



# Application to Register as a Number Plate Supplier



Please read the notes over the page carefully before you complete this form.  
Supplementary form V940/1 must also be completed for more than one place of business (see notes).

**\*MANDATORY FIELDS**

**A Company Details**

\*Company name (in full)

\*Company address

\*Post town  Postcode

\*Companies House registration number/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, date of birth and usual residential address.  
If the company is a partnership/LLP you **must** give the names, dates of birth and residential addresses of all partners.

**B Fee**

**A one off fee of £40 is payable for each place of business** (See note 5). I enclose payment of £\_\_\_\_\_.  
Cheques/postal orders should be made payable to **DVLA Swansea**. We do not accept Visa Electron debit cards.

**Method of payment:** Cheque  Postal orders  Mastercard/Visa/Debit Card/Maestro

Card No.

Valid from  Expiry date  Issue number (if applicable)

I authorise you to charge my credit/debit card for my payment. Signature \_\_\_\_\_

**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 \_\_\_\_\_ Date of birth

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](http://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 i.e. 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. This would include motor dealers, motor factors, MoT testers, vehicle body repairers etc.

## **4 How to submit this form**

Please return the completed form with the correct fee to:

**DVLA**  
**Register of Number Plate Suppliers**  
**Swansea**  
**SA99 1DB**

## **5 How much will it cost?**

The head office of the company and each place of business will pay a one off fee of £40.

### **How to pay?**

You can pay by:

- credit/debit card, we do not accept Visa Electron debit cards
- cheque – to be made payable to DVLA Swansea (we do not accept post dated cheques). Please print the company name and address details on the back of the cheque
- postal orders made payable to DVLA Swansea

**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) which we have allocated to your business. An information leaflet (INF195/2) will accompany the V942. This will explain 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 head office of the company must register with form V940 and is responsible for notifying us of each additional place of business that supply 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:  
[rnps@dvla.gsi.gov.uk](mailto:rnps@dvla.gsi.gov.uk)

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

**Please note: Number plates must comply with the Road Vehicles (Display of Registration Marks) Regulations 2001 and the British Standards BS AU 145d. Only the supplier's name and postcode can appear on the bottom of a number plate, no telephone numbers, website addresses or logos. Please refer to the Vehicle registration numbers and number plates leaflet (INF104) which is included with your RNPS acknowledgement letter.**

The Display Regulations form part of the MoT test and number plates that do not conform could constitute an MoT failure. For further information please refer to [www.gov.uk/displaying-number-plates](http://www.gov.uk/displaying-number-plates)

**WARNING: It is an offence to make a false statement on an application and is subject to a fine of up to £1000 and/or an order prohibiting a further application for a period of up to 5 years.**