

Danz Benz Ltd		Phone:	0300 123 0797
11 Invicta Business Park		Email:	rnps@dvla.gov.uk
London Road		Our reference:	(SID 65076)
Wrotham		Date: 29/11/21	
SEVENOAKS			
TN15 7RJ			

Register of number plate suppliers (RNPS)

Your application has been successful and you can now trade as a number plate supplier.

Your supplier identity number (SID)	65076	. Please keep this letter safe as it confirms your SID, which is
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you should quote when you contact us. If any of the details in this letter are wrong, send it back to us. If your company details change, you must tell us within 28 days of the change taking place (see section A over the page). This might incur a fee if the legal entity of the company changes. In this instance you must complete an application form (V940) and attach the relevant fee. We will then send you a new acknowledgement letter.

If your company stops supplying number plates you must tell us immediately (see section E over the page).

Telling us about any changes

New company name (in full):

Address:			
Postcode:			
Companies House registration number: (if you have one)			
Email address:			
Daytime phone number:			
Mobile phone number:			
Your signature:			
Name in full (please print):		Date:	
Contact name:			

(The person we should contact if we have any questions, if different to above)

A Change of company details

If any of your company details change in the future, please fill in the 'Telling us about any changes' section over the page and return it to:

DVLA
Register of Number Plate Suppliers (RNPS)
Swansea
SA99 1DB

If you do not tell us about a change within 28 days you could be fined up to £1000.

B Do you have to keep any records?

Yes. Once you are registered as a number plate supplier you will need to keep records of the following:

- the date you supplied the number plate
- the registration number of the plate you supplied
- the customer's name
- the customer's address
- a traceable number taken from each of the **original documents** (not copies) presented to you. In the case of a driving licence and a vehicle registration certificate (V5C) these would be:
 - the driver number
 - the document reference number (taken either from section 1 of the V5C or from the bottom left-hand corner of the new keeper supplement V5C2) this to be input underneath the document reference number
- if you are a body repairer and you have fitted plates to a vehicle an insurer has referred to you, you might not have the V5C. In this case you can keep a record of the insurer's reference and policy numbers instead, together with proof of the customer's identity
- in the case of a lease or hire company, including fleet operators, the V5C document reference number quoted on the View Vehicle Record (VVR), where the V5C has been suppressed
- a V5C document reference number taken from a letter of authorisation on company headed paper from a lease or hire company, including a fleet operator.

To get number plates your customers will have to provide at least one **original** document from each list in this section to prove their identity and entitlement to the registration number they want. Whatever combination of documents the customer uses, they must allow you to check and record the customer's name, address and entitlement.

Proof of identity

The documents we accept as proof are as follows:

- a driving licence, whether or not it was issued in the United Kingdom (with or without a photo)

- an electricity, gas, water, landline phone, council tax or rates bill (in Northern Ireland) issued within the last six months
- a bank or building society statement issued within the last six months
- a passport (whether or not it was issued in the United Kingdom)
- a national identity card, issued by the government of a state or of a territory other than the United Kingdom
- a debit or credit card issued by a bank or building society
- a police warrant card
- an armed forces identity card.

Proof of entitlement

The documents we accept as proof are as follows:

- a vehicle registration certificate (V5C)
- the New Keeper Supplement (V5C/2) of the Vehicle Registration Certificate
- a Certificate of Entitlement (V750)
- a Retention Document (V778)
- a Renewal Reminder for a tax disc or SORN (V11)
- a Temporary Registration Certificate (V379)
- a Number Plate Authorisation Certificate (V948/eV948)
- a letter of authorisation from a lease or hire company (including fleet operators) on company headed paper with contact details stating that the company holds the (V5C) and quoting the document reference number
- a View Vehicle Record (VVR) from a lease or hire company including fleet operators, which must quote the V5C document reference number, where the V5C has been suppressed.

You must keep records for three years and allow any DVLA/DVSA enforcement officers, police/trading standards officers to inspect your records at any time.

C Plates that do not meet relevant laws

It is an offence to supply number plates that do not meet the Road Vehicles (Display of Registration Marks) Regulations 2001 and the British Standard. Information about displaying registration numbers can be found in the booklet 'Vehicle Registration Numbers and Number Plates' (INF104) (included with this acknowledgement letter).

D Removing you from the register

We could remove your business from the register if a magistrates' court tells us that you have not met the requirements of the scheme.

It is an offence to apply for an application while suspended from the register. If you do, you could be fined up to £5000.

E What if you stop trading as a number plate supplier?

If you stop trading as a number plate supplier you must tell us within 28 days. We will then take you off the Register of Number Plate Suppliers (RNPS). You must keep your records for three years.

It is an offence to use our name or brands (except where correctly describing or identifying our services) unless you are authorised. If you do we can take legal action against you without giving you notice.

Please note: number plates must comply with the Road Vehicles (Display of Registration Marks) Regulations 2001, and the British Standard BS AU 145e. Only the supplier's name and postcode can appear on the bottom of a number plate (no phone numbers, website addresses or logos are allowed).