

VEH 006		Transport Malta Land Transport Directorate  Telephone: (00356) 2556 0000/8007 2393 Website: <a href="http://www.transport.gov.mt">www.transport.gov.mt</a>	 Transport Malta
APPLICATION FORM USED TO:			
<p>A. CHANGE OWNER PERSONAL DETAILS          B. CHANGE THE COLOUR OF THE VEHICLE          C. CONVERT VEHICLE TO BE USED DURING WEEKENDS              (RED PLATE) OR VICE-VERSA (RED TO BLACK PLATES)          D. DE-GARAGE OR DE-REGISTER A VEHICLE TO BE REGISTERED IN              ANOTHER COUNTRY          E. CHANGE/LOST/STOLEN/RESERVE REGISTRATION PLATES</p>			
VEHICLE AND APPLICANT'S DETAILS (THIS SECTION IS MANDATORY AND MUST BE FILLED IN FOR ALL) TRANSACTION			
Vehicle Registration No:	System No.:	Date:	
Name and Surname:	ID Card No:		
<b>A. TO BE FILLED IF THE VEHICLE OWNER WISHES TO CHANGE HIS/HER DETAILS INCLUDING SURNAME The New Address or New Surname must match with the current Identity Card. (FILL ALSO SECTION A &amp; F)</b>			
Name and (New) Surname:  <hr/>	New Address:  <hr/> <hr/>		
Telephone No:  <hr/>			
<b>Administration fee - € 10.00</b>			
<b>B. TO BE FILLED IF OWNER WISHES TO CHANGE THE COLOUR OF THE VEHICLE - (FILL ALSO SECTION F)</b>			
I the undersigned, declare to change/have changed the colour of the above-mentioned vehicle from _____ to _____.			
<b>Administration fee - € 10.00</b>			
<b>C. TO BE FILLED TO CONVERT A REGISTERED VEHICLE TO WEEKEND SCHEME (RED PLATE) OR VICE-VERSA (RED TO BLACK PLATES)</b>			
I hereby request to convert:			
<input type="checkbox"/> (M1) passenger car/motorcycle to be used as from <b>be used on Friday, weekends and Public/National Holidays Only.</b> Annual circulation fee – 35% of the full amount.			
<input type="checkbox"/> From weekend plates to normal plates Annual Circulation fee – full licence			
<b>D. TO BE FILLED DURING THE DE-GARAGING OR DE-REGISTRATION (EXPORT) OF A MOTOR VEHICLE (FILL ALSO SECTION A &amp; F)</b>			
<input type="checkbox"/> De-Garaging  <b>Please submit the original registration certificate (logbook), an insurance certificate and a VRT Certificate (if applicable)</b>	<input type="checkbox"/> De-Registration in Malta/Re-Registration in another Country  Date of Departure:.....  Vessel: ..... Country: ....  <b>I declare that vehicle will be taken out of Malta and Re-Registered in another Country.</b>		

**E. APPLICATION FOR VEHICLE REGISTRATION PLATES / STOLEN-DAMAGED PLATE / EXTRA THIRD PLATE / RESERVATION OF PLATE OR A NOTIFICATION TO ADD TOW BAR – (FILL ALSO SECTION A & F)**

I want to have my personalised registration plates made up of one the following alphanumeric combinations:

First preference



Second preference

Third preference

Applicable to Customised plates

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**I apply for:** (Please tick appropriate box)

- a) A pair of non-personalised number plates (the letters and numbers will be allotted by the Authority) (€70 for vehicles) - (€35 for motorcycles)
- b) A pair of personalised number plates (the letters and numbers chosen above) (€200 for vehicles) - (€100 for motorcycles)
- c) A customised registration plate € 1,500 (Composed of Numeric, Alphabetical or Alphanumeric format up to a maximum of 9 characters)
- d) Reservation of personalised number plates €23.25
- e) A third plate (€ 35 + € 10 Administration Fee)
- f) A Stolen Plate (€ 35 + € 8 Declaration). (If both plates are stolen then € 70 for the pair of new plates, € 10 Administration fee + € 8 for the Declaration)
- g) Replace a Damaged Registration Plate (€ 35)
- h) Notification to add "TOW BAR AFFIXED" in the Vehicle's Registration Certificate. (I declare that the towing attachment fitted on the above vehicle does not impair the visibility of the registration number plate fixed on the rear of the said vehicle).
- i) Same Personalized Plates deposited will be used in the next five working days. (Transport Malta reserves the right to refuse this request if such plates are not in good condition to be reused).

**Note 1** A police report must be presented if both customised plates are declared lost

**Note 2** In the case of motorcycles ONLY the rear plate will be supplied.

**Note 3** In case of a stolen/damaged registration plate, please submit the unique number on the remaining reg plate

**The registration plates are available in the following eight different sizes:**

Type A - Length 52 cm Height 11 cm

Type E - Length 24 cm

Height 13 cm (for motorcycles)

Type B - Length 25 cm Height 20 cm (for motorcycles)

Type F - Length 30.5 cm

Height 15.5 cm

Type C - Length 28 cm Height 20 cm

Type G - Length 19 cm

Height 13 cm (for motorcycles)

Type D - Length 34 cm Height 20 cm

Type H - Length 30.5 cm

Height 11 cm

**(Please tick appropriate box)**

(If the standard size registration plate does not fit in the space provided by your vehicle's manufacturer, please indicate type of plate required in the boxes below). Please fill from Type A to H.

Front Registration Plate

Rear Registration Plate

Third Registration Plate

**F. INDEMNITY GUARANTEE**

I the undersigned, in consideration of the Authority for Transport in Malta not objecting to the changes to the vehicle mentioned hereby agree to indemnify and save harmless the Authority for Transport in Malta and each of its employees against any and all liability, loss, damages, costs or expense which they may ever hereafter incur, suffer or be required to pay by reason of the said changes. I/We hereby declare that the information given is true, complete and correct.

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**Signature of Vehicle Registered Owner**

**Identity Card No. / Passport No.**

## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta, LJA 2021 is the Data Controller for the purpose of the Data Protection Act CAP 586 and the General Data Protection Regulation (EU) (GDPR) 2016/679. This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

### 1. The information we collect and how we use it

- 1.1. From this Application Transport Malta collects different types of information which information is that required by Law and is used explicitly for your applications related to Vehicle Registration and Drivers Licences. It is to be noted that if the required information is not provided the said application could not be processed.
- 1.2. The primary purpose for collecting information is mainly to process the applications related to Vehicle Registration and Drivers Licences, however, your Personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

### 2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
  - Any third party offering assistance in providing the service, including Insurance companies and Contractors responsible for the development of Vehicle Registration and Licensing or Driving Licences Applications;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing and printing of relative licences.

### 3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

### 4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the Licence is issued, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

### 5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the processing of Vehicle Registration and Licensing or Driving Licences.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

### 6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act).

### 7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt).