



## Being a SHAPE member, what do I need... to purchase a vehicle and register it with SHAPE?

You are kindly advised to bring with you: your green insurance card (1), your SHAPE ID and a valid driving license (2).

Should you have any doubt before buying a vehicle? Should you notice any discrepancy?

Please visit the **Registration Section within the Central Processing Centre**, Building 210 – Room 110 or phone ext. 5147/4148/5320

- List of vehicles you could buy without paying VAT and import duties: motorcycle, sedan, station wagon, minibus and pickup.
- Attention! There are restrictions on the amount of vehicles you can purchase free of VAT.

The Registration Section is on the [www.shape2day.com](http://www.shape2day.com)

What you need to bring to the Registration Office Vehicle you plan to buy and register	Technical Vehicle Inspection CT	T2L FORM	Certificate of registration of the actual vehicle	Certificate of registration of the former owner	License plate	invoice	SHAPE FORM 344 (12)	Restriction	1510 FORM (15)	Annex 2	Vehicle registration fee
a second-hand vehicle from a private individual or a SHAPE member in Belgium	YES (3)	-	(6)	YES (9)	-	YES	YES (13)	YES (13)	-	-	VEHICLE REGISTRATION FEE = 5€ MOTORCYCLE REGISTRATION = 2€
a second-hand vehicle from a Belgian dealer	YES (3)	-	(6)	YES (9)	-	YES(11)	YES (14)	YES (14)	YES (14)	-	
a second-hand vehicle inside the European Union	YES (3)	YES (5)	YES (7)	(10)	YES (7)	YES(11)	YES (14)	YES (13)+ (14)	YES (14)	-	
a second-hand vehicle outside the European Union	YES (3)	-	YES (7)	-	YES (7)	YES	YES	YES	-	(16)	
A new vehicle from a dealer in Belgium	-	-	(8)	-	-	YES(11)	YES (14)	YES (14)	YES (14)	-	
a new vehicle from a dealer inside the European Union	(4)	YES (5)	YES (7)	-	YES (7)	YES(11)	YES (14)	YES (14)	YES (14)	-	
A new vehicle imported through a Belgian dealer	-	-	-	-	-	YES	YES	YES	-	(16)	
a new vehicle outside the European Union	(4)	-	YES (7)	-	YES (7)	YES	YES	YES	-	(16)	

- (1) A valid insurance green card shows the name of the applicant, the vehicle chassis number and his address in Belgium. A SHAPE address is sufficient as long as the words SHAPE BELGIUM appear in the address (7010 SHAPE BELGIUM, APO AE...). Insurance cards with the national address and or national license plates or faxes are not accepted.
- (2) SHAPE driving license will be issued upon production of a valid in Belgium national license. A valid military driving license is also accepted for assigned military or civilian personnel. Holders of a European driving license will not be issued a SHAPE driving license. CA and US personnel as requested by their national authorities must pass a written test on the Belgian Highway Code (contact SH3603 for appointment).
- (3) CT consists of a technical inspection of the vehicle by a certified centre in Belgium, during which the conformity to some Belgian norms is checked; safety aspects of some mechanic components are controlled with the aim of improving mainly the security on the road. To find the closest CT station, visit their website at [www.goca.be](http://www.goca.be).
- (4) Be careful! The registration certificate should read the name of the sponsor. Would that not be the case, the CT (Contrôle Technique) will be due regardless of the age of the vehicle.
- (5) Obtain from a Customs' office in the country a document T2L to prove that the vehicle is a European merchandise (import duties were paid). In some countries the national registration proves the status of the vehicle.
- (6) The document 'Demande d'immatriculation' (application to register a car) provided by the vendor. Your private address must not appear on the 'Demande d'immatriculation'. The Registration Office will complete the application.
- (7) You have to license the vehicle to drive it into Belgium. The certificate produced by the country where the vehicle is licensed may prove the import taxes have been paid.
- (8) The document 'Demande d'immatriculation' (application to register a car) provided by the dealer, with a 705 label affixed; shows the date, dealer's stamp and signature in box 'Y'. The dealer does not have to affix the label 904 in box 'W' and your private address must not appear on the 'Demande d'immatriculation'. The CEP-Registration Section will complete the application.
- (9) It concerns solely vehicles previously owned by a SHAPE member.
- (10) The Certificate of registration of the former owner could prove that the vehicle is European merchandise (import duties were paid).
- (11) An invoice must always be presented to the CEP-Registration Section. For vehicle purchased inside Europe, you must obtain from the dealer the original bill of sale (invoice), else Pro Forma, with following information: dealer's name, address and VAT number, purchaser's full name (name of the entitle person in whose name the vehicle will be registered), the number of the bill of sale, the date, the mark, type and chassis number of the vehicle, the price (VAT exclusive) in any currency (by preference in Euro), a statement explaining that the vehicle is sold without paying VAT. The VAT cannot be paid for a new vehicle in the European country where it is purchased.
- (12) A SHAPE form 344 is required if it is the second or subsequent vehicle purchased free of taxes. Such document can be provided by either the National Military Representative or the Support Unit.
- (13) Verify that the vehicle is not under Customs' regulation. Check with the CEP-Registration Section before to buy such a vehicle.
- (14) If the vehicle is purchased free of VAT.
- (15) The form 1510 (proof of exemption that VAT had not to be paid) will be produced by the CEP-Registration Section during the registration of the vehicle and will have to be returned to the vendor.
- (16) Annex 2 (request to import a vehicle into the European Union and Belgium) can be obtained from the CEP-Registration Section.