

VEHICLE REGISTRATION: e-CoC Procedures Manual

**Guidelines for uploading electronic Certificates of Conformity (e-CoCs)
by persons that are not Motor Distributors**

*VRT Branch
Dublin Castle
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Section 1 – Introduction and Definitions

Introduction

From 12 September 2016

From 12 September 2016 all new vehicles presented for registration are legally required to have an electronic Certificate of Conformity (e-CoC). Where an individual acquires a new vehicle and has to register that vehicle in the State an e-CoC is required to be either uploaded to the Revenue system OR inputted manually to the Revenue system.

Process

What you must have

In all cases, you must have either an electronic version of the CoC in XML format (upload) or a paper version of the CoC (input) before you start the process. The CoC **must be** uploaded or input **prior** to the registration of the vehicle.

Access

If you are a private individual (i.e. a non-business user) you access the upload or input facility via myAccount. If you are a registered business user then you access via ROS.

Upload

To upload a file you must first save the XML-format e-CoC to a location on your device. You then select the option *Upload a Certificate of Conformity*. Select the location where you saved the file on the *Browse Button* and click *Upload* (if you select a file which is not in the correct format an error message will be returned to you).

Input

If an e-CoC (XML format) is not available to you, then the details of the CoC must be entered via the *Manually Input a Certificate of Conformity*. A detailed field-by-field description is at the Appendices.

(Please note that you cannot register for Revenue on-line systems unless you have a Revenue Customer Number (e.g. a PPSN, VAT number). If you do not have a Revenue Customer Number you will have to contact your local Revenue District: <http://www.revenue.ie/en/contact/index.html> .)

Some of the following Steps are common to both ROS and myAccount users and are noted accordingly.

Explanations of Terms to aid in reading this Manual

New: a vehicle that has not previously been registered or recorded in the State or any other jurisdiction.

Certificate of Conformity: a vehicle approval certificate issued under:

- (i) the approval system for motor vehicles provided for in Directive 2007/46/EC,
- (ii) the approval system for two and three wheeled vehicles provided for in Regulation (EU) No 168/2013, or
- (iii) the approval system for agricultural and forestry vehicles provided for in Regulation (EU) No 167/2013.

A CoC is unique to the vehicle to which it is issued.

Complete vehicle means a vehicle which need not undergo a further stage of completion.

Completed vehicle means a vehicle resulting from the process of multi-stage type-approval.

Incomplete vehicle means a vehicle which must undergo at least one further stage of completion.

Motor Distributor, Motor Dealer: a trader in the motor trade can be legally *authorised* by Revenue to hold unregistered vehicles.

myAccount: a single access point for secure online services (excluding ROS).

ROS: the Revenue on-line Service.

Type-approval means the procedure where a Member State certifies that a type of vehicle, system, component or separate technical unit satisfies pre-determined provisions.

XML: a language that defines a set of rules for encoding documents in a format required by Revenue.

Section 2 General Guide to the Data Input Screens

STEP 1

ROS Registered

Once you are signed into the ROS system you will see a section entitled **Other Services**.

Within that section there is an option **VRT Certificate of Conformity** which you should select.

myAccount User

Once you are signed into the Revenue's myAccount system you will see a number of options on the myAccount landing page.

You should select the **VRT Certificate of Conformity** option and click on enter.

The screenshot shows the Revenue myAccount dashboard. At the top, there's a header with the Revenue logo and navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, ADMIN SERVICES, and PAYE. Below the header, the 'Revenue Record' section is active, displaying a list of services: Open Revenue Record, Manage Tax Registrations, Download Pre-populated Returns, Secure Upload/Download Service, Mobile Access, Vehicle Technical System (VTS), Manage LPT / HC arrears, View Property History, Manage Tax Clearance, and Verify Tax Clearance. The 'Returns and Payments' section is also visible, with options to File a Return, Complete a Form On-line, Upload Form(s) Completed Off-line, Submit a Payment, and Payment Details. At the bottom, there's an 'Other Services' section with icons for PAYE Form12, VAT MOSS, MyEnquiries, and VRT Certificate of Conformity. An information bar at the bottom states: 'The last login with this certificate was on Thu 3 Mar 2016 at 15:10.'

The screenshot shows the Revenue myAccount landing page. It features a grid of service tiles. The first row includes 'Returns' (Learn more), 'Payments' (Learn more), 'Change arrears' (Learn more), and 'My Enquiries' (Learn more). The second row includes 'Home Renovation Incentive' (Claim tax relief on the renovation of a property), 'Payments' (All your payments to Revenue in one place), 'Drivers & Passengers with Disabilities' (Apply for Tax Relief on adapted vehicles and claim Fuel Grant), and 'My Enquiries' (Tell us your query and we will get back to you). The third row includes 'VRT Certificate of Conformity' (Upload a VRT Certificate of Conformity). Each tile has an 'Enter' button. At the bottom right, there's a blue box with the text: 'Hi Xknixfw Your last sign in was 02-Mar-2016 09:44 Okay'.

STEP 2


ROS & myAccount users

The **Input a Certificate of Conformity** section gives two options for the uploading of CoC details.

The *Manually Input a Certificate of Conformity* requires that you have a paper version of the CoC. It is absolutely essential that you get a CoC document from the person from whom you acquired the vehicle. Otherwise you will not be able to register it.

You must also ensure that the VIN (Vehicle Identification Number) on the CoC matches the VIN on your vehicle.

[Gaeilge](#) / [English](#)



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Welcome RONAK MOTOR TRADER
PPSN 03390788IH
LOGOUT

VRT Certificate of Conformity

Input a Certificate of Conformity

[Manually Input a Certificate of Conformity](#) ⓘ

[Upload a Certificate of Conformity](#) ⓘ

Search for a Certificate of Conformity

[Search for a Certificate of Conformity](#) ⓘ

[Submit a Certificate of Conformity](#) ⓘ

Completing Your Certificate of Conformity

The certificate of conformity is a document stating that the new vehicle for registration conforms to the relevant EU type-approval regulations

You can upload, save, submit, and amend a CoC using the above links

When uploading a CoC please ensure the document file format is XML

[Revenue Home](#) | [ROS Help](#) | [Accessibility](#) | [System Requirements](#)

[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#) | [Eolas as Gaeilge](#)

STEP 3

ROS & myAccount users

There are a number of **Tab Buttons** across the top of the screen. The Tabs represents certain aspects of the vehicle and are aligned with the layout of the details on the CoC.

You must complete the fields as set out on the CoC and, most importantly, you will need to select if the CoC is for an *Incomplete*, *Complete* or *Completed* vehicle. To register a vehicle you must have a *Complete* or a *Completed* CoC (a vehicle with an *Incomplete* CoC cannot be registered).

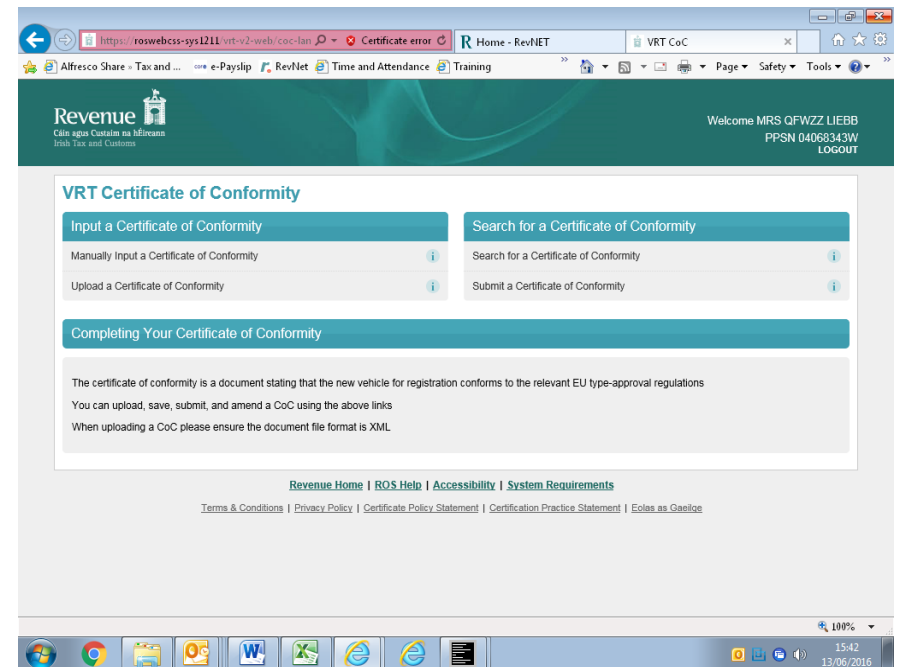
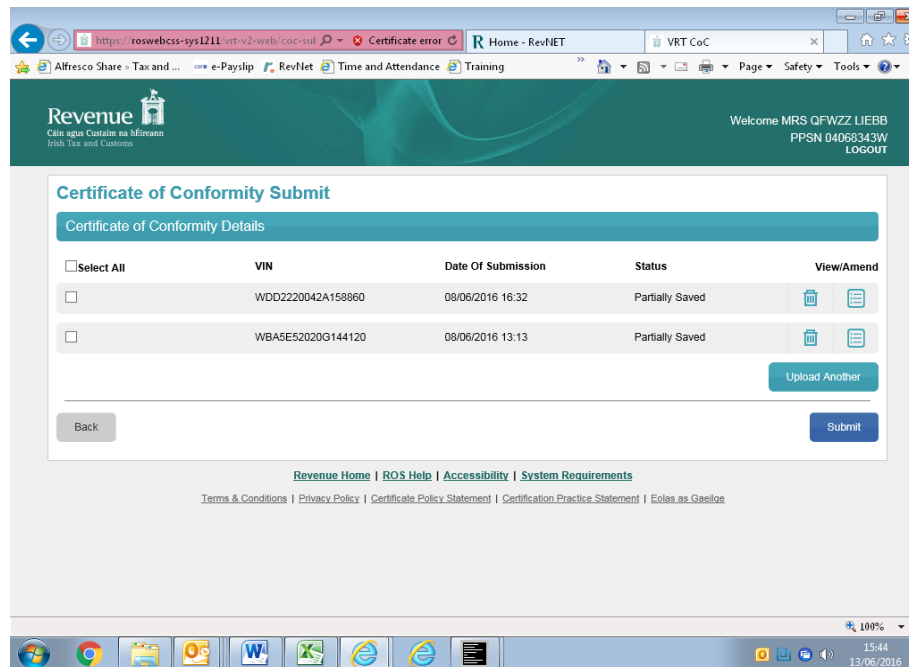
If you have a *Completed* CoC for a vehicle with an EU Classification of N1 (light goods) there must be an *Incomplete* or a *Complete* CoC on record.

The screenshot displays a web browser window with the URL <https://roswebcss-sys1211/vrt-v2-web/coc/prc>. The browser shows a 'Certificate error' and tabs for 'Home - RevNET' and 'VRT CoC'. The page header features the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. A welcome message for 'MRS QFWZZ LIEBB' with PPSN 04068343W and a 'LOGOUT' link is visible. The main content area is titled 'Certificate of Conformity Details' and includes a 'Back' button and a 'Save' button. Below this is a tabbed interface with 'Category & Model' selected. The 'Category & Model General Description' section contains two input fields: 'Vehicle Details' and 'Makes', both with 'Add Item' buttons. Below these are two sections labeled 'Commercial Name' and 'Type', each with a text input field and a 'There are no associated items' message. At the bottom, there are input fields for 'Variant' and 'Category'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:17 on 16/06/2016.

STEP 4

Submitting the File

When all the details have been submitted you must save your work. You should then select *Certificate of Conformity Submit* (below left) and tick the CoC that you wish to submit (below right).



STEP 5

Submitting and Acknowledgement

Finally, the system will ask to you to Secure Sign and Submit and will generate an acknowledgment screen when successful (the 2 screens below on the left refer to myAccount and on the right to ROS users).

The screenshot shows a web browser window with the URL <https://roswebcss-sys12111.roswebcss-sys12111.vrt.v2-web/coc-sub>. The page is titled "VRT Certificate of Conformity" and features a "Secure sign and submit" section. It includes a "PPS Number" field with the value "4068343W" and a "Enter myAccount Password" field. A "Sign and Submit" button is located at the bottom of the form. The browser's taskbar at the bottom shows various application icons and the system clock indicating 15:49 on 13/06/2016.

The screenshot displays the "Sign & Submit" interface for ROS users. It features a "Certificate" field with the value "01515152N/A" and an "Enter Password" field. A "Sign & Submit" button is positioned below the password field. A progress bar at the bottom of the form indicates 0% completion. The page header includes the Revenue logo and the text "ROS HELP" and "TEST/ENV2 TEST/ENV2 EXIT". The footer contains links for "Revenue Home", "ROS Help", "Exit", "Accessibility", "Enter as Guest", "Certification Practice Statement", "Certificate Policy Statement", "Privacy Policy", and "Terms & Conditions".

The screenshot shows the "Finish" screen, which serves as an acknowledgment of the submission. It includes the text "Thank you for your submission" and "An email confirmation has been sent. Revenue will contact you shortly." A "Finish" button is located below the text. The page header features the Revenue logo and the text "ROS HELP" and "TEST/ENV2 TEST/ENV2 EXIT". The footer contains links for "Revenue Home", "ROS Help", "Exit", "Accessibility", "Enter as Guest", "Certification Practice Statement", "Certificate Policy Statement", "Privacy Policy", and "Terms & Conditions".

Section 3 Mandatory Fields

Mandatory Fields

There are a number of fields on the CoC that are central to the profiling of the vehicle and a number that are not as important. Those fields that are central are mandatory for completion purposes and are highlighted in **red** on the Guides at the **Appendices**. You should take care when completing these fields as they are also subject to validation checking within the system and, if completed incorrectly, may result in difficulties when you try to submit the form.

Mandatory Fields - Saving

Because of the validation checking built into the system, it is not possible to **Save** data that you have input unless the mandatory fields in the Table below have been completed (the field numbers on the CoC are in brackets). Make sure that you have completed these fields if you wish to save your work and return to it later.

Table

TABS: Category & Model <ul style="list-style-type: none"> • Commercial Name (0.2.1) • Type (0.2) • Variant (0.2) • Version (0.2) • Vehicle Category Code (0.4) • Vehicle Identification Number VIN (0.6) • Type Approval Number (0.6) • Date of Approval Issue (0.6) • Type Approval Code: <i>the code can be seen in the type approval number as follows: EC- European Type Approval; Ind – Individual Vehicle Approval; KS – European Small Series; National – Vehicle NKS National Small series - the KS and NKS will be contained within the Type Approval Number (0.10)</i> • Stage of Completion: - top of the first page of the CoC 	TABS: Body Work and Environmental <ul style="list-style-type: none"> • Body Work Code (37) • Electric Vehicle Y/N (23) • Hybrid vehicle Y/N (23.1) • Pure Electric Y/N (26) • Maximum Speed (29) • Maximum Net Power KW (27.1) • Fuel Code (26) • Extra Urban Conditions Fuel Consumption (49) • Combined CO₂ Combined figure only (49.1) • Exhaust Emission Level Euro (47) 	TABS: Masses and Axles and Suspension <ul style="list-style-type: none"> • Actual Mass (13.2) • Technical Permissible Laden Mass (16.1) • Number of Axles (1) • Number of Wheels (1) • Number of Powered Axle (3) • Axle Group Details (continue to select <i>Add Item</i> for each Axle) • <i>Sample: Axle No. = 1</i> • <i>Technical Permissible Mass on each Axle - as per (16.2) for Axle 1</i> • Axle Number - select <i>Add Item</i> for each Axle • Powered Axle Y/N (3) - there must be a least one powered Axle for M and N vehicles • Axle Track (30) • Technical Permissible Mass on each Axle (16.2) 	TAB: Miscellaneous <ul style="list-style-type: none"> • Date of Signature usually at the end of the CoC after field (0.10) or (0.7) • Primary Colour (38)
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Section 4 Guide to Uploading an e-CoC

STEP 1

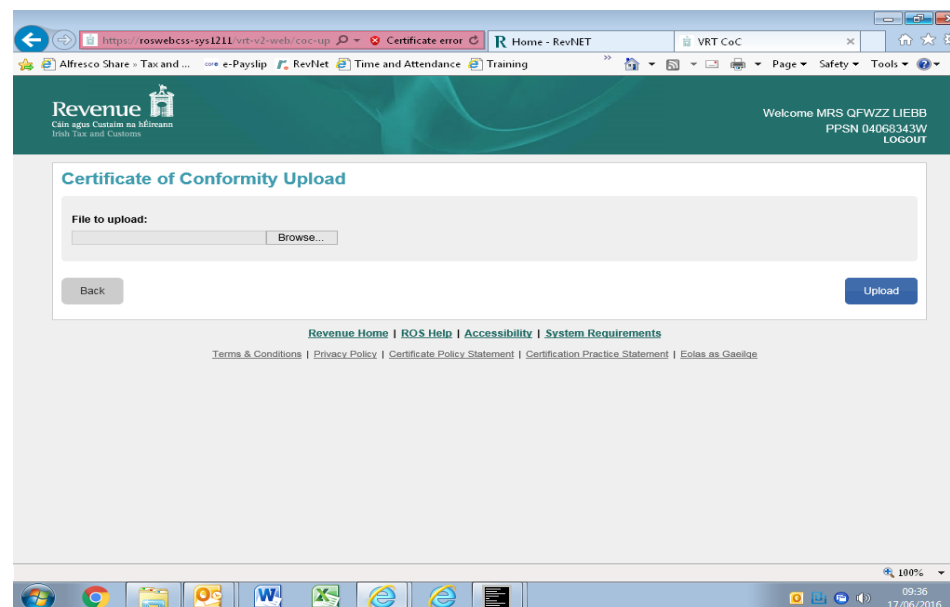
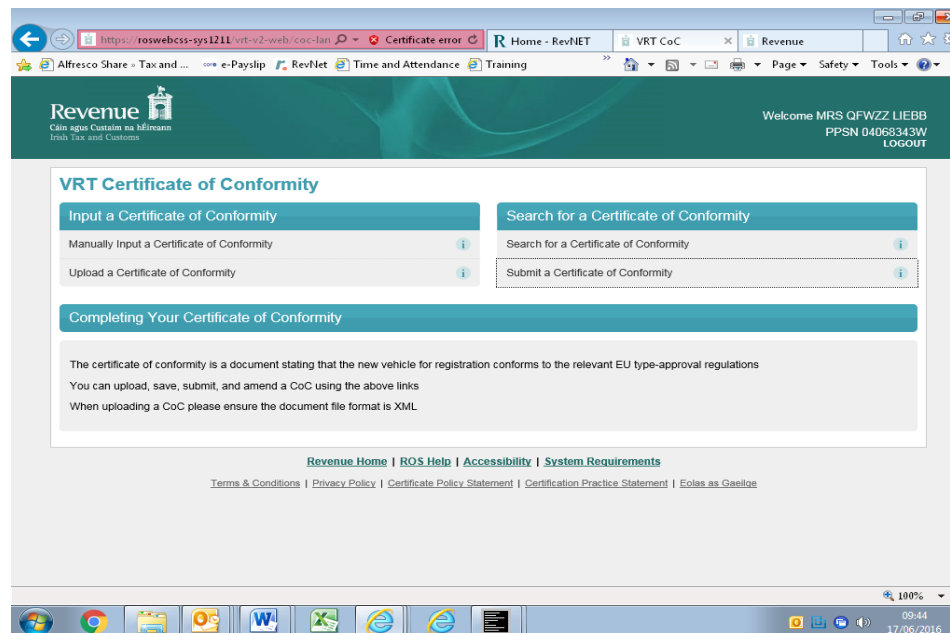
ROS & myAccount users

To upload a CoC you must first ensure that it is in XML format and that you have saved the file to a location on your device. When you have signed into either myAccount or ROS and selected the option VRT Certificate of Conformity, then select *Upload a Certificate of Conformity*.

STEP 2

ROS & myAccount users

Once selected, the system will bring you to the screen on the right. Use the *Browse Button* to locate the e-CoC file that you have saved on your device. Once located, double click on the file location and details will appear in the *File to upload* field. Once satisfied that it is the correct file click on the button *Upload*.



STEP 3

ROS & myAccount users

Once the file is uploaded successfully the following screen will be returned. If you are satisfied that the data is correct, click on the Save button and the data will be saved.

The screenshot shows a web browser window with the URL <https://roswebcss-sys1211/vrt-v2-web/coc/pr...>. The page title is 'Home - RevNET'. The main content area is titled 'Category & Model General Description'. It contains several sections: 'Vehicle Details' with a 'Makes 1' list (Add Item, Remove, Up/Down arrows), a 'Make' field (FORD), 'Commercial Names 1' (Add Item, Remove, Up/Down arrows), a 'Commercial Name' field (Transit Custom), 'Type' (M1), 'Version' (A3WJAZCBSASA), 'Variant' (DRFF1ABX), and 'Category' (M_1). The bottom of the browser shows the Windows taskbar with various application icons and a system clock showing 09:37 on 17/06/2016.

STEP 4

ROS & myAccount users

The screen across is returned and you may sign and submit the e-CoC at this point.

The screenshot shows a web browser window with the URL <https://roswebcss-sys1211/vrt-v2-web/coc-sol...>. The page title is 'Home - RevNET'. The main content area is titled 'Certificate of Conformity Submit'. It features a 'Certificate of Conformity Details' table with columns: VIN, Date Of Submission, Status, and View/Amend. The table contains five rows of data, all with a status of 'Partially Saved'. Below the table are buttons for 'Back', 'Submit', and 'Upload Another'. The footer of the page includes links for 'Revenue Home', 'ROS Help', 'Accessibility', and 'System Requirements'. The bottom of the browser shows the Windows taskbar with various application icons and a system clock showing 09:51 on 17/06/2016.

	VIN	Date Of Submission	Status	View/Amend
<input type="checkbox"/>	WF0YXTTGYFS11599	17/06/2016 09:51	Partially Saved	View Amend
<input type="checkbox"/>	NNNNNNNNAAAA1234	16/06/2016 14:43	Partially Saved	View Amend
<input type="checkbox"/>	ZKDW7602W0TS20312	16/06/2016 12:55	Partially Saved	View Amend
<input type="checkbox"/>	123456789ABCDEF	14/06/2016 11:13	Partially Saved	View Amend
<input type="checkbox"/>	WBA5E52020G144120	09/06/2016 13:13	Partially Saved	View Amend

Section 5 – Amending an e-CoC

In certain instances an e-CoC that has been uploaded by a Distributor or by an individual will require to be amended as the original eCOC related to an Incomplete/Complete vehicle but the vehicle has been modified and is now a **Completed Vehicle**. All fields except the VIN (Vehicle Identification Number) are amendable. The latest version of the eCOC is used for registration but a record is stored of all versions of the eCOC relating to a particular VIN.

***Please note that only the vehicle details that have changed due to the modification of the vehicle should be amended on the eCOC.
For Example Number of Seats, (Miscellaneous Tab, Section Seating) Colour (Miscellaneous Tab, Other) Body Type (Body Work Tab)***

Access to an e-CoC is restricted. To access an e-CoC previously uploaded follow the steps outlined in **Section 2 General Guide to the Data Input Screens**, Steps 1 and 2 of this manual. Once you have access to either the ROS or myAccount main page, click on the option *VRT Certificate of Conformity*.

- If the e-CoC has been signed and submitted you should click on *Search for a Certificate of Conformity* and enter the VIN number if you originally submitted the e-CoC.
- If you uploaded the e-CoC but did not submit the details you can amend the data by selecting *Submit a Certificate of Conformity* and clicking on the VIN you wish to amend.

Once you have chosen you will be asked to input the VIN number associated with the e-CoC that you wish to amend (*if you are accessing the e-CoC via*

The image shows two screenshots of a web application interface. The top screenshot displays a menu with four options: 'Input a Certificate of Conformity', 'Search for a Certificate of Conformity', 'Manually Input a Certificate of Conformity', and 'Upload a Certificate of Conformity'. The 'Search for a Certificate of Conformity' option is highlighted with a red rectangular box. The bottom screenshot shows the 'Certificate of Conformity Search' page. It features a 'Search Options' section with two input fields: 'Vehicle Identification Number (VIN)' and 'Birth Cert'. Both input fields are highlighted with red rectangular boxes. A 'Paste' button is located between the two input fields. At the bottom left, there is a 'Back' button.

MyAccount you will not be requested to enter a Birth Cert Reference: you will just need to input the VIN associated with the e-CoC you wish to amend).

You will then arrive at the main e-CoC screen. If you originally input the data you will be able to amend any of the fields.

If you are an **authorised person** with ROS access using a digital cert associated with a VRT TAN, you will be able to amend an e-CoC uploaded by a Distributor if you have the VIN and the Birth Cert reference associated with the e-CoC. However, you will not be able to amend fields on the National Data **tab** other than the NSSTA/IVA details. It is important to note that if the Statistical Code on the National Data needs to be changed as a result of the modification and a new Statistical code is required you must contact the Central Vehicle Office in Rosslare Harbour as normal. The new Statistical Code should be sent to the distributor as only they can update the Statistical Code on the National Data.

On completion of the amendments you should save the data. You should then submit the data by selecting *Submit Certificate of Conformity* and clicking on the VIN of the e-CoC (see **Section 4 Guide to Uploading an e-CoC**, Step 4 above). Once the e-CoC is uploaded the vehicle may be registered.

You must remember if you are amending an eCOC from “Incomplete/Complete” to COMPLETED along with amending the vehicle particular fields **you must amend** the following fields also

TAB	FIELD
National Data	NSSTA/IVA
Category & Model	Type Approval Number As per relevant Type Approval Document
	Type Approval Code As per the relevant Type Approval Document
	Individual Approval Number (Where appropriate)
	Individual Approval Type (Where appropriate)
	State of Completion Should be amended to “Completed”
	Stage of Manufacture Select “Add Details”
	Address Details
Miscellaneous	Signature Details

Appendix 1 Field-by-field guide to completing Data Input for categories M and N (passenger and commercial)

Input Screen Details

On the *Certificate of Conformity Details* screen you will see 10 **tabs** going across the page (the *National Data* tab is for motor distributors only). Each of the other 9 **tabs** contains a set of vehicle features. In each **tab**, there is a combination of **mandatory** details and **optional** fields (marked **M** or **O** in the second column). This Appendix deals with each individual field under each **tab**.

TAB: CATEGORY AND MODEL		
Field Name and guidance		CoC Field
Make <i>click on the Add Item button</i>		
Make As per CoC	M	0.1
Commercial Name <i>click on the Add Item button</i>		
Commercial Name As per CoC	M	0.2.1
Type As per CoC	M	0.2
Variant As per CoC	M	0.2
Version As per CoC	M	0.2
Category As per CoC	M	0.4
Production Year, Revision Date and Version Date IVI - 3 fields can be left blank	O	
Vehicle Identification Number (VIN) As per CoC – this is a critical field: care should be taken when entering the VIN (please note that the letters O and I are not valid characters in a VIN: where you see 0 or I they will be the numbers zero or one)	M	0.10
Base Vin Can be blank	O	
Location of VIN on Chassis As per CoC and select from drop down options	O	0.10

TAB: BODYWORK		
Body select Yes		
Bodywork Group <i>click on the Add Item button</i>		
Code for Bodywork As per CoC - the relevant body code will be listed here and you must select from the drop down list	M	38
Number for Bodywork Mandatory for N1, N2 and N3 vehicles - see Appendix 4. The number of bodywork should reflect the body type of the vehicle	M	
Code for Bodywork Special Purpose Vehicles As per CoC – if a bodywork code is not selected you must select the body work for Special Purpose vehicle		38 0.10
Class of Vehicle <i>click on the Add Item button</i> – this section is only required for M2 and M3 vehicles		
Code for the Class of Vehicle As per CoC - mandatory for M2 and M3 <i>Complete</i> vehicles only	M	39
TAB: ENVIRONMENTAL		
Engine Details <i>click on the Add Item button</i>		
Engine Number This will not be on the paper version of the CoC but must be available from the distributor/dealer and should be on the invoice/garage documentation	M	
Engine Code/Type as Marked on Engine As per CoC	M	21
EC Type Approval Number As per CoC if available	O	
Manufacturer of Engine As per CoC if available	O	20

Means of Identification of Type, Num/ Alphanumeric Identification Code and Provisional Approval Can be blank	O	
Type Approval Number As per CoC – please input the full number including stars * and slashes / and with no spaces	M	0.10
Type Approval Issue Date As per CoC – the date must be DD/MM/YYYY	M	0.10
Type Approval Code As per CoC – the code can be seen in the type approval number as follows: <i>EC: European Certificate of Conformity</i> <i>IND: Individual Vehicle Approval</i> <i>KS: European Small Series</i> <i>NKS: National Small series</i>	M	0.10
Individual Approval Number mandatory where the type approval code is IND (the IVA number is found on the first page of the IVA Certificate)	M	
Individual Approval Type always select H	M	
Individual Approval Version Number As per the IVA Certificate – this number follows the third * of the IVA number and can either 0 (zero) or two digits	M	
Manufacturing Plate (Location), Attachment Method of Statutory Plates, Manufacturing Plate (Method of Affixing), Location of Statutory Plate, and Location of VIN code (Two Three wheel) As per CoC in respect of all 5 headings - if available will be on first page of CoC/IVA	O	
Production Sequential Number As per CoC - if available will be on first page of CoC/IVA	O	
Number of Member State As per CoC – this is the first 4 characters of the Type Approval Number	O	0.10
State of Completion As per CoC on the top of the first page of the CoC	M	
Completed Altered Code If available will be on first page of CoC/IVA	O	
Description of Completion As per CoC - at 0.10 as part of the notes for <i>Completed</i> vehicles	O	0.10
EMMISSIONS		
Combined CO2 As per CoC – this is a critical field that must be completed carefully. Field 49.1 contains the <i>CO2 emissions Combined in g/km</i>	M	49.1
Weighted Combined CO2 As per CoC if available	O	
Combined CO2 Condition A As per CoC if available	O	
Combined CO2 Condition B As per CoC if available	O	
Number of Base Regulatory Act and Latest Amending Act for Engines As per CoC if available	O	
Number of Base Regulatory Act and Latest Amending Acts for	O	

Identification Engine Type Method of fixing As per CoC if available	O	
Identification of Engine Type Location As per CoC if available	O	
Arrangement of Cylinders As per CoC – select from the drop down menu	O	24
Engine Capacity As per CoC	M	25
Number of Cylinders As per CoC	M	24
Hybrid As per CoC – select Yes or No	M	23.1
Working Principal As per CoC	O	22
Off vehicle Charging As per CoC – mandatory if vehicle is Hybrid Plug-in Electric: select Yes or No	M	
Direct Injection As per CoC if available	O	
Pure Electric As per CoC – select Yes or No	M	23
Electric Engine As per CoC – select Yes or No	M	26
LPG Fuelling System Indicator As per CoC if available	O	
CNG Fuelling System Indicator As per CoC if available	O	
Fuel Group <i>click on the Add Item button</i>		
Maximum Speed As per CoC	M	29
Engine Speed As per CoC if available	O	
Engine Speed Power at Take Off As per CoC if available	O	
Power Power at Take Off As per CoC if available	O	
Maximum Continuous Rate Power As per CoC if available	O	
Max New Power As per CoC – enter KW	M	27.1
Calculated Max Speed As per CoC if available	O	

Motor vehicles As per CoC if available		
Other Emissions legislation As per CoC if available	O	
Exhaust Emissions Level As per CoC	M	47
Urban Conditions CO2 As per CoC if available	O	
Total CO2 Emissions due Eco-Innovation(s) As per CoC – mandatory only if vehicle is hybrid or electric	M	49.3
Extra Urban Conditions CO2 As per CoC - fuel consumption	M	49.1
Smoke Corrected Absorption Coefficient As per CoC if available	O	
Sound Levels	O	20
Stationary As per CoC if available	O	
Drive by As per CoC if available	O	
Drive-Perceived Sound level of the base Regulatory Act and Latest Amending Regulatory Act As per CoC if available	O	24
Exterior Sound level Number of Base Regulatory Act and Latest Amending Regulatory Act As per CoC if available		
TEST Procedures Fields: not required to be completed		
TAB: MASSES		
General Details		
Mass in Running order As per CoC	M	13
Actual Mass As per CoC	M	13.2
Unladen Mass As per CoC if available	O	
Actual Mass of Incomplete vehicle As per CoC – mandatory for <i>Incomplete vehicle only</i>	O	
Mass Incomplete Running Order As per CoC – mandatory for <i>Incomplete vehicle only</i>	O	
Unladen Running Order Max As per CoC if available	O	
Technically Permissible Laden Mass As per CoC	M	16.1
Max Permissible Position of the Centre of Gravity for Completed vehicle As per CoC if available	O	
Min Mass Completed As per CoC if available	O	
Technically Permissible Max Laden Mass Combination As per CoC if available	O	
Ballast		
Number of Components As per CoC if available	O	
Ballast Mass Material As per CoC if available	O	
Ballast Mass Total As per CoC if available	O	
In Service Not required to be completed		
TAB: DIMENSIONS		
Height As per CoC	M	7
Max Permissible Height As per CoC if available	O	

Electric Range As per CoC if available	O	
Fuel Code As per CoC	M	26
Max Amount of Biofuel Acceptable in Fuel As per CoC if available	O	
Combined Fuel Consumption As per CoC if available	O	
Combined Fuel Consumption Condition A As per CoC if available	O	
Combined Fuel Consumption Condition B As per CoC if available	O	
Electric Energy Consumption As per CoC – mandatory if Electric vehicle or Electric Hybrid vehicle	M	49.2
Electric Energy Consumption Weighted Combined As per CoC – mandatory if Electric vehicle or Electric Hybrid vehicle	M	49.2
Electric Energy Consumption Condition A As per CoC if available	O	
Electric Energy Consumption Conditional B As per CoC if available	O	
Weighted Combined Fuel Consumption As per CoC if available	O	
Extra Urban Fuel Consumption As per CoC – mandatory for M1 and N1 vehicles which are <u>not</u> electric vehicles	M	49
Urban Conditions Fuel Consumption As per CoC if available	O	
TAB: POWER PLANT		
Power & Speed		
Max Hourly Power As per CoC – Electric vehicle only	M	27.2
Max Net Power As per CoC – enter the KW	M	27.1
Max 15 Minute Power (Electric) As per CoC if available	O	
Max Speed Non Propulsion As per CoC if available	O	
Max Assistance Factor	O	
Gearing		
Driving Directions As per CoC if available	O	
Gear Ratio As per CoC if available	O	
Gear Number As per CoC if available	O	
Final Drive Number		
Final Drive number As per CoC if available	O	
Overall Gear Ration Highest Gear As per CoC if available	O	
Final Drive Ratio As per CoC if available	O	
Fuel Type		
Fuel Type As per CoC –mandatory for all vehicles except electric (B	M	26.1

Height Max As per CoC if available	O	
Height Min As per CoC if available	O	
Length As per CoC	M	5
Max Permissible Length As per CoC if available	O	
Length Max As per CoC if available	O	
Length Min As per CoC if available	O	
Width As per CoC	M	6
Max Permissible Width As per CoC if available	O	
Width Max As per CoC if available	O	
Width Min As per CoC if available	O	
Wheelbase As per CoC	M	4
Wheelbase Min As per CoC if available	O	
Wheelbase Max As per CoC if available	O	
Wheelbase Ground Ratio As per CoC if available	O	
Wheelbase Side Car		
Loading Area Platform		
Loading area length As per CoC – mandatory for vehicles classified as N1	M	11
Loading area min As per CoC if available	O	
Loading area max As per CoC if available	O	
Load platform length As per CoC if available	O	
Load Platform permissible length As per CoC if available	O	
Load Platform Width As per CoC if available	O	
Load Platform Height As per CoC if available	O	

=Biofuel, D =Dualfuel, F= Flexfuel, M = Monofuel, T= Trifuel)		
Duel Fuel Type As per CoC – mandatory if Fuel Type is <i>D</i>	O	
TAB: COUPLING TRAILER Not required for categories M and N		
TAB: MISCELLANEOUS		
Stage of Manufacture Details <i>Incomplete</i> CoC Details will be Version 0 and <i>Completed</i> Details Version 1 Mandatory for all vehicles and where <i>Completed</i> has been selected in the <i>State of Completion</i> field for the CoC – you must <i>Add Item</i>	M	
Stage of Manufacturer Number As per CoC if available	O	
Stage Manufacturer Name As per CoC - field 0.5 for <i>Complete</i> and <i>Completed</i> vehicles; field 0.5.1 for manufacturer of <i>Base</i> vehicle for <i>Completed</i> vehicle	M	0.5 0.5.1
EC Type Approval Number As per CoC - field 10 for <i>Incomplete</i> and <i>Complete</i> vehicles; field 0.2.2 and field 10 for <i>Completed</i> vehicles	M	10 0.2.2 / 10
Stage Date As per CoC - Type Approval Date must be in the format DD/MM/YYYY	M	
Address Details <i>Incomplete</i> will be CoC Version 0 and <i>Completed</i> Version 1 - Mandatory for all vehicles and where <i>Completed</i> has been selected in the <i>State of Completion</i> field for the CoC you must <i>Add Item</i>	M	
Name As per CoC – field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
Designation of Authority As per CoC – for <i>Complete</i> select <i>Present Stage Manufacturer</i> ; for <i>Completed</i> select <i>2nd Stage Manufacturer</i> ; for <i>Incomplete</i> select <i>Base Vehicle Manufacturer</i> ; for <i>IND</i> select <i>Individual Approval Authority</i>	M	
Phone As per CoC if available	O	
Address line 1 As per CoC – field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
e-mail As per CoC if available	O	
Address line 2 As per CoC – field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
Country of Residence As per CoC if available	O	
Address Line 3 As per CoC – mandatory only if available ;field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
Place/Country of Residence As per CoC if available	O	
Signing of Authority Details		
Name of Signer As per CoC	M	0.10
Position of Signer As per CoC	M	0.10
Place of Signature As per CoC	M	0.10
Date of Signature As per CoC – must be DD/MM/YYYY	M	0.10

Rear Overhang As per CoC if available	O	
Max permissible Rear Overhang As per CoC if available	O	
Rear Overhang Max As per CoC if available	O	
Rear Overhang Min As per CoC if available	O	
Exceeding Dimensions As per CoC if available	O	
TAB: AXLES & SUPENSIONS		
Axles General		
Number of Axles As per CoC – for all vehicle classifications (the number must be at least 2)	M	1
Number of Wheels As per CoC	M	1
Number of Steered Axles As per CoC – mandatory if present on the CoC	M	2
Number of Powered Axles As per CoC	M	3
Number of Axles with Twin Wheels As per CoC if available	O	
Number of Braked Axles As per CoC if available	O	
Axle Grouping Details This option must be completed for each Axle on the vehicle by selecting “Add Item” for each Axle		
Axle Group Number i.e. 1 = Axle 1 and so on	M	
Technically Permissible Mass on Each Axle Group As per CoC	M	16.2
Max Permissible Mass National Not required to be completed		
Max Permissible Mass International Not required to be completed		
Axle Number Complete details for axle 1 as per CoC – then return to <i>Axle Number</i> heading and select <i>add item</i> – scroll down to complete the details for axle 2 – and so on through the axles		
Axle Number (Axle 1 or Axle 2 or Axle 3 etc) As per CoC	M	
Axle Fitted with Air Suspension or Equivalent As per CoC if available	O	
Twin Wheels Axle As per CoC if available	O	
Drive Axle fitted with Air Suspension or Equivalent As per CoC – mandatory for categories M2, M3, N2 and N3 in case of <i>Complete vehicles</i>	M	33
Braked Axle As per CoC if available	O	
Axle Spacing As per CoC – mandatory for vehicles with more than two axles	M	4.1
Steered Axle As per CoC if available	O	
Axle Space Min As per CoC if available	O	
Powered Axle As per CoC – mandatory for categories M and N vehicles (if 1 or more is indicated, please select <i>Yes</i>)	M	3
Axle Spacing Max		

Registration Details		
Registration Details		
Intended Country of Registration Should always be IRL	M	
Regulation Act Not required to be completed		
Seating		
Number of Seating positions As per CoC	M	42
Seating Height As per CoC if available	O	
Number of seating positions excluding the Driver As per CoC – insert the total number in field 42 <u>minus</u> 1 (e.g. if the field says 7;2 front;5 rear, you should enter 6 here)	M	42
Number of Wheelchair User Access Positions As per CoC - mandatory if Special Body Code SH is selected for M1 vehicle	M	42.2
Number of Standing positions As per CoC – mandatory for M2 and M3 vehicles	M	43
Reversible Driving Position As per CoC if available	O	
Number of Passengers Seating Lower Deck As per CoC – mandatory for M2 and M3 vehicles	M	42.2
Number of Passengers Seating Upper Deck As per CoC – mandatory for M2 and M3 vehicles	M	42.2
Position of Seats As per CoC – mandatory for M1 vehicles	M	42
Seat(s) designated for use only when the vehicle is stationary As per CoC if available	O	42.1
Frame		
Frame As per CoC if available	O	
EC Type Approval number As per CoC if available	O	
Position of Roll Over Hoop As per CoC if available	O	
Type of Roll over Hoop As per CoC if available	O	
EC Type Approval Number Roll Over Hoop As per CoC if available	O	
Number of Doors As per CoC	M	41
Configuration of Doors As per CoC	M	41
Advance Braking System Not required to be completed		
Technical Additional Data fuel Tank Group Not required to be completed		
Technical Additional Axles Not required to be completed		
Other		
Right Left Hand Traffic Code As per CoC select from drop down menu	M	0.10
Remarks As per CoC if available	O	

Axle Track As per CoC	M	30
Distribution of Mass in Running Order Amongst Axles As per CoC - mandatory for <i>Complete</i> vehicles of categories M2, M3, and N1 to N3	O	13
Axle Track Min As per CoC if available	O	
Distribution of Mass Incomplete Vehicle Axle As per CoC – only applicable for <i>Incomplete</i> vehicles		13
Track of Each Steered Axle As per CoC – M3 only	M	
Distribution of Actual Mass Incomplete Vehicle Amongst Axle As per CoC – only applicable for <i>Incomplete</i> vehicles		
Track of all other Axles As per CoC – mandatory for the category M3 (the value entered here cannot exceed the value entered for <i>Width</i>)	O	
Ground Clearance Between Axles As per CoC if available	O	
Distribution of Unladen Mass Amongst Axles As per CoC if available	O	
Lift Axle As per CoC if available	O	
Distribution of Mass Completed Vehicle Axle Min As per CoC if available	O	
Loading Axle As per CoC if available	O	
Technically Permissible Mass on Each Axle As per CoC	M	16.2
Retractable or Loadable As per CoC if available	O	
Max Permissible Mass National Not required to be completed		
Max Permissible Mass International Not required to be completed		
Tyre Axle Group		
Type Size As per CoC if available	O	
Type of Tyre As per CoC if available	O	
Tyre Tube Type As per CoC if available	O	
Load Capacity Index Single Wheel As per CoC if available	O	
Load Capacity Index Twin Wheel As per CoC if available	O	
Speed Category Symbol As per CoC if available	O	
Rim Size (including off-set) As per CoC if available	O	
Distribution of Max Laden Mass Amongst Axles According Tyre Specification As per CoC if available	O	
Technically Permissible Max Mass per (According to Tyre Specification) As per CoC if available	O	
Distribution of Max Laden Mass Among Axles As per CoC if available	O	
Max Vertical Load on Coupling Point according to Tyre Specification As per CoC if available	O	

Daytime Running Lights Indicator As per CoC if available	O	
Exemptions As per CoC if available	O	
Optional Light Saving Devices As per CoC if available	O	
Additional Information As per CoC if available	O	
Type Approval according the design requirements for transporting dangerous goods indicator As per CoC if available	O	
Hydraulic Lift Three point Coupling Indicator As per CoC if available	O	
Odometer Reading As per CoC if available	O	
24GHz Radar As per CoC if available	O	
Odometer Unitcode As per CoC if available	O	
Tank Capacity Tanker As per CoC if available	O	
Primary Colour As per CoC	M	40
Converting Performance As per CoC if available	O	
Secondary Colour As per CoC if available	O	40.1
Steering Category As per CoC if available	O	
Metric Imperial Speedometer As per CoC select from drop down menu	M	0.10
Vehicle fitted with eco-innovation(s) indicator As per CoC – mandatory if Hybrid or Electric vehicle	M	49
Total CO2 emissions due to eco-innovation(s) As per CoC – mandatory if Hybrid or Electric vehicle	M	49
Eco Innovation Group		
General Code of the Eco Innovation		
Transport of Dangerous Goods Group		
Type Approval according to design requirements for transporting dangerous goods class As per CoC if available	O	50
Braking Group Not required to be completed		
Fiscal Power National Code Group Not required to be completed		
Tyre Group Not required to be completed		
Hybrid Application Group		
Manufacturer of Hybrid Application		
Manufacturer of Hybrid Application Code		
Electric Vehicle Configuration As per CoC – mandatory if Hybrid or Electric vehicle P = Pure Electric, H = Hybrid, M = Manpower electric	M	49

Tyre Pressure Group		
Recommend Tyre Pressure As per CoC if available	O	
Recommended Tyre Pressure Load Code As per CoC if available	O	
Max Permissible Mass National Not required to be completed		
Max Permissible Mass International Not required to be completed		

Category of Hybrid Electric Vehicle As per CoC – mandatory for Hybrid vehicles	M	23.1
Interconnection of Braked Axle		
Interconnection of Braked Axle As per CoC if available		
Interconnection with Braked Axle Number As per CoC if available		
Interconnection of Powered Axles As per CoC if available		
Technically Permissible Mass on Each Axle As per CoC	M	
Retractable or Loadable As per CoC if available		

Appendix 2 Field-by-field guide to completing Data Input for category L (two and three wheel)

Input Screen Details

On the *Certificate of Conformity Details* screen you will see 10 **tabs** going across the page (the *National Data* tab is for motor distributors only). Each of the other 9 **tabs** contains a set of vehicle features. In each **tab**, there is a combination of **mandatory** details and **optional** fields (marked **M** or **O** in the second column). This Appendix deals with each individual field under each **tab** (please note that only the **tabs** referred to in this Appendix need to be completed for this vehicle category).

TAB: CATEGORY AND MODEL		
Field Name and guidance		CoC Field
Make <i>click on the Add Item button</i>		
Make As per CoC	M	0.1
Commercial Name <i>click on the Add Item button</i>		
Commercial Name As per CoC	M	0.2.1
Type As per CoC	M	0.2
Variant As per CoC	M	0.2
Version As per CoC	M	0.2
Category As per CoC	M	0.4
Production Year, Revision Date and Version Date IVI - 3 fields can be left blank	O	
Vehicle Identification Number (VIN) As per CoC – this is a critical field: care should be taken when entering the VIN (please note that the letters O and I are not valid characters in a VIN: where you see 0 or I they will be the numbers zero or one)	M	0.6
Type Approval Number As per CoC – please input the full number including stars * and slashes / and with no spaces	M	0.10
Type Approval Issue Date As per CoC – the date must be DD/MM/YYYY	M	0.10
Type Approval Code As per CoC – the code can be seen in the type approval number as follows: EC: European Certificate of Conformity IND: Individual Vehicle Approval KS: European Small Series	M	0.10

TAB: ENVIRONMENTAL		
Engine Details <i>click on the Add Item button</i>		
Engine Number This will not be on the paper version of the CoC but must be available from the distributor/dealer and should be on the invoice/garage documentation	M	
Engine Code/Type as Marked on Engine As per CoC	M	21
EC Type Approval Number As per CoC if available	O	
Manufacturer of Engine As per CoC if available	O	20
Identification Engine Type Method of fixing As per CoC if available	O	
Identification of Engine Type Location As per CoC if available	O	
Arrangement of Cylinders As per CoC – select from the drop down menu	O	24
Engine Capacity As per CoC	M	25
Number of Cylinders As per CoC	M	24
Hybrid As per CoC – select Yes or No	M	23.1
Working Principal As per CoC	O	22
Off vehicle Charging As per CoC – mandatory if vehicle is Hybrid Plug-in Electric	O	
Direct Injection As per CoC if available	O	

NKS: National Small series		
Location of VIN code (Two Three wheel) As per CoC	O	6
Additional Category As per CoC	M	0.4.1
Production Sequential Number As per CoC - if available will be on first page of CoC/IVA	O	
Number of Member State As per CoC – this is the first 4 characters of the Type Approval Number	O	0.10
State of Completion As per CoC on the top of the first page of the CoC	M	
EMMISSIONS		
Combined CO2 As per CoC – this is a critical field that must be completed carefully. Field 49.1 contains the <i>CO2 emissions Combined</i> in g/km	M	49.1
Weighted Combined CO2 As per CoC if available	O	
Combined CO2 Condition A As per CoC if available	O	
Combined CO2 Condition B As per CoC if available	O	
Number of Base Regulatory Act and Latest Amending Act for Engines As per CoC if available	O	
Number of Base Regulatory Act and Latest Amending Acts for Motor vehicles As per CoC if available	O	
Other Emissions legislation As per CoC if available	O	
Exhaust Emissions Level As per CoC	M	47
Urban Conditions CO2 As per CoC if available	O	
Total CO2 Emissions due Eco-Innovation(s) As per CoC – mandatory only if vehicle is hybrid or electric	M	49
Extra Urban Conditions CO2 As per CoC - fuel consumption	O	
Smoke Corrected Absorption Coefficient As per CoC if available	O	
Sound Levels	O	20
Stationary As per CoC if available	O	
Drive by As per CoC if available	O	
Drive-Perceived Sound level of the base Regulatory Act and Latest Amending Regulatory Act As per CoC if available	O	24
Exterior Sound level Number of Base Regulatory Act and Latest Amending Regulatory Act As per CoC if available		
TEST Procedures Fields: not required to be completed		
TAB: MASSES		
General Details		
Mass in Running order As per CoC	M	13
Actual Mass As per CoC	M	13.2
Unladen Mass As per CoC if available	O	

Pure Electric As per CoC – select Yes or No	M	23
Electric Engine As per CoC – select Yes or No	M	26
LPG Fuelling System Indicator As per CoC if available	O	
CNG Fuelling System Indicator As per CoC if available	O	
Fuel Group <i>click on the Add Item button</i>		
Maximum Speed As per CoC	M	29
Engine Speed As per CoC if available	O	
Engine Speed Power at Take Off As per CoC if available	O	
Power Power at Take Off As per CoC if available	O	
Maximum Continuous Rate Power As per CoC if available	O	
Max New Power As per CoC – enter KW	M	26
Power Mass Ratio As per CoC	M	26
Calculated Max Speed As per CoC if available	O	
Electric Range As per CoC if available	O	
Fuel Code As per CoC	M	26
Max Amount of Biofuel Acceptable in Fuel As per CoC if available	O	
Combined Fuel Consumption As per CoC if available	O	
Combined Fuel Consumption Condition A As per CoC if available	O	
Combined Fuel Consumption Condition B As per CoC if available	O	
Electric Energy Consumption As per CoC – mandatory if Electric vehicle or Electric Hybrid vehicle	M	49
Electric Energy Consumption Weighted Combined As per CoC – mandatory if Electric vehicle or Electric Hybrid vehicle	M	49
Electric Energy Consumption Condition A As per CoC if available	O	
Electric Energy Consumption Conditional B As per CoC if available	O	
Weighted Combined Fuel Consumption As per CoC if available	O	
Extra Urban Fuel Consumption As per CoC – mandatory for M1 and N1 vehicles which are <u>not</u> electric vehicles	M	49
Urban Conditions Fuel Consumption As per CoC if available	O	
TAB: POWER PLANT		
Power & Speed		
Max Hourly Power As per CoC – Electric vehicle only	M	27

Unladen Running Order Max As per CoC if available	O	
Technically Permissible Laden Mass As per CoC	M	16.1
Max Permissible Position of the Centre of Gravity for Completed vehicle As per CoC if available	O	
Min Mass Completed As per CoC if available	O	
Technically Permissible Max Laden Mass Combination As per CoC if available	O	
Ballast		
Number of Components As per CoC if available	O	
Ballast Mass Material As per CoC if available	O	
Ballast Mass Total As per CoC if available	O	
In Service Not required to be completed		
TAB: DIMENSIONS		
Height As per CoC	M	7
Max Permissible Height As per CoC if available	O	
Height Max As per CoC if available	O	
Height Min As per CoC if available	O	
Length As per CoC	M	5
Max Permissible Length As per CoC if available	O	
Length Max As per CoC if available	O	
Length Min As per CoC if available	O	
Width As per CoC	M	6
Max Permissible Width As per CoC if available	O	
Width Max As per CoC if available	O	
Width Min As per CoC if available	O	
Wheelbase As per CoC	M	4
Wheelbase Min As per CoC if available	O	
Wheelbase Max As per CoC if available	O	
Wheelbase Ground Ratio As per CoC if available	O	
Wheelbase Side Car	O	
TAB: AXLES & SUPENSIONS		
Axles General		

Max Net Power As per CoC – enter the KW	M	27
Max 15 Minute Power (Electric) As per CoC if available	O	
Max Speed Non Propulsion As per CoC if available	O	
Max Assistance Factor	O	
Gearing		
Driving Directions As per CoC if available	O	
Gear Ratio As per CoC if available	O	
Gear Number As per CoC if available	O	
Final Drive Number		
Final Drive number As per CoC if available	O	
Overall Gear Ration Highest Gear As per CoC if available	O	
Final Drive Ratio As per CoC if available	O	
Fuel Type		
Fuel Type As per CoC –mandatory for all vehicles except electric (B =Biofuel, D =Dualfuel, F= Flexfuel, M = Monofuel, T= Trifuel)	M	26.1
Duel Fuel Type As per CoC – mandatory if Fuel Type is D	O	
TAB: COUPLING TRAILER <i>do not complete</i>		
TAB: MISCELLANEOUS		
Stage of Manufacture Details you must <i>Add Item</i>	M	
Stage of Manufacturer Number As per CoC if available	O	
Stage Manufacturer Name As per CoC	M	0.5 0.5.1
EC Type Approval Number As per CoC	M	10 0.2.2 / 10
Stage Date As per CoC - Type Approval Date must be in the format DD/MM/YYYY	M	
Address Details <i>Incomplete</i> will be CoC Version 0 and <i>Completed</i> Version 1 - Mandatory for all vehicles and where <i>Completed</i> has been selected in the <i>State of Completion</i> field for the CoC you must <i>Add Item</i>	M	
Name As per CoC	M	5
Designation of Authority As per CoC – for <i>Complete</i> select <i>Present Stage Manufacturer</i>	M	
Phone As per CoC if available	O	
Address line 1 As per CoC – field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
e-mail As per CoC if available	O	
Address line 2 As per CoC – field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
Country of Residence As per CoC if available	O	

Number of Axles As per CoC – the number must be at least 2	M	1
Number of Wheels As per CoC	M	1
Number of Steered Axles As per CoC – mandatory if present on the CoC	M	2
Number of Powered Axles As per CoC	M	3
Axle Grouping Details This option must be completed for each Axle on the vehicle by selecting “Add Item” for each Axle		
Axle Group Number i.e. 1 = Axle 1 and so on	M	
Technically Permissible Mass on Each Axle Group As per CoC	M	16.2
Max Permissible Mass National Not required to be completed		
Max Permissible Mass International Not required to be completed		
Axle Number Complete details for axle 1 as per CoC – then return to <i>Axle Number</i> heading and select <i>add item</i> – scroll down to complete the details for axle 2		
Axle Number (Axle 1 or Axle 2) As per CoC	M	
Technically Permissible Mass on Each Axle As per CoC	M	14.3
Primary Colour As per CoC	M	40
Metric Imperial Speedometer As per CoC select from drop down menu	M	0.7
Vehicle fitted with eco-innovation(s) indicator As per CoC – mandatory if Hybrid or Electric vehicle	M	49
Total CO2 emissions due to eco-innovation(s) As per CoC – mandatory if Hybrid or Electric vehicle	M	49
Eco Innovation Group		
General Code of the Eco Innovation		
Hybrid Application Group		
Manufacturer of Hybrid Application		
Manufacturer of Hybrid Application Code		
Electric Vehicle Configuration As per CoC – mandatory if Hybrid or Electric vehicle P = Pure Electric, H = Hybrid, M = Manpower electric	M	49
Category of Hybrid Electric Vehicle As per CoC – mandatory for Hybrid vehicles	M	23.1

Address Line 3 As per CoC – mandatory only if available ;field 5 for <i>Incomplete</i> and <i>Complete</i> ; field 5 and field 5.1 for <i>Completed</i> vehicles	M	5 5.1
Place/Country of Residence As per CoC if available	O	
Signing of Authority Details		
Name of Signer As per CoC	M	0.10
Position of Signer As per CoC	M	0.10
Place of Signature As per CoC	M	0.10
Date of Signature As per CoC – must be DD/MM/YYYY	M	0.10
Registration Details		
Registration Details		
Intended Country of Registration Should always be IRL	M	
Regulation Act Not required to be completed		
Seating		
Number of Seating positions As per CoC	M	42
Seating Height As per CoC if available	O	
Number of seating positions excluding the Driver As per CoC – insert the total number in field 42 <u>minus</u> 1 (e.g. if the field says 7;2 <i>front</i> ;5 <i>rear</i> , you should enter 6 here)	M	42
Position of Seats As per CoC – mandatory for M1 vehicles	M	42
Frame		
Frame As per CoC if available	O	
EC Type Approval number As per CoC if available	O	
Position of Roll Over Hoop As per CoC if available	O	
Type of Roll over Hoop As per CoC if available	O	
EC Type Approval Number Roll Over Hoop As per CoC if available	O	
Number of Doors As per CoC	M	41
Configuration of Doors As per CoC	M	41

Appendix 3 Field-by-field guide to completing Data Input for category T (tractors)

Input Screen Details

On the *Certificate of Conformity Details* screen you will see 10 **tabs** going across the page (the *National Data* tab is for motor distributors only). Each of the other 9 **tabs** contains a set of vehicle features. In each **tab**, there is a combination of **mandatory** details and **optional** fields (marked **M** or **O** in the second column). This Appendix deals with each individual field under each **tab** (please note that only the **tabs** referred to in this Appendix need to be completed for this vehicle category).

Field Name and Guidance		CoC Field
TAB: CATEGORY AND MODEL		
Make <i>click on the Add Item button</i>		
Make As per CoC	M	0.1
Commercial Name <i>click on the Add Item button</i>		
Commercial Name As per CoC (may be Trade Name)	M	0.2.1
Type As per CoC	M	0.2
Variant As per CoC	M	0.2
Version As per CoC	M	0.2
Vehicle Identification Number (VIN) this is a critical field: care should be taken when entering the VIN (please note that the letters O and I are not valid characters in a VIN: where you see 0 or I they will be the numbers <i>zero</i> or <i>one</i>)	M	0.6
Type Approval Number As per CoC – please input the full number including stars * and slashes / and with no spaces	M	0.6
Type Approval Issue Date As per CoC –date must be DD/MM/YYYY	M	0.6
Type Approval Code As per CoC – the code can be seen in the type approval number as follows: <i>EC: European Certificate of Conformity</i> <i>KS: European Small Series</i> <i>NKS: National Small series</i>	M	0.6
State of Completion As per CoC on the top of the first page of the CoC	M	

TAB: AXLES AND SUSPENSIONS		
Axles General		
Number of Axles As per CoC – for all vehicle classifications (the number must be at least 2)	M	1.1
Number of Wheels As per CoC	M	1.1
Axle Grouping Details This option must be completed for each Axle on the vehicle by selecting “Add Item” for each Axle		
Axle Group Number i.e. 1 = Axle 1 and so on	M	
Technically Permissible Mass on Each Axle Group As per CoC	M	
Axle Number (Axle 1 or Axle 2 or Axle 3 etc) As per CoC		
Powered Axle As per CoC – mandatory for categories M and N vehicles (if 1 or more is indicated, please select Yes)	M	
Distribution of Mass in Running Order Amongst Axles As per CoC - mandatory for <i>Complete</i> vehicles of categories M2, M3, and N1 to N3	M	
Stage Manufacturer Name		
EC Type Approval Number		
Name of Signer As per CoC – usually Located after Field 10		
Date of Signature As per CoC – usually Located after Field 10 and must be DD/MM/YYYY		

TAB: ENVIRONMENTAL		
Engine Details <i>click on the Add Item button</i>		
Engine Number May or may not be on CoC but must be entered – should be on commercial documentation	M	
Engine Code	M	3.1.1

Maximum Speed As per CoC – first 2 digits in field 4.7	M	4.7
Fuel Code As per CoC	M	3.1.7

Appendix 4 List of digits associated with Bodywork Codes as required for Codes BA, BB, BC, BD, BE and BX (TAB: Bodywork)

Digits	Description	Associated EU Body Code
01	Flat Bed	N1, N2, N3
02	Drop side	N1, N2, N3
03	Box Van	N1, N2, N3
04	Conditioned body with insulated walls and equipment to maintain the interior temperature	N1, N2, N3
05	Conditioned body with insulated walls but without equipment to maintain the interior temperature	N1, N2, N3
06	Curtain Sider	N1, N2, N3
07	Swap body (interchangeable superstructure)	N1, N2, N3
08	Container carrier	N1, N2, N3
09	Vehicle fitted with hook lift	N1, N2, N3
10	Tipper	N1, N2, N3
11	Tank	N1, N2, N3
12	Tank intended for the transport of dangerous goods	N1, N2, N3
13	Livestock carrier	N1, N2, N3
14	Vehicle transport	N1, N2, N3
15	Concrete Mixer	N1, N2, N3
16	Concrete pump vehicle	N1, N2, N3
17	Timber	N1, N2, N3
18	Refuse Collection vehicle	N1, N2, N3
19	Street Sweeper	N1, N2, N3
20	Compressor	N1, N2, N3
21	Boat carrier	N1, N2, N3
22	Glider carrier	
23	Vehicles for retail or display purposes	M1, N1, N2, N3
24	Recovery vehicle	N1, N2, N3
25	Ladder vehicle	N1, N2, N3
26	Crane Lorry (other than a crane as defined in Type Approval documentation)	N1, N2, N3
27	Aerial work platform	N1, N2, N3
28	Digger derrick vehicle	N1, N2, N3
29	Low floor trailer	N1, N2, N3
30	Glazing transporter	N1, N2, N3
31	Fire Engine	N1, N2, N3
99	Bodywork that is not included in the present list.	M1, M2, M3, N1, N2, N3