

A. PROCEDURE

1. OBJECTIVE

- 1.1. The aim of these procedures is to qualify the steps required for the issuance of a temporary vehicle permit to enable an unlicensed vehicle to travel from a specific location to another specific location.
- 1.2. This procedure sets out guidelines for the use and disclosure of information containing personal identifiers.

2. PROCEDURE

- 2.1. The owner of the vehicle may call at the Customer Care Unit in Paola and request a permit to drive a vehicle, registered in his name, which is unlicensed, from one specific point to another. The reasons could be various, like punching of an engine or chassis number by Police, VRT inspection, TM Technical inspection, etc.
- 2.2. Owner has to present a valid insurance document for the vehicle in question.
- 2.3. If the owner nominates a third party to act on his behalf, the third party must always present a letter of authorisation. Customer Care will accept as evidence of the third party's authority to act, a letter which includes (at a minimum) all the following information:
 - Date of signature of letter of authorisation;
 - A statement authorising the third party to act on behalf of the owner;
 - The owner's full name, identity card number and signature;
 - The third party's full name, identity card number and signature;
 - Proof of the owner's identity (presentation of ID card/passport/ driving licence or scanned copy);
 - Proof of the third party's identity (presentation of ID card/passport/ driving licence or scanned copy);
 - Vehicle registration number; and
 - The address of both the specific point of departure and point of arrival as well as the return trip, if applicable.
- 2.4. A letter of authorisation template is uploaded on <http://www.transport.gov.mt/customer-care> and available at the Customer Care Unit in Paola, including the fundamental information the department requires to engage with the selected third party submitting a request for issuance of a vehicle temporary permit. The use of such template is not mandatory, however the department will not action any requests without a complete letter of authorisation.
- 2.5. Scanned copies of identity documents (identity cards/driving licence/ passports) are not retained by Transport Malta. Customer Care officials are required to record a description of any documents that were relied on, using the Confirmation of Identity Form, noting the type of document, full name of identification document holder, any identification number contained in the document, the place of issuance, the date of issuance and expiration date. The applicant (owner/third party) must confirm that the information is true, complete and accurate by signing and dating the Confirmation of Identity Form.
- 2.6. Any false statement, misrepresentation or concealment of material fact within this form and/or any document presented in support of this form may lead to refusal to issue the

permit and/or criminal prosecution (for the applicant) or may result in disciplinary action, up to and including termination of employment (for Transport Malta officials).

- 2.7. Permit must be issued for not more than four (4) hours on a specific date.
- 2.8. Only a single permit must be issued for a specific date i.e. one permit cannot include two (2) dates.
- 2.9. Permit must be signed and stamped by the issuing officer.
- 2.10. A copy of the permit must be filed in the vehicle file.
- 2.11. A vehicle can only be issued with a maximum of four (4) permits within a calendar year. More permits will be issued at the discretion of the Director LTD.
- 2.12. No permits can be issued for times before 7am or after 6pm.
- 2.13. No permits can be issued for Sundays and / or public holidays.
- 2.14. Clerks issuing these permits must insert the appropriate details / information in the applicable note option fields of VERA.