



Application to register as a number plate supplier

V940

Please read the notes over the page before you fill in this form. For more than one place of business you must fill in the supplementary form V940/1 (see note 8 over the page).

***Mandatory fields**

A Company details

*Company name (in full)

*Company address

*Post town Postcode

*Companies House registration number or LLP number DVLA fleet no. (if applicable)

*Daytime phone number Email address

Mobile phone number

*Nature of business

*Do you supply number plates to: (please tick all that apply)
 Trade Public Fleet operators Own used stock
 Other (please specify)

Type of business:
 Sole trader Ltd company Partnership Plc LLP
 Other (please specify)

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

B Fee

A fee of £40 is payable for each place of business (see note 5). I can confirm that I have attached the required payment for this application.

You can pay by cheque, banker's draft or postal order, made payable to **DVLA Swansea**.

If you send us a damaged or altered cheque, your application will be rejected and returned to you.

Method of payment: Cheque Postal order Banker's draft

C Declaration

I declare that I have checked the information provided on this form and to the best of my knowledge and belief it is correct.

Contact name

Print name in full

Signature Date

Position held in company



The register of number plate suppliers scheme applies to all number plate suppliers in the United Kingdom. For detailed information visit www.gov.uk/number-plate-supplier

To supply number plates legally you must be registered with DVLA.

1 Who must register as a number plate supplier

Any person whose business consists wholly or partly of selling number plates, for example, finished number plates that include a registration number.

2 Who should not register as a number plate supplier

- suppliers who only provide number plates for newly registered vehicles
- businesses that only supply component parts
- businesses that only manufacture and fit plates to their own vehicles

3 Nature of business

Section A requests a company to state the nature of their business. For example, this would include motor dealers, motor factors, MOT testers and vehicle body repairers.

4 How to submit this form

Please return the filled in form with the correct fee to:

DVLA
Register of Number Plate Suppliers
Swansea
SA99 1DB

5 How much it costs

A fee of £40 is payable for each place of business.

How to pay

You can pay by:

- banker's draft
- cheque – made payable to DVLA Swansea (please print the company name and address details on the back of the cheque)
- postal order made payable to DVLA Swansea

We cannot accept a damaged, altered or post dated cheque. If you send us a cheque that is damaged, altered or post dated, your application will be rejected and returned to you.

Please do not send cash.

6 Acceptance of application for registration

We will send you an acknowledgment letter (V942) showing a unique supplier number (SID) allocated to your business. You will also receive an information leaflet INF195/2 which explains your legal obligations when registered as a number plate supplier.

7 Refused application

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

DVLA
Register of Number Plate Suppliers
Swansea
SA99 1DB

8 Multiple outlets

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

9 If you cease trading

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

DVLA
Register of Number Plate Suppliers
Swansea
SA99 1DB

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

You **must** keep your records for 3 years.

Number plates must comply with regulations. For vehicles, refer to the 'Vehicle registration numbers and number plates' leaflet (INF104). For trailers, please refer to the 'Trailer registration numbers and number plates' leaflet (INF291).

The display regulations form part of the MOT test and number plates that do not comply could lead to an MOT failure. For further information see

www.gov.uk/displaying-number-plates

Warning: it is an offence to make a false statement on an application. This could lead to a fine of up to £1,000, an order prohibiting a further application for up to 5 years, or both.

10 Data protection

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