

Installation, Calibration, Testing and Inspection speed limitation devices in vehicles

Checklist of accompanying documents

The application should be accompanied by the following documents:

- **Identity of the applicant (for individuals):**
 - Copy of both sides of the ID card.
- **Identity of the applicant (for legal entities):**
 - Copy of the certificate of Incorporation.
 - Copy of certificate for Shareholders.
 - Copy of the certificate for the Director / Secretary.
 - Copy of the certificate to the company Office address.

The above issued by the Department of Registrar of Companies and Official Receiver.

- **Premises:**
 - Proof for ownership of the premises of the proposed workshop. Acceptable evidence is a copy of the Registration certificate. In case of rental, a copy of the rental agreement for use of the workshop for the purpose of this application.
 - Site plans/dimensioned drawings of scale 1:100, showing the premises useful area, i.e the proposed inspection/calibration area and the uncovered areas.
 - If the plan does not show all the relevant information, may be submitted to complementary and other drawings and/or documents, such as, intersection, site views, spatial, with relevant information on the entrances/exits, toilets, parking, office, materials of construction of walls, floors, roof, etc.
- **Equipment:**
 - Copy or copies of Technical Instructions/manuals containing technical information of the instrument to be used for calibrations, having a function to conduct calibrations of speed limitation devices installed on vehicles of categories M3 and N3, or
 - copy of a declaration from the manufacturer of the equipment to certify this function.
 - Copy of a declaration from a speed limitation devices manufacturer to certify for the capability of the workshop to contact calibrations of speed limitation devices installed on vehicles of categories M3 and N3.
- **Workshop technician/s:**
 - Proof from the Social Insurance Services that the applicant is registered as a self employed person. A proof can be, either a copy of the last payment of Social Insurance or a declaration from the Social Insurance Services that this person is registered as a self employed person (applies only for applications by individuals).
 - Proof of employment by the company of the technician/s by the Social Insurance Services. The proof can be either, a copy of the latest contribution to the Social Insurance Services accompanied by a copy of the receipt for collection of the contribution for the corresponding period, or a copy of a declaration from the Social Insurance Services that the person/s are insured as employee/s in the company (applies only for applications by companies).
 - Copy or copies of both sides of the technician/s ID card/s (applies only for applications by companies).
 - Copy of a certificate for specialized training received on speed limitation devices, either by a speed limitation devices manufacturer, or a vehicle manufacturer of the categories M3 or N3, or.
 - Copy of a declaration from the training provider/s.
 - Copy or copies of the relative degree, diploma, etc., as a proof for the technician/s qualifications, and
 - Proof of experience, coupled with the academic qualifications (where applicable), to cover the required experience. Acceptable evidence can be a declaration from the Social Insurance Services, and/or a statement of the technician/s insurance account/s, and/or copies of contributions to the Social Insurance Services accompanied by copies of the receipts for collections of the contributions for the corresponding periods, and/or a copy of the license as a registered vehicle technician in the field.