

VEH 044	Transport Malta Land Transport Directorate Telephone: (00356) 2556 0000/8007 2393 Website: www.transport.gov.mt	 Transport Malta
REGULARISATION FORM In line with The Arrears of Motor Vehicles Licence Fees (Regularisation) Regulations.		

SECTION 1. TO BE COMPLETED BY THE VEHICLE OWNER		
Vehicle Registration No:	System Number:	Date:
Vehicle Owner's Name:	ID Card Number:	
DECLARATION:		
I hereby apply to Scrap, Garage or Licence the above mentioned vehicle:		
Scrap/De-Register: <input type="checkbox"/> I accept that if I scrap the vehicle, this will not be registered and/or licensed to be used on the road again.	Garage: <input type="checkbox"/> I hereby apply to garage the above vehicle, which is no longer being used on the road and declare that it is now garaged at the following address: _____ _____	Licence: <input type="checkbox"/>

SECTION 2. TO BE COMPLETED BY TRANSPORT MALTA OFFICER				
A. VEHICLE SCRAPPED OR TO BE SCRAPPED/DE-REGISTERED - FULL EXEMPTION FROM PAYMENT OF ALL LICENCE ARREARS AND ADM FEES				
Checking Process	Actual Fees Due (as shown in VERA) €	Licence arrears TO BE PAID until date of Contraventions or Fines and/or CVA Fees (if applicable – Note 2) €	Fees to be Waived €	Fees to be paid when vehicle is Scrapped €
Check licence arrears due in VERA				
Check Administration fines €2/day or €10 per month to be waived till date ₁				0.00
Check contraventions/fines due in VERA ₂				
Check CVA Fees due in VERA ₂				
Administration Fee for Scrapping				10.00
Declaration (if applicable)				
Processing Fee				
TOTAL				

Note 1: All administration fines € 2 per day or € 10 per month will be waived till date

Note 2: If the vehicle has Contraventions and/or CVA Fees, the owner must pay **ALL** licence arrears till such date. The Waiving of the licence arrears will begin from the settlement of such date onwards

Note 3: If the vehicle is still not scrapped, then you are required to take your vehicle to **any one of the below authorised destruction facilities:**

Note 4: A Sworn Statement signed by a Notary and the vehicle owner confirming that the vehicle was not used on the road since the last licence expiry date

Note 5: If vehicle was sold to a third party; a declaration may be provided by filing Application form VEH 39. A fee of €8 applies

Note 6: Provisions will be made to vehicles registered by a deceased person whose heir/s denunciate to the will or to vehicle owners living in an elderly home or mental institution. Upon approval of the relative documents the €125 administration fee will not be paid.

Authorised Destruction facilities:

Tar-Robba Recycling Centre Ltd.
Limits of Kirkop
Tel No: 21683558, 21685332, 99493311
email: johnghig@maltanet.net

Fredu Auto Parts
Plot, 6&7, Nassab Street, Qormi, QRM 3543
Tel No: 27492222, 99490220
email: freduautoparts@melita.com

Gasparell Baling Plant Ltd
Hal Far Ind Estate, B'Bugia HHF 601
Tel No: 21651475, 99495236
email: gasparell.b@gmail.com

ELA Ltd
31, Wied Ghammieq Road, Kalkara
Tel No: 21896023, 99495035, 99477294
email: ela@onvol.net

Auto Check Ltd
19/20/47, Triq l-Inginerija ma' Triq l-Iskola
Teknika, Mriehel, Birkirkara
Tel No: 21444441, 79444441
email: repairs@met.com.mt

MANGI RECYCLING
Level -2, Garage 18
Bartmik Industrial Zone,
Triq Sqaq l-Mithna, Qrendi
Tel No: 79333194
email: mangizurrieq@gmail.com

B. GARAGING – REDUCTION OF FIFTY PER CENT (50%) OF ALL THE ARREARS IN CIRCULATION LICENCE FEES

Checking Process	Actual Fees Due (as shown in VERA) €	Licence arrears TO BE PAID until date of Contraventions or Fines and/or CVA Fees (if applicable – Note 2) €	50 % of Fees to be Waived €	Fees to be paid when vehicle is Garaged €
Check arrears due in VERA				
Check Administration fines €2/day or €10 per month to be waived till date ₁				0.00
Check contraventions/fines due in VERA ₂				
Check CVA Fees due in VERA ₂				
Justified Reason ₃				
Administration Fee for Garaging				10.00
Declaration (if applicable)				
Processing Fee				125.00
TOTAL				

Note 1: All administration fines € 2 per day or € 10 per month will be waived till date

Note 2: If the vehicle has contraventions and/or CVA fees, the owner must pay ALL licence arrears till such date and pay 50% of the remaining licence fees from this date onwards

Note 3: The vehicle will be restricted to be re-licensed and cannot be used on the road for a period of 3 months from date of garaging

Note 4: A Sworn Statement signed by a notary and the vehicle owner confirming that the vehicle was not used on the road since the last licence expiry date

C. PAYING THE VEHICLE LICENCE – REGULARISATION - EXEMPTION FROM ALL ADMINISTRATIVE FINES			
Checking Process	Actual Fees Due (as shown in VERA) €	Fees to be Waived €	Fees to be paid when vehicle is re-licensed €
Check arrears due inVERA ₁			
Check License fee for Current Year			
Check Administration fines €2/day or €10 per month to be waived till date ₂			0.00
Check contraventions/fines due in VERA			
Check CVA Fees			
Justified Reason ₃			
Declaration (<i>if applicable</i>)			
Processing Fee			125.00
TOTAL			

Note 1: The owner of the vehicle has to pay ALL licence arrears to date including the current year
Note 2: All administration fines € 2 per day or € 10 per month will be waived till date

D. DOCUMENTS CHECK LIST	√
Registration Certificate	
Registration Plates	
Declaration by a Notary confirming that the heirs of the deceased have denounced to the will (Requires approval by Management)	
Medical Certificate (applicable to those living in an elderly home or mental institution) (Requires approval by Management)	
Other documents related to Vehicle's Restriction (documents to be approved by Management)	
Destruction Certificate issued by a licensed treatment facility as explained above (Applicable to M1 (Passenger Vehicles) and N1 (Goods Carrying Vehicles) only)	

SECTION 3. TO BE COMPLETED BY VEHICLE OWNER AND TM OFFICER
<p>I the undersigned, in consideration of the Authority for Transport in Malta has no objection to the scrapping/garaging/regularisation of the above vehicle and hereby agree to indemnify and save harmless Transport Malta all its officers and employees against any and all liability, loss, damages, costs or expense which it or them may ever hereafter incur, suffer or be required to pay by reason of the said scrapping/garaging/regularising. I understand that any false statements will lead to prosecution at law. I also hereby declare that the information is true, complete and correct.</p>
<p>_____ Applicant's Signature</p> <p>_____ Signature & Rubber Stamp of TM Officer</p>
<p>Data Protection Notice: 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, LJA 2021 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>

SECTION 4. TO BE COMPLETED BY ACCOUNTS SECTION		
Checking Process	√	Total amount received €
Amount checked with VERA		
Database updated		
DATE		
NAME AND SURNAME		SIGNATURE

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.

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

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.