

All you need to know about VE103Bs - compliance and revenue opportunity

BVRLA Webinar 24 April 2019



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Welcome

**Nora Leggett, Director of Member
Services, BVRLA**



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Agenda

- Welcome & Introductions – Nora Leggett
- Driving Abroad – Amanpreet Kalu
- Completing the VE103B Certificate – Laura Birdsey
- Compliance Matters – Nora Leggett
- Question & Answer Session



Nora Leggett
Director of Member Services



Amanpreet Kalu
Legal & Policy Executive



Laura Birdsey
Member Services Executive



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Driving Abroad

**Amanpreet Kalu, Legal & Policy
Executive, BVRLA**



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Driving Abroad

UK Driving Licences:

- From 31 October 2019, drivers from the UK will need extra documentation to drive in the EU and EEA.
- UK drivers may also need an international driving permit (IDP) to drive in the EU and EEA.
- See UK Government's Step by Step Guide:
<https://www.gov.uk/drive-abroad>



Action Required:
Communicate to customers an IDP is required to drive in the EU.

EU Driving Licences:

- From 31 October 2019, in the event that there is no EU Exit deal, arrangements for EU licence holders who are visiting or living in the UK will not change.
- Visitors with EU driving licences will not need an IDP to drive in the UK.



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Vehicle Number Plate



- From 31 October 2019, if the UK leaves the EU without a deal, your customers may need a GB sticker even if your vehicle has a Euro-plate (a number plate displaying both the EU flag and a GB sign).
- Your customers will not need a GB sticker to drive outside the UK if a Euro-plate is replaced with a number plate that features the GB sign without the EU flag.

Action Required:
Ensure all vehicle
registrations display the
correct sticker when
taken within the EU.



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Motor Insurance

The insurance implications of driving your vehicle in the EU – including the Republic of Ireland - in the event of no-deal Brexit

Action Required:
Ensure you or your customers have a green card for all vehicles taken into the EU.

- From 31 October 2019, in the event that there is no EU Exit deal your customers will need to carry a motor insurance Green Card when driving in the EU and EEA.



- UK residents involved in a road traffic accident after 31 October 2019 in an EU or EEA country may need to bring a claim against the driver or insurer of the vehicle where the accident happened.
- Accidents caused by uninsured or untraced drivers after 31 October 2019 means you may not receive compensation – this will vary from country to country.



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Vehicle Documents V5C/VE103

NOTHING HAS CHANGED.

- Deal or no deal your customers hiring / leasing a vehicle abroad **will need** to have a 'Vehicle on Hire Certificate' (VE103B) when driving abroad for periods of less than 12 months.
- All other motorists will need to carry their V5C document while travelling abroad.

The image displays two UK vehicle documents. The top document is the front of a 'Vehicle on Hire Certificate' (VE103B) from the United Kingdom, featuring a green header and multilingual text. The bottom document is the back of a 'UK Registration Certificate' (V5C), showing a red header with the DVLA logo and registration details. Both documents include fields for registration mark, date of first registration, make, model/type, and other vehicle specifications.

Action Required:
Ensure all customers have the relevant documents when taking a vehicle abroad.



As the trade body for the vehicle rental and leasing industry, the BVRLA provides VE103B certificates to its members. Should you need to place an order contact BVRLA Member Services Executive, [Laura Birdsey](#).

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Completing the VE103 Certificate

**Laura Birdsey, Member Services
Executive, BVRLA**



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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

DVLA Certificate Number (7 digits)

BVRLA Reference Number (1-6 digits)

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.

Compliance Matters

**Nora Leggett, Director of Member
Services, BVRLA**



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DVLA Compliance

- Understand: purpose for which the VE103B is provided
- Issue certificates ONLY to customer fleets that are leasing, renting and enjoying fleet management services from you
- Ensure the VE103B certificate is valid for a maximum of 12 months from date of issue
- Exercise numerical controls. Document any spoils and voids
- Store certificates securely – locked cupboard or drawer
- Complete monthly Control Sheet and send to fleet@bvrla.co.uk.
- Ensure staff are aware and trained appropriately
- Complete 'Key Staff' section of BVRLA Agreement
- Tell us your approximate annual usage



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BVRLA Monthly Control Sheet

[illegible]

- The BVRLA receives regular compliance audits from DVLA
- We do not require any personal data from drivers to be documented on the Monthly Control Sheet - GDPR rules apply.
- Report to us any losses, security breach or mis-use
- BVRLA members are required to retain their Monthly Control Sheet records for a period of 2 years.
- BVRLA will from time to time contact you and ask you to complete a compliance declaration.
- DVLA reserves right to inspect BVRLA members' premises to ensure compliance



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Question & Answer Session

Facilitated by Nora Leggett – BVRLA

Please use the chat box on your screen to ask any questions you have in relation to the information detailed in today's webinar



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BVRLA Guidance & Factsheets

For more information on VE103B compliance click on the below links:

- [Vehicle on Hire Certificates](#)
- [Guidance on Brexit](#)
- [Taking a Vehicle Abroad](#)
- [Driving Abroad](#)
- [Prepare to drive in the EU after Brexit](#)

For specific queries or further questions, email: fleet@bvrla.co.uk



Final Thoughts

Thank you for your participation in today's webinar.

- **Presentations:** A link will be emailed to download from the BVRLA website today
- **Recorded version:** A link to the recorded version of today's webinar will be emailed later today
- **Previous webinars:** Recorded versions are available on our [YouTube channel](#)
- **Future events:** on the Events calendar on the [BVRLA website](#)



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