

User Manual – Exemption from Payment Application of the Vehicle Road Licence and / or Registration Tax

Aġenzija Sapport



This manual was developed by Agenzija Sapport to help you fill an online application for an Exemption from Payment for a Vehicle Road Licence and/or Registration Tax in a complete and correct manner.

Note: This manual was written for information purposes only and does not have any legal strength whatsoever.

Agenzija Sapport makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information held with us. We are bound not to disclose information about you with other persons or organizations outside the Agenzija Sapport, unless this is permitted by the law. Agenzija Sapport treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

For More Information



Agenzija Sapport
Fr. Ġwann Azzopardi Street
St. Venera SVR 1614



Freephone 153
Tel. 2256 8000



schemes.sapport@gov.mt



www.sapport.gov.mt

General Instructions

Kindly ensure that the requested documentation is available before you start filling in the application. Certain documents need to be downloaded; printed and duly completed, together with the documentation which needs to be converted into electronic format to be uploaded in the online application.

1. Medical Certificate – required documentation

- The Medical Certificate needs to be downloaded and printed to be compiled and signed by the doctor of the person with disability

2. Signed Declaration Form – required documentation

- The declaration form needs to be downloaded & printed, completed and uploaded in the online application

3. Copy of Documents (if applicable):

- Copy of Special Identity Card
- Copy of your Driving Licence (The Driving Licence must not be expired)
- Copy of the Disabled Child Allowance or Disability Pension benefit payment chit or six-monthly projection letter issued by the Social Security Department (if applicant receives a Disabled Child Allowance or Disability Pension)

4. Additional Documents required for an Exemption from Payment of the Road Licence

- Copy of Road Licence
- Copy of the Logbook, in the applicant's name, of the vehicle to be exempted (for categories 1a to 1c)

Important:

- If the application is for a modified vehicle, the vehicle may be inspected by an appropriate Official
- The Minister for Finance, on Aġenzija Sapport's recommendation, may issue a full or partial exemption on the Road Licence and/or Registration Tax of a vehicle
- Vehicles registered in Malta from 1st January 2009, will not qualify for Free Road Licence if the CO₂ emissions are high (i.e. more than 150g/km for diesel engines and more than 180g/km for petrol engines). It is the applicant's responsibility to check the vehicle's emission level on the logbook
- To continue processing your application, Aġenzija Sapport needs to pass on your details to the Ministry for Finance, Transport Malta, and the VAT Department

To submit your application, you will need to fill in the required details. The mandatory fields are marked with a red asterisk (*). There are seven (7) field types which are explained in page 4. The requested details are listed on pages 5 – 6.

When all the required details are filled in, you may submit the application by clicking on the '**SUBMIT**' button at the bottom of the page.

Field Types

Field Type	How it Looks	How to Enter Data	How to Delete Data
Date	<input type="text"/>	Click on the textbox and enter date. The date should be in DD/MM/YYYY format. (e.g. 30/12/1986)	Click on the x button (Internet Explorer Only) on the top right-hand corner to remove all content or use the Backspace/Delete key to delete accordingly
Dropdown	<input type="text" value="v"/>	Click on the dropdown and select the option	Click on the dropdown list and select the blank option
File	<p>In Google Chrome:</p> <p><input type="button" value="Choose File"/></p> <p>In Internet Explorer:</p> <p><input type="button" value="Browse..."/></p>	Click once on the button. A dialog box will appear which enables you to search for the file. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). The dialog box will close and the name of the uploaded file will appear adjacent to the button	<p>In Google Chrome: Click once on the button. A dialog box will appear. Hit the 'Esc' button on the keyboard (or click on 'Cancel' button).</p> <p>In Internet Explorer: Drag the mouse to highlight the text identifying the file name and press the Backspace/Delete key.</p> <p>You will notice that the name of the file is no longer displayed adjacent to the 'Choose File' button</p>
Numeric Textbox	<input type="text"/>	Click on the textbox and simply type in. Only numbers are accepted	Click on the x button (Internet Explorer Only) on the top right-hand corner to remove all content or use the Backspace/Delete key to delete accordingly
Textbox	<input type="text"/>	Click on the textbox and simply type in	Click on the x button (Internet Explorer Only) to remove all content or use the Backspace/Delete key to delete accordingly
Text Area	<input type="text"/>	Click on the text area and simply type in	Use the Backspace/Delete key to delete accordingly

Checkbox	<input data-bbox="551 193 584 217" type="checkbox"/>	Click inside the appropriate checkbox. A very good sign will be displayed inside checkbox (<input checked="" data-bbox="1267 233 1301 256" type="checkbox"/>)	Click inside checkbox and the very good sign will disappear leaving the original checkbox
----------	--	---	---

Requested Details

	Field No	Field Name	Field Type	Required
Exemption	1	Exemption from Payment of the Vehicle Road Licence	Checkbox	Yes, if you require an Exemption from Payment of the Vehicle Road Licence
	2	Exemption from Payment of the Vehicle Registration Tax	Checkbox	Yes, if you require an Exemption from Payment of the Vehicle Registration Tax
Applicant Details	3	Identity Card / Passport Number	Textbox	Yes
	4	Special Identity Card	Textbox	Yes
	5	Name	Textbox	Yes
	6	Surname	Textbox	Yes
	7	Gender	Dropdown	Yes
	8	Date of Birth (DD/MM/YYYY)	Date	Yes
	9	Contact Number	Numeric Textbox	Yes
	10	Contact Number (Text)	Textbox	No
	11	E-mail	Textbox	No
	12	Address	Text Area	Yes
Exemption from Payment of the Road Licence	13	Vehicle Registration Number to be exempted	Textbox	Yes, if you selected field No. 1 and you require an Exemption from Payment of the Road Licence
	14	Have you already received an exemption for a free road licence on another Vehicle?	Dropdown	Yes, if you selected field No. 1 and you require an Exemption from Payment of the Road Licence
	15	If Yes, what is the registration number of that Vehicle?	Textbox	Yes, if you selected Yes from field No. 15
	16	Does the applicant have a driving licence?	Dropdown	Yes, if you selected field No. 1 and you require an Exemption from Payment of the Road Licence
	17	Does the applicant receive a Disability Pension?	Dropdown	Yes, if you selected field No. 1 and you require an Exemption from Payment of the Road Licence
	18	Copy of your Road Licence	File	Yes, if you selected field No. 1 and you require an Exemption from Payment of the Road Licence
	19	Copy of the Logbook, in the applicant's name, of the vehicle to be exempted	File	Yes, if you selected field No. 1 and you require an Exemption from Payment of the Road Licence. (Categories must be for 1a to 1c)
Exemption from Payment of the Vehicle Registration Tax	20	Does the applicant receive a Disabled Child Allowance or a Disability Pension?	Dropdown	Yes, if you selected field No. 2 and you require an Exemption from Payment of the Vehicle Registration Tax

	Field No	Field Name	Field Type	Required
	21	Have you received an exemption on another Vehicle?	Dropdown	Yes, if you selected field No. 2 and you require an Exemption from Payment of the Vehicle Registration Tax
	22	If Yes, what is the registration number of that Vehicle?	Textbox	Yes, if you selected Yes from field No. 22
	23	Does the applicant have a driving licence?	Dropdown	Yes, if you selected field No. 2 and you require an Exemption from Payment of the Vehicle Registration Tax
	24	Age of the applicant with disability	Textbox	Yes, if you selected field No. 2 and you require an Exemption from Payment of the Vehicle Registration Tax
Necessary Documents	25	Medical Certificate	File	Yes, kindly attach Medical Certificate (to be filled by the doctor of the person with disability)
	26	Copy of Special Identity Card	File	Yes, kindly attach a copy of Special Identity Card
	27	Copy of your Driving Licence	File	Yes, if you have a Driving Licence (The Driving Licence must not be expired)
	28	Copy of the Disabled Child Allowance or Disability Pension benefit payment chit or six-monthly projection letter issued by the Social Security Department	File	Yes, if you receive a Disabled Child Allowance or Disability Pension benefit or have a six-monthly projection letter
	29	Signed Declaration Form	File	Yes, the Declaration Form needs to be completed