



RDW

Your vehicle and its registration

- car
- motorcycle
- trailer with a
maximum permissible weight
of more than 750 kg

Your vehicle and its registration

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Why this brochure?

It is important that the data regarding you and your vehicle are correctly registered and that the vehicle has the right number plates. This brochure explains why this is so important and what you must do to comply with the regulations.

Vehicle ownership comes with certain obligations. Being listed in the RDW register as the owner/keeper of a car, motorcycle or trailer means having to comply with the legal obligations for that vehicle. In the Netherlands, these are as follows for cars and motorcycles:

- *Statutory liability insurance (WA)*
- *The General Regular Safety Inspection (APK) (not for motorcycles)*
- *Road Tax*

The obligation in the case of a trailer with a maximum permitted weight of over 750 kg and less than 3,500 kg is:

- *Road Tax (if applicable)*

The obligations for trailers with a maximum permitted weight of over 3,500 kg are:

- *Road Tax*
- *The General Regular Safety Inspection (the APK)*

The maximum permitted weight is the tare weight of the trailer plus the maximum permitted load.

The vehicle must also be fitted with the correct number plates.

All number plates are listed in the RDW's registration system. This register is used to determine who is responsible for which vehicle, and to carry out active checks of whether all the relevant obligations have been fulfilled. The RDW registration system thereby fulfils an important role.

The data in the register must be correct and complete, and your vehicle must display the correct number plates. If the vehicle is incorrectly registered under your name, you could be held liable for any number of things as a result.

Also, if someone else makes unauthorised use of number plates that are registered in your name it could cause you a great deal of trouble. In order to prevent this happening it is essential that you follow the correct procedure when you buy, sell, import, export or dismantle/ scrap your vehicle, or when you temporarily cease using it.

If you fail to follow the correct procedure, it could happen that a vehicle is still registered in your name even though it is no longer in your possession. You will then still be legally responsible for the vehicle and also for any motoring fines incurred by the driver. You can avoid this situation by following the correct procedure.

Note

As a result of EU regulations, the parts of the Dutch vehicle registration papers have been renamed as **from 1 June 2004**.

Before 1 June 2004

Before 1 June 2004, the parts of the vehicle papers were named as follows:

- *Part I: the part containing the vehicle's details*
- *Part II: the part containing the details of the registered keeper/ owner and*
- *Transfer certificate/Copy Part III: the part that is required when transferring the registration papers and which should be kept safely at home.*

From 1 June 2004

Officially, the new registration papers from 1 June 2004 consist of only two parts:

I Part IA - Vehicle Certificate and
Part IB - Certificate of Ownership
The new Registration Certificate Part I therefore consists of several pages, but these only constitute the new Part I when taken as a whole. You must have this with you when using the vehicle on the public highway.

II Part II - Transfer Certificate.

In this brochure, the relevant parts are referred to as **Vehicle Certificate, Certificate of Ownership and Transfer Certificate**.

2 Buying a vehicle

When you buy a car, a motorcycle or a trailer with a maximum permitted weight of over 750 kg, the registration papers must be transferred into your name, or to the name of a company in the case of business vehicles. Registration papers can be transferred at larger post offices. You must be at least 18 years of age and reside in the Netherlands. You must arrange this transfer yourself. No other person is allowed to do this for you, unless you purchase your vehicle at an RDW-accredited dealership (see sections 2.2 and 2.4).

If you purchase a car, motorcycle or trailer with a maximum permissible weight of more than 750 kg at an RDW-accredited dealership, it can be registered there immediately in your name.

Section 13 tells you what you must do to ensure that the vehicle you purchase displays the correct number plates.

2.1

What should you do at the post office?

To transfer registration papers into your name, you will need:

- *Valid proof of identity*

Not all proofs of identity are accepted.

For details, see section 2.3.

- *Certificate of Ownership*
- *Transfer Certificate/copy Part III*

Before the registration papers are transferred into your name, the post office clerk will check the identity and registration details against the information held by the RDW. If it is found that the data you submit do not correspond with the data in the RDW registration system, the registration papers cannot immediately be transferred into your name. The post office clerk will then inform you what to do.

Very occasionally it may be difficult for the post office to open a datalink with the RDW. You can then either transfer the papers at a different post office or come back later.

The transfer of the registration papers for your car or motorcycle into your name is linked to your notification of road tax liability.

You can indicate whether you wish to pay per three-month period or per year. An invoice together with an acceptance giro form for paying road tax will be sent to you automatically and at the appropriate regular intervals thereafter.

2.2

What should you do at the RDW-accredited dealership?

When you buy a car, motorcycle or trailer with a maximum permitted weight of over 750 kg from stock at an RDW-accredited dealership, the registration papers can be registered to your name immediately at the point of sale. The accredited dealership must be authorised to carry out this transaction. To arrange transferral into your name, you require:

- *Valid proof of identity*

Not all proofs of identity are accepted. For private individuals, only an original, valid Dutch driving licence is acceptable.

Before the registration papers can be registered to your name, the staff of the dealership must check your proof of identity details against the computer database. After the vehicle's details have been entered, a consent form will be printed out. You should sign this to show that you agree to the registration papers being registered under your name. The staff of the dealership will then print out the Certificate of Ownership and the vehicle will then be registered under your name.

Very occasionally it may be difficult to open a datalink with the RDW. In that case, the dealership can still register the vehicle to your name at the post office as long as they have a completed authorisation form and your driving licence.

The transfer of the registration papers for your car or motorcycle into your name is linked to your notification of road tax liability. The invoices for road tax will also be sent to you.

2.3

Proof of identity Private individuals

As a private individual, you can prove your identity at the post office by presenting an original:

- *Valid Dutch driving licence*

A Dutch driving licence is no longer valid if it was issued more than ten years ago.

- *Valid Dutch passport and recent certificate of residence*

Other valid proofs of identity are: a national service passport (not a military passport), a diplomatic passport, a travel document for aliens or refugees, a temporary document, a facilities passport, a second passport, a European ID card or a Dutch identity card.

These documents must also be accompanied by a recent copy of your personal data from the municipal register.

Only valid passports are acceptable as proof of identity. The expiry date of your passport is indicated in the passport.

- *Valid foreign passport + recent certificate of residence*

Other valid proofs of identity are: a national service passport (not a military passport), a diplomatic passport, a travel document for aliens or refugees or a foreign ID card issued by the authorised authority of another EU member state.

If you use a passport as a proof of identity, you will also need an original extract from your local municipal register. This extract may not be more than three months older than its issue date and the address given must correspond with your actual address of residence.

- *Personal ID certificate of non-Dutch NATO soldiers together with stationing certificate*

Non-Dutch NATO soldiers may prove their identity with a passport or a military ID card. They must be able to submit a stationing certificate that is no more than ten days old.

As a private individual, you can only prove your identity at an RDW-accredited dealership by presenting an original, valid Dutch driving licence.

Legal entities

Businesses, associations and foundations

Registration Papers can be transferred into the name of the above-mentioned legal entities by anyone authorised to do so. The authorised signatory must prove his or her identity with:

- *any one of the aforementioned personal proofs of identity (see private individuals); a copy of your certificate of residence does not have to be submitted, and*
- *(a copy of) an extract from the trade register of the Chamber of Commerce. This extract must give the name of the authorised person, may not be more than one year old, and the information given must be up to date with the current situation. A print-out from the internet is not permitted.*

It is possible that your extract from the trade register of the Chamber of Commerce is so recent that the data have not yet been entered into the RDW registration.

In this case the registration papers cannot be immediately recorded under the name of the business, association or foundation. The post office clerk or the staff of the RDW-accredited dealership will tell you what you need to do in that case.

Foreign companies with registered premises in the Netherlands can also transfer registration papers into the name of the business, provided there is sufficient proof of the legal status of the foreign company. This cannot always be established immediately at the post office, in which case immediate transfer will not be possible. Here, too, the post office clerk will explain the procedure to follow. Should the company have no legal status, the registration papers can be transferred only into the name of a private person.

Sole traders, partnerships and ship owners are not legal entities in this sense. The registration certificate can only be registered in the name of a private individual.

Legal entities under public law (for example, churches and government departments)

Registration papers can only be transferred to the name of such legal entities at major post offices by a person authorised to do so.

He or she must provide proof of identity with:

- *any one of the aforementioned personal proofs of identity* (see private individuals)

The person transferring the registration papers to the name of a legal entity under public law is jointly responsible for the vehicle obligations and any motoring offences.

2.4

Authorisation

In principle, you as the purchaser of a vehicle are responsible for arranging its transfer into your name at a post office. There are only limited possibilities for authorising someone else to do this for you. As a private person, you can only authorise RDW-accredited garages to arrange transferral on your behalf at the post office. More accommodating authorisation procedures have, however been arranged for businesses. Companies can authorise all natural persons of 18 or more years of age and registered as ordinarily resident in the Netherlands.

Authorisation by private individuals

Only dealerships that are licensed by the RDW to make out indemnity certificates can be authorised by a private individual to transfer registration papers at a post office. These companies can be recognised by the green and white striped sign on the facade. You may only authorise in this way if you are in possession of a Dutch proof of identity.

In order to be able to arrange the transferral on your behalf, the dealership will need the following:

- *an original authorisation certificate that you have personally signed*
 - *your original personal Dutch proof of identity*
- Section 2.3 details which of such proofs are acceptable.*

The dealership will also need to know the frequency with which you wish to make your road tax payments for your car or motorcycle (quarterly or annually).

Authorisation by a business, association or foundation

The person authorised to undersign can provide authorisation for transferral in any of the following four ways:

- a. by authorising an RDW-accredited dealership
- b. by authorising a private individual
- c. by authorising an RDW-accredited dealership by way of a second authorisation
- d. by authorising an RDW-accredited dealership to transfer registration at that dealership

Authorisation forms are available at larger post offices and at any RDW office or inspection station. The form must be signed by you, the authorising party.

The authorised person must be aware of the desired frequency of payment of road tax (quarterly or annually).

a. Authorising an RDW-accredited dealership to transfer registration via the post office

In order to be able to arrange the transferral on behalf of a company, the dealership will need the following:

- *an original authorisation certificate that you have personally signed*
- *your original Dutch proof of identity (see section 2.3); a copy of your certificate of residence does not have to be submitted*
- *an extract (or a copy of an extract) from the trade register of the Chamber of Commerce*

If yours is a company that purchases vehicles on a regular basis from various accredited garages, handing over the original proof of identity documents of the authorised person may be a problem. In this case your best option is to authorise a private person to arrange transferral; for example, an employee of the accredited company.

b. Authorising a private individual to transfer registration at a post office

As the authorised signatory, you can also authorise a private individual to arrange the transferral for you, for example, one of your company staff.

In order to arrange the transferral this person will need the following:

- *an original authorisation form signed by the authorised signatory*
- *a (copy of) the personal proof of identity documents of the authorised signatory (see section 2.3); a copy of your certificate of residence does not have to be submitted*
- *his or her original personal proof of identity documents (see section 2.3); the authorised signatory is also not required to submit a copy of his or her certificate of residence*
- *an extract (or a copy of an extract) from the trade register of the Chamber of Commerce*

c. Authorising an RDW-accredited dealership by way of a second authorisation for transferral at a post office

The private person authorised to arrange the transferral by the authorised signatory is in turn allowed to authorise an accredited dealership.

In order to arrange the transferral for the company by way of a second authorisation, the dealership needs:

- *an original authorisation form signed by the authorised signatory*
- *(a copy of) the personal proof of identity of the authorised signatory (see section 2.3. Note: In this case, as an exception to the rule, it is not necessary to provide a certificate of residence if the authorised signatory provides his or her passport as proof of identity.)*
- *original personal proof of identity of the private person authorising (by way of second authorisation) the accredited company (see section 2.3); the authorised signatory is also not required to submit a copy of his or her certificate of residence*
- *an extract (or a copy of an extract) from the trade register of the Chamber of Commerce*

d. Authorisation of an RDW-accredited dealership to transfer registration at that dealership

In order to be able to arrange the transferral on behalf of a company, the dealership will need the following:

- *an original authorisation certificate that you have personally signed*
- *the original and valid Dutch driving licence of the authorised signatory*
- *an extract (or a copy of an extract) from the trade register of the Chamber of Commerce*

Authorisation by a legal entity under public law (for example, churches and public authorities)

To arrange for registration at a post office, the person authorised by the legal entity under public law to arrange a transferral can only provide authorisation to an RDW-accredited dealership.

In order to arrange the transferral at the post office, the dealership will need:

- *an original authorisation form signed by the authorised signatory*
- *the original personal Dutch proof of identity of the person issuing the authorisation (see section 2.3)*

The dealer will also need to know at what intervals you wish to pay for the road tax for your car or motorcycle (quarterly or annually).

How the sale affects road tax

When you sell or trade in your vehicle, it makes no difference whether you sell it to an accredited dealer or to a private individual. Any excess Road Tax will automatically be repaid to you as soon as the registration papers are no longer registered under your name with the RDW.

It is important that you should obtain possession of an official RDW indemnity certificate. This is your only proof that you are no longer the registered owner/keeper. You are advised to hand over the vehicle and the Vehicle Certificate to the buyer only after he has given you the indemnity certificate.

Sale to a private individual followed by export

If you are selling your vehicle to someone who intends to export it immediately, then the export procedure can be begun at once. The vehicle does not first have to be transferred to the buyer's name. Information on the export procedure can be found in section 6.

Missing registration certificate or number plate

If for any reason (parts of) the vehicle registration certificate or a number plate are missing, then you must first apply for a replacement registration certificate before the vehicle can be transferred to the name of the buyer. The procedure for requesting a replacement registration certificate is described in section 10 of this brochure.

4 The costs

Applying for a registration certificate incurs certain costs. Having the Certificate of Ownership transferred into your name at a post office, at the RDW or at an RDW-accredited dealership costs € 10.25.

The Vehicle Certificate costs € 37.00. This is payable upon purchase of a (new) car, motorcycle or trailer heavier than 750 kg, or if you import a vehicle into the Netherlands.

5 A vehicle temporarily off the road: disuse

If you plan not to use your vehicle for a longer period of time on public roads, you can obtain temporary exemption from vehicle obligations. You must then make a request for a 'schorsing' (taking your vehicle temporarily off the road: disuse). The vehicle is then noted as 'disused' in the registration system of the RDW. The Tax Authority/Central Administration/Vehicle Tax will then send you no more invoices for road tax. You are also no longer obliged to insure your vehicle or to subject it to a general periodic safety test (APK).

If your vehicle is disused you may not use it on public roads within the Netherlands or abroad. You are not allowed to park your vehicle on a public road either.

5.1

Reporting and cancelling disuse

What should you do?

You can report or cancel disuse at larger post offices or at the RDW office in Veendam.

For reporting or cancelling disuse you will need:

- *The Certificate of Ownership and the Transfer Certificate (the old Copy Part III)*
- *Valid personal proof of identity (see section 2.3); a copy of your certificate of residence is not required*

If everything is in order, you will be asked to pay the disuse fee and you will then receive a new Certificate of Ownership. This will contain the statement 'Geschorst tot en met (date)'.

The disuse period will then come into immediate effect. From that moment on you are no longer allowed to use public roads with your car or motorcycle. The vehicle must be parked on private land.

If you wish to discontinue a disuse period before the expiry date, you will also have to go to a major post office or to the RDW in Veendam. You will then be issued with a new Certificate of Ownership. You need this to drive the vehicle on the public highway again.

Even when the disuse period expires automatically you must still go to a post office or to the RDW in Veendam for a new Certificate of Ownership.

5.2

Authorisation

If you are not able to arrange the request for disuse registration in person, you can authorise someone to do this for you.

A person authorised to report or cancel disuse will need:

- *A signed authorisation certificate*
These certificates are available at larger post offices and at any RDW office. The certificate must be signed by you as authorising person
- *The Certificate of Ownership and the Transfer Certificate (the old Copy Part III)*
- *Original valid proof of identity of the authorised person (see section 2.3); a copy of your certificate of residence is not required*

- *(A copy of) your personal proof of identity: a Dutch driving licence or a passport. A certificate of residence is not necessary.*

If the registration papers are in the name of a company, association or foundation, a (copy of the) extract from the trade register of the Chamber of Commerce will also be necessary to notify disuse or request cancellation.

5.3

Disuse period

A period of disuse lasts for a maximum of a year and starts on the day you report disuse. After a year the disuse period expires automatically. You must then have your registration certificate altered accordingly at the post office. As long as the Certificate of Ownership has not been altered, your registration certificate is invalid. If you want a longer period of disuse then you must ask for an extension before the end of the disuse period.

Note: The new disuse period becomes active at the moment of application and lasts for a maximum of one year. The former disuse registration is then automatically invalidated. You can terminate disuse at any time during a disuse period. If you sell your vehicle, it is automatically no longer considered to be disused.

5.4

Costs

Disuse incurs certain costs. For most vehicles it costs € 68 per year. For a few special categories of vehicles it costs € 22.70 per vehicle per year. If you wish to extend the disuse period, the costs for the second year are € 22.70. This rate is the same for all vehicles. If you terminate disuse for a vehicle and then make another request for disuse for the same vehicle within a year, this will cost € 113.50. The rate for a new period of disuse within a year for special vehicle categories is € 22.70.

The special disuse rate of € 22.70 applies to:

- *vehicles that are 15 years old or more*
- *motorcycles*
- *commercial vehicles with a maximum permitted weight of more than 3500 kg*
- *trailers and semi-trailers with a maximum permitted weight of more than 750 kg*

	all vehicles	special categories
Fee 1st year	€ 68.00	€ 22.70
Fee for extension	€ 22.70	€ 22.70
Fee for 2nd period of disuse within a year	€ 113.50	€ 22.70

There is no charge for terminating disuse, but there is no reimbursement of the disuse fee when terminating disuse within the period.

5.5

Disuse and vehicle road tax During the period that your vehicle is noted as disused in the registration system of the RDW, you will receive no road tax invoices. When the period of disuse ends you are once again responsible for the vehicle obligations. The Tax Authority/Central Administration/Vehicle Tax will then automatically send you an invoice for road tax. You do not need to notify them. If you have not received an invoice within two weeks, however, please contact the Tax Authority/Central Administration/Vehicle Tax.

Minimum period of disuse for road tax purposes

For road tax purposes there is a minimum disuse period of three months. If you terminate disuse within three months the road tax authorities will consider the disuse as not effected. This means that you must pay retrospective taxes for the entire period. For commercial vehicles with a maximum permitted weight of more than 3500 kg, however, the minimum disuse period for road tax purposes is one month.

5.6

Disuse and the APK

A vehicle that is temporarily off the road is exempted from the APK. As soon as a disuse period expires you will have to comply with all the relevant obligations, including APK. You should therefore ensure that your vehicle is APK-approved again when the period of disuse ends. You can have your vehicle inspected shortly before the period expires.

You are permitted to use public roads with your disused vehicle in order to travel to the location where the inspection will be performed. Make sure that the vehicle is insured before you take it on the road.

5.7

Disuse and vehicle insurance

You can arrange cancellation or postponement of the vehicle insurance with your insurance company. You must, however, have registered the vehicle as disused beforehand (see 5.1). It is nevertheless advisable to have your vehicle insured for theft, fire, damage, etc.

5.8

Disuse scheme for collectors of vintage vehicles

Separate disuse arrangements have been made for collectors of vintage vehicles. A maximum fee has been implemented for disuse in order to avoid collectors having to pay an unreasonably high amount for vehicles that they do not drive. Collectors with vehicles more than 15 years old are eligible for this scheme.

The disuse registration fee for owners/keepers registering their first five vehicles is € 22.70. There is no further charge for the sixth vehicle and all subsequent vehicles, provided that the disuse registrations of the first five vehicles are still valid. As soon as the disuse registration for one of these vehicles has been discontinued, then registration for the next vehicle applying for disuse will again cost € 22.70. Once five vehicles are again registered as disused, the next disuse registration will cost nothing.

The licences of disused vehicles must all be registered with the RDW under the same name.

Scheme for collectors

No. of vehicles 15 years or older	disuse fee per vehicle
1 - 5	€ 22.70
6 or more, 5 of which have been paid for	free of charge

6 Transporting a vehicle over the border: export

When exporting a car, motorcycle or trailer with a maximum permissible weight of more than 750 kg, you must ensure that the vehicle is removed from the registration system and that all Customs procedures are correctly followed.

What should you do?

To export, you will need to report to an RDW testing station or to the desk of the RDW office in Veendam, Zoetermeer or Den Bosch. You will need to take:

- *Valid proof of identity (see section 2.3)*
- *The Certificate of Ownership and the Transfer Certificate (the old Copy Part III)*
- *The number plates of the vehicle*

You will receive an export declaration from the RDW in duplicate: the original (white) and the copy (green). This export declaration is your only proof that you have officially applied for export of your vehicle within the registration system and that you are no longer responsible for the vehicle obligations as the registered owner/holder. Exporting a vehicle incurs certain costs.

Important

If you are intending to register the vehicle in another member state of the EU, you must have the complete registration certificate, i.e. the Vehicle Certificate, the Certificate of Ownership and the Transfer Certificate.

Missing registration certificate or number plate

If for any reason you are missing (parts of) the registration certificate or a number plate of the vehicle that you wish to export, you will have to apply for a replacement registration certificate before the export can be processed.

Exception

If you are the registered owner/keeper, you can still register the vehicle if the Transfer Certificate is missing. In that case, you must submit the export declaration when you register in another EU member state.

The procedure for requesting a replacement registration certificate is described in section 10 of this brochure.

Export and number plates

If you intend to export a vehicle by driving it out of the country on the public highway, you must ensure that it displays the special white export number plates. More information on number plates is contained in section 13.

Ratification

Some countries demand a ratification document on import. This contains the vehicle's technical details. These ratification documents can be obtained by sending in an application form (available at RDW inspection stations and the RDW customer services department). There are certain charges for the ratification documents. These charges vary, depending on the type of vehicle for which the document is intended. The ratification documents are available in Dutch, Italian, Spanish, German, English and French.

If you have bought a vehicle but not yet had it registered in your name, you can immediately register the vehicle for export with the RDW. The vehicle will be registered in your name as soon as you report it. In that case, do not forget to hand over the green copy of the Customs export declaration to the vendor. It is his proof that the vehicle is no longer registered in his name.

Further information

You can find further information about exporting vehicles in the brochure 'Exporting a Vehicle Yourself'. This is available from the RDW. Call or write to the RDW in Veendam (see 16.1). You can also download this brochure from our website, www.rdw.nl

France only accepts a Certificate of Confirmation (COC) - in Dutch 'Certificaat van Overeenstemming (CVO)' - for the import of foreign vehicles. If planning to import your car into France, find out which documents you need from the French admission authorities.

7

Buying a vehicle abroad yourself: import

If you have purchased a car, motorcycle or trailer with a maximum permissible weight of more than 750 kg abroad, you must make a number of arrangements before the vehicle can be used on Dutch roads:

- *You must have a Dutch registration number for your vehicle and the associated registration certificate and number plate(s)*
- *You must have paid the appropriate road tax*
- *You have to have arranged statutory third-party liability insurance for your vehicle.*

Further information

You can find more information about importing vehicles in the Customs brochure 'Taxation on cars and motorcycles (BPM): when do you have to make your own BPM declaration'.

This folder is available from Dutch Customs via:
Belastingdienst/Belasting/Telefoon Douane
(‘Customs/Tax/Customs Telephone Service’)
Telephone: 0800 0143 or
www.douane.nl

Section 13 tells you what to do to ensure that the vehicle displays the right number plates.

8

Dismantling/scraping a vehicle

If you wish to ‘definitively decommission’ your car, motorcycle or trailer with a maximum permitted weight of more than 750 kg (or have this done), a process also referred to as dismantling or scrapping, you must report this, or have it reported, to the RDW. After the RDW has been notified, you are no longer liable for the vehicle.

What should you do?



If you wish to have your vehicle dismantled or scrapped, then you must follow the same procedure as you would at the sale of a car to a dealer (see section 3).

You may have your vehicle dismantled or scrapped only by a company authorised by the RDW to do so. You can identify such a company by the RDW sign, which reads 'RDW erkend', bearing a label with the text 'afgifte vrijwaringsbewijzen' (official Certificates of Indemnity issued here).

When your car or motorcycle is scrapped or dismantled, it is important that you receive an official certificate of indemnity. This is your proof that you are no longer responsible for the vehicle (see Section 3).

If you wish the vehicle to be definitely dismantled, you should ask for a Destruction Certificate (vernietigingsbewijs). This not only proves that you are no longer responsible for the vehicle, but also that the vehicle has actually been dismantled and will never be put on the road again. The Destruction Certificate is a fully-completed indemnity certificate bearing the stamp 'VERNIETIGD' (destroyed).

Dismantling/scrapping the vehicle yourself

There is an exception to this rule for a few special categories. These are:

- *vehicles that are 15 years old or more*
- *motorcycles*
- *commercial vehicles with a maximum permitted weight of more than 3500 kg*
- *trailers and semi-trailers with a maximum permitted weight of more than 750 kg*

As owner/holder you can report the dismantling of these vehicles to the RDW. You should send in all the parts of the registration document, plus the number plate(s), accompanied by a written request for termination of your liability for the vehicle.

An official indemnity certificate or destruction certificate is the only way of showing that you are no longer the registered owner/keeper of the vehicle and that you are therefore no longer responsible for the legal obligations for that vehicle or for any fines incurred. Make sure that you receive an official indemnity certificate when your vehicle is dismantled.

Missing registration certificate or number plate

If you are missing (parts of) the registration certificate and you wish to have your vehicle dismantled/scrapped by an accredited dismantling company, you will not be required to apply for a new copy in this case. You only have to fill in the 'Declaration of Dismantling' form. This form is available from recognised breakers and scrapyards.

Dismantling/scraping and number plates

If you have your vehicle dismantled or scrapped, make sure that the company that takes in the number plates is accredited. Only accredited companies are permitted to take in number plates. The company will then issue you with an indemnity certificate or destruction certificate, which also serves as proof that you have handed in the number plates.

9 Modifications to a vehicle

If you wish to modify your vehicle or have it modified, such as changing its colour or making a technical modification such as installing an LPG system, please contact the RDW. Your vehicle registration certificate will almost always require amendment. In general, modifications will also require inspection and testing by the RDW. For example, when someone without accreditation installs an LPG system. The RDW can give you more information on this. If you have any questions, you can address them to RDW Customer service (see 16.1).

10 Lost or damaged registration papers

What should you do?

A complete set of registration papers is needed for most of the procedures described in this brochure. If you do not have the registration papers or parts of them are missing or damaged, or if you are missing one or more number plates, you must apply to the RDW for a replacement set. The registration certificate is always sent

to the registered owner/keeper.

New registration certificates require new number plates. These have the same number, but a higher duplicate code (see section 13). You can apply for the new number plates from an accredited manufacturer on production of your new registration certificate and valid proof of identity.

Submitting an application

You can apply for a replacement registration certificate using RDW form 3 E 0345. This is available from larger post offices and from RDW offices. The application form should be sent to the RDW in Veendam (see section 16.1) and the acceptance giro should be sent to your bank. You can also transfer the money by computer via your bank. The charge for a replacement registration certificate is € 29.50.

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Change of address

You do not have to notify the RDW of any change of address: Your (new) local authority will do so for you. Your new address will then be automatically included in the registration system. It is also unnecessary to amend the Certificate of Ownership to show the new address.

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Moving abroad

- *A temporary move abroad*
If you move abroad temporarily and wish to drive your vehicle on public roads abroad, you cannot suspend the validity of your registration document (see Section 5). This means that your obligations with regard to road tax, insurance and the APK (if applicable) will also continue. If you do not take your vehicle with you and it is not used on the road, you can obtain temporary exemption from your obligations with respect to the vehicle. You should then apply for 'schorsing' (suspension of use). You can read more about this in Section 5, 'A vehicle temporarily off the road: disuse'.

- *A permanent move abroad*
If you move abroad permanently and take your vehicle with you, you must ensure that its registration with the RDW is terminated and that all customs and excise matters are duly attended to. You can then apply for registration of the vehicle in the country in question. Further information can be found in section 6: 'Transporting a vehicle over the border: export'.

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The number plate

As the owner or holder of the registration papers you are legally obliged to attach number plates to your vehicle and any trailers.

The following regulations apply:

- *Two number plates are issued for a car and one for a motorcycle or trailer.*
- *The registration papers will be stamped as proof that the number plates have been issued.*
- *From 1 September 2003, towed objects (trailers, caravans, bicycle carriers etc.) with a maximum permitted weight (i.e. the tare weight plus the load capacity) of 750 kg or less must be fitted with special white number plates with the number of the towing vehicle. These are available in unlimited quantities.*
- *Towed objects with a maximum permitted weight exceeding 750 kg must be fitted with a yellow number plate bearing the EU logo from 1 September 2003. These must then bear the trailer's own registration number.*
- *You are no longer required to display an NL sticker in EU countries, because the sign denoting the country of origin of the vehicle is already included in the number plates. The country emblem sticker need only remain on towed objects, as this sign is not included in the white plates.*

The number plates must also be clearly visible. Hence visibility must not be obscured by the towing hook or anything else.

Exemptions

Vintage vehicles with a 'first entry date' into the Netherlands which falls before 1 January 1978 may continue to display the old blue number plates. The same applies to trailers with a maximum permitted weight of 750 kg or less that are towed by such vehicles. For more information please contact the RDW.

Officially accredited car and motorcycle dealerships must attach light green dealership plates on vehicles which are e.g. being test-driven by potential buyers.

Purchasing the new number plates

The number plates are obtainable at around 300 accredited manufacturers, identifiable by the RDW sign, which reads 'RDW erkend', bearing a label with the text 'afgifte kentekenplaten' (number plates issued here).

The addresses of these manufacturers can be found on the Internet (www.rdw.nl). You can also ask your garage dealer or APK centre to order them for you. You may order only one number plate for your motorcycle and two for your car.



Issue and registration

When you are issued with the number plates you must provide the manufacturer with proof of identity and produce the Vehicle Certificate and the Certificate of Ownership. The manufacturer will then register your data and stamp the Vehicle Certificate. Once the Vehicle Certificate has been stamped, no new number plates will be issued. Any number of special white number plates for trailers with a maximum permitted weight of less than 750 kg and bicycle racks can be obtained on display of the registration papers.

What should you do?

If the number plates are damaged

If the number plates are no longer usable or (virtually) unreadable as a result of damage, you must purchase new ones from an accredited number-plate manufacturer. You must provide him with proof of identity and hand in the damaged plates, which he will then destroy. You can also ask your garage dealer, APK centre or scrap company to replace the number plates.

If the number plates have been mislaid or stolen

If one or both number plates have been lost or stolen, you cannot order new ones directly from the plate manufacturer. Instead, you must apply for a replacement registration certificate. You can then take the new registration certificate to an accredited number plate manufacturer and apply for number plates with a higher duplicate code. More information on applying for a replacement registration certificate can be found in section 10.

While you are waiting for your new registration papers and number plate(s) you can drive with temporary white number plates marked with a month number. You can buy these temporary plates from an accredited number plate manufacturer provided you can produce your old registration papers.

If you do not have either the registration papers or the number plates you should report this to the police. You can then use the police report to apply for temporary number plates.

When exporting a vehicle

If you wish to export a vehicle, you must hand in your number plate(s). When you export a vehicle, you must ensure that it displays the white export number plates if it is to be driven out of the country. After handing in the Dutch number plates to the RDW or an export company, you will be given an export number if you so request. You will then also receive an export declaration proving that you have handed in the old plates. You can get an export number plate, with the export number issued to you, made by an accredited number plate manufacturer.

When you buy a vehicle by private contract

If you buy a vehicle through a private transaction, make sure that all the registration papers as well as all the number plates are present. If not, make sure that the owner or keeper of the vehicle ensures that the registration papers and/or number plates are complete before the transaction is concluded.

If you are exchanging or dismantling/ scrapping a vehicle

When you exchange your car all parts of the registration certificate and the number plates must be complete. The dealer will not issue an indemnification certificate unless this is the case. When your vehicle is dismantled or scrapped, you must hand in the number plate(s). If your vehicle is to be dismantled/scrapped, only accredited companies are permitted to take in the number plates. You will then receive an indemnification certificate to prove that you have handed in the number plates. If the number plates are missing, the last owner of the vehicle remains liable.

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The caravan or trailer and the driving licence

Driving licence category B

People with category B driving licences are permitted to tow a caravan or trailer, provided that:

- *the caravan or trailer, together with its load, is no heavier than the tare weight of the towing vehicle (tare weight on the registration certificate) and*
- *the empty caravan or trailer and the empty car, plus their combined load capacity, come to no more than 3,500 kg.*

Driving licence category BE

If you have a category BE driving licence, your towing combination may weigh more than 3,500 kg. However, you should take into account the maximum weight that you are allowed to tow with your type of vehicle.

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The vehicle registration system and protection of privacy

When a vehicle is registered under your name, its details and the details of your proof of identity are entered in the vehicle registration system.

In some cases, the RDW passes on data from the register. For example, the Tax Authority and the police receive details to enable them to enforce the Road Traffic Act and other laws concerning vehicles, such as legislation on road tax and traffic offences. Persons or organisations with regulatory tasks under public law, certain professionals appointed by the Minister of Traffic and Water Management (such as insurance companies, lawyers and legal aid bureaux) and representatives of the motor industry can also obtain information from the register.

In addition, the RDW may provide information to other parties, such as private individuals, but only with your written consent.

Veendam Office

Opening Hours: 8.00 am – 5.00 pm.

RDW Customer Service

Skager Rak 10

9642 CZ Veendam

Telephone: 0900 07 39 (10 cents per minute)

RDW inspection and testing stations

The RDW inspection and testing stations are open from Monday to Friday from 8.30 am to 12.30 pm and from 1 pm to 4.30 pm. Other opening times apply in the case of vehicle export, i.e. 9 am-12 noon and 1 pm-4 pm. The station at the Utrecht car market is only open on Tuesdays. Here you may only apply for export declarations and for the transfer of registration papers into your name. All stations can be reached at one and the same telephone number: 0900 07 39 (10 cents per minute).

Regio Noord

Almelo	Van den Broekeweg 14	7602 PH	Almelo
Arnhem	Malburgseveerweg 2	6833 HK	Arnhem
Groningen	Duinkerkenstraat 25	9723 BP	Groningen
Heerenveen	Jupiter 12	8448 CD	Heerenveen
Zwolle	Ossenkamp 2	8024 AE	Zwolle

Regio West

Amsterdam	Tijnmuiden 1	1046 AK	Amsterdam
Nieuwegein	Hollandhaven 11	3433 PD	Nieuwegein
Schiedam	Calandstraat 97	3125 BA	Schiedam
Utrecht	Automarkt, RMDH-Veemarkt Sartreweg 1-3	3573 PW	Utrecht
Waddinxveen	Coenecoop 290	2741 PL	Waddinxveen
Zwijndrecht	Zoutverkopersstraat 4	3334 KJ	Zwijndrecht

Regio Zuid

Den Bosch	Hedikhuizerweg 19	5222 BC	Den Bosch
Elsloo	Businesspark Stein 160	6181 MA	Elsloo
Roosendaal	Borchwerf 18	4704 RG	Roosendaal
Rijen	Haansbergseweg 18	5121 LJ	Rijen
Veldhoven	De Run 4412	5503 LR	Veldhoven
Venlo	Stanleyweg 4	5928 LR	Venlo

You have the right to inspect the details about you that are included in the register and, if necessary, have them amended.

Further information

You can find further information in the brochure "Protection of privacy and the vehicle registration system". This is available from the RDW. Call or write to the RDW in Veendam (see section 16.1). You can also download this folder from www.rdw.nl.

16 For more information...

If you have any questions after reading this brochure please get in touch with the RDW.

Correspondence address:	Office address:
Postbus 30000	Skager Rak 10
9640 RA Veendam	Veendam
Telephone: 0900 07 39 (10 cents per minute)	
Internet: www.rdw.nl	

For questions about road tax, please contact the Tax Authorities/Central Administration/Vehicle Tax office at telephone number 0800 0749, on weekdays between 8 am and 5 pm.

Correspondence address:	Office address:
Postbus 9047	Stationsplein 50
7300 GJ Apeldoorn	Apeldoorn
Fax: 055 528 36 33	

16.1

RDW addresses

Main Office at Zoetermeer

Opening Hours: 8.00 am – 5.00 pm.

Europaweg 205
2711 ER Zoetermeer
Telephone: 0900 07 39 (10 cents per minute)

RDW

The RDW register the details of vehicles, their owners/keepers and the documents that have been issued, such as vehicle and driving licences. This involves the provision of information on such matters to other parties. In addition, the RDW monitors the safety and environmental aspects of all the vehicles in the Netherlands and initiates measures to prevent fraud and crime. Against this background, the RDW takes part in consultation at EU and ECE level, plays an important part in international exchange of information and advises interested parties.

Published by:

RDW
P.O. Box 777
2700 AT Zoetermeer
Internet: www.rdw.nl

Great care has been taken in the writing of this brochure. However, it is possible that some errors may have crept in. The prevailing legislation and regulations are decisive in all cases.

** Fees are provisional*