



EXPORTING A TAX & DUTY-FREE VEHICLE



1. How long do I have to own a vehicle before I can export it?

You must own and use your “tax and duty-free” vehicle in Cyprus for a minimum period of 28 days before exporting it. The 28 days starts on the date of registration with the Republic of Cyprus Department of Road Transport.

2. When can I export my vehicle?

You may only export your “tax and duty-free” vehicle at the end of your tour and on presentation of your permanent posting to the UK. You must also comply with HMRC VAT Notice 728, PARA 4.1.

3. How many vehicles can I export?

You can only export one “tax and duty-free” vehicle per adult dependent within your household.

4. What documents do I need to export my vehicle, either by indulgence or through shipping?

	Document	Remarks
A	Certificate of Ownership (Cyprus Logbook)	If your bank is detailed as co-owner then a TOM9 (Transfer of Ownership) or a letter from your bank confirming export is permitted, is required
B	C104A	
C	Valid Road-Tax	
D	Insurance Certificate	
E	MOD90 & Assignment Orders (MIL) or; Passport & Status Certificate (UKBC)	
F	BFC NOVA	Obtained from your local SBA Customs Office
IMPORTANT: Original documents only – copies will not be accepted		

5. Do I require any special export certification?

Yes – you require a BFC NOVA certificate.

6. How can I obtain a BFC NOVA certificate?

A BFC NOVA certificate can be obtained from any SBA Customs office, upon completion of a BFC NOVA application, which can be found on our website. You will need to present the documents detailed in Question 6 to an SBA Customs office. Please allow SBA Customs ten working days to process your application and produce your BFC NOVA certificate.

7. How can I export the vehicle if I am not present on island to follow the procedures described above?

Before you leave, you must apply for a “proxy” which allows you to nominate an entitled person to act on your behalf. In order to put a “proxy” in place, you must



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attend an SBA Customs Office with the nominated individual.

8. I have received my BFC NOVA Certificate. Now what do I do with it?

Your BFC NOVA Certificate must be placed in the glove compartment of your vehicle upon export. The shipping company will use this form to finalise shipping arrangements.

On arrival to the UK, the form must be presented to the DVLA in order to register the vehicle.

On arrival to British Forces Germany, the form BFC NOVA must be presented to BFG Customs and Immigration.

9. Are the procedures the same if I want to export my vehicle to a country other than the UK or Germany?

No – you will need to contact the relevant authorities in the country of first arrival.