



Application Received
Date:

APPLICATION FOR AN IMPORT PERMIT FOR A MOTOR VEHICLE

Section 18C, Road Traffic Ordinance

(Before you complete this form, be sure to read the notes overleaf. Complete all boxes and return the form to the Department of Road Safety and Transportation. You should allow at least seven days for this application to be processed. If you have any difficulty in completing this form, consult the nearest office of the appropriate issuing authority. Please complete this form in type or ink using BLOCK letters.)

1. Applicant's Full Name		
2. Applicant's Address(if individual)	3. Business Name and Address (if business)	4. Business Permit #
		5. Telephone #
6. Status	7. Private, Business, Public Service	8. Drivers permit number (if applicable)
9. Type of Permit Required		10. Date Permit Required
11. Motor vehicles to be covered by permit		12. State Countries with whom it is intended to trade under this permit
13. Reason Permit required		
14. If a quota is to apply to this permit, state quota required		15. If a time limit is to apply, state required expiry date

Declaration:

I hereby apply for an Import permit for a vehicle based on the information provided above. I declare that the information given on this form is true to the best of my knowledge and belief, and I know of no reason why such an import permit should not be issued to me. If an import permit is granted, I undertake to abide by its terms, and understand that a breach of licensing requirements may constitute a breach of the Road Traffic Ordinance and the Customs Ordinance and other applicable laws, for which there are severe penalties.

Signed: ..... (Applicant) Date: ..... / ..... / .....

Notes:

Documents to accompany the application

- (a) Vehicle title (certificate of cancellation of registration)
- (b) Pre-shipment Certificate
- (c) Bill of sale/purchase agreement

All documents accompanying an application for an import permit shall be in English.

## Guidance Notes For Completing This Form

Please make sure you read these notes before you complete the form, as an incorrectly completed form may be rejected by the Director.

- Box 1. – Enter here the full name of the applicant. This should usually be the importer who will be shown as such on the Customs Entry. DO NOT enter the name of the Declarant, unless he is also the importer.
- Box 2. – Enter the normal postal address of the named person in Box 1.
- Box 3. – If the Business Name or Address is different from Box 2 enter here.
- Box 4. – Complete if applicable.
- Box 5. – Complete using a normal daytime contact number, as the issuing authority may wish to contact you to clarify some matters.
- Box 6. – Please state your status, that is, whether you are TCI Islander, PRC, BOTC, resident, work permit holder or other ....
- Box 7. Please state whether the motor vehicle is for private use, business, public service ...
- Box 8. Complete if applicable
- Box 9. – Enter:  
“LIMITED” If the permit is to have a time limit attached.  
“QUOTA” If the permit is to have a quota applied.  
“SPECIFIC” If the permit is to apply for one importation only.

(More detail on the completion of this box can be obtained from the Department of Road Safety and Transportation)

- Box 10. – Enter the date by which you require the permit. You should normally allow seven days for this application to be processed.
- Box 11. – Enter a description of the motor vehicle(s) to be covered by the permit, quoting tariff code numbers if possible.
- Box 12. – Enter the names of the countries with whom you intend to trade using this permit.
- Box 13. – Enter the reason you require the permit, (eg. “for personal use, for commercial use, for car dealership, or any other specific details of your need to import the motor vehicle(s)).
- Box 14. – Enter the quota you require to have issued. This does not guarantee that the requested quota will be issued.
- Box 15. – Enter the time limit you require. This does not guarantee that the requested time limit will be the one imposed.

COMPLETE AND SIGN THE DECLARATION, AND TAKE THIS FORM (IN DUPLICATE) TO THE DEPARTMENT OF ROAD SAFETY AND TRANSPORTATION FOR OFFICIAL USE ONLY

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