APPENDIX (iv)

SUGGESTED LAYOUT FOR SECOND HAND DEALERS REGISTER

(for use by Motor Vehicle Dealers)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial Stock No.** | **Reg. Number** | **Make/Model** | **Date of first registration** | **Colour** | **Odometer reading at purchase** | **Date of Last Test** | **Chassis/ VIN No** | **Engine Number** | **Date of Purchase**  **Purchase Price** | **Date of most recent MOT certificate** | **Name and Address of Seller** |
| 1/08 | L123 ABC | Ford Fiesta | 12/09/07 | White | 21,764 | 03/07/09 | BBATMB/112345 | MB12345 | 19th September 2009  £4500 | 12/09/10 | David Smith  1 High Street |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Previous Owner** | **Date and Sale/Sale Price** | **Name and Address of Purchaser** | **Odometer reading at sale** | **Remarks** |
| Tom Brown Jones,  15 Smith Street | 17th December 2010  £5200 | John Millar,  123 Dundee Road | 21,764 |  |

NOTE: - This layout is for guidance only and the above items may be listed in any order in the Register.

Most dealers should be able to adapt their existing VAT or computer records to contain the additional information required

**\*It is recommended that all records kept in an electronic format should be capable of being printed directly and easily\***