



## VEHICLE CONFIRMATION LETTER APPLICATION FORM

Request for a Vehicle Confirmation letter for a Toyota or Lexus vehicle.

We ask you to refer to the Toyota/Lexus Guidance notes before proceeding with this application.

Please complete this form in BLOCK CAPITALS and email it to coc@toyota.co.uk/coc@lexus.co.uk together with a copy of the vehicle registration document for your vehicle (V5). Alternatively, please post these documents to: Legal & Compliance (CoC), Toyota (GB) PLC, Burgh Heath, Epsom, Surrey, KT18 5UX.

### CUSTOMER DETAILS:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

### ADDRESS:

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

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

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

### CONTACT DETAILS:

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### VEHICLE DETAILS:

Vehicle Identification Number (VIN) or Frame Number: \_\_\_\_\_

\* Please indicate which document you require:

Date of Manufacture [ ]

Euro Emissions Status [ ]

Declaration Letter [ ]

Please state the reason why you require this letter:

\_\_\_\_\_

**Please note: Applications will not be processed until all relevant documents have been received.**

**PAYMENT:** A Vehicle Confirmation Letter is free of charge to the original owner in accordance with our records, subsequent owners £75.00 including VAT payable by BACS transfer. (Our bank details will be provided on completion of your application). The document will not be dispatched until payment has been received.

**No refund is available in any circumstances.**

**Data Protection please read:**

*Toyota (GB) PLC takes the security of personal data very seriously, as explained in our Privacy Policy (available at <https://www.toyota.co.uk/footer/privacy-policyjson>).*

*So that we can process your request your personal data, including any sensitive personal data you provide, may be transferred to other countries both within and outside the European Economic Area. By submitting your request you consent to this transfer and the terms of Toyota's Privacy Policy. You will not receive marketing emails from us as a result of sending us your email.*

*Please note email is not a secure form of transfer and any data in the request will be submitted to us and stored in a non-encrypted format. Please do not provide any financial or bank details in this form.*