

TRANSFER OF RESIDENCE

Application for Exemption from Motor Vehicle Registration Tax

(Documents not in the English language shall be accompanied by an English or Maltese translation)

This application, together with all the relevant documentation, shall be sent by registered mail or delivered personally within the (thirty) 30 day period to: , Transport Malta, Vehicle Licensing Unit, A3 Towers, Arcade Street, Paola.

(Opening hours between 07.30 and 12.00 noon).

Applications for exemptions will be processed by the Board appointed by the Minister responsible for finance. The decision of the Board will be published on the Ministry's website: <http://fpmd.finance.gov.mt/tor>

Where an application is upheld, there shall be paid a processing fee of €100 payable to Transport Malta.

A. INFORMATION ON APPLICABILITY

Applicants should read all the information on applicability and eligibility regarding the Exemption from Motor Vehicle Registration Tax Rules, which is found under Sub Legislation 368.01, as amended by Legal Notice 440 of 2013 of the Laws of Malta. For further detailed verifications one may also refer to the Motor Vehicles Registration and Licensing Act (Chapter 368 of the Laws of Malta) and the regulations governing the registration of vehicles in Malta, namely Sub Legislation 368.02.

Any person transferring his/her residence from a place outside Malta to a place in Malta is entitled, under the Motor Vehicles Registration and Licensing Act (Cap. 368), to an exemption from Motor Vehicle Registration Tax on an M1 vehicle (a vehicle used for the carriage of not more than eight passengers in addition to the driver) or a cycle (motor cycles, motor tricycles and quadricycles) which has been registered in the name of that person for a continuous period of at least twenty-four months immediately before the date of his/her transfer of residence to Malta and is still so registered when the vehicle is imported or brought into Malta. That person should also have lived outside Malta for a continuous period of at least twenty-four months immediately before transferring his/her residence to Malta.

"Transfer of residence" means the actual transfer of the normal residence of a person from a place outside Malta to a place in Malta.

A vehicle is to be declared for exemption not earlier than two months before the date on which applicant becomes normally resident in Malta and not later than twelve months following that date.

In addition to the above, where a vehicle has already arrived in Malta, the application for exemption has to be made by the person transferring the residence within **30 days** from the date on which that person had transferred his residence to Malta.

In case a person has transferred his residence to Malta and a vehicle has not yet arrived in Malta, the application for exemption has to be made by the person transferring his residence within **30 days** from the arrival of the vehicle in Malta.

An exemption shall apply to no more than one vehicle owned by the person transferring his residence, whether the vehicle is an M1 vehicle or a cycle.

A vehicle that is imported or brought into Malta by a person who had gone to live outside Malta primarily for the purpose of pursuing a course of studies of a duration of less than 5 years, does not qualify for an exemption from motor vehicle registration tax.

Together with the application for exemption, the applicant shall produce sufficient proof in either the Maltese or English language, as required by regulation 4 of Sub legislation 368.01.

An applicant who feels aggrieved by the decision of the Board may appeal to the Tribunal in accordance with the provisions of the Administrative Justice Act within **21 days** from the date that decision is published on the website: <http://fpmd.finance.gov.mt/tor>

The provisions of the law supersede any information that is published or disseminated. The Transfer of Residence Exemption Board endeavours to provide accurate information however this is not a substitute for legal advice. It is recommended that applicants seek legal advice as applicable.

B. OWNER DETAILS (items marked with an asterisk (*) are mandatory). Only applications which are completely filled and signed will be processed.		
*Name:	*Surname:	*Passport or ID Card No:
*Residence in Malta: _____ _____ _____	*Address in previous residence abroad: _____ _____ _____	*Duration of residence outside of Malta:
		Occupation outside Malta (if any):
		*Date of arrival in Malta:
		*Date of taking up residence in Malta:
Telephone No:	*Mobile No:	*Email address:

C. VEHICLE DETAILS		
*Foreign Vehicle Registration No:	*Country in which it is registered:	*Expected date of arrival in Malta or date of arrival in Malta:
*Date of registration:	*Year of manufacture:	*Date when vehicle was acquired by applicant:
*Insurance Policy No:	*Make:	*Model:

D. OWNER DECLARATION
<p>I hereby declare that I have been residing outside Malta for at least twenty-four months immediately before taking up residence in Malta and that I am transferring my normal residence to Malta on the date declared in this application.</p> <p>I also declare that the motor vehicle, whose details appear in this application, has been registered in my name for not less than twenty-four months prior to my taking up residence in Malta and is still registered in my name.</p> <p>I hereby also declare that I have never applied for an exemption from registration tax on any motor vehicle. I further declare that the information given in this application is true and correct. I also understand that my failure to supply the required proof, or otherwise, or fail to comply with the conditions for the granting of the exemption may result in the refusal of this application.</p> <p>*Date: _____ *Signature of applicant: _____</p>

Data Protection Notice
<p>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). The data provided may be exchanged with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta, LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.</p>

E. DOCUMENTS/EVIDENCE WHICH MAY BE REQUIRED TO BE SUBMITTED (If Applicable) The onus to supply evidence rests with the applicant and where the required evidence is not furnished, exemption cannot be granted. The Board has the right to ask for any other documentation which the Board may require. Documents in a language other than Maltese or English need to be accompanied by a translation or else they would not be considered.		✓ mark if submitted
Evidence of residence outside Malta		
• Acquisition and disposal of property abroad		
• Documents relating to transactions carried out in the course of day-to-day living (copies of utility bills, bank or credit card statements or other expenses, tax returns, social insurance records)		
• Employment documents (such as payslips)		
• Other documents		
Evidence relating to motor vehicle		
• Vehicle registration certificate showing date when it was registered in the name of the applicant		
• Copy of the vehicle's insurance policy certificate(s)		
• Invoice or receipt showing date of purchase of vehicle		
• Documents which clearly establish that any relevant taxes on vehicle have been paid and have not been refunded		
• Documents showing vehicle's arrival in Malta (such as ferry ticket, delivery order, Customs documents if vehicle is imported from a non-EU State)		
• Other documents		
Evidence of transfer of residence to Malta		
• Acquisition of property in Malta (including rent agreements, rent payments etc)		
• Residence Document issued by Department of Citizenship and Expatriates Affairs		
• Documents relating to transactions carried out in the course of day-to-day living (copies of utility bills, bank or credit card statements or other expenses, tax returns, social insurance records)		
• Other documents		
WARNING A false declaration or false or incorrect information wilfully given may lead to heavy penalties even under the Motor Vehicles Registration and Licensing Act		

F. FOR OFFICIAL USE ONLY		
File No:	Date on which application is filed:	Date on which application is considered:
Application: (Tick as appropriate)	Allowed <input type="checkbox"/>	Rejected <input type="checkbox"/>
Full name of officer/s (Capital letters):	Reason for rejection, if rejected	Stamp:
Signature/s:		

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. 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

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to info.tm@transport.gov.mt.