

**POL 45 – REGULARISATION OF ACCUMULATED ROAD LICENCE ARREARS**

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**STANDARD OPERATING PROCEDURE**

**1 OBJECTIVE**

- 1.1 The objective of these procedures is to explain the provisions of the Arrears of Motor Vehicle Licence fees (Regularisation) Regulations, with the aim to reduce and control the number of unlicensed vehicles on the Maltese road network.

**2 REGULARISATION SCHEMES**

**2.1 Vehicle deemed as SCRAPPED or to be SCRAPPED and with an expired road licence BUT Owner failed to ask Transport Malta to deregister the vehicle**

In line with the above regulations, vehicle owners who have disposed of their vehicle (Scrapped) or intend to scrap their vehicle, but have never informed and returned the registration certificate and registration plates to Transport Malta may regularise their position. The administration fines applicable of €2 per day or €10 per month will be waived. If no contraventions and no CVA fees are due on the vehicle, all licence arrears to date will be waived, **BUT** if a vehicle has contraventions -, the owner must pay **ALL** licence arrears till such date.

The owner of the vehicle may call at Transport Malta, - DVLU, A3 Towers, Arcade Street, Paola, or Transport Malta, DVLU Unit, Pantar Road, Lija between Monday to Friday 07.30 till 13:00 and present the following documents:

- Application Form VEH 44 (Regularisation Form)
- Vehicle's Registration Certificate<sup>1</sup> (Log Book) and Vehicle's Registration Plates <sub>1</sub>
- Sworn Statement/Affidavit signed by a Notary confirming that the vehicle was scrapped and not used on the road since the last licence expiry date / contravention date. In cases where vehicle was sold to third party a declaration may be provided by filing application from VEH 39

<sup>1</sup> If the Registration Certificate or Registration Plates are lost/misplaced/stolen the vehicle owner will have to fill in and sign Declaration Form VEH 39.

**NOTE: If the owner intends to scrap the vehicle he must first take the vehicle to an authorised treatment destruction facility and the vehicle will be scrapped. The authorised facility will issue a Certificate of Destruction. These are the approved Authorised Destruction Facilities:**

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Tar-Robba Recycling Centre Ltd. Limits of Kirkop Tel No: 21683558, -99457162, 99493311 email: <a href="mailto:johnhigo53@gmail.com">johnhigo53@gmail.com</a>	Fredu Auto Parts Plot, 6&7, Nassab Street, Qormi Tel No: 27492222 / 99490220 email: <a href="mailto:freduautoparts@melita.com">freduautoparts@melita.com</a>	Gasparell Baling Plant Ltd Ħal Far Ind Estate, B'Bugia Tel No: 21651475, 99495236 email: <a href="mailto:gasparell.b@gmail.com">gasparell.b@gmail.com</a>
ELA Ltd. 31, Wied Ghammieq Road, Kalkara Tel No: 21896023, 99495035, 99477294 email: <a href="mailto:ela@onvol.net">ela@onvol.net</a>	Auto Check Ltd 19/20, Triq l-Inginerija ma' Triq l-Iskola Teknika, Mriehel, Birkirkara Tel No: 21444441, 79444441 email: <a href="mailto:repairs@met.com.mt">repairs@met.com.mt</a>	MANGI RECYCLING Level -2, Garage 18 Bartmik Industrial Zone, Triq Sqaq l-Mithna, Qrendi Tel No: 79333194 email: <a href="mailto:mangizurrieq@gmail.com">mangizurrieq@gmail.com</a>
Jac Steel Ltd Industrial Estate, Triq Giuzepper Garibaldi, Marsa, MRS2591 Tel No: 79664749 Email: <a href="mailto:sales@jacsteel.com">sales@jacsteel.com</a>	Trihills Heavy Industries Ltd Triq tal-Barrani, Ghaxaq, GXQ 9020 Tel No: 79493314 Email: <a href="mailto:info@trihills.com">info@trihills.com</a> ; <a href="mailto:accounts@trihills.com">accounts@trihills.com</a>	Roc-A-Go Services Ltd, Triq tal-Barrani, Zejtun, ZTN9023 Tel No: 21697766 e-mail: <a href="mailto:rocagold@gmail.com">rocagold@gmail.com</a>

**Fees Due:**

- €125.00 Regularisation Processing Fee;
- €20.00 Regularisation Processing Fee for vehicles with 8 years and more of licence in arrears subject that no contraventions are due;
- €10.00 Administration fee for the deregistration process;
- €150.00 Administration fee if the vehicle has been unofficially disposed of in a place other than an authorised treatment facility
- €8.00 Administration fee for the Declaration (if applicable);
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**2.2 Vehicle owner intends to GARAGE his vehicle and vehicle has an expired road licence BUT owner failed to inform Transport Malta**

In line with the regulations, individuals who have garaged a vehicle and intend to keep it garaged may regularise their position and benefit from a reduction of fifty per cent (50%) of all the arrears in circulation licence fees due in respect of the said vehicle. All administration fines of €2 per day or €10 per month will be waived till date of garaging. If no contraventions and no CVA fees are due, the vehicle owner will pay 50% of ALL licence arrears to date BUT if a vehicle has contraventions and/or CVA fees, the owner must pay ALL licence arrears till such date.

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The owner of the vehicle may call at Transport Malta, Vehicle Licensing Unit, A3 Towers, Arcade Street, Paola between Monday to Friday 07.30 till 12.00 and present the following documents:

- Application form VEH 44 (Regularisation Form)
- Vehicle's Registration Certificate<sup>2</sup> (Log Book) and Vehicle's Registration Plates<sup>2</sup>
- Sworn Statement/Affidavit signed by a Notary confirming that the vehicle was garaged and not used on the road since the last licence expiry date

<sup>2</sup> If the Registration Certificate of Registration Plates are lost/misplaced/stolen the vehicle owner will have to fill in and sign Declaration Form VEH 39.

### **Fees Due:**

- €125.00 Regularisation Processing Fee
- 50% of arrears in the annual circulation licence fees
- €10.00 Administration fee for the garaging process
- €8.00 Administration fee for the Declaration (if applicable)

***Under this scheme (Garaging) the vehicle will have a restriction that it will not be re-licensed or used on the road for a period of 3 months from the date of Garaging.***

### **2.3 Vehicle with an expired road licence**

In line with the above regulations, individuals who have licence in arrears and related administrative penalties and intend to use their vehicle on the road may regularise their position by paying 100% of arrears in the annual circulation licence. All administration fines €2 per day or €10 per month will be waived till date of licensing. Vehicle owners will pay ALL licence arrears to date.

The owner of the vehicle must call at Transport Malta, DVLU, A3 Towers, Arcade Street, Paola or Transport Malta, DVLU, Pantar Road, Lija between Mondays to Friday 07.30 till - 13:00 and present the following documents:

- Valid Insurance Policy
- Valid Vehicle Roadworthiness Test (If applicable)
- Application form VEH 44 (Regularisation Form)

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### **Fees Due:**

- €125.00 Regularisation Processing Fee
- All arrears in the annual circulation licence fees
- All Contraventions and CVA fees are to be collected before the vehicle licence is renewed

### **3 PAYMENT TERMS**

- 3.1 Payments by Cheque must be payable to Transport Malta and if they exceed the amount of €-1,500, the payment must be made in -, Bank Draft, Credit Card or Debit Card.

### **4 NOTES**

- 4.1 There will be instances where a transaction may not be effected and this due to some restrictions as imposed on the vehicle. Each case has to be processed separately.
- 4.2 All Forms mentioned above may be downloaded from the Authority's website: **[www.transport.gov.mt](http://www.transport.gov.mt)**
- 4.3 If a vehicle has been unofficially **disposed of after the 1st November 2013**, a fee of **€150** will be paid to the Authority. Such concession will be available until the **-15<sup>th</sup> October 2022**. A fee of **€-600** shall be paid to the Authority for the de-registration of any vehicle which is not disposed of at an authorised facility **after the 16<sup>th</sup> October 2022**.
- 4.4 Vehicle owners who are living in an elderly home, in hospital, in a mental institution or in any other related institution; then the fee of €125 will be waived subject to the submission of a medical certificate.
- 4.5 Vehicle owners that have an unlicensed vehicle registered on their name will be precluded from registering or transferring another vehicle on their name.
- 4.6 Vehicles which have been scrapped by a deceased owner whose heir/s denunciate to the will have the processing fee of €125 waived subject to confirmation by a Notary.