

VEH 22

**APPLICATION FORM FOR A TEMPORARY PERMIT
FOR FOREIGN REGISTERED VEHICLES USED BY
NON RESIDENT WORKERS**

Under article 18(1)(b) of the Motor Vehicles Registration and Licensing Act (Cap. 368) and the Exemption from Motor Vehicles Registration Tax Rules (S.L.368.01)

**Transport Malta
Land Transport Directorate**

Telephone: (00356) 2556 0000/8007 2393
Website: www.transport.gov.mt



This application, together with all the relevant documentation shall be mailed or delivered personally to: Transport Malta, Land Transport Directorate, Vehicle Licensing Unit, A3 Towers, Arcade Street, Paola within 30 days from the vehicle's arrival in Malta.

A. INFORMATION ON APPLICABILITY

Any person whose normal residence is outside Malta but who comes to Malta under a work contract is entitled to bring over his personal motor vehicle and drive it in Malta without the need to register it in Malta and pay vehicle registration tax thereon.

That person shall ensure that the vehicle is not sold, given away or hired out in Malta or lent to a person residing in Malta unless the vehicle registration tax is paid thereon in accordance with the provisions of the First or Second Schedule to the Act.

The exemption will be issued for a period of twelve months, and shall cease to have effect upon the expiration of that period or before the expiration of that period if the vehicle is found to be used in breach of the conditions under which the exemption was granted.

Once an exemption is granted, the Authority will provisionally license the motor vehicle for use on the road for a period which expires upon the expiration of the exemption and a circulation licence fee shall be payable to the Authority in respect of twelve months where the vehicle is not covered by a valid road licence issued in the country of registration and, where it is covered by such licence in respect of the remaining months or part thereof immediately following the expiry of that licence, at the rates applicable in the Fourth Schedule to the Motor Vehicles Registration and Licensing Act to motor vehicles registered before the 1st January, 2009.

B. OWNER DETAILS

Name:	Surname:	Passport or ID Card No:
Address of residence abroad: _____ _____ _____	Address of residence in Malta: _____ _____ _____	Name, address and telephone no. of employer in Malta: _____ _____ _____
Telephone No:	Mobile No:	Email Address

C. VEHICLE DETAILS

Foreign Vehicle Registration No:	Country in which it is registered:	Expected date of vehicle arrival in Malta or date of arrival in Malta:
Insurance Policy No:	Road licence valid up to:	Date of last Vehicle Roadworthiness Test (VRT):

D. DOCUMENTS TO BE PROVIDED

- | | |
|---------------------------------------------|---------------------------------------------|
| 1. Copy of vehicle registration certificate | 5. Copy of ETC work permit, where available |
| 2. Copy of driving licence | 6. Copy of employment contract |
| 3. Copy of passport | 7. Copy of Road licence |
| 4. Copy of vehicle insurance certificate | 8. Notice of Arrival |

Administration Fee: € 35**E. OWNER DECLARATION**

I hereby declare that the information given in this form is true and correct.

I undertake that the vehicle will not be sold or otherwise disposed of, hired out, lent or given as security in Malta, unless the vehicle is duly registered with Transport Malta and the appropriate registration tax paid thereon. I also declare that the vehicle will not be driven by a person residing in Malta.

I understand that I have to pay the appropriate Maltese road circulation licence fee while the vehicle remains in Malta.

Date: _____ Signature of applicant: _____

F. FOR OFFICIAL USE ONLY

File No:	Date on which application is filed / completed:	Date on which application is decided:
Application: (Tick as appropriate)	Allowed <input type="checkbox"/>	Rejected <input type="checkbox"/>
Full name of officer/s (Capital letters):	Signature/s:	Stamp:

Reason for rejection, if rejected

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