

Checklist:

Your application should include:

- Signed Application form completed in full
- Copy of your Drivers Licence (required for security reasons)
- Copy of the Vehicle Licensing Certificate (Log Book) registered in the Applicants Name*
- Bankers Draft in Euro Currency made Payable to Volkswagen Group Ireland Limited

IMPORTANT INFORMATION

Certificates of Conformity and letters of Directive Compliance

If your vehicle is produced before the dates listed below, whole vehicle type approval did not exist for the vehicle. Instead, each component of the vehicle has a code outlining the EU directives they comply with. This will be supplied in a Letter of Directive Compliance. There is a €100 fee for this letter to be issued.

If your vehicle is produced after these dates, you will be issued with a Certificate of Conformity.

- Caddy:** Panel Vans produced in/ before 2009
Transporter: T5 Panel Vans/ Kombi/ Chassis Cab/ Pick-ups produced in/ before 2009
Crafter: Vehicles produced in/ before 2011

Certificates of Conformity and letters of Directive Compliance are not the same thing.
You cannot submit a letter of Directive Compliance to the DVLA in place of a Certificate of Conformity.

The Letter of Directive Compliance is required by the DVSA as evidence of compliance, and, the information enables you to fill in the Application form for the Individual Vehicle Approval test.

When you pass this test, you will be issued with a Certificate of Approval. Without whole vehicle type approval (in the form of a Certificate of Conformity or a Certificate of Approval), you will not be able to apply to the DVLA to register the vehicle.

Golf Van and Touareg Commercial Vehicles:

Please note that the Golf Vans and Touareg Commercial Vehicles have been manufactured specifically for the market in the Republic of Ireland. As they were converted to commercial vehicles in ROI and do not possess factory fitted components of a passenger car, certain approvals are not available for the vehicle. These vehicles are categorised as N1 vehicles in the Republic of Ireland only.

The information we provide does not satisfy the information the DVSA require for you to apply for the IVA test. It is the responsibility of the customer to look into the costs involved with obtaining further approvals or completing further tests.

The information that we cannot provide is:

- Anti-Theft Device
- Protective Steering
- Seat Belt Anchorages
- Alarm (If Fitted)
- Protection of the occupants
- Gross Train Weight
- Max Road Speed
- CO2
- Side Impact
- Gross carrying weight

Additional Notes

- * If you are not the current registered owner of the vehicle, you will need to provide a letter from whom you bought the vehicle that contains the following details:
 - The letter must be on the headed paper of the dealership/ seller
 - It must confirm that you purchased the vehicle and the date of sale
 - The following details of the vehicle must be included: Registration number, chassis number, colour, model and make.
 - It will need to be signed or stamped by dealership/ seller and dated

Vehicles which are being registered in the United Kingdom must be fitted with Miles Per Hour speedometers. Please check your vehicle before you enter the registration process.

Volkswagen Group Ireland will not be held liable for costs of further vehicle testing which may be required to register your vehicle.

It is strongly recommended that you send your application form for Certificates of Conformity/ Letter of Directive Compliance via registered post to reduce the chances of it getting lost in the post.

*** Please note while every effort has been made to ensure the accuracy contained within this document, Volkswagen Group Ireland will not accept any liability for changes that may occur.*

**** The creation of Type Approval Documentation may not be available for all vehicles. Should this occur you will be notified at time of application and refunded any fee's received.*