



## Certificate of Conformity &/or Construction Application Pack

Please read all of the attached, prior to completing your application.

Enclosed is the application form you will need to request a Certificate of Conformity/Certificate of Construction (Dating Letter) from Suzuki GB PLC, please note there is a £95.00 fee payable upon application. Enclosed are some useful completion notes and guidelines. Please take the time to read them prior to completing your application. Please also remember to attach a copy of the V5C (if applicable).

In addition, for a passenger vehicle application we require photographic evidence of the Vehicle Identification Number (VIN) and for a Motorcycle application we will require photographic evidence of the Vehicle Identification Number (VIN) and the Engine number (see page 3 & 4 for locations). Please send your completed application and any supporting documents to:

Customer Services Department  
For the attention of: The CoC Administrator  
Suzuki GB PLC  
Steinbeck Crescent  
Snelshall West  
Milton Keynes  
MK4 4AE

Alternatively, you can scan and e-mail your completed application to us directly: [customerservices@suzuki.co.uk](mailto:customerservices@suzuki.co.uk). It is important that you attach the correct documentation and that the information included is accurate. Any error may result in considerable delays and/or your application maybe rejected but you may still be charged.

We also suggest that prior to completing the forms you discuss your individual circumstances with the local authorities of the country you intend on registering the product with. This is to ensure the correct documentation is requested. Failure to do so may result in further delays and possible financial expense. In addition, please be aware that the EWVTA Certificate of Conformity (CoC) applies to road registered products built for the EU market only and is only available for products manufactured after 1998 (Automobiles) and 2001 (Motorcycles). In the absence of a CoC document we may distribute a Dating Letter, where the required manufacturer information can be obtained and verified by Suzuki GB. Please make sure that the relevant authorities will accept this form of documentation as we will be unable to reimburse you the cost once the document has been issued.

*If you require further assistance or if you have any other questions, please feel free to contact Suzuki Customer Services on 08085 011 959.*



## COMPLETION NOTES

In order to facilitate the completion of your application form **please read** these general notes as they will help to ensure that you provide us with the right information. This will assist us in responding to your enquiry as quickly as possible. Please photocopy your completed form to retain for your own records. Please send a copy of the DVLA log book (V5C) as proof of ownership, this can also eliminate any clerical errors, thus increasing prompt service (cars and on road motorcycle only).

### What type of document do I require?

#### Certificates of Conformity (CoC)

Are only available for on-road, type approved vehicles only i.e. Automobiles, on-road motorcycles and scooters. They are **not** available for off-road motorcycles or ATVs. CoC's are available for products built for the EU market only. The CoC is vehicle specific and is produced by the manufacturer at the time of manufacture and it is printed on "SUZUKI" watermarked A4 paper at the point of request. It is not possible to obtain or create a CoC for any vehicle which did not originally have one nor change the format or content of a CoC.

#### Certificates of Conformity (CoC) – AUTOMOBILE

CoC's were a legal requirement for *new motor vehicles from 1998*, the CoCs have 51 numbered lines and are generally not available for any new model of motor vehicle manufactured and type approved before early 1998. The DVLA will not accept any vehicle to be registered after 1998 without a certificate of conformity.

#### Certificates of Conformity (CoC) – MOTORCYCLE

CoC's were a legal requirement for *new motorcycles from 2001*. These initial CoC's (called: 92/61) were 'portrait' style and contained 18 lines of data. Between 2001 and 2004 the CoC style changed over from the 92/61 to a new 'landscape' style (called: 2002/24) with 46 lines of data. From 2004 CoC's became a legal requirement *for all models* and only 2002/24 CoC's are valid for registration in the EU; the 92/61 declared invalid. CoC's are generally not available for any new model motorcycle manufactured and type approved before 2001.

#### Certificates of Construction (Dating Letter)

This is also referred to as a 'Dating Letter' and may be available where the required manufacturer information can be obtained and verified by Suzuki GB. A Certificate of Construction contains the



date and country of manufacture and where if available, is issued in absence of a Certificate of Conformity.

Certificates of Construction/Dating Letters cannot be issued where the necessary manufacturer information is unavailable or cannot be verified. This may include vehicles independently imported into the UK from Japan or other non-European markets.

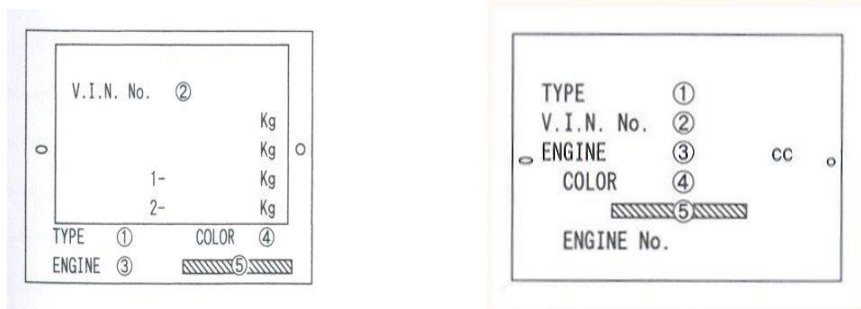
If you are unsure whether your vehicle was originally supplied through Suzuki GB's authorised distribution network, please contact our Customer Services Team before submitting an application.

**NOTE:** The DVLA will not accept any 92/61 (CoC) or non UK 2002/24 CoC on its own for registration, Motorcycle Single Vehicle Approval (MSVA) will be required as well.

### Identifying AUTOMOBILE VIN and Engine numbers

All automobiles have a VIN (Vehicle Identification Number) plate on them. In the majority of cases, this is to be found on the engine bay bulkhead. If a VIN plate cannot be located, the VIN of the car is also stamped on the right hand side of the chassis. Contact your local Suzuki Dealership if you cannot find your VIN.

There are two basic VIN plate styles:



With the Type 1 plate, the VIN is usually on the third line and comprises of a 17-digit alpha-numeric string. On the Type 2 plate, the VIN is normally an 11-digit alpha-numeric string. The engine number on the plate only shows the engine type: the actual engine number is stamped on the engine block. Locations vary, so guidance can be sought from your vehicle handbook or dealer.



## Identifying MOTORCYCLE Frame, VIN and Engine numbers

Depending on the age of the machine it could have a Frame Number or for an ATV a Chassis Number or a VIN. The changeover was not exact being any time in the 1990s but they are easy to tell apart. Frame (or Chassis) Numbers used two groups of characters featuring a 5-digit alpha-numeric string, a dash, and a 6 figure number. Like this: VJ22A - 100003

The VJ22A identifies the model and the 100003 specifies the exact number off the production line. Vehicle Identification Numbers (VIN) feature a 17-digit alphanumeric string, like this: JS1VJ22A000100003; The JS1 Identifies the country of manufacture and the manufacturer, the VJ22A again identifies the model, the 000 is not used (yet) for EU machines but in the USA this shows a security code, the year of manufacture and the plant it was assembled in. Finally the last six specifies the exact number off the production line.

The reason for the change was harmonisation with current automotive practice but the VIN does have an anti-fraud measure and contains a lot more information. Engine Numbers for all machines are 10-digits which feature a 4-digit alpha-numeric string, a dash, and a 6 figure number. Like this: X501-100003

X501 identifies the engine type and approximate capacity and the 100003 specifies the exact number off the production line.

## Locations

Frame Numbers are stamped on the steering head. VINs are stamped on the steering head and are repeated on the VIN Plate sticker. On scooters where the steering head may be obscured, the numbers are repeated elsewhere on the frame in a more accessible position, locations vary.

ATV Chassis Numbers and VINs are nearly always stamped on a left side frame tube either in the front wheel arch, rear wheel arch or bottom tube – locations vary.

Engine Numbers are normally stamped on a clearly visible raised section of the main engine cases usually above the clutch cover but locations can vary.



## Payment

Suzuki GB PLC can only accept a Bank Payment Transfer as form of payment

**PLEASE ENSURE THAT YOUR NAME AND ADDRESS AND THE TRANSACTION REFERENCE ARE WRITTEN ON THE APPLICATION FORM**

You may find it helpful to retain a photocopy of the completed form for your records. If there are any parts of the form you are unsure of, please write to us beforehand or attach a brief note to your form outlining the nature of your query.

|                           |                        |
|---------------------------|------------------------|
| Bank:                     | NAT WEST               |
| Branch:                   | CRAWLEY                |
| Account No.               | 53709330               |
| Account Name:             | SUZUKI GB PLC          |
| Sort Code:                | 60 06 20               |
| Full IBAN Bank Acc. No.:  | GB68NWBK60062053709330 |
| The Bank Swift Number is: | NWBKGB2L               |

**Please** remember to use your full name as the bank transaction reference and include that reference on the application form so we can match the transfer to the application form, omission may delay or stop your request being completed.



# CERTIFICATE OF CONFORMITY &/OR CONSTRUCTION APPLICATION FORM

|                 |
|-----------------|
| Name & Address: |
|-----------------|

Our Reference (Internal use only):

|                                |  |
|--------------------------------|--|
| Payment Transaction Reference: |  |
|--------------------------------|--|

**This service is subject to a non-refundable administration fee (itemised below).**

Please complete, sign and date this form, checklist and any supporting documents, ensuring that you have completed the payment transaction beforehand, please see 'Completion Notes' section for assistance.

|                                                                                |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |                  |
|--------------------------------------------------------------------------------|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|------------------|
| Vehicle Identification Number (VIN) 11 or 17 digits only: Car, Motorcycle, ATV |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |                  |
| Frame Number (5 digits - 6 digits)                                             |  |  |  |  |  | - |  |  |  |  |  |  |  |  |  |  |  | Motorcycle & ATV |
| Engine Number (4 digits - 6 digits)                                            |  |  |  |  |  | - |  |  |  |  |  |  |  |  |  |  |  | Motorcycle & ATV |
| Model:                                                                         |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |                  |
| Registration Number:                                                           |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |                  |

**Specific document required (tick the right-hand column)**

|                                                                                                |                                                    |         |     |  |
|------------------------------------------------------------------------------------------------|----------------------------------------------------|---------|-----|--|
| EWVTA Certificate of Conformity                                                                | Cars, on-road motorcycles and scooters <b>only</b> | 50 Days | £95 |  |
| Certificate of Construction                                                                    | All product                                        | 50 Days | £95 |  |
| <b>Notes;</b>                                                                                  |                                                    |         |     |  |
| I wish to: (please circle) register an off-road or import in the UK or export a UK vehicle to: |                                                    |         |     |  |
| Please tick this box if you require a VAT invoice for your remittance:                         |                                                    |         |     |  |
| Please also provide a daytime and/or mobile telephone number:                                  |                                                    |         |     |  |
| Or an e-mail address if this is more convenient :                                              |                                                    |         |     |  |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



✓ Check List

|   |                                                                                 |  |
|---|---------------------------------------------------------------------------------|--|
| A | £95.00 fee paid via Banking Faster payments / BACS transfer                     |  |
| B | Fully completed (including payment reference) signed and dated application form |  |
| C | A copy of the V5C (if applicable)                                               |  |
| D | Photographic evidence of Vehicle identification number (cars and motorcycles)   |  |
| E | Photographic evidence of the Engine number (motorcycles only)                   |  |

**PLEASE ALLOW APPROXIMATELY 50 DAYS TO DELIVER FROM DATE OF PAYMENT**