



Chapter 13:14
Vehicle Registration & Licensing Regulations, 1999

Statutory Instrument 427 of 1999

Amended by SI's 89/02, 31/05, 79/09, 9/10 and 141/2013.

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IT is hereby notified that the Minister of Transport and Energy has, in terms of section 52 of the Vehicle Registration and Licensing Act [*Chapter 13:14*], made the following regulations: —

PART I
PRELIMINARY

Title

1. These regulations may be cited as the Vehicle Registration and Licensing Regulations, 1999.

Interpretation

2. In these regulations —

"Act" means the Vehicle Registration and Licensing Act [*Chapter 13:14*];

"appropriate fee" means the appropriate fee imposed in Part II;
[above definitions inserted by SI 141/13 with effect from the 27th September, 2013]

authorisation certificate " means the certificate referred to in section *nine* and specified in **form CVR 36**;

" authorised registering officer " means the Registrar and any registering officer who is authorised by the Minister in writing to buy and sell registration plates and third plates on behalf of the Government;

" commercial vehicle " means any motor vehicle and any trailer other than any—

- (a) motor cycle having not more than 2 wheels; and
- (b) light trailer or caravan; and
- (c) trailer which is not registered in terms of the Act; and
- (d) construction vehicle or construction trailer not designed to carry a load; and
- (e) vehicle commonly known as a *coupe imp* or station wagon or safari van; and
- (f) passenger motor vehicle having seating accommodation for not more than 7 passengers; and
- (g) tractor not designed to form part of an articulated vehicle;

" form " means a form referred to in section *three*;

" gross mass " means, in respect of a tractor, the gross train mass for which such tractor is rated;

" inspecting officer " means an officer appointed in terms of section 30 of the Road Motor Transportation Act [*Chapter 13:15*] or paragraph (a) of subsection (1) of section 80 of the Road Traffic Act [*Chapter 13:11*];

" manufacturer " means a manufacturer of registration plates appointed in terms of section *seven*;

“ **operator’s licence** ” means a licence to operate a goods vehicle or passenger transport service issued in terms of section 9 of the Road Motor Transportation Act [*Chapter 13:15*];

“ **personalised registration plate** ” means a registration plate issued in terms of section *twenty-one*;

“ **reflective material** ” means material specially designed to reflect light back to the source of such light;

“ **registration plate** ” means a plate bearing the registration mark and number allocated to a vehicle;

“ **route authority** ” means a route authority issued in terms of section 12 of the Road Motor Transportation Act [*Chapter 13:15*];

“**term**” means a period of **4 months** calculated from January of each year;
[definition inserted by SI 141/13 with effect from the 27th September, 2013]

“ **third plate** ” means a plate referred to in subsection (4) of section *eleven*.

Prescribed forms

3. The forms to be used for the purposes of the Act and these regulations shall be the appropriate forms set out in the *First Schedule*.

Prescribed fees and charges

4. The fees and other charges imposed by or under the Act shall be as specified in the *Third Schedule*.

PART II

REGISTRATION OF VEHICLES AND REGISTRATION PLATES

Records to be kept

5. (1) The records to be kept in terms of section 3 of the Act shall be in forms **CVR 1** and **24** and be stored on computer disc or microfiche:

Provided that in the case of a record of a temporary identification card issued, the record shall be in the form of the application made in terms of section 18 of the Act.

(2) It shall be the duty of the Registrar, as the occasion requires and from time to time, to verify the records kept in terms of subsection (1) with the applications to which they relate for authenticity.

Recording of gross vehicle mass

6. (1) Every application made in terms of section 8 of the Act for the registration of a commercial vehicle shall be accompanied by a gross mass certificate in **form CVR 13**.

(2) Where the registering officer is satisfied that the certificate required in terms of subsection (1) is not readily obtainable he may accept the application on completion by the applicant of an undertaking in **form CVR 14** to produce the certificate within a period of **30 days**.

Appointment of manufacturer of registration plates and third plates

7. (1) No person, other than a person contracted by tender to do so and appointed by the Minister, in writing, shall manufacture registration plates or third plates.

(2) Any person who wishes to manufacture registration plates or third plates shall duly complete invitation to tender forms and produce such other items in support of such tender as the Minister may reasonably request, and shall submit with such application for tender samples of the types of plates to be manufactured by him in accordance with the required specifications and standards.

(3) The Minister may in writing cancel any appointment made in terms of subsection (1) where the manufacturer fails to comply with any condition of the tender or provision of these regulations.

(4) The Minister shall cause notice of the appointment or cancellation of appointment of any manufacturer in terms of this section to be published in the *Gazette*.

Sale, manufacture, distribution & custody of registration plates & third plates

8. (1) No registration plate or third plate shall be sold by a manufacturer or such plates otherwise than to an authorised registering officer, and no registration plate or third plate for use by individual owners of motor vehicles or other persons may be purchased otherwise than from an authorised registering officer.

(2) No manufacturer of registration plates or third plates shall sell such plates to an authorised registering officer in excess of the price agreed between the manufacturer and the Minister and published in the *Gazette*.

(3) It shall be the duty of the manufacturer—

(a) to take every precaution necessary to ensure the safe custody of all manufactured registration plates and third plates within its premises; and

(b) to keep a record in the form directed by the Registrar of every registration plate and third plate sold to an authorised registering officer.

(4) A manufacturer shall, when so requested, submit to the Minister samples of registration plates or third plates manufactured by him.

(5) No person other than a manufacturer or authorised registering officer shall, without the authority of the Minister, keep in his custody, **7 or more days** after the purchase thereof, any registration plate or third plate unless it is affixed to a vehicle.

(6) It shall be the duty of every person—

- (a) applying for a route authority to surrender the existing registration plates and third plate of any vehicle which he intends to use to operate the service concerned; or
- (b) who ceases to provide a service for which an operator's licence was issued to surrender the registration plates and third plate of any vehicle he used to operate the service.

Authorisation certificate

9. (1) The Registrar shall, on behalf of the Minister, issue to every authorised registering officer an authorisation certificate in **form CVR 36** authorising the purchase and sale on behalf of the Government of registration plates, third plates and garage licence plates, and shall as soon as practicable thereafter publish the names of authorised registering officers by notice in the *Gazette*.

(2) An authorisation certificate issued in terms of subsection (1) shall be displayed prominently and without obstruction in the registering office.

Purchase of registration plates and third plates

10. (1) No person shall purchase registration plates or third plates from a person other than an authorised registering officer.

(2) The manufacturer shall not supply registration plates or third plates to any person other than to the Registrar.

(3) The manufacturer shall, on delivering registration plates or third plates to the Registrar, submit to the Registrar a return in **form CVR 37** showing the serial number, registration mark and number of every registration plate or third plate manufactured and delivered by him to the Registrar.

(4) The manufacturer shall be required to keep a record of every plate manufactured or delivered` by him and shall be required to produce such a record for inspection by any person authorised in writing by the Minister.

(5) The Registrar may, after consultation with the Minister, sell specific **personalised** registration plates by auction.

(6) An application for the allocation of personalised registration plates, third plates and registration plates shall be made in **form CVR 4**, and shall be accompanied by appropriate fee.

(7) Where a third plate is lost or damaged, the Registrar may issue a duplicate upon payment of appropriate fee.

(8) Where the registration plate is lost or damaged, the Registrar shall allocate a new registration mark and number for the vehicle in terms of subsection (6).

[paras (5) to (8) inserted by SI 31 of 2005 with effect from 25th February, 2005.]

Affixing of registration plates and third plates

11. (1) The registration mark and number allocated to a vehicle in terms of section 9 of the Act shall be indicated on registration plates to be affixed and maintained on such vehicle.

(2) 1 registration plate shall be affixed to the front elevation of the vehicle and 1 to the rear elevation in the recesses provided by the motor vehicle manufacturer for that purpose:

Provided that—

- (i) where the number plate does not fit into the recesses provided by the motor vehicle manufacturer, such number plate shall be affixed to the front and rear elevations of the vehicle at right angles to the longitudinal axis of the vehicle;
- (ii) in the case of a motor cycle or trailer, no plate need be displayed on the front elevation;
- (iii) in the case of a vehicle which is being used for mayoral purposes, no plate need be displayed on the front elevation if an identification plate of white reflective material bearing the mayor's municipal crest is displayed on such elevation.

(3) A front or rear registration plate shall be permanently affixed to the vehicle by—

- (a) riveting; or
- (b) fastening with metal nuts and bolts, where the bolts are well secured.

(4) Every—

- (a) vehicle fitted with a front windscreen shall display a third plate in the form of a self-adhesive lamina affixed behind the windscreen of the vehicle; or
- (b) trailer or motor-cycle shall display a third plate carried in a conspicuous position in a waterproof holder;

bearing the particulars specified in subsection (4) of section *sixteen*.

Shape of registration plates

12. Every front and rear registration plate shall be rectangular.

Colour of registration plates

13. (1) Subject to these regulations—

- (a) the ground of registration plates on vehicles in respect of which operator's licences are required shall be reflective white and the registration mark and number thereon shall be red;

(b) the ground of registration plates on vehicles owned by the Government, diplomatic missions, the District Development Fund, municipal councils, town councils, rural district councils, local boards or the Central Rates Fund shall be reflective white and the registration mark and number thereon shall be black;

(c) the ground of registration plates on all other vehicles shall be reflective yellow and the registration mark and number thereon shall be black.

(2) The ground of registration plates in any event shall bear reflective material of the following specifications of reflectivity indicated in the 2nd, 3rd and 4th columns for the colours specified in the 1st column hereunder—

<i>Coefficient of Colour</i>	<i>0/28</i>	<i>Ent</i>	<i>Reflection</i>
Yellow	0.33	5	40
White	0.33	5	50
Red	0.33	5	10

(3) The colour yellow shall, as nearly as possible, be the shade known as item No. 356, Golden Yellow, in accordance with the British Standards Institution schedule of colours for ready mixed paints, reference No. 381C: 1964, as revised.

Arrangement of registration mark and number

14. The letters and figures of the registration mark and number shall be arranged in not more than 2 horizontal lines:

Provided that—

- (i) where the registration mark and number comprises fewer than 5 letters and figures, the letters and figures shall be arranged in 1 horizontal line;
- (ii) where the registration mark and number comprises 5 or more letters and figures, and the letters and figures are arranged in 1 horizontal line, a hyphen shall be placed between the 4th and 5th last letters or figures, as the case may be;
- (iii) where the registration mark and number comprises 5 or more letters and figures, and the letters and figures are arranged in 2 horizontal lines, the last 4 letters and figures shall appear on the lower line.

Size, spacing, raising, inscription and style of registration mark and number

15. (1) The size, spacing, raising and inscription of the letters, figures and armorial bearings of Zimbabwe of the registration mark and number of every registration plate shall conform with the specifications set out in Part I of the *Second Schedule*.

(2) The style of the letters, figures and hyphen of the registration mark and number on every registration plate shall conform to the style set out in Part II of the *Second Schedule*.

Letters, figures and symbols on registration plates and third plates

16. (1) No person shall drive on any road a vehicle—

- (a) if any letters, figures or symbols other than the authorised letters, figures or symbols referred to in subsection (2) appear on a registration plate or the third plate of the vehicle; or
- (b) without registration plates and the third plate affixed and clearly displayed as provided for under section *eleven*; or
- (c) displaying a registration plate other than a conventional or personalised registration plate allocated to it by a registering officer; or
- (d) with more than a single set of registration plates or anything other than the registration plates requires to be affixed in terms of section *eleven* that may be construed to be a registration plate.

(2) the authorised letters, figures and symbols are—

- (a) the vehicle registration mark and number;
- (b) the armorial bearings of Zimbabwe;
- (c) the Zimbabwe bird as depicted on the armorial bearings of Zimbabwe in the form of water marks;
- (d) the name or trade mark of the manufacturer in laser print;
- (e) the terminal date of the insurance cover of the vehicle;
- (f) the terminal date of the licence;
- (g) the business name of the insurer;
- (h) the serial number of the registration plate;
- (i) the validity inscript validating the registration plates and other particulars of a vehicle.

(3) Every front and rear shall bear the authorised letters, figures and symbols referred to in paragraphs (a), (b), (c), (d) and (h) of subsection (2).

(4) Every 3rd plate shall, in addition to the authorised letters, figures and symbols referred to in subsection (3), bear the authorised letters, figures and symbols referred to in paragraphs (e), (f), (g) and (i) of subsection (2).

Registration plates not to be obscured

17. No person may use a vehicle on a road if the registration mark and number is in any way obscured or is no longer clearly legible or reflective, except from mud, dust or other temporary cause not within the driver's control.

Endorsement of registration book for customs clearance

18. The details to be noted in the registration book in terms of paragraph (c) of section 9 of the Act on production of a customs clearance certificate shall be in the following form:-

“Ownership of this vehicle may not be transferred before (*date*) without customs authority”.

Alteration of registration book prohibited

19. (1) No person other than a registering officer shall make any entry or alteration in any registration book:

Provided that an amendment in respect of the net or gross mass of a vehicle may be made in the registration book by an inspecting officer, and the name of a garage may be stamped on the front page of a registration book by a garage proprietor for the purposes of fuel rationing.

(2) An alteration of a registration book in terms of subsection (1) shall be deemed to be an alteration in terms of subsection (3) of section 17 of the Act, but shall not release the owner from his obligation under section 30 of the Act.

Certification of police clearance and roadworthiness in respect of the registration of certain motor vehicles

20. (1) In this section—

“ **certificate of roadworthiness** ” means the appropriate certificate prescribed in the Second Schedule to the Road Traffic (Construction, Equipment and Use) Regulations, 2010, published in SI 154/2010.

[**RGN 412 of 1972** was replaced by the above with effect from the 1st July,2011- Editor]

(2) A registering officer shall not register—

(a) any change of ownership of a motor vehicle unless there is produced to him—

- (i) a police clearance certificate in **form CVR 35**; or
- (ii) the form **CVR 4** or **CVR 4A** relating to the vehicle endorsed by the police officer who examined the vehicle, with a police date-stamp in token of the officer's opinion that the vehicle was not stolen;

(b) any motor vehicle which has had a previous registration cancelled other than in terms of paragraph (b) of section 12 of the Act unless there is produced to him a certificate of roadworthiness;

(c) any motor vehicle which has been built up or assembled from parts of another motor vehicle unless there is produced to him—

- (i) a police clearance certificate in **form CVR 35** or endorsement as described in subparagraph (ii) of paragraph (a); and
- (ii) a certificate of roadworthiness.

(3) Before the issue of a police clearance certificate for the purposes of subsection (2), the police officer charged with the issue of such certificate shall examine the car in respect of which the police clearance certificate is sought and shall not issue such certificate unless he is satisfied that the motor vehicle or any part or accessory thereof has not been stolen.

(4) Before the issue of a certificate of roadworthiness for the purposes of subsection (2), the inspecting officer shall inspect the car in respect of which the certificate of roadworthiness is sought and shall not issue such certificate unless he is satisfied that the motor vehicle is roadworthy.

Issue of personalised registration plates by the Registrar

21. (1) The owner of any vehicle wishing to display a personalised registration plate may, subject to this section, make an application accompanied by the appropriate fee to the Registrar in **form CVR 4A**.

(2) Upon considering an application in terms of subsection (1) the Registrar may allocate a personalised registration mark or number to the vehicle in respect of which the application was made if the following conditions are met –

- (a) the personalised registration mark or number applied for—
 - (i) comprises 8 letters or figures complying with the provisions of the *Second Schedule*; and
 - (ii) is not identical with that of any conventional or personalised registration mark or number allocated to another vehicle, or so nearly resembles another such registration mark or number as to be likely to deceive; and
 - (iii) is not, in the Registrar's opinion, likely to mislead the public or cause offence to any person or class of persons, or indecent or blasphemous or undesirable for any other reason;

and

- (b) in the case of a vehicle to which a registration mark and number has previously been allocated, the existing registration plates and 3rd plate are surrendered.

PART III

TEMPORARY IDENTIFICATION OF VEHICLES

Display of temporary identification cards

22. (1) An application for the issue of temporary identification cards shall be made in form **CVR 7**.

(2) Temporary identification cards issued in terms of section 19 of the Act shall be displayed on the vehicle to which it refers so as to be clearly visible to the front and to the rear.

(3) A vehicle in respect of which temporary identification cards have been issued shall adhere to the route specified by the person applying for them and shown on the cards.

(4) On expiry of the period for which the temporary identification cards were issued, the holder thereof shall surrender it to the registering officer who issued it.

PART IV

VEHICLE LICENCES

Display of licence or temporary licence

23. Every licence and every temporary licence issued in respect of a vehicle shall be displayed and maintained on the vehicle to which it relates—

(a) in the case of a motor-cycle, on the left side of the vehicle;

(b) in the case of a motor-cycle with a side-car, on the left side of the motor-cycle, or on the near side of the side-car in front of the seat;

(c) in the case of a trailer, on the left side of the vehicle;

(d) in the case of any other vehicle, on the left side windscreen;

and the licence or temporary licence, as the case may be, shall face either forward or to the near side of the road.

Licence to be carried in conspicuous position in holder

24. Every licence or temporary licence, as the case may be, shall be carried in a conspicuous position in a waterproof holder having a transparent face so that the front of the licence or temporary licence shall clearly be visible at all times by daylight to a person standing in front of the vehicle or to the left or near side thereof; and in the case of a vehicle fitted with a front windscreen, the licence may be affixed behind the windscreen.

Certificate of roadworthiness and police clearance in respect of the licensing of certain vehicles

25. A registering officer shall not licence a vehicle which has not been licensed for 2 years unless there is produced to him proof of exemption, a valid certificate of roadworthiness and police clearance.

Declaration of vehicle licensing points

[Sections 25A – 25F inserted by **SI 141/13** with effect from the 27th September, 2013 when the Minister named in the GN 490/13 had no powers to perform the functions of the Minister responsible for transport at the time he gazetted this Statutory Instrument -Editor
]

25A. (1) Zimbabwe National Road Administration (**ZINARA**) hereby appoints Zimbabwe Posts (**ZIMPOST**) as its agent to perform the duties of a registering officer.

(2) ZINARA and /IMPOST may approve the Memorandum of Understanding entered into between them or may enter into a new agreement for the purposes of effecting appointment of ZIMPOST as an agent of ZINARA.

(3) Every ZIMPOST office shall be a point of sale of vehicle licences for the purpose of these regulations, and shall collect licence revenue on behalf of ZINARA.

(4) Where ZINARA finds it necessary to appoint any other agent in addition to ZIMPOST to perform the duties of registering officer it shall enter into a memorandum of understanding with that agent.

Registering officer authorised to manage vehicle licences

25B. ZINARA, being responsible for the fixing of road user charges and collection of such charges or any other revenue of the Road Fund, shall be the designated authority responsible for the printing, management, control and distribution of vehicle licence discs.

Licensing and exemption of trailers

25C. (1) Any person who wishes to use a trailer shall license such trailer for the term in which he or she intends to use the trailer.

(2) When the owner or user of a trailer does not intend to be using such trailer, he or she shall make an application for exemption to the registering officer:

Provided that such exemption shall be applicable to trailers which are not in use for the period stipulated in the exemption certificate.

(3) An exemption fee shall be **10%** of annual licence fees.

Application for duplicate and subsequent vehicle licence

25D. (1) Any person who loses, destroys or defaces a licence or temporary licence or exemption certificate or other document issued under these regulations, shall make an application to the registering officer to which the licence, temporary licence, exemption certificate or other document was originally licensed, and such application shall be submitted together with a fee of **50%** of the licence fee for a term.

(2) Any person who after making an application under subsection (1), subsequently loses, destroys or defaces a duplicate licence or temporary licence or exemption certificate or other document issued under these regulations, shall be liable to make full payment for a new licence, temporary licence, exemption certificate or other document issued under these regulations.

Penalty for late payment of fees

[This purported SI 141/13 was gazetted late on Friday 27th September – one business day before many vehicle Licence certificates were due to expire on the 30th September– Editor]

25E. (1) Any person who, in respect of any vehicle owned by him or her, fails to pay the appropriate fee in respect of a licence or exemption certificate relating to that vehicle on or before the last day of the month **following that in which the previous licence or exemption certificate expired** shall pay to the registering officer for the benefit of the road fund, in addition to the appropriate fee, a fine **not exceeding US\$20,00 for every month** or part of a month during which the appropriate fee was not paid.

(2) Penalty for late payment of fees shall be charged **after 30 days**.

[The fine for failing to display a valid Licence disk is separate – Editor]

Offences

25F. (1) Any person found printing, selling, buying or in possession of a fake licence shall be guilty of an offence and liable to a fine not exceeding level three.

(2) ZINARA or the Police acting on behalf of ZINARA shall confiscate any printing machine used to print fake licences.

PART V

GARAGE LICENCES

Colour of garage licence plates

26. The ground of any garage licence plate shall be signal reflective red in colour and the mark and number thereon shall be white and complying with section *fourteen* of these regulations.

Manufacture of garage licence plates

27. Subsections (1) to (4) of section *nine* and subsections (2) and (3) of section *sixteen* shall, *mutatis mutandis*, apply to garage licence plates.

Purchase of garage licence plates

28. No person shall purchase garage licence plates from any person other than an authorised registering officer referred to in subsection (1) of section *ten*, and subsections (2) and (3) of that section and section *nine* shall, *mutatis mutandis*, apply to the purchase of garage licence plates.

Arrangement of registration mark and number on garage licence plates

29. The registration mark and number on a garage licence plate shall be arranged on 1 horizontal line.

Size, spacing and style of registration mark and number on garage licence plates.

30. The provisions of items 1 and 3 of Part I and Part II of the *Second Schedule* shall, *mutatis mutandis*, apply to garage licence plates.

Shape and size of garage licence plates

31. Garage licence plates shall be rectangular in shape:

Provided that 1 of each pair of garage licence plates shall provide a rectangle of sufficient size for the attachment of the garage licence holder, which rectangle shall be included in and form part of the ground of the plate.

Garage licence holder

32. (1) The garage licence holder shall be waterproof and shall contain a space measuring at least 120m.m x 30m.m covered by a transparent material behind which shall be displayed the garage licence.

(2) The garage licence holder shall be affixed to the appropriate licence plate in the space provided by the manufacturer.

Affixing of garage licence plates

33. Garage licence plates shall be affixed on the spaces provided by the manufacturer to the vehicle being used under licence so that the plate bearing the garage licence is clearly visible in front and from the rear of the same vehicle.

Purposes for which garage licences may be used

34. (1) Save as otherwise provided in subsection (2), a vehicle may be used under a garage licence for the following purposes in addition to those set out in subsection (2) of section 42 of the Act—

- (a) for proceeding to or returning from—
 - (i) equipment for measuring the net mass of a vehicle;
 - (ii) the office of a registering officer to register such vehicle;

- (b) for delivering a vehicle from the premises of another manufacturer or repairer or dealer in vehicles, or for removing a vehicle from such premises direct to the licensee's own premises;
- (c) for delivering a vehicle to a purchaser;
- (d) for proceeding to or returning from a workshop in which a body is to be or has been fitted to a vehicle or in which the vehicle is to be or has been painted, repaired or modified;
- (e) for towing a vehicle which, while being driven upon any road, has become unable to proceed under its own power from the place where it has broken down to a place of repair or storage;
- (f) for proceeding—
 - (i) from the premises of a manufacturer or repairer of or dealer in vehicles to a point where the vehicle is to be entrained;
 - (ii) from a point where a vehicle has been detrained to the premises of a manufacturer, repairer or dealer;
- (g) for proceeding to or returning from any garage auction room or other place at which vehicles are usually stored or usually periodically offered for sale and at which the vehicle is to be or has been stored or is to be or has been offered for sale, as the case may be;

(2) No person may use any vehicle under a garage licence—

- (a) where such vehicle is being removed from Zimbabwe by road;
- (b) if such vehicle is not in the possession of the licensee in the normal course of business as a manufacturer or repairer of or dealer in vehicles;
- (c) if such vehicle is being used for the carriage or haulage of passengers or goods or both for hire or reward.

(3) No person other than the licensee shall use a garage licence or the garage licence plates relating thereto:

Provided that no offence under this subsection shall be committed if—

- (i) the licensee or a person *bona fide* in his employ and acting under his authority is present and in charge of the vehicle; or
- (ii) such vehicle is constructed for use by one person only and is being used by a prospective purchaser for the purpose of a test or trial; or

- (iii) such vehicle is being used by an inspecting officer or employee of the Automobile Association of Zimbabwe for the purpose of a test or a trial at the request of the owner or a prospective purchaser.

(4) No person shall carry on or in any vehicle which is being used under a garage licence any goods or passengers except as may be necessary solely for the purposes of a test or trial or demonstration.

PART VI

SUPPLEMENTARY AND TRANSITIONAL PROVISIONS

Issue of temporary identification cards or temporary licence by postmasters.

35. Where an application for a temporary identification card or a temporary licence is made to a postmaster appointed as a registering officer for more than 1 local authority area the fee for the issue of such card or licence, as the case may be, shall be the minimum fee set out in Part II of the First Schedule to the Act and the fee paid shall accrue to the Consolidated Revenue Fund.

Old registration marks and numbers allocated to vintage vehicles

36. The owner of a vintage vehicle may, in addition to any registration mark and number allocated to the vehicle in terms of paragraph (a) of section 9 of the Act, display on the vehicle the registration mark and number assigned to the vehicle in terms of the Roads and Road Traffic Act [*Chapter 289 of 1963*].

Transitional provisions

37. (1) Where, immediately before the date of commencement of these regulations, the registration plates of a vehicle complied with the provisions of the Vehicle Registration and Licensing Regulations, 1990, then, notwithstanding that the plates may not comply with the requirements of sections *eleven, fifteen* and *sixteen*, including the requirement to display a 3rd plate, the registration mark and number of the vehicle may continue to be displayed and maintained on the vehicle by means of those registration plates, and the requirement to display a 3rd plate shall not apply to such vehicle **until the 31st December, 2010.**

[Final display date amended by SI 9/2010 gazetted on the 8th January,2010.]

(2) Where, immediately before the date of commencement of these regulations, garage licence plates complied with the provisions of the Vehicle Registration and Licensing Regulations, 1990, then, notwithstanding that the plates may not comply with the requirements of these regulations, they may continue to be used **until the 31st December, 2010.**

[amended by S.I. 254 of 2001 with effect from 3 August, 2001

Final display date amended by SI 9/10 gazetted on the 8th January, 2010.]

(3) Until a date that the Minister may, through a notice in the *Gazette*, prescribe, the provisions of sections *eleven*, *fifteen* and *sixteen* of these regulations shall not apply to vehicles registered or changing hands on or after the date of commencement of these regulations, as long as the registration plates comply with the corresponding sections of the repealed regulations.

[inserted by SI 89/02 with effect from 12 April, 2002.]

Repeals

38. The Vehicle Registration and Licensing Regulations, 1990, published in *Statutory Instrument 94* of 1990, as amended by the Vehicle Registration and Licensing (Amendment) Regulations, 1991(No.1), published in *Statutory Instrument 256* of 1991, and the Vehicle Registration and Licensing (Amendment) Regulations, 1993 (No.2), published in *Statutory Instrument 409B* of 1993, are repealed.

The *Vehicle Registration and Licensing (Declaration of Local Authorities) Notice, 1984, published in Statutory Instrument 14 of 1985, and the Vehicle Registration and Licensing (Declaration of Local Authorities) Notice, 1987, published in Statutory Instrument 24 of 1987, are hereby repealed.

[above *subsection inserted by SI 141/13 with effect from the 27th September, 2013 – published here for ease of reference -Editor]

Use of old forms

39. Notwithstanding section *thirty-six*, any printed copy of a form prescribed in the Vehicle Registration and Licensing Regulations, 1990, may be used for the purposes of these regulations until the existing stocks of the form have been exhausted.

FIRST SCHEDULE (Section 3)

FORMS

VEHICLE REGISTER

CVR 1

Endorsements:

			Registration Mark and Number:	
1. Make	2. Model	3. Year of assembly		
4. Type of body	5. Colour	6. Net mass	7. Engine/Car Serial No.	8. Chassis/Frame No.
9. Engine capacity/Factory rated load capacity cubic cm kg	10. Fuel used	11. Previous registration particulars	12. Date of Zimbabwean Registration	

Details of current registered owner	15. Address where vehicle is ordinarily kept at night	14. Postal Address	
		16. Registration/Change of ownership effected at on	
DETAILS OF TRANSACTIONS			
Transaction	Office Code	Date	Details

CVR 3



ZIMBABWE

VEHICLE REGISTRATION BOOK

(Section 8 of the Vehicle Registration and Licensing Act) [Chapter 13:14]

VEHICLE REGISTRATION NUMBER

--	--

DATE – STAMP
<i>Registering officer</i>

VEHICLE REGISTRATION PARTICULARS

1	Make
2	Model
3	Year first used as new
4	Type of body
5	Colour

6	Net mass
6a	Gross mass
7	Engine/Car serial number
8	Chassis/Frame number
9	Engine capacity/Factory rated load capacity (trailers only) cubic cm kg
10	Fuel used
11	Country and date of previous registration and registration number (if applicable)
12	Date of Zimbabwe registration

Details of owner

1. Surname		
2. First names		
3. Identification particulars:—		
<ul style="list-style-type: none"> • Drivers Licence No.: • National Registration No.: • Passport No.: 		
4. Address where vehicle is ordinarily kept at night (physical address)		
5. Area Code No.		
CHANGE OF ADDRESS		
		Date-stamp
Area Code		<i>Registering Officer</i>
		Date-stamp
Area Code		<i>Registering Officer</i>
		Date-stamp
Area Code		<i>Registering Officer</i>
ENDORSEMENTS		

CHANGE OF ADDRESS		
		Date-stamp
Area Code		<i>Registering Officer</i>
		Date-stamp
Area Code		<i>Registering Officer</i>
		Date-stamp
Area Code		<i>Registering Officer</i>

NOTES ON REGISTRATION AND LICENSING OF A VEHICLE

1. Every registered motor vehicle and trailer must be licensed at all times unless it is temporarily removed from any road. For any motor vehicle temporarily removed from the road, an exemption certificate must be obtained. Failure to license a vehicle or to take out an exemption certificate in the case of a motor vehicle, **within 1 month** of due date, will attract a penalty for every month or part of a month in which the licence fee was due and unpaid.

2. When renewing the licence, this book must be produced to a registering officer, together with a valid third party insurance certificate and the appropriate amount of tax.

3. Where any permanent change occurs in the overnight address of the vehicle, the owner must forward the registration book to a registering officer, together with the details of the new address. Failure to notify such change within 14 days will attract the prescribed penalty.

4. On change of ownership the seller or person disposing of the vehicle shall notify a registering officer and deliver this book and the licence to the new owner. The new owner, **within 14 days** of becoming owner, must register the change of ownership with a registering officer and produce proof of third party insurance. A transfer fee is payable by the new owner.

5. On destruction or permanent removal from the road of any registered vehicle, the owner must remove or obliterate the registration number from the vehicle, notify a registering officer and surrender this book.

6. If any alteration is required to the recorded registration details of the vehicle, this book must be submitted to a registering officer, together with details of the change. Any unauthorised entry will attract a fine.

7. This book must be produced on demand to any policeman, Registrar or authorised officer.

8. Do not write in, obliterate or alter this book in any way.

9. Keep this registration book in a safe place. Losing it will cause you inconvenience in renewing the licence or in disposing of the vehicle. A prescribed fee is payable for a duplicate registration book.

WARNING

THIS REGISTRATION BOOK IS NOT PROOF OF LEGAL OWNERSHIP.

CVR 4

CENTRAL VEHICLE REGISTRY

APPLICATION/NOTIFICATION – VEHICLE REGISTRATION

To be made to a local registering officer

PART I – Complete in all cases

1. Make	2. Model	3. Vehicle Registration Number		
4. Applicant's Surname and Zimbabwean Identification particulars (ID No./Driver's Licence or Passport No.)		Particulars of Witness Surname and ID Number		
5. First names		First names		
6. Address where vehicle ordinarily kept at night		Physical address		
7. Local Authority for (6)	8. Code (official use)	9. Postal address		
10.	Application for/Notification of	Complete	Fee	Tick item required
A	Original registration in Zimbabwe (for attachments, see item A overleaf)	Parts I, II and V		
B	Change of ownership (attach existing registration book and see item B4 overleaf)			
C	Duplicate registration book (produce existing licence/exemption)	Parts 1, II and V		

D	Change of vehicle particulars (attach the registration book)	Parts I, II and V		
E	Change of address where vehicle is ordinarily kept at night (attach the registration book)	Parts I and V		
F	Cancellation of registration (attach any existing registration book)	Parts I, III and V		
G	Sale or disposal of vehicle	Parts I, IV and V		
H	Acknowledgement of receipt of surrendered Number Plates	Parts I and V		

PART II – Complete in respect of items A., B. C and D

1. Make	2. Model	3. Year first used as new (not necessarily year of manufacture)	4. Type of body	5. Colour	6. Net mass
6a. Gross mass (commercial vehicles only)	7. Engine/Ca r Serial No.	8. Chassis/ Frame No.	9. Engine capacity (motor-cycles only)	9a. Factory-rated load capacity (trailers only)	10. Fuel used
11. If vehicle previously registered – Country and date of registration and registration umber			12. Date of Zimbabwe registration		
13. Customs clearance certificate number		14. Name of last registered owner (item B only)			
15. Name of insurance company	15a. Date of expiry of insurance	16. Vehicle licensed to By disc number			
17. Tax class (official use)					

PART III — Complete in respect of item F

Vehicle registration book is surrendered, vehicle having been –

.....

(Reason for cancellation)

The registration plates have been removed and surrendered to the registering officer.

PART IV – complete in respect of item G

Notice is hereby given that this vehicle has been sold/disposed of by me on *(date)*
 to
(name) *(address)*
 To whom I have handed the vehicle registration book and any current licence.

PART V – Complete in all cases	Official Date-stamp
I certify that to the best of my knowledge and belief, the above particulars are true and correct.	
.....
(Date)	(Signature of applicant)

FOR OFFICIAL USE ONLY

The Registrar,

I certify that this application is in order and that the following action has been taken:

-
- A. ORIGINAL REGISTRATION IN ZIMBABWE (Where a vehicle is already registered outside Zimbabwe, the foreign registration documents must be attached).
1. Registration number Allocated
 2. Vehicle registration book number Issued
 3. Customs clearance certificate detailed overleaf Attached and appropriate endorsement on page 4 of the registration book Effected
 4. Gross mass certificate or undertaking Attached

(Commercial vehicles only)

5. Certificate of fitness number dated Issued by VID seen
6. Duplicate of receipt number Attached

B. CHANGE OF REGISTRATION PLATES

1. Vehicle Registration Book Number Issued
2. Old vehicle registration book number Attached/Retained
3. Duplicate of receipt number for \$ Attached
4. Certificate of authorization number valid to Attached
(Heavy motor vehicles only – all tax class 2 and those tax class 5 exceeding 2300 kg net mass).

C. DUPLICATE VEHICLE REGISTRATION BOOK

1. Vehicle registration book number Issued
2. Duplicate of receipt number for \$ Attached

D. and E. CHANGE OF VEHICLE PARTICULARS/ADDRESS

1. Vehicle registration book number Amended
2. Vehicle reclassified as tax class And any additional tax/surcharge has been collected by receipt number Duplicate attached

F. CANCELLATION OF REGISTRATION

- 1. Vehicle registration book number.....Attached
- 2. Acknowledgement..... Issued

G. SALE OR DISPOSAL OF VEHICLE

- 1. Acknowledgement Issued

H.	ACKNOWLEDGEMENT OR RECEIPT OF SURRENDERED PLATES <i>(Signature of registering officer)</i>	Date-stamp
----	---	------------

CVR 4A

CENTRAL VEHICLE REGISTRY
APPLICATION FOR PERSONALISED NUMBER PLATES

To be made to the Registrar. The Registrar reserves the right to reject any application or may withdraw, at any stage, any registration plate that may be offensive, insulting, political, blasphemous or otherwise.

PART I

Complete in full

1. Make	2. Model	3. Vehicle Registration Number	
4. (a) Applicant's Surname and National Identity particulars: First name(s):			
(b) Physical address			
5. Local authority for 4 (b)		6. Code (Official use)	7. Postal address
8.	Application for/Notification of	Fee	Tick item required
A	Original registration in Zimbabwe (for attachments, see item A overleaf)		
B	Change of registration plates (from conventional to personalized)		
C	Duplicate registration book (produce existing licence/exemption)		

I certify that to the best of my knowledge and belief, the above particulars are true and correct.

Date-stamp

.....

Date

Signature of applicant

FOR OFFICIAL USE ONLY

The Registrar

I certify that this application is in order and that the following action has been taken:

A. ORIGINAL REGISTRATION IN ZIMBABWE

- 1. Registration number Allocated
- 2. Vehicle registration book number Issued
- 3. Customs clearance certificate detailed overleaf Attached
and appropriate endorsement on page 4 of the registration book Effected
- 4. Gross mass certificate or undertaking Attached

(Commercial vehicles only)

- 5. Certificate of fitness number VID seen
- 6. Duplicate of receipt number Attached

B. CHANGE OF REGISTRATION PLATES

- 1. Vehicle registration book number..... Issued
- 2. Old Vehicle registration book number Attached
- 3. Duplicate of receipt number for \$ Attached
- 4. Certificate of authorization number Valid to Attached

(Heavy motor vehicles only – all tax class 2 and those tax class 5 exceeding 2 300kg net mass)

C. DUPLICATE VEHICLE REGISTRATION BOOK

- 1. Vehicle registration book number..... Issued
- 2. Duplicate of receipt number For \$Attached

D and E CHANGE OF VEHICLE PARTICULARS/ADDRESS

- 1. Vehicle registration book number.....Attached
- 2. Vehicle reclassified as tax class and any additional tax/surcharge has been collected by receipt number Duplicate attached

F CANCELLATION OF REGISTRATION

- 1. Vehicle registration book number.....Attached
- 2. Acknowledgement..... Issued

Garage Code No.
(Official use)

Date

(Vehicles sold and registered
on this date must be
excluded)

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CVR 7

MINISTRY OF TRANSPORT
APPLICATION FOR TEMPORARY IDENTIFICATION OF A VEHICLE
SECTION 18 OF THE VEHICLE REGISTRATION AND LICENSING ACT
[CHAPTER 13:14]

Fee: \$1

Note:— Application to be made for one specific journey, including a return journey, lasting not more than 14 days. No passengers or goods may be carried for hire or reward.

The Registering Officer,

.....

Full name of owner

National ID number

Residential address

Business address

Vehicle registration number

.....

(Any existing vehicle registration book to be produced)

Make of vehicle Type of body

Engine/car serial number Chassis/frame number

(if vehicle not registered)

Insurance company

Insurance valid from to

Proposed route

Purpose of journey

Period required from to

.....

.....

(Signature of applicant)

(Date)

FOR OFFICIAL USE ONLY

The Registrar

I certify that this application is in order and that Temporary Identification Card Number has been issued.

Period of validity Route approved

.....

(registering officer)

DATE - STAMP

CVR 8

ZIMBABWE

TEMPORARY IDENTIFICATION CARD [Chapter 13:14]

(Section 19 of the Vehicle Registration and Licensing Act) [Chapter 13:14]

Period of validity

Vehicle Particulars

From

To Inclusive

(Registration No. or Engine/Chassis Nos.)

Vehicle Owner	Route specified	Date-stamp
.....	
.....	

CVR 13

MINISTRY OF TRANSPORT

GROSS MASS CERTIFICATE

(Section 6 of the Vehicle Registration and Licensing Regulations, 1999)

I,

Vehicle manufacturer/representative/inspecting office (Delete the inapplicable)

Cerify that the under-mentioned vehicle is rated as having a maximum gross mass of Kg

MAKE MODEL CHASSIS NO.

	8. Tax exemption code		
	9. Licence fee	\$	c
	10. Surcharge		
	11. Penalty		

(Registered owner)

	Total amount paid		\$		c	
5. Area code	1. Licence fee					
	2. Surcharge					
	3. Penalty					

(Vehicle Licence Disc)

Date – stamp

Initials of Registering Office

.....

This licence must be renewed on or before the expiry date shown on the disc. This disc must be displayed on the vehicle to which it relates in the manner prescribed by regulation

CVR 21

TEMPORARY VEHICLE LICENCE CASH/CHE/PO

	1. Temporary Licence disc/receipt number	
	2. Office of issue – code	
	3. Valid from	
	to	
	4.	
	5. Area code	
	6. Registration number	
	7. Tax class	
	8.	
	9. Licence fee	
	10. Surcharge	
	11.	

Please use special pen provided

(Registered owner)

TEMPORARY VEHICLE LICENCE RECEIPT

		Total amount paid	\$	c	
5. Area code	<input type="text"/> <input type="text"/> <input type="text"/>	1. Temporary Licence fee			
		2. Surcharge			

(Vehicle Licence Disc)

Date – stamp

Initials of Registering Office

.....

This disc must be displayed on the vehicle to which it relates in the manner prescribed by regulation

CVR 22

		EXEMPTION CERTIFICATE	CASH/CHE/PO
Date – stamp	<input type="text"/>	1. Exemption certificate number	<input type="text"/>
		last licensed to	/
		2. Office of issue – code	<input type="text"/>
		3. Number of terms	<input type="text"/>
<i>Please use special pen provided</i>		4. Term ending	/
		5. Area code	<input type="text"/>
		6. Registration number	<input type="text"/>
		7. Tax class	<input type="text"/>
		8. Exemption code	<input type="text"/>
		9. Exemption fee	\$ c
		10.	<input type="text"/>
		11. Penalty	<input type="text"/>

(Registered owner)

EXEMPTION CERTIFICATE RECEIPT

DETAILS OF HOLDER

Issued to

Situation of business

(Stand number, street and town)

Local authority Issuing Office

Postal address

Nature of business

(Office use only)

GARAGE LICENCES

File _____

**ALLOCATION OF DISTINCTION MARKS
AND NUMBERS**

Allocated to

Situation of business

(Stand number, street and town)

Local authority Issuing Office

Postal address

Nature of business

DETAILS

.....



ZIMBABWE

MINISTRY OF TRANSPORT

Application for an Exemption Certificate

(Section 24 of the Vehicle Registration and Licensing Act [Chapter 13:14])

(To be accompanied by the vehicle registration book and appropriate fee)

The Registering Officer,

.....

I (full name)
being the owner of vehicle registration number which is or
is to be ordinarily kept at night at apply for an Exemption Certificate
in respect of the above vehicle for the period from to
(Period of exemption Certificate to expire on either 31st January, 31st May or 30th
September)

My reason for requiring an exemption certificate is
.....
.....

I certify that to the best of my knowledge and belief, the vehicle has not been and is
not to be used on any road during the period for which the Exemption Certificate is
required, other than in the prescribed circumstances.

.....

(Signature of applicant) (Date)

Note:— An Exemption Certificate shall cease to be valid upon—

1. the subsequent issue of a vehicle licence; or
2. the change of ownership of the vehicle; or
3. the use of the vehicle on any road otherwise than—
 - (a) by virtue of a temporary identification card;;
 - (b) by virtue of a temporary vehicle licence;
 - (c) by virtue of a garage licence;
 - (d) by a farmer or miner in terms of section 6 (3) (a) of the Vehicle Registration and Licensing Act [Chapter 13:14].

FOR OFFICIAL USE ONLY

The Registrar,

I certify that this application is in order and that the Exemption Certificate No.
has been issued.

Date- stamp of

Registering Officer

.....
(Registering Officer)

(The copy of the Exemption Certificate issued is to be attached to this application and
forwarded to the Registrar).

CVR 26

CENTRAL VEHICLE REGISTRY

Application for garage licence

THE REGISTERING OFFICER,

.....
I (full name)

(BLOCK CAPITALS)

declare that I am—

(1) Carrying on business as

*(State whether manufacturer or repairer of, or dealer in motor vehicles and/or trailers
under the provision of the Licence Control Act.)*

(2) Repairing my own vehicles in my own factory which is registered as such under the
Factories and Works Act, the Factory Registration Certificate being

at stand and street number Local authority

Under the style or firm of

.....
and apply for the DUPLICATE of (state how many) garage licence(s)
to use on motor vehicles and/or trailers.

(If this is an application for a renewal or for a duplicate, give the registration number(s)
of the garage licence plate(s) held:

.....
.....

The appropriate certificate relating to third party insurance cover for the use of these garage licenses is attached and details are:

- (a) Company
- (b) Cover note or policy number
- (c) Period of insurance from to

(Note— The expiry date must extend at least as far as the 31st December, next).

.....

Signature of applicant

Date

For each duplicate As affixed by local authority

Date- stamp of Registering Officer

FOR OFFICIAL USE ONLY

Number of garage licence plate	Number of licence disc	Number of garage licence plate	Number of licence disc	Number of garage licence plate	Number of licence disc

CVR 27



**MINISTRY OF TRANSPORT
APPLICATION
Cancellation of Vehicle**

The Registering Officer,
.....

Name of applicant

(BLOCK LETTERS)

Address to which refund is to be sent

.....

Vehicle registration number

Particulars of licence to be cancelled and which is attached, together with the vehicle registration book:

Office of issue Licence number

Date of expiry Amount paid

(excluding surcharge)

Tick as applicable

Reason for cancellation:

(1) Cancellation of registration

(A completed Application for Cancellation of Registration- form
CVR 4 – to be attached)

(2) Vehicle exported to

(3) Vehicle temporarily removed from the road.....

<i>Tick as applicable</i>

Where motor vehicle temporarily removed from the road:

Exemption certificate number Issued on

I certify that I am the owner of the above vehicle

.....

(Signature of applicant)

(Date)

Received. <i>(Registering Officer)</i>	Date-Stamp
--	------------

CVR 28



MINISTRY OF TRANSPORT
APPLICATION – DUPLICATE VEHICLE LICENSING DOCUMENT
(To be accompanied by the vehicle registration book and appropriate fee)

The Registering Officer,
.....

I certify that the above particulars are correct and that, to the best of my knowledge and belief, no refund or any tax paid for the original licence has been obtained.

.....
(Signature of applicant) *(Date)*

FOR OFFICIAL USE ONLY
INSTRUCTIONS TO REGISTERING OFFICER

Where applicable—
check registration book and verify details of original documents;
bring fee to account on appropriate licence form, competing lines, 2, 6, 8 and 9 only;
enter tax exemption code "99" at line 8; and
attach application to receipt for forwarding to Central Vehicle Registry.

CVR 29

DEMAND FOR PRODUCTION OF DOCUMENT
(Vehicle registration and Licensing act [*Chapter 13:14*])

TO—
.....
(Name, where known)

.....
(Address, or place where vehicle kept or found)

Being the owner or person having the lawful use of vehicle
(registration number or other identification)

you are hereby required, in terms of section 46 of the Vehicle Registration and Licensing Act [*Chapter 13:14*] to produce to—

The Officer in Charge Police Station
The Registering Officer

Within seven days—

- (1) A current vehicle licence, temporary licence or exemption certificate .
- (2) The vehicle registration book

Tick as applicable

(3) Other document (specify).....

in respect of the above vehicle, together with this demand.

.....

(Authorised Officer/Police Officer)

(Date)

CVR 30

RECEIPT FOR PRODUCTION OF DOCUMENT

(Section 46 of the Vehicle Registration and Licensing Act [Chapter 13:14])

No

Receipt is acknowledge, in terms of section 46 (3) of the Vehicle Registration and Licensing Act, of the production to me of the under-mentioned documents by

.....

(Name)

(Identification particulars)

.....

(Address)

in respect of vehicle registration number

* (1) Vehicle licence/temporary licence/exemption certificate

No Expiring

Issued at on

* (2) Vehicle Registration Book in the name of

.....

(and address)

Issued at on

* (3) Other documents (specify)

Issued at on

has been issued.

Date – stamp of
Registering Officer

.....

(Registering Officer/Police Officer-in-Charge)

*Delete inapplicable

Copy to—

.....

(Registering Officer/Police Officer-in-Charge/Inspecting Officer)

.....

Your demand No. Dated Refers.

CVR 32

Reference

OFFICE
DATE -STAMP

Registering Officer/Principal Accountant (Accounts) P.T.C.

.....

Office Issue Code

ADVICE – ERROR IN VEHICLE TAX COLLECTED/ALLOCATED

1. Please refer to items on Vehicle Licence No. for term ending issued by you/ Post office on to Vehicle Registration No. Tax Class Registered owner Address
2. The amount to account was \$..... and was credited to area code while apparently the correct amount is \$..... and area code the possible cause of error being
.....
.....

3. Should you agree that—
- (1) an undercharge has been made, this must now be collected and credited to area code
..... ;
 - (2) an overpayment has occurred, a claim-Correction of Vehicle Licensing Error (CVR 34), should be completed
 - (3) an incorrect allocation has been made, the necessary adjustment must be effected; and this form completed overleaf.

Signature:

Designation:

Copy to—

.....
.....

Reference

- (1) Principal Accountant (Accounts), Posts and Telecommunications Corporation.
- (2) Registrar, Central Vehicle Registry.
- (3) Registering Officer/Secretary

OFFICE DATE -STAMP

.....

ADVICE OF ADJUSTMENT

The error advised overleaf has been adjusted thus:

.....
.....
.....
.....

Signature:

Designation:

Notes:

- (1) Adjustments effected by Postmasters must be advised to the Principal Accountant (Accounts), Posts and Telecommunications Corporation.
- (2) Local Authorities in respect of Government revenue must be advised to the Registrar, Central Vehicle Registry.
- (3) Adjustments effected by local authorities between themselves must be advised to the local authorities concerned.

CLAIM – CORRECTION OF VEHICLE LICENSING ERROR
(Where overpayment of vehicle licence fee, surcharge or penalty has occurred)

SECTION A — To be completed by applicant.

Registering Officer/Postmaster

.....

I,

(address to which refund is to be sent)

certify that I am registered owner of Vehicle Registration No which was licensed at your office by Licence Disc No. issued on for the term ending and for which a total of \$ was paid. A refund of \$ Is now claimed for the following reasons:

.....
.....

I enclose the Vehicle Registration Book and receipt portion of the Vehicle Licence.

.....

Date

Signature of applicant

Date claim received

Received by

NOTES—

- (1) This claim form is to be used only in respect of an overpayment, duplication or licensing or where, by mistake, the payment of a penalty has been made.
- (2) The refund of licence fees for a vehicle which has been scrapped or removed from the road is to be dealt with on Form CVR 27-Cancellation of Vehicle Licence.
- (3) Appeals against correctly calculated payments of penalty must be forwarded directly to the local authority concerned.

FOR OFFICIAL USE

SECTION B — To be completed by the registering officer and forwarded with the registration book and receipt portion of the licence.

Registrar:

Central Vehicle Registry.

The following is a true extract of the relevant licence issued by me on

1. Licence No.	2. Office of issue code
3. Number of terms	4. Term ending
5. Area code	6. Registration No.

7. Tax class	9. Licence fee
10. Surcharge	11. Penalty

and a refund of \$..... appears to be due for the reasons stated. Registration book and receipt are attached.

.....
Date *Registering Officer*

SECTION C — To be completed by the Registrar, where necessary.

Principal Accountant (Accounts).

Posts and Telecommunications Corporation.

The above claim —

- (1) Is in order; or
- (2) is not in order for the following reasons:

.....

The registration book and receipt are attached.

.....
Date *for Registrar*

CVR 35

POLICE CLEARANCE CERTIFICATE (Section 20 (2))

(To be completed in respect of all motor vehicles on change of ownership and in the case of rebuilt motor vehicles on an original registration).

Make Model Reg. No.
 Previous owner (where known)
 Address

Engine number Chassis number

It is certified that the vehicle referred to above has been checked and to the best of my knowledge is not a stolen vehicle.

Checked by Rank Force number

(Name of Police Officer)

OFFICE
DATE -STAMP

Witnessed by Rank Force Number

(Name of Police Officer)

Note— This certificate is valid for only 14 days from the date of issue.

CVR 36

AUTHORISATION CERTIFICATE (Section 9 (1))

(To be completed by the Registrar)

- 1. Name of authorized registering office
- 2. Area for which authorized registering officer designated
- 3. Address of authorized registering officer

This authorization Certificate permits the Registering Officer to sell registration/*third/*garage licence/*plates.

Registrar's stamp

.....

Registrar's signature

** Delete whichever is inapplicable*

CVR 37

MINISTRY OF TRANSPORT
 MONTHLY RETURN OF REGISTRATION/*THIRD*/GARAGE LICENCE/*PLATES
 MANUFACTURED (Section 10 (3))

(To be in duplicate and one copy is to be forwarded to the Registrar by a manufacturer of registration/garage licence plates on delivery to the Registrar of the plates concerned and the other is to be retained by the manufacturer)

Name of Manufacturer

Address

.....

BUSINESS LICENCE DETAILS (Complete only if change has occurred since last return)

Number Date Type

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(Official Use)

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REGISTRATION No.

REGISTRATION No.

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REGISTRATION No.

* Delete whichever is inapplicable.

SECOND SCHEDULE (Sections 15 and 30)

PART I

PROVISIONS RELATING TO LETTERS AND FIGURES OF THE REGISTRATION MARK AND NUMBER

1. In the case of a vehicle other than a motor-cycle—

(a) all letters and figures shall be 75 mm high. Every part of every letter and figure shall be at least 9mm, but not more than 11 mm, broad; and the total width of space taken by every letter or figure shall, except for the figure “ i ”, be a minimum of 40 mm and a maximum of 50 mm;

(b) the space between any letter and adjoining figure or between adjoining figures or between the hyphen and adjoining figures shall be a minimum of 10mm and the margin around the registration plate shall be a minimum of 15 mm;

(c) the hyphen shall be at least 20 mm in length and shall be at least 9 mm, but not more than 11 mm, broad.

2. In the case of a motor-cycle—

(a) all letters and figures shall be 45 mm high. Every part of every letter and figure shall be at least 7 mm, but not more than 9 mm, broad; and the total width of space taken by every letter or figure shall, except for the figure “1”, be a minimum of 25 mm and a maximum of 30 mm;

(b) the space between any letter and adjoining figure or between adjoining figures or between the hyphen and adjoining figures shall be a minimum of 7,5 mm and the margin around the registration plate shall be a minimum of 10 mm;

(c) the hyphen shall be at least 15 mm in length and shall be at least 7 mm, but not more than 9 mm, broad.

3. All letters and figures of the registration mark and number on every registration plate—

(a) shall be raised at least 1 mm, but not more than 2 mm, above the surface of the plate and shall be indelibly inscribed;

(b) shall, when they appear on a rear registration plate in 2 lines, not include a hyphen, and the distance between the 2 lines shall be not less than 15 mm.

PART II

STYLE OF REGISTRATION MARKS AND NUMBERS

A B C D E F

G H I J K L

M N O P Q R

S T U V W X

Y Z 1 2 3

4 5 6 7 8 9 0

THIRD SCHEDULE (*Section 4*)
PRESCRIBED FEES & CHARGES

[increased in the new currency by SI 150B/08 w.e.f. 28th October, 2008;
substituted for foreign currency by SI 2/09 w.e.f.12th January, 2009 and
amended by SI 79/09 with effect from the 29th May, 2009.]

PART I
FEES

Item

- | | | |
|----|--|----------|
| 1. | First registration of all vehicles (including diplomatic and Government Vehicles). | US\$ 15 |
| 2. | Registration of a vehicle with personalised registration plates. | US\$ 250 |
| 3. | Change in particulars of original registration of vehicles— | |
| | (a) registration of change of ownership of vehicle. | US\$ 15 |
| | (b) change of address of where vehicle is ordinarily kept at night. | US\$ 3 |
| | (c) change of vehicle particulars. | US\$ 3 |
| | (d) cancellation of registration. | US\$ 3 |
| | (e) advice of sale of motor vehicle. | US\$ 3 |
| 4. | Authorisation of change of ownership. | US\$ 5 |
| 5. | Duplicate registration book. | US\$ 30 |
| 6. | Search fee. | US\$ 5 |

7. Garage licences (per year)	US\$ 300 with 50% to Government
8. Vehicle licensing booklet.	US\$ 50
9. Temporary identification cards.	US\$ 30 with 50% to Government
10. Exemption certificate.	US\$ 5 with 50% to Government
11. Registration plates fees for—	
(a) motor-cycle ordinary.	US\$90
(b) diplomatic motor-cycle.	US\$85
(c) trailer ordinary.	US\$90
(d) diplomatic trailer.	US\$85
(e) motor vehicle.	US\$110
(f) diplomatic motor vehicle	US\$120
(g) validation sticker	US\$35
(h) validation sticker for personalised registration plates	US\$35
(i) personalised plates	US\$500
(j) replacement validation sticker	US\$35

PART II

VEHICLE CLASSIFICATION AND TARIFFS

[substituted by SI 141/13 with effect from the 27th September, 2013]

Net Mass	4 months	6 months	8 months	10 months	12 months
Up to 1 500kg	\$20	\$30	\$40	\$50	\$60
1 500kg to 2 250kg	\$25	\$37,50	\$50	\$62,50	\$75
2 250kg to 3000kg	\$30	\$45	\$60,00	\$75,00	\$90,00
3 000kg to 3 750kg	\$60	\$82,50	\$105	\$127,50	\$150
3 750kg to 4250kg	\$75	\$112,50	\$150	\$187,50	\$225
4 250kg to 5000kg	\$90	\$135	\$180	\$225	\$270

5 000kg to 5750kg	\$100	\$150,00	\$200	\$250	\$300
5 750kg to 6 250kg	\$105	\$157,50	\$210	\$262,50	\$315
6 250kg to 7 000kg	\$120	\$180	\$240	\$300	\$360
7 000kg to 7 750kg	\$130	\$192.50	\$255	\$317.50	\$380
7 750kg to 9 250kg	\$140	\$205	\$270	\$335	\$400
9 250kg to 10 000kg	\$150	\$220	\$290	\$360	\$430
10 000kg to 10 750kg	\$200	\$280	\$360	\$440	\$520
10 750kg and above	\$300	\$400	\$500	\$600	\$700

Note: Tariffs shall include **surcharge** for heavy vehicles from net mass **3 000kg** and above.