CIRCULAR NOTE

REGISTRATION OF DIPLOMATIC VEHICLES

(20 August 2013)

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation presents its compliments to the Diplomatic Missions established in Brussels and has the honour of informing them of the new provisions relating to the registration of diplomatic vehicles for these missions and their staff with privileged status.

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation avails itself of this opportunity to renew to the Diplomatic Missions established in Brussels the assurance of its highest consideration.

To the Diplomatic Missions established in Brussels.
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1  PROCEDURE FOR REGISTRATION WITH THE CD SERIES

The Protocol Directorate is the only authority to which Diplomatic Missions may apply to obtain vehicle registration plates with the CD series intended for diplomats and members of administrative and technical staff, as well as for the Diplomatic Missions themselves established in Brussels.

Applications for other plates are to be made directly to the DIV (Vehicle Registration Directorate).

**Official cars** (service cars) may be registered with the CD series in the name of the Mission.

**Personal vehicles** may only be registered in the name of a member of staff of the mission. Family members are excluded.

The maximum number of CD plates permitted for each member of staff is:

<table>
<thead>
<tr>
<th>Function</th>
<th>Maximum number of vehicles registered with a CD plate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomat</td>
<td>2</td>
</tr>
<tr>
<td>Member of administrative and technical staff</td>
<td>1</td>
</tr>
</tbody>
</table>

Any vehicle registered in Belgium with a CD-plate is exempted from the vehicle purchase tax and the annual road tax.

**Only the means of transport mentioned under point 1 of the circular of 1 December 2012, with the exclusion of motorcycles, may be registered with a CD plate.**

- **Overview of the formalities to be complied with to obtain a CD vehicle registration plate:**

Applications are made by means of a *note verbale* with, preferably and as far as possible, **ONE pink registration application form duly completed in a legible manner and signed** by the applicant. Applicants are requested not to use different pink forms during the course of the application. This is because each form has a **unique barcode** and any change of pink form during the procedure will lead to the cancellation of the procedure.

Box X3: tick “special plate” (CD plate) and possibly “20x33 cm square format”. A smaller format exists, only with the著名著 technical inspection authority.

Box P1: mention the engine capacity (cc)

Box P2: mention the engine power (kw)

Box P3: tick the fuel type.

Box C10: always mention the date of birth (day, month, year)

Boxes C1.1 and C 1.2: name of the applicant (the Mission or the diplomat / member of the administrative and technical staff).

Box C1.3: always the address of the Mission (postcode and official name of the municipality - e.g.: 1150 Woluwe-St-Pierre and not 1150 Brussels).

Box X8: signature of the applicant + the stamp of the vendor and that of the Mission.

Box X10: for a private vehicle, the private address of the diplomat (postcode and official name of the municipality - e.g.: 1190 Forest and not 1190 Brussels).

Box X13: the stamp of the technical inspection authority (if required).

Box Y: the stamp of the vendor when required (see table).
In order for the case / application to be dealt with quickly, it is absolutely necessary to complete the application form correctly and to attach the required annexes. **If the form is incorrectly or insufficiently completed, applications will be returned to the Mission.**

If the private address mentioned on the application is different from the one known to us, the application will be returned.

This pink form is obtained from the vendor, the insurance company, the technical inspection authority, or the Customs. It is necessary to attach or affix the following documents:

- Original of the foreign registration certificate (if import from a country outside the EU: copy is enough)
- the proof (**sticker or stamp**) of the technical inspection (for used vehicles), which is valid for two months;
- **the vignette of the Belgian insurer or of the foreign insurer approved by the Insurance Supervisory Body**;
- where appropriate, in box X12 affix the **ATV sticker** (document by which customs informs the DIV that the aforementioned road vehicle is temporarily benefiting from arrangements for exemption from import duties and/or VAT) or **the 705 vignette** (document from the Customs Administration of the Belgo-Luxembourg Economic Union (UEBL) notifying the DIV that a vehicle that is subject to registration is in order in terms of customs regulations). These vignettes are issued by the Central Services of the Customs and Excise Administration on presentation of the vehicle.
- Note: the international motor insurance card, the certificate of conformity and the technical inspection certificate **MUST** remain with the vehicle. It is not necessary to attach these documents to the application.

**1.1 Procedure:**

**1.1.1 Vehicle acquired on the Belgian market:**

**1.1.1.1 Procedure for a new vehicle:**

To benefit from the exemption from VAT, an application for exemption from VAT for purchases made in Belgium must be made by means of the 450 document (1) (official use) or of the 451 document (personal use) provided in duplicate and accompanied by the purchase invoice, to the Central Services of the Customs and Excise Administration.


The following must subsequently be affixed to the registration application form (pink form), issued by the vendor:

- the ATV vignette (this vignette is the document by which the Central Services of the Customs and Excise Administration informs the DIV that the aforementioned road vehicle is temporarily benefiting from arrangements for exemption from import duties and/or VAT) issued by the Central Services of the Customs and Excise Administration;
- the stamp of the vendor in box Y;
- the vignette of the insurer.
1.1.1.2 Procedure for a used vehicle:

Purchase from a vendor subject to VAT (garage that does not apply the special arrangements for the taxation of profit margins: natural or legal person).

To benefit from the exemption from VAT, the “Application for exemption for purchases made in Belgium” must be made by means of the 450 document (official use) or of the 451 document (personal use) provided in duplicate and accompanied by the purchase invoice, to the Central Services of the Customs and Excise Administration.

The following must be affixed to the registration application form (pink form), issued by the dealer:

- the stamp of an approved technical inspection body (valid for two months);
- the ATV vignette issued by the Central Services of the Customs and Excise Administration: document by which the Central Services of the Customs and Excise Administration inform the DIV that the aforementioned road vehicle is temporarily benefiting from arrangements for exemption from import duties and/or VAT);
- the stamp of the vendor in box Y;
- the vignette of the insurer.

Purchase from a garage that applies the special arrangements for the taxation of profit margins.

When the garage owner applies the special arrangements for the taxation of profit margins to the vehicle, no exemption is granted. The dealer must provide a registration application (pink form) to the purchaser, bearing the stamp of an approved technical inspection body (valid for two months).

Purchase from a Belgian private individual.

The registration application (pink form) duly completed and signed by the applicant, must bear the stamp of an approved technical inspection body (valid for two months).

1.1.2. Vehicle acquired abroad:

1.1.2.1 New vehicle - purchase in an EU Member State other than Belgium.

To benefit from the exemption from VAT, the certificate of exemption from VAT and excise duties must be presented in duplicate with the purchase invoice, to the Central Services of the Customs and Excise Administration.

The following must be affixed to the registration application form (pink form):

- the ATV vignette issued by the Central Services of the Customs and Excise Administration following presentation of the VAT and excise duty exemption certificate;
- the vignette of the insurer.
1.1.2.2. **New vehicle - purchase outside the European Union.**

- for vehicles from a territory located outside the EU the registration application must bear an ATV vignette (this vignette is the document by which the Central Services of the Customs and Excise Administration inform the DIV that the aforementioned road vehicle is temporarily benefiting from arrangements for exemption from import duties and/or VAT) issued by the Central Services of the Customs and Excise Administration on presentation of the tax return for goods benefiting from diplomatic exemptions (136F document) (1);
- the form must be accompanied by the purchase invoice.

(1) See Circular note - the forms concerning taxation

1.1.2.3. **Used vehicle - purchase within the European Union**

**Purchase from a dealer subject to VAT (garage or company).**

To benefit from the exemption from VAT, the VAT and excise duty exemption certificate must be presented in duplicate, with the purchase invoice, to the Central Services of the Customs and Excise Administration.

The registration application, duly completed and signed by the applicant, must include:

- the stamp of the technical inspection (valid for two months) and the original of the foreign registration certificate;
- the date of the first registration;
- an ATV vignette (this vignette is the document by which the Central Services of the Customs and Excise Administration inform the DIV that the aforementioned road vehicle is temporarily benefiting from arrangements for exemption from import duties and/or VAT) issued by the Central Services of the Customs and Excise Administration on presentation of the VAT and excise duty exemption certificate;

The provisions in point 1.1.1.2 concerning purchases made in Belgium of vehicles subject to the special arrangements for the taxation of profit margins also apply to purchases made in other Member States given that these taxation arrangements are based on a European Directive and are therefore applicable in all of the Member States.

**Purchase from a private individual**

The registration application, duly completed and signed by the applicant, must include:

- a 705 vignette issued by the Customs and Excise Administration on presentation of the vehicle (this vignette is the certificate provided for by law enabling customs to confirm to the DIV that a given vehicle is in order in terms of customs regulations);
- the invoice and the on-board documents;
- the stamp of the technical inspection (valid for two months) and the original of the foreign registration certificate
- the date of the first registration.
1.1.2.4. **Used vehicle - purchase outside the European Union**

- For vehicles from a territory located outside the European Union, the registration application must bear an ATV vignette (this vignette is the document by which customs informs the DIV that the aforementioned road vehicle is temporarily benefiting from arrangements for exemption from import duties and/or VAT) issued by the Central Services of the Customs and Excise Administration on presentation of the 136 F return.

- The application must include:
  - the purchase invoice;
  - the stamp of a Belgian technical inspection body (valid for two months);
  - the original of the foreign registration certificate;
  - the date of the first registration.
<table>
<thead>
<tr>
<th>New vehicle</th>
<th>Used vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchase in Belgium</strong></td>
<td>**From a vendor subject to VAT (garage owner, company) ***</td>
</tr>
<tr>
<td>- ATV vignette</td>
<td>- Technical inspection certificate</td>
</tr>
<tr>
<td>- Stamp of the vendor</td>
<td>- <strong>Original</strong> of the registration certificate</td>
</tr>
<tr>
<td>* In the case of purchase from a vendor not subject to VAT, no exemption is granted.</td>
<td></td>
</tr>
</tbody>
</table>

| **Purchase in a European Union country other than Belgium** | **From a vendor subject to VAT (garage owner, company) *** |
| - ATV vignette (issued on presentation to the FPS Finance of the VAT and excise duty exemption certificate) | - Technical inspection certificate if the vehicle is not registered in the name of the applicant in the country of origin |
| - Purchase invoice | - **Original** of the foreign registration certificate |

| **Purchase outside the European Union** | **From a vendor subject to VAT (garage owner, company) *** |
| - ATV vignette issued on presentation to the FPS Finance of the tax return for goods benefiting from diplomatic exemptions (136F) | - Technical inspection certificate if the vehicle is not registered in the name of the applicant in the country of origin |
| - Purchase invoice | - **Copy** of the foreign registration certificate |
| - ATV (or 705) vignette | - ATV (or 705) vignette |

| **Purchase from a fellow diplomat** | **From a vendor subject to VAT (garage owner, company) *** |
| - Technical inspection certificate | - **Original** of the foreign registration certificate |
| - **Original** of the foreign registration certificate | - ATV (or 705) vignette |

| **Intra-Community import** | **ATV or 705 vignette** |
| - **Original** of the foreign registration certificate |

| **Import outside the EU** | **136F document** |
| - ATV or 705 vignette | **Copy** of the foreign registration certificate |

| **From a private individual** | **From a vendor subject to VAT (garage owner, company) *** |
| - Technical inspection certificate | - **Original** of the registration certificate |
| - **Original** of the foreign registration certificate | - ATV vignette |
| - 705 vignette | - Stamp of the vendor |

| **Purchase outside the EU** | **From a private individual** |
| - ATV vignette issued on presentation to the FPS Finance of the tax return for goods benefiting from diplomatic exemptions (136F) | - Technical inspection certificate if the vehicle is not registered in the name of the applicant in the country of origin |
| - Purchase invoice | - **Copy** of the foreign registration certificate |
| - ATV (or 705) vignette | - ATV (or 705) vignette |

| **Intra-Community import** | **ATV or 705 vignette** |
| - ATV or 705 vignette | **Original** of the foreign registration certificate |

* In the case of purchase from a vendor not subject to VAT, no exemption is granted.
**IMPORTANT:**

The Protocol Directorate reminds the reader that the note verbale is the most appropriate procedure for contacting its services. Given that the procedure is dependent on services outside the Protocol Directorate, in particular the FPS Mobility and B-Post, the Protocol Directorate is not able to provide information concerning the progress of applications for the issuance of CD registration plates. In the case of urgent questions, the secretariats of the Diplomatic Missions may send them using notes verbales to info.plaques-cd@diplobel.fed.be or info.cd-platen@diplobel.fed.be

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- **Timeframes, issuance and receipt of the plates:**
  The plates are delivered by B-Post on a CASH-ON-DELIVERY basis. The delivery address is that of the applicant: the Mission in this particular case. Delivery to a private temporary residence address is not possible. The price of the official plate (for the rear of the vehicle) is EUR 30. The copy of the plate (for the front of the vehicle) is mandatory and must be reproduced at the expense of the holder of the plate.

  **Important note:** While awaiting a CD plate, it is not advisable to apply for a transit plate (plate with red background and white characters) or an international plate. If this is done anyway, no tax exemption will be granted for this period.

- **Leasing of vehicles in official use:**
  If a Mission wishes to obtain a CD plate for a leased official vehicle, it is necessary for this vehicle to be registered in the name of the Mission. If the vehicle was first registered in the name of the leasing company, the application must be accompanied by the punctured registration certificate (as is the case for a change of owner).

2 **ADDITIONAL GENERAL INFORMATION**

Since 15 November 2010, the plates have seven ruby red-coloured characters on a white background and are of European dimensions. There is a long format and a square format (see point 5.3.2)

- **Transfer:**
  Transferring a CD plate from one car to another is still permitted provided that a registration application is made. The plate number must be shown on the registration certificate of the new vehicle. This process is no longer possible if the plate to be transferred belongs to the old series (plates with green and red characters on a white background). In the case of an old plate, a new registration will granted at the cost of 30 euros.

  Imported used vehicles must be subject to a technical inspection prior to registration unless the applicant for registration in Belgium is the registration holder abroad. In this case, it is sufficient to attach the foreign registration certificate.

- **Registration certificates (RC) and duplicates:**
  From 1 September 2013, the RC will be composed of two parts. Each element is to be stored separately: a "vehicle" part and a "home" part.

  Two-part RCs have a charge: EUR 26 is to be paid to the bpost delivery person

  The registration certificate (RC) is made up of two parts: one to be kept in the vehicle and one to be kept at home. Upon receipt, the holder should carefully separate the two parts.
Damaged RCs are not exchanged as is the case for damaged registration plates. Therefore: a new RC and not a new registration plate.

In case of loss/theft of one part of the RC, it should be declared to the police. They will report the complete document. You should then request a duplicate from the Protocol Directorate by enclosing the "remaining" piece with the declaration from the police.

In case of change of address, a new RC must be requested from the Protocol.

CIM only = 26 euros
CIM + numberplate = 30 euros

Only the loss / theft of the official plate (placed at the rear bearing the badge of the FPS Mobility) must be declared to the police. A registration certificate issued by another EU Member State is kept for six months by the DIV. The authority that issued this document may request it from the DIV during this period. The document is then destroyed.

Documents required on board the vehicle:

- The valid international motor insurance card (green card).
- A Belgian or foreign driving licence valid and recognised in Belgium, or a valid international driving licence.
- The original of the registration certificate ("vehicle" part)
- The original of the certificate of conformity.
- The technical inspection certificate if the vehicle is four years old or older.

Change in the owner's address OR function:
A registration application should be sent on which it is written in box X10 (additional information) that it concerns a change of address. The DIV will produce a new registration certificate.
This procedure must also be followed when the holder leaves to work for another body. A new ATV-vignette is required only if the identity of the owner changes: for example an official car goes to another body.
If the owner is the holder of an old series plate, a new series plate will be allocated at a cost of EUR 30. Members of the administrative and technical staff and international officials who are registered with the ordinary series apply with the police of their new residence.

Obligation to comply with the highway code - fines for violations
The Protocol Directorate reminds the Diplomatic Missions that the Belgian regulations and requirements as regards road traffic must be complied with by all drivers of vehicles bearing a CD or international plate and in accordance with the obligation to comply with the laws and regulations of the Receiving State as provided for by Article 41 of the Vienna Convention on Diplomatic Relations (1961) and in the majority of Headquarters Agreements.

It should also be recalled that people with a privileged status are obliged in the case of failure to comply with the highway code to pay any transactional fines proposed by the public prosecutor’s office or possibly by the courts in accordance with the arrangements in current circular letters.

The Protocol Directorate reserves the right to take compliance with the highway code into consideration at the time of the issuance of CD plates and to impose tax penalties. The relevant authorities are therefore entitled to question the driver of a car bearing a CD or international plate in order to verify the validity of the following documents: registration certificate, certificate of conformity, insurance green card, driving licence, and possibly the technical inspection certificate. Furthermore, the Protocol Directorate reserves the right to request from a Mission the insurance certificates for its motor
vehicles and to link the possibility of the duty-free purchase of fuel to the presentation of an insurance certificate.

A lack of insurance may also lead to registration being automatically cancelled and the payment of import duties or VAT. The Protocol Directorate reminds the reader of the matter of dual liability, so both for the owner of the vehicle and for the driver.

CD registered vehicles are linked to the function of the holder, and can only be driven by this person (and the family members) or by the personal driver of the diplomat or of the diplomatic mission.

- **Return of CD plates - procedure for obtaining transit plates:**
  At the end of his official functions, the holder is obliged to return the vehicle’s official CD plate (rear plate) to the Protocol Directorate for cancellation. **The failure to return the official plate within the 30 days following the end of the function leads to a suspension of the issuance of new plates to the Mission.**

For the transfer of the vehicle to another country, the vehicle may be registered by means of a **transit plate with a limited validity of three months.** This plate (with red characters on a white background is issued pending the transfer or export of the vehicle abroad) can be obtained from the DIV. - City Atrium, rue du Progrès 56 - 1210 Brussels (☎ 02 277 30 50), at the same cost as the other plates (payable by credit card). This transit plate does not need to be sent back to Belgium following registration of the car abroad.

- **Technical inspection:**
  In accordance with Belgian regulations, the owner of a four year old vehicle is automatically invited by the services of the Automobile Technical Inspection Authority (CTA) to present the vehicle for the **annual or biennial technical inspection** (as appropriate). **This obligation also applies to CD registered vehicles.** If the vehicle is sold, the aforementioned inspection must also be carried out on the vendor’s initiative, prior to any registration application by the new owner. More information at [www.Autosécurité.be](http://www.Autosécurité.be). The administrative check takes place in an Automobile Technical Inspection Centre. It is limited to a check of the vehicle’s documents.

### 3 ABBREVIATIONS:

- VAT: value added tax
- DIV: Direction de l’Immatriculation des Véhicules du Service public fédéral Mobilité et Transports (Vehicle Registration Directorate of the Federal Public Service Mobility and Transport)
- ATV vignette: document issued by the FPS Finance (Customs and Excise Administration) certifying the temporary exemption of the vehicle from import duties and / or VAT 705 vignette: customs document issued by the company that delivers the vehicle and issued by the Belgo-Luxembourg Economic Union.

### 4 USEFUL ADDRESSES

- **FPS FINANCE**
  Corporate and Income Tax Administration (AFER)
  Central Services, VAT Section
  Directorate III/2, North Galaxy - Tower A - 24th floor
  Boulevard du Roi Albert II, 33 - PO box 25
  1030 BRUSSELS
  Tel.: 02 576 27 16 or 02 576 27 47 Fax: 02 576 17 60
  Opening hours: business days between 9 a.m. and 11.30 a.m.
- **FPS FINANCE**
  Customs and Excise Administration, Central Services
  North Galaxy - Tower A - 8th floor
  Boulevard du Roi Albert II, 33 - PO box 37
1030 BRUSSELS
Tel.: 02 576 31 79 Fax: 02 576 17 16
Opening hours: business days between 9 a.m. and 11.30 a.m.

FPS MOBILITY AND TRANSPORT
Mobility and Road Safety
Road Traffic Directorate - D.I.V.
City Atrium
Rue du Progrès 56
1210 BRUSSELS
Tel.: 02 277 30 50 (infokiosque)
Opening hours: business days from 8.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 4 p.m.