



**THE OFFICE OF THE FISCAL OFFICER  
SOVEREIGN BASE AREAS HEADQUARTERS**

**EPISKOPI**

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**WHAT DO I NEED? – USEFUL INFORMATION:**

**TRANSFER OF VEHICLE OWNERSHIP:**

BOTH THE BUYER AND SELLER MUST ATTEND SBA CUSTOMS / FISCAL OFFICE WITH THE FOLLOWING DOCUMENTS:

**BUYER:**

- INSURANCE COVER NOTE WITH MINIMUM 4 MONTHS COVER
- ASSIGNMENT ORDER
- MILITARY ID OR PASSPORT & STATUS STAMP
- DRIVING LICENSE

**SELLER:**

- C104A (ISSUED BY FISCAL / CUSTOMS)
- LOG BOOK IN SELLERS NAME
- VALID ROAD TAX CERTIFICATE
- VALID MOT CERTIFICATE
- BANK CLEARANCE (IF APPLICABLE).

**IMPORT OF DUTY-FREE VEHICLE:**

ATTEND SBA CUSTOMS / FISCAL OFFICE WITH THE FOLLOWING DOCUMENTS TO OBTAIN C104A:

- ASSIGNMENT ORDER
- MILITARY ID OR PASSPORT & STATUS STAMP
- DRIVING LICENSE
- INSURANCE COVER NOTE WITH MINIMUM 4 MONTHS COVER
- ORIGINAL UK V5 LOGBOOK

NOTE: YOU DO NOT NEED A C104A FOR IMPORTING A DUTY PAID VEHICLE.

**TRANSFER OF DA SPONSORSHIP**

OLD AND NEW SPONSOR AND DOMESTIC ASSISTANT TO ATTEND SBA CUSTOMS / FISCAL OFFICE ALONG WITH FOLLOWING DOCUMENTS:

**NEW SPONSOR:**

- MEDICAL INSURANCE IN NEW EMPLOYERS NAME
- MILITARY ID OR PASSPORT & STATUS STAMP
- NEW CONTRACT COMPLETED AND APPENDIX 2 SIGNED BY 2<sup>ND</sup> PARENT / GUARDIAN IF APPLICABLE
- TABLE OF EXTRA INFORMATION FOR EMPLOYMENT OF DOMESTIC ASSISTANT

**OLD SPONSOR**

- EXISTING CONTRACT
- PROOF OF IDENTIFICATION

**DOMESTIC ASSISTANT:**

- PASSPORT
- CURRENT STATUS STAMP (PINK)
- TABLE OF EXTRA INFORMATION OF DOMESTIC ASSISTANTS PERSONAL DETAILS

**RATION CARD:**

ATTEND SBA CUSTOMS / FISCAL OFFICE WITH THE FOLLOWING DOCUMENTS:

- MILITARY ID AND ASSIGNMENT ORDER AND OLD RATION CARD *OR*
- PASSPORT AND STATUS STAMP AND OLD RATION CARD (UKBC, DEPENDANTS ETC)