



**fleetrisk24** 

Guide to Completing the Mandates

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## WELCOME

On behalf of the whole team at Fleetrisk24 I would like to welcome you to membership of the frm system. This guide has been created to help you quickly complete the mandates that we require in order to complete the checks needed for your company to comply with best practice in the management of Driving at Work and the law.

In this guide you will find a number of illustrations indicating where to find the data you require to complete the mandate/s but if your document is not shown and you are unsure about where to find your data please call the frm support team on 01732 864 999 who will be pleased to help.

The mandates are required under the Data Protection Act and are there to ensure that the authorities in charge of the data are aware of the right of fleetrisk24 to check your details on behalf of your company. The mandates have been designed by the authorities in charge of the data and fleetrisk24 has no control over the design or instruction printed on the form.

Fleetrisk24 require the original documents completed and signed by you to ensure compliance with the Data Protection Act.

Once completed you can post the documents to:

Fleetrisk24 Ltd  
Mill Court  
Mill Hill  
Edenbridge  
Kent  
TN8 5DB

If you have any concerns about the mandates please contact myself or a member of the frm Support Team.

Regards

David Penny MAIRSO

Head of Risk Management Services (RMS)

## ABOUT LICENCE CHECKING

Fleetrisk24 have been tasked by your company with carrying out licence checking to meet their statutory duty under the road traffic act to ensure that any driver who drives on behalf of the company is legally able to do so.

### METHOD

Fleetrisk24 will collect a licence mandate for all individuals who drive on behalf of the business and will use the mandate to obtain the following information:

1. To confirm the validity of the licence.
2. To identify any offences registered on the licence.
3. To identify the classes of vehicles that the individual is able to drive.

Fleetrisk24 submit the mandate to the DVLA who then provide a report on the above items. They return this to fleetrisk24 who upload the information to the FRM system.

If you wish to know more about the licence checking process contact the frm support team who will be pleased to help.

### COMPLETING THE LICENCE MANDATE

Whether you are completing the mandate via the self registration or through a pdf form there are certain things that it is worth pointing out.

In order for fleetrisk24 to be able to validate your licence we must have the original document with your signature. This is in order to comply with the Data Protection Act, therefore we ask that you print, sign and post the original to fleetrisk24 at the address that appears at the top of the mandate.

**Note:**  
 We cannot accept screen prints as these will be rejected by the DVLA, (in the self registration the original will be made available to print on the welcome screen where you receive your membership number).

The form must be fully completed in order to be processed by the DVLA and any form that is not fully completed may be rejected. Fleetrisk24 quality check all mandates submitted, there will be a delay in your being 'Permitted to Drive' if your form is not completed properly.

If your form is completed correctly then you will be 'Permitted to Drive' and this will remain in place unless your licence becomes invalid or there is another reason to have to change this status. You will be notified along with your company if your status has been changed.

If you have any queries relating to the completion of the mandate you can contact the frm Support Team who will be happy to help.

LICENCE MANDATE FORM LAYOUT

**Your Company's Name**

D796

**IMPORTANT:** Please read the notes over the page before filling in this form – Please write clearly in BLOCK INK using CAPITAL LETTERS.

**1 Company details** (to be filled in by the company making the enquiry)

**Your Driving Licence Number**

Company name and address (the company):

Account number: 8323

Reference number:

Please delete as appropriate

Are you making an enquiry on behalf of another company?

Yes  No

If yes, company name must be entered below:

**Your Current Address**

**2 Driver details** (to be filled in by the driver)

**The address shown on your licence**  
(if different from your current address)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver number: \_\_\_\_\_

Current address:

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Post town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Address on licence (if different): \*

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Post town: \_\_\_\_\_

Postcode: \_\_\_\_\_

\* You must tell DVLA of any changes to your address. Failure to do so could result in a fine of up to £1000

**3 CPC information** (please see notes over the page)

Please delete as appropriate:

Do you require CPC information?

Yes  No

DQC number: \_\_\_\_\_

**4 Driver declaration** (to be filled in by the driver)

**IMPORTANT:** Please read the notes over the page before signing this form

**Declaration:**

Being the person referred to in section 2 above, I authorize the company or companies listed in Section 1 above to ask DVLA for my driver record information, as and when they require, at a fee which they shall determine. I understand that the company I authorize to ask for my driver record information may use an intermediary company to make the enquiry with DVLA on their behalf.

I authorize and direct DVLA to disclose to the company or companies in Section 1, all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, endorsement details, disqualifications, convictions, photo images and CPC details (where appropriate). Medical information is not to be provided.

This authority will expire when I cease to drive in connection with the company and in any case three years from the date of my signature.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**You do not need to enter any data here unless you hold a HGV / PSV Licence**



**FINDING YOUR LICENCE NUMBER**

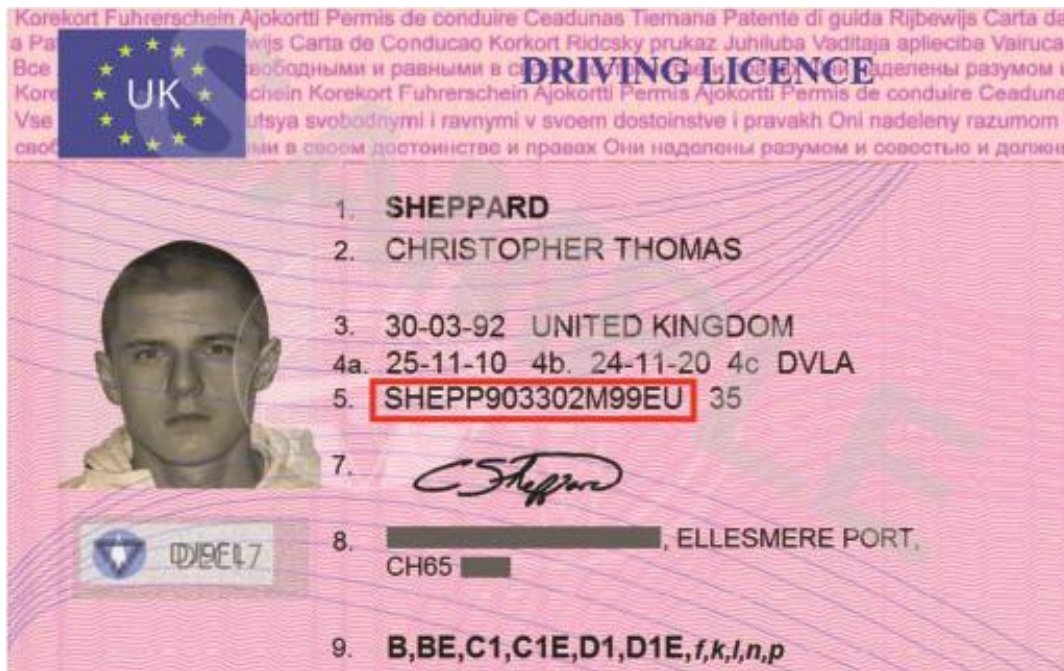
In this section you will find information about finding your licence number.

In the pictures below you can see examples of UK driving licences. Indicated by the red border is the Driver Number.

**OLD PHOTOCARD**



**NEW PHOTOCARD**



PAPER COUNTERPART

**Keep this safe**  
**Counterpart Driving Licence** F 675-074 (D740)  
Important Document - This photocard and paper counterpart should be kept together. Both must be produced when required.

Driver and Vehicle Licensing Agency

49400

**Provisional Entitlement** (see booklet INSOP for category details)

Category	From	Until	Codes

**Endorsements** (as supplied by Convicting Court) (See booklet INSOP for offence codes)

Convicting Court code	Date of conviction	Offence code	Date of offence	Fine	Disqual period	Other	Penalty points
Day	Month	Year	Day	Month	Year	£	

**Changes to your permanent address, please write clearly in the boxes using CAPITAL LETTERS IN BLACK INK.** (See Section 6 overleaf)

New Town No.      New Post Code

New address

This document must not be used for change of name. For change of name please fill in and send us a 'Application for a driving licence' (D1) form, which is available to order from [www.direct.gov.uk/motoringforms](http://www.direct.gov.uk/motoringforms) and to pick up at Post Office branches. Send the filled in form with your photocard and counterpart licence to DVLA, Swansea, SA99 1BN

Sign in the white box to confirm changes

0360880

OLD PAPER LICENCE

0360880

1. Surname: **SAMPLE**  
2. Other Name(s): **ANOTHER**  
3. Date of Birth: **04/04/1960** (Date of Birth)  
4. Issued by DVLA/DVA/DA

5. No.: **00000004**

6. Permanent Address:  
**COUNTY HALL  
CASTLEROCK ROAD  
COLERAINE  
BT51 3HS**

7. Driving Licences

Category	From	Until	Codes
A1A1	06/01/85	26/01/07	
A3A1			
A3A3	06/01/85	26/01/07	
A3A4			
D1B3	15/11/85	26/01/07	
D1B4			
B3B3	15/11/85	26/01/07	
B3B4			
C1C1	15/11/85	26/01/07	
C1C2			
D1D1	15/11/85	26/01/07	79(1)(b)(f)
D1D2			
D1E	15/11/85	26/01/07	
C1+E	15/11/85	26/01/07	79(1)(b)(g)
D1+E	15/11/85	26/01/07	119
NATIONAL CATEGORIES			
P1L1	15/11/85	26/01/07	118

8. LICENCE No.: **00000004**

ENDORSEMENT, PROVISIONAL ENTITLEMENT and INFORMATION DOCUMENT - ACCOUNT HEAVY UNDER THE ROAD TRAFFIC (NORTHERN IRELAND) ORDER 1981

ENDORSEMENTS IN FORCE IN THE DVA

Category	From	Until	Codes
G	15/11/85	26/01/07	
H	15/11/85	26/01/07	

PROVISIONAL ENTITLEMENT

Your licence authorises you to drive motor vehicles of the following categories if you are aged 16 or over and you have passed the relevant tests.

Category

From

Until

Codes

0360880

YOUR DRIVER NUMBER EASILY RECOGNISED

To easily recognise your Driver Number it will start with the first 5 letters of your surname i.e. if your name was Daniel Graham Brownson it would be something like **BROWN11111DGAA**.

If you wish to know more about driver licences please contact the frm support team.

## ABOUT MOT COMPLIANCE CHECKING

Fleetrisk24 have been requested by your company to carrying out MOT Compliance Checking to meet their statutory duty under the road traffic act to ensure that any vehicle used on behalf of the company is legally able to be used on the public highway.

### METHOD

Fleetrisk24 will collect a MOT Compliance Mandate for any private vehicle used on business where that vehicle is not managed by a leasing or fleet management company:

1. To confirm the validity of the MOT for that vehicle.

Fleetrisk24 utilise the information on the Mandate to validate the MOT directly with the Vehicle Operation and Standards Agency (VOSA).

If you wish to know more about the MOT checking process contact the frm support team who will be pleased to help.

### COMPLETING THE MOT MANDATE

Whether you are completing the mandate via the self registration or through a pdf form there are certain things that it is worth pointing out.

In order for fleetrisk24 to be able to validate your vehicles MOT status we must have the original document with your signature this is in order to comply with the Data Protection Act, therefore we ask that you print, sign and post the original to fleetrisk24 at the address that appear at the top of the mandate.

#### Note:

We cannot accept screen prints as these will be rejected by VOSA, (in the self registration the original will be made available to print on the welcome screen where you receive your membership number).

The form must be fully completed and any form that is not fully completed may be rejected. Fleetrisk24 quality check all mandates submitted, there will be a delay in your being able to use your vehicle for business if your form is not completed properly.

If you have any queries relating to the completion of the mandate you can contact the frm Support Team who will be happy to help.

### FINDING THE REGISTRATION DOCUMENT REFERENCE NUMBER

Finding the registration document reference number is not always easy as there seems to be a multitude of different numbers on the registration document. In the images you can see a number of different formats for the registration document and where to find the number indicated by the red border.

If you should have any difficulty in finding the number please give the frm support team a call.



NEW V5C DOCUMENT



The image shows a sample V5C Registration Certificate form. At the top, there is a registration number field containing the letter 'T'. To the left is the V5 logo, and to the right is a circular badge with 'V5C' and '2/10'. Below this is a blue banner with the text: "THIS DOCUMENT IS NOT PROOF OF OWNERSHIP. It shows who is responsible for registering and taxing the vehicle." The main header features the DVLA logo (Drive and Vehicle Licensing Agency), the text "UNITED KINGDOM UK REGISTRATION CERTIFICATE", and "An executive agency of the Department for Transport". A blue banner below the header says "European Community". The form is divided into sections: "1. Registered keeper" with a large empty box and a "Security reference number" field; "2. The previous registered keeper" with fields for name and address; and "3. Special notes (these notes cannot be removed)". A yellow box with a magnifying glass icon contains the text: "Thinking of buying this vehicle? Buyer beware... Do you know how to avoid being tricked into buying a stolen vehicle? For tips and advice go to www.direct.gov.uk/buyer-beware".

OLD V5C DOCUMENT

### HOW TO GET HELP

To get help with the mandates please contact the firm Support Team by phone or email

☎	01732 864 999
✉	<a href="mailto:support@fleetrisk24.com">support@fleetrisk24.com</a>
✍	Fleetrisk24 Ltd Mill Court Mill Hill Edenbridge Kent TN8 5DB

[www.fleetrisk24.com](http://www.fleetrisk24.com)

Administration Offices

Fleetrisk24 Ltd

Mill Court

Mill Hill

Edenbridge

Kent

TN8 5DB

t. +44 1732 864 999

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