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## Notes for Guidance

- (1) 13A Certificates are to be issued in sequential (number) order.
- (2) All number plates are to be issued in numerical order.
- (3) All processed 13A Certificates are to be submitted to MVR the **next working day**.

**Please Note: Any 13A Certificate that you have cancelled must be stated on the schedule, and returned to MVR with the schedule.**

- (4) Only **authorised** persons may sign a 13A Certificate.
- (5) Incomplete/Incorrect Dealer Schedules **will not be accepted** by MVR, but will be returned to the Dealer Franchise for correction.

**Please Note: Part of a schedule presented will not be processed by MVR until the errors have been amended/corrected at the dealership.**

- (6) Bulk Notice of Disposal Forms (Form R18) are to be faxed or presented to MVR within five (5) working days of the sale/disposal of the vehicle.
- (7) You will be required to produce your Dealer Authorisation Identity Certificate when presenting Dealer Schedules to MVR for processing.

### **For further Information please refer to:**

- Conditions of the Dealer Franchise Registration Scheme.
  - Information Bulletin R19 – Bulk Notice of Disposal (BNOD) to be Used by LMVDs.
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