and briefed on the procedure for de-registration. In addition ensure that the Renewal Reminders (BFG Form 20A) received from the BFGVLO for individuals posted from the unit are redirected to the vehicle Owner at their forwarding address.

t. Record details of driving bans affecting all units and establishments covered

by the Unit BFG Registration Officer.

u. Attend BFG VLO seminars.

SECTION 10 - PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL

General

1001. The sale of prepayment fuel coupons for the supply of motor fuels for use in BFG registered vehicles is a unit responsibility in conjunction with G4 Log Sp (Ground Fuel) HQ BFG, to whom any matters of policy concerning the scheme are to be directed.

Sale of Prepayment Fuel Coupons

1002. Owners of BFG registered vehicles may buy from selling points fuel coupons that can be exchanged for petrol and diesel at authorised filling stations within Germany for use in their private vehicles. Fuel coupons may be purchased against a monthly allowance depending on the type of vehicle and its engine capacity (see Annex A to this Section for the allowances). Purchases may only be made during a valid period of registration and are recorded on the BFG Registration Card (BFG Form 73). Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Paragraph 210, Section 2 of this Standing Order, may purchase fuel coupons from selling points for the vehicle. **Due to changes in manning authorities, as a direct result of reducing customer needs, coupons are only authorised for sale in the quantities detailed at Section 10, Annex A, Paragraph 2 of this order.**

Validity Checks

1003. Persons engaged in selling fuel coupons are to ensure that the BFG Registration Card (BFG Form 73) is valid in all respects, that is to say:

- a. The registration period shown is current.
- b. The roadworthiness date is current.
- c. The lights check is not overdue (if applicable).
- d. The card is signed by the vehicle owner.
- e. The quantity of fuel coupons is within entitlement.

If a BFG Registration Card (BFG Form 73) is not valid in all respects then fuel coupons are not to be sold. Coupons are not to be sold on the basis of a Proof of Posting Certificate. Fuel coupons cannot be purchased for private vehicles that are not BFG registered, irrespective of the conditions under which the owner is present in Germany.

Restrictions on Use of Prepayment Fuel Coupons

1004. Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. The improper use of fuel coupons will normally result in the withdrawal of BFG vehicle facilities from the offender², in addition to any disciplinary action that may be taken.

1005. **Prepayment fuel coupons are not transferable.** Fuel obtained using coupons is not to be disposed of, or in any way used, or permitted to be used, except in the BFG vehicle in respect of which the fuel coupons were purchased. **Fuel coupons are not to be used in the pursuance of any business venture; they are to be used for private motoring only.** It should be noted that:

a. Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

b. Service station staff have the right to request production of the fuel coupons before allowing delivery of fuel into the vehicle's tank, in order to check the number of the vehicle against the number inserted on the coupon, and that the coupon has been signed. Service station staff may also request production of BFG Form 73 and some other form of identification to satisfy themselves that fuel is being delivered to an entitled person. **Such a request is not to be refused.**

c. Service station staffs have the right to refuse fuel coupons that are incomplete or illegibly completed.

d. The service station operator is not in all cases under an obligation to accept fuel coupons. However, any instance where refusal to accept fuel coupons is encountered should be reported to G4 Log Sp (Ground Fuel), HQ BFG, so that the matter can be raised with the contractor.

e. Residual stocks of the BFG Fuel Map showing fuelling points available on autobahn and along the borders of Germany may be obtained from Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ BFG, BFPO 140.

1006. Details of the prepayment coupon scheme are contained in Annex A to this section.

Prevention of Abuse

1007. HQ BFG, in liaison with the oil companies who hold the contract to supply fuel against fuel coupons and German Customs authorities, periodically audit fuel coupons that have been tendered in exchange for fuel at retail outlets throughout Germany. The aim of this audit is twofold:

a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.

- b. To detect abuse of the scheme by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1008. **All units are therefore to publish in their routine orders on a quarterly basis the following:**

“Prepayment Fuel Coupons

Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. Coupons are not to be sold for use in vehicles where the BFG registration is not “in date” and that do not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73.

Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Standing Orders for British Forces (Germany), Part III, Chapter 2, Standing Order 3213, Section 2, Paragraph 210, may purchase fuel coupons from selling points for the vehicle.

Fuel coupons are not transferable. Fuel obtained using them is not to be disposed of, or in any way used, or permitted to be used, **except in the BFG Vehicle in respect of which the fuel coupons were purchased.**

Fuel coupons are not to be used in the pursuance of any business venture, nor are they to be tendered as a means of payment for any goods or services; they are to be used for private motoring only.

Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

The improper use of fuel coupons will normally result in the withdrawal of BFG facilities from the offender, in addition to any disciplinary action that may be taken.”

Accounting Instructions for the Sale of BFG Prepayment Motor Fuel Coupons

1009. Accounting instructions for the sale of BFG motor fuel coupons are detailed at Annex B to this instruction.

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PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL

Basic Allowance (For Private Owners Only)

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
Cars, vans	
Up to 1300 cc	200 litres
From 1301 cc	400 litres
Motor cycles and mopeds	
Up to 449 cc	80 litres
450 – 850 cc	90 litres
851 cc and over	110 litres
Rotary Engines	
Up to 43 kw	200 litres
From 44 kw	400 litres

2. Fuel coupons within the authorised allowance may be drawn from a designated coupon selling point that will be responsible for checking the validity of the registration card and entering on it the number of litres drawn. **Due to changes in manning authorities, fuel coupons are only to be sold in quantities of a minimum of 40 litres or above.**

3. Fuel coupons may be drawn for the current month. Registration for at least one day in a month gives entitlement to a full basic ration for that month. If a vehicle is unregistered for a full calendar month, no entitlement exists for that month.

4. Fuel coupons that are not drawn in the month of entitlement become forfeit at the end of the particular month. A full month's coupon entitlement, or whatever element is unused, is retained if a vehicle is deregistered and subsequently re-registered within the same month.

5. Fuel coupons are valid for a 25 month period, eg 1 Mar 11 to 31 Mar 13. If not used before 31 Mar of the year in which their validity ends they can be surrendered and exchanged on one-for-one basis if BFG registration is still valid or for cash, if the vehicle has been disposed of on production of Deregistration Certificate BFG Form 272, at selling points up to 31 Mar of the following year ie 31 Mar 14 (See also Sect 10, Annex B, Paragraph 7c).

Supplementary Allowances

6. **Entitlements to supplementary coupons no longer exist under the new Forces Custom Law (Truppenzollgesetz).**

Refund of Current Coupons

7. Refunds and exchanges of coupons are to be minimised to reduce the losses to the Fuel Coupon Account through price variations and accounting effort. Up to **one** months ration of current valid coupons may be exchanged, or surrendered for cash, on

- a. Disposal and replacement of the vehicle for which they were purchased. Any residual ration will be deleted from the ration card.
- b. Loss of BFG entitlement.

Refund for Coupons taken out of Germany

8. Refunds for fuel coupons taken out of Germany will be made on request to BFG Fuel Coupon Accountant up to one year after leaving Germany. These refunds will be liable to an administration fee of € 3.00 irrespective of the number of coupons refunded. The value of any fuel coupons returned to Fuel Coupon Accountant without a request for a refund will be donated to SSAFA.

ACCOUNTING INSTRUCTIONS FOR THE SALE OF BRITISH FORCES GERMANY (BFG) PREPAYMENT MOTOR FUEL COUPONS

1. **Introduction.** The rules for the sale of BFG prepayment motor fuel coupons are detailed in Standing Orders for British Forces in Germany². Those responsible for selling coupons must be familiar with these rules and have a copy available at the selling point. This letter contains the following information concerning the sale of the new series coupons:

- a. Authorised account holder & demand authority.
- b. Authorised floats.
- c. Indenting for fuel coupon supplies.
- d. Accounting within the selling point and to the Fuel Coupon Accountant (FCA).
- e. Selling prices.
- f. New series coupons action at the end of Feb XX.
- g. Refunds & exchanges.
- h. Insurance.
- i. Sales to personnel of other entitled nations.

2. **Authorised Account Holder & Demand Authority.** Prior to the issue and sale of fuel coupons, units responsible for selling points are to confirm details of the local account holder and those authorised to demand replacement coupons by completing Appendix 1 to provide the updated listing of specimen signatures. On change of account holder, Appendix 1 is to be completed by the new incumbent and countersigned by the outgoing signatory. Any additional personnel authorised to demand coupons may only do so after submitting Appendix 1 countersigned by the authorised account holder.

3. **Authorised Floats.** The account holder is authorised to hold a float of coupons up to a total representing the expected average sales over a two week period. The minimum holding for any grade of fuel is 5000 litres due to the size of the packages. **Selling points are to ensure they count every pack of 5000 to establish that there are no extra or missing sheets.** No coupon must be sold from a pack that does not have the correct amount of 50 sheets. Irregularities will only be accepted when full unopened packs are returned to this office.

2. Standing Orders for BFG, Part III, Chap 2, SO 3213, Section 10

4. **Indenting for Fuel Coupon Supplies.**

Initial Indent. The initial coupon indent for the new series coupons should be for the amount of the authorised float. The indent is to be submitted to FCA, HQ BFG using Appendix 2 to this instruction by Jan XX in the year of the new series. Appendix 3 is **not** required in support of the initial indent.

a. **Subsequent Indents.** All subsequent indents are to be made in multiples of 5000 litres using Appendix 3 to this instruction and forwarded direct to FCA either by mail or by fax. At no time may holdings of coupons exceed the authorised float levels, however, the account holder should maintain stock levels at their maximum to avoid unnecessary indents being submitted and shortfalls at selling points. All indents must be completed and signed by the authorised account holder.

b. **Dispatch of Coupons.** Coupons will be posted to units via the BFPO system using 'next day delivery' or collected by hand by authorised account holders depending on arrangements already in place.

5. **Accounting.**

a. **Registration Card (BFG Form 73).** After checking the card's validity the number of litres sold should be recorded on it. When each month's ration has been fully drawn, ie 400 litres, the suffix 'F' is to be entered after the month in question in the 'Issue For' column, e.g. Jan (F). This method of recording should be used to avoid misunderstanding where individuals use more than one selling point.

b. **Within the Selling Point.** Locally produced daily sales books/sheets or appropriate computerised systems may be used to record sales at selling points. Alternatively, copies of BFG B35 (BFG Fuel Register) can be obtained upon request from FCA.

c. **Monthly Reconciliation.** The original copy of Appendix 4 to this instruction, completed and signed by the account holder, should be forwarded to the FCA on or before the 10th day of the following month, without exception. Payment is also to be made by Bank Credit Transfer (BCT) by the 10th day of that month to the account details contained in Annex D to this instruction. The 'Verwendungszweck' section of the BCT should be completed showing selling point title and month and year of sale.

d. **Format of Appendices.** **The account holder is requested to complete appendices in the same format as those contained in this instruction.**

6. **Selling Prices.** Coupon selling prices can fluctuate monthly. A 'Change of Price' and 'No Change of Price' letter will be sent out by Log Sp (Ground Fuels), HQ BFG, by fax on the last working day of every month. The onus is upon the account holder to verify the prices before commencing sales. No allowance can be made by the FCA for coupons sold at the wrong price.

7. **New Series Coupons action at the end of Feb XX.** The current issue coupons are valid until 31 Mar XX. New series coupons will be available towards the end of Feb XX and will be valid from 01 Mar XX to 31 Mar XX. The account holder is to ensure that sales of previous series coupons cease with effect 28 Feb XX and that sales of the new series commence not before 01 Mar XX. Key actions are listed below:

a. **Indent for New Series Coupons.** An indent for new series coupons should be submitted to the FCA using Appendix 2 to this instruction by 19 Jan XX; see Para. 4.a.

b. **Sales of Old Series Coupons are to cease 28 Feb XX.**

c. **Exchanges.** The exchange of previous for new coupons during Mar XX should be avoided where possible, as both series' are valid throughout the month. The exchange or refund of previous coupons for the new series coupons is permitted up to and including 31 Mar of the following year. **Thereafter there will be no exception to exchange coupons. Exchanges will be one for one. Previous coupons are to be recorded as refunds and new coupons are to be recorded as sales in BFG Fuel Register - BFG B35. No entry is required on the BFG Form 73 in respect of one for one exchanges.** The top halves of exchanged coupons should be attached as supporting vouchers to the original copy of Appendix 4 and recorded as prior year refunds on the reconciliation.

d. **Return of Unsold Previous Coupons.** Un-issued fuel coupons are then to be disposed of under unit arrangements by means of a properly convened destruction board. A certificate of destruction is then to be rendered to the BFG Fuel Coupon Accountant with that month's fuel coupon reconciliation. Any fuel coupons exchanged for cash, must be defaced and returned to the BFG Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ BFG, in support of entries made on the relevant monthly coupon reconciliation.

e. **Local Advertising.** Selling points are requested to initiate local advertising regarding the change of series, particularly where op tours are liable to make it difficult for individuals to exchange coupons during the period. The FCA will initiate BFG wide publicity.

8. **Refunds and Exchanges of Current Coupons.** Refunds and exchanges of current coupons are to be minimised to reduce losses to the BFG Fuel Coupon Account through price variations and accounting effort. Up to one month's ration of current valid coupons may be exchanged on disposal and replacement of the vehicle for which they were purchased. Cash refunds will only be permitted to the value of one month's ration on posting out of theatre or loss of entitlement. In both cases any residual ration should be deleted from the ration card. Selling point action is required as follows:

a. **Confirm.** Confirm reason for refund; see proof of sale / de-registration or posting order.

b. **Exchanges.** Account for exchanges as a refund in cash followed by a new sale. Delete the ration entitlement on the new ration card.

c. **Cash refunds.** The rate to be used is the **current** month's selling price (unless otherwise instructed).

d. **Coupons.** Cut the returned/exchanged coupons in half; destroy the bottom halves and attach the top halves as supporting vouchers to the original copy of Appendix 4. All refunds of current series coupons must be shown as 'current year' refunds on Appendix 4.

e. **Resale.** Under no circumstances may returned/exchanged coupons be resold.

9. **Insurance.** BFG selling points are to ensure that for insurance cover the 2 weeks float is not exceeded. The premium for all selling points will be paid from the Fuel Coupon Account.

10. **Sales to Entitled Personnel of Other Nations.** Due to the provision of BFG coupons to various other Sending States Forces, sales to other nationals not registered with the BFG VLO are not permitted without specific authority from HQ BFG.

11. **Contact Details.** Any further advice or assistance required in conjunction with this Annex should be addressed to:

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters Germany Support Group
BFPO 140

Tel No: 02161 472 3852

Fax No: 02161 472 3853

From: _____

**Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140**

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853

E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

**AUTHORISED ACCOUNT HOLDER
SPECIMEN SIGNATURES & CONTACT TELEPHONE NUMBERS**

1. It is mandatory that this office is informed of any changes of Account holder and authorised signatories.
2. Failure to comply with this request will result in the rejection of future indents and reconciliations not matching the details held by the Fuel Coupon Accountant (FCA).
3. Please complete the details below and return to this office.

From: _____ UIN: _____
Full Postal Address: _____ Tel: _____
Fax: _____

Authorised Account Holder: _____

Specimen Signature 1: _____

Name in Block Capitals: _____

Specimen Signature 2: _____

Name in Block Capitals: _____

Signature _____ Date: _____

Rank/Grade _____

Appt (CO/Supervising Officer)

Notes on Completion:

1. Initial notification of Account Holder at Para 3 requires CO or Supervising Officer.
2. The authorised Account Holder may submit changes to the list at Para 3 without CO/Supervising Officer countersignature (if agreed at unit level).
3. CO's Cash & Bank checks are required at least 5 times per annum.

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APPENDIX 2 TO
ANNEX B TO
SECTION 10

From: _____

UIN: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Date: _____

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852

Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853

E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

AUTHORITY FOR ISSUE OF FLOAT

1. Authority is requested for the following float of 20XX/20XX coupons.

DIESEL _____ (LITRES)

DIESEL + _____ (LITRES)

SUPER 95 _____ (LITRES)

SUPER E10 _____ (LITRES)

SUPER + _____ (LITRES)

(MINIMUM 5000 LITRES FOR ALL GRADES)

2. The above amounts are based on one months' average sales.

NOTE : This application also acts as your first indent. Appendix 3 is **NOT** required at this time.

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From: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Date : _____

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853
E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

**INDENTING FOR FUEL COUPON SUPPLIES –
SUBSEQUENT INDENTS**

SELLING POINT TITLE	UIN	ACCOUNT HOLDER	
		RANK	NAME

DETAILS OF INDENT

	DIESEL	DIESEL +	SUPER 95	SUPER E10	SUPER +
AUTHORISED FLOAT					
BALANCE ON HAND					
INDENT *					

* MINIMUM 5000 LITRES FOR ALL GRADES

UNIT STAMP

AUTHORISED SIGNATURE

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Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters Germany Support Group
British Forces Post Office 140

Tel Mil: Rheindahlen 3852 Civil 0049 (0)2161 472 3852
Fax Mil: Rheindahlen 3853 0049 (0)2161 472 3853
E-mail: BFG-G4-LogSpt-PetCoupons or BFG-G4-LogSpt-FuelTechAst

RECONCILIATION - PREPAYMENT FUEL COUPONS

Period from: _____ To: _____
Selling Point Title: _____ UIN: _____

1. Coupon stocks	DIESEL	DIESEL+	SUPER 95	SUPER E10	SUPER+
Authorised Float					
Opening Balance					
Receipts					
Sales *					
Closing Balance					

2. Sales Value

Sales *					
Price					
Sales Value €					
Total Sales Value €					

3. Refunds	Current Year (X Series)		Prior Year (Y Series)	
	Litres	Total €	Litres	Total €
DIESEL				
DIESEL +				
SUPER 95				
SUPER E10				
SUPER +				
Total €			Total €	

4. Total Sales Less Refunds € _____

5. Payment has been made by Bank Credit Transfer to the BFG Fuel Coupon Account.
Stadtsparkasse - Mönchengladbach. **Konto Nr 101030, BLZ 310 500 00.**

6. I certify that the above particulars are correct and agree with our records.

Date: _____

Authorised Signature: _____

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SECTION 11 - DISCIPLINE

1101. Introduction

a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from these orders. Arrangements for the permanent display of this NBI are to be as follows:**

(1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards and in messes, JRCs and other unit clubs.

(2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.

b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the GOCs have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BFG 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102. a. *Registration is carried out on a BFG Form 20/20A. Tax free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.

b. Subject only to the exceptions referred to in sub paragraphs d and g below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFGVLO. Any vehicle purchased tax free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG VLO for any reason must be kept off public roads/places in either a garage or Unit Designated Parking Area. Authority for a delay in registration must be sought from SO2 G1 Veh Lic.

c. A vehicle is not currently BFG registered until the Owner has received from the BFGVLO a BFG Registration Card valid for the period during which the vehicle is to be driven.

d. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, whichever is the later date, providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless registered in accordance with sub paragraph b. above.

e. Where a vehicle is used under the terms of sub paragraph d. above, the driver must be in possession of a current logbook and the appropriate number plates and additional licences, e.g. UK tax disc must be displayed on the vehicle in the proper manner. All other conditions as to use contained in these Orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

f. BFG registration will cease on the cancellation or lapse of the vehicle's insurance cover, roadworthiness test or failure to renew registration annually.

g. A vehicle that has been registered with the BFGVLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

h. A vehicle that is not currently registered with the BFGVLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior appointment, to be carried out.

i. A person to whom these orders apply is not to permit another person to whom these orders apply to drive a BFG Vehicle unless that vehicle is currently registered with the BFGVLO.

Note: A lights check must also be carried out within the 45 days prior to initial BFG registration on all vehicles less LHD vehicles not previously registered in the UK. Without a valid lights check stamp on BFG Form 73 the vehicle is not to be used and duty free fuel coupons are not to be purchased.

1103. Where the registration of a vehicle by the BFGVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold A Valid Driving Permit

1104. *A person to whom these orders apply is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current BFG Driving Permit (BFG Form 57), which is issued in support of a valid national driving licence covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving licence may drive a vehicle that he or she is authorised to drive under such licence during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SOBFG 4310, for further details). In addition:

a. A person to whom these orders apply, if he or she has been disqualified from driving by any court, or he or she has been denied the issue of a BFG Driving Permit (BFG Form 57), or any such licence or permit in issue to him or her has been withdrawn, is not to drive **any** vehicle within the territorial application of these Orders (see paragraph 1102 above) during the period of such disqualification or withdrawal or for the period the issue of a BFG Driving Permit is denied.

b. During the period of withdrawal:

(1) The BFG Driving Permit (BFG Form 57) may be restored to enable the Owner of a BFG Vehicle to drive out of Germany on posting. Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BFG 3208 is to be completed in duplicate and disposed of as follows:

(a) 1 copy to be attached to BFG Driving Permit and handed to the banned driver.

(b) 1 copy to be sent to the CTOB, BFPO 40, 14 days before the proposed move.

(1) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 40, and SO2 G1 (Vehicle Licensing), HQ BFG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Where a person to whom these orders apply is granted a BFG Driving Permit (BFG Form 57) that is made subject to conditions or restrictions, such person is not to drive any vehicle in Germany otherwise than in accordance with such conditions or restrictions.

1106. *A person to whom these orders apply is not to permit any other person to drive a BFG Vehicle unless:

a. The other person, being a person to whom these orders apply, is the holder of a current BFG Driving Permit (BFG Form 57), which is supported by a current EU licence covering the type of vehicle driven, except that a person who possesses a current domestic or international driving licence valid in Germany and over 18 years old may be permitted to drive a vehicle that he is authorised to drive under that licence during a period of 45 days from the date of his arrival in Germany.

b. The other person, not being a person to whom these orders apply, is the holder of a driving licence valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake. In this context an 'emergency' is construed as a 'life threatening' situation or of similar severity. The only exceptions to this ruling are nannies who are authorised to drive their employer's BFG registered vehicle under terms set out in Section 3 paragraph 303.

c. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle.

d. The other person, being 17 years of age or over, not being a person to whom these orders apply, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom these orders apply and possesses a full national or international driving licence valid in Germany.

NOTE: Persons other than those to whom these orders apply are not to be:

(1) Supplied with BFG prepayment fuel coupons or petrol in cans obtained in exchange for such coupons.

(2) Permitted to drive a BFG Vehicle in exchange for any remuneration, service, or reward of any kind.

Obligation to Insure Vehicles

1107. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFGVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates/Tax Disc and/or TÜV stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom these Orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these Orders) to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFGVLO registration plates and GB sign are displayed in accordance with the provisions of these Orders and the Motor Vehicle Excise Licence (tax disc) is displayed on the windscreen, or in some other prominent place if the vehicle in question has no windscreen. The only exception is following the application for BFG Form 414 when the tax disc is to be returned with the BFG Form 414A/B.
- b. For LHD vehicles and motor cycles, the BFGVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFGVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom these Orders apply is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving licence that is acceptable to the German authorities and a current BFG Driving Permit (BFG Form 57).
- b. A current certificate of motor insurance.
- c. A current BFG Vehicle Registration Card (BFG Form 73) with valid roadworthiness and lights check dates.
- d. A UK style road tax disc for RHD vehicles.
- e. Registration plates as issued by the BFG VLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TUV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against these orders.

Obligation to Ensure Roadworthiness

1111. *A person to whom these orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or attempt to drive a BFG Vehicle or to purchase fuel coupons unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, or his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a of this order.

1112. *A person to whom these Orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or park a private vehicle unless each tyre on the vehicle, has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom these Orders apply is obliged to notify the BFG VLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non entitled.

Obligation to Notify Change of Area - LHD Vehicles ONLY

1114. Subject to the provisions set out in Section 5 paragraph 503 a person to whom these Orders apply is obliged to notify the BFG VLO within 14 days of any change of area address in Germany necessitating a change to his or her BFG Vehicle registration plates. The change of area will normally be effected when the BFG registration is renewed.

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom these Orders apply when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *Deregistration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFGVLO within 28 days of ceasing to be an Entitled Person the following items. Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFGVLO direct:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38/414 When Disposing of a BFG Registered Vehicle to A Non Entitled Person

1117. *A person to whom these Orders apply is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 40, in accordance with Section 6 para 612. Where the disposal is to be in the UK BFG Form 414 is to be obtained from C&I BFG in accordance with Section 6 paragraphs 605 and 610. BFG Form 414, which is the authority to take a BFG Registered Vehicle into the UK, will not normally be issued unless the vehicle has been BFG Registered for 1 calendar year or more. The exception is where the Owner is moving to the UK on permanent transfer of residence of head of household and in these circumstances a BFG Form 414 (NMT) will be issued for only one new tax-free vehicle per Entitled Person (see paragraph 609 above for more details).

BFG Form 414 will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person or if the BFG registration is not current. BFG Form 414 must only be used to register the vehicle in the UK by the person to whom it was issued or their spouse, or other Entitled Person with the written authority from G1 (Vehicle Licensing). BFG registered vehicles must be taken to the UK for disposal by the Owner in person or the Owner's spouse. Disposal includes UK registration/re-registration. Once UK registered the vehicle must not be brought back to Germany without authority from G1 Vehicle Licensing HQ BFG. Please note the penalties in paragraph 301c above for disposing of a tax free vehicle under two years old which has not been BFG registered a full year.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non Entitled Person

1118. *A person to whom these Orders apply is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non Entitled Person. In addition BFG Form 38 or BFG Form 414 is to be obtained before disposal to a Non Entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a Non Entitled Person, requires that the Owner of the vehicle will return to the BFGVLO within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK Road Fund Licence (Tax Disc) (only when disposed of in BFG), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (including those for any towed equipment).

- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition as issued.

Notes

1. Disposal to an Entitled Person requires that the number plates are handed to the new Owner, except where the new Owner of a LHD vehicle is in a different area of BFG where the new German style plates will be required. In this case the old plates are to be returned to the BFGVLO as in sub paragraph b above.
2. Where a vehicle is scrapped a Certificate of Disposal is to be obtained from the scrap dealer and submitted with BFG Form 4003.

Obligation to Fit and Wear Seat Belts

1119. *A person to whom these orders apply, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1120. Children under the age of 12 years who are shorter than 150 cm (4 ft 11 in) must be carried in seats with officially approved child restraints that are suitable for the size and weight of the individual child. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1121. All riders and pillion passengers of BFG motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets, which are approved under either German (DIN) or British (BS) Standards.

Obligations Regarding Prepayment Fuel Coupons

1122. *Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of entitled fuel shown on the coupon and are not to be handed over to the supplier of the fuel until the fuel is received. Prepayment fuel coupons are not to be used in connection with any privately run business enterprise (trading).

1123. *Prepayment fuel coupons are not transferable, that is to say, fuel obtained by means of such coupons is not to be disposed of, or in any way used, or permitted to be used, except in the vehicle in respect of which such coupons were issued.

Use of BFG Registered Vehicles for Business Purposes

1124. *Under the terms of the NATO SOFA and its SA, BFG is permitted to allow Entitled Persons to import or purchase motor vehicles free of import duty or tax, provided these vehicles are for the personal use of the Entitled Person or for the personal use of Entitled Persons within their family unit, and are not to be used for business purposes. SOFA and the SA also permit BFG to make available to Entitled Persons a ration of duty free fuel for private motoring. Such fuel is not to be used in connection with any business enterprise.

1125. However, under Paragraph 311, exceptional authority may be granted for the use of a BFG registered vehicle for business purposes. All costs for the registration of the vehicle for business purposes will be charged to the vehicle owner as this cannot be charged to Public or Non-Public Funds.

Entitlement to BFG Registration of New Tax Free Motor Vehicles

1126. *The rules that are to apply for all Entitled Persons (within the meaning of paragraph 210 above) are as follows:

- a. Each member of the Armed Forces or civilian component serving in Germany may register one New Tax Free Vehicle (for definition of "New Tax Free Vehicle" see paragraph 220 above) in any period of one year, i.e. there must be an interval of not less than 1 calendar year between BFG registrations provided that the member of the Force or civilian component:
 - (1) is in possession of a BFG Driving Permit, and
 - (2) is resident in Germany.
- b. In addition one New Tax Free Vehicle may be registered in any period of 1 calendar year per dependant spouse, or dependant children of the family over 17 years of age granted BFG status and holding a valid BFG Driving Permit whilst residing with such member of the Force or civilian component, provided they have lived in Germany for more than 185 days of the past 1 calendar year and expect to spend more than 185 days in the next 1 calendar year residing in Germany with their parents.
- c. **One new tax free motorcycle, quad-bike, moped or bicycle with auxiliary motor may be registered in addition to any other New Tax Free Vehicle.**
- d. Tax free vehicles should be kept BFG registered at least 1 calendar year. If a vehicle purchased and registered as a New Tax Free Vehicle is disposed of before it has been BFG registered continuously for 1 calendar year from the date of initial BFG registration, then the penalties in paragraph 301c and 301d will be imposed.

1127. *It is appreciated, that for an exceptional reason, there may be a requirement to register a second vehicle within a 12 month period, e.g., if the first vehicle was written off in an accident. In such cases application for approval with full justification (including a letter from the insurance company certifying it is a write off) must first be submitted to SO2 G1 (Vehicle Licensing), HQ BFG. **The circumstances must be exceptional before any approval will be given to register more than one vehicle in any 1 calendar year period.**

BFG VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

OFFENCE	SANCTION
<p>Disposal of a new tax-free vehicle before that vehicle has been registered for 1 calendar year in total – ‘early disposal’. (SOBFG 3213, Sect 3, Para 301)</p>	<p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>Non compliance with the rules on the use of BFG Form 414 (SOBFG 3213, Paragraphs 1117, 605 & 301(c)).</p>	<p>New tax-free vehicle that has been BFG registered for less than 1 calendar year:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Tax-free vehicle over 1 calendar year BFG registered:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p>Tax-paid vehicle:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>Use of UK VAT Form 414 to register a BFG vehicle in the UK. (SOBFG 3213, Sect 11, Paragraph 1117)</p>	<p>New tax-free vehicle that has been BFG registered for less than 1 calendar year:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Tax-free vehicle over 1 calendar year BFG registered:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>

	<p>coupons.</p> <p>Tax-paid vehicle:</p> <p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBFG 3213, Paragraphs 1117, 612 & 301(c))</p>	<p>Up to 3 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 401(a))</p>	<p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
<p>FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 401(a))</p>	<p>Up to 1 calendar year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SOBFG 3213, Paragraphs 1113 & 604)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST ANNUALLY OR ON THE EXPIRY OF THEIR INSURANCE POLICY (SOBFG 3213, SECTION 5)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBFG 3213, SECTION 5, PARAGRAPH 502)</p>	<p>Ban on the purchase of fuel coupons for up to 1 calendar year.</p>
<p>MISUSE OF BFG FUEL COUPONS. (SOBFG 3213, Paragraphs 1004-1008)</p>	<p>Transfer of BFG fuel coupons to another entitled person:</p> <p>(1) First offence – up to 6 month ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – up to 2 year ban on purchasing BFG fuel coupons.</p> <p>Transfer of BFG fuel coupons to a non-entitled person:</p>

	<p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – five year ban on purchasing BFG fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Use of BFG fuel coupons by an entitled person in a non-BFG registered vehicle:</p> <p>(1) First offence – up to 6 months ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – up to 1 year ban on purchasing BFG fuel coupons.</p> <p>Use of BFG fuel coupons for purposes other than the supply of fuel:</p> <p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing BFG fuel coupons.</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p> <p>Use of BFG fuel coupons after becoming a non-entitled person:</p> <p><i>Note: the breach will also be reported to the relevant national Customs authority.</i></p>
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In accordance with SO BFG 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

NOTE

**FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302).
VAT ACT 1994 SECTION 16(7):**

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BFG 3213, Section 11, Paragraph 1102.

SECTION 12 - BFG REGISTRATION PROCEDURES FOR DOMESTIC LEASE HIRE MILITARY VEHICLES

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFGVLO Main), BFPO 40.

(2) On receipt BFGVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(3) On receipt of details from the BFGVLO the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ BFG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFGVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFGVLO will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFGVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFGVLO **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFGVLO will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ BFG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFGVLO will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland (or other former Eastern Bloc countries) that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFGVLO will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFGVLO on the proforma at Annex D to this section.

c. The stickers are controlled items and as such **must be afforded every care until firmly affixed to vehicle plates.**

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 40. Apply to BFG VLO for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

NOTE.

1. Allocation Certificates are not acceptable under any circumstances.
2. Fuel coupon allocation is not granted. An Agency fuel card should be applied for.
3. MOD insurance will apply.
4. The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.
5. If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFGVLO, copy to Log Sp (B Veh Contract), HQ BFG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ BFG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

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To: **BFG VLO**
BFPO 40

From:
.....
.....

**APPLICATION FOR INITIAL REGISTRATION OF
A DOMESTIC MILITARY LEASE VEHICLE**
(To be completed in DUPLICATE)

Type of Vehicle		Unit Requirement					BFG VLO Use			
Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

1The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).

2.Please register the vehicles and forward the relevant German civilian plates complete with TÜV stickers and BFG Form 73.

Date: Signature:

Tel No: Name:

Rank:

INTENTIONALLY BLANK

To: BFGVLO

From:

BFPO 40

.....

Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
(To Be Completed in Duplicate)

Type of Vehicle		Current Details				Unit Requirement			BFGVLO Use		
Receiving Unit Address/UIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Existing GE VRN on vehicle	GE District Required	BFGVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ BFG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date:

Signature:

Rank:

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To: BFGVLO
BFPO 40

From:

.....

Ref:

.....

DEREGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFGVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date:

Signature:

Name:

Tel No:

Rank:

INTENTIONALLY BLANK

To: BFGVLO
BFPO 40

From:

.....

Ref:

.....

RECEIPT OF TÜV STICKERS

Reference your dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

INTENTIONALLY BLANK

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN POLAND

Authority to take military lease vehicles to Poland

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to Poland, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to Poland. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFGVLO for military style numbers and registration plates to be issued. The application should be as laid down in SO BFG 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFGVLO will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFGVLO and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or covered by GB stickers or Union Jack transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

After the Exercise

8. Military style registration plates are to be removed and returned to the BFGVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BFG 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFGVLO Staff who have to chase units to follow the correct procedures. It should be noted that the BFGVLO has a strictly limited supply of military numbers to use for exercises in Poland. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFGVLO. Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – G1BRANCH (VLO)

“UP TO DATE VERSIONS OF SOs BFG ARE AVAILABLE FOR
VIEWING ON THE BFG WEBSITE POLICY CENTRE”

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

HQ BFG
RE-ISSUED 1 MAR 15

FOREWORD

1. Disobedience to any of these orders is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.
2. A Notice Board Information Sheet (NBI), BFG Form 74 coloured yellow was issued on 1 Dec 14. It contains paragraphs (marked with an asterisk) of special importance extracted from these orders. BFG Form 74 (coloured white) will be re-issued on 1 Mar 15 to coincide with the issue of amdt 56 to SO BFG 3213
3. NOTE: the mention of HQ British Forces Germany and BFG throughout this Order is synonymous with the current designation of HQ BFG

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REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 - INTRODUCTION

General

101.

a. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. Having regard to this general principle, Entitled Persons are required to keep in their ownership vehicles purchased as New Tax Free Vehicles (see paragraph 220) for a minimum period of 12 months from the date of initial BFG registration. Disposal of such vehicles before this point will lead to the imposition of the penalties in paragraph 301c and Annex A to Section 11 of this Order.

b. Under the SOFA and the SA, the General Officer Commanding (GOC) British Forces Germany (BFG) is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of "Entitled Person") for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

(1) The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.

(2) The issue of prepayment fuel coupons.

(3) The provision of BFG Fuel Cards

c. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of "Sponsored Organisation").

Application of These Orders

102. *Unless the context otherwise requires, these Orders apply to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of These Orders

103. DII subscribers can access this Order on the BFG Policy Website. All others can be issued with a CD ROM which is to be held at Formation, Garrison and Station Headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from these Orders is to be prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

104. The BFG system of registration and licensing of vehicles is operated on behalf of the GOC BFG by DCOS BFG through the BFG Vehicle Licensing Office (MAIN) (BFG VLO (MAIN), BFPO 39. DCOS BFG is responsible for implementing the GOC's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BFG 3208). Where an administrative breach is identified, an administrative sanction may be imposed in accordance with the table set out in Annex A to Section 11 of this Order. Where such a sanction is imposed, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. The imposition of an administrative sanction may be appealed and on receipt of a written application, DCOS BFG will nominate members to sit on an appeal review panel. The panel will review all available evidence objectively and recommend an appropriate course of action to DCOS BFG. If the panel fails to reach a consensus, the matter will be referred with all the comments of the panel back to DCOS BFG who will be the final arbiter. In all appeal cases DCOS BFG will inform the appellant of the decision. If still dissatisfied, the appellant may appeal directly to DCOS BFG.

105. The Terms of Reference for the operation of the BFG VLO (MAIN) are set out at Annex B to this Section.

106. BFG personnel are to be aware that German law takes precedents over Standing Orders and takes effect immediately. Changes to these Orders in compliance with any new law will take place at the next amendment date.

Unit Responsibilities

107. Applications for BFG Vehicle registration that cannot be processed by a Local Vehicle Licensing Office (LVLO) are to be addressed to the BFG VLO (MAIN). The application may be dispatched by post direct to the BFG VLO (MAIN). No business is to be transacted by personal visit and personnel are, unless authorised by OC BFG VLO (MAIN), to deal directly with their Unit/Garrison LVLO who are the link between the BFG VLO (MAIN) and the individual. However, please note paragraph 116 on the BFG VLO (MAIN) Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

108. The procedures governing the registration of Service vehicles that are to be Civilianised for Adventurous Training are contained in SO BFG 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

109. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.
- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. OC BFG VLO(MAIN)
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

110. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

111. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

112. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of the Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

113. The agreement referred to in paragraph 112 is subject to two conditions:

a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of the Force of the Sending State concerned.

b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

114. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year. However, any such personnel that are granted BFG Facilities will be required to conform to the regulations laid down in these Orders.

115. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFG VLO(MAIN).

BFG Vehicle Licensing Office Customer Support Service

A Customer Support Service is established within the BFG VLO (MAIN) for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their LVLO.to whom, normally, the queries are to be addressed in the first instance.

a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	

b. The telephone number is:

Mil network: 94881 2637
Civil network: Civil (0521) 9254 2637

VEHICLES OF PERSONNEL RESIDENT IN THE NETHERLANDS

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.

2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those that reside in Germany.

3. **Driving Licences.** Whilst driving in the Netherlands:

a. Members of the Forces (including UK based civilians) are to be in possession of a European Driving License.

b. Dependants and members of the civilian component must have a European Driving License, or, for the first calendar year of their residence in the Netherlands, an international licence issued outside the Netherlands.

4. **Insurance.** The provisions of Annex C to Section 4 of these Orders remain in force for all BFG registered vehicles.

5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.

6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056

7. **Fuel.** BFG prepayment fuel coupons and BFG Fuel Cards will be issued within the terms of the existing regulations (see Section 10 to this Order), but such coupons will not be valid for exchange in the Netherlands.

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BFG VEHICLE LICENSING OFFICE TERMS OF REFERENCE

1. The BFG Vehicle Licensing Office (Main) (BFG VLO(MAIN)) is to:
 - a. Other than those carried out at Garrison Local Vehicle Licensing Office's (LVLO), BFG register, re-register and deregister all private vehicles of personnel to whom these Orders apply in accordance with the procedures detailed in these Orders.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

Initial registration	-	5 working days
Transfer ownership (number plates required)	-	5 working days
Transfer ownership (number plates not required)	-	3 working days
Renewal registration	-	3 working days
Deregistration See Note 1	-	3 working days
 - c. Arrange VLO (MAIN) familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment.
 - d. Conduct seminars as required to update LVO (M)/LVLO staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in these Orders, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
 - j Demand and properly account for UK registration numbers and Road Fund Licences (Tax Discs) issued by DVLA.
 - k. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.

l. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.

m. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch, British Forces Germany (CTOB BFG), Customs and Immigration (C&I BFG), finance companies and national government agencies and police forces.

n. Ensure that no individual member of BFG registers more than one New Tax Free Vehicle and motorcycle in any 12 months period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.

o. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer/LVLO and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFG VLO (MAIN). If the vehicle is not BFG reregistered within 14 days of the date of the letter from BFG VLO(MAIN) notifying the cancellation of insurance and thus cancellation of BFG registration, follow-up action is to be taken as per sub paragraph h above (see also paragraph 903c).

p. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer or LVLO.

q. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.

r. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with these Orders.

s. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.

- t. Forward copies of Annex D to Section 6 to G4 Log Sp (C Sups) HQ BFG to allow them to check that prepayment fuel coupons are not used when an extension of BFG registration has been granted.
- u. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFG VLO (MAIN).
- v. Inform DVLA when a BFG VLO (MAIN) registered RHD vehicle with UK style registration plates is stolen/written off and report of any subsequent developments.
- w. On notification from Service police/CCRIO (G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.
- x. Produce periodic bulletins for LVLO staff and Unit BFG Registration Officers if required to do so by SO2 G1 (Vehicle Licensing), HQ BFG.
- y. Record Driving Bans.
- z. Inform the G4 BFG Fuel Card Manager when a vehicle is de-registered, in order that BFG Fuel Cards can be zeroed with the supplier.

NOTE 1. Due to unseen circumstances the timescales quoted may not be met.

NOTE 2. It is the individual's personal responsibility to ensure that their vehicle is legally registered at all times.

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SECTION 2 - DEFINITIONS/INTERPRETATION

201. *This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. ***Entitled Person.** Means:

a. A member of the British Armed Forces who is present in Germany and who has been assigned, on a permanent assignment order, to a unit of the British Armed Forces that is based in Germany at the time the assignment commences, or to a NATO headquarters in Germany.

b. A member of the civilian component of the British Armed Forces who is present in Germany. The term "civilian component" is fully defined in SOFA.

c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.

d. A contractor's employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is a civilian subject to service discipline for the purposes of the Armed Forces Act 2006.

e. A dependant of a person in sub-paragraph a to e above. For the purposes of this Order, "dependant" means a spouse of a person in sub-paragraph a to e above who has status as a dependant under SO BFG 3217 (or, in the case of a person in sub-paragraph e, who would be entitled to such status if the rules in SO BFG 3217 were applied) or a child of such a person who is at least 17 years of age (or 15 in relation to mopeds or mofas) and no more than 25 years of age.

Provided, in relation to each category of person listed in sub paragraphs a-e above that such persons have been, or are expected to be (having regard to their assignment order, civil service posting documentation or other document from their employer confirming the terms of their presence in Germany), physically present in Germany for a minimum period of 183 days, and/or that the authorities of British Forces Germany have granted authority (normally evidenced by the issue of a BFG Form 80 - special import license - for the vehicle concerned) for the person to be treated as an Entitled Person in relation to a particular purchase or import.

203. **Non Entitled Person.** All persons who do not fall into the categories listed at paragraphs 202 above and 216 below are deemed none entitled. This will include for instance, German nationals (excluding those with dependant status); ex service personnel or expatriates living on the German economy, (this includes car salesmen, car dealers, agents and scrap dealers, etc).

*

204. **Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered elsewhere. The Allocation Certificate will be retained in the BFG VLO (MAIN).

205. ***C&I BFG.** Customs & Immigration (C&I), British Forces Germany is part of HQ BFG G1 Branch and its offices are at Catterick Barracks, BFPO 39. C&I BFG is responsible for the processing of all import and export documentation for members of the Force

206. ***BFG Facilities.** In these Orders the term “BFG Facilities” means:

- a. The registration of vehicles.
- b. The issue of prepayment fuel coupons.
- c. The issue of BFG Fuel Cards.

207. ***BFG Vehicle.** A vehicle registered, or due to be registered, or which is required to be registered, in accordance with this Order, with the BFG VLO (MAIN). **The vehicle must be physically in Germany at the time of registration.**

208. ***Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

209. ***Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or reregistered with any vehicle registration authority other than BFG VLO(MAIN), or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the **transferee/Owner**.

210. ***Driver.** Includes the rider of a two or three-wheeled vehicle.

211. ***Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

212. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and deregistration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates. See Note 1

213. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and deregistration of such vehicles are covered in Sections 4 to 6. **Only LHD vehicles or motorcycles can have German style registration plates.** Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover). See Note 1

214. ***Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

215. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as integral parts of the Force, i.e.:

- (1) Council of Voluntary Welfare Work (CVWW).
- (2) Navy, Army and Air Force Institutes (NAAFI).
- (3) Services Sound and Vision Corporation (SSVC).

b. Non commercial Organisations without the powers enjoyed by the authorities of a Force or a civilian component and who require the sponsorship of an official procurement agent, i.e.:

- (1) Administered by CVWW:
 - (a) Catholic Women's League.
 - (b) Salvation Army Red Shield Services.
- (2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association (OSA).

Soldiers' and Airman's Scripture Readers Association (SASRA).

(3) Soldiers, Sailors and Airmen and Families Association/Forces Help (SSAFA Forces Help).

(4) Women's Royal Voluntary Services (WRVS).

216. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

a. Another Entitled Person (see paragraph 202 above).

b. A non Entitled Person (see paragraph 203 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non Entitled Person).

217. ***Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofas or a bicycle with auxiliary motor. Within the context of these Orders this definition also includes caravans, trailers or towed equipment. But it does not, within the context of these Orders, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.

218. ***New Tax Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or a vehicle purchased free of tax which has been in use for less than 6 months from initial registration for road use. This is also known as a New Means of Transport (NMT).

219. **Ex UK Tax Paid Vehicle.** Means a vehicle purchased under the ordinary UK VAT rules and on which any UK VAT arising from such a purchase has been paid.

220. **UK Tax Free Vehicle.** Means a vehicle purchased in and exported from the UK free of tax.

221. **EU Tax Free Vehicle.** Means a vehicle purchased in and exported from any EU member state free of tax. (e.g. France or Germany)

222. **RoW Tax Free Vehicle.** Means a vehicle purchased tax free and exported from anywhere in the world outside the EU (e.g. USA).

223. **EU Tax Paid Vehicle.** A vehicle purchased in and exported from an EU member state and on which any local VAT arising from such a purchase has been paid.

224. **RoW Tax Paid Vehicle.** A vehicle purchased in and exported from any country outside the EU and on which any local VAT arising from such a purchase has been paid.

NOTE 1. All BFG registration plates are not to be altered in any way from the original design.

NOTE 2. Number plates are to be returned to the BFG LVLO when the vehicle is sold to a non-entitled person.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. *Entitlement to Purchase and Register Tax Free Vehicles

a. An Entitled Person may purchase a tax free vehicle **only** if it is intended for the **personal use** of the Entitled Person or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.

b. Each Entitled Person is permitted to BFG register only **one New Tax Free Vehicle** (see paragraph 220 for definition of “New Tax Free Vehicle”) **within any twelve month period** (i.e. if a New Tax Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax Free Vehicle within the 1 year period following the BFG registration.) . The exception to this regulation is that, in addition to one other tax free vehicle, one new tax free motorcycle/quad bike, moped or bicycle with auxiliary motor, may be registered within a period of 12 months.

c. An Entitled Person may not dispose (within the meaning of paragraph 210 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle without incurring a penalty until that vehicle has been BFG registered for an accumulated period of 1 year. (**Note: The BFG registration must also be current at the time of disposal.**) Except as provided in sub-paragraph d below, in the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for 12 months, the following sanctions will apply:

(1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a New Tax Free Vehicle for up to **five years** from the date of disposal.

(2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel coupons/cards for any vehicles until the penalty has expired.

NOTE:

1. **The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.**

d. **Transfer of Residence (TOR) on Posting.** The penalties will not be imposed when a vehicle is registered with the UK authorities on TOR (See paragraph 609 – 611) but will be imposed in the event that, following such registration with the UK authorities, a New Tax Free Vehicle is sold or

transferred within twelve months of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax Free Vehicle before the BFG VLO (MAIN) is informed of the disposal of any previous New Tax Free Vehicle attracting a penalty under paragraph 301c above, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ BFG for authority to register an additional New Tax Free Vehicle. Such authority will only be given in exceptional circumstances.

302. ***Dependant children** may only purchase and BFG register tax free vehicles if:

a. They are at least 17 years old and not over 25 years old; (15 years or older in relation to mopeds or mofas).

b. They possess a valid full European driving license. See also SOBFG 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

NOTES

1: Dependant spouses and dependants aged 17 to 25, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further tax free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2: Tax Paid Vehicles for Dependant Children. Dependant children aged 17 or over (15 or older for mopeds and mofas) holding a full European driving license covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** A nanny is a Non Entitled Person, employed by an Entitled Person and may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full European driving license.

b. Whilst driving the employer's vehicle, carries:

(1) A valid passport.

(2) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment.

Examples of types of journey, which may be undertaken by a nanny, are:

- (1) Taking children to school or to a doctor.
- (2) Collecting members of the family at airports, shopping etc.

The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. ***Syndicate/Proxy Purchasing**

- a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a tax-free vehicle.
- b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has purchased a vehicle with funds provided by one or more other persons and BFG registers that vehicle in his or her own name.
- c. An Entitled Person may purchase a new tax-free vehicle by means of a commercial loan unless:
 - (1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the loan,or;
 - (2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, are paid to the person or persons providing the loan:Or,
 - (3) the vehicle is subsequently disposed of to the person or persons providing the loan other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a new tax-free vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates."

305. Reserved.

Purchase of Tax Free Vehicles

306. There are two methods of buying **Tax Free** Vehicles available to members of BFG. All Tax Free vehicles purchased by Entitled Persons (see paragraph 210 for definition of "Entitled Person") must be registered with the BFG VLO (MAIN).

a. **Purchases in the UK.** The following regulations govern purchases of Tax Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** (import certificate) must be obtained from C&I BFG by submitting BFG Form 60 (application for an import certificate). The BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. The BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 may be obtained prior to importing the vehicle into Germany.

Note: A NATO Form 302 is required for the import/export of corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the UK registration date** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HM R&C may seize the vehicle and impose penalties on the purchaser. (See also Paragraph 1102d)

(4) Purchasers of New Tax Free Vehicles, which are registered with the UK authorities, must ensure that **the EU Type Approval Number** is shown in the UK vehicle registration document (V5c), as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

Note: If, however, the owner cannot provide such evidence, but is able to provide a UK Type approval number, BFGVLO (MAIN) will consider whether the vehicle can be registered under the BFG system, having regard to the British forces' obligation under international law to ensure that such vehicles are roadworthy, and that adequate safety measures exist. In considering these questions all relevant factors will be taken into consideration, including the extent and nature of any differences between the UK and German standards. If however, an EU or UK Type approval number cannot be provided then the vehicle will have to complete the German single type approval test Gutachten. In all cases they are to be presented to HQ BFGVLO (MAIN) for consideration in consultation with Equipment Support Branch prior to BFG Registration taking place.

(5) New tax-free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The tax-free vehicle must be driven from the place of Customs Bond in the UK **directly** to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. Purchases outside the UK.

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFG VLO (MAIN), and is retained by the BFG VLO (MAIN). If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists.**

(2) **BFG Form 80** (as in sub paragraph 306a (2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax free purchase **within Germany** also requires the use of an **Abwicklungsschein** which will **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of new motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for tax free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence may result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new tax-free vehicles, a **UK/EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 606.

Note: Vehicles purchased and collected in Germany must be BFG registered **before collection**. **The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.**

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (tax-free or tax paid) by sponsors for their use. Any Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

a. To BFG register the vehicle, NATO Form 302 is used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BFG 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG LVLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

NOTES:

1. The vehicle will retain its original German Stadt registration number.

2. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief will have been issued. Applies equally to RHD or LHD vehicles.
3. No fuel coupon allocation will be given and no BFG Fuel Card will be issued. To obtain tax-free fuel an Agency Fuel Card should be applied for.
4. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.
 - a. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
 - b. LVLO's are to report to the BFG VLO (MAIN) their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.
 - c. LVLO's are not to accept and BFG register a sponsored vehicle unless there is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, **"That (name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German or UK authorities."**
 - d. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. BFG deregistration procedure using BFG Form 3903 can then be completed. BFG Form 73, number plates and tax disc are not to be handed over to the sponsor.

310. **German Log Books.** The BFG VLO (MAIN) retains and destroys German logbooks but, as a concession to sponsors, this will not be done to sponsored vehicles' Log Books. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship. Units/Organisations must make it clear to the BFG LVLO when initially registering the vehicle that it is a sponsored vehicle.

Use of BFG Registered Vehicles for Business Purposes

311. Under Paragraph 1124 below, you are not permitted to use your BFG registered vehicle for business purposes. However, individuals are permitted to use private vehicles together with tax free fuel in the pursuance of correctly authorised official journeys. If an individual uses a private vehicle in the performance of such duties then it is their responsibility to ensure that they have appropriate business insurance for such journeys. If you do intend to conduct a business in Germany, you must first apply for a license under SOBFG 5206. Once a license is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

- a. Letter of authority (enclosing license to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.
- b. Once letter of authority is granted you must register the vehicle with the BFG VLO (MAIN) in accordance with Section 4 enclosing letter of authority.
- c. The following criteria apply:
 - (1) The vehicle must be tax paid.
 - (2) There will be no BFG fuel coupon allocation and no BFG Fuel Card ration made available.
 - (3) The cost of registration and BFG plates will be charged at the current rate.
 - (4) All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate.

Article II.

Article III. **TO:** _____

**Article IV. CONTRAVENTION OF STANDING ORDER BRITISH FORCES
GERMANY 3213**

Article V.

Article VI. MEMBERS OF FAMILY GROUP

1. The following Entitled Person has incurred an administrative penalty.

Section 6.01

Section 6.02 Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached Performa (Appendix 1 to Annex A).

(a) Signature: _____

Date: _____

(SO2 G1 Veh Lic)

TO: SO2 G1 Veh Lic
BFG LVLO
BFPO 39

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This preformed is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC the appropriate Head of the Administrative Department.

DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Number/Passport Number	Rank/Title	Name & Initials	Date of Birth	Head of Household's Unit & BFPO

SO BFG

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SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. Subject to the exceptions given in this paragraph and paragraph 502 below, all vehicles owned by an Entitled Person and brought into Germany must be registered with a BFG VLO (MAIN):

- a. A vehicle imported into Germany (BFG) which is currently registered with some other national licensing authority (and in relation to which the conditions in sub-paragraph b below are satisfied) may be used in Germany under such registration for a period not exceeding 45 days from the date of importation, or the date on which the Entitled Person (or, in the case of a dependent, the head of household of the Entitled Person) is taken on the posted strength of a BFG unit/establishment, whichever is the later date. Failure to BFG register a vehicle within the required time frame may result in administrative action under this order (see Annex A to Section 11 for details).
- b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current national registration document, a valid national roadworthiness test (where appropriate) and the appropriate registration plates, which must be displayed on the vehicle in the proper manner. All conditions as to the use of vehicles contained in these orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.
- c. If not completed prior to the registration referred to in sub-paragraph a given above, then during the 45 day period following the initial registration, the owner must then ensure that the BFG lights test is passed, and that a BFG roadworthiness test is passed (if required depending on the age of the vehicle). A vehicle imported into Germany on UK export plates (VX302 registration) must remain in Germany until BFG registration is completed.
- d. If an Entitled Person is unable to complete the BFG registration process referred to in sub-paragraph (a) during the 45 day period he or she must notify the BFG VLO (MAIN) before the expiry of that period, and seek authority to keep the vehicle off the road pending registration. Failure to obtain such authority before the 45 day period expires may result in administrative action in accordance with sub-paragraph (a) above.
- e. A vehicle which is not currently registered, but for which off-road authority has been given under sub-paragraph (d) above, may, provided it is insured as required by paragraph 396 below, be driven to and from a BFG Testing Station for the purpose of carrying out a pre-arranged BFG roadworthiness test, and to and from a place where, by prior arrangement, repairs required in order to pass a BFG roadworthiness test are to be carried out.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFG VLO (MAIN), BFPO 39.. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department postal addresses only are to be used. **Attention is drawn to the declaration to be made by the Owner at Part 3 on the BFG Form 20.**

NOTES:

1. Before being eligible to BFG register a motor vehicle, the applicant must hold a full driving license issued by an EU Member State permitting him or her to drive the type of vehicle in question. (see SOBFG 4310.).

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of 36 months from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new tax-free vehicle within 12 months of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)
- d. A reflective vest EN 471
- e. Two self-test breathalysers if driving in France

Drivers are advised to carry five liters of fuel in an approved container when driving on autobahns.

Owners are to present their BFG registered vehicle on the third anniversary of first registration (irrespective of licensing authority) and annually thereafter for roadworthiness inspection, details of which are at Annex A of this section.

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates, **is prohibited.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG registered **before** Owners can drive them on public roads. The **only** German registered vehicles which can be driven by BFG personnel are short term hired vehicles, (but not leased vehicles – see Paragraph 420 below) or courtesy vehicles loaned by garages whilst Owner's vehicles are being serviced or repaired or vehicles provided by car dealers for a short term period for test driving prior to purchase.

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20 is to be supported by the following. **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse.)**

a. **Proof of Insurance.**

(1) **British** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2) **German** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

NOTES:

1. **When a vehicle is being BFG registered in the name of an entitled dependant son or daughter over 17 years of age, the insurance cover must be in that dependant's name.**

2. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the LVLO or Unit BFG Registration Office stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Proof of Ownership.**

(1) **Brand new vehicles obtained from German dealers.** A German logbook. Except for sponsored vehicles, the BFG VLO (MAIN) will retain and destroy the German log book according to EU Regulations.

Note: German banks through whom a loan is taken to buy a vehicle will insist on retaining the German logbook (TEIL 2). In such cases the vehicle cannot be BFG registered. Personnel are advised not to take loans from German banks as they will not release the German logbook (TEIL 2).

(2) **Vehicles previously registered in UK or any other country.** Appropriate registration document, Certificate of Export or deregistration certificate where applicable. For ex UK Tax Paid Vehicles i.e. Vehicles purchased under the ordinary UK VAT rules and on which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook). For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302 and V308), will be retained and destroyed by the BFG LVLO in accordance with EU regulations. A photocopy of the VX302 or V308 must be included with the original document.

(3) **Brand new vehicles not registered with any other registration authority.** Allocation Certificate (retained by BFG VLO (MAIN)). The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, the Certificate of Conformity, delivery date and pick up location. A statement saying that "this vehicle has not been previously registered and that no log book exists". The dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid.

(4) **Transfer of Ownership between Entitled Persons.** Original Bill of Sale (which will be retained by the BFG VLO (MAIN) signed by both parties..

c. **BFG Form 80** (Special Import Certificate) (See also SOBFG 5205) is required for all initial BFG registrations of privately owned vehicles must be applied for from C&I BFG.. NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

NOTES:

1. **Applications for a BFG Form 80 in relation to a New Tax Free Vehicle (as described in Section 2 paragraph 220) may only be made to the C&I BFG within the last month prior to the first anniversary of BFG registration of any previous New Tax Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 do not of themselves guarantee an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK/German National Type Approval.** New Motorised Vehicles - A copy of the Certificate of Conformity (CoC) supported by an official document, (this could be the log book, Allocation Certificate or a letter from the dealer) showing an EU type approval number. (An EU type approval number is not available for Motor Caravans). If proof of EU Type Approval is not available see para 306, Note 1 of these orders. The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not required evidence of type approval.

e. **Roadworthiness Inspection Report** (BFG Form 65A). This form is to be submitted on application for initial BFG registration of all vehicles over 3 years old. If not submitted the vehicle will be granted 45 days temporary registration (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) during which time the roadworthiness test must be passed and application made to renew the BFG registration, submitting BFG Form 65A with the application. This must be completed within 45 days of date of temporary registration.

f. **Tax paid cars up to 6 months old.** In order to prevent the vehicle being treated as tax free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the Customer. No stamp is required in BFG.

NOTES:

1. **A lighting check** must be carried out at the local BFG Roadworthiness Testing Centre within 45 days of initial BFG registration, or sooner, on all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. **No extensions to the BFG light test date will be granted.** (See also paragraphs 13, 14 and 15 of Annex A to this section). However, if you are posted within 3 months of the date of import of your vehicle, you may apply for a waiver for a Lights Test with your application for registration (BFG Form 20). Application to include a copy of your Assignment Order and addressed to SO2 G1 Veh Lic.

2. Owners of vehicles (less motor caravans and vehicles over 3500 kg) imported to BFG from outside the EU, (mainly N America), who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing), HQ BFG or OC BFG VLO (MAIN) for further advice.

3. The BFG VLO (MAIN) will destroy all Logbooks. (Owners are advised to photocopy their logbooks before handing it in to BFG VLO (MAIN)).

4. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, will be allocated their original BFG number.

5. A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO(MAIN) before its arrival, provided paragraphs 391-396 above are complied with and:

- a. The Owner has already arrived in Germany.
- b. The vehicle is due to be imported within 14 days of the date of application.

6. Import into Germany includes vehicles collected from the factory or from German dealers. In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration. The BFG Form 73 includes the requirement for a light test to be completed within 45 days of initial registration.

PRI Vehicles.

407. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

408. The documents and registration plates issued by the BFG LVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG LVLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFG LVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO (MAIN) to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.

They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG LVLO, (see Section 6).

- (1) On posting out of BFG.
- (2) On sale of a vehicle to a person not entitled to BFG Facilities.
- (3) When a new registration number is issued on change of German registration area.

When completed, the Customer is to return the receipt to the BFG LVLO, BFPO 39.

Registration Plates and International Identification Stickers.

409. BFG registration plates bearing current BFG registration numbers allotted to vehicles are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers, a plate need only be displayed at the rear. Quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFG LVLO for replacements and not make a purchase privately. Replacement plates will incur a cost.

410. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

411. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFG LVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

412. The international identification sticker e.g. GB or D depending on the type is to be displayed at the rear of all BFG registered vehicles that have not been issued with Europlates. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National sticker is not required with Europlates.

413. **Retention of Cherished Registration Numbers.** There is no provision to retain any cherished number issued by the DVLA Swansea. This is due to restrictions with the DVLA Database.

414. **Personalised Registration Numbers and Plates** are **NOT** permitted under any circumstances. Only those registration plates issued by the BFG LVLO are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

416. When a BFG number plate becomes damaged and requires replacement, an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €12 per plate or €18 for a pair will be made. UK cheques or Postal Orders will no longer be accepted by the BFG LVLO or the Fuel Coupon Accountant. Payment is to be made to the Garrison Central Cash office in cash (Euros). The cash office will issue the payee a signed and date stamped receipt (see Annex I for example). A copy of that receipt should be made by the payee as the original copy is to be sent to the BFG LVLO with the respective proforma, Annex E or H of this section. The Central Cash Office is to transfer this money by Bank Credit Transfer by completing in full the BCT, example shown at Annex J, to the Fuel Coupon Accountant. Annex K is to be used in cases of more than one request for replacements which will support money taken and a copy forwarded to the Fuel Coupon Accountant once the money has been transferred. (See also paragraph 417 below). **Note: If a vehicle owner can prove that a registration plate has been lost or damaged as a result of a road traffic collision, then no charge will be applied.**

415. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 are to be made on the proforma at Annex H. €6 of the €35 amounts to an administration charge for the new BFG Form 73, and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates are to be made to the BFG VLO (MAIN) direct or through their LVLO. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €12 will be levied for the issue of number plates for bicycle racks. Payment and accounting for these charges for both the owner and cash office will be made in exactly the same way as described in paragraph 416 above.

Change of Unit/Establishment/Status within BFG

416. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with Annex H showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

417. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

418. All such vehicles have to be registered with the BFG LVLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

419. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

NOTE. Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO (MAIN) as per Paragraph 422 above.

(i) Privately Leased Vehicles

420. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

REGISTRATION OF VEHICLES INTENDED FOR TRACK USE ONLY

421. Vehicles intended for track use only include scramble bikes, quad bikes, trikes and stock-cars. All such vehicles must be registered with the BFG LVLO.

422. The procedure for the acquisition and registration of such vehicles is as follows:

a. If you are buying the vehicle from a local dealer then you must comply with the rules that govern tax-free car purchases. This means that you will have to conduct the purchase using the NAAFI Official Procurement Agency (OPA).

b. Regardless of where the vehicle is purchased you must apply for a BFG Form 80 (*using BFG Form 60*) from C&I, BFG, BFPO 39.

c. Apply for BFG registration using BFG Form 20 enclosing the following documents:

(1) Insurance – minimum cover is 3rd party.

(2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.

(3) BFG Form 80.

423. If you dispose of the vehicle to a non-Entitled Person (*including motor dealers and traders*) you must apply for and complete **BFG Form 38**. You obtain this document from C&I, BFG. You must not hand the vehicle over to the buyer until you have received instructions from the German Customs following the completion of the BFG Form 38. If the vehicle is to be disposed in the UK you must still apply for **BFG Form 38** and not a BFG Form NOVA.

424. Following the disposal of the vehicle you must de-register the vehicle with the BFG LVLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38.**

NOTE:

1. Vehicles intended for track use only cannot be used on public roads legally.
2. If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.

MOTABILITY VEHICLES

428. Motability vehicles at present cannot be registered on the BFG system. In the meantime the customer should apply for registration with supporting documentation as per SOBFG 3213. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with SOBFG 3213 and German law: lights, insurance (GB) and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO (MAIN) BFPO 39. Note the Fuel Card will not be issued until the BFG VLO (MAIN) is in receipt of a BFG Form 65D light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of the Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter. An initial inspection three years from the date the vehicle was first manufactured and bi-annually thereafter.	A light test is required either prior to initial registration or after initial registration within 45 days for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU or UK type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.

3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are contained in the same Annex.

4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer have reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.

5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ BFG.

6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.

7. **BFG Inspection Retest.** Vehicles that have failed an inspection and submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**

8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ BFG, who have the pan-Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ BFG.

9. Section 6, Paragraph 620 contains procedures for BFG registered vehicles that are "off-the-road" due to extensive repair work being carried out on them.

10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.

11. It is the Owner's responsibility to ensure that the vehicle is re-inspected before the 12 months anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.

12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines. During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, regardless of age require a BFG light test. The BFG Form 73 includes the requirement for a light test to be completed within 45 days. Where a vehicle is over three years old it will be given 45 days temporary registration and the vehicle must pass a full BFG roadworthiness inspection within 45 days of the registration. In the case of vehicles over three years old, light tests will be carried out during the roadworthiness inspection. Such vehicles must have an MOT or TÜV/ Gutachten certificate that is valid for at least 45 days after the date of initial registration, if the expiry date falls within the 45 days then the BFG roadworthiness test must be completed before this date. **If the light test or roadworthiness date is overdue the Owner is not permitted to purchase duty free fuel coupons for the vehicle and the vehicle will be classed as unroadworthy, such vehicles are not to be used on public roads/place and within barracks (see Paragraph 10 above).** Rear fog lights are to be fitted to the centre or left of centre of the vehicle. LHD vehicles that have not been registered in the UK are exempt the requirement to have a light test.

NOTES:

1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG LVLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy showing chassis number, who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).
2. If the vehicle registration is out of date and or they have bought a vehicle on transfer then they should request a Screen Print (SP) from the BFG LVLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name then a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG LVLO validation stamp.
3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.

14. Headlights must be suitable for driving in right hand traffic systems, i.e. driving on the right. For all vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), either Continental headlights are to be fitted, or lights that are by manufacture or the use of factory fitted mechanical/ electrical or software activated converters capable of being used without dazzling oncoming traffic. Owners are advised to seek advice from the vehicle's manufacturer prior to replacing headlights. All vehicles must still undergo and fulfil the standard required of a Lights Test in accordance with the procedures laid down at Paragraph 1 to Annex A to Section 4 and Paragraph 406, Note 1, Page 4-5 given above.

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 903n of these orders. LVLOs are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ BFG BFPO 39 within 7 working days using the Performa at Annex G.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164 to include two pairs of disposable gloves and a foil emergency blanket minimum size 2.1metres x 1.6 metres with a thickness of at least 12 microns.
- b. .A warning triangle with the DIN approved symbol.
- c. A Reflective vest.

17. **Advisory.** The following are advisory:

- a. Anti Theft Device. Owners, whose BFG registered vehicles were not fitted at the time of manufacturer with a device for locking the steering column, which is a requirement under German Construction and Use Regulations, are **advised** to carry and to use a "Crooklock" or similar device for securing the steering column or clutch pedal.
- b. Spare Fuel. Drivers are **advised** to carry five litres of fuel in an approved container when driving on autobahns.




Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or Mud Snow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.

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EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of OFFICIAL zones in some German Cities. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. Failure to display a sticker within a zone may incur a fine of €80 and a penalty point on the driver’s license.

The emissions stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The particular sticker displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be OFFICIAL access to some inner cities in Germany from 2010. The table below shows what the stickers will look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For vehicles that are BFG registered prior to 1 September 2007 the sticker will be issued when the vehicle is to be re-registered at the 36 months anniversary of initial registration. Vehicle owners that require a sticker before their vehicle is due to be re-registered should apply to the Vehicle Licensing Office with a self addressed envelope for a sticker stating their number rank, name, vehicle make, model, date of manufacture and BFG registration number including German number if LHD. The Vehicle Licensing Office will then issue an appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner's responsibility to purchase stickers through German outlets such as garages or TÜV centre's using the German vehicle logbook to identify the emission category.

LEAVE TRAVEL TO NORTHERN IRELAND

All BFG personnel travelling to Northern Ireland (NI) on leave and taking their RHD BFG registered vehicle with them are to remove the 'Emission Sticker' attached to their windscreen before they arrive in NI.

On return to BFG they are to apply for a new 'Emission Sticker' using Annex H to Section 4 to SO BFG 3213. The application is to be signed and stamped by the unit admin office confirming travel to NI had been for leave. The 'Emission Sticker' will then be replaced free of charge.

**CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES,
CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES
WITH MORE THAN NINE SEATS**

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFG LVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA (G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability, or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.
- (3) It exceeds half the unladen weight of the towing vehicle.

1. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles i.e. those meeting the exemption regulations may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L (120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

2. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

3. For imported kit cars and specials the Owner must provide legal valid proof that the vehicle was legally registered or "in use" in another country prior to import into GERMANY. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

4. Motorcycles

a. If engine capacity exceeds 50 cc and first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

5. **Mini buses.** Mini buses including PRI minibuses with more than nine seats are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm its status, i.e. confirmation that the vehicle restoration has been IAW German historic laws.

(b) INSURANCE

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. Where a vehicle is being registered in the name of an entitled son or daughter over 17 years old, the insurance must be in the dependant's name. All documents must be **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG LVLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFG LVLO. The Chassis No and not the vehicle registration number must be recorded on all insurance documents.

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid.

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG LVLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 36 months from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days. from the date of the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG LVLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.

4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value, if the car is written off soon after it is first registered, the authorities of the country which has granted tax relief could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 413).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFG LVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFG LVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company which has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG LVLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG LVLO following receipt of cancellations from the insurance companies, the Unit/Garrison VLO must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG LVLO – see paragraph 7 above). A BFG Form 20/20a must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

NOTE; Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

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UK INSURANCE COMPANIES AND BROKERS WHOSE POLICIES ARE VALID IN GERMANY

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. These companies may be contacted for BFG registration purposes. **There are other insurance brokers who can provide insurance cover but this must only be with the companies listed below.**

The BFG Helpline (Mil Ext 94881 2637, Civil 0521 9254 2637) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT (CSMA members).

Forces Financial provided by Aviva

Ageas

Service Insurance Co, Towergate Wilson.

TF Insurance Services Ltd, Zenith.

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFG VLO (MAIN), BFPO 39.
2. The BFG VLO(MAIN) will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO(MAIN).
3. The use of a particular insurance company is a private issue and the BFG VLO (MAIN) cannot recommend any particular company or get involved in private disputes.

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REGISTRATION AND INSURANCE OF PRI OWNED AND OTHER CLUB / UNIT OWNED VEHICLES OPERATING IN GERMANY

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and including passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved are detailed in SO BFG 6109 (Traffic Accident Reporting and Claims Procedure).

NOTE: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this; their use in Germany is covered by the NATO SOFA and SA thereto, and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the personal and vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV licence.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in his private capacity (see note after paragraph 7 above). When the vehicle is first acquired a NATO Form 302, not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property or destined to become the property of the Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 39.

APPLICATION FOR ALL REPLACEMENT NUMBER PLATE(S)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):
2. Enclosed is a copy, BCT for € .
3. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.
 - e. If stolen quote Police Loss Report Number:

NOTE: A charge of €12 for a single plate or €18 for a pair will be made. BCT's should be made payable to the **BFG Fuel Coupon Account, HQ BFG** as per Para 416

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

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CARRIAGE OF CHILDREN IN MOTOR CARS

The Law

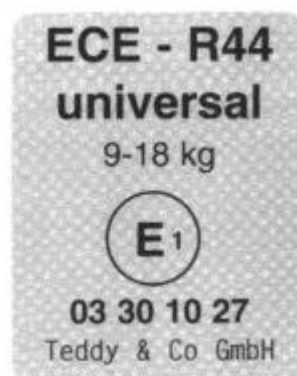
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their license. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g."1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits"01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "OFFICIAL", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children whose weight exceeds 36 kg should still use category III seats.

Children below 3 years of age

4. Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

Children over the age of 3 and below the age of 12 (or 150 cm in height)

5. Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

Children over the age of 12 or taller than 150 cm (4 ft 11in)

6. Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats, since most parents of smaller children are likely to carry their children in these seats, anyway.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

13. A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

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Section 6.03 ROADWORTHINESS INSPECTION CUSTOMER COMPLAINTS
PROFORMA

To: SO2 ES HQ BFG BFPO 39		ES Branch Ref No:					
		Tel:			Surname & Initials:		
		Fax:			Rank/Grade:		
		Date:			Signature:		
Military/Civilian (a) Vehicle (b) Registration (c) No							
Vehicle Make & Model: Inspectors Name:				Date of BFG Inspection:			
Unit: UIN:				Location of Test Centre:			
Details of Complaint:							

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(a) APPLICATION FOR A REPLACEMENT BFG FORM 73*/EMISSION STICKER

1. Please send me a replacement BFG Form 73*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a copy, BCT for € _____ payable to "The Petrol Coupon Account". as per Para 416

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

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GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

AMOUNT RECEIVED: 6€ DOCS
DATE:

12€ SINGLE NUMBER PLATE

18€ SET OF NUMBER PLATES

35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE: PAYEE SIGNATURE:

UNIT STAMP

BFG LVLO RECEIPT
GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

AMOUNT RECEIVED: 6€ DOCS
DATE:

12€ SINGLE NUMBER PLATE

18€ SET OF NUMBER PLATES

35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE: PAYEE SIGNATURE:

UNIT STAMP

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Überweisung



Stadtparkasse
Mönchengladbach

310 500 00

Begünstigter: Name, Vorname/Firma (max. 27 Stellen)

BFG FUEL COUPON ACCOUNT

Nr. des Begünstigten

1 0 1 0 3 0

Bankleitzahl

3 1 0 5 0 0 0 0

Kreditinstitut des Begünstigten

SSK MG

EUR

Betrag: Euro, Cent

1 0 0 . 0 0 0 - 0 0

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des ...isenden - (nur für Begünstigten)

NAME FIRST THEN VEHICLE REGISTRATION OF CUSTOMER

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen)

STATE DOCUMENT OR ITEM REQUIRED

Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

BFG FUEL COUPON ACCOUNT

Konto-Nr. des Kontoinhabers

UNIT ACCOUNT NUMBER

1 0 0 . 0 0 0 - 0 0

20

DATE

A/C NO. H

SIGNATURE

Datum

Unterschrift

Dispo

Schreibmaschine; normale Schreibweise!
Handschrift; Blockschrift in GROSSBUCHSTABEN
Bitte je Zeichen ein Kästchen verwenden!

Blatt 2 ist für Ihre
Unterlagen bestimmt!

Bitte
NICHT
VER-
GESSEN:
Datum,
Unter-
schrift



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BFG LVLO INCOME ACCOUNT

INCOME RECEIVED FROM CUSTOMERS SOURCES - MONTHYEAR.....

ITEM NO	CUSTOMER IDENTITY		AMOUNT €	BFG FORM No.	REPLACEMENT REQUIRED	DATE TO REGT ACCT	DATE TO FCA / BFG LVLO	FCA / BFG LVLO ACTIONED DATE
	NAME	RANK						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	TOTAL							

DATE SENT TO BFG LVLO..... DATE RECEIVED FROM F.C.A.....

SIGNED..... SIGNED.....

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SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A is to be submitted to BFG LVLO, supported by:

- a. BFG Registration Card (BFG Form 73), which must bear a current roadworthiness inspection stamp and date where the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (see Annex C to Section 4). The proof of payment will be retained by the BFG LVLO.
- d. Road tax disc.

502. Renewal of BFG registration is to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFG LVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by these Orders, is roadworthy, and there is in force in relation to it any certificate of roadworthiness required by these Orders. The vehicle must not be driven outside Germany during this 14 day period.

NOTE. Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG LVLO Helpline.

Change of Area (Applicable only to LHD vehicles and Motorcycles)

503. Upon being transferred permanently to an area that requires a change of vehicle registration plates, e.g. from Mönchengladbach (MG) to Herford (HF), application is to be made for a new set of registration plates as soon as possible, unless the vehicle is due its BFG registration renewal within 2 months. In such cases the change of area request can be delayed, and carried out as part of the renewal - BFG Form 20/20A is to be endorsed at the top of the front page in red bold letters 'CHANGE OF AREA'. In all other cases where changes are required to the BFG Registration Card (BFG Form 73) the proforma at Annex B is to be used.

504. The new registration plates will be sent to the Unit BFG Registration Officer under cover of a letter that instructs him or her not to release the new registration until the old plates are handed to him or her. The Unit BFG Registration Officer is then required to return the old registration plates to the BFG VLO (MAIN) within 14 days after receiving the new plates.

505. If the old plates are not received at the BFG VLO 16(MAIN) days after the new plates were despatched, the unit will be contacted by telephone for an explanation as to the current whereabouts of the old registration plates and why they have not been returned.

506. Spare.

507. If the old registration plates have not been returned seven days after the first reminder, a letter will be forwarded to the Commanding Officer/Head of Department requesting him or her personally to intervene in the recovery of the old registration plates and their prompt despatch to the BFG VLO (MAIN). This letter will be copied to G1 (Disc) HQ BFG or G1 (Disc) HQ 1 (UK) Armd Div, as appropriate, and the local Service police detachment.

Note:

1. Subsequent rejections for a renewal or transfer renders the vehicle illegal to drive on any public road or place until registration has been completed.
2. It is the responsibility of the owner of the vehicle to ensure that his vehicle's registration is in date and valid.

CERTIFICATE OF PROOF OF DESPATCH OF REGISTRATION DOCUMENTS

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name).....

in respect of BFG Vehicle Registration Number

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date)
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73 (annotated on change of ownership in accordance with SO BFG 3213 Paragraph 604)
- i. * BFG Form 4003
- j. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- k. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMP

Signed

Name

Rank

Unit

NOTE: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

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(a) APPLICATION FOR CHANGES TO BFG REGISTRATION DOCUMENT

Amended Details

Service /Passport Number: _____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number: _____ area :(sees note 3) _____

Chassis No: _____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

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SECTION 6 - DISPOSAL AND BFG DEREGISTRATION OF TAX FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of tax-free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 605 to 608)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraphs 609 to 611)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 612 to 613)

Disposal of vehicles in the first two categories will require the use of a BFG NOVA unless a BFG Form 38 has been completed. The earliest date on which BFG NOVA will be valid for use will be the date 12 months after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38.

Change of Ownership

601. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO (MAIN) using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFG VLO (MAIN) BFPO 39. Under no circumstances is a BFG Fuel Card to be transferred to the new owner of a BFG registered vehicle on change of ownership.

Sale/Transfer to an Entitled Person in BFG

602. When a vehicle is sold or transferred to a person to whom these Orders apply, the BFG registration is to be transferred in accordance with paragraph 604 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser's use of the vehicle. Please note paragraphs 301 above and 613 below for the penalties incurred if a new tax-free vehicle is disposed of within 12 months of BFG registration (see Section 2 for definition of "New Tax Free Vehicle" and "disposal").

603. If a tax free vehicle has less than one year's accumulated BFG Registration then authority must be sought from S02 G1 Veh Lic prior to transfer. If authority is granted it will be on the understanding that the vendor will not be permitted to purchase another tax free vehicle until the one year anniversary of initial BFG registration of the transferred vehicle. Equally, the purchaser will not be permitted to sell the vehicle before it has accumulated a total of 365 days of BFG Registration.

604. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to give to the purchaser the following documents and obtain a receipt for them:

- (1) One copy of the Bill of Sale, signed by both vendor and buyer. (See Annex F). The vendor should retain a copy of the bill of sale.
- (2) A completed BFG Form 4003. (Application to de-register)
- (3) Number Plates as this will still be on vehicle.
- (4) The original BFG Form 73.
- (5) SAE (Stamped addressed envelope)

b. The **purchaser, has 14 days** to complete the transfer after which the LVLO will post the de-registration certificate (F272) to the vendor using the SAE. In this case the F272 should be backdated to the date on the bill of sale. Registration is to be carried out regardless of the condition of the vehicle. Failure to BFG register may result in an administrative penalty being incurred. If the purchaser has not applied for transfer after 14 days have elapsed, the vendor can apply to LVLO for an F272 on production of the bill of sale. Once again the F272 should be backdated to the date on the bill of sale.

After 14 days, if ownership of the vehicle has not been transferred, details of the case should be passed to SO2 Vehicle Licensing.

- (1) A completed and BFG Form 20 (Application for BFG registration).
- (2) Vendor's F4003 (Application to de-register)
- (3) Vendor's SAE (Stamped addressed envelope)
- (4) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG LVLO.)
- (5) Proof of insurance. See Annex C to Section 4.
- (6) Proof of payment for VLO charges

(7) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.

(8) The original BFG Form 73. (BFG Registration card)

e. When submitting the documents listed at sub paragraph b above by post to the BFG LVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFG LVLO and the documents are in the possession of the new Owner.

f. If the vehicle is a "New Tax Free Vehicle" (see paragraph 220) the purchaser must not dispose of it until it has acquired a minimum of 365 days of accumulated BFG Registration since the date of initial BFG Registration, if the purchaser is not to incur a penalty for early disposal (see paragraph 301).

Disposal of Tax Free and Tax Paid Vehicles to a Non Entitled Person in the UK and Registration of Vehicles in the UK other than Tax Free Vehicles BFG registered under 12 months on Permanent Transfer of Residence(TOR) (See Para 609 and 610) 605.

- a. **Tax free Vehicles:** Before disposing of (**within the meaning of paragraph 208 above**) a BFG registered tax free vehicle, Owners are to obtain BFG NOVA. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG NOVA may result in penalties detailed in paragraph 301 to Section 3 being imposed.
- b. **Tax paid Vehicles.** BFG NOVA must also be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle.
- c. **BFG NOVA** (Authority for personal imports only).

(1) BFG NOVA is obtained by submitting BFG NOVA (A) (available in units) to any Local VLO and a stamped addressed envelope for reply. BFG Form NOVA is required in order to register vehicles with the DVLA. However, in the event an Entitled Person manages to register a vehicle purchased and BFG registered as a New Tax Free Vehicle with the DVLA without using BFG NOVA, the penalties in paragraph 301c will be imposed.

(2) **BFG NOVA will be marked clearly with a “Valid From” and “Valid To” date and must not be used before or after such dates. In the case of vehicles purchased and BFG registered as New Tax Free Vehicles, the earliest “Valid for Use From” date will be the date 12 months after the date of initial BFG registration.**

(3) **BFG NOVA will not be issued in respect of vehicles purchased as New Tax Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 609 to 611 (TOR) below apply or VAT has been paid on the vehicle).**

(4) **BFG NOVA will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 210 above) or if the BFG registration is not current.**

(5) **BFG NOVA must only be used to register the vehicle in the UK by the person to whom it was issued, or by their spouse, except as provided for at paragraph 606 below. BFG NOVA must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.**

606. BFG registered vehicles must be taken to the UK for disposal **in person** by the Owner or, if married, their spouse. If either is unable to take the vehicle to the UK in person, written authority must be sought from G1 (Vehicle Licensing), HQ BFG, BFPO 39, for another Entitled Person to take the vehicle to the UK on their behalf. **Such authority will only be granted for operational or welfare reasons; in either case documented evidence is to be submitted in conjunction with the request for special authority.** Where possible the Owner is to travel in the vehicle even if he or she is temporarily unable to drive. Personnel are warned that the German authorities may regard as meaningless documents assigning power of attorney to a Non-Entitled Person, such as a car dealer or transport company, to take the vehicle to the UK on the Owner's behalf. Personnel are reminded of the need for **Certificates of Conformity (COC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a COC cannot be obtained from the manufacturer or dealer, the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to affect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on repayment) of GB Type Approval to enable registration with the DVLA to be effected.

Notes:

1. **If a LHD vehicle** or motorcycle is being UK registered, **the UK style BFG number must be quoted, not** the German style number which is only issued for security purposes. In addition Owners will have to provide the DVLA with a Certificate of Mutual Recognition from the Vehicle Certification Agency – see above. Details of what is required are at Annex E.

2. If UK registration is not carried out within BFG, then registration with the DVLA must be carried out promptly on arrival in the UK. **There is no period of grace** once the Owner has left BFG and entitlement to BFG registration ceases. See Paragraph 611 for more details. **The BFG registration must be current at the time of registration with the DVLA.** In cases where the application is being made prior to the 12 months date of initial BFG registration, the BFG NOVA will not be issued unless there is at least 5 days current BFG registration remaining from the 'Valid for Use From' date.
3. **BFG registered vehicles must be deregistered with the BFG LVLO within 28 days of disposal by returning the BFG number plates and completed BFG Form 4003. The application for BFG NOVA (C&I BFG document) is not part of the vehicle de-registration process.**
4. **A vehicle purchased as a New Tax Free Vehicle that has been BFG registered for less than 12 months that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until 12 months from the date of initial BFG registration before it can be sold or transferred. The penalties for sale or transfer of ownership before this date are set out in paragraph 301c and 301d above.**

607. When the vehicle is released to its new non entitled Owner in the UK the BFG Owner must remove the following items from the vehicle and return them to their Unit BFG Registration Officer where they will be given a BFG Form 4003 for completion.

a. For RHD Vehicles:

- (1) UK Style Vehicle Registration Plates (including those for any towed equipment).

b. For LHD Vehicles:

- (1) German Style Vehicle Registration Plates.

608. BFG registered vehicles that become an **insurance write off** (beyond economic repair, outside the UK) and that are purchased by certain firms from the insurance companies can be transported to the UK by Non Entitled Persons so long as the firm has received authorisation from the German Customs on BFG Form 38. **Only firms with German addresses will receive such authorisation.** When the wreck is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFG LVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-free Vehicles in use for less than 12 months taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

609. On TOR to the UK of the Head of Household, Entitled Persons, may each take to the UK, and register with the UK authorities, one car and/or motorbike purchased and BFG registered as New Tax Free Vehicles which has been in use less than 12 months, without incurring a penalty. Such vehicles must, however, be retained (i.e. not sold or transferred) for a period of 12 months from the date of initial BFG registration to avoid the imposition of a penalty under paragraph 301c and 301d above. The vehicles must have been BFG registered and used for a minimum of **7 days** in Germany. Please also see Note 2 after paragraph 606.

610. **BFG NOVA** is required in order to import to the UK a BFG registered tax-free vehicle on TOR and will not be issued retrospectively (see paragraph 605c) See paragraph 605 above on the need to use BFG NOVA if VAT is to be avoided. BFG NOVA may be submitted at any time before the TOR takes place. Individuals are advised to ensure that they allow sufficient time for the processing of documentation which should take account of document processing times..

611. The vehicle can be DVLA registered in BFG prior to departure or by using the postal system on arrival in the UK.. Please see Paragraph 606 for details of documents required for UK registration, and Paragraph 607 for de-registration from BFG VLO (MAIN). De-registration must be completed within 28 days of DVLA registration..

Note: Vehicle Owners are reminded of the declaration they make at paragraph 1e to Annex B to this Section, i.e. "I must not sell or transfer ownership of the vehicle until the date 12 months from the date of initial BFG registration".

Disposal to a Non Entitled Person in Germany or Elsewhere Excluding the UK

612.

- a. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 may result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.
- b. BFG Form 38 is required to dispose of both tax-free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase reposessions, to sponsored vehicles and to insurance writes-off handed to dealers / salvage companies etc in Germany.

c. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration Card).
 - (b) UK style number plates, including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

613. The penalties for disposal of a vehicle purchased and BFG registered as a New Tax Free Vehicle that has not been registered for 12 months accumulated BFG registration are set out in paragraph 301c and 301d above. If the Owner has disposed of the vehicle before it has been BFG registered for 12 months and has already BFG registered a replacement vehicle before the BFG LVLO is informed of the disposal of the previous vehicle, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered. Checks to verify the period of BFG registration are conducted by the BFG authorities in conjunction with HMR&C and DVLA.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

614. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to BFG VLO (MAIN) the items listed below. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 615 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased tax-free then German tax may be due on the vehicle.

- a. For RHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) BFG Form 73 (BFG Vehicle Registration Card).
 - (3) UK Style Vehicle Registration Plates (including those for any towed equipment).

- b. For LHD Vehicles:
 - (1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).
 - (2) BFG Form 73 (BFG Vehicle Registration Card).
 - (3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

615. Personnel who have returned to the UK are to return documentation and plates direct to the BFG LVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG LVLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFG VLO(MAIN) via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFG LVLO, BFPO 39. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

616. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 39, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Owners of BFG registered tax free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities if the vehicle has been owned for less than six months.

Abandoned and Scrapped BFG Registered Vehicles

617. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. BFG Vehicles must not be abandoned whether in barracks, other MOD premises or on the public highway. BFG Vehicles abandoned on the public highway may be dealt with by the local German authority, with whom BFG will co-operate fully. An abandoned BFG Vehicle may be scrapped and steps may be taken to recover the administrative costs of the related disposal. In all cases the offender(s) may be subject to disciplinary / administrative action. The offender(s) may also be subject to action by the German authorities.

Lost Registration Plates

618. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and BFG VLO(MAIN). A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

619. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFG LVLO.

BFG Registered Vehicles "Off the Road" Under Repair

620. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFG LVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

621. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty in the new unit in the UK. Purchase of duty free fuel coupons is not permitted during this leave period (see also paragraph 624d (2) for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

622. Vehicles imported to the UK from BFG must have their headlights converted so that they are capable of being used without dazzling oncoming traffic. Headlamp screening tape is not to be used except during the journey from the port of entry to the chosen address in UK. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

623. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also report the theft to their local Service Police unit within 24 hours. The RMP initiate a Stolen Vehicle Report that enables the BFG VLO(MAIN) to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

624. Subject to the provisions of paragraph 625 entitlement to BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 45 days temporary registration lapses (see Section 4 paragraph 408).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from the forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

(1) Is posted to a station in Belgium, BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.

(2) Wishes, and is authorised to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 625).

(3) Is an officer or soldier, authorised to take local discharge or is a civilian taking up local residence on ceasing to be an Entitled Person, he or she may retain BFG Vehicle licensing and prepayment fuel coupon facilities until his or her last day of terminal leave.

625. The extension of registration referred in paragraph 624d(2) is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit VLO is to endorse the BFG Registration Card (BFG Form73) in the fuel coupon section “**Cancelled**” and the Owner is to be informed that he or she must not tender prepayment fuel coupons to any filling station during the period of the registration extension. This application when approved, is to be forwarded to the BFG LVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration (SORR)

626. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

may apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as “Special Off Road” and must not be driven or parked on any public road or place during the period that it is categorised as such.

627. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on a designated off road park in barracks. If uninsured a SORR vehicle cannot be parked on a public road or place as defined in Section 2, Paragraph 215.

b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

628. The BFG LVLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

629. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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ABANDONED AND SCRAPPED BFG REGISTERED VEHICLES

If an abandoned vehicle is to be disposed of to a Non Entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 39 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;

Or

 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of the Force he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO (MAIN), the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of the Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 39.
 - c. The order to remove the vehicle is to be forwarded to his or her CO for service, under cover of a letter from the CO of the unit where the vehicle is located, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 39, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 39 and OC BFG LVLO, BFPO 39.

3. Where the Owner is not known, and cannot be traced through the BFG VLO(MAIN), or otherwise:

- a. A notice is to be published in unit orders stating the intention to dispose of the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.
- b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG LVLO are to be kept informed.
- c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.
- d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.
- e. If a vehicle is purchased under sub-paragraph b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.
- f. Where the Owner is not known, cannot be traced through the BFG VLO(MAIN) and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departs is to be sent to the OC BFG LVLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.
- g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

2. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFG LVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters "ABANDONED/SCRAPPED VEHICLE"). This form is to be completed as far as is possible.
- b. BFG Form 73 and BFG Road Fund Licence (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the "Disposal of old cars ordinance".

A vehicle declared as 'scrapped' will not be re-registered by the BFG LVLO until it has passed a TÜV test

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**APPLICATION FOR EXTENSION OF BFG VEHICLE REGISTRATION FACILITIES
TO COVER END OF TOUR LEAVE TO BE SPENT ELSEWHERE THAN IN THE UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d. (2) SO BFG 3213 (Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BFG 3213.

Signed..... Name and Initials.....

To: BFG Vehicle Licensing Office
BFPO 39

Extension of BFG registration in respect of vehicle(s)

registered number(s).....

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date:

Signed

Distribution:

- Copy to:
1. Applicant
 2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.
 3. Unit records.

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CERTIFICATE OF MUTUAL RECOGNITION FOR A LHD VEHICLE IMPORTED INTO THE UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

- (1) A rear fog light has been fitted to the right hand side of the vehicle.
- (2) The headlamps have been permanently adjusted to dip to the left.)
- (3) The speedometer shows both MPH and KPH.
- (4) Side repeat indicators have been fitted.
- (5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

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BILL OF SALE - TRANSFER TO AN ENTITLED PERSON

(To be completed in duplicate. Buyer to include their copy with Insurance, and Tax Disc (if applicable) **to BFG register within 14 days of date of sale**. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

Article X. VENDOR'S DETAILS

Article XI. BUYER'S DETAILS

Number:

Rank:

Name:

Unit:

Number:

Rank:

Name:

Unit:

VEHICLE DETAILS

Make:

Chassis No:

Colour:

Model:

Reg No:

The Seller acknowledges the receipt of €/£ as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- | | |
|----|----|
| a. | d. |
| b. | e. |
| c. | f. |

The following items have been given to the Buyer (*delete as applicable):

- | | | |
|-------------------|--------------|--------------------------------|
| BFG Road Tax Disc | Bill of Sale | *UK Log Book (not BFG Form 73) |
| *German Log Book | BFG Plates | Photocopy of BFG Form 73 |

Vendor's Signature:

Buyer's Signature:

Date:

Date:

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SECTION 7

Charges for Vehicle Licensing and Testing

701 Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA), BFG is permitted to allow Entitled Persons to import vehicles into Germany, or purchase vehicles tax free for personal use.

As part of this agreement individuals are required to register their vehicles through the BFG VLO and are issued a BFG licence plate. On departure from BFG individuals must de-register from the BFG system and re-register their vehicles through DVLA. Individuals have the ability to purchase a tax free car and/or motorcycle every year; but must retain them until then have attained a minimum of 365 days of accumulated BFG registration from the date of initial BFG registration.

Services that incur No Cost to the Individual

702 Arrival in BFG on assignment. Individuals who arrive in BFG on assignment may import the following which will be registered free under the BFG VLO system. This includes free BFG Road Test for vehicles over 3 years old or a free light test for all vehicles irrespective of age. A move of Units within BFG is **not** qualification for exemption from VLO charges.

- a. Single/married Unaccompanied. 1 car, and 1 motorbike, and 1 caravan/trailer or motor home.
- b. Married accompanied. 2 cars, and 2 motorbikes, and 1 caravan/trailer or motor home.

The vehicles must arrive with the individual by the joining for duty date or have been ordered within 6 months of the joining for duty date. If a family is delayed due to service reasons and arrives after the Head of Household, but within 6 months of the joining for duty date, the vehicle will be registered free. Cases that exceed 6 months may be submitted to OC, BFGVLO, HQ BFG, BFPO 39 for consideration.

2. Renewals. Renewals will be free of charge.
3. Additional Vehicles. Vehicle that are brought into BFG for the purpose of being used for representational sports such as rally cars or off road motorbikes may be registered free of charge.
4. Departure from BFG on assignment. Individuals who depart BFG on assignment may export the following which will be de-registered free from the BFG VLO system. This includes a free BFG Road Test for vehicles over 3 years old; all other vehicles owned by the individual or family must be paid for.
 - a. Single/married Unaccompanied. 1 car, 1 motorbike, 1 caravan/trailer or motor home.
 - b. Married accompanied. 2 cars, 2 motorbikes, 1 caravan/trailer or motor home.

Services that incur a Cost to the Individual

5. Change Cars Annually. Those that exercise the option to purchase a new tax free car annually will pay for the de-registration of the current vehicle and re-registration of the new tax free vehicle plus the cost of the light test.
6. Cars over 3 Years old. Cars that have been imported that are over 3 years old will receive the first BFG Road Test free thereafter they will be paid for.
7. Vehicles purchased tax free after arrival. There will be instances of entitled personnel who decide to purchase a tax free/tax paid vehicle after their arrival; if this purchase is completed within 6 months of the joining for duty date it may be registered free, in all other cases individuals will pay the registration fee.
8. Horsebox/trailers. Individuals who own horseboxes or trailers may register/de-register them free of charge on arrival/departure from BFG.
9. ISODETs. Personnel who are assigned to ISODETs will operate under the same rules. The garage that conducts the TÜV Test1 will continue to be paid through the Contract Repair Branch (Germany). However individuals are to use the form at Annex B to pay the amount into the Imprest Account that applies as if the road test was conducted in a BFG Test Centre. A copy of the receipted form must be submitted when applying for BFG Registration/renewal.
10. There will be some cases that will not fit neatly into the above, neither is it the intent to second guess every individual circumstance. However, where an individual believes that they have an exceptional case it should be submitted through their chain of command to OC, BFGVLO, HQ BFG, BFPO 39 for resolution.

703 Payment must be made into the Imprest Account using the Form at Annex A prior to undertaking registration/de-registration, BFG MOT or light test. No action will be carried out until proof of payment has been provided.

NOTE: - The level of charges stated at Annex A to this section may not be current and are subject to change without notice.

BFG/DVLA Registration Email Scheme

704. BFGVLO in conjunction with DVLA will register BFG private vehicles in Germany prior to a customer's departure under the BFG/DVLA Registration Email scheme. This process has been put in place for BFG personnel and is designed to offer a streamlined and alternative facility to having to apply direct to DVLA Swansea by post for UK registration and wait for their documentation to be returned. The BFG/DVLA process does however require personnel to plan ahead and not commit to specific dates for returning their vehicles to the UK, until they have been assured by their LVLO that DVLA have accepted their documentation See Annex B.

It is advised that the customer should not plan to drive back to UK on the same date that they have requested to register. This also includes a UK bank holiday or week-ends.

705 Those eligible to use this scheme are entitled personnel who have vehicles registered with BFGVLO. All vehicles that were previously registered in the UK or vehicles that were registered on an Allocation Certificate in BFG with UK specification.

Requirement for a UK MOT

706 A vehicle that would require a UK MOT can be registered for this scheme with an in date BFG roadworthiness test so long as its validation covers 14 days maximum from the date of DVLA registration. Customers will be given a letter stating that the vehicle must undergo a UK MOT within the 14 days after which the vehicle must not be used until it passes the MOT.

Documents required to register

707

- a. NOVA BFG 1 - valid for the requested date of Registration (yellow form) issued by C&I BFG.
- b. V55/5 (DVLA application form) issued by local VLO office.
- c. Valid UK insurance certificate or cover note dated from intended date of registration.
- d. BFG form 73 Log Book in date.
- e. ID i.e. Service ID, Driving licence (both parts) and Passport for UKBC and dependants.
- f. Contact telephone and or e-mail address
- g. Proof of UK address e.g. future SFA, SLA, extended family member address supported by covering letter from head of household, address of trade purchaser.
- h. For vehicles registered in BFG by Allocation Certificate a Certificate of Conformity (CoC).
- i. Money (cash only) to pay for UK tax disc or first registration fee.

Postal applications can be made; however, the customer must present him/herself **and the vehicle being registered** to the LVLO from which the DVLA documents are collected on the day of registration.

Vehicles that are not eligible under BFG/DVLA Email scheme

708

- a. Not road worthy (SORN, Kit Build, restoration project etc).
- b. Non-British specification vehicles - Mutual recognition required.
- c. Not currently registered with BFG.
- d. First registration applications – with a personalised registration number being allocated at the same time.
- e. Keeper returning to Northern Ireland

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BFG VLO REGISTRATION CHARGE RECEIPT

Garrison/Unit.....

Service/Staff

No.....Rank/Grade.....Name:.....

Vehicle Registration No..... Chassis

No.....

Documents	Cost	Requirement: Please Tick all that apply
Nova Cancellation/amendment Fee	€20.00	
Replacement De-Registration Certificate (F272)	€5.00	
Replacement Emission Sticker	€5.00	
Replacement F73	€6.00	
Replacement number plate – single (For Bike Racks)	€12.00	
Replacement set of number plates	€18.00	
Registration costs – all vehicles	€70.00	
BFG MOT During tour - Car*	€40.00	
BFG MOT During tour - Motorcycle*	€28.00	
Registration of Caravan/Trailer	€12.00	
BFG MOT During tour – Caravan/Trailer*	No cost	
Light Test	€9.00	
Transfer of ownership	€10.00	
De-registration during tour	€32.00	
Total to Pay	€	

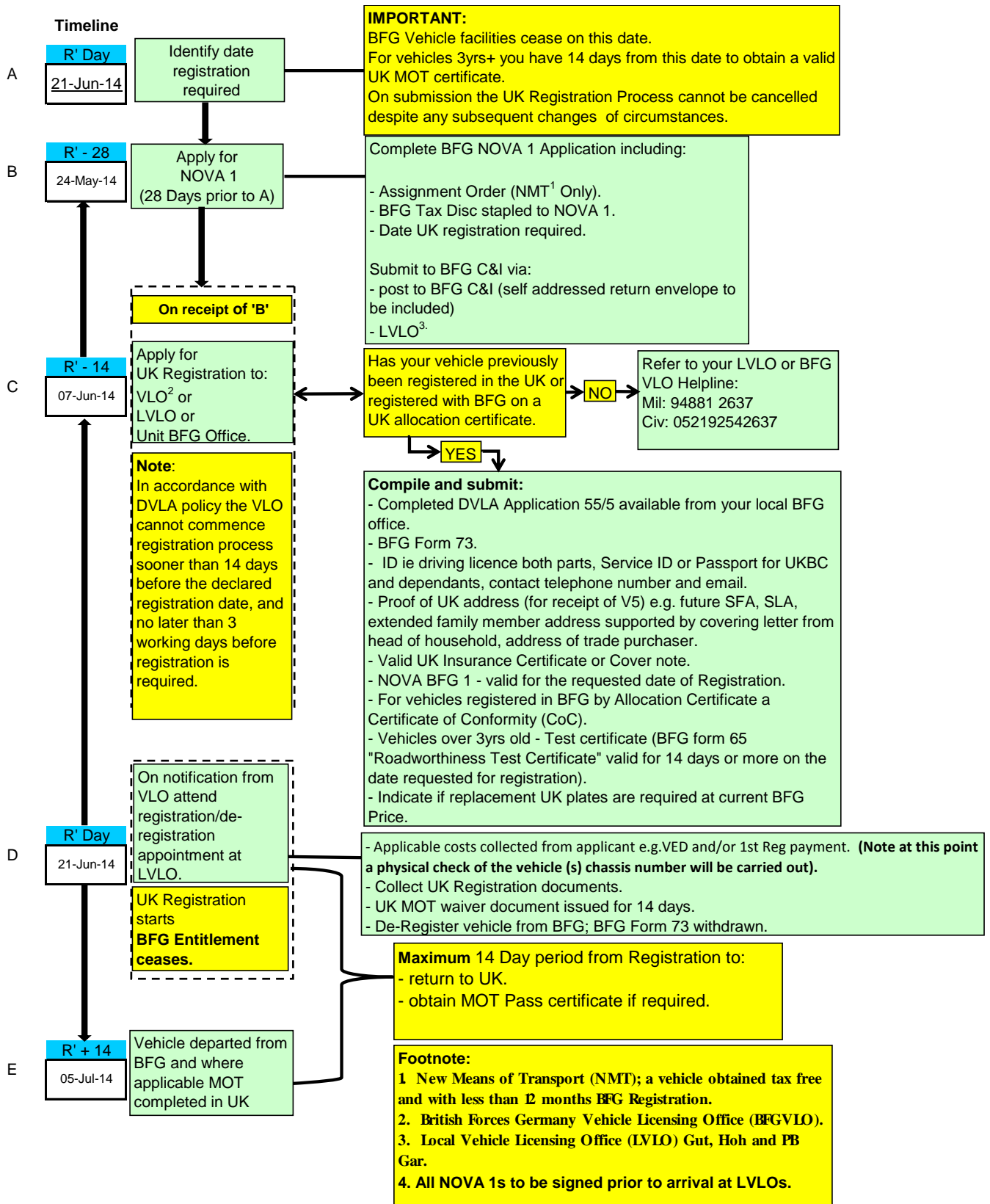
Note: Failure to attend a re-test within the 14 day period may result in full BFG Road Test costs being imposed

All payments are to be credited to the BFG Fuel Coupon Account.

Total Amount Received: €.....Date:/...../.....

Signature.....Payee Signature.....

UNIT STAMP:
ANNEX B TO
SECTION 7
AMDT 56



SECTION 8

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SECTION 9 - RESPONSIBILITIES OF A GARRISON LVLO

901. **Training.** All Garrison LVLO staff, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Officer Training Course at the BFG VLO(MAIN). Following appointment, dates of courses are to be arranged with OC BFG VLO(MAIN).

902. **Responsibilities.** Garrison LVLO staff are to:

a. Where access to the BFG LVLO database is not possible maintain a register of BFG Vehicles owned by members of, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

- (1) The Owner.
- (2) Vehicle registration number.
- (3) Validity of insurance.
- (4) Expiry date of current registration.
- (5) Date next roadworthiness inspection becomes due.
- (6) Latest date for lighting test for vehicles under three years old.

b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licences (Paper licence and photocard) are to be inspected. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration, (BFG Form 20 or 20a), are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf except in the case of initial registration which must be signed by the applicant. In such cases the application is to be accompanied by a note of explanation, countersigned by an authorised VLO Office Clerk.

c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFG LVLO.

d. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.

e. Upon being notified by BFG VLO(MAIN) that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain

whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG LVLO certifying the action taken within 14 days of receipt. If unable to meet this deadline inform the BFG VLO(MAIN) giving the reasons.

f. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.

g. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.

h. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.

j. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFG VLO(MAIN).

k. Within 14 days of the Owner of a BFG registered vehicle being posted to the unit from another part of BFG, inform BFG LVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.

l. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.

m. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.

n. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 45th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. LVLO are not to confiscate private vehicle keys and driving licences.

o. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.

- p. Ensure that when entitlement to BFG registration facilities ceases, e.g. Posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison LVLO for onward transmission to the BFG LVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 615) when plates etc are sent direct to the BFG VLO(MAIN).
- q. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG registration plates in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non Entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.
- r. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFG VLO(MAIN) in circumstances of an Arms Plot or other ordered moves.
- s. Ensure that the unit clearance certificate includes clearance by the Garrisons LVLO. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 3903 and briefed on the procedure for de-registration.
- t. Record details of driving bans affecting all units and establishments covered by the Unit BFG Registration Officer.
- u. Attend BFG LVLO seminars.

SECTION 10 - PREPAYMENT FUEL COUPONS AND BFG FUEL CARD FOR THE SUPPLY OF MOTOR FUEL

General

1001. The sale of prepayment fuel coupons and the application for BFG Fuel Cards for the supply of motor fuels for use in BFG registered vehicles is a unit responsibility in conjunction with G4 Log Sp (Ground Fuel) HQ BFG, to whom any matters of policy concerning the scheme are to be directed.

Sale of Prepayment Fuel Coupons

1002. For the period when pre-payment fuel coupons are available, owners of BFG registered vehicles may buy from selling points fuel coupons that can be exchanged for petrol and diesel at authorised filling stations within Germany for use in their private vehicles. Fuel coupons may be purchased against a monthly allowance depending on the type of vehicle and its engine capacity (see Annex A to this Section for the allowances). Purchases may only be made during a valid period of registration and are recorded on the BFG Registration Card (BFG Form 73). Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Paragraph 210, Section 2 of this Standing Order, may purchase fuel coupons from selling points for the vehicle. **Due to changes in manning authorities, as a direct result of reducing customer needs, coupons are only authorised for sale in the quantities detailed at Section 10, Annex A, Paragraph 2 of this order.**

Validity Checks

1003. Persons engaged in selling fuel coupons are to ensure that the BFG Registration Card (BFG Form 73) is valid in all respects, that is to say:

- a. The registration period shown is current.
- b. The roadworthiness date is current.
- c. The lights check is not overdue (if applicable).
- d. The card is signed by the vehicle owner.
- e. The quantity of fuel coupons is within entitlement.

If a BFG Registration Card (BFG Form 73) is not valid in all respects then fuel coupons are not to be sold. Coupons are not to be sold on the basis of a Proof of Posting Certificate. Fuel coupons cannot be purchased for private vehicles that are not BFG registered, irrespective of the conditions under which the owner is present in Germany.

The BFG Fuel Card

1004. Owners of BFG registered vehicles may apply for a BFG Fuel Card, enabling them to access their tax free petrol or diesel ration directly at ARAL filling stations within Germany for use in their private vehicles. Cards are automatically credited with the monthly allowance at 0001 hrs on the first day each month and unused ration allowances are automatically cancelled at 2359 hrs on the last day of each month. Cards will only be issued on production of a valid BFG Registration Card (BFG Form 73) and during the period of transition between pre-payment coupons and the card, the Fuel issuing portion of the BFG Registration Card (BFG Form 73) will be cancelled. Only those personnel whose name appears on the card issued to each vehicle is entitled to refuel the vehicle using the BFG Fuel Card.

Restrictions on Use of Prepayment Fuel Coupons

1005. Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. The improper use of fuel coupons will normally result in the withdrawal of BFG vehicle facilities from the offender², in addition to any disciplinary action that may be taken.

1006. **Prepayment fuel coupons are not transferable.** Fuel obtained using coupons is not to be disposed of, or in any way used, or permitted to be used, except in the BFG vehicle in respect of which the fuel coupons were purchased. **Fuel coupons are not to be used in the pursuance of any business venture; they are to be used for private motoring only.** It should be noted that:

- a. Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.
- b. Service station staff have the right to request production of the fuel coupons before allowing delivery of fuel into the vehicle's tank, in order to check the number of the vehicle against the number inserted on the coupon, and that the coupon has been signed. Service station staff may also request production of BFG Form 73 and some other form of identification to satisfy themselves that fuel is being delivered to an entitled person. **Such a request is not to be refused.**
- c. Service station staffs have the right to refuse fuel coupons that are incomplete or illegibly completed.
- d. The service station operator is not in all cases under an obligation to accept fuel coupons. However, any instance where refusal to accept fuel coupons is encountered should be reported to G4 Log Sp (Ground Fuel), HQ BFG, so that the matter can be raised with the contractor.

e. Residual stocks of the BFG Fuel Map showing fuelling points available on autobahn and along the borders of Germany may be obtained from Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ BFG, BFPO 140.

1007. Details of the prepayment coupon scheme are contained in Annex A to this section.

1008. Details of the BFG Fuel Card are contained in Annex C to this Section.

Prevention of Abuse

1009. HQ BFG, in liaison with the oil companies who hold the contract to supply fuel against fuel coupons, ARAL in the case of the BFG Fuel Card, and German Customs authorities, periodically audit fuel coupons that have been tendered in exchange for fuel at retail outlets throughout Germany and Fuel Card transactions that have taken place at ARAL forecourts. The aim of this audit is twofold:

- a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.
- b. To detect abuse of the schemes by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1010. All units are therefore to publish in their routine orders on a quarterly basis the following:

“Prepayment Fuel Coupons

Fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of fuel shown on the coupon. Coupons are not to be sold for use in vehicles where the BFG registration is not “in date” and that do not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73.

Only the person whose name is recorded on the BFG Form 73 for the vehicle, or any entitled family member in accordance with Standing Orders for British Forces (Germany), Part III, Chapter 2, Standing Order 3213, Section 2, Paragraph 210, may purchase fuel coupons from selling points for the vehicle.

Fuel coupons are not transferable. Fuel obtained using them is not to be disposed of, or in any way used, or permitted to be used, **except in the BFG Vehicle in respect of which the fuel coupons were purchased.**

Fuel coupons are not to be used in the pursuance of any business venture, nor are they to be tendered as a means of payment for any goods or services; they are to be used for private motoring only.

Before presentation at the service station, fuel coupons are to be legibly completed in the spaces provided with the BFG registration number of the vehicle in respect of which the fuel coupons were issued, the signature of the person authorised to take delivery of the fuel, and the date on which the fuel was delivered.

The improper use of fuel coupons will normally result in the withdrawal of BFG facilities from the offender, in addition to any disciplinary action that may be taken.”

The BFG Fuel Card

1011. BFG Fuel Cards are not to be used for any purpose other than that for which they are issued, that is to say, to access the tax-free ration of fuel shown on the card. Cards are not to be used with vehicles where the BFG registration is not “in date” or does not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73.

Only persons whose names are recorded on the card may purchase fuel using the card from ARAL forecourts.

The BFG Fuel Card is not transferrable, it is used on behalf of a specific vehicle in the name of the owner and the ration will be cancelled on de-registration/disposal of the vehicle.

BFG Fuel Cards are not to be used in the pursuance of any business venture, nor are they to be used as a means of accessing any other tax-free goods or services; they are to be used to access tax-free fuel for private motoring only.

Before presentation at the ARAL service station, card bearers are to ensure that their name appears on the card allocated to that vehicle and that they are in possession of an authorised valid Service/BFG ID card.

The improper use of BFG Fuel Cards will normally result in the withdrawal of the appropriate BFG facilities from the offender, in addition to any disciplinary action that may be taken

Accounting Instructions for the Sale of BFG Prepayment Motor Fuel Coupons

1012 Accounting instructions for the sale of BFG motor fuel coupons are detailed at Annex B to this instruction.

PREPAYMENT FUEL COUPONS FOR THE SUPPLY OF MOTOR FUEL

Basic Allowance (For Private Owners Only)

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
<p>Cars, vans</p> <p>Up to 1300 cc From 1301 cc</p>	<p>200 litres 400 litres</p>
<p>Motor cycles and mopeds</p> <p>Up to 449 cc 450 – 850 cc 851 cc and over</p>	<p>80 litres 90 litres 110 litres</p>
<p>Rotary Engines</p> <p>Up to 43 kw From 44 kw</p>	<p>200 litres 400 litres</p>

2. Fuel coupons within the authorised allowance may be drawn from a designated coupon selling point that will be responsible for checking the validity of the registration card and entering on it the number of litres drawn. **Due to changes in manning authorities, fuel coupons are only to be sold in quantities of a minimum of 40 litres or above.**

3. Fuel coupons may be drawn for the current month. Registration for at least one day in a month gives entitlement to a full basic ration for that month. If a vehicle is unregistered for a full calendar month, no entitlement exists for that month.

4. Fuel coupons that are not drawn in the month of entitlement become forfeit at the end of the particular month. A full month's coupon entitlement or whatever element is unused, is retained if a vehicle is deregistered and subsequently re-registered within the same month.

5 Fuel coupons are valid for a 25 month period, e.g. 1 Mar 11 to 31 Mar 13. If not used before 31 Mar of the year in which their validity ends they can be surrendered and exchanged on one-for-one basis if BFG registration is still valid or for cash, if the vehicle has been disposed of on production of Deregistration Certificate BFG Form 272, at selling points up to 31 Mar of the following year i.e. 31 Mar 14 (See also Sect 10, Annex B, Paragraph 7c).

Supplementary Allowances

6. **Entitlements to supplementary coupons no longer exist under the new Forces Custom Law (Truppenzollgesetz).**

i) Refund of Current Coupons

7. Refunds and exchanges of coupons are to be minimised to reduce the losses to the Fuel Coupon Account through price variations and accounting effort. Up to **one** months ration of current valid coupons may be exchanged, or surrendered for cash, on

- a. Disposal and replacement of the vehicle for which they were purchased. Any residual ration will be deleted from the ration card.
- b. Loss of BFG entitlement.

Refund for Coupons taken out of Germany

8. Refunds for fuel coupons taken out of Germany will be made on request to BFG Fuel Coupon Accountant up to one year after leaving Germany. These refunds will be liable to an administration fee of € 3.00 irrespective of the number of coupons refunded. The value of any fuel coupons returned to Fuel Coupon Accountant without a request for a refund will be donated to SSAFA.

ACCOUNTING INSTRUCTIONS FOR THE SALE OF BRITISH FORCES GERMANY (BFG) PREPAYMENT MOTOR FUEL COUPONS

1. **Introduction.** The rules for the sale of BFG prepayment motor fuel coupons are detailed in Standing Orders for British Forces in Germany². Those responsible for selling coupons must be familiar with these rules and have a copy available at the selling point. This letter contains the following information concerning the sale of the new series coupons:

- a. Authorised account holder & demand authority.
- b. Authorised floats.
- c. Indenting for fuel coupon supplies.
- d. Accounting within the selling point and to the Fuel Coupon Accountant (FCA).
- e. Selling prices.
- f. New series coupons action at the end of Feb XX.
- g. Refunds & exchanges.
- h. Insurance.
- i. Sales to personnel of other entitled nations.

2. **Authorised Account Holder & Demand Authority.** Prior to the issue and sale of fuel coupons, units responsible for selling points are to confirm details of the local account holder and those authorised to demand replacement coupons by completing Appendix 1 to provide the updated listing of specimen signatures. On change of account holder, Appendix 1 is to be completed by the new incumbent and countersigned by the outgoing signatory. Any additional personnel authorised to demand coupons may only do so after submitting Appendix 1 countersigned by the authorised account holder.

3. **Authorised Floats.** The account holder is authorised to hold a float of coupons up to a total representing the expected average sales over a two week period. The minimum holding for any grade of fuel is 5000 litres due to the size of the packages. **Selling points are to ensure they count every pack of 5000 to establish that there are no extra or missing sheets.** No coupon must be sold from a pack that does not have the correct amount of 50 sheets. Irregularities will only be accepted when full unopened packs are returned to this office.

2. Standing Orders for BFG, Part III, Chap 2, SO 3213, Section 10

4. **Indenting for Fuel Coupon Supplies.**

Initial Indent. The initial coupon indent for the new series coupons should be for the amount of the authorised float. The indent is to be submitted to FCA, HQ BFG using Appendix 2 to this instruction by Jan XX in the year of the new series. Appendix 3 is **not** required in support of the initial indent.

a. **Subsequent Indents.** All subsequent indents are to be made in multiples of 5000 litres using Appendix 3 to this instruction and forwarded direct to FCA either by mail or by fax. At no time may holdings of coupons exceed the authorised float levels, however, the account holder should maintain stock levels at their maximum to avoid unnecessary indents being submitted and shortfalls at selling points. All indents must be completed and signed by the authorised account holder.

b. **Dispatch of Coupons.** Coupons will be posted to units via the BFPO system using 'next day delivery' or collected by hand by authorised account holders depending on arrangements already in place.

5. **Accounting.**

a. **Registration Card (BFG Form 73).** After checking the card's validity the number of litres sold should be recorded on it. When each month's ration has been fully drawn, i.e. 400 litres, the suffix 'F' is to be entered after the month in question in the 'Issue For' column, e.g. Jan (F). This method of recording should be used to avoid misunderstanding where individuals use more than one selling point.

b. **Within the Selling Point.** Locally produced daily sales books/sheets or appropriate computerised systems may be used to record sales at selling points. Alternatively, copies of BFG B35 (BFG Fuel Register) can be obtained upon request from FCA.

c. **Monthly Reconciliation.** The original copy of Appendix 4 to this instruction, completed and signed by the account holder, should be forwarded to the FCA on or before the 10th day of the following month, without exception. Payment is also to be made by Bank Credit Transfer (BCT) by the 10th day of that month to the account details contained in Annex D to this instruction. The 'Verwendungszweck' section of the BCT should be completed showing selling point title and month and year of sale.

d. **Format of Appendices.** **The account holder is requested to complete appendices in the same format as those contained in this instruction.**

6. **Selling Prices.** Coupon selling prices can fluctuate monthly. A 'Change of Price' and 'No Change of Price' letter will be sent out by Log Sp (Ground Fuels), HQ BFG, by fax on the last working day of every month. The onus is upon the account holder to verify the prices before commencing sales. No allowance can be made by the FCA for coupons sold at the wrong price.

7. **New Series Coupons action at the end of Feb XX.** The current issue coupons are valid until 31 Mar XX. New series coupons will be available towards the end of Feb XX and will be valid from 01 Mar XX to 31 Mar XX. The account holder is to ensure that sales of previous series coupons cease with effect 28 Feb XX and that sales of the new series commence not before 01 Mar XX. Key actions are listed below:

a. **Indent for New Series Coupons.** An indent for new series coupons should be submitted to the FCA using Appendix 2 to this instruction by 19 Jan XX; see Para. 4. a.

b. **Sales of Old Series Coupons are to cease 28 Feb XX.**

c. **Exchanges.** The exchange of previous for new coupons during Mar XX should be avoided where possible, as both series' are valid throughout the month. The exchange or refund of previous coupons for the new series coupons is permitted up to and including 31 Mar of the following year. **Thereafter there will be no exception to exchange coupons. Exchanges will be one for one. Previous coupons are to be recorded as refunds and new coupons are to be recorded as sales in BFG Fuel Register - BFG B35. No entry is required on the BFG Form 73 in respect of one for one exchanges.** The top halves of exchanged coupons should be attached as supporting vouchers to the original copy of Appendix 4 and recorded as prior year refunds on the reconciliation.

d. **Return of Unsold Previous Coupons.** . Un-issued fuel coupons are then to be disposed of under unit arrangements by means of a properly convened destruction board. A certificate of destruction is then to be rendered to the BFG Fuel Coupon Accountant with that month's fuel coupon reconciliation. Any fuel coupons exchanged for cash must be defaced and returned to the BFG Fuel Coupon Accountant, G4 Log Sp (Ground Fuel), HQ BFG, in support of entries made on the relevant monthly coupon reconciliation.

e. **Local Advertising.** Selling points are requested to initiate local advertising regarding the change of series, particularly where op tours are liable to make it difficult for individuals to exchange coupons during the period. The FCA will initiate BFG wide publicity.

8. **Refunds and Exchanges of Current Coupons.** Refunds and exchanges of current coupons are to be minimised to reduce losses to the BFG Fuel Coupon Account through price variations and accounting effort. Up to one month's ration of current valid coupons may be exchanged on disposal and replacement of the vehicle for which they were purchased. Cash refunds will only be permitted to the value of one month's ration on posting out of theatre or loss of entitlement. In both cases any residual ration should be deleted from the ration card. Selling point action is required as follows:

a. **Confirm.** Confirm reason for refund; see proof of sale / de-registration or posting order.

b. **Exchanges.** Account for exchanges as a refund in cash followed by a new sale. Delete the ration entitlement on the new ration card.

c. **Cash refunds.** The rate to be used is the **current** month's selling price (unless otherwise instructed).

d. **Coupons.** Cut the returned/exchanged coupons in half; destroy the bottom halves and attach the top halves as supporting vouchers to the original copy of Appendix 4. All refunds of current series coupons must be shown as 'current year' refunds on Appendix 4.

e. **Resale.** Under no circumstances may returned/exchanged coupons be resold.

9. **Insurance.** BFG selling points are to ensure that for insurance cover the 2 weeks float is not exceeded. The premium for all selling points will be paid from the Fuel Coupon Account.

10. **Sales to Entitled Personnel of Other Nations.** Due to the provision of BFG coupons to various other Sending States Forces, sales to other nationals not registered with the BFG LVLO are not permitted without specific authority from HQ BFG.

11. **Contact Details.** Any further advice or assistance required in conjunction with this Annex should be addressed to:

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters British Forces Germany
BFPO 140

Tel No: 0521 9254 2450

From: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
HQ British Forces Germany
British Forces Post Office 140
Tel Mil: 94881 2450 Civil 0049 (0)521 9254 2450

E-Mail: Brian.Stammer712@mod.uk

**AUTHORISED ACCOUNT HOLDER
SPECIMEN SIGNATURES & CONTACT TELEPHONE NUMBERS**

1. It is mandatory that this office is informed of any changes of Account holder and authorised signatories.
2. Failure to comply with this request may result in the rejection of future indents and reconciliations not matching the details held by the Fuel Coupon Accountant (FCA).
3. Please complete the details below and return to this office.

To: Fuel Coupon Accountant
Selling Point/Point of
Contact

From: _____ UIN: _____
Full Postal Address: _____ Tel: _____
Fax: _____

Authorised Account Holder: _____

Specimen Signature 1: _____

Name in Block Capitals: _____

Specimen Signature 2: _____

Name in Block Capitals: _____

Signature _____ Date: _____

Rank/Grade _____

Appt (CO/Supervising Officer)

Notes on Completion:

1. Initial notification of Account Holder at Para 3 requires CO or Supervising Officer

2. The authorised Account Holder may submit changes to the list at Para 3 without CO/Supervising Officer countersignature (if agreed at unit level).

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APPENDIX 2 TO
ANNEX B TO
SECTION 10

From: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
HQ British Forces Germany
British Forces Post Office 140

Tel Mil: 94881 2450 Civil 0049 (0)521 9254 2450

E-Mail: Brian.Stammer712@mod.uk

Fuel Coupon Accountant

AUTHORITY FOR ISSUE OF FLOAT

1. Authority is requested for the following float of 20 /20 coupons.

DIESEL _____ (LITRES)

DIESEL PLUS _____ (LITRES)

SUPER 95 _____ (LITRES)

SUPER PLUS _____ (LITRES)

(MINIMUM 5000 LITRES FOR ALL GRADES)

2. The above amounts are based on SIX month's average sales.

NOTE: This application also acts as your first indent. Annex C is **NOT** required at this time.

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APPENDIX 3 TO
ANNEX B TO
SECTION 10

From: _____

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuel)
Headquarters British Forces Germany
British Forces Post Office 140

Date : _____

Tel Mil: 94881 2450 Civil 0049 (0)521 9254 2450
 Fax Mil:
 E-Mail: BrianStammer712@MOD.UK

SELLING POINT TITLE	UIN	ACCOUNT HOLDER	
		RANK	NAME

±

	DIESEL	DIESEL +	SUPER 95	SUPER +	
AUTHORISED FLOAT					
BALANCE ON HAND					
INDENT *					

* MINIMUM 5000 LITRES FOR ALL GRADES

 UNIT STAMP

 AUTHORISED SIGNATURE

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Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
HQ British Forces Germany
British Forces Post Office 140

Tel Mil: 94881 2450 Civil 0049 (0)521 9254 2450

E-Mail: Brian.Stammer712@mod.uk

RECONCILIATION - PREPAYMENT FUEL COUPONS

Period from: _____ to: _____
Selling Point Title _____ UIN: _____

1. Coupon Stocks

	DIESEL	DIESEL+	SUPER 95	SUPER +
Authorised Float				
Opening Balance				
Receipts				
Sales *				
Closing Balance				

2. Sales Value

Sales *				
Price				
Sales Value €				
Total Sales Value €				

3. Refunds

	Current Year (H Series)		Prior Year (P Series)	
	Litres	Total €	Litres	Total €
DIESEL				
DIESEL PLUS				
SUPER 95				
SUPER E10				
SUPER PLUS				
	Total €		Total €	

4. Total Sales Less Refunds
€

5. Payment has been made by Bank Credit Transfer to the BFG Fuel Coupon Account
Stadtsparkasse - **Konto Nr.** **BLZ** .

6. I certify that the above particulars are correct and agree with our records.

Date :

AUTHORISED
SIGNATURE

SECTION 11 - DISCIPLINE

1101. Introduction

a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from these orders. Arrangements for the permanent display of this NBI are to be as follows:**

(1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards and in messes, JRCs and other unit clubs.

(2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.

b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the GOCs have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BFG 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102. a. *Registration is carried out on a BFG Form 20. Tax free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.

b. Subject only to the exceptions referred to in sub paragraphs d and g below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFG VLO(MAIN). Any vehicle purchased tax free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG LVLO for any reason must be kept off public roads/places in either a garage or Unit Designated Parking Area. Authority for a delay in registration must be sought from SO2 G1 Veh Lic.

c. A vehicle is not currently BFG registered until the Owner has received from the BFG LVLO a BFG Registration Card valid for the period during which the vehicle is to be driven.

d. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, whichever is the later date, providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless registered in accordance with sub paragraph b. above.

e. Where a vehicle is used under the terms of sub paragraph d. above, the driver must be in possession of a current logbook and the appropriate number plates and additional licences, e.g. UK tax disc must be displayed on the vehicle in the proper manner. All other conditions as to use contained in these Orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

f. BFG registration will cease on the cancellation or lapse of the vehicle's insurance cover, roadworthiness test or failure to renew registration annually.

g. A vehicle that has been registered with the BFG VLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

h. A vehicle that is not currently registered with the BFG VLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior appointment, to be carried out.

i. A person to whom these orders apply is not to permit another person to whom these orders apply to drive a BFG Vehicle unless that vehicle is currently registered with the BFG VLO.

Note: A lights check must also be carried out within 45 days initial BFG registration on all vehicles less LHD vehicles not previously registered in the UK. Without a valid lights check stamp on BFG Form 73 the vehicle is not to be used and duty free fuel coupons are not to be purchased.

1103. Where the registration of a vehicle by the BFG LVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold a Valid Driving Licence

1104. *A person to whom these orders apply is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current valid EU driving licence covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving licence may drive a vehicle that he or she is authorised to drive under such licence during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SO BFG 4310, for further details). In addition:

a. A person to whom these orders apply, if he or she has been disqualified from driving by any court, or he or she has been denied the issue of licence or permit to drive or it has been withdrawn, is not to drive **any** vehicle within the territorial application of these Orders (see paragraph 1102 above) during the period of such disqualification or withdrawal..

b. During the period of withdrawal:

(1) Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BFG 3208 is to be completed and disposed of as follows:

(a) 1 copy to be sent to the CTOB, BFPO 39, 14 days before the proposed move.

(1) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 39, and SO2 G1 (Vehicle Licensing), HQ BFG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Spare.

1106. *A person to whom these orders apply is not to permit any other person to drive a BFG Vehicle unless:

a. The other person, being a person to whom these orders apply, is the holder of a current EU licence covering the type of vehicle driven, except that a person who possesses a current domestic or international driving licence valid in Germany and over 18 years old may be permitted to drive a vehicle that he is authorised to drive under that licence during a period of 45 days from the date of his arrival in Germany.

b. The other person, not being a person to whom these orders apply, is the holder of a driving licence valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake. In this context an 'emergency' is construed as a 'life threatening' situation or of similar severity. The only exceptions to this ruling are nannies that are authorised to drive their employer's BFG registered vehicle under terms set out in Section 3 paragraph 303.

c. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle.

d. The other person, being 18 years of age or over, not being a person to whom these orders apply, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom these orders apply and possesses a full national or international driving licence valid in Germany.

NOTE: Persons other than those to whom these orders apply are not to be:

- (1) Supplied with BFG prepayment fuel coupons or petrol in cans obtained in exchange for such coupons.
- (2) Permitted to drive a BFG Vehicle in exchange for any remuneration, service, or reward of any kind.

Obligation to Insure Vehicles

1107. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they **MUST** inform the BFG LVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates/Tax Disc and/or TÜV stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom these Orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these Orders) to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFG LVLO registration plates and GB sticker (if applicable) are displayed in accordance with the provisions of these Orders
- b. For LHD vehicles and motor cycles, the BFG LVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFG LVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom these Orders apply is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving licence that is acceptable to the German authorities.
- b. A current certificate of motor insurance.
- c. A current BFG Vehicle Registration Card (BFG Form 73) with valid roadworthiness and lights check dates.
- d. Registration plates as issued by the BFG LVLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TÜV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against these orders.

Obligation to Ensure Roadworthiness

1111. *A person to whom these orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or attempt to drive a BFG Vehicle or to purchase fuel coupons unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, or his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a of this order.

1112. *A person to whom these Orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or park a private vehicle unless each tyre on the vehicle, has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom these Orders apply is obliged to notify the BFG LVLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non entitled.

Obligation to Notify Change of Area - LHD Vehicles ONLY

1114. Subject to the provisions set out in Section 5 paragraph 503 a person to whom these Orders apply is obliged to notify the BFG LVLO within 14 days of any change of area address in Germany necessitating a change to his or her BFG Vehicle registration plates. The change of area will normally be effected when the BFG registration is renewed.

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom these Orders apply when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *Deregistration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFG LVLO within 28 days of ceasing to be an Entitled Person the following items. Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFG LVO (MAIN) direct:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (including those for any towed equipment).
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38/NOVA When Disposing of a BFG Registered Vehicle to a Non Entitled Person or Transferring Residence

1117. *A person to whom these Orders apply is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 39, in accordance with Section 6 Para 612. Where the disposal is to be in the UK, a BFG NOVA is to be obtained from C&I BFG in accordance with Section 6 paragraphs 605 and 610. BFG Form NOVA, which is the authority to take a BFG Registered Vehicle into the UK, will not normally be issued unless the vehicle has been BFG Registered for 12 months or more. The exception is where the Owner is moving to the UK on permanent transfer of residence of head of household and in these circumstances a BFG NOVA will be issued for up to one car and/or motorbike as NMT per Entitled Person (see paragraph 609 above for more details). If an entitled person is locally discharging in Germany or another EU state, he/she is to apply to C&I BFG for a F38Ü (export licence). The F38U is to contain the full address, including postcode of the entitled persons permanent abode upon losing BFG entitlement. Local VAT may be due if the transfer of residence occurs within 6 months of purchasing a new tax free vehicle.

A BFG NOVA will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 210 above) or in circumstances where the Owner has ceased to be an Entitled Person or if the BFG registration is not current. A BFG NOVA must only be used to register the vehicle by the person to whom it was issued or their spouse, or other Entitled Person with the written authority from G1 (Vehicle Licensing). BFG registered vehicles must be taken to the UK for disposal by the Owner in person or the Owner's spouse. Disposal includes UK registration/re-registration. Once UK registered, the vehicle must not be brought back to Germany without authority from G1 Vehicle Licensing HQ BFG. Please note the penalties in paragraph 301c above for disposing of a tax free vehicle under one year old which has not been BFG registered a full year.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non Entitled Person

1118. *A person to whom these Orders apply is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non Entitled Person. In addition BFG Form 38 or BFG NOVA is to be obtained before disposal to a Non Entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a Non Entitled Person, requires that the Owner of the vehicle will return to the BFG LVO(MAIN) within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (including those for any towed equipment).
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition as issued.

Notes

1. Disposal to an Entitled Person requires that the number plates are handed to the new Owner, except where the new Owner of a LHD vehicle is in a different area of BFG where the new German style plates will be required. In this case the old plates are to be returned to the BFG LVLO as in sub paragraph b above.
2. Where a vehicle is scrapped a Certificate of Disposal is to be obtained from the scrap dealer and submitted with BFG Form 4003.

Obligation to Fit and Wear Seat Belts

1119. *A person to whom these orders apply, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1120. Children under the age of 12 years who are shorter than 150 cm (4 ft 11 in) must be carried in seats with officially approved child restraints that are suitable for the size and weight of the individual child. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1121. All riders and pillion passengers of BFG motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets, which are approved under either German (DIN) or British (BS) Standards.

Obligations Regarding Prepayment Fuel Coupons

1122. *Prepayment fuel coupons are not to be used for any purpose other than that for which they are issued, that is to say, in exchange for the quantity and type of entitled fuel shown on the coupon and are not to be handed over to the supplier of the fuel until the fuel is received. Prepayment fuel coupons are not to be used in connection with any privately run business enterprise (trading).

1123. *Prepayment fuel coupons are not transferable, that is to say, fuel obtained by means of such coupons is not to be disposed of, or in any way used, or permitted to be used, except in the vehicle in respect of which such coupons were issued.

Use of BFG Registered Vehicles for Business Purposes

1124. *Under the terms of the NATO SOFA and its SA, BFG is permitted to allow Entitled Persons to import or purchase motor vehicles free of import duty or tax, provided these vehicles are for the personal use of the Entitled Person or for the personal use of Entitled Persons within their family unit, and are not to be used for business purposes. SOFA and the SA also permit BFG to make available to Entitled Persons a ration of duty free fuel for private motoring. Such fuel is not to be used in connection with any business enterprise.

1125. However, under Paragraph 311, exceptional authority may be granted for the use of a BFG registered vehicle for business purposes. All costs for the registration of the vehicle for business purposes will be charged to the vehicle owner as this cannot be charged to Public or Non-Public Funds.

Entitlement to BFG Registration of New Tax Free Motor Vehicles

1126. *The rules that are to apply for all Entitled Persons (within the meaning of paragraph 210 above) are as follows:

- a. Each member of the Armed Forces or civilian component serving in Germany may register one New Tax Free car and/or motorbike (for definition of "New Tax Free Vehicle" see paragraph 220 above) in any period of one year, i.e. there must be an interval of not less than 12 months between BFG registrations provided that the member of the Force or civilian component:

b. In addition one New Tax Free car and/or motorbike may be registered in any period of 12 months per dependant spouse, or dependant children of the family over 18 years of age granted BFG status and holding a valid EU Driving Licence whilst residing with such member of the Force or civilian component, provided they have lived in Germany for more than 185 days of the past 12 months and expect to spend more than 185 days in the next 12 months residing in Germany with their parents.

c. One new tax free motorcycle, quad-bike, moped or bicycle with auxiliary motor may be registered in addition to any other New Tax Free Vehicle.

d. Tax free vehicles should be kept BFG registered at least 12 months. If a vehicle purchased and registered as a New Tax Free Vehicle is disposed of before it has been BFG registered continuously for 12 months from the date of initial BFG registration, the penalties in paragraph 301c and 301d will be imposed.

1127. *It is appreciated, that for an exceptional reason, there may be a requirement to register a second vehicle within a 12 month period, e.g., if the first vehicle was written off in an accident. In such cases application for approval with full justification (including a letter from the insurance company certifying it is a write off) must first be submitted to SO2 G1 (Vehicle Licensing), HQ BFG. **The circumstances must be exceptional before any approval will be given to register more than one vehicle in any 12 months period.**

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Article XII.

Article XIII. BFG VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

Section 13.01 OFFENCE	SANCTION
<p>Section 13.02 Disposal of a new tax-free vehicle before that vehicle has been registered for 12 months in total – ‘early disposal’.</p> <p>Section 13.03 (SO BFG 3213, Sect 3, Para 301)</p> <p>Section 13.04</p>	<p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>Non compliance with the rules on the use of BFG Form NOVA (SOBFG 3213, Paragraphs 1117, 605 & 301(c)).</p>	<p>New tax-free vehicle that has been BFG registered for less than 12 months:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p>Tax-free vehicle over 12 months BFG registered:</p> <p>Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>Use of UK VAT Form NOVA to register a BFG vehicle in the UK. (SOBFG 3213, Sect 11, Paragraph 1117)</p>	<p>New tax-free vehicle that has been BFG registered for less than 12 months:</p> <p>Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p> <p>Tax-free vehicle over 12 months BFG registered:</p> <p>Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBFG 3213, Paragraphs 1117, 612 & 301(c))</p>	<p>Up to 3 year ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>

<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 391(a))</p>	<p>Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 391(a))</p>	<p>Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of fuel coupons.</p>
<p>FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SO BFG 3213, Paragraphs 1113 & 604)</p>	<p>Ban on the purchase of fuel coupons for up to 12 months.</p>
<p>FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST ANNUALLY OR ON THE EXPIRY FO THEIR INSURANCE POLICY (SO BFG 3213, SECTION 5)</p>	<p>Ban on the purchase of fuel coupons for up to 12 months.</p>
<p>FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBFG 3213, SECTION 5, PARAGRAPH 502)</p>	<p>Ban on the purchase of fuel coupons for up to 12 months.</p>
<p>MISUSE OF BFG FUEL COUPONS. (SOBFG 3213, Paragraphs 1004-1008)</p>	<p>Transfer of BFG fuel coupons to another entitled person:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 month ban on purchasing BFG fuel coupons. (2) Repeat offence within two years – up to 2 year ban on purchasing BFG fuel coupons. <p>Transfer of BFG fuel coupons to a non-entitled person:</p> <ul style="list-style-type: none"> (1) First offence – up to 3 year ban on purchasing BFG fuel coupons. (2) Repeat offence within two years – five year ban on purchasing BFG fuel coupons. <p>Use of BFG fuel coupons by an entitled person in a non-BFG registered vehicle:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 months ban on purchasing BFG fuel coupons.

	<p>(2) Repeat offence within two years – up to 1 year ban on purchasing BFG fuel coupons.</p> <p>Use of BFG fuel coupons for purposes other than the supply of fuel:</p> <p>(1) First offence – up to 3 year ban on purchasing BFG fuel coupons.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing BFG fuel coupons.</p> <p>Use of BFG fuel coupons after becoming a non-entitled person:</p>
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In accordance with SO BFG 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

NOTE

FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302). VAT ACT 1994 SECTION 16(7):

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BFG 3213, Section 11, Paragraph 1102.

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SECTION 12 - BFG REGISTRATION PROCEDURES FOR DOMESTIC LEASE HIRE MILITARY VEHICLES

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFG VLO Main), BFPO 39.

(2) On receipt BFG LVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(3) On receipt of details from the BFG VLO (MAIN) the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ BFG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFG LVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFG VLO (MAIN) will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFG LVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFG VLO (MAIN) **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFG VLO (MAIN) will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ BFG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFG VLO (MAIN) will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland (or other former Eastern Bloc counties) that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFG VLO (MAIN) will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFG VLO (MAIN) on the proforma at Annex D to this section.

c. The stickers are controlled items and as such **must be afforded every care until firmly affixed to vehicle plates.**

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 39. Apply to BFG VLO (MAIN) for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

NOTE.

1. Allocation Certificates are not acceptable under any circumstances.
2. Fuel coupon allocation is not granted. An Agency fuel card should be applied for.
3. MOD insurance will apply.
4. The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.
5. If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFG VLO(MAIN), copy to Log Sp (B Veh Contract), HQ BFG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ BFG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

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To: **BFG VLO (MAIN)**
BFPO 39

From:
.....
.....

**Article XIV. APPLICATION FOR INITIAL REGISTRATION OF
A DOMESTIC MILITARY LEASE VEHICLE**
(To be completed in DUPLICATE)

Type of Vehicle		Unit Requirement					BFG LVLO Use			
Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

1The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).

2. Please register the vehicles and forward the relevant German civilian plates complete with TÜV stickers and BFG Form 73.

Date: Signature:

Tel No: Name:

Rank:

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To: BFG VLO (MAIN)

From:

BFPO 39

.....

Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
(To Be Completed in Duplicate)

Type of Vehicle		Current Details				Unit Requirement			BFG LVLO Use		
Receiving Unit Address/UIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Existing GE VRN on vehicle	GE District Required	BFG LVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ BFG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date:

Signature:

Rank:

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To: BFG VLO(MAIN)
BFPO 39

From:
.....

Ref:

.....

DEREGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFG LVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date:

Signature:

Name:

Tel No:

Rank:

INTENTIONALLY BLANK

To: BFG VLO(MAIN)
BFPO 39

From:

.....

Ref:

.....

RECEIPT OF TÜV STICKERS

Reference your dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

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PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN OTHER EUROPEAN COUNTRIES

Authority to take military lease vehicles to other European countries

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to other European countries, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to other European countries. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFG VLO(MAIN) for military style numbers and registration plates to be issued. The application should be as laid down in SO BFG 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFG VLO(MAIN) will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFG VLO(MAIN) and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or covered by GB stickers or Union Jack transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

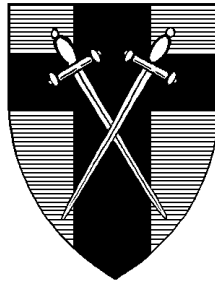
After the Exercise

8. Military style registration plates are to be removed and returned to the BFG LVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BFG 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFG VLO(MAIN) Staff who have to chase units to follow the correct procedures. It should be noted that the BFG (MAIN)VLO has a strictly limited supply of military numbers to use for exercises in Poland. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFG VLO(MAIN). Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – G1 BRANCH (VLO)

**“UP TO DATE VERSIONS OF SOs BFG ARE AVAILABLE FOR
VIEWING ON THE BFG WEBSITE POLICY CENTRE”**

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

FOREWORD

1. Disobedience to any of these orders is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.
2. A Notice Board Information Sheet (NBI), BFG Form 74 coloured yellow was issued on 1 Dec 14. It contains paragraphs (marked with an asterisk) of special importance extracted from these orders. BFG Form 74 (coloured orange) will be re-issued on 1 Jan 16 to coincide with the issue of amdt 58 to SO BFG 3213
3. NOTE: the mention of HQ British Forces Germany and BFG throughout this Order is synonymous with the current designation of HQ BFG

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REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 - INTRODUCTION

General

101. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of "Sponsored Organisation"). Having regard to this general principle, Entitled Persons are required to keep in their ownership vehicles purchased as New Tax Free Vehicles (see paragraph 220 to 222) for a minimum period of 365 days of accumulated BFG registration. Disposal of such vehicles before this point will lead to the imposition of the penalties in paragraph 301c and Annex A to Section 11 of this Order. Under the SOFA and the SA, the General Officer Commanding (GOC) British Forces Germany (BFG) is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of "Entitled Person") for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

- a. The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.
- b. The provision of BFG Fuel Cards.

Application of These Orders

102. *Unless the context otherwise requires, these Orders apply to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of These Orders

103. DII subscribers can access this Order on the BFG Policy Website. All others can be issued with a CD ROM which is to be held at Formation, Garrison and Station Headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from these Orders is to be prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

104. The BFG system of registration and licensing of vehicles is operated on behalf of the GOC BFG by DCOS BFG through the BFG Vehicle Licensing Office (MAIN) (BFG VLO (MAIN), BFPO 39. DCOS BFG is responsible for implementing the GOC's policy in all

matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BFG 3208). Where an administrative breach is identified, an administrative sanction may be imposed in accordance with the table set out in Annex A to Section 11 of this Order. Where such a sanction is imposed, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. The imposition of an administrative sanction may be appealed to the Vehicle Licensing Review Panel and on receipt of a written application, DCOS BFG will nominate members to sit on the appeal review panel. The panel will review all available evidence objectively and recommend an appropriate course of action to DCOS BFG. If the panel fails to reach a consensus, the matter will be referred with all comments of the panel back to DCOS BFG who will be the final arbiter. In all appeal cases DCOS BFG will inform the appellant of the decision. If an appellant is dissatisfied with the decision of the Vehicle Licensing Review Panel the appellant may appeal directly to DCOS BFG for their appeal to be referred to the Further Appeal Panel.

105. The Terms of Reference for the operation of the BFG VLO (MAIN) are set out at Annex B to this Section. Annex C to this section sets out the Terms of Reference for the Vehicle Licensing Appeal Panel and the Further Appeal Panel.

106. BFG personnel are to be aware that German law takes precedents over Standing Orders and takes effect immediately. Changes to these Orders in compliance with any new law will take place at the next amendment date.

Unit Responsibilities

107. Applications for BFG Vehicle registration that cannot be processed by a Local Vehicle Licensing Office (LVLO) are to be addressed to the BFG VLO (MAIN). The application may be dispatched by post direct to the BFG VLO (MAIN). No business is to be transacted by personal visit and personnel are, unless authorised by OC BFG VLO (MAIN), to deal directly with their Unit/Garrison LVLO who are the link between the BFG VLO (MAIN) and the individual. However, please note paragraph 116 on the BFG VLO (MAIN) Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

108. The procedures governing the registration of Service vehicles that are to be Civilianised for Adventurous Training are contained in SO BFG 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

109. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.
- b. The nearest Service police station in BFG in whose area the Owner is stationed.

- c. Unit BFG Registration Officer.
- d. OC BFG VLO(MAIN)
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

110. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

111. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

112. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of the Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

113. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of the Force of the Sending State concerned.
- b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

114. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year. However, any such personnel that are granted BFG Facilities will be required to conform to the regulations laid down in these Orders.

115. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of

the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFG VLO(MAIN).

116. BFG Vehicle Licensing Office Customer Support Service

A Customer Support Service is established within the BFG VLO (MAIN) for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their LVLO to whom, normally, the queries are to be addressed in the first instance.

- a. The Customer Support Service desk will be open during the following times:

Mon - Thu 0815 - 1215 hrs 1315 - 1615 hrs
Fri 0815 - 1215 hrs

- b. The telephone number is:

Mil network: 94881 2637
Civil network: Civil (0521) 9254 2637

VEHICLES OF PERSONNEL RESIDENT IN THE NETHERLANDS

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. [Further guidance can be found in "Rules for British Forces stationed in the Netherlands" issued by the NL Ministry of Finance, 30 July 1980. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.](#)

2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those that reside in Germany.

3. **Driving Licences.** Whilst driving in the Netherlands:

a. Members of the Forces (including UK based civilians) are to be in possession of a European Driving License.

b. Dependants and members of the civilian component must have a European Driving License, or, for the first calendar year of their residence in the Netherlands, an international licence issued outside the Netherlands.

4. **Insurance.** The provisions of Annex C to Section 4 of these Orders remain in force for all BFG registered vehicles.

5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.

6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056

7. **Fuel.** BFG Fuel Cards will be issued within the terms of the existing regulations (see Section 10 to this Order).

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BFG VEHICLE LICENSING OFFICE TERMS OF REFERENCE

1. The BFG Vehicle Licensing Office (Main) (BFG VLO(MAIN)) is to:
 - a. Other than those carried out at Garrison Local Vehicle Licensing Office's (LVLO), BFG register, re-register and deregister all private vehicles of personnel to whom these Orders apply in accordance with the procedures detailed in these Orders.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

(1)Initial registration	-	5 working days
(2)Transfer ownership (number plates required)	-	5 working days
(3)Transfer ownership (number plates not required)-		3 working days
(4)Renewal registration working days	-	3
(5)Deregistration working days	-	3
 - c. Arrange VLO (MAIN) familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment.
 - d. Conduct seminars as required to update LVO (M)/LVLO staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in these Orders, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
 - i. Demand and properly account for UK registration numbers issued by DVLA.
 - j. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.

- k. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- l. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch, British Forces Germany (CTOB BFG), Customs and Immigration (C&I BFG), finance companies and national government agencies and police forces.
- m. Ensure that no individual member of BFG registers more than one New Tax Free Vehicle and motorcycle in any 12 months period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.
- n. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer/LVLO and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFG VLO (MAIN). If the vehicle is not BFG reregistered within 14 days of the date of the letter from BFG VLO (MAIN) notifying the cancellation of insurance and thus cancellation of BFG registration. **NOTE. It is a personal responsibility to ensure that the vehicle is legally registered at all times.**
- o. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer or LVLO.
- p. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- q. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with these Orders.
- r. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- s. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFG VLO (MAIN).
- t. Inform DVLA when a BFG VLO (MAIN) registered RHD vehicle with UK style registration plates is stolen/written off and report of any subsequent developments.
- u. On notification from Service police/CCRIO (G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.
- v. Produce periodic bulletins for LVLO staff and Unit BFG Registration Officers

if required to do so by SO2 G1 (Vehicle Licensing), HQ BFG.

w. Record Driving Bans.

x. Inform the G4 BFG Fuel Card Manager when a vehicle is de-registered, in order that BFG Fuel Cards can be zeroed with the supplier.

Appeals Against Administrative Sanctions Imposed Under SOBF (G) 3213 – Terms of Reference of the British Forces Germany Vehicle Licensing Review Panel, and the British Forces Germany Vehicle Licensing Further Appeal Panel

1. The Vehicle Licensing Review Panel (the Panel) is established by paragraph 105 of SOBFG 3213.

Purpose

2. The purpose of the Panel is to consider appeals by an individual (the appellant) to an administrative sanction imposed by the BFG Vehicle Licensing Office (the VLO).

3. If the facts of a case are in dispute the Panel may come to a different view on the facts to that arrived at by the VLO. Any decisions on the facts of a case may be taken on the balance of probabilities.

4. The Panel does not have the power to interfere with any penalty, charges or taxes raised by taxation authorities nor is it obliged to correspond with such authorities.

Powers

5. The Panel may:

- a. Uphold an appeal and either impose a lesser sanction or decide that no sanction should be imposed;
- b. reject an appeal leaving the sanction unchanged; or
- c. subject to paragraph 21 reject an appeal and increase the sanction.

6. In making its decisions, the Panel must ensure that—

- a. individuals are treated fairly and consistently; and
- b. confidence in the BFG vehicle licensing system is maintained.

Membership

7. The Panel is to consist of no less than 3 individuals as follows:

- a. Chief G1.
- b. Chief SCS.
- c. Deputy Director of Legal Services (Germany) (DDL(S)(G)).

8. The Panel may additionally include individuals with particular expertise relevant to a particular case (for example a medical practitioner).
9. A Panel member may nominate a substitute member if his or her absence would cause undue delay in convening the panel.
10. A Panel member must not take part in proceedings if that Panel member is aware of a conflict of interest. If a conflict of interest arises a substitute for the Panel member may be nominated by DCOS or (in the case of DDLS) by the Director of Legal Services (Germany). If it is not practicable to nominate a substitute the Panel may proceed with a minimum of 2 members.

Procedure

11. If an individual is dissatisfied with an administrative sanction imposed by the BFG VLO that individual may appeal in writing to the Panel. The contact details for the Panel are as follows:-
SO2 Veh Lic, VLO, HQ BFG, BFPO 39. email - BFG-HQ-G1-SO2-VEHLIC
12. The appeal must be received within 3 months of the date on which the administrative sanction was imposed. This time will only be extended in exceptional circumstances.
13. An appeal may be made on the basis that:
 - a. The BFG VLO made imposed a sanction based on incorrect facts; or
 - b. The sanction was too severe.
14. The appellant should state the grounds on which he or she is appealing. The appellant is solely responsible for providing all evidence supporting the appeal including (but not limited to) witness statements, reports, medical evidence and correspondence from national authorities.
15. The Panel may invite representations or evidence from any party whom it considers may have evidence which is relevant to a case. The Panel will give the appellant a reasonable opportunity to comment on such representations or evidence before arriving at a decision.
16. SO2 G1 Veh Lic will present relevant information to the Panel , including the original letter imposing the sanction, any response by the appellant, and any other relevant information available; and will be responsible for gathering any further information or evidence required by the Panel..
17. The Panel will normally only consider appeals based on documentary evidence.
18. A request for a meeting with the Panel from the appellant will only be granted in exceptional circumstances.
19. Exceptionally, the Panel may advise the appellant that it cannot make a decision without meeting him or her. Subject to paragraph 20, the Panel will decide on the procedure for any meeting and will notify the appellant of that procedure in advance of the meeting.

20. If the Panel meets with the appellant:
- a. the appellant is not entitled to bring legal representation but may be accompanied by a friend or colleague.
 - b. the Panel will arrange for a note taker to be present and for a note to be taken of the meeting, and for a copy of the note to be provided to the appellant within 7 days following the meeting.
 - c. the Panel may invite 3rd party witnesses to be present and the appellant may ask questions of such witnesses; and
 - d. the Panel may ask questions of the appellant and may draw such conclusions as it sees fit from any refusal to answer those questions.
 - e. The appellant may make representations to the Panel.
21. If the Panel is minded to impose a more severe sanction it must:
- a. first write to the Appellant informing him or her of its initial view.
 - b. invite the appellant to make any representations he or she wishes; and
 - c. allow the appellant at least 14 calendar days to make such representations.
22. The Panel will deliberate and discuss cases in private, whether or not it has met with the appellant. In the event of a lack of unanimity the Panel will take its decisions on the basis of a simple majority vote.
23. The Panel will record its decision on the form attached at annex A, and will provide further reasons for its decision at the request of the appellant. The Panel will notify BFG VLO of its decision so as to assist with consistent decision making.

Further Appeal Panel

24. If an appellant is dissatisfied he or she may appeal to the Further Appeal Panel. These members of this panel will be DCOS and the Director of Legal Services (Germany).
25. The procedural rules set out above will apply, mutatis mutandis, to the further appeal, save that no oral evidence will be considered at the further appeal.

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SECTION 2 - DEFINITIONS/INTERPRETATION

201. *This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. ***Entitled Person.** Means:

- a. A member of the British Armed Forces who is present in Germany and who has been assigned, on a permanent assignment order, to a unit of the British Armed Forces that is based in Germany at the time the assignment commences, or to a NATO headquarters in Germany.
- b. A member of the civilian component of the British Armed Forces who is present in Germany. The term "civilian component" is fully defined in SOFA.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor's employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is a civilian subject to service discipline for the purposes of the Armed Forces Act 2006.
- e. A dependant of a person in sub-paragraph a to d above. For the purposes of this Order, "dependant" means a spouse of a person in sub-paragraph a to d above who has status as a dependant under SO BFG 3217 (or, in the case of a person in sub-paragraph d, who would be entitled to such status if the rules in SO BFG 3217 were applied) or a child of such a person who is at least 18 years of age (or 16 in relation to mopeds or mofas) and no more than 25 years of age.

Provided, in relation to each category of person listed in sub paragraphs a-d above that such persons have been, or are expected to be (having regard to their assignment order, civil service posting documentation or other document from their employer confirming the terms of their presence in Germany), physically present in Germany for a minimum period of 183 days, and/or that the authorities of British Forces Germany have granted authority (normally evidenced by the issue of a BFG Form 80 - special import license - for the vehicle concerned) for the person to be treated as an Entitled Person in relation to a particular purchase or import.

203. **Non Entitled Person.** All persons who do not fall into the categories listed at paragraphs 202 above and 215 below are deemed none entitled. This will include for instance, German nationals (excluding those with dependant status); ex service personnel or expatriates living on the German economy, (this includes car salesmen, car dealers, agents and scrap dealers, etc).

204. **Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG

Form 20 for initial BFG registration if the vehicle has not been previously registered elsewhere. The Allocation Certificate will be retained in the BFG VLO (MAIN).

205. ***C&I BFG.** Customs & Immigration (C&I), British Forces Germany is part of HQ BFG G1 Branch and its offices are at Catterick Barracks, BFPO 39. C&I BFG is responsible for the processing of all import and export documentation for members of the Force

206. ***BFG Facilities.** In these Orders the term “BFG Facilities” means:

- a. The registration of vehicles.
- b. The issue of BFG Fuel Cards.

207. ***BFG Vehicle.** A vehicle registered, or due to be registered, or which is required to be registered, in accordance with this Order, with the BFG VLO (MAIN). **The vehicle must be physically in Germany at the time of registration.**

208. ***Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

209. ***Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or reregistered with any vehicle registration authority other than BFG VLO(MAIN), or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the transferee/Owner.

210. ***Driver.** Includes the rider of a two or three-wheeled vehicle.

211. ***Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

212. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and deregistration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates.

NOTE 1 BFG registration plates are not to be altered in any way from the original design.

213. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and deregistration of such vehicles are covered in Sections 4 to 6. **Only LHD vehicles or motorcycles can have German style registration plates.** Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover). See Note 1 above.

214. ***Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community

have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

215. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as integral parts of the Force, i.e.

(1) Council of Voluntary Welfare Work (CVWW).

(2) Navy, Army and Air Force Institutes (NAAFI).

(3) Services Sound and Vision Corporation (SSVC).

b. Non commercial Organisations without the powers enjoyed by the authorities of a Force or a civilian component and who require the sponsorship of an official procurement agent:

(1) Agencies administered by CVWW:

(a) Catholic Women's League.

(b) Salvation Army Red Shield Services.

(2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association (OSA).

(3) Soldiers' and Airman's Scripture Readers Association (SASRA).

(4) Soldiers, Sailors and Airmen and Families Association/Forces Help (SSAFA Forces Help).

(5) Women's Royal Voluntary Services (WRVS).

216. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

a. Another Entitled Person (see paragraph 202 above).

b. A non Entitled Person (see paragraph 203 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non Entitled Person).

NOTE. Number plates (where applicable) are to be returned to the BFG LVLO when the vehicle is sold to a non-entitled person.

217. ***Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofas or a bicycle with auxiliary motor. Within the context of these Orders this definition also includes caravans, trailers or towed equipment. But it does not, within the context of these Orders,

include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.

218. ***New Tax Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or a vehicle purchased free of tax which has been in use for less than 12 months from initial registration for road use. This is also known as a New Means of Transport (NMT).

219. **Ex UK Tax Paid Vehicle.** Means a vehicle purchased under the ordinary UK VAT rules and on which any UK VAT arising from such a purchase has been paid.

220. **UK Tax Free Vehicle.** Means a vehicle purchased in and exported from the UK free of tax.

221. **EU Tax Free Vehicle.** Means a vehicle purchased in and exported from any EU member state free of tax. (e.g. France or Germany)

222. **RoW Tax Free Vehicle.** Means a vehicle purchased tax free and exported from anywhere in the world outside the EU (e.g. USA).

223. **EU Tax Paid Vehicle.** A vehicle purchased in and exported from an EU member state and on which any local VAT arising from such a purchase has been paid.

224. **RoW Tax Paid Vehicle.** A vehicle purchased in and exported from any country outside the EU and on which any local VAT arising from such a purchase has been paid.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. *Entitlement to Purchase and Register Tax Free Vehicles

- a. An Entitled Person may purchase a tax free vehicle **only** if it is intended for the **personal use** of the Entitled Person or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.
- b. Each Entitled Person is permitted to BFG register only **one New Tax Free Vehicle** (see paragraph 220 for definition of “New Tax Free Vehicle”) **within any twelve month period** (i.e. if a New Tax Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax Free Vehicle within the 1 year period following the BFG registration.) . The exception to this regulation is that, in addition to one other tax free vehicle, one new tax free motorcycle/quad bike, moped or bicycle with auxiliary motor, may be registered within a period of 12 months. **However, only one vehicle per ‘Entitled Person’ can be imported into the UK as New Means of Transport (NMT).**
- c. An Entitled Person may not dispose (within the meaning of paragraph 210 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle without incurring a penalty until that vehicle has been BFG registered for an accumulated period of 1 year. Except as provided in sub-paragraph d below, in the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for 12 months, the following sanctions will apply:

NOTE: The BFG registration must also be current at the time of disposal.

(1)The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a New Tax Free Vehicle for up to **five years** from the date of disposal.

(2)The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel cards for any vehicles until the penalty has expired.

NOTE: The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.

- d. **Transfer of Residence (TOR) on Posting.** The penalties will not be imposed when a vehicle is registered with the UK authorities on TOR (See paragraph 609 – 611) but will be imposed in the event that, following such registration with the UK authorities, a New Tax Free Vehicle is sold or transferred within twelve months of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax Free Vehicle before the BFG VLO (MAIN) is informed of the disposal of any previous New Tax Free Vehicle attracting a penalty under paragraph 301c above, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ BFG for authority to register an additional New Tax Free Vehicle. Such authority will only be given in exceptional circumstances.

302. ***Dependant children** may only purchase and BFG register tax free vehicles if:

- a. They are at least 18 years old and not over 25 years old; (16 years or older in relation to mopeds or mofas).
- b. They possess a valid full European driving license. See also SOBFG 4310.
- c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

NOTES

1: Dependant spouses and dependants aged 16 to 25, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further tax free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2: Tax Paid Vehicles for Dependant Children. Dependant children aged 18 or over (16 or older for mopeds and mofas) holding a full European driving license covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** A nanny is a Non Entitled Person, employed by an Entitled Person and may be permitted to drive the employer's BFG registered vehicle provided he or she:

- a. Holds a full European driving license.
- b. Whilst driving the employer's vehicle, carries:

(1) A valid passport.

(2) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment.

Examples of types of journey, which may be undertaken by a nanny, are:

(1) Taking children to school or to a doctor.

(2)Collecting members of the family at airports, shopping etc.

The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. ***Syndicate/Proxy Purchasing**

- a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a tax-free vehicle.
- b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has purchased a vehicle with funds provided by one or more other persons and BFG registers that vehicle in his or her own name.
- c. An Entitled Person may purchase a new tax-free vehicle by means of a commercial loan unless:
- (1)the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the loan,or;
 - (2)the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, are paid to the person or persons providing the loan or,
 - (3)the vehicle is subsequently disposed of to the person or persons providing the loan other than for the full value of the vehicle at the time of disposal.
- d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a new tax-free vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates."

305. Reserved.

Purchase of Tax Free Vehicles

306. There are two methods of buying **Tax Free** Vehicles available to members of BFG. All Tax Free vehicles purchased by Entitled Persons (see paragraph 210 for definition of "Entitled Person") must be registered with the BFG VLO (MAIN).

- a. **Purchases in the UK.** The following regulations govern purchases of Tax Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** (import certificate) must be obtained from C&I BFG by submitting BFG Form 60 (application for an import certificate). The BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. The BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 may be obtained prior to importing the vehicle into Germany.

Note: A NATO Form 302 is required for the import/export of corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the UK registration date** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HMRC may seize the vehicle and impose penalties on the purchaser. (See also Paragraph 1102d)

(4) Purchasers of New Tax Free Vehicles, which are registered with the UK authorities, must ensure that **the EU Type Approval Number** is shown in the UK vehicle registration document (V5c), as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

NOTE: If, however, the owner cannot provide such evidence, but is able to provide a UK Type approval number, BFGVLO (MAIN) will consider whether the vehicle can be registered under the BFG system, having regard to the British forces' obligation under international law to ensure that such vehicles are roadworthy, and that adequate safety measures exist. In considering these questions all relevant factors will be taken into consideration, including the extent and nature of any differences between the UK and German standards. If however, an EU or UK Type approval number cannot be provided then the vehicle will have to complete the German single type approval test Gutachten. In all cases they are to be presented to HQ BFGVLO (MAIN) for consideration in consultation with Equipment Support Branch prior to BFG Registration taking place.

(5) New tax-free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The tax-free vehicle must be driven from the place of Customs Bond in the UK **directly** to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. Purchases outside the UK.

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFG VLO (MAIN), and is retained by the BFG VLO (MAIN). If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists**.

(2) **BFG Form 80** (as in sub paragraph 306a (2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax free purchase **within Germany** also requires the use of an **Abwicklungsschein** which will **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of new motorised vehicles).

NOTE: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for tax free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence may result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new tax-free vehicles, a **UK/EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 606.

NOTE: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (tax-free or tax paid) by sponsors for their use. Any Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.

c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

a. To BFG register the vehicle, NATO Form 302 is used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BFG 5204. Registration is done by completing BFG Form 20 supported by:

(1) NATO Form 302.

(2) Copy of Fahrzeugschein, which will be retained by the BFG LVLO.

(3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

NOTES: The vehicle will retain its original German Stadt registration number.

2. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief will have been issued. Applies equally to RHD or LHD vehicles.

3. No BFG Fuel Card will be issued. To obtain tax-free fuel an Agency Fuel Card should be applied for.

4. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.

a. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.

b. LVLOs are to report to the BFG VLO (MAIN) their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.

c. LVLOs are not to accept and BFG register a sponsored vehicle unless there is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, **“That (name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German or UK authorities.”**

d. Unit BFG Officers are to ensure that at the end of the loan period the vehicle

is not handed back to the sponsor until BFG Form 38 procedures have been completed. BFG deregistration procedure using BFG Form 3903 can then be completed. BFG Form 73, number plates and tax disc are not to be handed over to the sponsor.

310. **German Log Books.** The BFG VLO (MAIN) retains and destroys German logbooks but, as a concession to sponsors, this will not be done to sponsored vehicles' Log Books. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship. Units/Organisations must make it clear to the BFG LVLO when initially registering the vehicle that it is a sponsored vehicle.

Use of BFG Registered Vehicles for Business Purposes

311. Under Paragraph 1124 below, you are not permitted to use your BFG registered vehicle for business purposes. However, individuals are permitted to use private vehicles together with tax free fuel in the pursuance of correctly authorised official journeys. If an individual uses a private vehicle in the performance of such duties then it is their responsibility to ensure that they have appropriate business insurance for such journeys. If you do intend to conduct a business in Germany, you must first apply for a license under SOBFG 5206. Once a license is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

- a. Letter of authority (enclosing license to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.
- b. Once letter of authority is granted you must register the vehicle with the BFG VLO (MAIN) in accordance with Section 4 enclosing letter of authority.
- c. The following criteria apply:
 - (1)The vehicle must be tax paid.
 - (2)There will be no BFG Fuel Card ration made available.
 - (3)The cost of registration and BFG plates will be charged at the current rate.
 - (4)All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate.

Article II.

Article III.

O:

T

Article IV.

CONVENTION OF STANDING ORDER BRITISH FORCES GERMANY 3213

Article V.

Article VI.

C

M

MEMBERS OF FAMILY GROUP

1. The following Entitled Person has incurred an administrative penalty.

Section 6.01

Section 6.02

Number/Passp

Port Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached Performa (Appendix 1 to Annex A).

(a) Signature: _____ Date: _____
(SO2 G1 Veh Lic)

TO: SO2 G1 Veh Lic
BFG LVLO
BFPO 39

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____

Date: _____

Rank: _____ Appointment: _____

This preformed is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC the appropriate Head of the Administrative Department.

DETAILS OF FAMILY GROUP OF:

Military No/Passport No: Rank/Title: Name:

Unit:

BFPO:

Number/Passport Number	Rank/Title	Name & Initials	Date of Birth	Head of Household's Unit & BFPO

SO BFG

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SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. All vehicles **owned** by an Entitled Person and brought into BFG must be registered with a BFG VLO (MAIN):

- a. A vehicle imported into Germany (BFG) which is currently registered with some other national licensing authority (and in relation to which the conditions in sub-paragraph b below are satisfied) may be used in Germany under such registration for a period not exceeding 45 days from the date of importation, or the date on which the Entitled Person (or, in the case of a dependent, the head of household of the Entitled Person) is taken on the posted strength of a BFG unit/establishment, whichever is the later date. Failure to BFG register a vehicle within the required time frame may result in administrative action under this order (see Annex A to Section 11 for details).
- b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current national registration document, a valid national roadworthiness test (where appropriate) and the appropriate registration plates, which must be displayed on the vehicle in the proper manner. All conditions as to the use of vehicles contained in these orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.
- c. If not completed prior to the registration referred to in sub-paragraph a given above, then during the 45 day period following the initial registration, the owner must then ensure that the BFG lights test is passed, and that a BFG roadworthiness test is passed (if required depending on the age of the vehicle). A vehicle imported into Germany on UK export plates (VX302 registration) must remain in Germany until BFG registration is completed.
- d. If an Entitled Person is unable to complete the BFG registration process referred to in sub-paragraph (a) during the 45 day period he or she must notify the BFG VLO (MAIN) before the expiry of that period, and seek authority to keep the vehicle off the road pending registration. Failure to obtain such authority before the 45 day period expires may result in administrative action in accordance with sub-paragraph (a) above.
- e. A vehicle which is not currently registered, but for which off-road authority has been given under sub-paragraph (d) above, may, provided it is insured as required by paragraph 396 below, be driven to and from a BFG Testing Station for the purpose of carrying out a pre-arranged BFG roadworthiness test, and to and from a place where, by prior arrangement, repairs required in order to pass a BFG roadworthiness test are to be carried out.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFG VLO (MAIN), BFPO 39. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department

postal addresses only are to be used. **Attention is drawn to the declaration to be made by the Owner at Part 3 on the BFG Form 20.**

NOTES:

1. Before being eligible to BFG register a motor vehicle, the applicant must hold a full driving license issued by an EU Member State permitting him or her to drive the type of vehicle in question. (see SOBFG 4310.).

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of 36 months from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new tax-free vehicle within 12 months of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)
- d. A reflective vest EN 471
- e. Two self-test breathalysers if driving in France

Drivers are advised to carry five liters of fuel in an approved container when driving on autobahns. Owners are to present their BFG registered vehicle on the third anniversary of first registration (irrespective of licensing authority) and annually thereafter for roadworthiness inspection, details of which are at Annex A of this section.

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates **is prohibited on vehicles owned by BFG Personnel.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG Registered **before** Owners can drive them on public roads. German registered lease vehicles cannot be driven by BFG Personnel (see Paragraph 420 below)

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20 is to be supported by the following. **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse.)**

- a. **Proof of Insurance.**

(1)**British.** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2)**German.** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

NOTES:

1. When a vehicle is being BFG registered in the name of an entitled dependant son or daughter over 18 years of age, the insurance cover must be in that dependant's name.

2. Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the LVLO or Unit BFG Registration Office stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.

b. **Proof of Ownership.**

(1)**Brand new vehicles obtained from German dealers.** A German logbook. Except for sponsored vehicles, the BFG VLO (MAIN) will retain and destroy the German log book according to EU Regulations.

Note: German banks through whom a loan is taken to buy a vehicle will insist on retaining the German logbook (TEIL 2). In such cases the vehicle cannot be BFG registered. Personnel are advised not to take loans from German banks as they will not release the German logbook.

(2)**Vehicles previously registered in UK or any other country.** Appropriate registration document, Certificate of Export or deregistration certificate where applicable. For ex UK Tax Paid Vehicles i.e. Vehicles purchased under the ordinary UK VAT rules and on which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook). For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302 and V308), will be retained and destroyed by the BFG LVLO in accordance with EU regulations. A photocopy of the VX302 or V308 must be included with the original document. **Vehicles previously registered with the German authorities must be de-registered prior to applying for BFG Registration.**

(3)**Brand new vehicles not registered with any other registration authority.** Allocation Certificate (retained by BFG VLO (MAIN)). The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine

capacity in cc, CO2 rating in g/km, the Certificate of Conformity, delivery date and pick up location. A statement saying that “this vehicle has not been previously registered and that no log book exists”. The dealer’s stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner’s name. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid.

(4) Transfer of Ownership between Entitled Persons. Original Bill of Sale (which will be retained by the BFG VLO (MAIN) signed by both parties.

c. **BFG Form 80.** (Special Import Certificate) (See also SOBFG 5205) is required for all initial BFG registrations of privately owned vehicles must be applied for from C&I BFG. NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

NOTES:

1. Applications for a BFG Form 80 in relation to a New Tax Free Vehicle (as described in Section 2 paragraph 220) may only be made to the C&I BFG within the last month prior to the first anniversary of BFG registration of any previous New Tax Free Vehicle registered in the name of the applicant.

2. BFG Form 80/NATO Form 302 do not of themselves guarantee an entitlement to BFG register a vehicle.

d. **Proof of vehicle EU or UK/German National Type Approval.** New Motorised Vehicles - A copy of the Certificate of Conformity (CoC) supported by an official document, (this could be the log book, Allocation Certificate or a letter from the dealer) showing an EU type approval number. (An EU type approval number is not available for Motor Caravans). If proof of EU Type Approval is not available see para 306, Note 1 of these orders. The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country’s log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not required evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65A). This form is to be submitted on application for initial BFG registration of all vehicles over 3 years old. If not submitted the vehicle will be granted 45 days temporary registration (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) during which time the roadworthiness test must be passed and application made to renew the BFG registration, submitting BFG Form 65A with the

application. This must be completed within 45 days of date of temporary registration.

f. **Tax paid cars up to 6 months old.** In order to prevent the vehicle being treated as tax free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the Customer. No stamp is required in BFG.

NOTES:

1. **A lighting check must be carried out at the local BFG Roadworthiness Testing Centre within 45 days of initial BFG registration, or sooner, on all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. No extensions to the BFG light test date will be granted. (See also paragraphs 13, 14 and 15 of Annex A to this section). However, if you are posted within 3 months of the date of import of your vehicle, you may apply for a waiver for a Lights Test with your application for registration (BFG Form 20). Application to include a copy of your Assignment Order and addressed to SO2 G1 Veh Lic.**

2. Owners of vehicles (less motor caravans and vehicles over 3500 kg) imported to BFG from outside the EU, (mainly N America), who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing), HQ BFG or OC BFG VLO (MAIN) for further advice.

3. The BFG VLO (MAIN) will destroy all Logbooks. (Owners are advised to photocopy their logbooks before handing it in to BFG VLO (MAIN)).

4. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, will be allocated their original BFG number.

5. A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO(MAIN) before its arrival, provided paragraphs 391-396 above are complied with and:

a. The Owner has already arrived in Germany.

b. The vehicle is due to be imported within 14 days of the date of application.

6. **Import into Germany includes vehicles collected from the factory or from German dealers.** In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration. The BFG Form 73 includes the requirement for a light test to be completed within 45 days of initial registration.

PRI Vehicles

407. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

408. The documents and registration plates issued by the BFG LVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG LVLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFG LVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO (MAIN) to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.

They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG LVLO, (see Section 6).

(1) On posting out of BFG.

(2) On sale of a vehicle to a person not entitled to BFG Facilities.

(3) When a new registration number is issued on change of German registration area.

Registration Plates and International Identification Stickers.

409. BFG registration plates bearing current BFG registration numbers allotted to vehicles are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers, a plate need only be displayed at the rear. Quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFG LVLO for replacements and not make a purchase privately. Replacement plates will incur a cost.

410. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

411. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFG LVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-

German insurance company).

412. The international identification sticker e.g. GB or D depending on the type is to be displayed at the rear of all BFG registered vehicles that have not been issued with Europlates. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National sticker is not required with Europlates.

413. **Retention of Cherished Registration Numbers.** There is no provision to retain any cherished number issued by the DVLA Swansea. This is due to restrictions with the DVLA Database.

414. **Personalised Registration Numbers and Plates** are **NOT** permitted under any circumstances. Only those registration plates issued by the BFG LVLO or UK DVLA (where applicable) are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

416. When a BFG number plate becomes damaged and requires replacement, an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €9 per plate or €18 for a pair will be made. UK cheques or Postal Orders will no longer be accepted by the BFG LVLO or the Fuel Coupon Accountant. Payment is to be made to the Garrison Central Cash office in cash (Euros). The cash office will issue the payee a signed and date stamped receipt (see Annex I for example). A copy of that receipt should be made by the payee as the original copy is to be sent to the BFG LVLO with the respective proforma, Annex E or H of this section. The Central Cash Office is to transfer this money by Bank Credit Transfer by completing in full the BCT, example shown at Annex J, to the Fuel Coupon Account. Annex K is to be used in cases of more than one request for replacements which will support money taken and a copy forwarded to the Fuel Coupon Accountant once the money has been transferred. (See also paragraph 417 below). **Note: If a vehicle owner can prove that a registration plate has been lost or damaged as a result of a road traffic collision, then no charge will be applied.**

415. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 are to be made on the proforma at Annex H. €5 of the €35 amounts to an administration charge for the new BFG Form 73, and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates are to be made to the BFG VLO (MAIN) direct or through their LVLO. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €9 will be levied for the issue of number plates for bicycle racks. Payment and accounting for these charges for both the owner and cash office will be made in exactly the same way as described in paragraph 416 above.

Change of Unit/Establishment/Status within BFG

416. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with Annex H showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

417. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

418. All such vehicles have to be registered with the BFG LVLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

419. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

NOTE. Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO (MAIN) as per Paragraph 418 above.

Privately Leased Vehicles

420. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

REGISTRATION OF VEHICLES INTENDED FOR TRACK USE ONLY

421. Vehicles intended for track use only include scramble bikes, quad bikes, trikes and stock-cars. All such vehicles must be registered with the BFG LVLO.

422. The procedure for the acquisition and registration of such vehicles is as follows:

- a. If you are buying the vehicle from a local dealer then you must comply with the rules that govern tax-free car purchases. This means that you will have to conduct the purchase using the NAAFI Official Procurement Agency (OPA).
- b. Regardless of where the vehicle is purchased you must apply for a BFG Form 80 (*using BFG Form 60*) from C&I, BFG, BFPO 39.

c. Apply for BFG registration using BFG Form 20 enclosing the following documents:

(1) Insurance – minimum cover is 3rd party.

(2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.

(3) BFG Form 80.

423. If you dispose of the vehicle to a non-Entitled Person (*including motor dealers and traders*) you must apply for and complete **BFG Form 38**. You obtain this document from C&I, BFG. You must not hand the vehicle over to the buyer until you have received instructions from the German Customs following the completion of the BFG Form 38. If the vehicle is to be disposed in the UK you must still apply for **BFG Form 38** and not a BFG Form NOVA.

424. Following the disposal of the vehicle you must de-register the vehicle with the BFG LVLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38**.

NOTE:

1. **Vehicles intended for track use only cannot be used on public roads legally.**

2. **If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.**

MOTABILITY VEHICLES

428. Motability vehicles at present cannot be registered on the BFG system. In the meantime the customer should apply for registration with supporting documentation as per SOBFG 3213. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with SOBFG 3213 and German law: lights, insurance (GB) and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO (MAIN) BFPO 39. Note the Fuel Card will not be issued until the BFG VLO (MAIN) is in receipt of a BFG Form 65D light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of the Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter. An initial inspection three years from the date the vehicle was first manufactured and bi-annually thereafter.	A light test is required either prior to initial registration or after initial registration within 45 days for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU or UK type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.

3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are contained in the same Annex.
4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer have reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.
5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ BFG.
6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.
7. **BFG Inspection Retest.** Vehicles that have failed an inspection and submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**
8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ BFG, who have the pan-Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ BFG.
9. Section 6, Paragraph 620 contains procedures for BFG registered vehicles that are “off-the-road” due to extensive repair work being carried out on them.
10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.
11. It is the Owner’s responsibility to ensure that the vehicle is re-inspected before the 12 months anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.
12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines. During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, regardless of age require a BFG light test. The BFG Form 73 includes the requirement for a light test to be completed within 45 days. Where a vehicle is over three years old it will be given 45 days temporary registration and the vehicle must pass a full BFG roadworthiness inspection within 45 days of the registration. In the case of vehicles over three years old, light tests will be carried out during the roadworthiness inspection. Such vehicles must have an MOT or TÜV/ Gutachten certificate that is valid for at least 45 days after the date of initial registration, if the expiry date falls within the 45 days then the BFG roadworthiness test must be completed before this date. **If the light test or roadworthiness date is overdue the Owner is not permitted to purchase duty free fuel for the vehicle and the vehicle will be classed as unroadworthy, such vehicles are not to be used on public roads/place and within barracks (see Paragraph 10 above).** Rear fog lights are to be fitted to the centre or left of centre of the vehicle. LHD vehicles that have not been registered in the UK are exempt the requirement to have a light test.

NOTES:

1. **If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG LVLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy showing chassis number, who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).**

2. **If the vehicle registration is out of date and or they have bought a vehicle on transfer then they should request a Screen Print (SP) from the BFG LVLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name then a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG LVLO validation stamp.**

3. **Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.**

14. Headlights must be suitable for driving in right hand traffic systems, i.e. driving on the right. For all vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), either Continental headlights are to be fitted, or lights that are by manufacture or the use of factory fitted mechanical/ electrical or software activated converters capable of being used without dazzling oncoming traffic. Owners are advised to

seek advice from the vehicle's manufacturer prior to replacing headlights. All vehicles must still undergo and fulfil the standard required of a Lights Test in accordance with the procedures laid down at Paragraph 1 to Annex A to Section 4 and Paragraph 406, Note 1, Page 4-5 given above.

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 903n of these orders. LVLOs are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ BFG BFPO 39 within 7 working days using the Performa at Annex G.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164 to include two pairs of disposable gloves and a foil emergency blanket minimum size 2.1metres x 1.6 metres with a thickness of at least 12 microns.
- b. A warning triangle with the DIN approved symbol.
- c. A Reflective vest.

17. **Advisory.** The following are advisory:



- a. Anti Theft Device. Owners, whose BFG registered vehicles were not fitted at the time of manufacturer with a device for locking the steering column, which is a requirement under German Construction and Use Regulations, are **advised** to carry and to use a "Crooklock" or similar device for securing the steering column or clutch pedal.
- b. Spare Fuel. Drivers are **advised** to carry five litres of fuel in an approved container when driving on autobahns.

Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or MudSnow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of OFFICIAL zones in some German Cities. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. The emission sticker must be attached to the windscreen in such a manner that to remove it will result in its destruction. Failure to display a sticker within a zone may incur a fine of €80 and a penalty point on the driver’s license.

The emissions stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The particular sticker displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be OFFICIAL access to some inner cities in Germany from 2010. The table below shows what the stickers will look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For vehicles that are BFG registered prior to 1 September 2007 the sticker will be issued when the vehicle is to be re-registered at the 36 months anniversary of initial registration. Vehicle owners that require a sticker before their vehicle is due to be re-registered should apply to the Vehicle Licensing Office with a self addressed envelope for a sticker stating their number rank, name, vehicle make, model, date of manufacture and BFG registration number including German number if LHD. The Vehicle Licensing Office will then issue an appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner's responsibility to purchase stickers through German outlets such as garages or TÜV centre's using the German vehicle logbook to identify the emission category.

LEAVE TRAVEL TO NORTHERN IRELAND

All BFG personnel travelling to Northern Ireland (NI) on leave and taking their RHD BFG registered vehicle with them are to remove the 'Emission Sticker' attached to their windscreen before they arrive in NI.

On return to BFG they are to apply for a new 'Emission Sticker' using Annex H to Section 4 to SO BFG 3213. The application is to be signed and stamped by the unit admin office confirming travel to NI had been for leave. The 'Emission Sticker' will then be replaced free of charge.

**CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES,
CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES
WITH MORE THAN NINE SEATS**

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFG LVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA (G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability, or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

(1) It has more than one axle.

(2) It weighs more than 750 Kg.

(3) It exceeds half the unladen weight of the towing vehicle.

6. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles ie. those meeting the exemption regulations may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L (120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

7. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

8. For imported kit cars and specials the Owner must provide legal valid proof that the vehicle was legally registered or "in use" in another country prior to import into Germany. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

9. Motorcycles

a. If engine capacity exceeds 50 cc and first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

10. **Mini buses.** Mini buses including PRI minibuses with more than nine seats are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm its status, i.e. confirmation that the vehicle restoration has been IAW German historic laws.

INSURANCE

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. Where a vehicle is being registered in the name of an entitled son or daughter over 18 years old, the insurance must be in the dependant's name. All documents must be **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG LVLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFG LVLO. The Chassis No and not the vehicle registration number must be recorded on all insurance documents.

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid.

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG LVLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 36 months from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date of the BFG Form 20/20A.** If there is a valid reason

for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG LVLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.
4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value, if the car is written off soon after it is first registered, the authorities of the country which has granted tax relief could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 413).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFG LVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFG LVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company which has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG LVLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG LVLO following receipt of cancellations from the insurance companies, the Unit/Garrison VLO must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG LVLO – see paragraph 7 above). A BFG Form 20/20a must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

NOTE; Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

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UK INSURANCE COMPANIES AND BROKERS WHOSE POLICIES ARE VALID IN GERMANY

1. Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. These companies may be contacted for BFG registration purposes. **There are other insurance brokers who can provide insurance cover but this must only be with the companies listed below.**
2. The BFG Helpline (Mil Ext 94881 2637, Civil 0521 9254 2637) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT (CSMA members).

Forces Financial provided by Aviva

Ageas

Service Insurance Co, Townergate Wilson.

TF Insurance Services Ltd, Zenith.

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFG VLO (MAIN), BFPO 39.
2. The BFG VLO(MAIN) will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO(MAIN).
3. The use of a particular insurance company is a private issue and the BFG VLO (MAIN) cannot recommend any particular company or get involved in private disputes.

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REGISTRATION AND INSURANCE OF PRI OWNED AND OTHER CLUB / UNIT OWNED VEHICLES OPERATING IN GERMANY

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and including passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved are detailed in SO BFG 6109 (Traffic Accident Reporting and Claims Procedure).

NOTE: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this; their use in Germany is covered by the NATO SOFA and SA thereto, and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the personal and vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV licence.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in his private capacity (see note after paragraph 7 above). When the vehicle is first acquired a NATO Form 302, not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property or destined to become the property of the Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 39.

APPLICATION FOR ALL REPLACEMENT NUMBER PLATE(S)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Vehicle details:

- a. Owner (No., Rank, Name).
- b. Vehicle BFG registration number.
- c. Shape of plate(s) required.
- d. Front/Rear/Both.
- e. If stolen quote Police Loss Report Number:

NOTE: A charge of €9 for a single plate or €18 for a pair will be made. BCT's should be made payable to the **BFG Fuel Coupon Account, HQ BFG** as per Para 416

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

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CARRIAGE OF CHILDREN IN MOTOR CARS

The Law

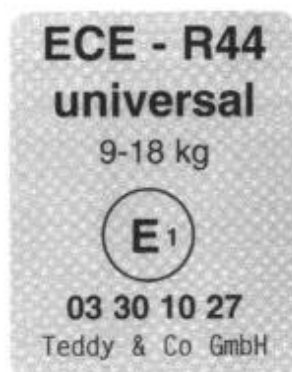
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their license. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "OFFICIAL", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children whose weight exceeds 36 kg should still use category III seats.

4. **Children below 3 years of age.** Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

5. **Children over the age of 3 and below the age of 12 (or 150 cm in height).** Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

6. **Children over the age of 12 or taller than 150 cm (4 ft 11in).** Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats, since most parents of smaller children are likely to carry their children in these seats, anyway.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

13. A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

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ROADWORTHINESS INSPECTION CUSTOMER COMPLAINTS PROFORMA

To: SO2 ES HQ BFG BFPO 39		ES Branch Ref No:					
		Tel:			Surname & Initials:		
		Fax:			Rank/Grade:		
		Date:			Signature:		
Military/Civilian (b) Vehicle (c) Reg'							
Vehicle Make & Model: Inspectors Name:				Date of BFG Inspection:			
Unit: UIN:				Location of Test Centre:			
Details of Complaint:							

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APPLICATION FOR A REPLACEMENT BFG FORM 73 / EMISSION STICKER

1. Please send me a replacement BFG Form 73*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a copy, BCT for € _____ payable to "The Petrol Coupon Account". as per Para 416

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

--

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GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

AMOUNT RECEIVED: 6€ DOCS DATE:
.....

9€ SINGLE NUMBER PLATE

18€ SET OF NUMBER PLATES

35€ COMPLETE SET OF
DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:
.....

PAYEE SIGNATURE:

UNIT STAMP

BFG LVLO RECEIPT

GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

AMOUNT RECEIVED: 6€ DOCS DATE:
.....

9€ SINGLE NUMBER PLATE

18€ SET OF NUMBER PLATES

35€ COMPLETE SET OF
DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:

.....

PAYEE SIGNATURE:

UNIT STAMP

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Überweisung



Stadtparkasse
Mönchengladbach

310 500 00

Begünstigter: Name, Vorname/Firma (max. 27 Stellen)

BFG FUEL COUPON ACCOUNT

Nr. des Begünstigten

1 0 1 0 3 0

Bankleitzahl

3 1 0 5 0 0 0 0

Kreditinstitut des Begünstigten

SSK MG

EUR

Betrag: Euro, Cent

1 0 0 . 0 0 0 - 0 0

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des ...-senden - (nur für Begünstigten)

NAME FIRST THEN VEHICLE REGISTRATION OF CUSTOMER

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen)

STATE DOCUMENT OR ITEM REQUIRED

Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

BFG FUEL COUPON ACCOUNT

Konto-Nr. des Kontoinhabers

UNIT ACCOUNT NUMBER

1 0 0 . 0 0 0 - 0 0

20

DATE

Datum

A/C NO. in

SIGNATURE

Unterschrift

Dispo

Schreibmaschine: normale Schreibweise
Handschrift: Buchschrift in GROSSBUCHSTABEN.
Bitte je Zeichen ein Kästchen verwenden!

Blatt 2 ist für Ihre
Unterlagen bestimmt!

Bitte
NICHT
VER-
GESSEN:
Datum,
Unter-
schrift



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BFG LVLO INCOME ACCOUNT

INCOME RECEIVED FROM CUSTOMERS SOURCES - MONTHYEAR.....

ITEM NO	CUSTOMER IDENTITY		AMOUNT €	BFG FORM No.	REPLACEMENT REQUIRED	DATE TO REGT ACCT	DATE TO FCA / BFG LVLO	FCA / BFG LVLO ACTIONED DATE
	NAME	RANK						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

DATE SENT TO BFG LVLO..... DATE RECEIVED FROM F.C.A.....

SIGNED..... SIGNED.....

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SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A is to be submitted to BFG LVLO, supported by:

- a. BFG Registration Card (BFG Form 73A), which must bear a current roadworthiness inspection stamp and date where the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (see Annex C to Section 4). The proof of payment will be retained by the BFG LVLO.

502. Renewal of BFG registration is to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFG LVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by these Orders, is roadworthy, and there is in force in relation to it any certificate of roadworthiness required by these Orders. The vehicle must not be driven outside Germany during this 14 day period.

NOTE. Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG LVLO Helpline.

It is the responsibility of the owner of the vehicle to ensure that his vehicle's registration is in date and valid

Change of Area (Applicable only to LHD vehicles and Motorcycles)

503. Upon being transferred permanently to an area that requires a change of vehicle registration plates, e.g. from Mönchengladbach (MG) to Herford (HF), application is to be made for a new set of registration plates as soon as possible, unless the vehicle is due its BFG registration renewal within 2 months. In such cases the change of area request can be delayed, and carried out as part of the renewal - BFG Form 20/20A is to be endorsed at the top of the front page in red bold letters 'CHANGE OF AREA'. In all other cases where changes are required to the BFG Registration Card (BFG Form 73) the proforma at Annex B is to be used.

504. The new registration plates will be sent to the Unit BFG Registration Officer under cover of a letter that instructs him or her not to release the new registration until the old plates are handed to him or her. The Unit BFG Registration Officer is then required to return the old registration plates to the BFG VLO (MAIN) within 14 days after receiving the new plates.

505. If the old plates are not received at the BFG VLO (MAIN) 16 days after the new plates were despatched, the unit will be contacted by telephone for an explanation as to the current whereabouts of the old registration plates and why they have not been returned.

506. Spare.

507. If the old registration plates have not been returned seven days after the first reminder, a letter will be forwarded to the Commanding Officer/Head of Department requesting him or her personally to intervene in the recovery of the old registration plates and their prompt despatch to the BFG VLO (MAIN). This letter will be copied to G1 (Disc) HQ BFG or G1 (Disc) HQ 1 (UK) Armd Div, as appropriate, and the local Service police detachment.

CERTIFICATE OF PROOF OF DESPATCH OF REGISTRATION DOCUMENTS

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name).....

In respect of BFG Vehicle Registration Number.....

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date).....
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73A (annotated on change of ownership in accordance with SO BFG 3213 Paragraph 604)
- i. * BFG Form 4003
- j. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- k. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMPSigned

Name
Rank
Unit

NOTE: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

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(d) APPLICATION FOR CHANGES TO BFG REGISTRATION DOCUMENT

Amended Details

Service /Passport Number: _____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number: _____ area :(sees note 3) _____

Chassis No: _____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

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SECTION 6 - DISPOSAL AND BFG DEREGISTRATION OF TAX FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of tax-free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 605 to 608)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraphs 609 to 611)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 612 to 613)

Disposal of vehicles in the first two categories will require the use of a BFG NOVA unless a BFG Form 38 has been completed. The earliest date on which BFG NOVA will be valid for use will be the date 12 months after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38.

Change of Ownership

601. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO (MAIN) using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFG VLO (MAIN) BFPO 39. Under no circumstances is a BFG Fuel Card to be transferred to the new owner of a BFG registered vehicle on change of ownership.

Sale/Transfer to an Entitled Person in BFG

602. When a vehicle is sold or transferred to a person to whom these Orders apply, the BFG registration is to be transferred in accordance with paragraph 604 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser's use of the vehicle. Please note paragraphs 301 above and 613 below for the penalties incurred if a new tax-free vehicle is disposed of within 12 months of BFG registration (see Section 2 for definition of "New Tax Free Vehicle" and "disposal").

603. If a tax free vehicle has less than one year's accumulated BFG Registration then authority must be sought from S02 G1 Veh Lic prior to transfer. If authority is granted it will be on the understanding that the vendor will not be permitted to purchase another tax free

vehicle until the one year anniversary of initial BFG registration of the transferred vehicle. Equally, the purchaser will not be permitted to sell the vehicle before it has accumulated a total of 365 days of BFG Registration.

604. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to give to the purchaser or LVLO/VLO the following documents and obtain a receipt for them:

(1) One copy of the Bill of Sale, signed by both vendor and buyer. (See Annex F). The vendor should retain a copy of the bill of sale.

(2) A completed BFG Form 4003. (Application to de-register)

(3) Number Plates as this will still be on vehicle.

(4) The original BFG Form 73.

(5) SAE (Stamped addressed envelope)

b. The **purchaser, has 14 days** to complete the transfer after which the LVLO will post the de-registration certificate (F272) to the vendor using the SAE. In this case the F272 should be backdated to the date on the bill of sale. Registration is to be carried out regardless of the condition of the vehicle. Failure to BFG register may result in an administrative penalty being incurred. If the purchaser has not applied for transfer after 14 days have elapsed, the vendor can apply to LVLO for an F272 on production of the bill of sale. Once again the F272 should be backdated to the date on the bill of sale. After 14 days, if ownership of the vehicle has not been transferred, details of the case should be passed to SO2 Vehicle Licensing.

(1) A completed and BFG Form 20 (Application for BFG registration).

(2) Vendor's F4003 (Application to de-register, if applicable)

(3) Vendor's SAE (Stamped addressed envelope, if applicable)

(4) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG LVLO.)

(5) Proof of insurance. See Annex C to Section 4.

(6) Proof of payment for VLO charges

(7) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.

(8) The original BFG Form 73, or copy, (BFG Registration card)

c. When submitting the documents listed at sub paragraph b above by post to the BFG LVLO, the new Owner of the vehicle may obtain a proof of dispatch

certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFG LVLO and the documents are in the possession of the new Owner.

d. If the vehicle is a “New Tax Free Vehicle” (see paragraph 220) the purchaser must not dispose of it until it has acquired a minimum of 365 days of accumulated BFG Registration since the date of initial BFG Registration, if the purchaser is not to incur a penalty for early disposal (see paragraph 301).

Disposal of Tax Free and Tax Paid Vehicles to a Non Entitled Person in the UK and Registration of Vehicles in the UK other than Tax Free Vehicles BFG registered under 12 months on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

605. **Tax free Vehicles.** Before disposing of (within the meaning of paragraph 208 above) a BFG registered tax free vehicle, Owners are to obtain BFG NOVA. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG NOVA may result in penalties detailed in paragraph 301 to Section 3 being imposed.

606. **Tax paid Vehicles.** BFG NOVA must also be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle.

607. **BFG NOVA.** (Authority for personal imports only).

a. BFG NOVA is obtained by submitting BFG NOVA (A) (available in units) to any Local VLO and a stamped addressed envelope for reply. BFG Form NOVA is required in order to register vehicles with the DVLA. However, in the event an Entitled Person manages to register a vehicle purchased and BFG registered as a New Tax Free Vehicle with the DVLA without using BFG NOVA, the penalties in paragraph 301c will be imposed.

b. BFG NOVA will be marked clearly with a “Valid From” and “Valid To” date and must not be used before or after such dates. In the case of vehicles purchased and BFG registered as New Tax Free Vehicles, the earliest “Valid for Use From” date will be the date 12 months after the date of initial BFG registration.

c. BFG NOVA will not be issued in respect of vehicles purchased as New Tax Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 609 to 611 (TOR) below apply or VAT has been paid on the vehicle).

d. BFG NOVA will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 208 above) or in circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 210 above) or if the BFG registration is not current.

e. BFG NOVA must only be used to register the vehicle in the UK by the person to whom it was issued, or by their spouse, except as provided for at paragraph 606 below. BFG NOVA must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

608. Personnel are reminded of the need for **Certificates of Conformity (COC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a COC cannot be obtained from the manufacturer or dealer, the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to affect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on repayment) of GB Type Approval to enable registration with the DVLA to be effected.

Notes:

1. If a LHD vehicle or motorcycle is being UK registered, the UK style BFG number must be quoted, not the German style number which is only issued for security purposes. In addition Owners will have to provide the DVLA with a Certificate of Mutual Recognition from the Vehicle Certification Agency – see above. Details of what is required are at Annex E.

2. If UK registration is not carried out within BFG, then registration with the DVLA must be carried out promptly on arrival in the UK. There is no period of grace once the Owner has left BFG and entitlement to BFG registration ceases. See Paragraph 611 for more details. The BFG registration must be current at the time of registration with the DVLA. In cases where the application is being made prior to the 12 months date of initial BFG registration, the BFG NOVA will not be issued unless there is at least 5 days current BFG registration remaining from the 'Valid for Use From' date.

3. BFG registered vehicles must be deregistered with the BFG LVLO within 28 days of disposal by returning the BFG number plates (if applicable) and completed BFG Form 4003. The application for BFG NOVA (C&I BFG document) is not part of the vehicle de-registration process.

4. A vehicle purchased as a New Tax Free Vehicle that has been BFG registered for less than 12 months that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until 12 months from the date of initial BFG registration before it can be sold or transferred. The penalties for sale or transfer of ownership before this date are set out in paragraph 301c and 301d above.

609. When the vehicle is released to its new non entitled Owner in the UK the BFG Owner must remove the following items from the vehicle and return them to their Unit BFG Registration Officer where they will be given a BFG Form 4003 for completion.

(1) For RHD Vehicles, uK Style Vehicle Registration Plates (if issued by BFG VLO), including those for any towed equipment.

For LHD Vehicles, German Style Vehicle Registration Plates.

610. BFG registered vehicles that become an **insurance write off** (beyond economic repair, outside the UK) and that are purchased by certain firms from the insurance companies can be transported to the UK by Non Entitled Persons so long as the firm has received authorisation from the German Customs on BFG Form 38. **Only firms with German addresses will receive such authorisation.** When the wreck is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFG LVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-free Vehicles in use for less than 12 months taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

611. On TOR to the UK of the Head of Household, Entitled Persons, may each take to the UK, and register with the UK authorities, one car or motorcycle purchased and BFG registered as New Tax Free Vehicles which has been in use less than 12 months, without incurring a penalty. Such vehicles must, however, be retained (i.e. not sold or transferred) for a period of 12 months from the date of initial BFG registration to avoid the imposition of a penalty under paragraph 301c and 301d above. The vehicles must have been BFG registered and used for a minimum of **7 days** in Germany. Please also see Note 2 after paragraph 606.

612. **BFG NOVA** is required in order to import to the UK a BFG registered tax-free vehicle on TOR and will not be issued retrospectively (see paragraph 605c) See paragraph 605 above on the need to use BFG NOVA if VAT is to be avoided. BFG NOVA may be submitted at any time before the TOR takes place. Individuals are advised to ensure that they allow sufficient time for the processing of documentation which should take account of document processing times.

613. The vehicle can be DVLA registered in BFG prior to departure or by using the postal system on arrival in the UK. Please see Paragraph 606 for details of documents required for UK registration, and Paragraph 607 for de-registration from BFG VLO (MAIN). De-registration must be completed within 28 days of DVLA registration.

Note: BFG C&I reserve the right to visually inspect the chassis number of any vehicle prior to issuing a BFG NOVA. Vehicle Owners are reminded of the declaration they make at paragraph 1e to Annex B to this Section, i.e. "I must not sell or transfer ownership of the vehicle until the date 12 months from the date of initial BFG registration".

Disposal to a Non Entitled Person in Germany or Elsewhere Excluding the UK

612. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 may result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

613. BFG Form 38 is required to dispose of both tax-free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase repossessions, to sponsored vehicles and to insurance writes-off handed to dealers / salvage companies etc in Germany.

a. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

(1) For RHD vehicles:

- (a) BFG Form 73 (BFG Vehicle Registration Card).
- (b) UK style number plates (if issued by BFG VLO), including those for any towed equipment.

(2) For LHD Vehicles:

- (a) BFG Form 73 (BFG Vehicle Registration card).
- (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

614. The penalties for disposal of a vehicle purchased and BFG registered as a New Tax Free Vehicle that has not been registered for 12 months accumulated BFG registration are set out in paragraph 301c and 301d above. If the Owner has disposed of the vehicle before it has been BFG registered for 12 months and has already BFG registered a replacement vehicle before the BFG LVLO is informed of the disposal of the previous vehicle, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered. Checks to verify the period of BFG registration are conducted by the BFG authorities in conjunction with HMR&C and DVLA.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

615. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to BFG VLO (MAIN) the items listed below. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 615 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased tax-free then German tax may be due on the vehicle.

a. For RHD Vehicles:

(1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).

(2) BFG Form 73 (BFG Vehicle Registration Card).

(3) UK Style Vehicle Registration Plates (if issued by BFG VLO), including those for any towed equipment.

b. For LHD Vehicles:

(1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).

(2) BFG Form 73 (BFG Vehicle Registration Card).

(3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

616. Personnel who have returned to the UK are to return documentation and plates direct to the BFG LVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG LVLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFG VLO(MAIN) via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFG LVLO, BFPO 39. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

616. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 39, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Owners of BFG registered tax free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities if the vehicle has been owned for less than six months.

Abandoned and Scrapped BFG Registered Vehicles

617. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. BFG Vehicles must not be abandoned whether in barracks, other MOD premises or on the public highway. BFG Vehicles abandoned on the public highway may be dealt with by the local German authority, with whom BFG will co-operate fully. An abandoned BFG Vehicle may be scrapped and steps may be taken to recover the administrative costs of the related disposal. In all cases the offender(s) may be subject to disciplinary / administrative action. The offender(s) may also be subject to action by the German authorities.

Lost Registration Plates

618. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and BFG VLO (MAIN). A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

619. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFG LVLO.

BFG Registered Vehicles “Off the Road” Under Repair

620. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFG LVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

621. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty in the new unit in the UK. Purchase of duty free fuel is not permitted during this leave period (see also paragraph 624d (2) for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

622. Vehicles imported to the UK from BFG must have their headlights converted so that they are capable of being used without dazzling oncoming traffic. Headlamp screening

tape is not to be used except during the journey from the port of entry to the chosen address in UK. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

623. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also report the theft to their local Service Police unit within 24 hours. The RMP initiate a Stolen Vehicle Report that enables the BFG VLO (MAIN) to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

624. Subject to the provisions of paragraph 625 entitlement to BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 45 days temporary registration lapses (see Section 4 paragraph 408).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from the forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

(1) Is posted to a station in Belgium, BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.

(2) Wishes, and is authorised to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 625).

(3) Is an officer or soldier, authorised to take local discharge or is a civilian taking up local residence on ceasing to be an Entitled Person, he or she may retain BFG Vehicle licensing and BFG Fuel Card facilities until his or her last day of terminal leave.

625. The extension of registration referred in paragraph 624d(2) is to be approved by the

CO/HoE only when current vehicle registration, roadworthiness inspection and insurance cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit VLO is to retain the relevant BFG Fuel Card(s). This application when approved, is to be forwarded to the BFG LVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration (SORR)

626. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

may apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as “Special Off Road” and must not be driven or parked on any public road or place during the period that it is categorised as such.

627. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

- a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on a designated off road park in barracks. If uninsured, a SORR vehicle cannot be parked on a public road or place as defined in Section 2, Paragraph 215.
- b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

628. The BFG LVLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

629. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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ABANDONED AND SCRAPPED BFG REGISTERED VEHICLES

If an abandoned vehicle is to be disposed of to a Non Entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 39 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;
 - Or
 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of the Force he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO (MAIN), the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of the Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 39.
 - c. The order to remove the vehicle is to be forwarded to his or her CO for service, under cover of a letter from the CO of the unit where the vehicle is located, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 39, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 39 and OC BFG LVLO, BFPO 39.
3. Where the Owner is not known, and cannot be traced through the BFG VLO(MAIN), or otherwise:

- a. A notice is to be published in unit orders stating the intention to dispose of the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.
- b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG LVLO are to be kept informed.
- c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.
- d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.
- e. If a vehicle is purchased under sub-paragraph b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.
- f. Where the Owner is not known, cannot be traced through the BFG VLO(MAIN) and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departs is to be sent to the OC BFG LVLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.
- g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFG LVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters "ABANDONED/SCRAPPED VEHICLE"). This form is to be completed as far as is possible.
- b. BFG Form 73 and BFG Road Fund Licence (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the "Disposal of old cars ordinance".

A vehicle declared as 'scrapped' will not be re-registered by the BFG LVLO until it has passed a TÜV test

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**APPLICATION FOR EXTENSION OF BFG VEHICLE REGISTRATION FACILITIES
TO COVER END OF TOUR LEAVE TO BE SPENT ELSEWHERE THAN IN THE UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d. (2) SO BFG 3213
(Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BFG 3213.

Signed..... Name and Initials.....

To: BFG Vehicle Licensing Office
BFPO 39

Extension of BFG registration in respect of vehicle(s)

registered number(s).....

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date: Signed

Distribution:

Copy to: 1. Applicant

2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.

3. Unit records.

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CERTIFICATE OF MUTUAL RECOGNITION FOR A LHD VEHICLE IMPORTED INTO THE UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

(1) A rear fog light has been fitted to the right hand side of the vehicle.

(2) The headlamps have been permanently adjusted to dip to the left.)

(3) The speedometer shows both MPH and KPH.

(4) Side repeat indicators have been fitted.

(5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

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BILL OF SALE - TRANSFER TO AN ENTITLED PERSON

(To be completed in duplicate. Buyer to include their copy with Insurance **to BFG register within 14 days of date of sale.** After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

**Article VII.
VENDOR'S DETAILS**

**Article VIII.
BUYER'S DETAILS**

Number:

Number:

Rank:

Rank:

Name:

Name:

Unit:

Unit:

VEHICLE DETAILS

Make:

Model:

Chassis No:

R

Colour:

The Seller acknowledges the receipt of as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- a. d.
- b. e.
- c. f.

The following items have been given to the Buyer (*delete as applicable):

Bill of Sale

*UK Log Book (not BFG Form 73)

*German Log Book

BFG Plates

Photocopy of BFG Form 73

Vendor's Signature:

Buyer's Signature:

Date:

Date:

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SECTION 7 – Vehicle Licensing Charges

Charges for Vehicle Licensing and Testing

701* Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA), BFG is permitted to allow Entitled Persons to import vehicles into Germany, or purchase vehicles tax free for personal use.

As part of this agreement individuals are required to register their vehicles through the BFG VLO and are issued a BFG licence plate (when applicable). On departure from BFG individuals must de-register from the BFG system and re-register their vehicles through DVLA. Entitled personnel may purchase one tax free car and/or motorcycle every 12 months ; but must retain them until such time as they have attained a minimum of 365 days of accumulated BFG registration from the date of initial BFG registration and a minimum of 6000km driven. **However, only one vehicle per 'Entitled Person' can be imported into the UK as New Means of Transport (NMT).**

Services that incur No Cost to the Individual

702* **Arrival in BFG on assignment.** Individuals who arrive in BFG on assignment may import the following which will be registered free under the BFG VLO system. This includes free BFG Road Test for vehicles over 3 years old or a free light test for all vehicles irrespective of age. A move of Units within BFG is **not** qualification for exemption from VLO charges.

- a. Single/married Unaccompanied. 1 car, and 1 motorcycle, and 1 caravan/trailer or motor home.
- b. Married accompanied. 1 car, and 1 motorcycle (per Head of Household and accompanying spouse), and 1 caravan/trailer or motor home.

The vehicles must arrive with the individual by the joining for duty date or have been ordered within 6 months of the joining for duty date. If a family is delayed due to service reasons and arrives after the Head of Household, but within 6 months of the joining for duty date, the vehicle will be registered free. Cases that exceed 6 months may be submitted to OC, BFGVLO, HQ BFG, BFPO 39 for consideration.

2. Renewals. Renewals will be free of charge.

3. Additional Vehicles. Vehicle that are brought into BFG for the purpose of being used for representational sports such as rally cars or off road motorcycles may be registered free of charge.

4. Departure from BFG on assignment. Individuals who depart BFG on assignment may export the following which will be de-registered free from the BFG VLO system. This includes a free BFG Road Test for vehicles over 3 years old; all other vehicles owned by the individual or family must be paid for.

- a. [Single/married Unaccompanied. 1 car, 1 motorcycle, 1 caravan/trailer or motor home.](#)
- b. [Married accompanied. 1 car, 1 motorcycle \(per Head of Household and accompanying spouse\) 1 caravan/trailer or motor home.](#)

Services that incur a Cost to the Individual

- 5. Change Cars Annually. Those that exercise the option to purchase a new tax free car annually will pay for the de-registration of the current vehicle and registration of the new tax free vehicle plus the cost of the light test.
- 6. Cars over 3 Years old. Cars that have been imported that are over 3 years old will receive the first BFG Road Test free thereafter they will be paid for.
- 7. Vehicles purchased tax free after arrival. There will be instances of entitled personnel who decide to purchase a tax free/tax paid vehicle after their arrival; if this purchase is completed within 6 months of the joining for duty date it may be registered free, in all other cases individuals will pay the registration fee.
- 8. Horsebox/trailers. Individuals who own horseboxes or trailers may register/de-register them free of charge on arrival/departure from BFG.
- 9. ISODETs. Personnel who are assigned to ISODETs will operate under the same rules. [Local arrangements are to be made for TÜV Test 1 and Light Checks to be carried out as required.](#) A copy of the receipted form must be submitted when applying for BFG Registration/renewal.
- 10. There will be some cases that will not fit neatly into the above, neither is it the intent to second guess every individual circumstance. However, where an individual believes that they have an exceptional case it should be submitted through their chain of command to SO2 Vic Lic, BFGVLO, HQ BFG, BFPO 39 for resolution.

703 Payment must be made into the Imprest Account using the Form at Annex A prior to undertaking registration/de-registration, BFG [Road Test](#) or light test. No action will be carried out until proof of payment has been provided.

NOTE: - The level of charges stated at Annex A to this section may not be current and are subject to change without notice.

Obligation to DVLA Register – SO BFG 3213

704.* BFGVLO in conjunction with DVLA will register BFG private vehicles in Germany prior to a customer's departure under the BFG/DVLA Registration Email scheme. This process has been put in place for BFG personnel and is designed to offer a streamlined and alternative facility to having to apply direct to DVLA Swansea by post for UK registration and wait for their documentation to be returned. The BFG/DVLA process does however require personnel to plan ahead and not commit to specific dates for returning their vehicles to the UK, until they have been assured by their LVLO that DVLA have accepted their documentation, See Annex B. [Prior to DVLA registration, an export licence \(either a BFG Form NOVA or BFG F38\) must be issued by](#)

BFG Customs and Immigration. Failure to obtain a BFG Form NOVA or Form 38 may result in a tax demand being raised by German Customs. As part of the customs clearance process, BFG Customs and Immigration staff will conduct a physical vehicle identification number (VIN) check of all tax free vehicles.

It is advised that the customer should not plan to drive back to UK on the same date that they have requested to register. This also includes a UK bank holiday or week-ends.

705.* Those eligible to use this scheme are entitled personnel who have vehicles registered with BFGVLO. All vehicles that were previously registered in the UK or vehicles that were registered on an Allocation Certificate in BFG with UK specification.

Requirement for a UK MOT

706. A vehicle that would require a UK MOT can be registered for this scheme with an in date BFG roadworthiness test so long as its validation covers 14 days maximum from the date of DVLA registration. Customers will be given a letter stating that the vehicle must undergo a UK MOT within the 14 days after which the vehicle must not be used until it passes the MOT.

Documents required to register in UK

707. The following documents are required to enable UK registration:

- a. NOVA BFG 1 - valid for the requested date of Registration (yellow form) issued by C&I BFG.
- b. V55/5 (DVLA application form) issued by local VLO office.
- c. Valid UK insurance certificate or cover note dated from intended date and time of registration.
- d. BFG form 73 Log Book in date.
- e. ID i.e. Service ID, Driving licence (both parts) and Passport for UKBC and dependants.
- f. Contact telephone and or e-mail address
- g. Proof of UK address e.g. future SFA, SLA, extended family member address supported by covering letter from head of household, address of trade purchaser.
- h. For vehicles registered in BFG by Allocation Certificate a Certificate of Conformity (CoC).
- i. Money (cash only) to pay for UK tax disc or first registration fee.

The customer must present him/herself and the vehicle being registered to the LVLO from which the DVLA documents are collected on the day of registration.

Vehicles that are not eligible under BFG / DVLA Email scheme

708.* The following vehicles may not be registered using the email scheme:

- a. Not road worthy (SORN, Kit Build, restoration project etc).
- b. Non-British specification vehicles - Mutual recognition required.
- c. Not currently registered with BFG.
- d. First registration applications – with a personalised registration number being allocated at the same time.

Postal applications can be made however; the customer must present him/herself and the vehicle being registered to the LVLO from which the DVLA documents are collected on the day of registration, postal applications must be accompanied with a BFG NOVA.

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BFG VLO REGISTRATION CHARGE RECEIPT

March

2015

Service/Staff No.....Rank/Grade.....Name:.....

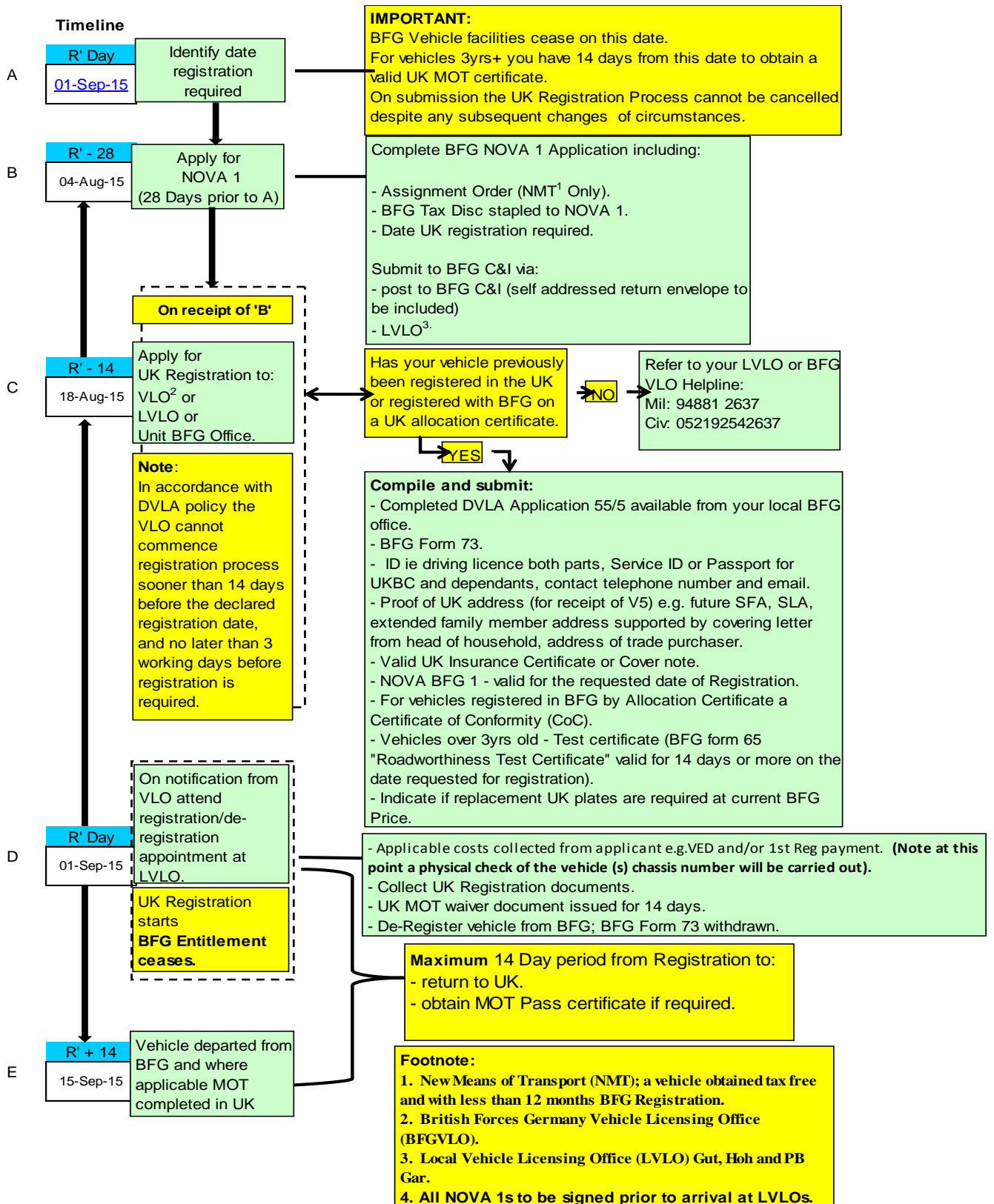
Vehicle Registration No..... Chassis No.....

Documents/Services	Cost	Tick all that apply
Nova Cancellation/amendment Fee	€20.00	
Replacement De-Registration Certificate (F272)	€5.00	
Replacement Emission Sticker	€5.00	
Replacement F73	€5.00	
Replacement number plate – single	€9.00	
Replacement set of number plates	€18.00	
Registration costs all vehicles with BFG plates	€70.00	
Registration costs all vehicles without BFG plates	€52.00	
BFG MOT During tour - Car*	€40.00	
BFG MOT During tour - Motorcycle*	€28.00	
BFG MOT During tour – Caravan/Trailer	No cost	
Registration of Caravan/Trailer with BFG plate	€14.00	
Registration of Caravan/Trailer without BFG plate	€5.00	
Light Test	€9.00	
Transfer of ownership	€10.00	
De-registration during tour	€32.00	
Total to Pay	€	

***Note: Failure to attend a re-test within the 14 day period may result in full BFG Road Test costs being imposed**

All payments are to be credited to the BFG Fuel Coupon Account.

Total Amount Received: €.....Date:/...../.....



SECTION 8

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SECTION 9 - Responsibilities Of A Garrison LVLO

901. **Training.** All Garrison LVLO staff, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Training Course at the BFG VLO (MAIN). Following appointment, dates of courses are to be arranged with OC BFG VLO (MAIN).

902. **Responsibilities.** Garrison LVLO staff are to:

a. Where access to the BFG LVLO database is not possible maintain a register of BFG Vehicles owned by members of, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

(1)The Owner.

(2)Vehicle registration number.

(3)Validity of insurance.

(4)Expiry date of current registration.

(5)Date next roadworthiness inspection becomes due.

(6)Latest date for lighting test for vehicles under three years old.

b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licences are to be inspected. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration, (BFG Form 20 or 20a), are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf except in the case of initial registration which must be signed by the applicant. In such cases the application is to be accompanied by a note of explanation, countersigned by an authorised VLO Office Clerk.

c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFG LVLO.

d. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.

e. Upon being notified by BFG VLO (MAIN) that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been

renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG LVLO certifying the action taken within 14 days of receipt. If unable to meet this deadline inform the BFG VLO (MAIN) giving the reasons.

f. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.

g. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.

h. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.

j. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFG VLO (MAIN).

k. Within 14 days of the Owner of a BFG registered vehicle being posted to the unit from another part of BFG, inform BFG LVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.

l. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.

m. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.

n. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 45th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. LVLO are not to confiscate private vehicle keys and driving licences.

o. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.

p. Ensure that when entitlement to BFG registration facilities ceases, e.g. Posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison LVLO for onward transmission to the BFG LVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 615) when plates etc are sent

direct to the BFG VLO (MAIN).

q. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG registration plates (if applicable) in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non Entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.

r. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFG VLO (MAIN) in circumstances of an Arms Plot or other ordered moves.

s. Ensure that the unit clearance certificate includes clearance by the Garrisons LVLO. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 3903 and briefed on the procedure for de-registration.

t. Record details of driving bans affecting all units and establishments covered by the Unit BFG Registration Officer.

u. Attend BFG LVLO seminars.

SECTION 10 - BFG Fuel Card For The Supply Of Motor Fuel

The BFG Fuel Card

1002.. Owners of BFG registered vehicles may apply for a BFG Fuel Card, enabling them to access their tax free petrol or diesel ration directly at ARAL filling stations within Germany for use in their private vehicles. Cards are automatically credited with the monthly allowance at 0001 hrs on the first day each month and unused ration allowances are automatically cancelled at 2359 hrs on the last day of each month. Cards will only be issued on production of a valid BFG Registration Card (BFG Form 73) and during the period of transition between pre-payment coupons and the card, the Fuel issuing portion of the BFG Registration Card (BFG Form 73) will be cancelled. Only those personnel whose name appears on the card issued to each vehicle is entitled to refuel the vehicle using the BFG Fuel Card.

Prevention of Abuse

1003. HQ BFG, in liaison with the oil companies who hold the contract to supply fuel, ARAL in the case of the BFG Fuel Card, and German Customs authorities, periodically audit Fuel Card transactions that have taken place at ARAL forecourts. The aim of this audit is twofold:

- a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.
- b. To detect abuse of the schemes by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1004. All units are therefore to publish in their routine orders on a quarterly basis the following:

1011. BFG Fuel Cards are not to be used for any purpose other than that for which they are issued, that is to say, to access the tax-free ration of fuel for the vehicle shown on the card. Cards are not to be used with vehicles where the BFG registration is not "in date" or does not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73. Only persons whose names are recorded on the card may purchase fuel using the card from ARAL forecourts. The BFG Fuel Card is not transferrable, it is used on behalf of a specific vehicle in the name of the owner and the ration will be cancelled on de-registration/disposal of the vehicle. BFG Fuel Cards are not to be used in the pursuance of any business venture, nor are they to be used as a means of accessing any other tax-free goods or services; they are to be used to access tax-free fuel for private motoring only. Before presentation at the ARAL service station, card bearers are to ensure that their name appears on the card allocated to that vehicle and that they are in possession of an authorised valid Service/BFG ID card. The improper use of BFG Fuel Cards will normally

result in the withdrawal of the appropriate BFG facilities from the offender, in addition to any disciplinary action that may be taken

Basic Allowance (For Private Owners Only)

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
<p>Cars, vans</p> <p>Up to 1300 cc From 1301 cc</p>	<p>200 litres 400 litres</p>
<p>Motor cycles and mopeds</p> <p>Up to 449 cc 450 – 850 cc 851 cc and over</p>	<p>80 litres 90 litres 110 litres</p>
<p>Rotary Engines</p> <p>Up to 43 kw From 44 kw</p>	<p>200 litres 400 litres</p>

Any enquiries regarding this Annex should be addressed to:-

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters British Forces Germany
BFPO 140

Tel No: 0521 9254 2450

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SECTION 11 - Discipline

1101. Introduction

a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from these orders. Arrangements for the permanent display of this NBI are to be as follows:**

- (1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards and in messes, JRCs and other unit clubs.
- (2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.

b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the GOCs have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BFG 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102. **A vehicle will only be BFG registered if an import licence has been issued by BFG Customs and Immigration. Import licences are required for both tax paid and tax free vehicles. Individuals must be able to prove that a vehicle is physically in Germany before BFG registration is issued.**

a.* Registration is carried out on a BFG Form 20. Tax free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.

b. Subject only to the exceptions referred to in sub paragraphs d and g below, a vehicle owned by a person to whom these orders apply is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFG VLO(MAIN). Any new vehicle purchased tax free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG LVLO for any reason must be kept off public roads/places in either a garage or Unit Designated Parking Area. Authority for a delay in registration must be sought from SO2 G1 Veh Lic.

c. A vehicle is not currently BFG registered until the Owner has received from the BFG LVLO a BFG Registration Card (BFG Form 73A) valid for the period during which the vehicle is to be driven. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, which ever is the later date, providing it meets the registration

criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless registered in accordance with sub paragraph b. above.

d.

e. Where a vehicle is used under the terms of sub paragraph d. above, the driver must be in possession of a current logbook and the appropriate number plates and additional licences.. All other conditions as to use contained in these Orders, including the obligation to insure against third party and passenger liability risks, are to be complied with.

f. BFG registration will cease on the cancellation or lapse of the vehicle's insurance cover, roadworthiness test or failure to renew registration [when stipulated](#)..

g. A vehicle that has been registered with the BFG VLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

h. A vehicle that is not currently registered with the BFG VLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior appointment, to be carried out.

i. A person to whom these orders apply is not to permit another person to whom these orders apply to drive a BFG Vehicle unless that vehicle is currently registered with the BFG VLO.

Note: A BFG lights check must also be carried out within 45 days initial BFG registration on all vehicles less LHD vehicles not previously registered in the UK. Without a valid lights check stamp on BFG Form 73A the vehicle is not to be used [and duty free fuel is not to be purchased](#).

1103. Where the registration of a vehicle by the BFG LVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold a Valid Driving Licence

1104*. A person to whom these orders apply is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current valid EU driving licence covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving licence may drive a vehicle that he or she is authorised to drive under such licence during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SO BFG 4310, for further details). In addition:

a. A person to whom these orders apply, if he or she has been disqualified from driving by any court, or he or she has been denied the issue of licence or permit to drive or it has been withdrawn, is not to drive **any** vehicle within the territorial application of these Orders during the period of such disqualification or withdrawal..

b. During the period of withdrawal:

(1) **Authority to drive may be restored to enable the Owner of a BFG Vehicle to drive out of Germany on posting** Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BFG 3208 is to be completed and disposed of as follows:

(a) **1 copy is to be handed to the banned driver.**

(b) 1 copy to be sent to the CTOB, BFPO 39, 14 days before the proposed move.

(2) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 39, and SO2 G1 (Vehicle Licensing), HQ BFG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Spare.

1106. *A person to whom these orders apply is not to permit any other person to drive a BFG Vehicle unless:

a. The other person, being a person to whom these orders apply, is the holder of a current EU licence covering the type of vehicle driven, except that a person who possesses a current domestic or international driving licence valid in Germany and over 18 years old may be permitted to drive a vehicle that he is authorised to drive under that licence during a period of 45 days from the date of his arrival in Germany.

b. The other person, not being a person to whom these orders apply, is the holder of a driving licence valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake. In this context an 'emergency' is construed as a 'life threatening' situation or of similar severity. The only exceptions to this ruling are nannies that are authorised to drive their employer's BFG registered vehicle under terms set out in Section 3 paragraph 303.

c. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle.

d. The other person, being 18 years of age or over, not being a person to whom these orders apply, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom these orders apply

and possesses a full national or international driving licence valid in Germany.

NOTE: Persons other than those to whom these orders apply are not to be permitted to drive a BFG Vehicle in exchange for any remuneration, service, or reward of any kind.

Obligation to Insure Vehicles

1107. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom these orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these orders) to park a vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFG LVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

1109. Individuals must ensure that they have adequate insurance cover but should not make any profit on money received for an insurance 'write off'. Insurance companies will normally reimburse a claim by deducting the amount received for scrap when settling a claim. Tax is due on all monies received for scrap; no tax is due on monies received from an insurance company. A BFG 38 must be completed to enable German Customs to raise a tax demand.

Obligation to Display Issued Registration Plates and/or TÜV stickers

1110. *Subject to the provisions of paragraph 1102 above, a person to whom these Orders apply is not to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to these Orders) to park a BFG Vehicle on a Public Road/Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFG LVLO registration plates and GB sticker (if applicable) are displayed in accordance with the provisions of these Orders
- b. For LHD vehicles and motor cycles, the BFG LVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFG LVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom these Orders apply is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving licence that is acceptable to the German authorities.
- b. A current certificate of motor insurance showing the same policy number as that on the BFG Form 73A.
- c. A current BFG Vehicle Registration Card (BFG Form 73A) with valid roadworthiness and lights check dates.
- d. Registration plates as issued by the BFG LVLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TÜV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against these orders.

Obligation to Ensure Roadworthiness

1111. *A person to whom these orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or attempt to drive a BFG Vehicle or to purchase tax free fuel unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, or his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a of this order.

1112. *A person to whom these Orders apply is not to drive or attempt to drive or park on a Public Road/Place in Germany, or permit any other person (whether or not subject to these orders) to drive or park a private vehicle unless each tyre on the vehicle, has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom these Orders apply is obliged to notify the BFG LVLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non entitled.

Obligation to Notify Change of Area - LHD Vehicles ONLY

1114. Subject to the provisions set out in Section 5 paragraph 503 a person to whom these Orders apply is obliged to notify the BFG LVLO within 14 days of any change of area address in Germany necessitating a change to his or her BFG Vehicle registration plates. The change of area will normally be effected when the BFG registration is renewed.

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom these Orders apply when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *Deregistration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFG LVLO within 28 days of ceasing to be an Entitled Person the following items. Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFG LVO (MAIN) direct:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (if issued by BFG VLO) including those for any towed equipment.
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38/NOVA When Disposing of a BFG Registered Vehicle to a Non Entitled Person or Transferring Residence

1117. A person to whom these Orders apply is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 39, in accordance with Section 6 Para 612. Where the disposal is to be in the UK, a BFG NOVA is to be obtained from C&I BFG in accordance with Section 6 paragraphs 605 and 610. BFG Form NOVA, which is the authority to take a BFG Registered Vehicle into the UK, will not normally be issued unless the vehicle has been BFG Registered for 12 months or more. The exception is where the Owner is moving to the UK on permanent transfer of residence of head of household and in these circumstances a BFG NOVA will be issued for up to one car and/or motorcycle as NMT per Entitled Person (see paragraph 609 above for more details). If an entitled person is locally discharging in Germany or another EU state, he/she is to apply to C&I BFG for a F38Ü (export licence). The F38U is to contain the full address, including postcode of the entitled person's permanent abode upon losing BFG entitlement. Local VAT may be due if the transfer of residence occurs within 6 months of purchasing a new tax free vehicle.

A BFG NOVA will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 210 above) or in circumstances where the Owner has ceased to be an Entitled Person or if the BFG registration is not current. A BFG NOVA must only be used to register the vehicle by the person to whom it was issued or their spouse, or other Entitled Person with the written authority from SO2 Veh Lic. Disposal includes UK registration/re-registration. Please note the penalties in paragraph 301c above for disposing of a tax free vehicle under one year old which has not been BFG registered a full year.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non Entitled Person

1118. *A person to whom these Orders apply is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non Entitled Person. In addition BFG Form 38 or BFG NOVA is to be obtained before disposal to a Non Entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a **Non** Entitled Person, requires that the Owner of the vehicle will return to the BFG LVO(MAIN) within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (if issued by BFG VLO) including those for any towed equipment.
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition as issued.

Notes

1. **Disposal to an Entitled Person requires that the number plates are handed to the new Owner, except where the new Owner of a LHD vehicle is in a different area of BFG where the new German style plates will be required. In this case the old plates are to be returned to the BFG LVLO as in sub paragraph b above.**
2. **Where a vehicle is scrapped a Certificate of Disposal is to be obtained from the scrap dealer and submitted with BFG Form 4003.**

Obligation to Fit and Wear Seat Belts

1119. *A person to whom these orders apply, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1120. Children under the age of 12 years who are shorter than 150 cm (4 ft 11 in) must be carried in seats with officially approved child restraints that are suitable for the size and weight of the individual child. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1121. All riders and pillion passengers of BFG motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets, which are approved under either German (DIN) or British (BS) Standards.

Use of BFG Registered Vehicles for Business Purposes

1123. *Under the terms of the NATO SOFA and its SA, BFG is permitted to allow Entitled Persons to import or purchase motor vehicles free of import duty or tax, provided these vehicles are for the personal use of the Entitled Person or for the personal use of Entitled Persons within their family unit, and are not to be used for business purposes. SOFA and the SA also permit BFG to make available to Entitled Persons a ration of duty free fuel for private motoring. Such fuel is not to be used in connection with any business enterprise.

1124. However, under Paragraph 311, exceptional authority may be granted for the use of a BFG registered vehicle for business purposes. All costs for the registration of the vehicle for business purposes will be charged to the vehicle owner as this cannot be charged to Public or Non-Public Funds.

Entitlement to BFG Registration of New Tax Free Motor Vehicles

1125. *The rules that are to apply for all Entitled Persons (within the meaning of paragraph 210 above) are as follows:

- a. Each member of the Armed Forces or civilian component serving in Germany may register one New Tax Free car and/or motorcycle (for definition of "New Tax Free Vehicle" see paragraph 220 above) in any period of one year, i.e. there must be an interval of not less than 12 months.
- b. In addition one New Tax Free car and/or motorcycle may be registered in any period of 12 months per dependant spouse, or dependant children of the family over 18 years of age granted BFG status and holding a valid EU Driving Licence whilst residing with such member of the Force or civilian component, provided they have lived in Germany for more than 185 days of the past 12 months and expect to spend more than 185 days in the next 12 months residing in Germany with their parents.
- c. One new tax free motorcycle, quad-bike, moped or bicycle with auxiliary motor may be registered in addition to any other New Tax Free Vehicle. **However, only one vehicle per 'Entitled Person' can be imported into the UK as New Means of Transport (NMT).**
- d.

e. Tax free vehicles should be kept BFG registered at least 12 months. If a vehicle purchased and registered as a New Tax Free Vehicle is disposed of before it has been BFG registered continuously for 12 months from the date of initial BFG registration, the penalties in paragraph 301c and 301d will be imposed.

1127. *It is appreciated, that for an exceptional reason, there may be a requirement to register a second vehicle within a 12 month period, e.g., if the first vehicle was written off in an accident. In such cases application for approval with full justification (including a letter from the insurance company certifying it is a write off) must first be submitted to SO2 G1 (Vehicle Licensing), HQ BFG. **The circumstances must be exceptional before any approval will be given to register more than one vehicle in any 12 months period.**

Obligations Regarding tax free Fuel – SO BFG 3213

1128. *Tax free fuel is not to be used for any purpose other than that for which it is authorised. Tax free fuel is not to be used in connection with any privately run business enterprise (trading).

1129. *Tax free fuel is not transferable, that is to say, tax free fuel is not to be disposed of, or in any way used, or permitted to be used, except in the vehicle to which the tax free fuel is allocated.

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Article IX.
Article X.

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G VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

Section 10.01 FFENCE	SANCTION
Section 10.02 isposal of a new tax-free vehicle before that vehicle has been registered for 12 months in total – ‘early disposal’. Section 10.03 SO BFG 3213, Sect 3, Para 301) Section 10.04	Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel. .
Non compliance with the rules on the use of BFG Form NOVA (SOBFG 3213, Paragraphs 1117, 605 & 301(c)).	New tax-free vehicle that has been BFG registered for less than 12 months: Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel. Tax-free vehicle over 12 months BFG registered: Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel.
Use of UK VAT Form NOVA to register a BFG vehicle in the UK. (SOBFG 3213, Sect 11, Paragraph 1117)	New tax-free vehicle that has been BFG registered for less than 12 months: Up to 5 year ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel. Tax-free vehicle over 12 months BFG registered: Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel.
FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBFG 3213, Paragraphs 1117, 612 &	Up to 3 year ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel.

301(c))	
FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 391(a))	Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel.
FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBFG 3213, Paragraphs 1102(d) & 391(a))	Up to 12 months ban on the registration of a tax-free vehicle, and on the purchase of tax/duty free fuel.
FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SO BFG 3213, Paragraphs 1113 & 604)	Ban on the purchase of tax/duty free fuel for up to 12 months.
FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST ANNUALLY OR ON THE EXPIRY FO THEIR INSURANCE POLICY (SO BFG 3213, SECTION 5)	Ban on the purchase of tax/duty free fuel for up to 12 months.
FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBFG 3213, SECTION 5, PARAGRAPH 502)	Ban on the purchase of tax/duty free fuel for up to 12 months.
MISUSE OF BFG FUEL COUPONS. (SOBFG 3213, Paragraphs 1004-1008)	<p>Transfer of BFG Fuel Card to another entitled person:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 month ban on purchasing tax/duty free fuel. . (2) Repeat offence within two years – up to 2 year ban on purchasing tax/duty free fuel. . <p>Transfer of BFG Fuel Card to a non-entitled person:</p> <ul style="list-style-type: none"> (1) First offence – up to 3 year ban on purchasing tax/duty free fuel.. (2) Repeat offence within two years – five year ban on purchasing tax/duty free fuel. <p>Use of BFG Fuel Card an entitled person in a non-BFG registered vehicle:</p>

	<p>(1) First offence – up to 6 months ban on purchasing tax/duty free fuel.</p> <p>(2) Repeat offence within two years – up to 1 year ban on purchasing tax/duty free fuel.</p> <p>Use of BFG Fuel Card for purposes other than the supply of fuel:</p> <p>(1) First offence – up to 3 year ban on purchasing Tax/Duty free fuel.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing Tax/Duty free fuel.</p>
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In accordance with SO BFG 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

NOTE

FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302). VAT ACT 1994 SECTION 16(7):

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BFG 3213, Section 11, Paragraph 1102.

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SECTION 12 - BFG Registration Procedures For Domestic Lease Hire Military Vehicles

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFG VLO Main), BFPO 39.

(2) On receipt BFG LVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(3) On receipt of details from the BFG VLO (MAIN) the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ BFG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFG LVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFG VLO (MAIN) will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFG LVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFG VLO (MAIN) **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFG VLO (MAIN) will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ BFG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFG VLO (MAIN) will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland (or other former Eastern Bloc countries) that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFG VLO (MAIN) will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFG VLO (MAIN) on the

proforma at Annex D to this section.

c. The stickers are controlled items and as such must be afforded every care until firmly affixed to vehicle plates.

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 39. Apply to BFG VLO (MAIN) for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

NOTE

1. **Allocation Certificates are not acceptable under any circumstances.**
2. **A BFG Fuel Card is not granted. An Agency fuel card should be applied for.**
3. **MOD insurance will apply.**
4. **The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.**
5. **If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.**

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFG VLO(MAIN), copy to Log Sp (B Veh Contract), HQ BFG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ BFG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

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To: **BFG VLO (MAIN)** From:
 BFPO 39

Article XI.

**APPLICATION FOR INITIAL REGISTRATION OF
 A DOMESTIC MILITARY LEASE VEHICLE**
 (To be completed in DUPLICATE)

Type of Vehicle		Unit Requirement				BFG LVLO Use				
Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

1The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).

2. Please register the vehicles and forward the relevant German civilian plates complete with TÜV stickers and BFG Form 73.

Date: Signature:

Tel No: Name:

Rank:

INTENTIONALLY BLANK

To: BFG VLO (MAIN) From:
 BFPO 39
 Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
 (To Be Completed in Duplicate)

Type of Vehicle		Current Details			Unit Requirement		BFG LVLO Use				
Receiving Unit Address/UIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Existing GE VRN on vehicle	GE District Required	BFG LVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ BFG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date: Signature: Rank:

INTENTIONALLY BLANK

To: BFG VLO(MAIN) From:
BFPO 39

Ref:

DEREGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFG LVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date: Signature:

Name:

Tel No: Rank:

INTENTIONALLY BLANK

To: BFG VLO(MAIN) From:
BFPO 39
.....

Ref: Ref:

RECEIPT OF TÜV STICKERS

Reference you're dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

INTENTIONALLY BLANK

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN OTHER EUROPEAN COUNTRIES

Authority to take military lease vehicles to other European countries

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to other European countries, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to other European countries. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFG VLO(MAIN) for military style numbers and registration plates to be issued. The application should be as laid down in SO BFG 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFG VLO(MAIN) will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFG VLO(MAIN) and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or covered by GB stickers or Union Jack transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

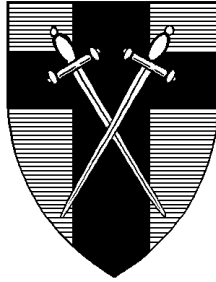
After the Exercise

8. Military style registration plates are to be removed and returned to the BFG LVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BFG 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFG VLO(MAIN) Staff who have to chase units to follow the correct procedures. It should be noted that the BFG (MAIN)VLO has a strictly limited supply of military numbers to use for exercises in Poland. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFG VLO(MAIN). Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – G1 BRANCH (VLO)

**“UP TO DATE VERSIONS OF SOs BFG ARE AVAILABLE FOR
VIEWING ON THE BFG WEBSITE POLICY CENTRE”**

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

FOREWORD

1. Disobedience to any of this order is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.
2. A Notice Board Information Sheet (NBI), BFG Form 74 coloured white was issued on 1 Dec 16. It contains paragraphs (marked with an asterisk) of special importance extracted from this order. BFG Form 74 (coloured pink) will be re-issued on 1 Sep 16 to coincide with the issue of amdt 59 to SO BFG 3213
3. NOTE: the mention of HQ British Forces Germany and BFG throughout this Order is synonymous with the current designation of HQ BFG

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REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 – INTRODUCTION

General

101. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of “Sponsored Organisation”).

102. It is generally accepted by the national customs authorities of the UK and Germany that a vehicle will be considered to have been purchased for personal use if it is retained by the purchaser for a period of one year. Having regard to this, Entitled Persons are required to retain ownership of New Tax-Free Vehicles until such time as those vehicles have been registered with the BFG authorities for a total period of one year (periods during which registration lapses, or is not valid in accordance with this Order will not count towards the one year period). Disposal of such vehicles before the one-year anniversary will constitute a breach of this Order and is likely to result in the withdrawal of privileges under this Order (see paragraph 301c below), and in disciplinary action being taken against the relevant individual (see paragraphs 1117, 1119 and 1120 below).

103. Under the SOFA and the SA, the British force is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of “Entitled Person”) for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

- a. The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.
- b. The provision of BFG Fuel Cards.

Application of This Order

104. Unless the context otherwise requires, this Order applies to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of This Order

105. DII subscribers can access this Order on the BFG Policy Website. All others can be issued with a CD ROM which is to be held at Formation, Garrison and Station Headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from this order is to be

prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

106. The BFG system of registration and licensing of vehicles is operated on behalf of the Commander BFG by DCOS BFG through the BFG Vehicle Licensing Office (MAIN) (BFG VLO (MAIN), BFPO 39). DCOS BFG is responsible for implementing the Comd's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BFG 3208). Furthermore, breaches of the Order may result in the withdrawal of BFG privileges – in particular, the right to purchase and register further new Tax-Free vehicles, and the right to obtain tax and duty free fuel for private vehicles using a BFG fuel card. Further details of the circumstances and manner in which privileges are likely to be withdrawn are set out in Annex A to Section 11 of this Order. Where privileges are withdrawn, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. A two-stage appeal process against the withdrawal of privileges is available: first, the individual may make written application to the Vehicle Licensing Review Panel (VLRP); and secondly, he or she may seek a review of the VLRP's decision by making written application to the Further Appeals Panel. Details of the composition and terms of reference of these panels are at Annex C to this section.

107. The Terms of Reference for the operation of the BFG VLO (MAIN) are set out at Annex B to this Section. Annex C to this section sets out the Terms of Reference for the Vehicle Licensing Appeal Panel and the Further Appeal Panel.

Unit Responsibilities

108. Applications for BFG Vehicle registration that cannot be processed by a Local Vehicle Licensing Office (LVLO) are to be addressed to the BFG VLO (MAIN). The application may be dispatched by post direct to the BFG VLO (MAIN). No business is to be transacted by personal visit and personnel are, unless authorised by OC BFG VLO (MAIN), to deal directly with their Unit/Garrison LVLO who is the link between the BFG VLO (MAIN) and the individual. However, please note paragraph 117 on the BFG VLO (MAIN) Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

109. The procedures governing the registration of Service vehicles that are to be Civilianised for Adventurous Training are contained in SO BFG 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

110. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.

- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. OC BFG VLO (MAIN)
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

111. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

112. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

113. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of The Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

114. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of The Force of the Sending State concerned.
- b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

115. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year. However, any such personnel that are granted BFG Facilities will be required to conform to the regulations laid down in this order.

116. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFG VLO(MAIN).

BFG Vehicle Licensing Office Customer Support Service

117. A Customer Support Service is established within the BFG VLO (MAIN) for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their LVLO to whom, normally, the queries are to be addressed in the first instance.

- a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	

- b. The telephone number is:

Mil network:	94881 2637
Civil network: Civil	++49 (0)521 9254 2637

Vehicles Of Personnel Resident In The Netherlands

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. Further guidance can be found in "Rules for British Forces stationed in the Netherlands" issued by the NL Ministry of Finance, 30 July 1980. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.

2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those that reside in Germany.

3. **Driving Licenses.** Whilst driving in the Netherlands:

a. Members of The Forces (including UK based civilians) are to be in possession of a European Driving License.

b. Dependants and members of the civilian component must have a European Driving License, or, for the first calendar year of their residence in the Netherlands, an international license issued outside the Netherlands.

4. **Insurance.** The provisions of Annex C to Section 4 of this order remain in force for all BFG registered vehicles.

5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road vehicle tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.

6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056

7. **Fuel.** BFG Fuel Cards will be issued within the terms of the existing regulations (see Section 10 to this Order).

BFG Vehicle Licensing Office Terms Of Reference

1. The BFG Vehicle Licensing Office (Main) (BFG VLO(MAIN)) is to:
 - a. Other than those carried out at Garrison Local Vehicle Licensing Office's (LVLO), BFG register, re-register and deregister all private vehicles of personnel to whom this Order applies in accordance with the procedures detailed in this order.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

(1)	Initial registration		5 working days
(2)	Transfer ownership (number plates required)		5 working days
(3)	Transfer ownership (number plates not required)		3 working days
(4)	Renewal registration		3 working days
(5)	De-registration	-	3 working days
 - c. Arrange VLO (MAIN) familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment.
 - d. Conduct seminars as required to update LVO (M)/LVLO staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in this Order, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
 - i. Demand and properly account for UK registration numbers issued by DVLA.
 - j. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.

- k. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- l. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch British Forces Germany (CTOB BFG), Customs and Immigration British Forces Germany(C&I BFG), finance companies and national government agencies and police forces.
- m. Ensure that no individual member of BFG registers more than one New Tax-Free Vehicle and motorcycle in any 12 months period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.
- n. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer/LVLO and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFG VLO (MAIN).
- o. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer or LVLO.
- p. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- q. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with this Order.
- r. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- s. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFG VLO (MAIN).
- t. Inform DVLA when a BFG VLO (MAIN) registered RHD vehicle with UK style registration plates is stolen/written off and report on any subsequent developments.
- u. On notification from Service police/CCRIO (G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.
- v. Produce periodic bulletins for LVLO staff and Unit BFG Registration Officers if required to do so by SO2 G1 (Vehicle Licensing), HQ BFG.
- w. Record Driving Bans.

- x. Inform the G4 BFG Fuel Card Manager when a vehicle is de-registered, in order that BFG Fuel Cards can be zeroed with the supplier.

**APPEALS AGAINST ADMINISTRATIVE SANCTIONS IMPOSED UNDER SOBFG (G)
3213 – TERMS OF REFERENCE OF THE BRITISH FORCES GERMANY VEHICLE
LICENSING REVIEW PANEL, AND THE BRITISH FORCES GERMANY VEHICLE
LICENSING FURTHER APPEAL PANEL**

1. The Vehicle Licensing Review Panel (the Panel) is established by paragraph 106 of SOBFG 3213.

Purpose

2. The purpose of the Panel is to consider appeals by an individual (the appellant) to an administrative sanction imposed by the BFG Vehicle Licensing Office (the VLO).

3. If the facts of a case are in dispute the Panel may come to a different view on the facts to that arrived at by the VLO. Any decisions on the facts of a case may be taken on the balance of probabilities.

4. The Panel does not have the power to interfere with any penalty, charges or taxes raised by taxation authorities nor is it obliged to correspond with such authorities.

Powers

5. The Panel may:

- a. Uphold an appeal and either impose a lesser sanction or decide that no sanction should be imposed;
- b. Reject an appeal leaving the sanction unchanged; or
- c. Subject to paragraph increase the sanction.

6. In making its decisions, the Panel must ensure that:

- a. individuals are treated fairly and consistently; and
- b. confidence in the BFG vehicle licensing system is maintained.

Membership

7. The Panel is to consist of no less than 3 individuals as follows:

- a. Chief G1.
- b. Chief SCS.
- c. Deputy Director of Legal Services (Germany) (DDLs (G)).

8. The Panel may additionally include individuals with particular expertise relevant to a particular case (for example a medical practitioner).
9. A Panel member may nominate a substitute member if his or her absence would cause undue delay in convening the panel.
10. A Panel member must not take part in proceedings if that Panel member is aware of a conflict of interest. If a conflict of interest arises a substitute for the Panel member may be nominated by DCOS or (in the case of DDLS) by the Director of Legal Services (Germany). If it is not practicable to nominate a substitute the Panel may proceed with a minimum of 2 members.

Procedure

11. If an individual is dissatisfied with an administrative sanction imposed by the BFG VLO that individual may appeal in writing to the Panel. The contact details for the Panel are as follows:
SO2 Veh Lic, VLO, HQ BFG, BFPO 39. email - BFG-HQ-G1-SO2-VEHLIC
12. The appeal must be received within 3 months of the date on which the administrative sanction was imposed. This time will only be extended in exceptional circumstances.
13. An appeal may be made on the basis that:
 - a. The BFG VLO imposed a sanction based on incorrect facts; or
 - b. The sanction was too severe.
14. The appellant should state the grounds on which he or she is appealing. The appellant is solely responsible for providing all evidence supporting the appeal including (but not limited to) witness statements, reports, medical evidence and correspondence from national authorities.
15. The Panel may invite representations or evidence from any party whom it considers may have evidence which is relevant to a case. The Panel will give the appellant a reasonable opportunity to comment on such representations or evidence before arriving at a decision.
16. SO2 G1 Veh Lic will present relevant information to the Panel, including the original letter imposing the sanction, any response by the appellant, and any other relevant information available; and will be responsible for gathering any further information or evidence required by the Panel.
17. The Panel will normally only consider appeals based on documentary evidence.
18. A request for a meeting with the Panel from the appellant will only be granted in exceptional circumstances.
19. Exceptionally, the Panel may advise the appellant that it cannot make a decision without meeting him or her. Subject to paragraph 20, the Panel will decide on the procedure for any meeting and will notify the appellant of that procedure in advance of the meeting.

20. If the Panel meets with the appellant:
 - a. The appellant is not entitled to bring legal representation but may be accompanied by a friend or colleague.
 - b. The Panel will arrange for a note taker to be present and for a note to be taken of the meeting, and for a copy of the note to be provided to the appellant within 7 days following the meeting.
 - c. The Panel may invite 3rd party witnesses to be present and the appellant may ask questions of such witnesses; and
 - d. The Panel may ask questions of the appellant and may draw such conclusions as it sees fit from any refusal to answer those questions.
 - e. The appellant may make representations to the Panel.
21. If the Panel is minded to impose a more severe sanction it must:
 - a. First write to the Appellant informing him or her of its initial view.
 - b. Invite the appellant to make any representations he or she wishes and
 - c. Allow the appellant at least 14 calendar days to make such representations.
22. The Panel will deliberate and discuss cases in private, whether or not it has met with the appellant. In the event of a lack of unanimity the Panel will take its decisions on the basis of a simple majority vote.
23. The appellant will be informed in writing of the Panel's decision and will provide further reasons for its decision at the request of the appellant. The Panel will notify BFG VLO of its decision so as to assist with consistent decision making.

Further Appeal Panel

24. If an appellant is dissatisfied he or she may appeal to the Further Appeal Panel. The members of this panel will be DCOS and the Director of Legal Services (Germany).
25. The procedural rules set out above will apply, mutatis mutandis, to the further appeal, save that no oral evidence will be considered at the further appeal.

SECTION 2 - DEFINITIONS/INTERPRETATION

201. This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. **Entitled Person.** Means:

- a. A member of the British Armed Forces who is present in Germany and who has been assigned, on a permanent assignment order, to a unit of the British Armed Forces that is based in Germany at the time the assignment commences, or to a NATO headquarters in Germany.
- b. A member of the civilian component of the British Armed Forces who is present in Germany. The term "civilian component" is fully defined in SOFA.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor's employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is a civilian subject to service discipline for the purposes of the Armed Forces Act 2006.
- e. A dependant of a person in sub-paragraphs a to d above. For the purposes of this Order, "dependant" means the spouse of a person in sub-paragraphs a to d above who has status as a dependant under SO BFG 3217 (or, in the case of a person in sub-paragraph d, who would be entitled to such status if the rules in SO BFG 3217 were applied) or a child of such a person who is at least 18 years of age (or 16 in relation to mopeds or mofas) and no more than 25 years of age.

Provided, in relation to each category of person listed in sub paragraphs a-d above that such persons have been, or are expected to be (having regard to their assignment order, civil service posting documentation or other document from their employer confirming the terms of their presence in Germany), physically present in Germany for a minimum period of 183 days, and/or that the authorities of British Forces Germany have granted authority (normally evidenced by the issue of a BFG Form 80 - special import license - for the vehicle concerned) for that person to be treated as an Entitled Person in relation to a particular purchase or import.

203. **Non-entitled Person.** All persons who do not fall into the categories listed at paragraphs 202 above and 215 below are deemed non-entitled. This will include, for instance, German nationals (excluding those with dependant status); ex-service personnel or expatriates living on the German economy (this includes car salesmen, car dealers, agents and scrap dealers, etc).

204. **Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered

elsewhere. The Allocation Certificate will be retained in the BFG VLO (MAIN).

205. **C&I BFG.** Customs & Immigration (C&I), British Forces Germany is part of HQ BFG G1 Branch and its offices are at Catterick Barracks, BFPO 39. C&I BFG is responsible for the processing of all import and export documentation for members of The Force

206. **BFG Facilities.** In this Order the term “BFG Facilities” means:

- a. The registration of vehicles.
- b. The issue of BFG Fuel Cards.

207. **BFG Vehicle.** A vehicle registered, due to be registered, or required to be registered with the BFG VLO (MAIN) in accordance with this Order.

208. **Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

209. **Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or re-registered with any vehicle registration authority other than BFG VLO(MAIN), or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the transferor/Owner.

210. **Driver.** Includes the rider of a two or three-wheeled vehicle.

211. **Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

212. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and de-registration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates.

213. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and de-registration of such vehicles are covered in Sections 4 to 6. Only LHD vehicles or motorcycles can have German style registration plates. Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover).

214. **Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

215. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as, integral parts of The Force under Article 71.1 of the SA – namely:

(1) Council of Voluntary Welfare Work (CVWW).

(2) Navy, Army and Air Force Institutes (NAAFI).

(3) Services Sound and Vision Corporation (SSVC).

(4) Guy's and St Thomas's National Health Trust

b. Organisations granted the benefits and exemptions accorded to The Force under Article 71.2 of the SA, namely:

(1) Agencies administered by CVWW:

(a) Catholic Women's League.

(b) Church of England Soldiers' Sailors' and Airmen's Clubs (CESSAC)

(2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association.

(3) Soldiers' and Airman's Scripture Readers Association (SASRA).

(4) Soldiers, Sailors and Airmen and Families Association (SSAFA).

(5) Women's Royal Voluntary Services (WRVS).

216. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

a. Another Entitled Person (see paragraph 202 above).

b. A non-entitled Person (see paragraph 203 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non-entitled Person).

217. **Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofa or bicycle with auxiliary motor. Within the context of this Order this definition also includes caravans, trailers or towed equipment. [But it does not, within the context of this Order, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.]

218. **New Tax-Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or which has been in use for less than one year from initial registration for road use.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. Entitlement to Purchase and Register Tax-Free Vehicles

a. An Entitled Person may purchase a Tax-Free vehicle **only** if it is intended for his or her **personal use** or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.

b. Subject to sub-paragraph g below, each Entitled Person is permitted to BFG register only **one New Tax-Free Vehicle within any one year period** (i.e. if a New Tax-Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax-Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax-Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax-Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax-Free Vehicle within the one year period following the BFG registration.)

c. An Entitled Person may not dispose (within the meaning of paragraph 209 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle until that vehicle has been BFG registered for a total period of one year (periods during which registration lapses, or is not valid in accordance with this Order will not count towards the one year period), except as provided in sub-paragraph d below. In the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for one year, the following will apply:

(1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a further New Tax-Free Vehicle for up to **five years** from the date of disposal.

(2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel cards for any vehicles until the penalty has expired.

Notes: The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.

The sanctions set out at paragraph 301c will be automatically applied by BFG. For the avoidance of doubt the automatic application of these sanctions does not preclude the subsequent imposition of punishments for breach of this order under the Service Justice System

d. **Transfer of Residence (TOR) on Posting.** The action set out in paragraph 301c (1) and (2) will not be taken when a vehicle is registered with the UK authorities on TOR unless the vehicle is sold or transferred within one year from the date of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax-Free Vehicle before the BFG

VLO (MAIN) is informed of the disposal of any previous New Tax-Free Vehicle in breach of paragraph 301c, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ BFG for authority to register an additional New Tax-Free Vehicle. Such authority will only be given in exceptional circumstances.

f. In addition to one other Tax-Free vehicle, one new Tax-Free motorcycle/quad bike, moped or bicycle with auxiliary motor, may be registered within any one year period. **However, only one vehicle per 'Entitled Person' per year can be exported to the UK free of tax.**

302. **Dependant children** may only purchase and BFG register Tax-Free vehicles if:

a. They are at least 18 years old and not over 25 years old; (16 years or older in relation to mopeds or mofas).

b. They possess a valid full driving license issued by an EU member state. See also SOBFG 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

Notes:

1. **Dependant spouses and dependants aged 16 to 25**, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further Tax-Free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2. **Tax Paid Vehicles for Dependant Children.** Dependant children aged 18 or over (16 or older for mopeds and mofas) holding a full driving license issued by an EU member state covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** Where a nanny is a Non-Entitled Person, employed by an Entitled Person, he or she may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full driving license issued by an EU member state.

b. Whilst driving the employer's vehicle, carries:

(1) A valid passport.

(2) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment. (Examples of types of journey which may be undertaken by a nanny are: taking children to school or to a doctor, collecting members of the family at airports, shopping etc.) The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. **Syndicate/Proxy Purchasing**

a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a New Tax-Free Vehicle.

b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has used funds provided by one or more other persons to purchase a vehicle and has BFG registered that vehicle in his or her own name.

c. An Entitled Person may purchase a New Tax-Free Vehicle by means of a commercial loan unless:

(1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the loan, or

(2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, are paid to the person or persons providing the loan, or

(3) the vehicle is subsequently disposed of to the person or persons providing the loan other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a New Tax-Free Vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates".

305. Reserved.

Purchase of Tax-Free Vehicles

306. There are two methods of buying **Tax-Free** Vehicles available to members of BFG. All Tax-Free vehicles purchased by Entitled Person must be registered with the BFG VLO (MAIN).

a. **Purchases in the UK.** The following regulations govern purchases of Tax-Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** (import certificate) must be obtained from C&I BFG by submitting BFG Form 60 (application for an import certificate). The BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. The BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 may be obtained prior to importing the vehicle into Germany.

Note: A NATO Form 302 is required for the import/export of corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the UK registration date** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HMRC may seize the vehicle and impose penalties on the purchaser. (See also Paragraph 1102)

(4) Purchasers of New Tax-Free Vehicles which are registered with the UK authorities must ensure that the EU Type Approval Number is shown in the UK vehicle registration document, as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

Note: If, however, the owner cannot provide such evidence, but is able to provide a UK Type approval number, BFGVLO (MAIN) will consider whether the vehicle can be registered under the BFG system, having regard to the British forces' obligation under international law to ensure that such vehicles are roadworthy and that adequate safety measures exist. In considering these questions all relevant factors will be taken into consideration, including the extent and nature of any differences between the UK and German standards. If, however, an EU or UK Type approval number cannot be provided then the vehicle will have to complete the German single type approval test. In all cases vehicles are to be presented to HQ BFGVLO (MAIN) for consideration in consultation with Equipment Support Branch prior to BFG Registration taking place.

(5) New Tax-Free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The Tax-Free vehicle must be driven from the place of Customs Bond in the UK

directly to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. **Purchases outside the UK.**

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFG VLO (MAIN), and is retained by the BFG VLO (MAIN). If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists.**

(2) **BFG Form 80** (as in sub paragraph 306a (2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax-Free purchase **within Germany** also requires the use of an **Abwicklungsschein** which may **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of new motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for Tax-Free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence may result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new Tax-Free vehicles, a **UK/EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 610.

Note: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (Tax-Free or tax paid) by sponsors for their use. Any BFG Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority from S02 Veh Lic has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

To BFG register the vehicle, NATO Form 302 is to be used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BFG 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG LVLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

Note: The vehicle will retain its original German Stadt registration number.

310. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief is required. (This applies equally to RHD or LHD vehicles.)

311. No BFG Fuel Card will be issued. To obtain Tax-Free fuel an Agency Fuel Card should be applied for.

312. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.

- a. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
- b. LVLOs are to report to the BFG VLO (MAIN) their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.
- c. LVLOs are not to accept and BFG register a sponsored vehicle unless there

is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, “ **(Name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German/UK authorities.**”

d. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. The BFG de-registration procedure using BFG Form 3903 can then be completed. BFG Form 73 and number plates are not to be handed over to the sponsor.

313. **German Log Books.** The BFG VLO (MAIN) normally retains and destroys the German logbook, but, as a concession to sponsors, this will not be done in the case of sponsored vehicles. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship.

Use of BFG Registered Vehicles for Business Purposes

314. BFG registered vehicles are not to be used for business purposes (see paragraph 1125 below). However, individuals are permitted to use private vehicles together with Tax-Free fuel in the pursuance of correctly authorised official journeys. If an individual uses a private vehicle in the performance of such duties then it is their responsibility to ensure that they have appropriate business insurance for such journeys. In order to conduct a business in Germany, you must first apply for a license under SOBFG 5206. Once a license is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

a. Letter of authority (enclosing license to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.

b. Once a letter of authority is granted you must register the vehicle with the BFG VLO (MAIN) in accordance with Section 4 enclosing the letter of authority.

c. The following criteria apply:

(1) The vehicle must be tax paid.

(2) There will be no BFG Fuel Card ration made available.

(3) The cost of registration and BFG plates will be charged at the current rate.

(4) All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate (see APPENDIX1, ANNEX L to Sect' 4 of this Order).

**CONTRAVENTION OF STANDING ORDER BRITISH FORCES GERMANY 3213
MEMBERS OF FAMILY GROUP**

1. The following Entitled Person has incurred an administrative penalty.

Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached Performa (Appendix 1 to Annex A).

(b) Signature: _____ **Date:** _____
(SO2 G1 Veh Lic)

TO: SO2 G1 Veh Lic
BFG LVLO
BFPO 39

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This performa is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC's the appropriate Head of Unit Administrative Department.

DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Military Number Passport Number	Rank/Title	Surname & Initials	Date of Birth	Head of Household's Unit & BFPO

SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. All vehicles **owned** by an Entitled Person and brought into BFG must be registered with a BFG VLO (MAIN):

- a. A vehicle imported into Germany (BFG) which is currently registered with some other national licensing authority (and in relation to which the conditions in sub-paragraph b below are satisfied) may be used in Germany under such registration for a period not exceeding 45 days from the date of importation, or the date on which the Entitled Person (or, in the case of a dependent, the head of household of the Entitled Person) is taken on the posted strength of a BFG unit/establishment, whichever is the later date. Failure to BFG register a vehicle within the required time frame may result in administrative action under this order (see Annex A to Section 11 for details).
- b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current national registration document, a valid national roadworthiness test (where appropriate) and the appropriate registration plates, which must be displayed on the vehicle in the proper manner. All conditions as to the use of vehicles contained in this order, including the obligation to insure against third party and passenger liability risks, are to be complied with.
- c. During the 45 day period following the initial BFG registration, the owner must ensure that the BFG light test is passed, and that a BFG roadworthiness test is passed (depending on the age of the vehicle). A vehicle imported into Germany on UK export plates (VX302 registration) must remain in Germany until BFG registration is completed.
- d. If an Entitled Person is unable to complete the BFG registration process referred to in sub-paragraph (a) during the 45 day period he or she must notify the BFG VLO (MAIN) before the expiry of that period, and seek authority to keep the vehicle off the road pending registration. Failure to obtain such authority before the 45 day period expires may result in the withdrawal of privileges (see Annex A to section 11), and administrative or disciplinary action.
- e. A vehicle which is not currently registered, but for which off-road authority has been given under paragraphs 629 - 632, may, provided it is insured as required by Annex C to Section 4, be driven to and from a BFG Testing Station for the purpose of carrying out a pre-arranged BFG roadworthiness test, and to and from a place where, by prior arrangement, repairs required in order to pass a BFG roadworthiness test are to be carried out.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFG VLO (MAIN), BFPO 39. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department postal addresses only are to be used. **Attention is drawn to the declaration to be made**

by the Owner at Part 3 on the BFG Form 20.

Notes:

1. Before being eligible to BFG register a motor vehicle, the applicant must hold a full driving license issued by an EU Member State permitting him or her to drive the type of vehicle in question. (See SOBFG 4310.)

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of three years from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new Tax-Free vehicle within one year of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)
- d. A reflective vest EN 471 for each person travelling in the vehicle

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates **is prohibited on vehicles owned by BFG Personnel.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG Registered **before** Owners can drive them on public roads. German registered lease vehicles cannot be driven by BFG Personnel (see Paragraph 426 below)

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20 is to be supported by the following: **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse as a 'named driver')**

a. **Proof of Insurance.**

- (1) **British.** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2) **German.** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

Note:

1. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the LVLO or Unit BFG Registration Office stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Documentation required for Initial Registration.**

(1) **Vehicles previously registered in the UK or any other country.**

For ex UK Tax Paid Vehicles i.e. vehicles purchased under the ordinary UK VAT rules and under which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax-Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook) For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302 and V308), will be retained and destroyed by the BFG LVLO in accordance with EU regulations.

Vehicles previously registered with the German authorities must provide the German logbook Pt1 and Pt2 (TEIL 1 and TEIL 2) and must be de-registered prior to applying for BFG Registration.

(2) **Brand new vehicles not registered with any other registration authority.** Allocation Certificate (retained by BFG VLO (MAIN)).

The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, delivery date, pick up location, a statement saying that "this vehicle has not been previously registered and that no log book exists", the dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name will be required. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid will be required. A European Certificate of Conformity (CoC) and German logbook Pt 2 (TEIL 2) must also be provided for vehicles purchased from a German dealer.

c. **BFG Form 80.** Special Import Certificate (See also SOBFG 5205) BFG F80

is required for all initial BFG registrations of privately owned vehicles and must be applied for from C&I BFG. NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

Notes:

1. **Applications for a BFG Form 80 in relation to a New Tax-Free Vehicle (as described in Section 2 paragraph 218) may only be made to the C&I BFG within the last month prior to the first anniversary of BFG registration of any previous New Tax-Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 do not of themselves guarantee an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK Type Approval.** New Motorised Vehicles - A copy of the Certificate of Conformity (CoC) the log book, Allocation Certificate or a letter from the dealer showing an EU type approval number. If proof of EU Type Approval is not available see Para 306, Note 4 of this order. The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not require evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65A). This form is to be submitted on application for initial BFG registration of all vehicles over 3 years old. If not submitted the vehicle will be granted 45 days temporary registration (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) during which time the roadworthiness test must be passed and an application made to renew the BFG registration, submitting BFG Form 65A with the application. This must be completed within 45 days of date of temporary registration.

f. **Tax paid cars up to 6 months old.** In order to prevent the vehicle being treated as Tax-Free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the customer. No stamp is required in BFG.

Note: A light test must be carried out at the local BFG Roadworthiness Testing Centre within 45 days of initial BFG registration, on all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. No extensions to the BFG light test date will be granted. (See also paragraphs 13, 14 and 15 of Annex A to this section). However, where a person is posted within 3 months of the date of import of the vehicle, a waiver of the requirement to take a lights test may be applied for with the application for registration (BFG Form 20). The application is to include a copy of the Assignment Order, and is to be addressed to SO2 G1 Veh Lic.

407. Owners of vehicles (except motor caravans and vehicles over 3500 kg) imported into BFG from outside the EU (mainly N America) who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing) HQ BFG or OC BFG VLO (MAIN) for further advice.

408. The BFG VLO (MAIN) will destroy all logbooks (Owners are advised to photocopy their logbooks before handing them to BFG VLO (MAIN)).

409. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, will be allocated their original BFG number.

410. A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO(MAIN) before its arrival, provided paragraph 306(b) above has been complied with and:

- a. The Owner has already arrived in Germany.
- b. The vehicle is due to be imported within 14 days of the date of application.

411. Import into Germany includes vehicles collected from the factory or from German dealers. In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration. The BFG Form 73 includes the requirement for a light test to be completed within 45 days of initial registration.

PRI Vehicles

412. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

413. The documents and registration plates issued by the BFG LVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG LVLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFG LVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO (MAIN) to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.
- c. They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG LVLO (see Section 6).
 - (1) On posting out of BFG.
 - (2) On sale of a vehicle to a person not entitled to BFG Facilities.
 - (3) When a new registration number is issued on change of German registration area.

Registration Plates and International Identification Stickers.

414. BFG registration plates bearing current BFG registration numbers allotted to vehicles are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers a plate need only be displayed at the rear. Quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFG LVLO for replacements and not make a purchase privately. A charge will be made for replacement plates.

415. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

416. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFG LVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

417. The international identification sticker e.g. GB or D depending on the type is to be displayed at the rear of all BFG registered vehicles that have not been issued with Europlates. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National identification sticker is not required with Europlates.

418. **Retention of Cherished Registration Numbers.** There is no provision to retain any cherished registration number issued by the DVLA Swansea. This is due to restrictions with the DVLA Database.

419. **Personalised Registration Numbers and Plates** are **NOT** permitted under any

circumstances. Only those registration plates issued by the BFG LVLO or UK DVLA (where applicable) are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

420. When a BFG number plate becomes damaged and requires replacement an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €9 per plate or €18 for a pair will be made. UK cheques or Postal Orders will no longer be accepted by the BFG LVLO or the Fuel Coupon Accountant. Payment is to be made to the Garrison Central Cash office in cash (Euros). The cash office will issue the payee a signed and date stamped receipt (see Annex I for example). A copy of that receipt should be made by the payee as the original copy is to be sent to the BFG LVLO with the respective proforma, Annex E or H of this section. The Central Cash Office is to transfer this money by Bank Credit Transfer by completing in full the BCT, example shown at Annex J, to the Fuel Coupon Account. Annex K is to be used in cases of more than one request for replacements and a copy forwarded to the Fuel Coupon Accountant once the money has been transferred. **Note: If a vehicle owner can prove that a registration plate has been lost or damaged as a result of a road traffic collision then no charge will be applied.**

421. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 are to be made on the proforma at Annex H. €5 of the €35 amounts to an administration charge for the new BFG Form 73, and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates are to be made to the BFG VLO (MAIN) direct or through the owner's LVLO. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €9 will be levied for the issue of number plates for bicycle racks. Payment and accounting for these charges for both the owner and cash office will be made in exactly the same way as described in paragraph 420 above.

Change of Unit/Establishment/Status within BFG

422. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with application form (see Annex H) showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

423. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

424. All such vehicles have to be registered with the BFG LVLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

425. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

Note: Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO (MAIN) as per Paragraph 416 above.

Privately Leased Vehicles

426. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

Registration of vehicles intended for track use only

427. Vehicles intended for track use only include scramble bikes, quad bikes, trikes and stock-cars. All such vehicles must be registered with the BFG LVLO.

428. The procedure for the acquisition and registration of such vehicles is as follows:

- a. Vehicles bought Tax-Free from a local dealer must be purchased through the NAAFI official procurement agency (OPA).
- b. Regardless of where the vehicle is purchased a BFG Form 80 must be applied for from C&I, BFG, BFPO 39.
- c. BFG registration must be applied for using BFG Form 20 enclosing the following documents:
 - (1) Insurance – minimum cover is 3rd party.
 - (2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.
 - (3) BFG Form 80.

429. If a vehicle is sold or transferred to a non-Entitled Person (*including motor dealers and traders*) **BFG Form 38** must be completed. This document can be obtained from C&I, BFG. The vehicle must not be handed over to the buyer until instructions have been received from the German Customs authority following the completion of the BFG Form 38. If the vehicle is to be disposed of in the UK, **BFG Form 38** must still be applied for

(and not a BFG Form NOVA).

430. Prior to disposal the vehicle must be de-registered with the BFG LVLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38.**

Notes:

1. **Vehicles intended for track use only cannot be used on public roads legally.**
2. **If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.**

Motability vehicles

431. Motability vehicles at present cannot be registered on the BFG system. In the meantime the customer should apply for registration with supporting documentation as per this Order. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with this Order and German law: lights, insurance (GB) and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO (MAIN) BFPO 39. Note the Fuel Card will not be issued until the BFG VLO (MAIN) is in receipt of a BFG Form 65D light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of The Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles over three years old are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter. An initial inspection three years from the date the vehicle was first manufactured and bi-annually thereafter.	A light test is required either prior to initial registration or after initial registration within 45 days for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU or UK type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.
3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are also contained in Annex B to Section 4.
4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer has reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.
5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ BFG.
6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.
7. **BFG Inspection Retest.** Vehicles that have failed an inspection and re-submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**
8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ BFG, who have the pan-Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ BFG.
9. Section 6, Paragraph 623 contains procedures for BFG registered vehicles that are “off-the-road” due to extensive repair work being carried out on them.
10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.
11. It is the Owner’s responsibility to ensure that the vehicle is re-inspected before the 12 months anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.
12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines.

During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, regardless of age require a BFG light test. The BFG Form 73 includes the requirement for a light test to be completed within 45 days. Where a vehicle is over three years old it will be given 45 days temporary registration and the vehicle must pass a full BFG roadworthiness inspection within 45 days of the registration. In the case of vehicles over three years old, light tests will be carried out during the roadworthiness inspection. Such vehicles must have an MOT or TÜV/ Gutachten certificate that is valid for at least 45 days after the date of initial registration, if the expiry date falls within the 45 days then the BFG roadworthiness test must be completed before this date. **If the light test or roadworthiness test is overdue the Owner is not permitted to purchase duty free fuel for the vehicle and the vehicle will be classed as unroadworthy, such vehicles are not to be used on public roads/in public places and within barracks.** Rear fog lights are to be fitted to the centre or left of centre of the vehicle. LHD vehicles that have not been registered in the UK are exempt from the requirement to have a light test.

Notes:

- 1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG LVLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy (showing chassis number), who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).**
 - 2. If the vehicle registration is out of date and/or they have bought a vehicle on transfer then they should request a Screen Print (SP) of the vehicle details from the BFG LVLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name then a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG LVLO validation stamp.**
 - 3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.**
14. Headlights must be suitable for driving in right hand traffic systems. For all vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), either Continental headlights or lights that are by manufacture are capable of being used without

dazzling oncoming traffic. Owners are advised to seek advice from the vehicle's manufacturer prior to replacing headlights. All vehicles must still undergo and fulfil the standard required of a Lights Test in accordance with the procedures laid down at Paragraph 1 to Annex A to Section 4 and Paragraph 406, Note 1, Page 4-5 given above.

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 902n of this order. LVLOs are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ BFG, BFPO 39 within 7 working days using the Performa at Annex G.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164.
- b. A warning triangle.
- c. A Reflective vest EN 471 for each person travelling in the vehicle.




17. **Advisory.** The following is advisory:

Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or MudSnow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of OFFICIAL zones in some German Cities. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. The emission sticker must be attached to the windscreen in such a manner that to remove it will result in its destruction. Failure to display a sticker within a zone may incur a fine of €80 and a penalty point on the driver’s license.

The emission stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The sticker type displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be denied access to some inner cities in Germany from 2010. The table below shows what the stickers look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner’s responsibility to purchase stickers through German outlets such as garages or TÜV centre using the German vehicle logbook to identify the emission category.

Leave travel to Northern Ireland

All BFG personnel travelling to Northern Ireland (NI) on leave and taking their RHD BFG registered vehicle with them are to remove the 'Emission Sticker' attached to their windscreen before they arrive in NI.

On return to BFG they are to apply for a new 'Emission Sticker' using Annex H to Section 4 to this Order. The application is to be signed and stamped by the unit admin office confirming travel to NI had been for leave. The 'Emission Sticker' will then be replaced free of charge.

CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES, CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES WITH MORE THAN NINE SEATS

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFG LVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA (G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.

(3) It exceeds half the unladen weight of the towing vehicle.

6. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles (i.e. those meeting the exemption regulations) may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L (120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

7. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors showing that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

8. For imported kit cars and specials the Owner must provide valid proof that the vehicle was registered or "in use" in another country prior to import into Germany. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

9. Motorcycles

a. If the engine capacity exceeds 50 cc and was first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and were first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

10. **Mini buses.** Mini buses, including PRI minibuses with more than nine seats, are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm their status, i.e. confirmation that the vehicle restoration has been IAW German historic laws.

Insurance

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. All documents must be **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG LVLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFG LVLO. The Chassis No. and not the vehicle registration number must be recorded on all insurance documents. One of the following documents must be produced:-

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid.

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG LVLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 36 months from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date of the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG LVLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.
4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value. If the car is written off soon after it is first registered, the authorities of the country which has granted tax relief could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/in a Public Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 424).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFG LVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFG LVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company who has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG LVLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG LVLO following receipt of cancellations from the insurance company, the Unit/Garrison VLO must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG LVLO – see paragraph 7 above). A BFG Form 20/20a must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

Note: Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

UK Insurance Companies And Brokers Whose Policies Are Valid In Germany

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. 2The BFG Helpline (Mil Ext 94881 2637, Civil 0521 9254 2637) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT (CSMA members).

Forces Financial provided by Aviva

Ageas

Service Insurance Co, Townergate Wilson.

TF Insurance Services Ltd, Zenith, AGEAS, Markerstudy.

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFG VLO (MAIN), BFPO 39.
2. The BFG VLO(MAIN) will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO(MAIN).
3. The use of a particular insurance company is a private issue and the BFG VLO (MAIN) cannot recommend any particular company or get involved in private disputes.

Registration And Insurance Of PRI Owned And Other Club / Unit Owned Vehicles Operating In Germany

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and include passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved are detailed in SO BFG 6109 (Traffic Accident Reporting and Claims Procedure).

Note: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this; their use in Germany is covered by the NATO SOFA and SA thereto and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV license.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context, operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in their private capacity (see note after paragraph 6 above). When the vehicle is first acquired a NATO Form 302 not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property, or destined to become the property, of The Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 39.

Application For All Replacement Number Plate(s)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.
 - e. If stolen quote Police Loss Report Number:

Note: A charge of €9 for a single plate or €18 for a pair will be made. BCT's should be made payable to the **BFG Fuel Coupon Account, HQ BFG** as per Para 416

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

Carriage Of Children In Motor Cars

The Law

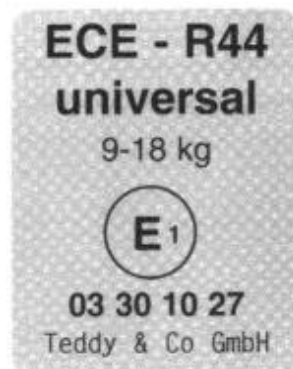
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their license. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "OFFICIAL", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children if under 12 years or shorter than 150 cms whose weight exceeds 36 kg should still use category III seats.

4. **Children below 3 years of age.** Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the front passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

5. **Children over the age of 3 and below the age of 12 (or 150 cm in height).** Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

6. **Children over the age of 12 or taller than 150 cm (4 ft 11in).** Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the front passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt/lapbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats since most parents of smaller children are likely to carry their children in these seats.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

Roadworthiness Inspection Customer Complaints Proforma

To: SO2 ES HQ BFG BFPO 39		ES Branch Ref No:										
		Tel:					Surname & Initials:					
		Fax:					Rank/Grade:					
		Date:					Signature:					
Military/Civilian (c) Vehicle (d) Reg'												
Vehicle Make & Model:							Date of BFG Inspection:					
Inspectors Name:												
Unit:							Location of Test Centre:					
UIN:												
Details of Complaint:												

Application For A Replacement BFG Form 73 / Emission Sticker

1. Please send me a replacement BFG Form 73*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a copy, BCT for € _____ payable to "The Petrol Coupon Account". as per Para 416

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

--

GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

DATE:

AMOUNT RECEIVED:

- 6€ DOCS
- 9€ SINGLE NUMBER PLATE
- 18€ SET OF NUMBER PLATES
- 35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:

.....

PAYEE SIGNATURE:

.....

UNIT STAMP

BFG LVLO RECEIPT

GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

DATE:

AMOUNT RECEIVED:

- 6€ DOCS
- 9€ SINGLE NUMBER PLATE
- 18€ SET OF NUMBER PLATES
- 35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:

.....

PAYEE SIGNATURE:

UNIT STAMP

INTENTIONALLY BLANK

Überweisung



Stadtparkasse
Mönchengladbach

310 500 00

Begünstigter: Name, Vorname/Firma (max. 27 Stellen)

BFG FUEL COUPON ACCOUNT

Nr. des Begünstigten

1 0 1 0 3 0

Bankleitzahl

3 1 0 5 0 0 0 0

Kreditinstitut des Begünstigten

SSK MG

EUR

Betrag: Euro, Cent

1 0 0 . 0 0 0 - 0 0

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des ...-senden - (nur für Begünstigten)

NAME FIRST THEN VEHICLE REGISTRATION OF CUSTOMER

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen)

STATE DOCUMENT OR ITEM REQUIRED

Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

BFG FUEL COUPON ACCOUNT

Konto-Nr. des Kontoinhabers

UNIT ACCOUNT NUMBER

1 0 0 . 0 0 0 - 0 0

20

DATE

Datum

A/C NO. in

SIGNATURE

Unterschrift

Dispo

Schreibmaschine: normale Schreibweise
Handschrift: Buchschrift in GROSSBUCHSTABEN.
Bitte je Zeichen ein Kästchen verwenden!

Blatt 2 ist für Ihre
Unterlagen bestimmt!

Bitte
NICHT
VER-
GESSEN:
Datum,
Unter-
schrift



BFG LVLO INCOME ACCOUNT

INCOME RECEIVED FROM CUSTOMERS SOURCES - MONTHYEAR.....

ITEM NO	CUSTOMER IDENTITY		AMOUNT €	BFG FORM No.	REPLACEMENT REQUIRED	DATE TO REGT ACCT	DATE TO FCA / BFG LVLO	FCA / BFG LVLO ACTIONED DATE
	NAME	RANK						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

DATE SENT TO BFG LVLO..... DATE RECEIVED FROM F.C.A.....

SIGNED..... SIGNED.....

CHARGES FOR SERVICES RELATED TO VEHICLE REGISTRATION AND THE BFG/DVLA VEHICLE REGISTRATION EMAIL SCHEME

Services Provided Free of Charge

1.* **Arrival in BFG on assignment.** On initial arrival in BFG on assignment or posting Entitled Persons will be entitled to register, free of charge:

- a. Single/married unaccompanied personnel: 1 car, 1 motorcycle, and 1 caravan/trailer or motor home.
- b. Married accompanied personnel: 1 car and 1 motorcycle per head of household and accompanying spouse, and 1 caravan/trailer or motor home per household.

Light tests and roadworthiness tests for these vehicles (where required) will also be free of charge.

The vehicles must arrive with the individual by the joining for duty date (date of commencement of duties for civil servants) or have been ordered within 6 months of the joining for duty date (date of commencement of duties for civil servants). Where vehicles are ordered or arrive after the 6 month date, an application for free registration may be made to OC, BFGVLO, HQ BFG, BFPO 39 for consideration.

2. **Renewals.** Renewals of registration will be free of charge.

3. **Additional Vehicles.** Vehicles that are brought into BFG for the purpose of being used for representational sports and representing the army, such as rally cars or off road motorcycles may be registered free of charge.

4. **Departure from BFG on assignment/posting.** Individuals who depart BFG at the end of their tours may de-register the following vehicles free of charge from the BFG VLO system.

- a. Single/married Unaccompanied: 1 car, 1 motorcycle, 1 caravan/trailer or motor home.
- b. Married accompanied: 1 car and 1 motorcycle per Head of Household and accompanying spouse, and 1 caravan/trailer or motor home.

5. **Horsebox/trailers.** Individuals who own horseboxes or trailers may register/de-register them free of charge on arrival/departure from BFG.

Services for which Charges are Made

6. **Mid-Tour Acquisitions and Disposals.** Registration (including light test and roadworthiness test), and de-registration charges will apply.

7. **BFG Roadworthiness Tests.** Charges will apply for all roadworthiness tests except in the circumstances listed in paragraphs 1 and 4 of this annex.

8. ISODETs. Personnel who are assigned to ISODETs will operate under the same rules as above. However, local arrangements may be made for light tests and roadworthiness tests to be carried out by the TÜV where required. Copies of the test certificate and confirmation of payment must be submitted when applying for BFG Registration/renewal.

9. There will be some cases that will not fit neatly into the above rules, neither is it the intent to second guess every individual circumstance. However, where an individual believes that they have an exceptional case it should be submitted through their chain of command to SO2 Vic Lic, BFGVLO, HQ BFG, BFPO 39 for resolution.

10 Payment must be made into the Imprest Account using the Form at Annex 1 to this section prior to undertaking registration/de-registration, BFG Road Test or light test. No action will be carried out until proof of payment has been provided.

Note: The level of charges stated at Annex 1 to this section may not be current and are subject to change without notice.

Obligation to DVLA Register

11. BFGVLO in conjunction with DVLA will register BFG private vehicles in Germany prior to a customer's departure under the BFG/DVLA Registration Email scheme. This process has been put in place for BFG personnel and is designed to offer a streamlined and alternative facility to having to apply direct to DVLA Swansea by post for UK registration and wait for documentation to be returned. The BFG/DVLA process does however require personnel to plan ahead and not commit to specific dates for returning their vehicles to the UK, until they have been assured by their LVLO that DVLA have accepted their documentation, See Annex 2 to this section. Prior to DVLA registration, an export license (either a BFG Form NOVA or BFG F38) must be issued by BFG Customs and Immigration. Failure to obtain a BFG Form NOVA or Form 38 may result in a tax demand being raised by German Customs. As part of the customs clearance process, BFG Customs and Immigration staff will conduct a physical vehicle identification number (VIN) check of all Tax-Free vehicles.

It is advised that the customer should not plan to drive back to UK on the same date that they have requested to register. This also includes a UK bank holiday or weekends.

12. Those eligible to use this scheme are Entitled Personnel who have vehicles registered with BFG VLO, all vehicles that were previously registered in the UK or vehicles that were registered on an Allocation Certificate in BFG with UK specification.

Requirement for a UK MOT

13. A vehicle that would require a UK MOT were it to be registered in the UK can be registered under this scheme provided that a BFG roadworthiness test has been passed, and the next BFG test is not due within a period of 14 days from the date of DVLA

registration. Customers will be given a letter stating that the vehicle must undergo a UK MOT within 14 days from arrival in the UK, and may not be used beyond this 14 day point unless a valid MOT certificate is held.

Documents required to register with the DVLA

14. The following documents are required to enable UK registration:

- a. NOVA BFG 1 - valid for the requested date of Registration (yellow form) issued by C&I BFG.
- b. V55/5 (DVLA application form) issued by local VLO office.
- c. Valid UK insurance certificate or cover note dated from intended date and time of registration.
- d. BFG form 73 Log Book in date.
- e. ID i.e. Service ID, Driving license and Passport for UKBC and dependants.
- f. Contact telephone and or e-mail address
- g. Proof of UK address e.g. future SFA, SLA, extended family member address supported by covering letter from head of household, address of trade purchaser.
- h. For vehicles registered in BFG by Allocation Certificate a Certificate of Conformity (CoC).
- i. Money (cash only) to pay for UK Road Excise Duty or first registration fee.

The customer must present him/herself and the vehicle being registered to the LVLO from which the DVLA documents are collected on the day of registration.

Vehicles that are not eligible under BFG / DVLA Email scheme

15. The following vehicles may not be registered using the email scheme:

- a. Those that are not roadworthy (e.g. those subject to a special off-road notice (SORN), vehicles built from kits, vehicles in the process of being restored).
- b. Non-British specification vehicles – a certificate of mutual recognition is required (see ANNEX E to Section 6).
- c. Those not currently registered with BFG.
- d. First registration applications – with a personalised registration number being allocated at the same time.
- e. Postal applications can be made. However, the customer must present him/herself and the vehicle being registered to the LVLO from which the DVLA documents are collected on the day of registration, and postal applications must be accompanied with a BFG NOVA.

BFG VLO REGISTRATION CHARGE RECEIPT

June 2016

Service/Staff No.....Rank/Grade.....Name:.....

Vehicle Registration No..... Chassis No.....

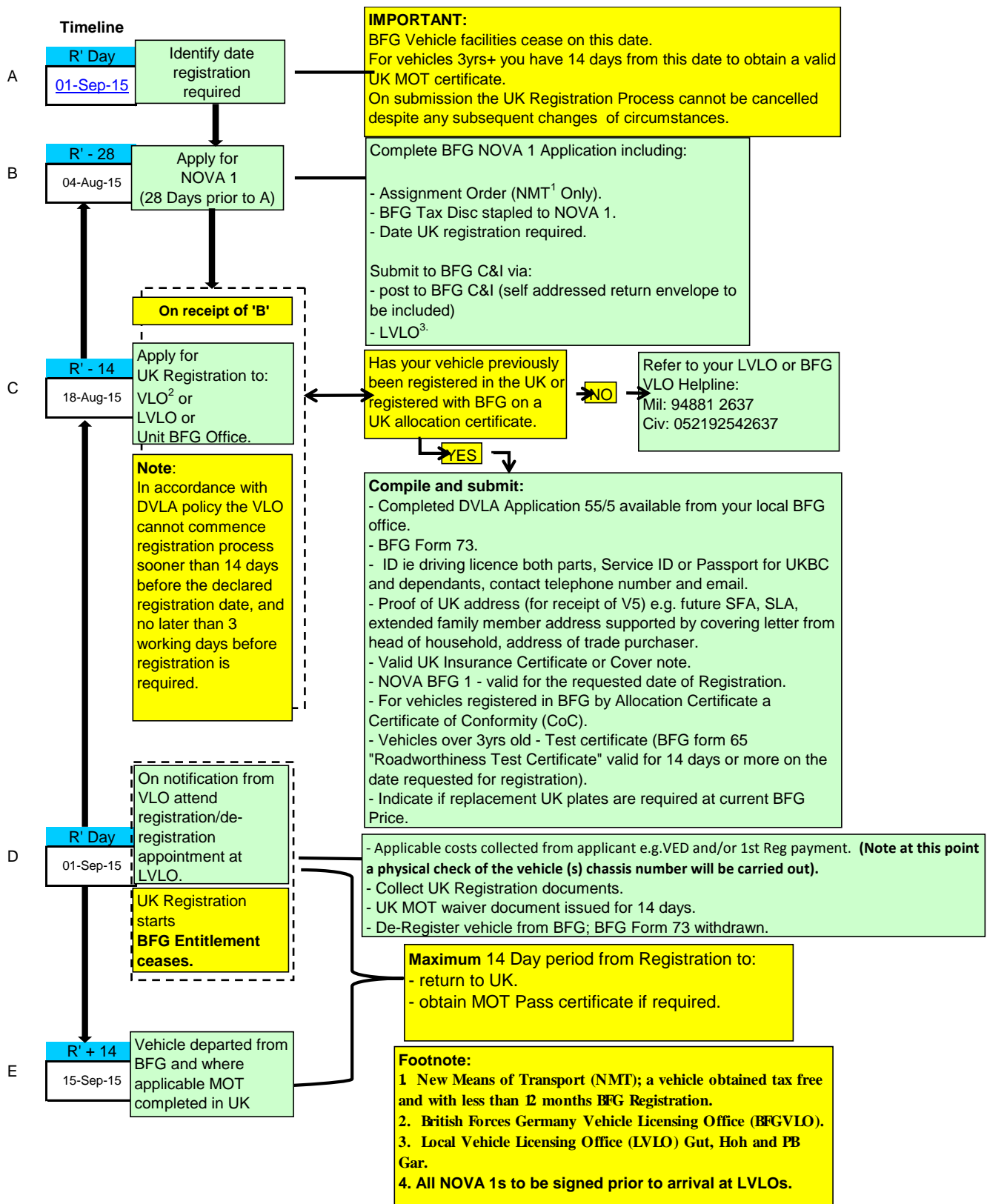
Documents/Services	Cost	Tick all that apply
Nova Cancellation/amendment Fee	€20.00	
Replacement De-Registration Certificate (F272)	€5.00	
Replacement Emission Sticker	€5.00	
Replacement F73	€5.00	
Replacement number plate – single	€9.00	
Replacement set of number plates	€18.00	
Registration costs all vehicles with BFG plates	€70.00	
Registration costs all vehicles without BFG plates	€52.00	
BFG MOT During tour - Car	€40.00	
BFG MOT During tour - Motorcycle	€28.00	
BFG MOT During tour – Caravan/Trailer	No cost	
Registration of Caravan/Trailer with BFG plate	€14.00	
Registration of Caravan/Trailer without BFG plate	€5.00	
Light Test	€9.00	
Transfer of ownership	€10.00	
De-registration during tour	€32.00	
Total to Pay	€	

***Note: Failure to attend a re-test within the 14 day period may result in full BFG Road Test costs being imposed**

All payments are to be credited to the BFG Fuel Coupon Account.

Total Amount Received: €.....Date:/...../.....

Signature.....Payee Signature..... UNIT STAMP:



SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A is to be submitted to BFG LVLO, supported by:

- a. BFG Registration Card (BFG Form 73A), which must bear a current roadworthiness inspection stamp and date if the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (See Annex C to Section 4). The proof of payment will be retained by the BFG LVLO.

502. Renewal of BFG registration is to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFG LVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by this Order, is roadworthy, and has a valid certificate of roadworthiness required by this Order. The vehicle must not be driven outside Germany during this 14 day period.

Note: Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG LVLO Helpline.

It is the responsibility of the owner of the vehicle to ensure that their vehicle's registration is in date and valid

Certificate Of Proof Of Despatch Of Registration Documents

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name).....

In respect of BFG Vehicle Registration Number.....

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date).....
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73A (annotated on change of ownership in accordance with SO BFG 3213 Paragraph 604)
- h. * BFG Form 4003
- i. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- j. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMPSigned

Name

Rank

Unit

Note: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

Application For Changes To BFG Registration Document

Amended Details

Service /Passport Number: _____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number: _____ area :(sees note 3) _____

Chassis No: _____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

1. All applications must have the current registration document stapled to this form.
2. Please attach all relevant Documents required for changes such as – copy of passport etc.
3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

SECTION 6 - DISPOSAL AND BFG DE-REGISTRATION OF TAX-FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of Tax-Free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 607 to 609)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraph 610)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 615 and 616)

Note:

Disposal of vehicles in the first two categories will require the use of a BFG NOVA unless a BFG Form 38 has been completed. The earliest date on which BFG NOVA will be valid for use will be the date one year after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38.

602. In this section, the “total period” of BFG registration comprises all periods during which a vehicle has been properly registered with the BFG VLO, but will not include any periods during which registration lapses, or is not valid in accordance with this Order.

Change of Ownership

603. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO (MAIN) using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFG VLO (MAIN) BFPO 39. Under no circumstances is a BFG Fuel Card to be transferred to the new owner of a BFG registered vehicle on change of ownership.

Sale/Transfer to an Entitled Person in BFG

604. When a vehicle is sold or transferred to a person to whom this Order applies, the BFG registration is to be transferred in accordance with paragraph 606 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser’s use of the vehicle. Please note paragraphs 301 above and 612 below for the penalties incurred if a new Tax-Free vehicle is disposed of within one year of BFG

registration (see Section 2 for definition of “New Tax-Free Vehicle” and “disposal”).

605. If a Tax-Free vehicle has been registered with the BFG VLO for a total period of less than one year, then authority must be sought from S02 G1 Veh Lic prior to sale or transfer to any other person. If authority is granted it will be on the understanding that the vendor will not be permitted to purchase another Tax-Free vehicle until the one year anniversary of initial BFG registration of the transferred vehicle. Equally, the purchaser will not be permitted to sell the vehicle before it has been registered with the VLO for a total period of one year

606. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to give to the purchaser or LVLO/VLO the following documents and obtain a receipt for them:

- (1) One copy of the BFG Bill of Sale, signed by both vendor and buyer. (See Annex F). The vendor should retain a copy of the bill of sale.
- (2) A completed BFG Form 4003. (Application to de-register)
- (3) Number Plates (which will remain on the vehicle).
- (4) The original BFG Form 73.
- (5) Stamped addressed envelope (SAE)

b. The **purchaser, has 14 days** to complete the transfer after which the LVLO will post the de-registration certificate (F272) to the vendor using the SAE. The F272 should be backdated to the date on the bill of sale. Registration is to be carried out regardless of the condition of the vehicle, and failure to BFG register may result in withdrawal of privileges (see Annex A to section 11). If the purchaser has not applied for transfer after 14 days have elapsed, the vendor can apply to LVLO for an F272 on production of the bill of sale. Once again the F272 should be backdated to the date on the bill of sale. After 14 days, if ownership of the vehicle has not been transferred, details of the case should be passed to SO2 Vehicle Licensing.

The purchaser should provide the following documentation:

- (1) A completed and BFG Form 20 (Application for BFG registration).
- (2) Vendor’s F4003 (Application to de-register, if applicable)
- (3) Vendor’s SAE (Stamped addressed envelope, if applicable)
- (4) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG LVLO.)
- (5) Proof of insurance. See Annex C to Section 4.
- (6) Proof of payment for VLO charges

(7) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.

(8) The original BFG Form 73, or copy, (BFG Registration card)

c. When submitting the documents listed at sub paragraph b above by post to the BFG LVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFG LVLO and the documents are in the possession of the new Owner.

d. If the vehicle is a “New Tax-Free Vehicle” the purchaser must not dispose of it until it has been registered with the BFG VLO for a total period of one year.

Disposal of Tax-Free and Tax Paid Vehicles to a Non-entitled Person in the UK and Registration of Vehicles in the UK other than Tax-Free Vehicles BFG registered under 12 months on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

607. **Tax-Free Vehicles.** Before disposing (within the meaning of paragraph 209 above) of a BFG registered Tax-Free vehicle, Owners are to obtain a BFG NOVA. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG NOVA may result in the withdrawal of privileges (see Annex A to section 11)

608. **Tax paid Vehicles.** A BFG NOVA must be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle.

609. **BFG NOVA.** (Authority for personal imports only).

a. A BFG NOVA is obtained by submitting BFG NOVA (available in units) to any Local VLO along with a stamped addressed envelope for reply. A BFG NOVA is required in order to register vehicles with the DVLA.

b. The BFG NOVA will be marked clearly with a “Valid From” and “Valid To” date and must not be used before or after such dates. In the case of vehicles purchased and BFG registered as New Tax-Free Vehicles, the earliest “Valid for Use From” date will be the date one year after the date of initial BFG registration.

c. A BFG NOVA will not be issued in respect of vehicles purchased as New Tax-Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 612 to 614 (TOR) below apply or VAT has been paid on the vehicle).

d. A BFG NOVA will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 209 above) or in

circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 202 above) or if the BFG registration is not current.

e. A BFG NOVA must only be used to register a vehicle in the UK by the person to whom it was issued, or by their spouse. A BFG NOVA must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

610. Personnel are reminded of the need for **Certificates of Conformity (CoC)** for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a CoC cannot be obtained from the manufacturer or dealer, the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to effect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on payment) of GB Type Approval to enable registration with the DVLA .

Notes:

1. If a LHD vehicle or motorcycle is being UK registered the Owners will have to provide the DVLA with a Certificate of Mutual Recognition (see Annex E to this section), from the Vehicle Certification Agency, plus a Certificate of Conformity (CoC) showing Para's 51 and 52.

2. If UK registration is not carried out within BFG, then registration with the DVLA must be carried out promptly on arrival in the UK. There is no period of grace once the Owner has left BFG and entitlement to BFG registration ceases. The BFG registration must be current at the time of registration with the DVLA.

3. BFG registered vehicles must be deregistered with the BFG LVLO within 28 days of disposal by returning the BFG number plates (if applicable) and completed BFG Form 4003. The application for BFG NOVA (C&I BFG document) is not part of the vehicle de-registration process.

4. A vehicle purchased as a New Tax-Free Vehicle that has been BFG registered for a total period of less than one year, and that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until one year from the date of initial BFG registration before it can be sold or transferred.

611. BFG registered vehicles that become **insurance write offs** (beyond economic repair) outside the UK, and that are purchased by third parties from the insurance companies can be transported to the UK by Non-entitled Persons so long as the third party has received authorisation from the German Customs on BFG Form 38. **Only third parties with German addresses will receive such authorisation.** When the vehicle is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFG LVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-Free Vehicles in use for less than 12 months taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

612. On TOR to the UK of the head of household, Entitled Persons forming part of the family unit may each take to the UK, and register with the UK authorities, one New Tax-Free Vehicle that has been registered with the BFG VLO for a total period of less than one year (provided that the vehicle has been BFG registered for a minimum of seven days). However, such vehicles must be retained (i.e. not sold or transferred in the UK or elsewhere) until the expiry of one year from the date of initial BFG registration of the vehicle. If the vehicle is sold or transferred before that date, privileges may be withdrawn (see Annex A to section 11), and disciplinary action may be taken under paragraph 1119.

613. **BFG NOVA** is required in order to import to the UK a BFG registered Tax-Free vehicle on TOR and will not be issued retrospectively (see paragraph 609c) See paragraph 609 above on the need to use BFG NOVA if VAT is to be avoided. BFG NOVA may be submitted at any time before the TOR takes place. Individuals are advised to ensure that they allow sufficient time for the processing of documentation.

614. The vehicle can be DVLA registered in BFG prior to departure or by using the postal system on arrival in the UK. See Para' 14 to Annex L, Sect 4 to this order for details of documents required for UK registration, and Paragraph 615 of this Order for de-registration from BFG VLO (MAIN). De-registration must be completed within 28 days of DVLA registration.

Note: BFG C&I reserve the right to visually inspect the chassis number of any vehicle prior to issuing a BFG NOVA. Vehicle Owners are reminded of the declaration they make on their BFG NOVA, i.e. "I confirm that I understand that I cannot dispose of the vehicle without penalty until 12 months after the date shown at paragraph 3.f overleaf".

Disposal to a Non-entitled Person in Germany or Elsewhere Excluding the UK

615. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons in Germany or elsewhere outside the UK (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 may result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

616. BFG Form 38 is required to dispose of both Tax-Free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase repossessions, to sponsored vehicles and to insurance writes-off handed to dealers / salvage companies etc in Germany.

- a. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration Card).
 - (b) UK style number plates (if issued by BFG VLO), including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

b. If a New Tax-Free Vehicle is sold or transferred to a non-Entitled Person in Germany before it has been registered with the BFG VLO for a total period of one year, privileges may be withdrawn from the relevant person (see Annex A to section 11), tax will be due to the German authorities, and disciplinary action may be taken. If such a sale or transfer has taken place, and a subsequent vehicle purchased and registered before the BFG authorities become aware of the sale or transfer, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

617. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to BFG VLO (MAIN) the items listed below. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 618 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased Tax-Free then German tax may be due on the vehicle.

a. For RHD Vehicles:

(1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).

(2) BFG Form 73 (BFG Vehicle Registration Card).

(3) UK Style Vehicle Registration Plates (if issued by BFG VLO), including those for any towed equipment.

b. For LHD Vehicles:

(1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).

(2) BFG Form 73 (BFG Vehicle Registration Card).

(3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

618. Personnel who have returned to the UK are to return documentation and plates direct to the BFG LVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG LVLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFG VLO(MAIN) via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFG LVLO, BFPO 39. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

619. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 39, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Owners of BFG registered Tax-Free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities if the vehicle has been owned for less than six months.

Abandoned and Scrapped BFG Registered Vehicles

620. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. BFG Vehicles must not be abandoned whether in barracks, other MOD premises or on the public highway. BFG Vehicles abandoned on the public highway may be dealt with by the local German authority, with whom BFG will co-operate fully. An abandoned BFG Vehicle may be scrapped and steps may be taken to recover the administrative costs of the related disposal. In all cases the offender(s) may be subject to disciplinary / administrative action. The offender(s) may also be subject to action by the German authorities.

Lost Registration Plates

621. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and BFG VLO (MAIN). A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

622. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFG LVLO.

BFG Registered Vehicles “Off the Road” Under Repair

623. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFG LVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

624. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty to the new unit in the UK. Purchase of duty free fuel is not permitted during this leave period (see also paragraph 627 for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

625. Vehicles imported to the UK from BFG must have their headlights converted so that they are capable of being used without dazzling oncoming traffic. Headlamp screening

tape is not to be used except during the journey from the port of entry to the chosen address in UK. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

626. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also report the theft to their local Service Police unit within 24 hours. The RMP initiate a Stolen Vehicle Report that enables the BFG VLO (MAIN) to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

627. BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 45 days temporary registration lapses (see Section 4 paragraph 401).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from The Forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

- (1) Is posted to a station in Belgium, in which circumstances BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.
- (2) Wishes, and is authorized, to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, in which circumstances he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 624).
- (3) Is authorised to take local discharge or is a civilian taking up local residence, in which circumstances may retain BFG Vehicle licensing and BFG Fuel Card facilities until their last day of terminal leave.

628. The extension of registration referred in paragraph 624 is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance

cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit VLO is to retain the relevant BFG Fuel Card(s). This application when approved is to be forwarded to the BFG LVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration (SORR)

629. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

May apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as “Special Off Road” and must not be driven or parked on any public road or place during the period that it is categorised as such.

630. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

- a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on designated off road parking in barracks. If uninsured, a SORR vehicle cannot be parked on a public road or public place as defined in Section 2, Paragraph 214.
- b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

631. The BFG LVLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

632. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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Abandoned And Scrapped BFG Registered Vehicles

If an abandoned vehicle is to be disposed of to a Non-entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 39 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;
 - or
 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of The Force, he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO (MAIN), the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of The Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 39.
 - c. The order to remove the vehicle is to be forwarded to his or her CO, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 39, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 39 and OC BFG VLO (MAIN), BFPO 39.
3. Where the Owner is not known, and cannot be traced through the BFG VLO(MAIN), or otherwise:
 - a. A notice is to be published in unit orders stating the intention to dispose of

the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.

- b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG LVLO are to be kept informed.
- c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.
- d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.
- e. If a vehicle is purchased under sub-paragraph 3.b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.
- f. Where the Owner is not known, cannot be traced through the BFG VLO(MAIN) and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departs is to be sent to the OC BFG LVLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.
- g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFG LVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters)

“ABANDONED/SCRAPPED VEHICLE”). This form is to be completed as far as is possible.

- b. BFG Form 73 and BFG Road Fund License (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the “Disposal of old cars ordinance”.

A vehicle declared as ‘scrapped’ will not be re-registered by the BFG LVLO until it has passed a TÜV test

**Application For Extension Of BFG Vehicle Registration Facilities
To Cover End Of Tour Leave To Be Spent Elsewhere Than In The UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d. (2) SO BFG 3213
(Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BFG 3213.

Signed..... Name and Initials.....

To: BFG Vehicle Licensing Office
BFPO 39

Extension of BFG registration in respect of vehicle(s)

registered number(s).....

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date: Signed

Distribution:

Copy to: 1. Applicant

2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.

3. Unit records.

Certificate Of Mutual Recognition For A LHD Vehicle Imported Into The UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

(1) A rear fog light has been fitted to the right hand side of the vehicle.

(2) The headlamps have been permanently adjusted to dip to the left.)

(3) The speedometer shows both MPH and KPH.

(4) Side repeat indicators have been fitted.

(5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

Bill Of Sale - Transfer To An Entitled Person

(To be completed in duplicate. Buyer to include their copy with Insurance to **BFG register within 14 days of date of sale**. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

**Article II.
VENDOR'S DETAILS**

Number:

Rank:

Name:

Unit:

**Article III.
BUYER'S DETAILS**

Number:

Rank:

Name:

Unit:

VEHICLE DETAILS

Make: Model:

Chassis No: Reg No:

Colour:

The Seller acknowledges the receipt of €/**£** as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- a.
- b.
- c.
- d.
- e.
- f.

The following items have been given to the Buyer (*delete as applicable):

- Bill of Sale
- *UK Log Book (not BFG Form 73)
- *German Log Book
- BFG Plates
- Photocopy of BFG Form 73

Vendor's Signature:

Date:

Buyer's Signature:

Date:

SECTION 7

RESERVED

SECTION 8

RESERVED

SECTION 9 - RESPONSIBILITIES OF A GARRISON LVLO

901. **Training.** All Garrison LVLO staff, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Training Course at the BFG VLO (MAIN). Following appointment, dates of courses are to be arranged with OC BFG VLO (MAIN).

902. **Responsibilities.** Garrison LVLO staff are to:

a. Where access to the BFG LVLO database is not possible maintain a register of BFG Vehicles owned by members of The Force, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

(1)The Owner.

(2)Vehicle registration number.

(3)Validity of insurance.

(4)Expiry date of current registration.

(5)Date next roadworthiness inspection becomes due.

(6)Latest date for lighting test for vehicles under three years old.

b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licenses are to be inspected. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration (BFG Form 20 or 20a) are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf, in such cases the application is to be accompanied by a note of explanation countersigned by an authorised VLO Office Clerk.

c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFG LVLO.

d. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.

e. Upon being notified by BFG VLO (MAIN) that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG LVLO certifying the action taken within 14 days of receipt. If unable to meet this deadline

inform the BFG VLO (MAIN) giving the reasons.

- f. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.
- g. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.
- h. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.
- i. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFG VLO (MAIN).
- j. Within 14 days of the Owner of a BFG registered vehicle being posted to the unit from another part of BFG, inform BFG LVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.
- k. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.
- l. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.
- m. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 45th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. LVLO are not to confiscate private vehicle keys and driving licenses.
- n. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.
- o. Ensure that when entitlement to BFG registration facilities ceases, e.g. Posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison LVLO for onward transmission to the BFG LVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 616) when plates etc are sent direct to the BFG VLO (MAIN).
- p. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG

registration plates (if applicable) in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non-entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.

q. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFG VLO (MAIN) in circumstances of an Arms Plot or other ordered moves.

r. Ensure that the unit clearance certificate includes clearance by the Garrisons LVLO. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 3903 and briefed on the procedure for de-registration.

s. Record details of driving bans affecting all units and establishments covered by the Unit BFG Registration Officer.

t. Attend BFG LVLO seminars.

SECTION 10 - BFG FUEL CARD FOR THE SUPPLY OF MOTOR FUEL

The BFG Fuel Card

1001. Owners of BFG registered vehicles may apply for a BFG Fuel Card, enabling them to access their Tax-Free petrol or diesel ration directly at ARAL filling stations within Germany for use in their private vehicles. Cards are automatically credited with the monthly allowance at 0001 hrs on the first day each month and unused ration allowances are automatically cancelled at 2359 hrs on the last day of each month. Cards will only be issued on production of a valid BFG Registration Card (BFG Form 73). Only those personnel whose name(s) appears on the card issued to each vehicle is entitled to refuel the vehicle using the BFG Fuel Card.

Prevention of Abuse

1002. HQ BFG, in liaison with the oil companies who hold the contract to supply fuel, ARAL in the case of the BFG Fuel Card, and German Customs authorities, periodically audit Fuel Card transactions that have taken place at ARAL forecourts. The aim of this audit is twofold:

- a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.
- b. To detect abuse of the schemes by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1003. All units are to publish in their routine orders on a quarterly basis the following:

BFG Fuel Cards are not to be used for any purpose other than that for which they are issued, that is to say, to access the Tax-Free ration of fuel for the vehicle shown on the card. Cards are not to be used for vehicles where the BFG registration is not "in date" or does not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73. Only persons whose names are recorded on the card may purchase fuel using the card from ARAL forecourts. The BFG Fuel Card is not transferrable, it is used on behalf of a specific vehicle and only by those named on the card. The ration will be cancelled on de-registration/disposal of the vehicle. BFG Fuel Cards are not to be used in the pursuance of any business venture, nor are they to be used as a means of accessing any other Tax-Free goods or services; they are to be used to access Tax-Free fuel for private motoring only. Before presentation at the ARAL service station, card bearers are to ensure that their name appears on the card allocated to that vehicle and that they are in possession of an authorised valid Service/BFG ID card. The improper use of BFG Fuel Cards will normally result in the withdrawal of the appropriate BFG facilities from the offender, in addition to any disciplinary action that may be taken

Basic Allowance (For Private Owners Only)

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
<p>Cars, vans</p> <p>Up to 1300 cc From 1301 cc</p>	<p>200 litres 400 litres</p>
<p>Motor cycles and mopeds</p> <p>Up to 449 cc 450 – 850 cc 851 cc and over</p>	<p>80 litres 90 litres 110 litres</p>
<p>Rotary Engines</p> <p>Up to 43 kw From 44 kw</p>	<p>200 litres 400 litres</p>

Any enquiries regarding this Annex should be addressed to:-

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters British Forces Germany
BFPO 140

Tel No: 0521 9254 2450

SECTION 11 - Discipline

1101. Introduction

- a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from this Order. Arrangements for the permanent display of this NBI are to be as follows:**
- (1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards, in messes, JRCs and other unit clubs.
 - (2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.
- b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the Comds have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BFG 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102.* A vehicle will only be BFG registered if an import license (BFG Form 80) has been issued by BFG Customs and Immigration. Import licenses are required for both tax paid and Tax-Free vehicles. Individuals must be able to prove that a vehicle is physically present in Germany before that vehicle is registered.

- a. Registration is carried out on a BFG Form 20. Tax-Free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.
- b. Subject only to the exceptions referred to in sub paragraph g below, a vehicle owned by a person to whom this Order applies is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFG VLO(MAIN). Any new vehicle purchased Tax-Free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG LVLO for any reason must be kept off public roads/places in either a garage or Unit Designated Parking Area. Authority for a delay in registration must be sought from SO2 G1 Veh Lic.
- c. A vehicle is not currently BFG registered until the Owner has received from the BFG LVLO a BFG Registration Card (BFG Form 73A) valid for the period during which the vehicle is to be driven. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, whichever ever is the later date, providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless

registered in accordance with sub paragraph b. above.

d. Where a vehicle is used, the driver must be in possession of a current logbook and the appropriate number plates and additional licenses. All other conditions as to use contained in this Order, including the obligation to insure against third party and passenger liability risks, are to be complied with.

e. BFG registration will cease on the cancellation or lapse of the vehicle's insurance cover, roadworthiness test or failure to renew registration when stipulated.

f. A vehicle that has been registered with the BFG VLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

g. A vehicle that is not currently registered with the BFG VLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior appointment, to be carried out.

h. A person to whom this Order applies is not to permit another person to whom this Order applies to drive a BFG Vehicle unless that vehicle is currently registered with the BFG VLO.

1103.* Where the registration of a vehicle by the BFG LVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold a Valid Driving License

1104.* A person to whom this Order applies is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current valid EU driving license covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving license may drive a vehicle that he or she is authorised to drive under such license during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SO BFG 4310, for further details). In addition:

- a. If a person to whom this Order applies has been disqualified from driving by any court, has been denied the issue of a license or permit to drive, or has had a license or permit withdrawn, that person is not to drive **any** vehicle within the territorial application of this Order until such time as the period of disqualification or withdrawal has expired, or a valid license has been issued.
- b. During a period of disqualification/withdrawal:
 - (1) Authority to drive may be granted to enable the Owner of a BFG Vehicle to drive out of Germany on posting. Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BFG 3208 is to be completed and disposed of as follows:
 - (a) 1 copy is to be handed to the banned driver.
 - (b) 1 copy to be sent to the CTOB, BFPO 39, 14 days before the proposed move.
 - (2) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 39, and SO2 G1 (Vehicle Licensing), HQ BFG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Spare.

1106.* A person to whom this Order applies is not to permit any other person to drive a BFG Vehicle unless:

- a. The other person, being a person to whom this Order applies, is the holder of a current driving license issued by an EU Member State covering the type of vehicle driven; or
- b. The other person, being a person to whom this Order applies, possesses a current national or international driving license valid in Germany and is 18 years of age or over, in which case he or she may be permitted to drive a vehicle that he or she is authorised to drive under that license for a period of 45 days from the date of his or her arrival in Germany, or
- c. The other person, being a person to whom this Orders does not apply, is the holder of a driving license valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake (in this context an 'emergency' is construed as a 'life threatening' situation or of similar severity), or
- d. The other person is a nanny employed by an Entitled Person, and is driving the vehicle in accordance with Section 3 paragraph 303 of this Order, or

- e. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle,
- f. The other person, being a person to whom this Order does not apply who is 18 years of age or over, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom this Order applies and possesses a full national or international driving license, or
- g. the other person has been authorised by SO2 G1 Vehicle Licensing to drive the vehicle in question, and the vehicle is being driven in accordance with the terms of that authorisation.

Obligation to Insure Vehicles

1107. *A person to whom this Order applies is not to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to this order) to park a vehicle on a Public Road/Public Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom this Order applies is not to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to this order) to park a vehicle on a Public Road/ Public Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFG LVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates and/or TÜV stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom this Order applies is not to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to this order) to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFG LVLO registration plates and GB sticker (if applicable) are displayed in accordance with the provisions of this order
- b. For LHD vehicles and motor cycles, the BFG LVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFG LVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom this Order applies is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving license that is acceptable to the German authorities.
- b. A current certificate of motor insurance showing the same policy number as that on the BFG Form 73A.
- c. A current BFG Vehicle Registration Card (BFG Form 73A) with valid roadworthiness and lights check dates.
- d. Registration plates as issued by the BFG LVLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TÜV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against this order.

Obligation to Ensure Roadworthiness

1111. *A person to whom this Order applies is not to drive or attempt to drive or park on a Public Road/Public Place in Germany, or permit any other person (whether or not subject to this order) to drive or attempt to drive a BFG Vehicle or to purchase Tax-Free fuel unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a of this order.

1112. *A person to whom this Order applies is not to drive or attempt to drive or park on a Public Road/Public Place in Germany, or permit any other person (whether or not subject to this order) to drive or park a private vehicle unless each tyre on the vehicle has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom this Order applies is obliged to notify the BFG LVLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non-entitled.

1114. Spare

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom this Order applies when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *De-registration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFG LVLO within 28 days of ceasing to be an Entitled Person the following items. (Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFG LVO (MAIN) direct)

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (if issued by BFG VLO) including those for any towed equipment.
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38 When Disposing of a BFG Registered Vehicle to a Non-entitled Person Outside of the UK or Transferring Residence to a Country other than the UK

1117. *A person to whom this Order applies is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding the UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 39, in accordance with Section 6 Para 612. In circumstances where a person to whom this Order applies intends to remain in Germany after discharge from the Services or following completion of employment with the MOD, that person is to apply to C&I BFG for a F38Ü (export license). The F38U is to contain the full address, including postcode of the person's intended permanent residence in Germany.

Obligation to Obtain BFG NOVA when Disposing of a BFG Registered Vehicle to a Non-entitled Person in the UK or Transferring Residence to the UK

1118. *A person to whom this Order applies is not permitted to dispose of a vehicle in the UK, or take a vehicle to the UK on Transfer of Residence at the end of service in Germany, without first obtaining a BFG NOVA from C&I BFG in accordance with Section 6 paragraphs 605-607 and 612.

Restrictions on the Sale or Transfer of Tax-Free Vehicles

Transfer of Residence Cases

1119. *Following Transfer of Residence to the UK, a person to whom this Order applies is not to sell or transfer a Tax-Free vehicle to any person to whom this Order does not apply unless a total

period of at least one year has elapsed since the date of the initial registration of the vehicle with the BFG Vehicle Licensing Office, or unless prior written authority for such sale or transfer has been obtained in writing from the C&I BFG.

Other Cases

1120. *In cases not involving a Transfer of Residence, a person to whom this Order applies is not to sell or transfer a Tax-Free vehicle to any person to whom this Order does not apply unless that vehicle has been registered with the BFG Vehicle Licensing Office for a total period of at least one year, or unless prior written authority for such sale or transfer has been obtained in writing from the C&I BFG.

For the purposes of paragraphs 1119 and 1120:

“Transfer of Residence” means the permanent relocation from Germany to the UK of persons to whom this Order applies at the completion of an assignment or posting to Germany,

A Tax-Free vehicle” is a vehicle which has been purchased free of tax in Germany, or purchased in a country other than Germany and brought to Germany without tax having been paid either in the country of purchase or in Germany, and “tax” includes any tax or duty which would normally arise on the purchase of a vehicle, or the movement of a vehicle from the relevant country to Germany, and

The “total period” of BFG registration comprises all periods during which a vehicle has been properly registered with the BFG VLO, but will not include any periods during which registration lapses, or is not valid in accordance with this Order.

The sanctions set out at paragraph 301c will be automatically applied by BFG. For the avoidance of doubt the automatic application of these sanctions does not preclude the subsequent imposition of punishments for breach of this order under the Service Justice System.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non-entitled Person

1121. *A person to whom this Order applies is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non-entitled Person. In addition BFG Form 38 or BFG NOVA is to be obtained before disposal to a Non-entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a **Non-entitled** Person, requires that the Owner of the vehicle will return to the BFG LVO (MAIN) within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (if issued by BFG VLO) including those for any towed equipment.
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition, as issued.

Obligation to Fit and Wear Seat Belts

1122 A person to whom this Order applies, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1123 Persons to whom this Order applies are to ensure that, when driving a BFG-registered vehicle, children under the age of 12 years who are less than 150 cm (4 ft 11 in) in height are only carried as passengers in that vehicle in seats with child restraints that are suitable for the size and weight of the child concerned, and which meet the relevant German or UK standard. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1124 Persons to whom this Order applies who ride, or are carried as passengers on, motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets which are approved under either German (DIN) or British (BS) Standards.

Use of BFG Registered Vehicles for Business Purposes

1125 Persons to whom this Order applies are not to use vehicles purchased or imported free of tax, or fuel provided free of tax and duty, for business purposes, unless such use has been authorised by SO2 G1 Vehicle Licensing.

Obligations Regarding Tax Free Fuel

1126 *Persons to whom this Order applies are not to use fuel obtained free of tax and duty for any purpose other than that for which it is authorised. In particular, where tax and duty free fuel is obtained by use of a BFG Fuel Card, it is to be used only in the vehicle specified on the card used for purchase.

VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

OFFENCE	SANCTION
<p>Disposal of a new Tax-Free vehicle before that vehicle has been registered for 12 months in total – ‘early disposal’. (SO BFG 3213, Sect 3, Para 301c)</p>	<p>Up to 5 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel. .</p>
<p>Non compliance with the rules on the use of BFG Form NOVA (SOBFG 3213, Paragraphs 1117, 609 & 301(c)).</p>	<p>New Tax-Free vehicle that has been BFG registered for less than 12 months:</p> <p>Up to 5 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p> <p>Tax-Free vehicle over 12 months BFG registered:</p> <p>Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>
<p>Use of UK VAT Form NOVA to register a BFG vehicle in the UK. (SOBFG 3213, Sect 11, Paragraph 1118)</p>	<p>New Tax-Free vehicle that has been BFG registered for less than 12 months:</p> <p>Up to 5 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p> <p>Tax-Free vehicle over 12 months BFG registered:</p> <p>Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBFG 3213, Paragraphs 1117, 615 & 301(c))</p>	<p>Up to 3 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>
<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBFG 3213, Paragraphs</p>	<p>Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>

1106(b) & 401(a))	
FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBFG 3213, Paragraphs 1106(b) & 401(a))	Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.
FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SO SOBFG 3213, Paragraphs 1113 & 604)	Ban on the purchase of tax/duty free fuel for up to 12 months.
FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST TRI-ANNUALLY OR ON THE EXPIRY OF THEIR INSURANCE POLICY SOBFG 3213, Paragraph 1102.	Ban on the purchase of tax/duty free fuel for up to 12 months.
FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBFG 3213, SECTION 5, PARAGRAPH 502)	Ban on the purchase of tax/duty free fuel for up to 12 months.
MISUSE OF BFG FUEL CARD. (SOBFG 3213, Paragraphs 1004)	<p>Transfer of BFG Fuel Card to another Entitled Person:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 month ban on purchasing tax/duty free fuel. . (2) Repeat offence within two years – up to 2 year ban on purchasing tax/duty free fuel. . <p>Transfer of BFG Fuel Card to a non-Entitled Person:</p> <ul style="list-style-type: none"> (1) First offence – up to 3 year ban on purchasing tax/duty free fuel. (2) Repeat offence within two years – five year ban on purchasing tax/duty free fuel. <p>Use of BFG Fuel Card by an Entitled Person in a non-BFG registered vehicle:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 months ban on purchasing tax/duty free fuel. (2) Repeat offence within two years – up to 1 year ban on purchasing tax/duty free fuel. <p>Use of BFG Fuel Card for purposes other than the supply of fuel:</p>

	<p>(1) First offence – up to 3 year ban on purchasing Tax/Duty free fuel.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing Tax/Duty free fuel.</p>
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In accordance with SO BFG 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

Note:

FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302). VAT ACT 1994 SECTION 16(7):

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BFG 3213, Section 11, Paragraph 1102.

SECTION 12 - BFG Registration Procedures For Domestic Lease Hire Military Vehicles

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFG VLO Main), BFPO 39.

(2) On receipt BFG LVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(3) On receipt of details from the BFG VLO (MAIN) the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ BFG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFG LVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFG VLO (MAIN) will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFG LVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFG VLO (MAIN) **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFG VLO (MAIN) will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ BFG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFG VLO (MAIN) will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland other European countries that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFG VLO (MAIN) will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFG VLO (MAIN) on the proforma at Annex D to this section.

c. The stickers are controlled items and as such must be afforded every care until firmly affixed to vehicle plates.

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 39. Apply to BFG VLO (MAIN) for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

Note:

1. **Allocation Certificates are not acceptable under any circumstances.**
2. **A BFG Fuel Card is not granted. An Agency fuel card should be applied for.**
3. **MOD insurance will apply.**
4. **The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.**
5. **If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.**

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFG VLO(MAIN), copy to Log Sp (B Veh Contract), HQ BFG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ BFG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

To: **BFG VLO (MAIN)** From:
BFPO 39
.....

**APPLICATION FOR INITIAL REGISTRATION OF
A DOMESTIC MILITARY LEASE VEHICLE**
(To be completed in DUPLICATE)

Type of Vehicle		Unit Requirement				BFG LVLO Use				
-----------------	--	------------------	--	--	--	--------------	--	--	--	--

Chassis No	Make Model	Body Type	Colour	Fuel Type	CC	Receiving Unit Address/ UIN	GE District Required	Rear Plate Style	Allocated GE VRN	Allocated Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

- 1. The above mentioned vehicles are to be issued to the unit shown at Column (g) for the German area shown at Column (h).
- 2. Please register the vehicles and forward the relevant German civilian plates complete with TÜV stickers and BFG Form 73.

Date: Signature:
Tel No: Name:
Rank:

To: BFG VLO (MAIN) From:
 BFPO 39
 Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
 (To Be Completed in Duplicate)

Type of Vehicle		Current Details			Unit Requirement		BFG LVLO Use				
Receiving Unit Address/UIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Existing GE VRN on vehicle	GE District Required	BFG LVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	©	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ BFG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date: Signature: Rank:

To: BFG VLO(MAIN) From:
BFPO 39

Ref:

DE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFG LVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date: Signature:

Name:

To: BFG VLO(MAIN) From:
BFPO 39

Ref:

RECEIPT OF TÜV STICKERS

Reference you're dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN OTHER EUROPEAN COUNTRIES

Authority to take military lease vehicles to other European countries

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to other European countries, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to other European countries. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFG VLO(MAIN) for military style numbers and registration plates to be issued. The application should be as laid down in SO BFG 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFG VLO(MAIN) will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFG VLO(MAIN) and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or

covered by GB stickers or Union Flag transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

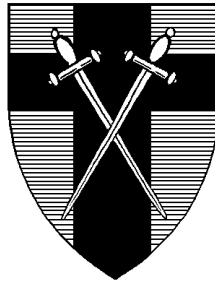
After the Exercise

8. Military style registration plates are to be removed and returned to the BFG LVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BFG 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFG VLO(MAIN) Staff who have to chase units to follow the correct procedures. It should be noted that the BFG (MAIN)VLO has a strictly limited supply of military numbers to use for exercises in other European countries. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFG VLO(MAIN). Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.

Not to be communicated to anyone
outside HM Service without authority



STANDING ORDERS FOR THE BRITISH FORCES IN GERMANY

PART III
CHAPTER 2
STANDING ORDER 3213

REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN GERMANY

SPONSOR: HQ BFG – G1 BRANCH (VLO)

**“UP TO DATE VERSIONS OF SOs BFG ARE AVAILABLE FOR
VIEWING ON THE BFG WEBSITE POLICY CENTRE”**

Standing Orders, which have not previously
been cancelled, are cancelled automatically on
the tenth anniversary of their initial publication

FOREWORD

1. Disobedience to any of this order is an offence contrary to the Armed Forces Act 2006. Persons committing such offences may face disciplinary and/or administrative action.
2. A Notice Board Information Sheet (NBI), BFG Form 74 coloured white was issued on 1 Dec 16. It contains paragraphs (marked with an asterisk) of special importance extracted from this order. BFG Form 74 (coloured pink) will be re-issued on 1 Sep 16 to coincide with the issue of amdt 59 to SO BFG 3213
3. NOTE: the mention of HQ British Forces Germany and BFG throughout this Order is synonymous with the current designation of HQ BFG

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REGISTRATION AND OPERATION OF BFG REGISTERED VEHICLES IN THE FEDERAL REPUBLIC OF GERMANY

SECTION 1 – INTRODUCTION

General

101. Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA) thereto, BFG is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain. These facilities are also extended to all vehicles owned and operated by Unit PRIs and British Forces Sponsored Organisations (see Section 2 for definition of “Sponsored Organisation”).

102. It is generally accepted by the national customs authorities of the UK and Germany that a vehicle will be considered to have been purchased for personal use if it is retained by the purchaser for a period of one year. Having regard to this, Entitled Persons are required to retain ownership of New Tax-Free Vehicles until such time as those vehicles have been registered with the BFG authorities for a total period of one year (periods during which registration lapses, or is not valid in accordance with this Order will not count towards the one year period). Disposal of such vehicles before the one-year anniversary will constitute a breach of this Order and is likely to result in the withdrawal of privileges under this Order (see paragraph 301c below), and in disciplinary action being taken against the relevant individual (see paragraphs 1117, 1119 and 1120 below).

103. Under the SOFA and the SA, the British force is authorised to grant facilities to Entitled Persons (see Section 2 for the definition of “Entitled Person”) for the operation of individually owned vehicles **for private motoring only**. These facilities comprise:

- a. The registration of both right hand drive (RHD) and left hand drive (LHD) vehicles, motorcycles, mopeds, mofas, motor assisted cycles, caravans, trailers and towed equipments and vehicles intended for off-road use only such as quads and scramble bikes.
- b. The provision of BFG Fuel Cards.

Application of This Order

104. Unless the context otherwise requires, this Order applies to all members of the British Armed Forces in Germany and civilians subject to Service discipline therein.

Publication of This Order

105. DII subscribers can access this Order on the BFG Policy Website. All others can be issued with a CD ROM which is to be held at Formation, Garrison and Station Headquarters, unit orderly rooms, and headquarters and branches of civilian organisations, where they are to be available for reference at all times. In addition a Notice Board Information Sheet (BFG Form 74) which contains extracts from this order is to be

prominently displayed in accordance with paragraph 1101 of this Order.

BFG Licensing System

106. The BFG system of registration and licensing of vehicles is operated on behalf of the Commander BFG by DCOS BFG through the BFG Vehicle Licensing Office (MAIN) (BFG VLO (MAIN), BFPO 39). DCOS BFG is responsible for implementing the Comd's policy in all matters concerning BFG vehicle licensing. Breaches of the procedures set out in this Order will be investigated and may result in disciplinary or administrative action being taken against the individual(s) concerned. (For more detail see Sections 6 and 11 of this Order and also SO BFG 3208). Furthermore, breaches of the Order may result in the withdrawal of BFG privileges – in particular, the right to purchase and register further new Tax-Free vehicles, and the right to obtain tax and duty free fuel for private vehicles using a BFG fuel card. Further details of the circumstances and manner in which privileges are likely to be withdrawn are set out in Annex A to Section 11 of this Order. Where privileges are withdrawn, the individual will be informed in writing by SO2 G1 Vehicle Licensing, BFG. A two-stage appeal process against the withdrawal of privileges is available: first, the individual may make written application to the Vehicle Licensing Review Panel (VLRP); and secondly, he or she may seek a review of the VLRP's decision by making written application to the Further Appeals Panel. Details of the composition and terms of reference of these panels are at Annex C to this section.

107. The Terms of Reference for the operation of the BFG VLO (MAIN) are set out at Annex B to this Section. Annex C to this section sets out the Terms of Reference for the Vehicle Licensing Appeal Panel and the Further Appeal Panel.

Unit Responsibilities

108. Applications for BFG Vehicle registration that cannot be processed by a Local Vehicle Licensing Office (LVLO) are to be addressed to the BFG VLO (MAIN). The application may be dispatched by post direct to the BFG VLO (MAIN). No business is to be transacted by personal visit and personnel are, unless authorised by OC BFG VLO (MAIN), to deal directly with their Unit/Garrison LVLO who is the link between the BFG VLO (MAIN) and the individual. However, please note paragraph 117 on the BFG VLO (MAIN) Customer Support Service.

Service Vehicles Civilianised for Adventurous Training

109. The procedures governing the registration of Service vehicles that are to be Civilianised for Adventurous Training are contained in SO BFG 1500 (Adventurous Training).

Action on Theft of a BFG Registered Vehicle

110. If a BFG registered vehicle is stolen in the UK or mainland Europe, the matter is to be reported **by the Owner within 24 hours** to:

- a. The local civil police.

- b. The nearest Service police station in BFG in whose area the Owner is stationed.
- c. Unit BFG Registration Officer.
- d. OC BFG VLO (MAIN)
- e. The Owner's insurance company or broker.
- f. If the vehicle is subject to a credit or lease agreement, the company concerned.
- g. If the vehicle is under six months old, HM Revenue and Customs, Personal Transport Unit (PTU), Dover. (Stolen in UK only).

111. It would be helpful to the Service police if, when a vehicle is reported stolen to the civil police in the UK, the Police National Computer (PNC) reference number allocated to the case is obtained and passed to the Service police.

Provision of BFG Facilities to members of other NATO Forces, their civilian component, spouses and dependants when serving at an International Military HQ (IMHQ) situated in Germany

112. The Paris Protocol of 28 August 1952, the Supplementing Agreement to the Paris Protocol of 13 Mar 67 and the Protocol of Signature to the Supplementing Agreement permit the stationing at IMHQs in Germany of personnel of any NATO state.

113. The Protocol of Signature to Article 21 of the Supplementing Agreement states that Germany agrees that motor vehicles and towed equipments owned by military or civilian personnel or their dependants belonging to NATO participating nations stationed at IMHQ in Germany, may be registered and licensed by the authorities of The Forces of the six Sending States that are signatories to the SA to the NATO SOFA. This includes, of course, the UK.

114. The agreement referred to in paragraph 112 is subject to two conditions:

- a. The motor vehicles and towed equipments are to be registered and licensed in accordance with the regulations applicable to members of The Force of the Sending State concerned.
- b. The Sending State declares to the German authorities that it will assume, in respect of the registration and licensing of such vehicles, the same obligations with which it must comply regarding its own members.

115. The provisions referred to in the foregoing paragraphs enable the BFG authorities to grant BFG Facilities to members of the armed forces of NATO countries other than Belgium, Canada, France, the Netherlands and the USA, who are present in Germany and who have been, or are expected to be, stationed in Germany for a minimum period of one calendar year. However, any such personnel that are granted BFG Facilities will be required to conform to the regulations laid down in this order.

116. If there is doubt as to entitlement to BFG Vehicle registration facilities by other NATO participating nations, the Unit BFG Registration Officer should seek the advice of the SO2 G1 (Vehicle Licensing), HQ BFG or OC BFG VLO(MAIN).

BFG Vehicle Licensing Office Customer Support Service

117. A Customer Support Service is established within the BFG VLO (MAIN) for personnel, including dependants, who have a query regarding matters relevant to the registration of their private vehicles. The service is intended for all persons who are unable to contact or visit their LVLO to whom, normally, the queries are to be addressed in the first instance.

- a. The Customer Support Service desk will be open during the following times:

Mon - Thu	0815 - 1215 hrs	1315 - 1615 hrs
Fri	0815 - 1215 hrs	

- b. The telephone number is:

Mil network:	94881 2637
Civil network: Civil	++49 (0)521 9254 2637

Vehicles Of Personnel Resident In The Netherlands

1. Service personnel, members of the civilian component and their dependants stationed in Germany but resident in the Netherlands are deemed to be private persons and are subject to certain aspects of Netherlands law. The Netherlands Ministry of Defence has, however, granted certain concessions. These relate only to personnel stationed 'close to' the German/Dutch border. If in doubt as to interpretation of this expression, details should be verified with the local authorities before taking up residence. Further guidance can be found in "Rules for British Forces stationed in the Netherlands" issued by the NL Ministry of Finance, 30 July 1980. In order that advantage may be taken of these concessions, the following procedures are to be observed by all personnel stationed in Germany but resident in the Netherlands.

2. **Registration of Vehicles.** Registration of vehicles is to be made in the same manner as for those that reside in Germany.

3. **Driving Licenses.** Whilst driving in the Netherlands:

a. Members of The Forces (including UK based civilians) are to be in possession of a European Driving License.

b. Dependants and members of the civilian component must have a European Driving License, or, for the first calendar year of their residence in the Netherlands, an international license issued outside the Netherlands.

4. **Insurance.** The provisions of Annex C to Section 4 of this order remain in force for all BFG registered vehicles.

5. **Road Vehicle Tax.** Road vehicle tax need not be paid unless more than two cars are owned. Road vehicle tax must be paid on a third and any further cars owned with effect from the first day after the arrival of such vehicles in Netherlands.

6. **Tax Offices.** Road vehicle tax may be paid at:

Heerlen	Groene Boord 21	Tel: 04576-7777
Kerkrade	Melchiorstraat 1	Tel: 04446-6066
Sittard	Rijksweg Zuid 2	Tel: 04490-5995
Eijsden	Withuis 19	Tel: 04409-231
Maastricht	Bredestraat 12	Tel: 04400-15504
Valkenburg	Berkelplein 220	Tel: 04406-3974
Roermond	Ds Hogendijkstraat 30	Tel: 04750-6641
Venlo	Kaldenkerkerweg 56	Tel: 04700-15056

7. **Fuel.** BFG Fuel Cards will be issued within the terms of the existing regulations (see Section 10 to this Order).

BFG Vehicle Licensing Office Terms Of Reference

1. The BFG Vehicle Licensing Office (Main) (BFG VLO(MAIN)) is to:
 - a. Other than those carried out at Garrison Local Vehicle Licensing Office's (LVLO), BFG register, re-register and deregister all private vehicles of personnel to whom this Order applies in accordance with the procedures detailed in this order.
 - b. Process BFG Vehicle registration applications in the following timescales excluding postal times:

(1)	Initial registration		5 working days
(2)	Transfer ownership (number plates required)		5 working days
(3)	Transfer ownership (number plates not required)		3 working days
(4)	Renewal registration		3 working days
(5)	De-registration	-	3 working days
 - c. Arrange VLO (MAIN) familiarisation visits for Unit BFG Registration Officers within one month of assuming their appointment.
 - d. Conduct seminars as required to update LVO (M)/LVLO staff and Unit BFG Registration Officers on BFG registration procedures.
 - e. Return all processed documentation direct to the Customer.
 - f. Check that all BFG Vehicle registration applications have the correct documents submitted, as detailed in this Order, prior to accepting applications.
 - g. Return wrongly submitted applications to individuals, detailing the reasons why the application was rejected.
 - h. Demand and properly account for German BFG registration plates and Stadt stickers issued by German licensing authorities.
 - i. Demand and properly account for UK registration numbers issued by DVLA.
 - j. Answer enquiries from civil and Service police regarding BFG Vehicle registrations.

- k. Answer enquiries from German and UK insurance companies regarding BFG Vehicle registrations.
- l. Answer other general enquiries from organisations involved in the BFG Vehicle registration system i.e. Criminal & Traffic Offences Branch British Forces Germany (CTOB BFG), Customs and Immigration British Forces Germany(C&I BFG), finance companies and national government agencies and police forces.
- m. Ensure that no individual member of BFG registers more than one New Tax-Free Vehicle and motorcycle in any 12 months period unless prior approval in writing has been given by SO2 G1 (Vehicle Licensing) HQ BFG.
- n. Cancel BFG registration on notification from an insurance company that a vehicle insurance policy has been cancelled or lapsed. The Unit BFG Registration Officer/LVLO and the individual must also be informed in writing, unless the vehicle is already BFG de-registered at the BFG VLO (MAIN).
- o. Provide a telephone Customer Support Service during working hours for all BFG personnel to contact if they have any questions on the BFG registration system that cannot be dealt with by the Unit BFG Registration Officer or LVLO.
- p. Register all military vehicles that require to be civilianised in accordance with the procedures detailed in this Order.
- q. Provide management information for Service police and other authorities to aid the prosecution of individuals who fail to comply with this Order.
- r. Retain all Allocation Certificates, Log Books and Bills of Sale submitted with BFG Form 20 for a period of six years. However, National logbooks, in accordance with EU Directive No: 99/37/EC Member States with effect 01 Oct 05, are to be retained for six months and then destroyed and the National Authority is to be informed on a monthly basis of the retention. The retained logbooks are not to be re-issued to Third Parties.
- s. Ensure that an up to date Information Sheet is despatched with every initial BFG registration, re-registration and change of ownership transaction processed through the BFG VLO (MAIN).
- t. Inform DVLA when a BFG VLO (MAIN) registered RHD vehicle with UK style registration plates is stolen/written off and report on any subsequent developments.
- u. On notification from Service police/CCRIO (G) of the theft of a BFG registered vehicle, annotate as appropriate with a marker, the records for that vehicle, and remove the annotation(s) if the vehicle is subsequently recovered.
- v. Produce periodic bulletins for LVLO staff and Unit BFG Registration Officers if required to do so by SO2 G1 (Vehicle Licensing), HQ BFG.
- w. Record Driving Bans.

- x. Inform the G4 BFG Fuel Card Manager when a vehicle is de-registered, in order that BFG Fuel Cards can be zeroed with the supplier.

**APPEALS AGAINST ADMINISTRATIVE SANCTIONS IMPOSED UNDER SOBFG (G)
3213 – TERMS OF REFERENCE OF THE BRITISH FORCES GERMANY VEHICLE
LICENSING REVIEW PANEL, AND THE BRITISH FORCES GERMANY VEHICLE
LICENSING FURTHER APPEAL PANEL**

1. The Vehicle Licensing Review Panel (the Panel) is established by paragraph 106 of SOBFG 3213.

Purpose

2. The purpose of the Panel is to consider appeals by an individual (the appellant) to an administrative sanction imposed by the BFG Vehicle Licensing Office (the VLO).

3. If the facts of a case are in dispute the Panel may come to a different view on the facts to that arrived at by the VLO. Any decisions on the facts of a case may be taken on the balance of probabilities.

4. The Panel does not have the power to interfere with any penalty, charges or taxes raised by taxation authorities nor is it obliged to correspond with such authorities.

Powers

5. The Panel may:

- a. Uphold an appeal and either impose a lesser sanction or decide that no sanction should be imposed;
- b. Reject an appeal leaving the sanction unchanged; or
- c. Subject to paragraph increase the sanction.

6. In making its decisions, the Panel must ensure that:

- a. individuals are treated fairly and consistently; and
- b. confidence in the BFG vehicle licensing system is maintained.

Membership

7. The Panel is to consist of no less than 3 individuals as follows:

- a. Chief G1.
- b. Chief SCS.
- c. Deputy Director of Legal Services (Germany) (DDL S (G)).

8. The Panel may additionally include individuals with particular expertise relevant to a particular case (for example a medical practitioner).
9. A Panel member may nominate a substitute member if his or her absence would cause undue delay in convening the panel.
10. A Panel member must not take part in proceedings if that Panel member is aware of a conflict of interest. If a conflict of interest arises a substitute for the Panel member may be nominated by DCOS or (in the case of DDLS) by the Director of Legal Services (Germany). If it is not practicable to nominate a substitute the Panel may proceed with a minimum of 2 members.

Procedure

11. If an individual is dissatisfied with an administrative sanction imposed by the BFG VLO that individual may appeal in writing to the Panel. The contact details for the Panel are as follows:
SO2 Veh Lic, VLO, HQ BFG, BFPO 39. email - BFG-HQ-G1-SO2-VEHLIC
12. The appeal must be received within 3 months of the date on which the administrative sanction was imposed. This time will only be extended in exceptional circumstances.
13. An appeal may be made on the basis that:
 - a. The BFG VLO imposed a sanction based on incorrect facts; or
 - b. The sanction was too severe.
14. The appellant should state the grounds on which he or she is appealing. The appellant is solely responsible for providing all evidence supporting the appeal including (but not limited to) witness statements, reports, medical evidence and correspondence from national authorities.
15. The Panel may invite representations or evidence from any party whom it considers may have evidence which is relevant to a case. The Panel will give the appellant a reasonable opportunity to comment on such representations or evidence before arriving at a decision.
16. SO2 G1 Veh Lic will present relevant information to the Panel, including the original letter imposing the sanction, any response by the appellant, and any other relevant information available; and will be responsible for gathering any further information or evidence required by the Panel.
17. The Panel will normally only consider appeals based on documentary evidence.
18. A request for a meeting with the Panel from the appellant will only be granted in exceptional circumstances.
19. Exceptionally, the Panel may advise the appellant that it cannot make a decision without meeting him or her. Subject to paragraph 20, the Panel will decide on the procedure for any meeting and will notify the appellant of that procedure in advance of the meeting.

20. If the Panel meets with the appellant:
 - a. The appellant is not entitled to bring legal representation but may be accompanied by a friend or colleague.
 - b. The Panel will arrange for a note taker to be present and for a note to be taken of the meeting, and for a copy of the note to be provided to the appellant within 7 days following the meeting.
 - c. The Panel may invite 3rd party witnesses to be present and the appellant may ask questions of such witnesses; and
 - d. The Panel may ask questions of the appellant and may draw such conclusions as it sees fit from any refusal to answer those questions.
 - e. The appellant may make representations to the Panel.
21. If the Panel is minded to impose a more severe sanction it must:
 - a. First write to the Appellant informing him or her of its initial view.
 - b. Invite the appellant to make any representations he or she wishes and
 - c. Allow the appellant at least 14 calendar days to make such representations.
22. The Panel will deliberate and discuss cases in private, whether or not it has met with the appellant. In the event of a lack of unanimity the Panel will take its decisions on the basis of a simple majority vote.
23. The appellant will be informed in writing of the Panel's decision and will provide further reasons for its decision at the request of the appellant. The Panel will notify BFG VLO of its decision so as to assist with consistent decision making.

Further Appeal Panel

24. If an appellant is dissatisfied he or she may appeal to the Further Appeal Panel. The members of this panel will be DCOS and the Director of Legal Services (Germany).
25. The procedural rules set out above will apply, mutatis mutandis, to the further appeal, save that no oral evidence will be considered at the further appeal.

SECTION 2 - DEFINITIONS/INTERPRETATION

201. This section should be repeated in Unit and Garrison Orders not less than four times per year.

202. **Entitled Person.** Means:

- a. A member of the British Armed Forces who is present in Germany and who has been assigned, on a permanent assignment order, to a unit of the British Armed Forces that is based in Germany at the time the assignment commences, or to a NATO headquarters in Germany.
- b. A member of the civilian component of the British Armed Forces who is present in Germany. The term "civilian component" is fully defined in SOFA.
- c. An employee of a Sponsored Organisation who is considered to be and treated as a member of the civilian component of the British force under Article 71 of the SA.
- d. A contractor's employee who is to be considered to be and treated as a member of the civilian component of the British force under Article 73 of the SA, and who is a civilian subject to service discipline for the purposes of the Armed Forces Act 2006.
- e. A dependant of a person in sub-paragraphs a to d above. For the purposes of this Order, "dependant" means the spouse of a person in sub-paragraphs a to d above who has status as a dependant under SO BFG 3217 (or, in the case of a person in sub-paragraph d, who would be entitled to such status if the rules in SO BFG 3217 were applied) or a child of such a person who is at least 18 years of age (or 16 in relation to mopeds or mofas) and no more than 25 years of age.

Provided, in relation to each category of person listed in sub paragraphs a-d above that such persons have been, or are expected to be (having regard to their assignment order, civil service posting documentation or other document from their employer confirming the terms of their presence in Germany), physically present in Germany for a minimum period of 183 days, and/or that the authorities of British Forces Germany have granted authority (normally evidenced by the issue of a BFG Form 80 - special import license - for the vehicle concerned) for that person to be treated as an Entitled Person in relation to a particular purchase or import.

203. **Non-entitled Person.** All persons who do not fall into the categories listed at paragraphs 202 above and 215 below are deemed non-entitled. This will include, for instance, German nationals (excluding those with dependant status); ex-service personnel or expatriates living on the German economy (this includes car salesmen, car dealers, agents and scrap dealers, etc).

204. **Allocation Certificate.** This certificate is issued by the supplier of a new vehicle notifying the purchaser of the chassis number and confirming the allocation of that particular vehicle to him or her. The Allocation Certificate must be presented with BFG Form 20 for initial BFG registration if the vehicle has not been previously registered

elsewhere. The Allocation Certificate will be retained in the BFG VLO (MAIN).

205. **C&I BFG.** Customs & Immigration (C&I), British Forces Germany is part of HQ BFG G1 Branch and its offices are at Catterick Barracks, BFPO 39. C&I BFG is responsible for the processing of all import and export documentation for members of The Force

206. **BFG Facilities.** In this Order the term “BFG Facilities” means:

- a. The registration of vehicles.
- b. The issue of BFG Fuel Cards.

207. **BFG Vehicle.** A vehicle registered, due to be registered, or required to be registered with the BFG VLO (MAIN) in accordance with this Order.

208. **Credit Agreement.** Includes any agreement for credit under which an Entitled Person is authorised to register a vehicle in his or her name when that Entitled Person does not own the vehicle.

209. **Disposal.** A BFG Vehicle shall be disposed of, for the purpose of this Order, if it is registered or re-registered with any vehicle registration authority other than BFG VLO(MAIN), or if the ownership is transferred to any organisation, company or person, including an Entitled Person, even if that person is a dependant of the transferor/Owner.

210. **Driver.** Includes the rider of a two or three-wheeled vehicle.

211. **Owner.** Includes a person legally in possession under a Credit Agreement or a leasing agreement and “Owned” shall be construed accordingly.

212. **Project ALBRIC (RHD Vehicles).** This refers to the UK style BFG registration plates introduced to BFG in 1988 as a security measure. The BFG registration and de-registration of such right hand vehicles are covered in Sections 4 to 6. All RHD vehicles are to have UK style registration plates. Caravans and trailers must bear the same registration number as the prime mover where the prime mover has UK style plates.

213. **Project HAGEN (LHD Vehicles and Motorcycles).** This refers to the German style BFG registration plates introduced in BFG in 1990 as a further security measure. The BFG registration and de-registration of such vehicles are covered in Sections 4 to 6. Only LHD vehicles or motorcycles can have German style registration plates. Caravans and trailers where the prime mover bears German style plates are to bear German style plates (different to those on the prime mover).

214. **Public Road/Place.** Means any road or place to which the public has access, or any road or place within a military establishment to which members of the BFG community have general access, but does not include any place within a military establishment designated by a CO/OC as a place for the parking of unregistered vehicles.

215. **Sponsored Organisations.** These include:

a. Organisations considered to be, and treated as, integral parts of The Force under Article 71.1 of the SA – namely:

(1) Council of Voluntary Welfare Work (CVWW).

(2) Navy, Army and Air Force Institutes (NAAFI).

(3) Services Sound and Vision Corporation (SSVC).

(4) Guy's and St Thomas's National Health Trust

b. Organisations granted the benefits and exemptions accorded to The Force under Article 71.2 of the SA, namely:

(1) Agencies administered by CVWW:

(a) Catholic Women's League.

(b) Church of England Soldiers' Sailors' and Airmen's Clubs (CESSAC)

(2) British Red Cross Society (BRC), including the Order of the Knights of St John (OSJ) and the St Andrews Ambulance Association.

(3) Soldiers' and Airman's Scripture Readers Association (SASRA).

(4) Soldiers, Sailors and Airmen and Families Association (SSAFA).

(5) Women's Royal Voluntary Services (WRVS).

216. **Transfer of Ownership.** Refers to the transfer of ownership by an entitled Owner of a BFG registered vehicle to either:

a. Another Entitled Person (see paragraph 202 above).

b. A non-entitled Person (see paragraph 203 above and also Section 6 which sets out the procedures to be followed when an Entitled Person wishes to dispose of a BFG registered vehicle to a Non-entitled Person).

217. **Vehicle.** Means any mechanically propelled vehicle intended or adapted for use on roads, and also includes a mechanically assisted vehicle, such as a moped, mofa or bicycle with auxiliary motor. Within the context of this Order this definition also includes caravans, trailers or towed equipment. [But it does not, within the context of this Order, include a vehicle belonging to the Crown, except for the purposes of Section 11 of this Order.]

218. **New Tax-Free Vehicle.** Means any vehicle purchased free of tax which has not previously been in use, or which has been in use for less than one year from initial registration for road use.

SECTION 3 - ACQUISITION OF MOTOR VEHICLES

301. Entitlement to Purchase and Register Tax-Free Vehicles

a. An Entitled Person may purchase a Tax-Free vehicle **only** if it is intended for his or her **personal use** or for the use of other Entitled Persons in the same family unit living with the Entitled Person. Vehicles must not be purchased with a view to obtaining a subsequent profit or gain.

b. Subject to sub-paragraph g below, each Entitled Person is permitted to BFG register only **one New Tax-Free Vehicle within any one year period** (i.e. if a New Tax-Free Vehicle is registered on 01 Jan in one year, the Entitled Person will not be able to register a further New Tax-Free Vehicle until 01 Jan the following year). (In the event that tax becomes payable on a New Tax-Free Vehicle as a result of a breach of this Order – for example, a failure to register the vehicle within 45 days of import into Germany – the vehicle will still be considered to be a New Tax-Free Vehicle for the purpose of this provision, and the relevant Entitled Person will not be permitted to register another New Tax-Free Vehicle within the one year period following the BFG registration.)

c. An Entitled Person may not dispose (within the meaning of paragraph 209 above) of a vehicle purchased and BFG registered as a New Tax-Free Vehicle until that vehicle has been BFG registered for a total period of one year (periods during which registration lapses, or is not valid in accordance with this Order will not count towards the one year period), except as provided in sub-paragraph d below. In the event that a New Tax-Free Vehicle is disposed of before it has been BFG registered for one year, the following will apply:

(1) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allowed to BFG register a further New Tax-Free Vehicle for up to **five years** from the date of disposal.

(2) The Entitled Person who is the Owner of the vehicle and all Entitled Persons within the family unit will not be allocated BFG fuel cards for any vehicles until the penalty has expired.

Notes: The Entitled Person and all members of the family group with status must continue to BFG register tax paid vehicles.

The sanctions set out at paragraph 301c will be automatically applied by BFG. For the avoidance of doubt the automatic application of these sanctions does not preclude the subsequent imposition of punishments for breach of this order under the Service Justice System

d. **Transfer of Residence (TOR) on Posting.** The action set out in paragraph 301c (1) and (2) will not be taken when a vehicle is registered with the UK authorities on TOR unless the vehicle is sold or transferred within one year from the date of initial BFG registration.

e. If a vehicle Owner BFG registers a New Tax-Free Vehicle before the BFG

VLO (MAIN) is informed of the disposal of any previous New Tax-Free Vehicle in breach of paragraph 301c, the BFG registration of the new vehicle may be withdrawn.

f. An Entitled Person may apply in writing to SO2 G1 (Vehicle Licensing) HQ BFG for authority to register an additional New Tax-Free Vehicle. Such authority will only be given in exceptional circumstances.

f. In addition to one other Tax-Free vehicle, one new Tax-Free motorcycle/quad bike, moped or bicycle with auxiliary motor, may be registered within any one year period. **However, only one vehicle per 'Entitled Person' per year can be exported to the UK free of tax.**

302. **Dependant children** may only purchase and BFG register Tax-Free vehicles if:

a. They are at least 18 years old and not over 25 years old; (16 years or older in relation to mopeds or mofas).

b. They possess a valid full driving license issued by an EU member state. See also SOBFG 4310.

c. They have lived in Germany with their parents for at least 185 days in the last twelve months, and expect to be resident in Germany with their parents for at least 185 days in the next twelve months. Periods at boarding school, college and university will not count as residence in Germany.

Notes:

1. **Dependant spouses and dependants aged 16 to 25**, authorised to remain behind in BFG after the head of household has left the posted strength of the BFG Unit/Organisation, will not be allowed to BFG register any further Tax-Free vehicles. Such dependants will be allowed to retain the BFG registration of any existing vehicles until they themselves leave BFG.

2. **Tax Paid Vehicles for Dependant Children.** Dependant children aged 18 or over (16 or older for mopeds and mofas) holding a full driving license issued by an EU member state covering the relevant class of vehicle may BFG register a Tax Paid Vehicle as long as the conditions set out in Paragraph 302 are satisfied.

303. **Nannies.** Where a nanny is a Non-Entitled Person, employed by an Entitled Person, he or she may be permitted to drive the employer's BFG registered vehicle provided he or she:

a. Holds a full driving license issued by an EU member state.

b. Whilst driving the employer's vehicle, carries:

(1) A valid passport.

(2) The employer's written authority to drive the vehicle for purposes strictly confined to the nanny's employment. (Examples of types of journey which may be undertaken by a nanny are: taking children to school or to a doctor, collecting members of the family at airports, shopping etc.) The nanny is **not permitted** to drive the employer's vehicle for pleasure or on holidays, or any other BFG Vehicle for any purpose, nor is the nanny entitled to BFG Vehicle facilities in his or her own name.

304. **Syndicate/Proxy Purchasing**

a. Except as provided in sub paragraphs c and d below, it shall be prohibited for two or more persons (including at least one Entitled Person) to act together as members of a syndicate in the purchase of a New Tax-Free Vehicle.

b. For the purpose of this Order a person shall be deemed to be a member of a syndicate if he or she has provided funds to another person to use in connection with the purchase of a vehicle which is not subsequently BFG registered in his or her name, or if he or she has used funds provided by one or more other persons to purchase a vehicle and has BFG registered that vehicle in his or her own name.

c. An Entitled Person may purchase a New Tax-Free Vehicle by means of a commercial loan unless:

(1) the vehicle is BFG registered in the name of the Entitled Person, but used wholly or partly by the person or persons providing the loan, or

(2) the proceeds of sale on subsequent disposal of the vehicle, other than the outstanding amount of the loan, are paid to the person or persons providing the loan, or

(3) the vehicle is subsequently disposed of to the person or persons providing the loan other than for the full value of the vehicle at the time of disposal.

d. Nothing in this paragraph shall prevent Entitled Persons in the same family unit, and living in the same household, from acting together in the purchase of a New Tax-Free Vehicle.

Note: Queens Regulations Paragraph J 5.082 states that, "Personnel are forbidden to engage in money lending or to borrow money from their subordinates".

305. Reserved.

Purchase of Tax-Free Vehicles

306. There are two methods of buying **Tax-Free** Vehicles available to members of BFG. All Tax-Free vehicles purchased by Entitled Person must be registered with the BFG VLO (MAIN).

a. **Purchases in the UK.** The following regulations govern purchases of Tax-Free vehicles:

(1) **UK Form VAT 411**, which should be provided by the UK car supplier, must be completed by the purchaser. The vehicle supplier should provide a copy of the completed form to the vehicle Owner and it should **be retained for six years**.

(2) **BFG Form 80** (import certificate) must be obtained from C&I BFG by submitting BFG Form 60 (application for an import certificate). The BFG Form 80 should be **retained by the Owner of the vehicle for six years**, as it may be required to demonstrate to German officials that the purchase of the vehicle has been made legitimately free of tax. The BFG Form 80 is not an entitlement to BFG register the vehicle. The BFG Form 80 may be obtained prior to importing the vehicle into Germany.

Note: A NATO Form 302 is required for the import/export of corporate vehicles such as PRI and sponsored vehicles.

(3) Following registration of a vehicle with the UK authorities, the vehicle must be brought to Germany (or another EU State) **within two months of the UK registration date** and BFG registered **within 45 days** of the arrival in BFG. If the vehicle remains in the UK beyond two months, HMRC may seize the vehicle and impose penalties on the purchaser. (See also Paragraph 1102)

(4) Purchasers of New Tax-Free Vehicles which are registered with the UK authorities must ensure that the EU Type Approval Number is shown in the UK vehicle registration document, as this number is required for initial BFG registration (not applicable to, motor caravans and vehicles over 3,500 kg gross weight).

Note: If, however, the owner cannot provide such evidence, but is able to provide a UK Type approval number, BFGVLO (MAIN) will consider whether the vehicle can be registered under the BFG system, having regard to the British forces' obligation under international law to ensure that such vehicles are roadworthy and that adequate safety measures exist. In considering these questions all relevant factors will be taken into consideration, including the extent and nature of any differences between the UK and German standards. If, however, an EU or UK Type approval number cannot be provided then the vehicle will have to complete the German single type approval test. In all cases vehicles are to be presented to HQ BFGVLO (MAIN) for consideration in consultation with Equipment Support Branch prior to BFG Registration taking place.

(5) New Tax-Free vehicles collected from Customs Bond in the UK are normally required to be BFG registered before they can be removed. The Tax-Free vehicle must be driven from the place of Customs Bond in the UK

directly to the port of embarkation. Any deviation from such a route in the UK could render the vehicle to be liable for Customs import duty and tax. Such vehicles are normally issued with a T1 Customs document that must be cleared at the German Customs Office annotated on the T1 at the earliest opportunity. **In order to do this the original BFG Form 80 must be produced with the T1.** Failure to do so could render the vehicle liable to German Customs import duty and tax.

b. **Purchases outside the UK.**

(1) An order is placed with a non-UK based dealer, who arranges for delivery of the vehicle from a UK or continental supplier. The customer is given an **Allocation Certificate**, which accompanies the BFG Form 20 to the BFG VLO (MAIN), and is retained by the BFG VLO (MAIN). If a **foreign logbook** exists for the vehicle, **this must be submitted** with the documents for initial BFG registration. If an Allocation Certificate only is submitted for registration purposes, it **must include a statement to confirm that no logbook exists.**

(2) **BFG Form 80** (as in sub paragraph 306a (2) above and the note thereto). BFG Form 80 may also be required by some dealers to release the vehicle from German Customs Bond, from factories in Sweden, the Netherlands or for import from countries such as Cyprus. BFG Form 80 is not an entitlement to BFG register the vehicle.

(3) Tax-Free purchase **within Germany** also requires the use of an **Abwicklungsschein** which may **only** be issued by NAAFI (designated as the only Official Procurement Agency (OPA) in BFG for the purchase of new motorised vehicles).

Note: It is of the utmost importance to follow exactly the sequence of events described in the Guidance Notes for Tax-Free vehicle purchase issued by the NAAFI OPA. Failure to follow the correct sequence may result in tax relief on the vehicle being disallowed.

(4) The dealer must also provide, for new Tax-Free vehicles, a **UK/EU Type Approval (TA) Number or Certificate of Conformity**. The TA Number can be included on the Allocation Certificate or on the vehicle logbook if one exists. These details are required for UK registration of personal imports under 10 years old. See also Paragraph 610.

Note: Vehicles purchased and collected in Germany must be BFG registered before collection. The use of German registration plates whether temporary or permanent, including Zoll plates, is PROHIBITED.

Sponsored Vehicles

307. Some BFG Organisations/Units are loaned a vehicle, (Tax-Free or tax paid) by sponsors for their use. Any BFG Organisation/Unit proposing to accept the loan of such a vehicle is to ensure that they comply with the provisions of DIN 2009 DIN04-168.

308. Agreements are to be drawn up by the Organisation/Unit with the Owner of the sponsored vehicle in such a way as to make it clear that:

- a. The vehicle remains the property of the sponsor and is on loan to BFG.
- b. BFG registration does not confer ownership on the organisation registering the vehicle.
- c. Liability for any taxes on the vehicle is a matter between the sponsor and the German or UK authorities.

309. After authority from S02 Veh Lic has been received to accept a sponsored vehicle, Unit BFG Registration Officers are to BFG register the vehicle before it is used.

To BFG register the vehicle, NATO Form 302 is to be used instead of BFG Form 80. This is because sponsored vehicles are for corporate use, **not private use**. NATO Form 302 is obtained by submitting NATO Form 302A to C&I BFG. Holders of NATO Form 302A are shown at Annex A to SO BFG 5204. Registration is done by completing BFG Form 20 supported by:

- (1) NATO Form 302.
- (2) Copy of Fahrzeugschein, which will be retained by the BFG LVLO.
- (3) Insurance details (Policy Number and Insurer). This will usually be a fleet insurance supplied by the organisation donating the vehicle.

Note: The vehicle will retain its original German Stadt registration number.

310. Allocation Certificates are not acceptable under any circumstances. Vehicles must be registered with the German Authorities and must remain so for the duration of the loan. A German Fahrzeugbrief is required. (This applies equally to RHD or LHD vehicles.)

311. No BFG Fuel Card will be issued. To obtain Tax-Free fuel an Agency Fuel Card should be applied for.

312. The BFG Form 20 is to be completed as far as it is relevant. The Unit's UIN should be entered into the space provided for the Service/Passport Number.

- a. At the end of the sponsorship period the vehicle must be returned to the sponsor, usually within Germany, using BFG Form 38. Failure to comply could result in a tax demand from the German authorities.
- b. LVLOs are to report to the BFG VLO (MAIN) their holdings of sponsored vehicles and include them in their unit BFG Vehicle Registers under a separate paragraph heading.
- c. LVLOs are not to accept and BFG register a sponsored vehicle unless there

is a clause included in the sponsorship agreement, relating to the loan of the vehicle, which should state, “ **(Name of BFG organisation) takes the vehicle on loan. The vehicle remains in the ownership of the sponsor and is borrowed on the understanding that the dealer/sponsor has met all obligations regarding the payment of any taxes which might become due to the German/UK authorities.**”

d. Unit BFG Officers are to ensure that at the end of the loan period the vehicle is not handed back to the sponsor until BFG Form 38 procedures have been completed. The BFG de-registration procedure using BFG Form 3903 can then be completed. BFG Form 73 and number plates are not to be handed over to the sponsor.

313. **German Log Books.** The BFG VLO (MAIN) normally retains and destroys the German logbook, but, as a concession to sponsors, this will not be done in the case of sponsored vehicles. Sponsors will not therefore have to purchase a new logbook when they repossess their vehicle at the end of the sponsorship.

Use of BFG Registered Vehicles for Business Purposes

314. BFG registered vehicles are not to be used for business purposes (see paragraph 1125 below). However, individuals are permitted to use private vehicles together with Tax-Free fuel in the pursuance of correctly authorised official journeys. If an individual uses a private vehicle in the performance of such duties then it is their responsibility to ensure that they have appropriate business insurance for such journeys. In order to conduct a business in Germany, you must first apply for a license under SOBFG 5206. Once a license is issued and you require the use of a vehicle to conduct your business the following procedure must be adopted.

a. Letter of authority (enclosing license to conduct business) requesting the use of the vehicle for business purposes must be submitted to SO2 G1 Veh Lic. The vehicle must be tax paid.

b. Once a letter of authority is granted you must register the vehicle with the BFG VLO (MAIN) in accordance with Section 4 enclosing the letter of authority.

c. The following criteria apply:

(1) The vehicle must be tax paid.

(2) There will be no BFG Fuel Card ration made available.

(3) The cost of registration and BFG plates will be charged at the current rate.

(4) All subsequent costs, e.g. renewal, roadworthiness test etc will be charged at the current rate (see APPENDIX1, ANNEX L to Sect' 4 of this Order).

**CONTRAVENTION OF STANDING ORDER BRITISH FORCES GERMANY 3213
MEMBERS OF FAMILY GROUP**

1. The following Entitled Person has incurred an administrative penalty.

Number/Passport Number: _____

Rank/Title: _____

Surname & Initials: _____

Unit: _____

BFPO: _____

2. The administrative penalty also applies to all members of their family group who have BFG status. Please forward the details of all members of this person's family group **over 11 years of age** on the attached Performa (Appendix 1 to Annex A).

(b) Signature: _____ **Date:** _____
(SO2 G1 Veh Lic)

TO: SO2 G1 Veh Lic
BFG LVLO
BFPO 39

1.* I have checked my records and the above mentioned person is single and does not have any members of a family group.

2.* The details of the above mentioned person's family group are shown at Appendix 1 to this Annex.

3. I certify that this is a true and accurate record.

* Delete as applicable.

Signature: _____ Date: _____

Rank: _____ Appointment: _____

This performa is only to be signed by the Regimental Administrative Officer or person standing in for him. In the case of a UKBC's the appropriate Head of Unit Administrative Department.

DETAILS OF FAMILY GROUP OF:

Military No/Passport No:

Rank/Title:

Name:

Unit:

BFPO:

Military Number Passport Number	Rank/Title	Surname & Initials	Date of Birth	Head of Household's Unit & BFPO

SECTION 4 - INITIAL REGISTRATION

BFG Vehicle Registration Procedures

401. All vehicles **owned** by an Entitled Person and brought into BFG must be registered with a BFG VLO (MAIN):

- a. A vehicle imported into Germany (BFG) which is currently registered with some other national licensing authority (and in relation to which the conditions in sub-paragraph b below are satisfied) may be used in Germany under such registration for a period not exceeding 45 days from the date of importation, or the date on which the Entitled Person (or, in the case of a dependent, the head of household of the Entitled Person) is taken on the posted strength of a BFG unit/establishment, whichever is the later date. Failure to BFG register a vehicle within the required time frame may result in administrative action under this order (see Annex A to Section 11 for details).
- b. Where a vehicle is used under the terms of sub-paragraph a above the driver must be in the possession of a current national registration document, a valid national roadworthiness test (where appropriate) and the appropriate registration plates, which must be displayed on the vehicle in the proper manner. All conditions as to the use of vehicles contained in this order, including the obligation to insure against third party and passenger liability risks, are to be complied with.
- c. During the 45 day period following the initial BFG registration, the owner must ensure that the BFG light test is passed, and that a BFG roadworthiness test is passed (depending on the age of the vehicle). A vehicle imported into Germany on UK export plates (VX302 registration) must remain in Germany until BFG registration is completed.
- d. If an Entitled Person is unable to complete the BFG registration process referred to in sub-paragraph (a) during the 45 day period he or she must notify the BFG VLO (MAIN) before the expiry of that period, and seek authority to keep the vehicle off the road pending registration. Failure to obtain such authority before the 45 day period expires may result in the withdrawal of privileges (see Annex A to section 11), and administrative or disciplinary action.
- e. A vehicle which is not currently registered, but for which off-road authority has been given under paragraphs 629 - 632, may, provided it is insured as required by Annex C to Section 4, be driven to and from a BFG Testing Station for the purpose of carrying out a pre-arranged BFG roadworthiness test, and to and from a place where, by prior arrangement, repairs required in order to pass a BFG roadworthiness test are to be carried out.

402. Application for BFG Vehicle registration, using BFG Form 20, may be made direct by post to the BFG VLO (MAIN), BFPO 39. All applications are to be accompanied by a self addressed envelope or gummed label of the vehicle owner's details including contact telephone number to facilitate the return of the completed documents. Unit/department postal addresses only are to be used. **Attention is drawn to the declaration to be made**

by the Owner at Part 3 on the BFG Form 20.

Notes:

1. Before being eligible to BFG register a motor vehicle, the applicant must hold a full driving license issued by an EU Member State permitting him or her to drive the type of vehicle in question. (See SOBFG 4310.)

2. Applications for initial registration will not be accepted more than 14 days prior to the start of the insurance period.

403. BFG registration will be valid for a period of three years from the date of issue, or for the period of insurance cover, whichever is the earlier. **Please note sub paragraph 301c and d, regarding the disposal of a new Tax-Free vehicle within one year of initial BFG registration.**

404. Owners and drivers of BFG registered vehicles are responsible for ensuring that their vehicles are in all respects roadworthy and that the following items are carried:

- a. A first aid kit, which complies to DIN 13164.
- b. A warning triangle.
- c. BFG Form 73 (BFG Registration Card)
- d. A reflective vest EN 471 for each person travelling in the vehicle

405. **German Registration Plates.** The use of German registration plates whether permanent or temporary, including Zoll plates **is prohibited on vehicles owned by BFG Personnel.** Vehicles purchased from German dealers and collected in Germany, which have German logbooks or are unregistered, must be BFG Registered **before** Owners can drive them on public roads. German registered lease vehicles cannot be driven by BFG Personnel (see Paragraph 426 below)

Initial BFG Registration

406. For initial BFG registration purposes, BFG Form 20 is to be supported by the following: **(Please note that all documents must be in the name of the applicant, except for insurance which can be in the name of the Owner's spouse as a 'named driver')**

a. **Proof of Insurance.**

- (1) **British.** Green Card or insurance policy with schedule and current renewal receipt or cover note. All documents must be valid for Germany, be specific to the vehicle being BFG registered and from one of the companies listed at Annex C Appendix 1.

(2) **German.** A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy.

Note:

1. **Full details of insurance requirements are shown in Annex C to this section. Insurance documents submitted must be valid for a minimum of 30 days from the date the LVLO or Unit BFG Registration Office stamps the BFG Form 20/20A. If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed.**

b. **Documentation required for Initial Registration.**

(1) **Vehicles previously registered in the UK or any other country.**

For ex UK Tax Paid Vehicles i.e. vehicles purchased under the ordinary UK VAT rules and under which any UK VAT arising on such purchase has been paid, a V5C Logbook. For a UK Tax-Free Vehicle i.e. purchased in or exported from the UK free of tax, a VX302 (Pink Export Logbook) or V308 (Blue Export Logbook) For other countries a Logbook or document provided by that country which is equivalent to the appropriate UK Logbook. All logbooks, apart from UK export logbooks (VX302 and V308), will be retained and destroyed by the BFG LVLO in accordance with EU regulations.

Vehicles previously registered with the German authorities must provide the German logbook Pt1 and Pt2 (TEIL 1 and TEIL 2) and must be de-registered prior to applying for BFG Registration.

(2) **Brand new vehicles not registered with any other registration authority.** Allocation Certificate (retained by BFG VLO (MAIN)).

The Allocation Certificate should be on the dealer's headed notepaper and show the customer's rank/title, name and BFPO address, vehicle make, type and model, body type, full chassis number (17 digits), year of manufacture, LHD or RHD, fuel type, colour, engine capacity in cc, CO2 rating in g/km, delivery date, pick up location, a statement saying that "this vehicle has not been previously registered and that no log book exists", the dealer's stamp, signature and date of issue. Original Allocation Certificates are required, not fax copies. Where an Allocation Certificate is not issued, i.e. for a new caravan or trailer, the official bill of sale giving full chassis no, (normally 17 digits) and the Owner's name will be required. Where the vehicle is tax paid, a bill of sale to support the Allocation Certificate will be required to prove that tax has actually been paid will be required. A European Certificate of Conformity (CoC) and German logbook Pt 2 (TEIL 2) must also be provided for vehicles purchased from a German dealer.

c. **BFG Form 80.** Special Import Certificate (See also SOBFG 5205) BFG F80

is required for all initial BFG registrations of privately owned vehicles and must be applied for from C&I BFG. NATO Form 302 is required for corporate vehicles such as PRI or company vehicles used by contractors.

Notes:

1. **Applications for a BFG Form 80 in relation to a New Tax-Free Vehicle (as described in Section 2 paragraph 218) may only be made to the C&I BFG within the last month prior to the first anniversary of BFG registration of any previous New Tax-Free Vehicle registered in the name of the applicant.**

2. **BFG Form 80/NATO Form 302 do not of themselves guarantee an entitlement to BFG register a vehicle.**

d. **Proof of vehicle EU or UK Type Approval.** New Motorised Vehicles - A copy of the Certificate of Conformity (CoC) the log book, Allocation Certificate or a letter from the dealer showing an EU type approval number. If proof of EU Type Approval is not available see Para 306, Note 4 of this order. The CoC is not proof of registration of the vehicle.

(1) All other motorised vehicles (i.e. not new) up to 10 years old, and all motor caravans under 3,500 kg gross weight, are required to have either an EU CoC or have a German national approval certificate – unless they have been previously registered in the UK or Germany, and are accompanied by the British or German logbook, with an EU type approval number shown on the country's log book.

(2) Towed caravans, trailers, motorised vehicles over 3,500 kg gross weight, and vehicles over 10 years old do not require evidence of type approval.

e. **Roadworthiness Inspection Report.** (BFG Form 65A). This form is to be submitted on application for initial BFG registration of all vehicles over 3 years old. If not submitted the vehicle will be granted 45 days temporary registration (provided that the vehicle has a current roadworthiness certificate from another country e.g. UK MOT or German TÜV) during which time the roadworthiness test must be passed and an application made to renew the BFG registration, submitting BFG Form 65A with the application. This must be completed within 45 days of date of temporary registration.

f. **Tax paid cars up to 6 months old.** In order to prevent the vehicle being treated as Tax-Free, an invoice proving that tax has been paid or a statement from the dealer that there is no outstanding tax liability on the vehicle **must** be produced.

g. **Self Addressed envelope.** This must have personal and unit details and contact telephone number. All BFG documents will be returned direct to the customer. No stamp is required in BFG.

Note: A light test must be carried out at the local BFG Roadworthiness Testing Centre within 45 days of initial BFG registration, on all RHD vehicles and motorcycles under 3 years old and LHD vehicles previously registered in the UK. No extensions to the BFG light test date will be granted. (See also paragraphs 13, 14 and 15 of Annex A to this section). However, where a person is posted within 3 months of the date of import of the vehicle, a waiver of the requirement to take a lights test may be applied for with the application for registration (BFG Form 20). The application is to include a copy of the Assignment Order, and is to be addressed to SO2 G1 Veh Lic.

407. Owners of vehicles (except motor caravans and vehicles over 3500 kg) imported into BFG from outside the EU (mainly N America) who are not in possession of a Certificate of Conformity or an EU Type Approval Number, and who are encountering genuine difficulties in obtaining these items, are to consult SO2 G1 (Vehicle Licensing) HQ BFG or OC BFG VLO (MAIN) for further advice.

408. The BFG VLO (MAIN) will destroy all logbooks (Owners are advised to photocopy their logbooks before handing them to BFG VLO (MAIN)).

409. Vehicles previously BFG registered and brought back to BFG whether by their original Owner or not, will be allocated their original BFG number.

410. A vehicle being imported into Germany, under an Allocation Certificate, may be registered with the BFG VLO(MAIN) before its arrival, provided paragraph 306(b) above has been complied with and:

- a. The Owner has already arrived in Germany.
- b. The vehicle is due to be imported within 14 days of the date of application.

411. Import into Germany includes vehicles collected from the factory or from German dealers. In such cases the vehicle will only be granted a temporary registration of 45 days from date of initial BFG registration. The BFG Form 73 includes the requirement for a light test to be completed within 45 days of initial registration.

PRI Vehicles

412. Vehicles owned by Regimental or Station Institutes are treated as civilianised service vehicles in Germany and as such they have BFG registration. The rules regarding the insurance and BFG registration of these vehicles are at Annex D to this section.

Accounting for BFG Registration Documents and Registration Plates.

413. The documents and registration plates issued by the BFG LVLO to the individual are accountable items and the recipient is required to sign and return a receipt for them to the BFG LVLO. BFG number plates are only to be released to vehicle Owners or their spouses. Plates are **not** to be released to dealers. The supplied registration plates are to be affixed by the Owner to the vehicle immediately on receipt. The recipient makes a declaration on the receipt form that:

- a. The BFG registration plates remain the property of the BFG LVLO. (This still applies even if the vehicle Owner has had permission in writing from SO2 Veh Lic or OC BFG VLO (MAIN) to have their own plates privately made).
- b. The BFG registration plates will be affixed to the vehicle.
- c. They undertake to return BFG registration plates and associated BFG registration documentation to their Unit BFG LVLO (see Section 6).
 - (1) On posting out of BFG.
 - (2) On sale of a vehicle to a person not entitled to BFG Facilities.
 - (3) When a new registration number is issued on change of German registration area.

Registration Plates and International Identification Stickers.

414. BFG registration plates bearing current BFG registration numbers allotted to vehicles are to be displayed at all times at the front and rear of vehicles, except that on motorcycles, bicycles with an auxiliary motor, caravans and trailers a plate need only be displayed at the rear. Quad-bikes are to display front and rear number plates. BFG number plates are not to be bent or mutilated in any way. If the plates are broken in an accident, the Owner should apply to the BFG LVLO for replacements and not make a purchase privately. A charge will be made for replacement plates.

415. BFG UK style registration number plates are to be of BS standard UK pattern and of plastic construction. These are to be fitted to RHD vehicles only and are not to be altered in any way.

416. BFG German style registration number plates are to be of pressed metal pattern, manufactured commercially to conform in size and shape to the German specification, i.e. the numbers and letters are to be coloured black upon a white background, and are to be fitted to all LHD vehicles. All motorcycles of 50cc and above will be issued with a German style plate. Owners of motorcycles, mopeds and mofas below 50cc are required to register their vehicle with the BFG LVLO and will be issued with a German insurance plate by the individual's German insurance company. (This precludes insurance with a non-German insurance company).

417. The international identification sticker e.g. GB or D depending on the type is to be displayed at the rear of all BFG registered vehicles that have not been issued with Europlates. The sticker is to be fixed to a vertical or near vertical surface and be clearly visible when viewed from the rear of the vehicle. Vehicle Owners are to provide GB or D stickers. A National identification sticker is not required with Europlates.

418. **Retention of Cherished Registration Numbers.** There is no provision to retain any cherished registration number issued by the DVLA Swansea. This is due to restrictions with the DVLA Database.

419. **Personalised Registration Numbers and Plates** are **NOT** permitted under any

circumstances. Only those registration plates issued by the BFG LVLO or UK DVLA (where applicable) are to be displayed on motor vehicles, motor cycles, caravans and trailers.

Replacement Documents/Number Plates

420. When a BFG number plate becomes damaged and requires replacement an application for a replacement is to be made on the proforma at Annex E. If at the time of initial BFG registration, the Owner has ordered the wrong size or shape of plate, then a charge of €9 per plate or €18 for a pair will be made. UK cheques or Postal Orders will no longer be accepted by the BFG LVLO or the Fuel Coupon Accountant. Payment is to be made to the Garrison Central Cash office in cash (Euros). The cash office will issue the payee a signed and date stamped receipt (see Annex I for example). A copy of that receipt should be made by the payee as the original copy is to be sent to the BFG LVLO with the respective proforma, Annex E or H of this section. The Central Cash Office is to transfer this money by Bank Credit Transfer by completing in full the BCT, example shown at Annex J, to the Fuel Coupon Account. Annex K is to be used in cases of more than one request for replacements and a copy forwarded to the Fuel Coupon Accountant once the money has been transferred. **Note: If a vehicle owner can prove that a registration plate has been lost or damaged as a result of a road traffic collision then no charge will be applied.**

421. Where an Owner mistakenly declares a vehicle to be LHD instead of RHD and vice versa, a charge of €35 will be made for a replacement set of documents and plates. Applications for a replacement BFG Form 73 are to be made on the proforma at Annex H. €5 of the €35 amounts to an administration charge for the new BFG Form 73, and emission sticker and €18 is for replacement plates. Applications for a replacement set of documents and plates are to be made to the BFG VLO (MAIN) direct or through the owner's LVLO. A charge of €35 will also be levied in other cases where a new set of documents and/or plates is requested. A charge of €9 will be levied for the issue of number plates for bicycle racks. Payment and accounting for these charges for both the owner and cash office will be made in exactly the same way as described in paragraph 420 above.

Change of Unit/Establishment/Status within BFG

422. When members of BFG change units/establishments/status within the BFG registration period, they must send their BFG Form 73 (not a photocopy) together with application form (see Annex H) showing details of their new unit/establishment/status, including the new UIN.

Carriage of children under 12 years of age

423. Details are at Annex F to this section.

Mopeds/MOFAS (Mechanised Bikes under 50cc).

424. All such vehicles have to be registered with the BFG LVLO. Special insurance must be obtained from a German company who will issue an insurance certificate with a number that is renewed annually in March. This number is also issued as the vehicle's registration plates (*different colour each year*).

425. German sourced vehicles will have a grey document called a "Betriebserlaubnis" instead of a log book. The "Betriebserlaubnis" will show the Chassis number, Top Speed, cubic capacity etc. With effect from 1 Jan 02 the Certificate de Conformité issued for Peugeot MOFAS is acceptable in lieu of a "Betriebserlaubnis". In all cases this must be supported by proof of ownership.

Note: Child scooters that are fitted with a motor (*usually electric rechargeable*) attached must have the special insurance and the plate must be displayed according to German law. If the vehicle's speed is more than 6 kph it must also be registered with the BFG VLO (MAIN) as per Paragraph 416 above.

Privately Leased Vehicles

426. Privately leased vehicles cannot be BFG registered. However, in very exceptional circumstance, a case can be submitted to SO2 Veh Lic for consideration for exemption to BFG registration for not more than six months. This must be accompanied by a letter from the leasing company stating that they are aware that the vehicle is being removed from the UK and will be used in Germany for no longer than six months. A UK Vehicle Hire or Lease Certificate (VE103R) must also be included. No BFG fuel coupons will be authorised in such cases.

Registration of vehicles intended for track use only

427. Vehicles intended for track use only include scramble bikes, quad bikes, trikes and stock-cars. All such vehicles must be registered with the BFG LVLO.

428. The procedure for the acquisition and registration of such vehicles is as follows:

- a. Vehicles bought Tax-Free from a local dealer must be purchased through the NAAFI official procurement agency (OPA).
- b. Regardless of where the vehicle is purchased a BFG Form 80 must be applied for from C&I, BFG, BFPO 39.
- c. BFG registration must be applied for using BFG Form 20 enclosing the following documents:
 - (1) Insurance – minimum cover is 3rd party.
 - (2) Proof of ownership – Invoice or bill of sale, or log book. The document must show the vehicle's chassis number or identifying mark.
 - (3) BFG Form 80.

429. If a vehicle is sold or transferred to a non-Entitled Person (*including motor dealers and traders*) **BFG Form 38** must be completed. This document can be obtained from C&I, BFG. The vehicle must not be handed over to the buyer until instructions have been received from the German Customs authority following the completion of the BFG Form 38. If the vehicle is to be disposed of in the UK, **BFG Form 38** must still be applied for

(and not a BFG Form NOVA).

430. Prior to disposal the vehicle must be de-registered with the BFG LVLO using **BFG Form 4003 enclosing BFG Form 73 and copy of BFG Form 38.**

Notes:

1. **Vehicles intended for track use only cannot be used on public roads legally.**
2. **If the vehicle is intended for use on public roads then it must be converted. This will involve conversion work such as the addition of mirrors, lights and indicators. The vehicle will then be subject to a full BFG Roadworthiness Test and will require full BFG registration with the issue of vehicle number plates.**

Motability vehicles

431. Motability vehicles at present cannot be registered on the BFG system. In the meantime the customer should apply for registration with supporting documentation as per this Order. In doing so their registration will be held on a manual database, but so as not to disadvantage them, they will be issued with a fuel card. Please be aware that the vehicle will still have to comply with this Order and German law: lights, insurance (GB) and tyres etc. All Motability applications are to be addressed to 2IC BFG VLO (MAIN) BFPO 39. Note the Fuel Card will not be issued until the BFG VLO (MAIN) is in receipt of a BFG Form 65D light test pass certificate.

ROADWORTHINESS INSPECTIONS, LIGHTING TESTS, SAFETY EQUIPMENT AND OTHER SPECIFICATIONS

The Supplementary Agreement requires British Forces in Germany to operate a vehicle inspection and registration system for private vehicles owned and operated by members of The Force. The vehicle inspection system is based upon the UK MOT vehicle inspection and includes additional provisions of the German Road Traffic Regulations.

Roadworthiness Inspections

1. All BFG Vehicles over three years old are subject to an annual safety inspection to the Vehicle & Operator Services Agency (VOSA) Vehicle Inspectorate standards as follows:

	Vehicle Class	Inspection Due	Remarks
A	Cars, Light Vehicles and Motor Cycles. Caravans and Trailers up to 3.5 tonnes.	An initial inspection three years from the date the vehicle was first registered and annually thereafter. An initial inspection three years from the date the vehicle was first manufactured and bi-annually thereafter.	A light test is required either prior to initial registration or after initial registration within 45 days for vehicles under 3 years old. If manufacturer or registration of trailer cannot be proved then Annex B Paragraph 7 applies.
B	Public Service Vehicles.	Vehicles with more than 9 seats including the driver are to be inspected before initial BFG Registration and annually thereafter.	The first inspection will include confirmation of the correct installation and suitability of seat belt fittings.
C	HGV.	Vehicles over 3.5 tonnes are to be inspected before initial BFG registration and annually thereafter.	
D	Kit Vehicles and other non proprietary vehicles.	Irrespective of age, Kit and other non-standard vehicles are to be inspected before initial BFG Registration and annually thereafter.	See Annex B, Paragraph 7.
E	Vehicles without Type Approval	Vehicles without an EU or UK type approval can only be accepted for BFG Inspection on presentation of a valid Gutachten.	MOT / TÜV/Gutachten Certificates are to be provided at the Owners expense.

2. Owners of BFG Vehicles are required to apply directly to an approved BFG Test Centre for a BFG Roadworthiness Inspection or Light Test. See Paragraphs 13 – 15 below.
3. Notes on the construction requirements for BFG registered vehicles are detailed at Annex B to Section 4. Procedures concerning kit cars and specials, including caravans and trailers, are also contained in Annex B to Section 4.
4. In addition to the annual BFG Inspection, a special roadworthiness inspection may be ordered when a Commanding Officer/ Head of Establishment, a Service police officer or a Unit BFG Registration Officer has reasonable grounds for believing that a vehicle is being operated in an apparently dangerous condition.
5. **Dangerous Defects.** If a dangerous defect is discovered during a routine BFG Roadworthiness Inspection the BFG Examiner may forbid the owner or his authorised representative to drive the vehicle away from the BFG Test Centre, after receiving the necessary authority from ES Branch, HQ BFG.
6. **Vehicle Repairs.** The BFG Examiner is not permitted to carry out repairs however minor adjustments are acceptable. If the vehicle is declared unroadworthy during the test, the owner will be responsible for removal of the vehicle to a place of repair and effecting the necessary repairs or adjustments.
7. **BFG Inspection Retest.** Vehicles that have failed an inspection and re-submitted to the same BFG Vehicle Testing Station within fourteen days will only be subjected to a partial inspection which must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test. **Only one partial inspection is permissible per full inspection.**
8. **Inspections.** BFG Inspections are only to be carried out in BFG Test Centres authorised by ES Branch, HQ BFG, who have the pan-Germany responsibility for setting and maintaining the technical standard of the vehicle inspection process. All BFG Test Centres are subject to formal annual and random audits by ES Branch, HQ BFG.
9. Section 6, Paragraph 623 contains procedures for BFG registered vehicles that are “off-the-road” due to extensive repair work being carried out on them.
10. For vehicles that are over three years old and about to be BFG registered for the first time, a BFG Vehicle Inspection Report BFG Form 65 (see Paragraph 13 below) will be issued by the BFG Examiner immediately following a successful inspection.
11. It is the Owner’s responsibility to ensure that the vehicle is re-inspected before the 12 months anniversary date of the last recorded inspection. The vehicle will be deemed unroadworthy if a road worthiness inspection has not been carried out by the date shown on the BFG Form 73.
12. **Exhaust Emission Test.** The BFG Roadworthiness Test includes an Exhaust Emission Test on both petrol and diesel driven vehicles.

Warning – Diesel Engines.

During the test diesel engines will be subjected to maximum stress on at least three and possibly six occasions. That is to say, the engine will be run at maximum revolutions in short bursts. Under these circumstances poorly maintained diesel engines could fail the emission test, with dire results. If, for instance a timing belt has not been changed at specified intervals or other scheduled maintenance has not been carried out, the engine could be damaged. BFG Test Centres will not be held responsible for any damage caused to the vehicle engine during this period.

Roadworthiness Inspections and Light Tests

13. All vehicles, regardless of age require a BFG light test. The BFG Form 73 includes the requirement for a light test to be completed within 45 days. Where a vehicle is over three years old it will be given 45 days temporary registration and the vehicle must pass a full BFG roadworthiness inspection within 45 days of the registration. In the case of vehicles over three years old, light tests will be carried out during the roadworthiness inspection. Such vehicles must have an MOT or TÜV/ Gutachten certificate that is valid for at least 45 days after the date of initial registration, if the expiry date falls within the 45 days then the BFG roadworthiness test must be completed before this date. **If the light test or roadworthiness test is overdue the Owner is not permitted to purchase duty free fuel for the vehicle and the vehicle will be classed as unroadworthy, such vehicles are not to be used on public roads/in public places and within barracks.** Rear fog lights are to be fitted to the centre or left of centre of the vehicle. LHD vehicles that have not been registered in the UK are exempt from the requirement to have a light test.

Notes:

- 1. If a customer has lost their BFG Form 73 and requires proof that a roadworthiness test or light test has been carried out before applying to the BFG LVLO for a replacement, then they should go to the BFG test centre that tested the vehicle with proof of ownership, i.e. ID Card and their vehicle insurance policy (showing chassis number), who will then, if satisfied, issue a copy of the BFG Form 65 (Test Certificate).**
 - 2. If the vehicle registration is out of date and/or they have bought a vehicle on transfer then they should request a Screen Print (SP) of the vehicle details from the BFG LVLO through their local BFG office. The SP will only be issued on proof of ownership, i.e. if recently transferred and not in the customer's name then a copy of the Bill of Sale (BoS) must also be submitted. The SP will only show the vehicle details and will only be valid with the BFG LVLO validation stamp.**
 - 3. Once the roadworthiness test has been carried out the test centre will retain and destroy the SP.**
14. Headlights must be suitable for driving in right hand traffic systems. For all vehicles, less LHD vehicles not previously registered in the UK (see Paragraph 13 above), either Continental headlights or lights that are by manufacture are capable of being used without

dazzling oncoming traffic. Owners are advised to seek advice from the vehicle's manufacturer prior to replacing headlights. All vehicles must still undergo and fulfil the standard required of a Lights Test in accordance with the procedures laid down at Paragraph 1 to Annex A to Section 4 and Paragraph 406, Note 1, Page 4-5 given above.

15. **Vehicles that fail the light test** are to be presented for re-inspection within fourteen days in accordance with Section 9 sub paragraph 902n of this order. LVLOs are to withdraw BFG Vehicle registration documents and plates when there is doubt as to the roadworthiness of a vehicle or the light test has not been carried out. The swapping of lights between vehicles in order to pass light testing is strictly forbidden.

Complaints concerning a roadworthiness inspection are to be forwarded to SO2 ES, HQ BFG, BFPO 39 within 7 working days using the Performa at Annex G.

Safety Equipment

16. BFG registered vehicles (excluding caravans/trailers and two wheelers) must carry:

- a. A first aid kit to specification DIN 13164.
- b. A warning triangle.
- c. A Reflective vest EN 471 for each person travelling in the vehicle.




17. **Advisory.** The following is advisory:

Winter Tyres. German Law requires that winter tyres (marked with a snow flake) or MudSnow tyres (marked "MS", "M.S." or "M+S") must be fitted when the vehicle is used in certain winter/adverse weather conditions, such as: Black ice, Snow, Slush, Icy and or frosty roads.

EMISSION STICKERS

EU regulations limiting fine particle pollution in inner cities has led to the introduction of OFFICIAL zones in some German Cities. Each city is responsible for defining its “environment zone(s)” and signing them appropriately. All vehicles (including BFG ones) will have to display emission stickers that identify what level of carbon emissions the vehicle produces. The emission sticker must be attached to the windscreen in such a manner that to remove it will result in its destruction. Failure to display a sticker within a zone may incur a fine of €80 and a penalty point on the driver’s license.

The emission stickers will be numbered in line with the European engine standards starting with Euro 2 to the latest European engine standard Euro 5. The sticker type displayed on vehicles will depend on the age and standard of the engine. Vehicles with lower numbered stickers will be denied access to some inner cities in Germany from 2010. The table below shows what the stickers look like and what restrictions will apply.

Sticker Type	No sticker issued			
Engine Class	Euro 1 or worse	Euro II	Euro III	Euro IV
Restriction	Vehicles will not be allowed in inner city zones	Vehicles of Euro II standard will be allowed in inner cities until 2010.	Allowed for the time being. May be banned later.	Allowed.

To comply with the new environmental regulations, all BFG vehicles that are registered after 1 September 2007 with the Vehicle Licensing Office will be issued with an appropriate emissions sticker which will be required to be displayed in the vehicle windscreen. The Vehicle Licensing Office is responsible for identifying which Euro engine the vehicle has and issuing the appropriate sticker.

For non BFG registered vehicles that are registered through the German vehicle registration office, it is the owner’s responsibility to purchase stickers through German outlets such as garages or TÜV centre using the German vehicle logbook to identify the emission category.

Leave travel to Northern Ireland

All BFG personnel travelling to Northern Ireland (NI) on leave and taking their RHD BFG registered vehicle with them are to remove the 'Emission Sticker' attached to their windscreen before they arrive in NI.

On return to BFG they are to apply for a new 'Emission Sticker' using Annex H to Section 4 to this Order. The application is to be signed and stamped by the unit admin office confirming travel to NI had been for leave. The 'Emission Sticker' will then be replaced free of charge.

CONSTRUCTION REQUIREMENTS FOR BFG REGISTERED VEHICLES, CARAVANS, TRAILERS, TOWED EQUIPMENT, MOTORCYCLES AND MINI BUSES WITH MORE THAN NINE SEATS

General

1. Owners of BFG registered vehicles are responsible for ensuring that their vehicles are roadworthy in all respects and that certain legally required items are carried.

Construction

2. Vehicles satisfying current German Construction and Use Regulations are acceptable to the BFG LVLO. Vehicles built to current British specifications will normally be acceptable subject to the additional requirements shown below. Vehicles built to earlier specifications may need additional items or changes to enable them to meet current regulations.

3. The format and the detailed requirements of the BFG Roadworthiness Inspection are specified in ES Branch BA (G) Technical Instruction No 35. The interpretation and application of this instruction is the responsibility of the BFG Testing Station; its decision is final.

4. The modification or embellishment of a vehicle in a manner which could be construed as affecting its road holding capability or its safety in use, otherwise than by modifications approved by the vehicle manufacturers, is not permissible in German law, nor is the fitment of certain accessories e.g. mascots, certain combinations of additional lamps, winged hub caps etc. When in doubt Owners are advised to consult the appropriate BFG Testing Station.

5. Caravans, Trailers and Other Towed Equipments

a. Indicators must flash in conjunction with those on the towing vehicle (in both directional and hazard warning modes). A visual indicator is required within the towing vehicle to confirm the direction indicating lights of an attached trailer are working.

b. Two triangular red reflectors must be fitted at the rear of and to the outer edges of the towed vehicle.

c. Overrun brakes must be fitted to a caravan/trailer if any of the following apply:

- (1) It has more than one axle.
- (2) It weighs more than 750 Kg.

(3) It exceeds half the unladen weight of the towing vehicle.

6. **Increased speed limits for caravans and trailers.** Under TÜV rules some modern caravans and trailers, when used with vehicles fitted with ABS and which meet specific standards of construction, may be authorised to travel at the higher speed of 100 kph. Owners of such vehicles (i.e. those meeting the exemption regulations) may at their own cost, obtain the authorising sticker through the KFZ-Zulassungsstelle. The criteria to be met include the fact that the tyres fitted to the caravan should be no more than six years old with a speed index of L (120 kph or better) and that shock absorbers and brakes be fitted to the caravan.

Kit Cars, Specials and Trailers

7. This paragraph refers to non standard road vehicles. This includes all road vehicles and trailers that have not been assembled/constructed by manufacturers recognised by the German authorities. Examples are kit cars, specials and home-made trailers. Such vehicles will only be accepted for BFG roadworthiness inspection and registration when submitted with a Gutachten certificate from TÜV engineering inspectors showing that the vehicle has been inspected and meets the minimum constructional standards required by German law and road safety standards. The Owner is responsible for making the arrangements with the TÜV authorities and meeting all expenses involved.

8. For imported kit cars and specials the Owner must provide valid proof that the vehicle was registered or "in use" in another country prior to import into Germany. Such vehicles still require a Gutachten/TÜV certificate, but are to have a BFG Roadworthiness Inspection carried out, irrespective of age.

9. Motorcycles

a. If the engine capacity exceeds 50 cc and was first registered after 1 Jan 62 the machine must be fitted with directional indicators in accordance with German STVZO regulations.

b. Motor cycles that can exceed 100 kms per hour and were first registered before 1 Jan 90 require a single wing mirror on the left hand side. Those first registered after 1 Jan 90 require 2 rear view mirrors in accordance with German STVZO regulations.

10. **Mini buses.** Mini buses, including PRI minibuses with more than nine seats, are to receive an annual roadworthiness inspection before BFG registration, regardless of age.

11. **LHD Historic Vehicles.** Such vehicles must have a Gutachten to confirm their status, i.e. confirmation that the vehicle restoration has been IAW German historic laws.

Insurance

1. An application for BFG registration (on BFG Form 20) is to be accompanied by proof of insurance cover as shown below. Insurance should be in the name of the Owner of the vehicle or the Owner's entitled spouse. All documents must be **ORIGINAL**.

a. **Insurance Cover by a UK Insurance Company. Only such companies and brokers listed at Appendix 1 are acceptable to the BFG LVLO.** All policies must acknowledge the fact that both the vehicle and the person being insured are resident in BFG and that the vehicle is registered with the BFG LVLO. The Chassis No. and not the vehicle registration number must be recorded on all insurance documents. One of the following documents must be produced:-

(1) An international green card issued in respect of an insurance policy valid for Germany must show the BFPO or German civil address, or

(2) An insurance policy and schedule valid for Germany which must be accompanied by evidence that the renewal premium has been paid.

Note: Personnel must check, before taking out insurance with a company at Appendix 1, that the particular company will accept business with a member of BFG as a permanent resident and the vehicle registered with the BFG LVLO.

b. **Insurance Cover by a German Insurance Company in Germany**

(1) A fully completed Single White Card (Versicherungsbestätigung) stamped and signed by the insurance broker plus a photocopy, will be required when submitting BFG Form 20 for initial registration. Registration will be granted for the period of cover shown or the full year, depending on the circumstances. The vehicle chassis number and not the registration must be recorded on all documents.

(2) On transfer between spouse/civil partner, where current insurance policy is being retained, the new registered keeper, on transfer, must submit a new single white card in their name.

Note: A green card issued by a German insurance company will not be accepted as proof of insurance.

2. BFG registration is limited to the period covered by the policy, or 36 months from the date of issue of BFG registration, whichever is the lesser. Under no circumstances will the period of BFG registration exceed the period of insurance cover. **The insurance cover accompanying all applications for BFG registration must be valid for a minimum of 30 days from the date of the BFG Form 20/20A.** If there is a valid reason for using insurance of less than 30 days duration an explanatory note must be enclosed pending a decision by the OC BFG LVLO.

3. The driver of a BFG Vehicle is to carry proof of insurance cover at all times.
4. Owners are to ensure that their motor policies include passenger liability cover. Owners are advised to insure their vehicle for its full tax paid value. If the car is written off soon after it is first registered, the authorities of the country which has granted tax relief could request VAT to be paid.

Consequences of NOT being Insured

5. It is a disciplinary offence to park a BFG Vehicle on a Public Road/in a Public Place or to drive such a vehicle anywhere in Germany without third party liability insurance (see Section 11 paragraph 1107 - 1108). Furthermore, should that vehicle be involved in an accident, causing third party damage, the Owner of that vehicle may also be liable for personally settling any compensation claims submitted by third parties.

Motorcycles Mopeds & Mofas with engines under 50 cc

6. These vehicles can only be insured with a German Insurance Company who will issue German Insurance Plates (Number Plates). (See also paragraph 424).

Change of Insurance Company

7. If the vehicle Owner changes their insurance company during a BFG registration period they **MUST immediately** inform the BFG LVLO by sending their BFG Form 73 (not a photocopy), and the new Insurance Documents (UK Policy and Green Card, German Single White Card) to the BFG LVLO.

Insurance Cancellation

8. The cancellation of the insurance policy supporting a BFG registration immediately makes the registration of the BFG vehicle invalid. This occurs whether it is the policy holder or the insurance company who has cancelled the insurance. **The vehicle may not be used until the insurance has been re-instated, or a new policy issued, AND the vehicle's registration has been renewed with the BFG LVLO and you are in possession of the documents.** As per the cancellation notices issued by the BFG LVLO following receipt of cancellations from the insurance company, the Unit/Garrison VLO must ensure that the vehicle is taken off the road until the registration has been renewed.

9. A full renewal of registration must be carried out following receipt of a notice of insurance cancellation (Unless a Change of Insurance Company has already been processed by the BFG LVLO – see paragraph 7 above). A BFG Form 20/20a must be completed as per a regular renewal. Note that a new German single white card (with photocopy) is always required when reinstating a German insurance policy following a cancellation.

Note: Your vehicle must not be driven or parked on any Public Road or Place until the registration has been completed and you have received the documentation.

UK Insurance Companies And Brokers Whose Policies Are Valid In Germany

Listed below are UK based insurance companies and brokers that may be approached when seeking vehicle insurance valid for Germany. 2The BFG Helpline (Mil Ext 94881 2637, Civil 0521 9254 2637) will provide up-to-date information on any changes to the list.

Frizzell Financial Services (Liverpool & Victoria Ins Coy) - for UKBC/UKBT (CSMA members).

Forces Financial provided by Aviva

Ageas

Service Insurance Co, Towergate Wilson.

TF Insurance Services Ltd, Zenith, AGEAS, Markerstudy.

Notes:

1. Applications for any exemptions to this order must be addressed to OC BFG VLO (MAIN), BFPO 39.
2. The BFG VLO(MAIN) will accept insurance cover from other UK insurance companies provided the Insurance Certificate/Green card is accompanied by a letter from the insurer that states that the insurer realises that the insured and his/her vehicle reside in Germany and the vehicle is not currently registered with the DVLA, but with the BFG VLO(MAIN).
3. The use of a particular insurance company is a private issue and the BFG VLO (MAIN) cannot recommend any particular company or get involved in private disputes.

Registration And Insurance Of PRI Owned And Other Club / Unit Owned Vehicles Operating In Germany

1. PRI vehicles are to be insured through commercial insurance companies.
2. Financial responsibility arising out of the use of PRI vehicles will not be accepted as a charge against public funds. PRIs are to insure their vehicles to cover, at least, the requirements of German law, and include passenger liability.
3. The following minimum passenger indemnity is to be provided by insurance policies issued in respect of PRI owned passenger carrying vehicles:

Vehicle passenger seat capacity	Indemnity required (€) Personal Injury	Indemnity required (€) Property Damage	Indemnity required (€) Pecuniary Loss	Indemnity required (€) TOTAL
Up to 19 seats	3,000,000	525,000	55,000	3,580,000
20 to 29 seats	3,500,000	550,000	60,000	4,110,000

The figures quoted above represent the minimum insurance requirement in German law in respect of fare paying passenger-carrying vehicles. PRIs owning passenger carrying vehicles should check that insurance policies issued meet this requirement. If they do not, the insurance company concerned should be requested to provide the additional cover required. Third Party liability should be 'unlimited'.

4. PRIs are at liberty to choose any of the British insurance companies they desire as listed in Appendix 1 to Annex C to this section. Any German insurance company is acceptable.
5. PRI vehicles operating outside Germany will operate as private vehicles and must, therefore carry Green International Insurance Cards.
6. The reporting procedures for traffic accidents in which PRI vehicles are involved are detailed in SO BFG 6109 (Traffic Accident Reporting and Claims Procedure).

Note: These claims arrangements apply to bona fide PRI vehicles only. They do NOT relate to vehicles owned/operated by sub units for welfare purposes or by messes, saddle clubs, sailing or gliding clubs, etc. Such latter vehicles will be registered in the normal BFG registration series with the PMC, club chairmen or club from time to time shown as Owner or nominee Owner, as appropriate. Registrations will not be accepted for 'Unit Welfare Vehicle'. Care should be taken that mess and/or club vehicles are not insured under a PRI motor policy.

7. PRI coaches, minibuses and welfare vehicles in BFG are classed as Service vehicles and because of this; their use in Germany is covered by the NATO SOFA and SA thereto and in the Netherlands and Belgium by the NATO SOFA. They are thus able to operate in these countries using the vehicle documentation issued in pursuance of these agreements.

8. Journeys to UK via the Netherlands and Belgium are subject to the following provisions:

- a. The services are provided exclusively for the use of Service personnel, their dependants and civilian component of BFG.
- b. Vehicles must be properly insured for the type of journey being undertaken.
- c. All drivers must hold a PCV license.
- d. PRI coach services may only be advertised in Service controlled media.
- e. No other hire or reward journeys are to be undertaken by the vehicles whilst in the UK.

9. If PRI coaches, minibuses and welfare vehicles, with a capacity of 9 people or more including the driver, are required for continental journeys other than travel to the UK via The Netherlands and Belgium, they are required to conform to the EU regulations. In this context, operators of such vehicles should apply for details to their Formation Master Driver.

10. If operators of these vehicles wish to undertake hire arrangements in BFG for other entitled users, they may do so. In these circumstances it is the responsibility of the hirer of the vehicle to ensure that the user is aware of the regulations concerning the use of such vehicles. No hire and reward journeys may be undertaken by the vehicle whilst it is in the UK.

11. **NATO Form 302.** PRI and club/mess vehicles are not personally owned vehicles and must not be BFG registered in the name of an individual in their private capacity (see note after paragraph 6 above). When the vehicle is first acquired a NATO Form 302 not a BFG Form 80 is required. BFG Form 80 is for personal belongings whereas NATO Form 302 is for Import/Export declarations for goods that are the property, or destined to become the property, of The Force. **NATO Form 302 is obtained from C&I BFG following an application on NATO Form 302A.**

12. **BFG Form 38.** When a PRI and club/mess vehicle is disposed of to a Non-Entitled Person, a BFG Form 38 must be completed. BFG Form 38 is obtained from C&I BFG, BFPO 39.

Application For All Replacement Number Plate(s)

1. Please send me a replacement number plate(s) to replace a plate(s) damaged or requiring replacement as below. The reason I require a replacement number plate(s) is (state below):

2. Vehicle details:
 - a. Owner (No., Rank, Name).
 - b. Vehicle BFG registration number.
 - c. Shape of plate(s) required.
 - d. Front/Rear/Both.
 - e. If stolen quote Police Loss Report Number:

Note: A charge of €9 for a single plate or €18 for a pair will be made. BCT's should be made payable to the **BFG Fuel Coupon Account, HQ BFG** as per Para 416

Applicant's Signature

Rank/Status/Name (in block capitals)

Certifying Officer's Signature

Rank/Name (in block capitals)

UNIT STAMP

Carriage Of Children In Motor Cars

The Law

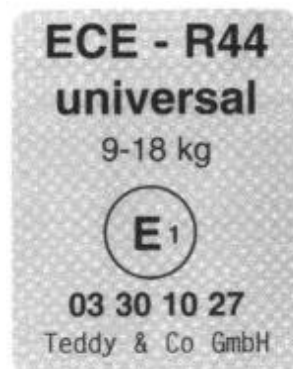
1. In Germany children below the age of 12 or shorter than 150 cm who are transported in cars must be carried in officially approved child seats that are suitable for the size and weight of the individual child. It is the driver's responsibility to ensure that the correct child seats are used. Drivers who fail to comply with the legal provisions may be fined and possibly risk an endorsement on their license. If a child suffers an injury or is killed as a result of the driver's failure to secure the child correctly, the driver may face criminal charges as well as claims for compensation.

Suitable Seats

2. Child seats are deemed to be suitable if they are approved in accordance with ECE Regulation 44 (ECE R44). This is shown by an international approval mark on the child seat that contains the following information:

- a circle surrounding the letter "E" followed by the distinguishing number of the country which has granted approval; (e.g. "1" for Germany, "11" for UK)
- an approval number, whereby the first 2 digits mark the most recent technical amendment of ECE R44 ("03" in 2006; seats with the digits "01" or "02" must not be used after 8 April 2008)
- the word(s) "universal", "OFFICIAL", "semi-universal" or "vehicle specific" depending on the category of restraint.
- the mass range for which the child restraint has been designed, e.g., less than 10 kg; less than 13 kg; 9-18 kg etc.
- the symbol 'Y', in the case of a device containing a crotch strap,
- the symbol "S" in the case of a "Special Needs Restraint".

The colour of the approval mark is often orange, but may differ. An example is shown below.



All child seats must be suitable for the car and the child concerned and fitted in accordance with the manufacturer's instructions.

Weight Categories

3. Child seats/restraints are divided into the following five “weight categories”:

Category	Child Weight
0	Up to 10 kg (approx. up to 9 months)
0+	Up to 13 kg (approx. up to 2 years)
I	From 9 kg to 18 kg (approx. 8 months to 2 years)
II	From 15 kg to 25 kg (approx. 3 ½ to 7 yrs)
III	From 22 kg to 36 kg (approx. 6 to 12 yrs)

The specified age category is only approximate; the child’s actual weight should determine the type of seat to be used. Children if under 12 years or shorter than 150 cms whose weight exceeds 36 kg should still use category III seats.

4. **Children below 3 years of age.** Children below 3 years of age may only be transported in a car if the correct child seat for them can be fitted and used. This means that if seatbelts are not fitted or the correct child seat cannot be secured, children below 3 years of age must not be transported in the car. Child seats are not permissible on front seats unless specifically stated in the manufacturer’s instructions (as is the case for some rear facing child seats). If the manufacturer’s instructions state that it is permissible to use the seat on the front passenger seat, the passenger seat airbag must be de-activated. If the airbag cannot be de-activated, a rear facing seat must not be used. The passenger seat airbag must display a permanent warning sign.

5. **Children over the age of 3 and below the age of 12 (or 150 cm in height).** Children in this group must be secured in a child seat appropriate for the individual child (see table above). In exceptional cases, such as when 3 children are being transported on the back seat, or if not all seats in a car have seatbelts fitted, a child over 3 years old may be secured in the middle seat with a lap belt.

6. **Children over the age of 12 or taller than 150 cm (4 ft 11in).** Children who are **either** over the age of 12 **or** taller than **150 cm (4 ft 11in)**, can use normal seat belts and can sit either in the front passenger seat or the back seats. For children over 12 who are smaller than 150 cm, however, the use of a booster seat is still recommended.

Transporting several children

7. If on the back seat of a car two occupied child restraints prevent the fitment of a third, a child **over the age of 3 years** may be secured with a seatbelt/lapbelt only.

Occasional transport of children (including taxi transport)

8. Anyone who only occasionally transports children is nevertheless bound by the legal provisions as set out above. This also covers transport in taxis. Taxi drivers will usually hold one child seat category I and one booster seat (category II or III). They do not have to provide category 0 or 0+ seats since most parents of smaller children are likely to carry their children in these seats.

Vehicles without seat belts for all seats.

9. Child seats have to be used on all seats for which seat belts are legally required. If seat belts are not legally required, children are permitted to travel on the back seat without being secured. This may be the case, for example, if the car was first registered before 1 May 79, since for these cars rear seat belts are not required and do not have to be retrofitted.

Airbags

10. Rear facing child seats must not be used on front seats where a passenger's airbag is fitted.

Head Restraints

11. Even though the use of a child seat may mean that a child's head is well above the back rest of a vehicle seat, the child seat must still be used. Whilst it is acknowledged that head rests, which are not a legal requirement, can reduce "whiplash" injuries in the event of a collision, the use of a child seat is considered far more beneficial.

Handicapped Children

12. Where a child has a handicap that requires the use of a specifically adapted seat, such a seat must be used.

Penalty

A driver who carries children without using an appropriate child seat could face a cautionary fine. However, this fine may be waived if the driver did everything in his power to reduce the danger to which the child was exposed.

Roadworthiness Inspection Customer Complaints Proforma

To: SO2 ES HQ BFG BFPO 39		ES Branch Ref No:										
		Tel:					Surname & Initials:					
		Fax:					Rank/Grade:					
		Date:					Signature:					
Military/Civilian (c) Vehicle (d) Reg'												
Vehicle Make & Model:							Date of BFG Inspection:					
Inspectors Name:												
Unit:							Location of Test Centre:					
UIN:												
Details of Complaint:												

Application For A Replacement BFG Form 73 / Emission Sticker

1. Please send me a replacement BFG Form 73*/Emission Sticker*
2. The reason I require a replacement BFG Form 73*/Emission Sticker*

3. Owner's Details:

Service Number/Passport Number: _____

Rank/Status: _____

Surname & Initials: _____ (CAPITALS)

4. Vehicle Details:

BFG Registration Number:

RMP Loss Report No:

5. Enclosed is a copy, BCT for € _____ payable to "The Petrol Coupon Account". as per Para 416

Applicant's Signature: _____

Date: _____

Certifying Officer's Signature: _____

Rank & Name: _____ (CAPITALS)

Unit Stamp:

--

GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

DATE:

AMOUNT RECEIVED:

- 6€ DOCS
- 9€ SINGLE NUMBER PLATE
- 18€ SET OF NUMBER PLATES
- 35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:

.....

PAYEE SIGNATURE:

.....

UNIT STAMP

BFG LVLO RECEIPT

GARRISON/UNIT.....

NO: RANK: NAME: VEH-REG-NO:

DATE:

AMOUNT RECEIVED:

- 6€ DOCS
- 9€ SINGLE NUMBER PLATE
- 18€ SET OF NUMBER PLATES
- 35€ COMPLETE SET OF DOCUMENTATION/PLATES

(TICK APPROPRIATE BOX)

SIGNATURE:

.....

PAYEE SIGNATURE:

UNIT STAMP

INTENTIONALLY BLANK

Überweisung



Stadtparkasse
Mönchengladbach

310 500 00

Begünstigter: Name, Vorname/Firma (max. 27 Stellen)

BFG FUEL COUPON ACCOUNT

Nr. des Begünstigten

1 0 1 0 3 0

Bankleitzahl

3 1 0 5 0 0 0 0

Kreditinstitut des Begünstigten

SSK MG

EUR

Betrag: Euro, Cent

1 0 0 . 0 0 0 - 0 0

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des ...-senden - (nur für Begünstigten)

NAME FIRST THEN VEHICLE REGISTRATION OF CUSTOMER

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen)

STATE DOCUMENT OR ITEM REQUIRED

Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

BFG FUEL COUPON ACCOUNT

Konto-Nr. des Kontoinhabers

UNIT ACCOUNT NUMBER

1 0 0 . 0 0 0 - 0 0

20

DATE

Datum

A/C NO. in

SIGNATURE

Unterschrift

Dispo

Schreibmaschine: normale Schreibweise
Handschrift: Buchschrift in GROSSBUCHSTABEN.
Bitte je Zeichen ein Kästchen verwenden!

Blatt 2 ist für Ihre
Unterlagen bestimmt!

Bitte
NICHT
VER-
GESSEN:
Datum,
Unter-
schrift



BFG LVLO INCOME ACCOUNT

INCOME RECEIVED FROM CUSTOMERS SOURCES - MONTHYEAR.....

ITEM NO	CUSTOMER IDENTITY		AMOUNT €	BFG FORM No.	REPLACEMENT REQUIRED	DATE TO REGT ACCT	DATE TO FCA / BFG LVLO	FCA / BFG LVLO ACTIONED DATE
	NAME	RANK						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

DATE SENT TO BFG LVLO..... DATE RECEIVED FROM F.C.A.....

SIGNED..... SIGNED.....

CHARGES FOR SERVICES RELATED TO VEHICLE REGISTRATION AND THE BFG/DVLA VEHICLE REGISTRATION EMAIL SCHEME

Services Provided Free of Charge

1.* **Arrival in BFG on assignment.** On initial arrival in BFG on assignment or posting Entitled Persons will be entitled to register, free of charge:

- a. Single/married unaccompanied personnel: 1 car, 1 motorcycle, and 1 caravan/trailer or motor home.
- b. Married accompanied personnel: 1 car and 1 motorcycle per head of household and accompanying spouse, and 1 caravan/trailer or motor home per household.

Light tests and roadworthiness tests for these vehicles (where required) will also be free of charge.

The vehicles must arrive with the individual by the joining for duty date (date of commencement of duties for civil servants) or have been ordered within 6 months of the joining for duty date (date of commencement of duties for civil servants). Where vehicles are ordered or arrive after the 6 month date, an application for free registration may be made to OC, BFGVLO, HQ BFG, BFPO 39 for consideration.

2. **Renewals.** Renewals of registration will be free of charge.

3. **Additional Vehicles.** Vehicles that are brought into BFG for the purpose of being used for representational sports and representing the army, such as rally cars or off road motorcycles may be registered free of charge.

4. **Departure from BFG on assignment/posting.** Individuals who depart BFG at the end of their tours may de-register the following vehicles free of charge from the BFG VLO system.

- a. Single/married Unaccompanied: 1 car, 1 motorcycle, 1 caravan/trailer or motor home.
- b. Married accompanied: 1 car and 1 motorcycle per Head of Household and accompanying spouse, and 1 caravan/trailer or motor home.

5. **Horsebox/trailers.** Individuals who own horseboxes or trailers may register/de-register them free of charge on arrival/departure from BFG.

Services for which Charges are Made

6. **Mid-Tour Acquisitions and Disposals.** Registration (including light test and roadworthiness test), and de-registration charges will apply.

7. **BFG Roadworthiness Tests.** Charges will apply for all roadworthiness tests except in the circumstances listed in paragraphs 1 and 4 of this annex.

8. ISODETs. Personnel who are assigned to ISODETs will operate under the same rules as above. However, local arrangements may be made for light tests and roadworthiness tests to be carried out by the TÜV where required. Copies of the test certificate and confirmation of payment must be submitted when applying for BFG Registration/renewal.

9. There will be some cases that will not fit neatly into the above rules, neither is it the intent to second guess every individual circumstance. However, where an individual believes that they have an exceptional case it should be submitted through their chain of command to SO2 Vic Lic, BFGVLO, HQ BFG, BFPO 39 for resolution.

10. Payment must be made into the Imprest Account using the Form at Annex 1 to this section prior to undertaking registration/de-registration, BFG Road Test or light test. No action will be carried out until proof of payment has been provided.

Note: The level of charges stated at Annex 1 to this section may not be current and are subject to change without notice.

Obligation to DVLA Register

11. BFGVLO in conjunction with DVLA will register BFG private vehicles in Germany prior to a customer's departure under the BFG/DVLA Registration Email scheme. This process has been put in place for BFG personnel and is designed to offer a streamlined and alternative facility to having to apply direct to DVLA Swansea by post for UK registration and wait for documentation to be returned. The BFG/DVLA process does however require personnel to plan ahead and not commit to specific dates for returning their vehicles to the UK, until they have been assured by their LVLO that DVLA have accepted their documentation, See Annex 2 to this section. Prior to DVLA registration, an export license (either a BFG Form NOVA or BFG F38) must be issued by BFG Customs and Immigration. Failure to obtain a BFG Form NOVA or Form 38 may result in a tax demand being raised by German Customs. As part of the customs clearance process, BFG Customs and Immigration staff will conduct a physical vehicle identification number (VIN) check of all Tax-Free vehicles.

It is advised that the customer should not plan to drive back to UK on the same date that they have requested to register. This also includes a UK bank holiday or weekends.

12. Those eligible to use this scheme are Entitled Personnel who have vehicles registered with BFG VLO, all vehicles that were previously registered in the UK or vehicles that were registered on an Allocation Certificate in BFG with UK specification.

Requirement for a UK MOT

13. A vehicle that would require a UK MOT were it to be registered in the UK can be registered under this scheme provided that a BFG roadworthiness test has been passed, and the next BFG test is not due within a period of 14 days from the date of DVLA

registration. Customers will be given a letter stating that the vehicle must undergo a UK MOT within 14 days from arrival in the UK, and may not be used beyond this 14 day point unless a valid MOT certificate is held.

Documents required to register with the DVLA

14. The following documents are required to enable UK registration:

- a. NOVA BFG 1 - valid for the requested date of Registration (yellow form) issued by C&I BFG.
- b. V55/5 (DVLA application form) issued by local VLO office.
- c. Valid UK insurance certificate or cover note dated from intended date and time of registration.
- d. BFG form 73 Log Book in date.
- e. ID i.e. Service ID, Driving license and Passport for UKBC and dependants.
- f. Contact telephone and or e-mail address
- g. Proof of UK address e.g. future SFA, SLA, extended family member address supported by covering letter from head of household, address of trade purchaser.
- h. For vehicles registered in BFG by Allocation Certificate a Certificate of Conformity (CoC).
- i. Money (cash only) to pay for UK Road Excise Duty or first registration fee.

The customer must present him/herself and the vehicle being registered to the LVLO from which the DVLA documents are collected on the day of registration.

Vehicles that are not eligible under BFG / DVLA Email scheme

15. The following vehicles may not be registered using the email scheme:

- a. Those that are not roadworthy (e.g. those subject to a special off-road notice (SORN), vehicles built from kits, vehicles in the process of being restored).
- b. Non-British specification vehicles – a certificate of mutual recognition is required (see ANNEX E to Section 6).
- c. Those not currently registered with BFG.
- d. First registration applications – with a personalised registration number being allocated at the same time.
- e. Postal applications can be made. However, the customer must present him/herself and the vehicle being registered to the LVLO from which the DVLA documents are collected on the day of registration, and postal applications must be accompanied with a BFG NOVA.

BFG VLO REGISTRATION CHARGE RECEIPT

June 2016

Service/Staff No.....Rank/Grade.....Name:.....

Vehicle Registration No..... Chassis No.....

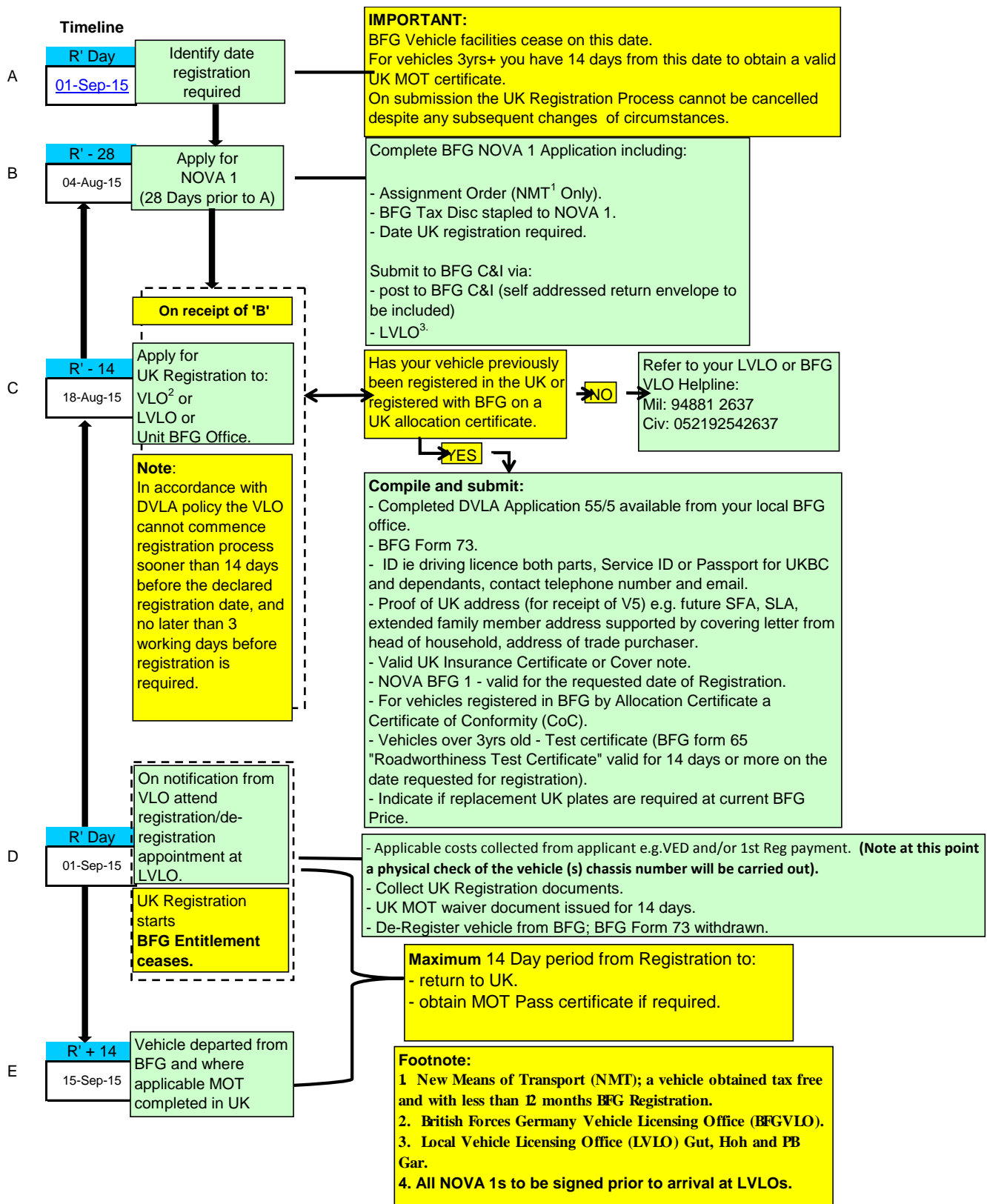
Documents/Services	Cost	Tick all that apply
Nova Cancellation/amendment Fee	€20.00	
Replacement De-Registration Certificate (F272)	€5.00	
Replacement Emission Sticker	€5.00	
Replacement F73	€5.00	
Replacement number plate – single	€9.00	
Replacement set of number plates	€18.00	
Registration costs all vehicles with BFG plates	€70.00	
Registration costs all vehicles without BFG plates	€52.00	
BFG MOT During tour - Car	€40.00	
BFG MOT During tour - Motorcycle	€28.00	
BFG MOT During tour – Caravan/Trailer	No cost	
Registration of Caravan/Trailer with BFG plate	€14.00	
Registration of Caravan/Trailer without BFG plate	€5.00	
Light Test	€9.00	
Transfer of ownership	€10.00	
De-registration during tour	€32.00	
Total to Pay	€	

***Note: Failure to attend a re-test within the 14 day period may result in full BFG Road Test costs being imposed**

All payments are to be credited to the BFG Fuel Coupon Account.

Total Amount Received: €.....Date:/...../.....

Signature.....Payee Signature..... UNIT STAMP:



SECTION 5 - RENEWAL OF BFG REGISTRATION OF VEHICLES AND MOTORCYCLES

Renewal of BFG Registration

501. For the renewal of BFG registration, BFG Form 20 or 20A is to be submitted to BFG LVLO, supported by:

- a. BFG Registration Card (BFG Form 73A), which must bear a current roadworthiness inspection stamp and date if the vehicle is:
 - (1) Over three years old, or
 - (2) The vehicle is a minibus with more than nine seats, or
 - (3) A trailer not of a quantity produced pattern, or
 - (4) A trailer or vehicle constructed from kits or parts, regardless of age (see Annexes A and B to Section 4).
- b. Where applicable light tests (see Section 4, Annex A, paragraph 13 - 15) must be completed prior to applying for renewal.
- c. Proof of insurance cover and proof of payment plus photocopy. (See Annex C to Section 4). The proof of payment will be retained by the BFG LVLO.

502. Renewal of BFG registration is to be completed before the end of the current period of BFG registration and **applications can be submitted up to 30 days before the expiry date of BFG registration**. If, however, proof can be given (see Annex A to this section) that an application for renewal was despatched to the BFG LVLO on or before the last day of any current period of BFG registration, the BFG Vehicle concerned may be driven for a period not exceeding 14 days starting on the day following the expiry of a current period of BFG registration, provided the vehicle is then insured in the manner required by this Order, is roadworthy, and has a valid certificate of roadworthiness required by this Order. The vehicle must not be driven outside Germany during this 14 day period.

Note: Should a renewal application be rejected for any reason, this will automatically invalidate any further use of the vehicle until such time as a current certificate of BFG registration is issued. Those personnel on deployment who need to renew their BFG registration should seek advice from the BFG LVLO Helpline.

It is the responsibility of the owner of the vehicle to ensure that their vehicle's registration is in date and valid

Certificate Of Proof Of Despatch Of Registration Documents

1. This is to certify that the following documents were forwarded to the BFG Licensing Office today by:

(Name).....

In respect of BFG Vehicle Registration Number.....

- a. * BFG Form 20/20A (Application for BFG Registration)
- b. * Proof of insurance cover to (date).....
- c. * Allocation Certificate including Type Approval Number
- d. * Certificate of Conformity
- e. * Bill of sale
- f. * Log Book or other proof of ownership
- g. * The BFG Form 73A (annotated on change of ownership in accordance with SO BFG 3213 Paragraph 604)
- h. * BFG Form 4003
- i. * Roadworthiness Inspection Report (BFG Form 65)/MOT/TüV Certificate.
- j. *Copy of BFG Form 80

2. **This vehicle is not to be driven after:** **Date**

* Delete those not applicable.

UNIT STAMPSigned

Name
Rank
Unit

Note: This certificate is to be **signed by a Certifying Officer** who is responsible for ensuring that the documentation is correct and **IN PARTICULAR** that insurance is held and is current. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed. This certificate must be carried in the vehicle to which it refers.

Application For Changes To BFG Registration Document

Amended Details

Service /Passport Number: _____

Surname & Initials: _____ (CAPITALS)

Rank/Title: _____ Unit: _____ BFPO: _____ UIN:

BFG Registration Number: _____ area :(sees note 3) _____

Chassis No: _____

Insurance Company/ Policy Number:

Applicant's Signature

Certifying Officer's Signature

Rank/Name (in block capitals)

CERTIFYING OFFICER'S UNIT STAMP

Notes:

- 1. All applications must have the current registration document stapled to this form.
- 2. Please attach all relevant Documents required for changes such as – copy of passport etc.
- 3. You are to fully note where the vehicle is permanently stationed when annotating change of area (Motorcycle and LHD vehicles only).
- 4. The vehicle is not to be driven if the period of grace (paragraphs 401 and 502) has elapsed.
- 5. Not to be used for renewal of registration.

Any other changes not detailed above write in full below:

SECTION 6 - DISPOSAL AND BFG DE-REGISTRATION OF TAX-FREE AND TAX PAID VEHICLES INCLUDING PERMANENT TRANSFER OF RESIDENCE (TOR) (POSTING) TO THE UK

COs/Heads of Establishments (HoEs) are to ensure that the contents of this Section are brought to the notice of all persons 30 days before posting out of BFG or ceasing to be entitled to BFG Facilities and are repeated regularly in unit routine orders.

Introduction

601. This Section lays down the rules for the disposal of Tax-Free and tax-paid vehicles as follows:

- a. Disposal of a vehicle mid-tour in the UK. (See Paragraphs 607 to 609)
- b. Re-registration and/or sale of a vehicle in the UK on posting. (See Paragraph 610)
- c. Disposal in Germany and elsewhere other than the UK. (See Paragraphs 615 and 616)

Note:

Disposal of vehicles in the first two categories will require the use of a BFG NOVA unless a BFG Form 38 has been completed. The earliest date on which BFG NOVA will be valid for use will be the date one year after the date of initial BFG registration. Disposal of a vehicle in the third category will require the completion of BFG Form 38.

602. In this section, the “total period” of BFG registration comprises all periods during which a vehicle has been properly registered with the BFG VLO, but will not include any periods during which registration lapses, or is not valid in accordance with this Order.

Change of Ownership

603. The Owner of a BFG registered vehicle is to notify immediately the BFG VLO (MAIN) using BFG Form 4003 (Disposal/De-registration of a BFG Vehicle) if ownership of the vehicle changes. The BFG Form 4003 is to be sent to the BFG VLO (MAIN) BFPO 39. Under no circumstances is a BFG Fuel Card to be transferred to the new owner of a BFG registered vehicle on change of ownership.

Sale/Transfer to an Entitled Person in BFG

604. When a vehicle is sold or transferred to a person to whom this Order applies, the BFG registration is to be transferred in accordance with paragraph 606 below. Insurance liability rests legally with the registered Owner of a vehicle and failure to notify a change of ownership could result in the registered Owner being responsible for any claims incurred by the purchaser’s use of the vehicle. Please note paragraphs 301 above and 612 below for the penalties incurred if a new Tax-Free vehicle is disposed of within one year of BFG

registration (see Section 2 for definition of “New Tax-Free Vehicle” and “disposal”).

605. If a Tax-Free vehicle has been registered with the BFG VLO for a total period of less than one year, then authority must be sought from S02 G1 Veh Lic prior to sale or transfer to any other person. If authority is granted it will be on the understanding that the vendor will not be permitted to purchase another Tax-Free vehicle until the one year anniversary of initial BFG registration of the transferred vehicle. Equally, the purchaser will not be permitted to sell the vehicle before it has been registered with the VLO for a total period of one year

606. The procedure for the sale/transfer of a vehicle to an **Entitled Person** is as follows:

a. On completion of the sale, the **vendor** is to give to the purchaser or LVLO/VLO the following documents and obtain a receipt for them:

- (1) One copy of the BFG Bill of Sale, signed by both vendor and buyer. (See Annex F). The vendor should retain a copy of the bill of sale.
- (2) A completed BFG Form 4003. (Application to de-register)
- (3) Number Plates (which will remain on the vehicle).
- (4) The original BFG Form 73.
- (5) Stamped addressed envelope (SAE)

b. The **purchaser, has 14 days** to complete the transfer after which the LVLO will post the de-registration certificate (F272) to the vendor using the SAE. The F272 should be backdated to the date on the bill of sale. Registration is to be carried out regardless of the condition of the vehicle, and failure to BFG register may result in withdrawal of privileges (see Annex A to section 11). If the purchaser has not applied for transfer after 14 days have elapsed, the vendor can apply to LVLO for an F272 on production of the bill of sale. Once again the F272 should be backdated to the date on the bill of sale. After 14 days, if ownership of the vehicle has not been transferred, details of the case should be passed to SO2 Vehicle Licensing.

The purchaser should provide the following documentation:

- (1) A completed and BFG Form 20 (Application for BFG registration).
- (2) Vendor’s F4003 (Application to de-register, if applicable)
- (3) Vendor’s SAE (Stamped addressed envelope, if applicable)
- (4) A Bill of Sale signed by both vendor and buyer. (This will be retained by the BFG LVLO.)
- (5) Proof of insurance. See Annex C to Section 4.
- (6) Proof of payment for VLO charges

(7) A BFG Form 65 (Roadworthiness Inspection Certificate) if the vehicle is 3 years old or more or suitably endorsed BFG Form 73.

(8) The original BFG Form 73, or copy, (BFG Registration card)

c. When submitting the documents listed at sub paragraph b above by post to the BFG LVLO, the new Owner of the vehicle may obtain a proof of dispatch certificate, (see Annex A to Section 5), from his or her Unit BFG Registration Officer. The vehicle may be driven for a period of 14 days starting from the date of transfer as written on the Bill of Sale, provided insurance and roadworthiness is valid. At the end of the 14 day period the vehicle is not to be driven unless it has been registered by the BFG LVLO and the documents are in the possession of the new Owner.

d. If the vehicle is a “New Tax-Free Vehicle” the purchaser must not dispose of it until it has been registered with the BFG VLO for a total period of one year.

Disposal of Tax-Free and Tax Paid Vehicles to a Non-entitled Person in the UK and Registration of Vehicles in the UK other than Tax-Free Vehicles BFG registered under 12 months on Permanent Transfer of Residence(TOR) (See Para 609 and 610)

607. **Tax-Free Vehicles.** Before disposing (within the meaning of paragraph 209 above) of a BFG registered Tax-Free vehicle, Owners are to obtain a BFG NOVA. This form will be required in order to register the vehicle at the DVLA and, in general, will satisfy HM Revenue & Customs that UK VAT is not due at the time of import or disposal. Failure to use BFG NOVA may result in the withdrawal of privileges (see Annex A to section 11)

608. **Tax paid Vehicles.** A BFG NOVA must be obtained before taking a tax paid BFG registered vehicle to the UK for disposal. This is because, for the purpose of importation and re-registration, the form is generally accepted by the relevant UK authorities as providing evidence of the history and previous registration of the vehicle.

609. **BFG NOVA.** (Authority for personal imports only).

a. A BFG NOVA is obtained by submitting BFG NOVA (available in units) to any Local VLO along with a stamped addressed envelope for reply. A BFG NOVA is required in order to register vehicles with the DVLA.

b. The BFG NOVA will be marked clearly with a “Valid From” and “Valid To” date and must not be used before or after such dates. In the case of vehicles purchased and BFG registered as New Tax-Free Vehicles, the earliest “Valid for Use From” date will be the date one year after the date of initial BFG registration.

c. A BFG NOVA will not be issued in respect of vehicles purchased as New Tax-Free Vehicles in circumstances where the mileage of the vehicle is less than 6000 kms (3728 miles) (unless the provisions of paragraphs 612 to 614 (TOR) below apply or VAT has been paid on the vehicle).

d. A BFG NOVA will not be issued retrospectively i.e. in respect of a vehicle already disposed of (within the meaning of paragraph 209 above) or in

circumstances where the Owner has ceased to be an Entitled Person (within the meaning of paragraph 202 above) or if the BFG registration is not current.

e. A BFG NOVA must only be used to register a vehicle in the UK by the person to whom it was issued, or by their spouse. A BFG NOVA must be applied for at least 14 DAYS BEFORE IT IS REQUIRED FOR USE.

610. Personnel are reminded of the need for **Certificates of Conformity** (CoC) for UK registration of Personal Imports (vehicles that have not previously been registered in the UK). If a CoC cannot be obtained from the manufacturer or dealer, the Owner will have to arrange and pay for a special inspection by the Department of Transport to obtain a Certificate of Single Vehicle Approval (SVA) to present to the DVLA Office to effect UK registration. Alternatively, the Owner can write to The Vehicle Certification Agency (VCA), Eastgate, Bristol, BS5 6XX, giving full technical details of the vehicle including the foreign Log Book, if one exists. The VCA will, if satisfied, issue a certificate (on payment) of GB Type Approval to enable registration with the DVLA .

Notes:

1. If a LHD vehicle or motorcycle is being UK registered the Owners will have to provide the DVLA with a Certificate of Mutual Recognition (see Annex E to this section), from the Vehicle Certification Agency, plus a Certificate of Conformity (CoC) showing Para's 51 and 52.

2. If UK registration is not carried out within BFG, then registration with the DVLA must be carried out promptly on arrival in the UK. There is no period of grace once the Owner has left BFG and entitlement to BFG registration ceases. The BFG registration must be current at the time of registration with the DVLA.

3. BFG registered vehicles must be deregistered with the BFG LVLO within 28 days of disposal by returning the BFG number plates (if applicable) and completed BFG Form 4003. The application for BFG NOVA (C&I BFG document) is not part of the vehicle de-registration process.

4. A vehicle purchased as a New Tax-Free Vehicle that has been BFG registered for a total period of less than one year, and that is taken back to the UK on permanent TOR of Head of Household must be kept by the Owner until one year from the date of initial BFG registration before it can be sold or transferred.

611. BFG registered vehicles that become **insurance write offs** (beyond economic repair) outside the UK, and that are purchased by third parties from the insurance companies can be transported to the UK by Non-entitled Persons so long as the third party has received authorisation from the German Customs on BFG Form 38. **Only third parties with German addresses will receive such authorisation.** When the vehicle is disposed of in Germany to anyone other than an Entitled Person, a **BFG Form 38** must be completed to reflect the change of ownership and the tax status of the vehicle. De-registration must be carried out with BFG LVLO accompanied by a letter from the insurance company/loss adjuster (not the garage/dealer) stating that the vehicle is a write off.

Tax-Free Vehicles in use for less than 12 months taken into the UK on Permanent Transfer of Residence (TOR) of the Head of Household to the UK

612. On TOR to the UK of the head of household, Entitled Persons forming part of the family unit may each take to the UK, and register with the UK authorities, one New Tax-Free Vehicle that has been registered with the BFG VLO for a total period of less than one year (provided that the vehicle has been BFG registered for a minimum of seven days). However, such vehicles must be retained (i.e. not sold or transferred in the UK or elsewhere) until the expiry of one year from the date of initial BFG registration of the vehicle. If the vehicle is sold or transferred before that date, privileges may be withdrawn (see Annex A to section 11), and disciplinary action may be taken under paragraph 1119.

613. **BFG NOVA** is required in order to import to the UK a BFG registered Tax-Free vehicle on TOR and will not be issued retrospectively (see paragraph 609c) See paragraph 609 above on the need to use BFG NOVA if VAT is to be avoided. BFG NOVA may be submitted at any time before the TOR takes place. Individuals are advised to ensure that they allow sufficient time for the processing of documentation.

614. The vehicle can be DVLA registered in BFG prior to departure or by using the postal system on arrival in the UK. See Para' 14 to Annex L, Sect 4 to this order for details of documents required for UK registration, and Paragraph 615 of this Order for de-registration from BFG VLO (MAIN). De-registration must be completed within 28 days of DVLA registration.

Note: BFG C&I reserve the right to visually inspect the chassis number of any vehicle prior to issuing a BFG NOVA. Vehicle Owners are reminded of the declaration they make on their BFG NOVA, i.e. "I confirm that I understand that I cannot dispose of the vehicle without penalty until 12 months after the date shown at paragraph 3.f overleaf".

Disposal to a Non-entitled Person in Germany or Elsewhere Excluding the UK

615. Entitled Persons may dispose of their BFG registered vehicles to Non-Entitled Persons in Germany or elsewhere outside the UK (private buyers, civilian car salesmen or companies acting as agents for a UK company), but the consent of the German Customs (using BFG Form 38) is required. Failure to obtain this consent via BFG Form 38 may result in the imposition of the penalties in Paragraph 301c above being applied and is likely to result in a tax bill being raised against the Owner.

616. BFG Form 38 is required to dispose of both Tax-Free and tax paid vehicles in Germany or elsewhere excluding the UK. This provision also applies to faulty vehicles replaced by manufacturers/dealers, to hire purchase repossessions, to sponsored vehicles and to insurance writes-off handed to dealers / salvage companies etc in Germany.

- a. When the vehicle is released to the non-entitled Owner the following items must be removed and returned to the Unit BFG Registration Officer within 28 days with a completed BFG Form 4003 (Application for de-registration). On no account are these to be handed to the Non-Entitled Person:

- (1) For RHD vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration Card).
 - (b) UK style number plates (if issued by BFG VLO), including those for any towed equipment.
- (2) For LHD Vehicles:
 - (a) BFG Form 73 (BFG Vehicle Registration card).
 - (b) German style registration Plates.

Note: See paragraph 617 for scrapped vehicles.

b. If a New Tax-Free Vehicle is sold or transferred to a non-Entitled Person in Germany before it has been registered with the BFG VLO for a total period of one year, privileges may be withdrawn from the relevant person (see Annex A to section 11), tax will be due to the German authorities, and disciplinary action may be taken. If such a sale or transfer has taken place, and a subsequent vehicle purchased and registered before the BFG authorities become aware of the sale or transfer, **then the BFG registration of the new vehicle will be withdrawn unless evidence is provided that VAT has been paid.** This means that the Owner will be **unable to use** the vehicle as all privately owned vehicles used by members of BFG (including the Civilian Component and Sponsored Organisations) and their dependants must be BFG registered.

BFG De-registration on Cessation of Entitlement on Posting out of BFG or on Local Release

617. Within 28 days of cessation of entitlement to BFG Facilities the Owner of a BFG registered vehicle (remaining in mainland Europe) is to return to BFG VLO (MAIN) the items listed below. Owners returning to UK are to use the FREEPOST address on the BFG Form 4003 to save them postage costs. This service is only available from the UK to BFG and a certificate of posting must be obtained (see paragraph 618 below). Please note that BFG Form 38 is required if a BFG registered vehicle is to be registered with the German authorities. If the vehicle was purchased Tax-Free then German tax may be due on the vehicle.

a. For RHD Vehicles:

(1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).

(2) BFG Form 73 (BFG Vehicle Registration Card).

(3) UK Style Vehicle Registration Plates (if issued by BFG VLO), including those for any towed equipment.

b. For LHD Vehicles:

(1) Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle).

(2) BFG Form 73 (BFG Vehicle Registration Card).

(3) German Style Vehicle Registration Plates.

Postal Facilities on Posting to the UK

618. Personnel who have returned to the UK are to return documentation and plates direct to the BFG LVLO using the following FREEPOST address and not to their previous Garrison or unit BFG office:

RSGR-KYGC-LRXT
BFG LVLO
BFPO
West End Road
Ruislip
HA4 6DQ

Bulk returns of plates and documents e.g. after an Arms Plot move or any other Unit move are to be returned to the BFG VLO(MAIN) via the Army Freight Service (see JSP 338). In these cases all vehicle documents returned must be married up with the relevant number plates. Sacks of loose documents and plates will be returned to units for the correct actions to be carried out. Plates etc are to be returned to the BFG LVLO, BFPO 39. A certificate of posting is to be obtained when placing the items in the post.

Additional Action on Local Release

619. BFG Form 38 must be completed by Entitled Personnel with BFG registered vehicles who decide to live in Germany after their period of service with BFG. Application should be made to C&I BFG, BFPO 39, 30 days before date of discharge, for BFG Form 38 'Transfer of Residence Goods'. At the time of application details must be given of their future German civil address and the address of the nearest German Customs Office, if known. The procedure for declaring the goods (motor vehicle) to the German Customs will be explained at the time of application. Owners of BFG registered Tax-Free vehicles will almost certainly be required to pay German VAT on the vehicle when it is registered with the German authorities if the vehicle has been owned for less than six months.

Abandoned and Scrapped BFG Registered Vehicles

620. The procedures to be adopted with regard to abandoned BFG Vehicles are set out at Annex C to this Section. BFG Vehicles must not be abandoned whether in barracks, other MOD premises or on the public highway. BFG Vehicles abandoned on the public highway may be dealt with by the local German authority, with whom BFG will co-operate fully. An abandoned BFG Vehicle may be scrapped and steps may be taken to recover the administrative costs of the related disposal. In all cases the offender(s) may be subject to disciplinary / administrative action. The offender(s) may also be subject to action by the German authorities.

Lost Registration Plates

621. If the registration plates for a BFG registered vehicle (RHD or LHD) are lost for any reason, the loss is to be reported in writing to the Service Police and BFG VLO (MAIN). A full description of the circumstances of the loss is to be given. The vehicle is **not** to be disposed of until the circumstances of the loss have been investigated by the Service Police, who will indicate whether or not they are satisfied with the explanation given.

622. If the Service Police are satisfied with the explanation given for the loss, they will inform the vehicle Owner accordingly and this will allow him or her to request a set of replacement plates from the BFG LVLO.

BFG Registered Vehicles “Off the Road” Under Repair

623. BFG registered vehicles that are off the road due to extensive repair work being carried out on them, must be de-registered if the repairs cannot be completed before the end of the current registration period. When the vehicle is ready for use again it must be re-registered with the BFG LVLO. If necessary a road worthiness inspection must be carried out before re-registration. One journey per vehicle is allowed to and from the vehicle test centre for a roadworthiness inspection. A firm appointment must be made for this inspection before the journey is made.

Extension of BFG Registration Facilities to Cover End of Tour Leave spent elsewhere than in the UK or on posting other than to the UK

624. BFG Vehicle registration can be extended to cover end of tour leave to be spent anywhere other than in the UK. The period of extension will not be permitted beyond the date the Owner of the vehicle (or the spouse, if head of household) has to report for duty to the new unit in the UK. Purchase of duty free fuel is not permitted during this leave period (see also paragraph 627 for further details). An application form for this extension of BFG Vehicle Registration is at Annex D and must be properly authorised and signed by CO/OC of the unit. An extension to BFG registration must also be applied for in writing to SO2 G1 Veh Lic, prior to departure on posting other than to the UK, where the vehicle is also being transported to the new posting location.

Headlights and Rear Fog lights for Vehicles Imported into UK

625. Vehicles imported to the UK from BFG must have their headlights converted so that they are capable of being used without dazzling oncoming traffic. Headlamp screening

tape is not to be used except during the journey from the port of entry to the chosen address in UK. If only a single rear fog light is fitted it must be moved as necessary or a matching pair fitted to meet UK lighting regulations.

Stolen Vehicles

626. If a BFG registered vehicle is stolen, as well as reporting the theft to the local Civil Police, the Owner must also report the theft to their local Service Police unit within 24 hours. The RMP initiate a Stolen Vehicle Report that enables the BFG VLO (MAIN) to update their records for the stolen vehicle. The Owner must de-register the vehicle.

Termination of BFG Facilities

627. BFG registration in respect of a particular vehicle ceases on one or more of the following changes of circumstances:

- a. When the vehicle is sold or ownership is transferred to another person, or the insurance is terminated or allowed to lapse, or when the period of 45 days temporary registration lapses (see Section 4 paragraph 401).
- b. When the vehicle is exported from Germany.
- c. When the Owner ceases to be an Entitled Person.

Note: Absence from Germany on periods of annual leave within entitlement, authorised military training courses during the attendance of which the individual remains on the posted strength of his or her parent unit, or temporary attachments and duty visits, do not entail relinquishment of entitlement.

d. On the date the Owner is discharged from The Forces or posted from the strength of a unit or establishment of the BFG to the attached holding or posted strength of a unit or establishment outside Germany, except if the Owner:

- (1) Is posted to a station in Belgium, in which circumstances BFG Vehicle registration may be retained for 60 days from the date of posting to enable the processes of Belgian vehicle registration to be effected. See also SO BA (G) 5205 paragraph 507.
- (2) Wishes, and is authorized, to take leave, other than disembarkation leave, elsewhere than in the UK, before joining his or her new unit, in which circumstances he or she may apply to his or her CO/HoE for an extension of BFG Vehicle registration facilities for the period of the authorised leave, but not exceeding 28 days (see Paragraph 624).
- (3) Is authorised to take local discharge or is a civilian taking up local residence, in which circumstances may retain BFG Vehicle licensing and BFG Fuel Card facilities until their last day of terminal leave.

628. The extension of registration referred in paragraph 624 is to be approved by the CO/HoE only when current vehicle registration, roadworthiness inspection and insurance

cover are valid throughout the whole period of the extension. A combined application, approval and notification proforma for use in connection with this facility is at Annex D of this section. When approval is given by the CO/HoE, the Unit VLO is to retain the relevant BFG Fuel Card(s). This application when approved is to be forwarded to the BFG LVLO and a copy to be retained by the Unit BFG Registration Officer for record purposes.

Special Off Road Registration (SORR)

629. BFG personnel who are posted out of Germany on operational tours of six months or longer and who are either:

- a. returning to BFG on their subsequent posting; or
- b. do not have a confirmed definite posting following the operational tour;

May apply to leave their vehicle in BFG for the duration of their operational tour. The vehicle will retain its BFG registration but will be classed as “Special Off Road” and must not be driven or parked on any public road or place during the period that it is categorised as such.

630. In order to categorise a BFG registered vehicle as “Special Off Road” the owner of the vehicle:

- a. Is advised to obtain appropriate insurance cover for the vehicle that takes into account the environment in which the vehicle is to be left, i.e. will the vehicle be kept in a garage or will it be left on designated off road parking in barracks. If uninsured, a SORR vehicle cannot be parked on a public road or public place as defined in Section 2, Paragraph 214.
- b. Must complete BFG Form 20 and forward it together with assignment order or other documentary evidence confirming the operational tour.

631. The BFG LVLO will process the application and issue BFG Form 73 without any fuel entitlement and endorsed as “Special Off Road Registration from (date).” The vehicle must not be driven or parked on any public road or place from that date until its normal BFG registration is subsequently renewed.

632. Other personnel who wish to be considered for “Special Off Road Registration” must put their case in writing with full justification to SO2 G1 Veh Lic for consideration.

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Abandoned And Scrapped BFG Registered Vehicles

If an abandoned vehicle is to be disposed of to a Non-entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG BFPO 39 for BFG Form 38 prior to disposal.

1. BFG Vehicles that are either:
 - a. Abandoned in barracks or other MOD premises at which the Owner is no longer serving;
 - or
 - b. Left unattended without the appropriate permission on such property for a period exceeding 60 days by the Owner who is still serving in the same location; are to be disposed of in accordance with the procedures set out below.
2. If the Owner is known, and:
 - a. Is a serving member of The Force, he or she is to be given a direct order in writing to remove the vehicle by his or her CO or Head of Department. He or she is at the same time to be informed that, if the vehicle is not removed within 30 days, the registration plates will be removed by the Unit BFG Registration Officer, following consultation with the BFG VLO (MAIN), the vehicle will be disposed of and the costs of so doing may be raised against the Owner. If he or she is not a serving member of The Force, he or she is to be warned in writing that, unless the vehicle is removed within 30 days, it will be disposed of and the costs of doing so may be raised against the Owner.
 - b. If it is known that the vehicle is the subject of a credit agreement with NAAFI, a copy of an order to remove the vehicle is to be sent to the Credit Manager, NAAFI HQ, European Service, BFPO 39.
 - c. The order to remove the vehicle is to be forwarded to his or her CO, requesting confirmation that the notice was in fact handed to the Owner. A copy of such confirmation is then to be sent to the Area Claims Officer NW Europe, BFPO 39, for safe custody. In other cases where the whereabouts of the Owner is known, but he or she is no longer serving, the notice should be despatched to him or her by registered post and a receipt forwarded to the Area Claims Officer. In every case a copy of the notice is to be sent to the Area Claims Officer NW Europe, BFPO 39 and OC BFG VLO (MAIN), BFPO 39.
3. Where the Owner is not known, and cannot be traced through the BFG VLO(MAIN), or otherwise:
 - a. A notice is to be published in unit orders stating the intention to dispose of

the vehicle in 30 days. A copy of the unit order is to be sent to the Car Sales Manager, NAAFI, BFPO 16. If possible a similar notice should be published in the appropriate German trade journals and Sixth Sense to cover the possibility of the vehicle being owned by a finance company or other interested party.

- b. If there is no legal claim to the vehicle within the stated period, it can be disposed of. In Germany this is to be by public auction through a licensed bailiff or a publicly employed auctioneer. The Area Claims Officer NW Europe, BFPO 140 and OC BFG LVLO are to be kept informed.
- c. If the Owner is known, the proceeds of the sale are to be handed to him after deduction of removal and any other legitimate costs.
- d. If the Owner is not known, the net proceeds (proceeds of sale less disposal costs incurred) are to be paid into public funds against UIN A0110A and RAC RNA002. A full audit trail in support of the action taken and the calculation of net proceeds is to be retained by the unit for at least 10 years following the date of sale, so that if a legitimate claimant comes forward in the future he may be reimbursed. Any subsequent claim for reimbursement should be dealt with by the Area Claims Office. No claims will be considered for cases over 10 years old.
- e. If a vehicle is purchased under sub-paragraph 3.b above, a Bill of Sale will be sufficient evidence as the vehicle owner to BFG register it. If a log book/BFG Form 73 exists these should be submitted with the BFG Form 20.
- f. Where the Owner is not known, cannot be traced through the BFG VLO(MAIN) and the vehicle cannot be sold, it should be disposed of, if possible at no cost, through unit arrangements taking into account any environmental concerns. (This could be the EOD or Fire Department who will be responsible for the eventual disposal of the vehicle as a training aid. A copy of the letter giving the vehicle to these departs is to be sent to the OC BFG LVLO.) If there is a charge made for the removal of the vehicle this is to be paid by the unit in whose lines the car was abandoned. Please note paragraph 4d below regarding **Certificates of Disposal** from the Scrap dealers.
- g. Where the vehicle is not in unit lines but is on property administered by BFG, for example, a training area, and ownership cannot be traced, every effort should be made to determine whether the vehicle was originally BFG or German registered. If German registered then the relevant local German authority should be asked, through the SLO if necessary, to remove the vehicle. If originally BFG registered, the appropriate Garrison staffs should be asked to arrange disposal at public expense.

De-registration of Abandoned and Scrapped Vehicles

4. If an abandoned vehicle bears BFG registration plates of either type, and whether or not the Owner is known, the officer responsible for the area in which the vehicle was abandoned is to take steps to de-register it with the BFG LVLO. He is to forward the following:

- a. A BFG Form 4003 (endorsed in red at the top in block letters

“ABANDONED/SCRAPPED VEHICLE”). This form is to be completed as far as is possible.

- b. BFG Form 73 and BFG Road Fund License (tax disc) if available.
- c. The registration plates if available.
- d. Certificate of Disposal from the German scrap dealer.

Note: German scrap dealers are legally required to provide this certificate under the “Disposal of old cars ordinance”.

A vehicle declared as ‘scrapped’ will not be re-registered by the BFG LVLO until it has passed a TÜV test

**Application For Extension Of BFG Vehicle Registration Facilities
To Cover End Of Tour Leave To Be Spent Elsewhere Than In The UK**

1. I apply for an extension of BFG Vehicle registration facilities in respect of my vehicle(s)/BFG registered number(s):

..... from (last day of duty)

..... to (not exceeding 28 days thereafter)

in accordance with the provisions of Section 6 paragraph 624d. (2) SO BFG 3213
(Registration and Operation of BFG Registered Vehicles in Germany).

2. I understand that, if approved, this extension of facilities is to enable me to use my vehicle(s) solely in connection with authorised leave spent elsewhere than in the United Kingdom. I am aware that I am not permitted to use BFG prepayment fuel coupons during the period of extension and I must, within 14 days of the expiry of the extension, de-register my vehicle in accordance with the provisions of Section 6 of SO BFG 3213.

Signed..... Name and Initials.....

To: BFG Vehicle Licensing Office
BFPO 39

Extension of BFG registration in respect of vehicle(s)

registered number(s).....

from until is approved.

Certified that the current registration, roadworthiness inspection and insurance cover are valid for the whole of the period of extension.

Date: Signed

Distribution:

Copy to: 1. Applicant

2. Unit BFG Registration Officer for endorsement of BFG Form 73 with details of the extension.

3. Unit records.

Certificate Of Mutual Recognition For A LHD Vehicle Imported Into The UK

1. Three things need to be sent to the Vehicle Certificate Agency (VCA) to obtain the Certificate of Mutual Recognition. These are:-

- a. The Original European Certificate of Conformity, plus Vehicle Chassis number.
- b. £70.00 payment by cheque (payable to VCA) or postal order.
- c. A written statement by the Owner, which must contain the sentences at paragraph 1c (1) to (5) below.

NOTE: If any work has been done by a garage etc, i.e. fitting lights, seat belts, the VCA require a copy of the payment receipt.

(1) A rear fog light has been fitted to the right hand side of the vehicle.

(2) The headlamps have been permanently adjusted to dip to the left.)

(3) The speedometer shows both MPH and KPH.

(4) Side repeat indicators have been fitted.

(5) Rear seat belts have been fitted.

2. The above items need to be sent to the following address:-

Vehicle Certification Agency
1, The Eastgate Office Centre,
Eastgate Road,
Bristol,
BS5 6XX.

3. The VCA state that, all things being equal, the whole process will take as little as two/three working days. However if a cheque is used as payment then it may take slightly longer.

Bill Of Sale - Transfer To An Entitled Person

(To be completed in duplicate. Buyer to include their copy with Insurance to **BFG register within 14 days of date of sale**. After this period the buyer may be subject to an administrative penalty. Seller to retain their copy for their records.)

**Article II.
VENDOR'S DETAILS**

Number:
Rank:
Name:
Unit:

**Article III.
BUYER'S DETAILS**

Number:
Rank:
Name:
Unit:

VEHICLE DETAILS

Make: Model:
Chassis No: Reg No:
Colour:

The Seller acknowledges the receipt of €/**£** as full payment of the above listed vehicle and extra items detailed in the schedule below (if applicable). It is agreed that the buyer has been afforded every opportunity to examine and test the vehicle prior to signing this Bill of Sale and purchasing the vehicle as seen, tried and tested. The vendor accepts no responsibility for any faults in the vehicle apparent at the time of sale, latent or developing in the future.

The Buyer acknowledges that with effect from the signing of the Bill of Sale the said vehicle will not be covered under the vendor's policy of insurance.

Schedule of extra items included in the sale:-

- a.
- b.
- c.
- d.
- e.
- f.

The following items have been given to the Buyer (*delete as applicable):

- Bill of Sale *UK Log Book (not BFG Form 73)
- *German Log Book BFG Plates Photocopy of BFG Form 73

Vendor's Signature:

Buyer's Signature:

Date:

Date:

SECTION 7

RESERVED

SECTION 8

RESERVED

SECTION 9 - RESPONSIBILITIES OF A GARRISON LVLO

901. **Training.** All Garrison LVLO staff, both military and civilian, ideally within three months of their appointment, are to attend a two day BFG Registration Training Course at the BFG VLO (MAIN). Following appointment, dates of courses are to be arranged with OC BFG VLO (MAIN).

902. **Responsibilities.** Garrison LVLO staff are to:

a. Where access to the BFG LVLO database is not possible maintain a register of BFG Vehicles owned by members of The Force, dependants and those attached to the unit for administrative purposes. This register, is to be available for inspection by G1 (Vehicle Licensing) inspecting officers, and is to show the following details for each vehicle:

(1)The Owner.

(2)Vehicle registration number.

(3)Validity of insurance.

(4)Expiry date of current registration.

(5)Date next roadworthiness inspection becomes due.

(6)Latest date for lighting test for vehicles under three years old.

b. Check all BFG application forms presented to ensure that they are accurate in detail and that the correct supporting documentation is attached thereto. **Driving licenses are to be inspected. Ensure that the vehicle whose details are shown on the BFG application form is physically in Germany. You should ask to see the vehicle of at least 10% of the BFG application forms that you countersign.** Applications for vehicle registration (BFG Form 20 or 20a) are to be signed by the applicant. In the absence of the applicant, the spouse may sign on his/her behalf, in such cases the application is to be accompanied by a note of explanation countersigned by an authorised VLO Office Clerk.

c. Maintain a record of all applications for initial registration, re-registration, change in ownership and de-registration forwarded to the BFG LVLO.

d. Where registration documents are sent back to BFG offices, ensure that all recipients of BFG registration documents and plates sign for them and that they are aware of their responsibilities.

e. Upon being notified by BFG VLO (MAIN) that an insurance policy has been cancelled or lapsed, contact immediately the Owner of the vehicle to ascertain whether or not the insurance has been renewed. If the insurance has not been renewed, take from the Owner all BFG documentation and remove the vehicle registration plates. Return the insurance cancellation proforma to the BFG LVLO certifying the action taken within 14 days of receipt. If unable to meet this deadline

inform the BFG VLO (MAIN) giving the reasons.

- f. Ensure that all personnel present their vehicles by the due date for lights or roadworthiness inspections in accordance with Annex A to Section 4.
- g. Ensure that all BFG customers enclose a self addressed envelope with contact telephone number with all applications.
- h. Ensure that before any Transfer of Ownership to an entitled or a non-Entitled Person, of a RHD or a LHD vehicle, is authorised, the registration plates are accounted for. If they are not accounted for, Change of Ownership is not to be authorised and the Service police are to be requested to investigate their whereabouts.
- i. Ensure that when the Owner of a LHD BFG registered vehicle joins the unit from elsewhere in Germany the previous BFG registration plates and BFG Form 73 are recovered before issuing a new set. The recovered plates and the old BFG Form 73 are to be returned to BFG VLO (MAIN).
- j. Within 14 days of the Owner of a BFG registered vehicle being posted to the unit from another part of BFG, inform BFG LVLO of the change of address for the individual giving details of all the vehicles owned by that individual and by his or her dependants, if applicable.
- k. Ensure the secure storage of any BFG documents withdrawn or registration plates removed for whatever reason.
- l. Arrange for spot checks within the unit on BFG Vehicles to ensure that all vehicle documentation is in order, and that mandatory equipment is being carried.
- m. Ensure that BFG Vehicle registration documents and plates are withdrawn when there is doubt as to the roadworthiness of a vehicle or a light test has not been carried out. The documents are only to be restored to the Owner when a vehicle is certified roadworthy or the light test has been completed satisfactorily. When a temporary initial registration has been authorised, if by the 45th day the vehicle has not passed its Roadworthiness Inspection the Owner of the vehicle is to be informed that no further temporary registration will be given **and the vehicle is not to be used**. LVLO are not to confiscate private vehicle keys and driving licenses.
- n. Ensure that all drivers are made aware of, and understand, the extreme dangers and penalties of driving after consuming alcohol.
- o. Ensure that when entitlement to BFG registration facilities ceases, e.g. Posting from Germany or local discharge, Owners are aware that they are to return their BFG documents and registration plates (see Section 6 of this Order) to the Garrison LVLO for onward transmission to the BFG LVLO. A FREEPOST address is to be issued to those posted to the UK (see paragraph 616) when plates etc are sent direct to the BFG VLO (MAIN).
- p. Arrange, as necessary, for the security of vehicles and the withdrawal of BFG

registration plates (if applicable) in respect of abandoned vehicles and vehicles that have been de-registered but not removed from the unit. If an abandoned vehicle is to be disposed of to a Non-entitled Person, e.g. a German car dealer or scrap merchant, application must be made to C&I BFG for BFG Form 38 prior to disposal. For scrapped vehicles a Certificate of Disposal is to be obtained from the scrap dealer. See also Annex C to Section 6 which must be complied with.

q. In addition to being responsible for the return of individual vehicle documents and registration plates, he or she is also responsible for returning them in bulk to the BFG VLO (MAIN) in circumstances of an Arms Plot or other ordered moves.

r. Ensure that the unit clearance certificate includes clearance by the Garrisons LVLO. The individual's forwarding address must be obtained and vehicle Owners given BFG Form 3903 and briefed on the procedure for de-registration.

s. Record details of driving bans affecting all units and establishments covered by the Unit BFG Registration Officer.

t. Attend BFG LVLO seminars.

SECTION 10 - BFG FUEL CARD FOR THE SUPPLY OF MOTOR FUEL

The BFG Fuel Card

1001. Owners of BFG registered vehicles may apply for a BFG Fuel Card, enabling them to access their Tax-Free petrol or diesel ration directly at ARAL filling stations within Germany for use in their private vehicles. Cards are automatically credited with the monthly allowance at 0001 hrs on the first day each month and unused ration allowances are automatically cancelled at 2359 hrs on the last day of each month. Cards will only be issued on production of a valid BFG Registration Card (BFG Form 73). Only those personnel whose name(s) appears on the card issued to each vehicle is entitled to refuel the vehicle using the BFG Fuel Card.

Prevention of Abuse

1002. HQ BFG, in liaison with the oil companies who hold the contract to supply fuel, ARAL in the case of the BFG Fuel Card, and German Customs authorities, periodically audit Fuel Card transactions that have taken place at ARAL forecourts. The aim of this audit is twofold:

- a. To assure the German Customs authorities that the BFG authorities are concerned that the concession is not abused and is monitored.
- b. To detect abuse of the schemes by members of BFG with a view to instigating disciplinary procedures.

Abusive practices, unfortunately, do occur and each one places in jeopardy our right to this valuable concession.

Warning - Publication in Unit Routine Orders

1003. All units are to publish in their routine orders on a quarterly basis the following:

BFG Fuel Cards are not to be used for any purpose other than that for which they are issued, that is to say, to access the Tax-Free ration of fuel for the vehicle shown on the card. Cards are not to be used for vehicles where the BFG registration is not "in date" or does not have a valid roadworthiness or light test stamp (if applicable) on BFG Form 73. Only persons whose names are recorded on the card may purchase fuel using the card from ARAL forecourts. The BFG Fuel Card is not transferrable, it is used on behalf of a specific vehicle and only by those named on the card. The ration will be cancelled on de-registration/disposal of the vehicle. BFG Fuel Cards are not to be used in the pursuance of any business venture, nor are they to be used as a means of accessing any other Tax-Free goods or services; they are to be used to access Tax-Free fuel for private motoring only. Before presentation at the ARAL service station, card bearers are to ensure that their name appears on the card allocated to that vehicle and that they are in possession of an authorised valid Service/BFG ID card. The improper use of BFG Fuel Cards will normally result in the withdrawal of the appropriate BFG facilities from the offender, in addition to any disciplinary action that may be taken

Basic Allowance (For Private Owners Only)

1. On BFG registering a vehicle, the owner will receive a registration card (BFG Form 73), which shows the authorised monthly allowance of fuel, based on the following rates:

Engine Capacity	Amount per month
<p>Cars, vans</p> <p>Up to 1300 cc From 1301 cc</p>	<p>200 litres 400 litres</p>
<p>Motor cycles and mopeds</p> <p>Up to 449 cc 450 – 850 cc 851 cc and over</p>	<p>80 litres 90 litres 110 litres</p>
<p>Rotary Engines</p> <p>Up to 43 kw From 44 kw</p>	<p>200 litres 400 litres</p>

Any enquiries regarding this Annex should be addressed to:-

Fuel Coupon Accountant
G4 Logistic Support (Ground Fuels)
Headquarters British Forces Germany
BFPO 140

Tel No: 0521 9254 2450

SECTION 11 - Discipline

1101. Introduction

- a. **A Notice Board Information Sheet (NBI) (BFG Form 74) has been published containing paragraphs (marked with an asterisk) of special importance extracted from this Order. Arrangements for the permanent display of this NBI are to be as follows:**
- (1) Within Unit Lines - COs are to ensure that copies are displayed at all times on all unit notice boards, in messes, JRCs and other unit clubs.
 - (2) SSOs are to ensure that copies are displayed in all public places such as NAAFI shopping centres and all clubs, medical centres, dental centres, cinemas and welfare shops.
- b. All members of BFG are reminded that, in addition to any other disciplinary or administrative powers set out in this Order the Comds have the power to remove any or all BFG Facilities if individuals abuse their BFG privileges or breach this Order (see SO BFG 3208 paragraph 113).

Obligation to Register and renew registration of Vehicles

1102.* A vehicle will only be BFG registered if an import license (BFG Form 80) has been issued by BFG Customs and Immigration. Import licenses are required for both tax paid and Tax-Free vehicles. Individuals must be able to prove that a vehicle is physically present in Germany before that vehicle is registered.

- a. Registration is carried out on a BFG Form 20. Tax-Free vehicles are to be purchased for the personal use only of their Owners and not with the view to subsequent disposal for profit or gain.
- b. Subject only to the exceptions referred to in sub paragraph g below, a vehicle owned by a person to whom this Order applies is not to be parked on a Public Road/Place or driven anywhere in Germany unless it is currently registered by such person with the BFG VLO(MAIN). Any new vehicle purchased Tax-Free through an Official Procurement Agency (OPA) (NAAFI is the only authorised BFG OPA for these purposes) must be BFG registered on purchase. The use of German Registration and Plates, whether temporary or permanent, including Zoll Plates, is prohibited. Vehicles that are not registered with the BFG LVLO for any reason must be kept off public roads/places in either a garage or Unit Designated Parking Area. Authority for a delay in registration must be sought from SO2 G1 Veh Lic.
- c. A vehicle is not currently BFG registered until the Owner has received from the BFG LVLO a BFG Registration Card (BFG Form 73A) valid for the period during which the vehicle is to be driven. A vehicle imported into Germany (BFG), which is currently registered with some other licensing authority, subject to sub paragraph e. below, may be used under such registration for a period not exceeding 45 days from the date of importation, or the date of being taken on strength of a BFG unit/establishment, whichever is the later date, providing it meets the registration criteria of the issuing authority. Thereafter, such a vehicle may not be driven unless

registered in accordance with sub paragraph b. above.

d. Where a vehicle is used, the driver must be in possession of a current logbook and the appropriate number plates and additional licenses. All other conditions as to use contained in this Order, including the obligation to insure against third party and passenger liability risks, are to be complied with.

e. BFG registration will cease on the cancellation or lapse of the vehicle's insurance cover, roadworthiness test or failure to renew registration when stipulated.

f. A vehicle that has been registered with the BFG VLO may be used for a period not exceeding 14 days from the expiration of the current period of registration, if an application for renewal of the registration has been despatched on or before the last day of the current period of registration and proof of despatch of the registration documentation has been obtained.

g. A vehicle that is not currently registered with the BFG VLO may, provided it is insured as required by paragraph 1107 below, be driven, for the purposes of a pre-arranged roadworthiness test, to and from a BFG Testing Station and, for the purposes of carrying out repairs necessary to ensure roadworthiness, to and from a place where such repairs are, by prior appointment, to be carried out.

h. A person to whom this Order applies is not to permit another person to whom this Order applies to drive a BFG Vehicle unless that vehicle is currently registered with the BFG VLO.

1103.* Where the registration of a vehicle by the BFG LVLO is made subject to conditions or restrictions, the vehicle is not to be driven otherwise than in accordance with such conditions or restrictions.

Obligation to Hold a Valid Driving License

1104.* A person to whom this Order applies is not to BFG register or drive a BFG Vehicle (including hired vehicles that are BFG registered such as a PRI minibus) unless he or she possesses a current valid EU driving license covering the category of vehicle driven. The exception to this is that a person who possesses any valid national or international driving license may drive a vehicle that he or she is authorised to drive under such license during the period of 45 days from the date of arrival in Germany, provided that he or she is over 18 years of age (or 16 years or older in relation to mopeds and mofas). (See SO BFG 4310, for further details). In addition:

- a. If a person to whom this Order applies has been disqualified from driving by any court, has been denied the issue of a license or permit to drive, or has had a license or permit withdrawn, that person is not to drive **any** vehicle within the territorial application of this Order until such time as the period of disqualification or withdrawal has expired, or a valid license has been issued.
- b. During a period of disqualification/withdrawal:
- (1) Authority to drive may be granted to enable the Owner of a BFG Vehicle to drive out of Germany on posting. Where a driving ban imposed by a German court will still be current on the date of the proposed move of a person so banned, Annex D to SO BFG 3208 is to be completed and disposed of as follows:
- (a) 1 copy is to be handed to the banned driver.
- (b) 1 copy to be sent to the CTOB, BFPO 39, 14 days before the proposed move.
- (2) A Service Driving Permit (FMT 600) may be restored, on the authority of the Brigade/Garrison Commander, when this is essential for a specific and limited operational or exercise requirement. The CTOB, BFPO 39, and SO2 G1 (Vehicle Licensing), HQ BFG are to be notified of all cases where the BFG Driving Permit is restored under the terms of this paragraph.

1105. Spare.

1106.* A person to whom this Order applies is not to permit any other person to drive a BFG Vehicle unless:

- a. The other person, being a person to whom this Order applies, is the holder of a current driving license issued by an EU Member State covering the type of vehicle driven; or
- b. The other person, being a person to whom this Order applies, possesses a current national or international driving license valid in Germany and is 18 years of age or over, in which case he or she may be permitted to drive a vehicle that he or she is authorised to drive under that license for a period of 45 days from the date of his or her arrival in Germany, or
- c. The other person, being a person to whom this Orders does not apply, is the holder of a driving license valid under German law for the driving of the vehicle in question and the use of the vehicle is on behalf of the Owner for emergency journeys only, which the Owner or another Entitled Person is not able to undertake (in this context an 'emergency' is construed as a 'life threatening' situation or of similar severity), or
- d. The other person is a nanny employed by an Entitled Person, and is driving the vehicle in accordance with Section 3 paragraph 303 of this Order, or

- e. The other person is a professional mechanic driving the BFG Vehicle as part of an authorised inspection or test of the vehicle,
- f. The other person, being a person to whom this Order does not apply who is 18 years of age or over, is in Germany for a period not exceeding 28 days as a sponsored visitor for the purpose only of a holiday visiting a person to whom this Order applies and possesses a full national or international driving license, or
- g. the other person has been authorised by SO2 G1 Vehicle Licensing to drive the vehicle in question, and the vehicle is being driven in accordance with the terms of that authorisation.

Obligation to Insure Vehicles

1107. *A person to whom this Order applies is not to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to this order) to park a vehicle on a Public Road/Public Place or to drive such a vehicle anywhere in Germany, unless there is in force in relation to the use of the vehicle by that person, or other person as the case may be, a policy of insurance against third party and passenger liability risks issued by an insurance undertaking authorised under German law or by United Kingdom insurers authorised to conduct insurance in Germany.

1108. *A person to whom this Order applies is not to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to this order) to park a vehicle on a Public Road/ Public Place or to drive such a vehicle anywhere in Germany unless he or she is able to produce on demand a document proving the existence of a contract of insurance covering third party and passenger liability risks in relation to the use of the vehicle. If the vehicle Owner changes their insurance company during a registration period they MUST inform the BFG LVLO within 14 days of the change by sending their BFG Form 73 (not a photocopy), the new Insurance Certificate, Green Card/Policy together with a letter explaining the situation.

Obligation to Display Issued Registration Plates and/or TÜV stickers

1109. *Subject to the provisions of paragraph 1102 above, a person to whom this Order applies is not to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere, or permit any other person (whether or not subject to this order) to park a BFG Vehicle on a Public Road/Public Place or to drive such a vehicle anywhere in Germany unless:

- a. For RHD vehicles, BFG LVLO registration plates and GB sticker (if applicable) are displayed in accordance with the provisions of this order
- b. For LHD vehicles and motor cycles, the BFG LVLO registration plates display the D sign and current TÜV stickers.
- c. Any vehicle referred to in sub paragraphs a and b above must only display the registration plates issued by the BFG LVLO at the time of registration of the said vehicle. No other design of registration plates may be displayed on any such vehicles and plates must not be mutilated in any way.

Obligation to Possess BFG Documents - Items

1110. *A person to whom this Order applies is obliged to have in his or her possession, whilst driving or in charge of a BFG registered vehicle, the following document(s)/items:

- a. A current national driving license that is acceptable to the German authorities.
- b. A current certificate of motor insurance showing the same policy number as that on the BFG Form 73A.
- c. A current BFG Vehicle Registration Card (BFG Form 73A) with valid roadworthiness and lights check dates.
- d. Registration plates as issued by the BFG LVLO. National signs (GB or D) must also be purchased and correctly fitted to the intended vehicle if Europlates are not fitted. Valid TÜV stickers on LHD vehicle registration plates.

If the driver is unable to produce any of the document(s)/items necessary to prove the above conditions or the vehicle appears to be in an unroadworthy condition, the Service Police may raise BFG Form 703 requiring the driver to produce the necessary document(s) to a specific Service Police Station within 8 days. Failure to produce the stipulated document(s) within 8 days is an offence against this order.

Obligation to Ensure Roadworthiness

1111. *A person to whom this Order applies is not to drive or attempt to drive or park on a Public Road/Public Place in Germany, or permit any other person (whether or not subject to this order) to drive or attempt to drive a BFG Vehicle or to purchase Tax-Free fuel unless the vehicle is in all respects roadworthy, that is to say, has no defects that might cause the vehicle to be a danger to the driver himself, his passengers, or to the public. The requirement for roadworthiness inspections is contained in Section 4 paragraph 406e, and Section 5 paragraph 501a of this order.

1112. *A person to whom this Order applies is not to drive or attempt to drive or park on a Public Road/Public Place in Germany, or permit any other person (whether or not subject to this order) to drive or park a private vehicle unless each tyre on the vehicle has a minimum depth of tyre tread of 1.6mm over the whole circumference and over $\frac{3}{4}$ of the width of the designated tread area of the tyre. German law also requires that winter tyres or Mud & Snow (M&S) tyres must be fitted when the vehicle is used in certain winter/adverse conditions such as, black ice, snow, slush, icy and or frosty roads.

Obligation to Notify Change of Ownership

1113. *Subject to the provisions set out in Section 6 a person to whom this Order applies is obliged to notify the BFG LVLO when ownership of his or her BFG Vehicle is transferred to another person, entitled or non-entitled.

1114. Spare

Obligation to Deregister a BFG Registered Vehicle when ceasing to be an Entitled Person

1115. *Subject to the provisions of Section 6 paragraph 614 a person to whom this Order applies when ceasing to be an Entitled Person by virtue of being posted out of BFG or discharged, locally or elsewhere, or for any reason whatsoever that curtails his or her right to BFG Facilities, is required to de-register his or her BFG registered vehicle.

1116. *De-registration of a BFG registered vehicle requires that the Owner of the vehicle will return to the BFG LVLO within 28 days of ceasing to be an Entitled Person the following items. (Personnel posted to the UK will be issued with a FREEPOST address for the under mentioned items to be returned to the BFG LVO (MAIN) direct)

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), UK style vehicle number plates (if issued by BFG VLO) including those for any towed equipment.
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), German style vehicle registration plates (including those for any towed equipment).

Obligation to Obtain and Complete BFG Form 38 When Disposing of a BFG Registered Vehicle to a Non-entitled Person Outside of the UK or Transferring Residence to a Country other than the UK

1117. *A person to whom this Order applies is not permitted to dispose of a BFG registered vehicle to any person, company or organisation in any country excluding the UK who is not entitled to BFG Facilities without first seeking the authority of the German Customs authorities using BFG Form 38 obtained from C&I BFG, BFPO 39, in accordance with Section 6 Para 612. In circumstances where a person to whom this Order applies intends to remain in Germany after discharge from the Services or following completion of employment with the MOD, that person is to apply to C&I BFG for a F38Ü (export license). The F38U is to contain the full address, including postcode of the person's intended permanent residence in Germany.

Obligation to Obtain BFG NOVA when Disposing of a BFG Registered Vehicle to a Non-entitled Person in the UK or Transferring Residence to the UK

1118. *A person to whom this Order applies is not permitted to dispose of a vehicle in the UK, or take a vehicle to the UK on Transfer of Residence at the end of service in Germany, without first obtaining a BFG NOVA from C&I BFG in accordance with Section 6 paragraphs 605-607 and 612.

Restrictions on the Sale or Transfer of Tax-Free Vehicles

Transfer of Residence Cases

1119. *Following Transfer of Residence to the UK, a person to whom this Order applies is not to sell or transfer a Tax-Free vehicle to any person to whom this Order does not apply unless a total

period of at least one year has elapsed since the date of the initial registration of the vehicle with the BFG Vehicle Licensing Office, or unless prior written authority for such sale or transfer has been obtained in writing from the C&I BFG.

Other Cases

1120. *In cases not involving a Transfer of Residence, a person to whom this Order applies is not to sell or transfer a Tax-Free vehicle to any person to whom this Order does not apply unless that vehicle has been registered with the BFG Vehicle Licensing Office for a total period of at least one year, or unless prior written authority for such sale or transfer has been obtained in writing from the C&I BFG.

For the purposes of paragraphs 1119 and 1120:

“Transfer of Residence” means the permanent relocation from Germany to the UK of persons to whom this Order applies at the completion of an assignment or posting to Germany,

A Tax-Free vehicle” is a vehicle which has been purchased free of tax in Germany, or purchased in a country other than Germany and brought to Germany without tax having been paid either in the country of purchase or in Germany, and “tax” includes any tax or duty which would normally arise on the purchase of a vehicle, or the movement of a vehicle from the relevant country to Germany, and

The “total period” of BFG registration comprises all periods during which a vehicle has been properly registered with the BFG VLO, but will not include any periods during which registration lapses, or is not valid in accordance with this Order.

The sanctions set out at paragraph 301c will be automatically applied by BFG. For the avoidance of doubt the automatic application of these sanctions does not preclude the subsequent imposition of punishments for breach of this order under the Service Justice System.

Obligation to De-register a BFG Registered Vehicle when disposed of to an Entitled or a Non-entitled Person

1121. *A person to whom this Order applies is obliged to de-register his or her BFG registered vehicle when disposing of it to either an entitled or Non-entitled Person. In addition BFG Form 38 or BFG NOVA is to be obtained before disposal to a Non-entitled Person (see paragraph 1117 above). De-registration of a BFG registered vehicle, following disposal to a **Non-entitled** Person, requires that the Owner of the vehicle will return to the BFG LVO (MAIN) within 28 days the following items:

- a. For RHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), UK style vehicle number plates (if issued by BFG VLO) including those for any towed equipment.
- b. For LHD Vehicles: - Completed BFG Form 4003 (Disposal/De-registration of a BFG Vehicle), BFG Form 73 (BFG Vehicle Registration Card), German style vehicle registration plates (including those for any towed equipment) in a clean condition, as issued.

Obligation to Fit and Wear Seat Belts

1122 A person to whom this Order applies, subject only to the exceptions prescribed under German law, is to wear a body restraining seat belt when driving or travelling as a front or rear seat passenger in any BFG registered vehicle to which body restraining seat belts have been fitted.

Carriage of Children

1123 Persons to whom this Order applies are to ensure that, when driving a BFG-registered vehicle, children under the age of 12 years who are less than 150 cm (4 ft 11 in) in height are only carried as passengers in that vehicle in seats with child restraints that are suitable for the size and weight of the child concerned, and which meet the relevant German or UK standard. See Annex F to Section 4.

Obligation to Wear Crash Helmets

1124 Persons to whom this Order applies who ride, or are carried as passengers on, motorcycles, mopeds and bicycles with auxiliary motors are to wear crash helmets which are approved under either German (DIN) or British (BS) Standards.

Use of BFG Registered Vehicles for Business Purposes

1125 Persons to whom this Order applies are not to use vehicles purchased or imported free of tax, or fuel provided free of tax and duty, for business purposes, unless such use has been authorised by SO2 G1 Vehicle Licensing.

Obligations Regarding Tax Free Fuel

1126 *Persons to whom this Order applies are not to use fuel obtained free of tax and duty for any purpose other than that for which it is authorised. In particular, where tax and duty free fuel is obtained by use of a BFG Fuel Card, it is to be used only in the vehicle specified on the card used for purchase.

VEHICLE LICENSING ADMINISTRATIVE PENALTIES

Note that the penalties, up to the maximum levels shown below, will apply not only to the vehicle owner, but also to all members of his/her family group.

OFFENCE	SANCTION
<p>Disposal of a new Tax-Free vehicle before that vehicle has been registered for 12 months in total – ‘early disposal’. (SO BFG 3213, Sect 3, Para 301c)</p>	<p>Up to 5 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel. .</p>
<p>Non compliance with the rules on the use of BFG Form NOVA (SOBFG 3213, Paragraphs 1117, 609 & 301(c)).</p>	<p>New Tax-Free vehicle that has been BFG registered for less than 12 months:</p> <p>Up to 5 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p> <p>Tax-Free vehicle over 12 months BFG registered:</p> <p>Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>
<p>Use of UK VAT Form NOVA to register a BFG vehicle in the UK. (SOBFG 3213, Sect 11, Paragraph 1118)</p>	<p>New Tax-Free vehicle that has been BFG registered for less than 12 months:</p> <p>Up to 5 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p> <p>Tax-Free vehicle over 12 months BFG registered:</p> <p>Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>
<p>FAILURE TO USE BFG FORM 38 TO DISPOSE OF A TAX-FREE OR TAX PAID BFG REGISTERED VEHICLE TO A NON-ENTITLED PERSON, OUTSIDE THE UK. (SOBFG 3213, Paragraphs 1117, 615 & 301(c))</p>	<p>Up to 3 year ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>
<p>FAILURE TO BFG REGISTER A NEW TAX-FREE VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION INTO GERMANY. (SOBFG 3213, Paragraphs</p>	<p>Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.</p>

1106(b) & 401(a))	
FAILURE TO BFG REGISTER A TAX PAID VEHICLE WITHIN FORTY FIVE DAYS OF ITS IMPORTATION TO GERMANY. (SOBFG 3213, Paragraphs 1106(b) & 401(a))	Up to 12 months ban on the registration of a Tax-Free vehicle, and on the purchase of tax/duty free fuel.
FAILURE TO REGISTER A TAX-FREE OR TAX PAID VEHICLE ON TRANSFER (SO SOBFG 3213, Paragraphs 1113 & 604)	Ban on the purchase of tax/duty free fuel for up to 12 months.
FAILURE TO RENEW BFG REGISTRATION AND ROADWORTHINESS TEST TRI-ANNUALLY OR ON THE EXPIRY OF THEIR INSURANCE POLICY SOBFG 3213, Paragraph 1102.	Ban on the purchase of tax/duty free fuel for up to 12 months.
FAILURE TO RE-ACTIVATE BFG REGISTRATION FOLLOWING CANCELLATION OF INSURANCE. (SOBFG 3213, SECTION 5, PARAGRAPH 502)	Ban on the purchase of tax/duty free fuel for up to 12 months.
MISUSE OF BFG FUEL CARD. (SOBFG 3213, Paragraphs 1004)	<p>Transfer of BFG Fuel Card to another Entitled Person:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 month ban on purchasing tax/duty free fuel. . (2) Repeat offence within two years – up to 2 year ban on purchasing tax/duty free fuel. . <p>Transfer of BFG Fuel Card to a non-Entitled Person:</p> <ul style="list-style-type: none"> (1) First offence – up to 3 year ban on purchasing tax/duty free fuel. (2) Repeat offence within two years – five year ban on purchasing tax/duty free fuel. <p>Use of BFG Fuel Card by an Entitled Person in a non-BFG registered vehicle:</p> <ul style="list-style-type: none"> (1) First offence – up to 6 months ban on purchasing tax/duty free fuel. (2) Repeat offence within two years – up to 1 year ban on purchasing tax/duty free fuel. <p>Use of BFG Fuel Card for purposes other than the supply of fuel:</p>

	<p>(1) First offence – up to 3 year ban on purchasing Tax/Duty free fuel.</p> <p>(2) Repeat offence within two years – 5 year ban on purchasing Tax/Duty free fuel.</p>
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In accordance with SO BFG 3213, Section 1, Paragraph 104, in all cases the individual has a right to appeal against any administrative penalty imposed.

Note:

FAILURE TO REMOVE A NEW TAX- FREE VEHICLE FROM THE UK WITHIN TWO MONTHS OF THE DATE OF FIRST REGISTRATION SHOWN ON THE PINK LOG BOOK (VX302). VAT ACT 1994 SECTION 16(7):

- **The Vehicle must not be in UK after the permitted date shown on Page 5 of VX302. If no date is shown then it is 2 months from the date of issue of the VX 302.**
- **The owner must not dispose or attempt to dispose of the vehicle in the UK by hire, pledge, as security, sale, gift or any other means.**

Any breach of conditions means the full amount of VAT originally due is payable and the vehicle is liable to forfeiture.

This is classed as a failed removal by HM Revenue & Customs, and the VAT must then be paid to the Personal Transport Unit, HM Revenue & Customs, Dover. If a BFG Form 80 has been issued it will be cancelled and withdrawn by BFG C & I until the VAT is paid to HM Revenue & Customs. Until the vehicle is BFG registered it must not be driven or parked on any public road or place in accordance with SO BFG 3213, Section 11, Paragraph 1102.

SECTION 12 - BFG Registration Procedures For Domestic Lease Hire Military Vehicles

1201. All requests to register vehicles issued under the non operational B Vehicle Contract will be completed by the GTO office in whose Garrison area the unit is situated.

1202. There will be three categories of vehicles that will require registration or de-registration of German civilian number plates (Project HAGEN):

a. **Initial Allocation.** Annex A to this section is to be completed by the GTO for the initial registration of a vehicle delivered by the contractor before its issue to the receiving unit. The proforma is to be completed as follows:

(1) Columns (a) to (h) by the GTO office. The proforma, in duplicate, is then to be forwarded to the British Forces Germany Vehicle Licensing Office (BFG VLO Main), BFPO 39.

(2) On receipt BFG LVLO will complete columns (i) and (j) and return to the GTO office together with the German civil number plates and the completed BFG Form 73. A copy of the proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(3) On receipt of details from the BFG VLO (MAIN) the GTO office will attach the registration plates and arrange for the receiving unit to take over the vehicle.

b. **Transfer Between Units within a Garrison Area.** Where Log Sp (B Veh Contract), HQ BFG or the GTO orders the transfer of a vehicle from one unit to another within the Garrison area the following procedure will be adopted:

(1) The releasing unit will arrange for the vehicle concerned to be returned to the GTO office bearing the existing German civilian plates. The GTO office will then arrange the handover to the new unit bearing the existing German civilian number plates.

(2) The GTO office will complete the proforma at Annex B to this section, columns (a) to (j), in duplicate, and send it direct to the BFG LVLO. The vehicle may still be used on its existing German plates until a new registration is received.

(3) On receipt BFG VLO (MAIN) will complete columns (k) and (l) and return to the GTO office together with the new German civilian plates (if a change of area has occurred) and new BFG Form 73. A copy of the completed proforma will be sent to Log Sp (B Veh Contract), HQ BFG to update computer records.

(4) On receipt the GTO office will be responsible for fixing the new plates to the vehicle **and must return the old plates, complete with the old BFG Form 73**, direct to the BFG LVLO with the proforma at Annex C to this Section.

c. **Transfer Out of a Garrison.** Where a vehicle is being transferred from one Garrison area to another it is the responsibility of the receiving GTO office to carry out all necessary de-registration/re-registration action.

d. **De-registration.** When vehicles are returned to the GTO to be handed back to the Contractor the following procedure will be adopted:

(1) The unit will return the vehicle to the GTO office complete with German civilian plates and the BFG Form 73.

(2) On receipt of the vehicle the GTO office will de-register the vehicle by completing the proforma at Annex C to this section in duplicate and forward direct to the BFG VLO (MAIN) **together with the German civilian plates** and the BFG Form 73.

(3) On receipt of the details from the GTO, BFG VLO (MAIN) will de-register the vehicle and annotate the proforma and forward a copy to Log Sp (B Veh Contract), HQ BFG, to update computer records.

Military Registration Plates

1203. There are some vehicles that will be supplied through the non-operational B Veh Contract that will require military registration numbers. These will be primarily Service Police vehicles that display military markings. The procedures for de-registration/re-registration will be as per paragraphs 1202a to 1202d with the proforma at Annex B marked **MIL REG REQ** in red at the head of the proforma and under column b the make and model should be entered along with MIL MARKINGS. The BFG VLO (MAIN) will issue military number plates together with BFG Form 73. The procedures for the control of the military number plates are exactly the same as for vehicles issued with German civilian plates.

1204. Military lease vehicles required for exercises in Poland other European countries that need to have military registration plates fitted are to be dealt with as laid down in Annex E.

Renewal of TÜV Stickers

1205. The BFG VLO (MAIN) will issue new TÜV stickers on request to the relevant GTO office for all domestic military lease hire vehicles. The following procedure will be adopted:

a. GTOs will be responsible for ensuring that TÜV are attached to the relevant vehicles plates as soon as possible after receipt.

b. A receipt for the stickers will be returned to the BFG VLO (MAIN) on the proforma at Annex D to this section.

c. The stickers are controlled items and as such must be afforded every care until firmly affixed to vehicle plates.

Military Owned Domestic Vehicles

1206. The registration of military owned domestic vehicles is to be carried out by first completing NATO Form 302A to obtain NATO Form 302 from C&I BFG, BFPO 39. Apply to BFG VLO (MAIN) for registration using BFG Form 20 supported by the NATO Form 302 and the vehicle's existing log book. If a registration document or log book is not available the purchase invoice or warranty document is to be submitted.

1207. Military owned domestic vehicles that are being disposed of either through vehicle sales or temporary issue to a new unit are to carry out the procedures in the previous paragraphs and are to annotate under column b of the proforma at Annex C to this Section **MIL OWNED**.

Note:

1. **Allocation Certificates are not acceptable under any circumstances.**
2. **A BFG Fuel Card is not granted. An Agency fuel card should be applied for.**
3. **MOD insurance will apply.**
4. **The BFG Form 20 should be completed as far as is relevant. The Service/Passport number should be the unit's UIN.**
5. **If a UK military registration mark has been allocated by Chilwell the application for registration should be made on Annex A.**

Loss/Damage

1208. Any German civilian plate that is lost or damaged and cannot be recovered is to be reported by the GTO immediately in writing to BFG VLO(MAIN), copy to Log Sp (B Veh Contract), HQ BFG.

Exceptions

1209. Any exceptions to the above procedures are to be dealt with by letter direct to Log Sp (B Veh Contract), HQ BFG and will be resolved on an individual basis.

Note: Project HAGEN vehicles are not to be used by or loaned to units outside BFG, for instance HQ AFNORTH or SHAPE.

To: BFG VLO (MAIN) From:
 BFPO 39
 Ref:

APPLICATION FOR THE RE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE ON TRANSFER BETWEEN UNITS
 (To Be Completed in Duplicate)

Type of Vehicle		Current Details			Unit Requirement		BFG LVLO Use				
Receiving Unit Address/UIN	Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Existing GE VRN on vehicle	GE District Required	BFG LVLO Ser No	Rear plate style	Allocated GE VRN/ Mil VRN
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

1. The above mentioned vehicles have been transferred from the unit shown at Column (g) to the unit shown at Column (a) under the authority of Log Sp, (B Vehicle Contract), HQ BFG.
2. Please register the vehicles and forward the new German civilian plates complete with TÜV stickers for the German District shown at Column (i) and BFG Form 73.
3. On receipt of the new number plates, TÜV stickers and BFG Form 73, the existing ones will be returned to you for reallocation.

Date: Signature: Rank:

To: BFG VLO(MAIN) From:
BFPO 39

Ref:

DE-REGISTRATION OF A DOMESTIC MILITARY LEASE VEHICLE
(To Be Completed in Duplicate)

Type of Vehicle					Current Details	BFG LVLO Use	
Chassis No	Make Model	Body Type	Colour	Fuel Type	Present Unit Address/UIN	Current GE VRN	Current Mil VRN (if applicable)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

3. Enclosed with this proforma are the current German civilian number plates, complete with TÜV stickers and BFG Form 73, for your disposal.

Date: Signature:

Name:

To: BFG VLO(MAIN) From:
BFPO 39

Ref:

RECEIPT OF TÜV STICKERS

Reference you're dated

1. Receipt is acknowledged of TÜV stickers for the following domestic military lease hire vehicles on annual renewal.

Ser	Current GE VRN	Ser	Current GE VRN	Ser	Current GE VRN

2. It is confirmed that the new stickers have now been attached to the vehicle registration plates.

(Signature)

Date (Rank and Name)

PROCEDURES FOR OBTAINING, FITTING AND SUBSEQUENT RETURN OF MILITARY REGISTRATION PLATES FOR MILITARY LEASE VEHICLES USED FOR TRAINING IN OTHER EUROPEAN COUNTRIES

Authority to take military lease vehicles to other European countries

1. Five weeks before departure, unit MTOs having decided in conjunction with CAFTG (G) which vehicles are to be taken to other European countries, are to notify their GTO who will obtain permission from Ryder for the vehicles to go to other European countries. The make, type and vehicle registration number is to be quoted together with the duration of deployment.

Application for Military Registration plates

2. Four weeks before departure, GTOs are to apply to the BFG VLO(MAIN) for military style numbers and registration plates to be issued. The application should be as laid down in SO BFG 3213 paragraphs 1203-1204 and Annex B. It should also show the name and duration of the exercise. An information copy of the application should be sent to CAFTG(G).

Issue of Military Registration Plates

3. The BFG VLO(MAIN) will issue UK style military registration plates with yellow reflective backing for the rear and white reflective backing for the front. GB stickers will also be issued, but see paragraph 7 below.

4. If there are any last minute changes to the lease vehicles deploying with the military style plates, the BFG VLO(MAIN) and Ryder (via GTOs) must be informed immediately so the records can be amended.

Fitting of Registration Plates and National Stickers

5. Military registration plates should normally be fitted in barracks before deployment. The German style plates should be kept secured in unit lines when not in use.

6. The new plates are to be fitted using existing holes in the vehicles. No additional holes are to be drilled in lease vehicles. If the vehicle's trim has to be removed and refitted, this must be done with great care to avoid damage.

7. If D stickers are found to be applied to lease vehicles, these can be removed or

covered by GB stickers or Union Flag transfers provided by MTO. However, where there is no D sticker on a vehicle then no GB sticker or Union Jack is to be applied to the vehicle. Removal of D & GB stickers or Union Jacks must be carried out most carefully. Sharp metal objects such as screwdrivers are not to be used. Where possible stickers should be warmed slightly with warm air from a hair dryer or fan heater to enable them to be peeled off without damaging the vehicle paint work.

After the Exercise

8. Military style registration plates are to be removed and returned to the BFG LVLO within **7 days** of the end of the exercise. De-registration is to be requested by GTOs in accordance with paragraph 1202d and Annex C to SO BFG 3213. The prompt return of the plates followed by de-registration is most important as the military numbers have to be re-used for the next exercise. Failure to act as above causes much inconvenience to the BFG VLO(MAIN) Staff who have to chase units to follow the correct procedures. It should be noted that the BFG (MAIN)VLO has a strictly limited supply of military numbers to use for exercises in other European countries. Where units fail to return plates in a timely fashion, then it is unlikely that plates will be available to meet every valid application.

CAFTG(G) Vehicles

9. CAFTG(G) will be allowed to retain their military plates for the training season. However, military style plates are only to be fitted to the vehicles to which they are allocated by the BFG VLO(MAIN). Plates are not to be moved from vehicle to vehicle as various organisations such as HQ BFG, RMP and the Chief Police Advisor will have a list of the plates and to which vehicles they are allocated. CAFTG(G) is to keep its German and military style plates stored securely when they are not in use. At the end of the season all lease vehicles are to be de-registered as in paragraph 8 above.