Instructions for completion:

Revised May 2012

Vehicle on Hire Certificate (VE103B)

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

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

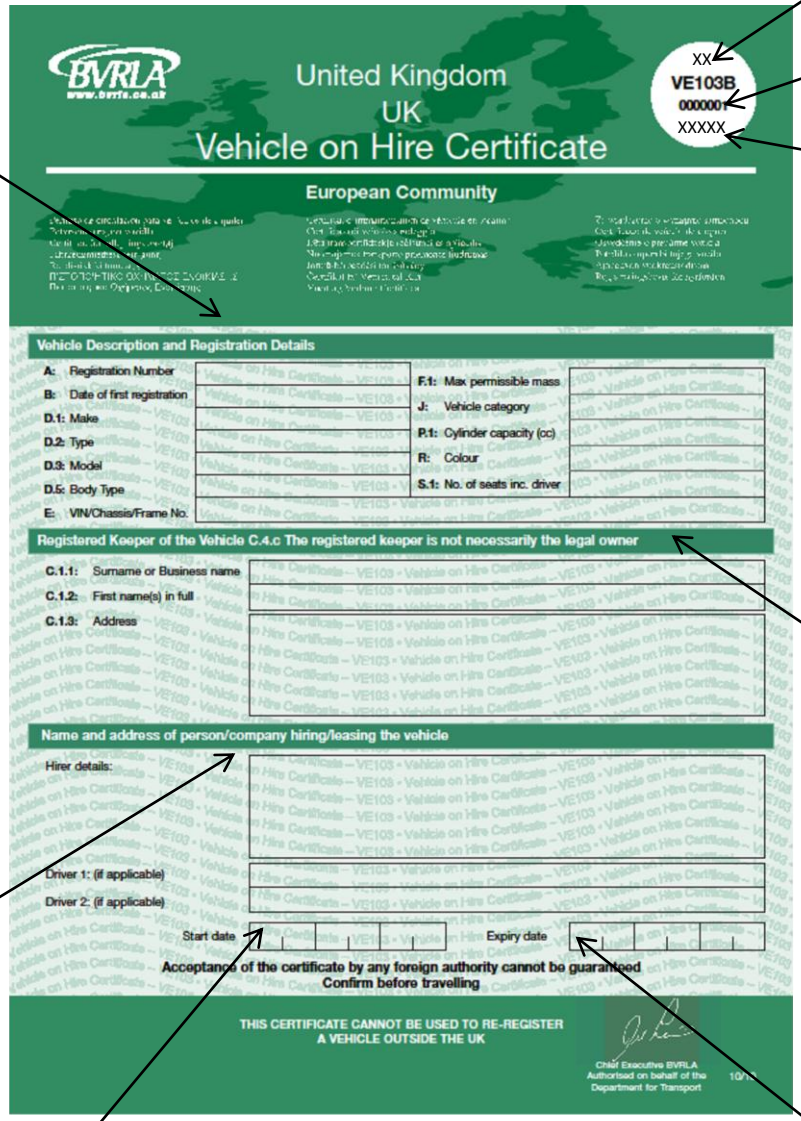
Note: The DVLA's current V5C document contains more information than its predecessor and it is red in colour and became available on all vehicles registered after 15 August 2010.

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

Name and address of person/company hiring/leasing the vehicle: This section is used to record details of the person(s) in charge of the vehicle whilst abroad and if appropriate, the client company hiring the vehicle. It is a requirement for the principal hirer's name and address to be entered here – exactly as it appears on the driver licence. This is to enable police and other authorities to verify that the driver has permission from the registered keeper of the vehicle to be in possession of the vehicle outside the UK.

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

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



BVRLA Membership Number

BVRLA Reference Number

DVLA Certificate Number

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

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

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

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

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