

# Register of Number Plate Suppliers (RNPS) Record Sheet

Company Name

Supplier Identity Number

Date from

Date to



**JEPSON & CO LTD**

**THE ORIGINAL NUMBERPLATE**

*Est. 1894*

Tel: 0114 273 1151 Fax: 0114 273 1156

Sheffield (Head Office). 44 East Bank Road, Sheffield, South Yorkshire, S2 3QN

Note: If you have a Merlin System and wish to keep records electronically, both the Smart keyboard and PC system can maintain them for you.  
Please contact us for more details.

Always print the **Company Name** and **Supplier Identity Number** on the front cover.

**Proof of Identity codes**

A Photocard Driving Licence (preferred)  
(RECORD DRIVER NUMBER, SECTION 5 ON PHOTOCARD)

OR

B Bank/Building Society Statement or Recent Utility Bill  
(RECORD A TRACEABLE NUMBER FROM THE DOCUMENT)

**With one of the following:**

C Current Paper Driving Licence (RECORD DRIVER NUMBER)

D Passport

E Credit/Debit card with photograph

F Travel Pass Card with photograph

G Foreign National Identity Card

H A Police warrant card

I An Armed Forces identity card

**Proof of Entitlement code (one required)**

1 Registration Document [V5]  
(RECORD 11 DIGIT DOCUMENT REFERENCE NUMBER IN SECTION D)

2 Certificate of Entitlement to a Mark [V750].  
(RECORD REGISTRATION MARK AND CERTIFICATE NUMBER)

3 Cherished Transfer Retention Document [V778]

4 Vehicle Licence Renewal [V11]

5 Authorisation slip from DVLA local office with official DVLA stamp

6 A copy of the Schedule of Vehicles supplied by a Hire/Lease Company under the hire contract agreement together with a letter of authority on company headed notepaper

7 A letter of authority from Fleet Operators on company headed notepaper with contact details (RECORD 11 DIGIT DOCUMENT REFERENCE NUMBER IN SECTION D)

8 Vehicle Registration Certificate [V379]

9 Vehicle Export Certificate

10 Record of the insurance claim number and the insurers name (for repairs approved by an insurance company)

Example

Name	<i>Mr J. Roberts</i>	Registration Mark	<i>YR52 ABC</i>	Proof of identity codes	<input checked="" type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments <i>None</i>
Address	<i>300 Pennybank Lane</i>	Payment Method	<i>Credit Card</i>	Proof of identity number	<i>ROBER423205JD6RE 23</i>	<i>P. S. WOODWARD</i>	
City/Town	<i>Sheffield</i>	Credit/Debit Card or Cheque Number	<i>XXXX XXXX XXXX 1234</i>	Proof of entitlement code	<input checked="" type="checkbox"/>	Date	
Postcode	<i>SH21 5GD</i>			Proof of entitlement number	<i>XXXXXXXXXXXX</i>	<i>21.11.02</i>	

These records must be kept for 3 years and made available for a Police Officer or representative from Trading Standards to inspect at any reasonable time

See inside front cover for identity and entitlement codes.

PAGE

Name	Registration Mark	Proof of identity codes <input type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments
Address	Payment Method	Proof of identity number		
		Proof of entitlement code <input type="checkbox"/>	Date	
City/Town	Credit/Debit Card or Cheque Number	Proof of entitlement number		
Postcode				

Name	Registration Mark	Proof of identity codes <input type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments
Address	Payment Method	Proof of identity number		
		Proof of entitlement code <input type="checkbox"/>	Date	
City/Town	Credit/Debit Card or Cheque Number	Proof of entitlement number		
Postcode				

Name	Registration Mark	Proof of identity codes <input type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments
Address	Payment Method	Proof of identity number		
		Proof of entitlement code <input type="checkbox"/>	Date	
City/Town	Credit/Debit Card or Cheque Number	Proof of entitlement number		
Postcode				

Name	Registration Mark	Proof of identity codes <input type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments
Address	Payment Method	Proof of identity number		
		Proof of entitlement code <input type="checkbox"/>	Date	
City/Town	Credit/Debit Card or Cheque Number	Proof of entitlement number		
Postcode				

Name	Registration Mark	Proof of identity codes <input type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments
Address	Payment Method	Proof of identity number		
		Proof of entitlement code <input type="checkbox"/>	Date	
City/Town	Credit/Debit Card or Cheque Number	Proof of entitlement number		
Postcode				

Name	Registration Mark	Proof of identity codes <input type="checkbox"/> <input type="checkbox"/>	Plate sold by: (print name and initials)	Comments
Address	Payment Method	Proof of identity number		
		Proof of entitlement code <input type="checkbox"/>	Date	
City/Town	Credit/Debit Card or Cheque Number	Proof of entitlement number		
Postcode				