

VEH 002		Transport Malta Land Transport Directorate		 Transport Malta
APPLICATION FORM TO LICENCE A NEW OR USED VEHICLE		Telephone: (00356) 2556 0000/8007 2393 Website: www.transport.gov.mt		
A. Vehicles Details				
Make:	Model:	Chassis No:		
B. Seller Details				
Importer / Dealer name:	VAT No:	Telephone/Mobile No:		
C. Purchaser Details				
Individual / Private <input type="checkbox"/>	Company / Organisation <input type="checkbox"/>	Company No (if applicable):		
Name(s) & Surname(s):	Address in Malta :	Telephone/Mobile No:		
ID card No:		E-Mail address (optional):		
D. Sale Details				
STATUS:		Selling price (incl. VAT): _____		TRANSFER RESTRICTED:
<input type="checkbox"/> Licence <input type="checkbox"/> Scrap		VAT on selling price: _____		
<input type="checkbox"/> Garage <input type="checkbox"/> Export		(S.P – REG TAX / 118% x 18%)		
		Less VAT Paid (Customs): _____		
		Total VAT Due: _____		<input type="checkbox"/> Cash
				<input type="checkbox"/> Hire Purchase
				<input type="checkbox"/> Spouse Consent
				<input type="checkbox"/> Single
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, 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.				
E. Declaration				
I the undersigned, in consideration of the Authority for Transport in Malta not objecting to the licensing of the above vehicle hereby agree to indemnify and save harmless the Authority for Transport in Malta and 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 licensing.				
I/We hereby declare that the information given is true, complete and correct.				
Seller Authorised Signature	Purchaser(s) Signature	Spouse(If Applicable)	Witness to Signatures	
ID Card No:	ID Card No:	ID Card No:	ID Card No:	
F. Submitted Documents Check list		√	G. Payment	
Valid insurance policy			Road Licence	
Copy of ID card of purchasers (front only)			Plates	
VRT certificate, receipt, and test confirmation			Hire purchase restriction - € 25	
VAT 007/2004 form (for individuals)			Public Service Vehicle - € 25	
Board resolution signed by Company / Board Secretary			Third Plate - € 35	
Engineer's report (crane, kit car or chassis cab)			Late Registration Fee (€ 30 / daily) Individuals only after 30 days	
Certificate from public health for refrigerated van			MTA Contribution	
Certificate from Enemalta for bowsers			Total	
			€	

H. PERSONALISED NUMBER PLATES

I want to have my personalised number plates made up of one the following alphanumeric combinations:

First preference				-			
Second preference				-			
Third preference				-			
Fourth preference				-			
Fifth preference				-			
Sixth preference – Letters only with any numbers							

I. APPLICANT'S REQUEST

The number plates are available in the following seven different sizes:

Type A - Length 52 cm Height 11 cm
(for all categories of motor vehicles
excluding motorcycles)

Type E - Length 24 cm Height 13 cm
(for motor cycles)

Type B - Length 25 cm Height 20 cm
(for motor cycles)

Type F - Length 30.5 cm Height 15.5 cm

Type C - Length 28 cm Height 20 cm

Type G - Length 19 cm Height 13 cm
(for motor cycles)

Type D - Length 34 cm Height 20 cm

Type H - Length 30.5 cm Height 11 cm

I apply for: (Please tick appropriate box)

- (i) A pair of non-personalised number plates (the letters and numbers will be allotted by the Authority at € 70 for vehicles and €35 for motorcycles)
- (ii) A pair of personalised number plates (the letters and numbers chosen above) €200 for vehicles) and €100 for motorcycles
- (iii) A customised plate € 1,500.00 (Composed of Numeric, Alphabetical or Alphanumeric format up to a maximum of 9 characters)
- (iv) A third plate (€35 + €10) including permit for towing attachment

(If the standard size number plate does not fit in the space provided by your vehicle's manufacturer, please indicate type of plate required in the boxes below)

Front number plate

Rear number plate

Third plate

(Note: In the case of motorcycles the rear plate only will be supplied).

J. Stage 2 - Transfer

Second € Selling Price including VAT:

Seller Authorised Signature	Purchaser(s) Signature	Spouse(If Applicable)	Witness to Signatures
ID Card No:	ID Card No:	ID Card No:	ID Card No:

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.