

VEHICLE REGISTRATION: e-CoC Procedures Manual

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

VRT Branch

Last Updated March 2021

Contents

Section 1 – Introduction and Definitions.....	3
Section 2 - General Guide to the Data Input Screens	4
Section 3 - Mandatory Fields	9
Section 4 - Guide to Uploading an e-CoC	10
Section 5 – Amending an e-CoC.....	12
Appendix 1 Field-by-field guide to completing Data Input for categories M and N (passenger and commercial).....	15
Appendix 2 Field-by-field guide to completing Data Input for category L (two and three wheel).....	22
Appendix 3 Field-by-field guide to completing Data Input for category T (tractors).....	26
Appendix 4 List of digits associated with Bodywork Codes as required for Codes BA, BB, BC, BD, BE and BX (TAB: Bodywork)	28

Section 1 – Introduction and Definitions

Introduction

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 must 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. **Please note that it is not possible to convert a word CoC to an XML file, as the XML file must be in a specific format.**

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 Office: <https://www.revenue.ie/en/contact-us/index.aspx>.)

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 Regulation (EU) 2018/858,
- (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

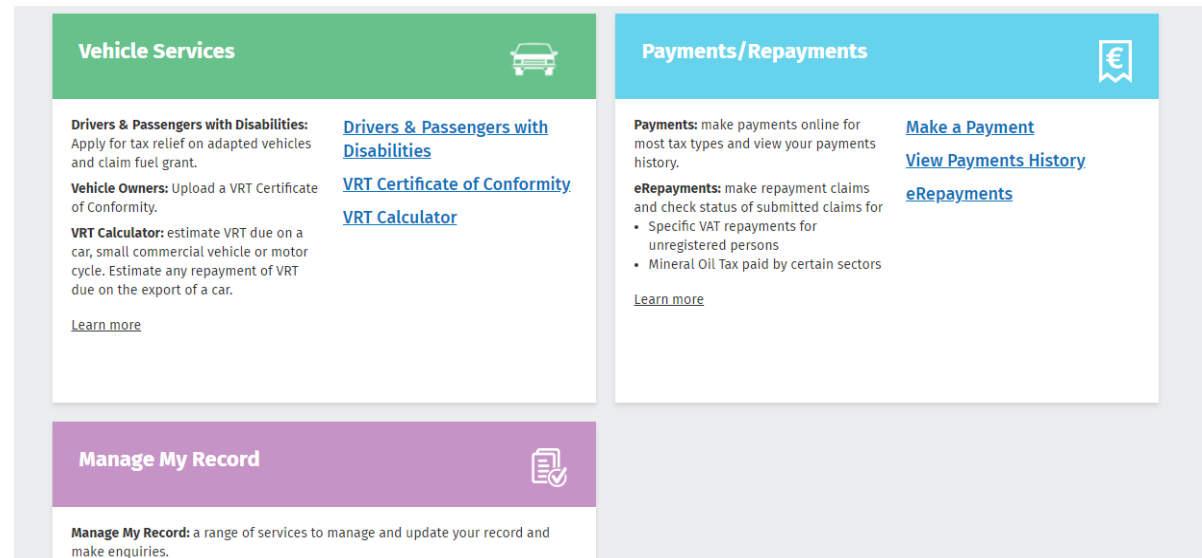
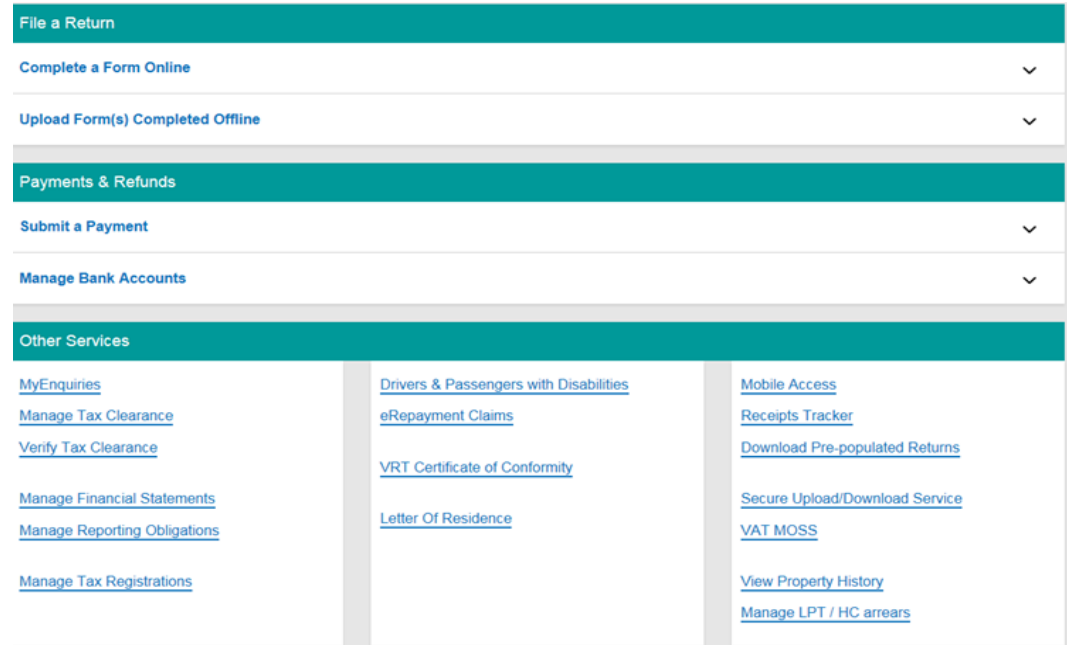
Once you are signed into the ROS system you will see a section entitled **Other Services**.

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 several options on the myAccount landing page.

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



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 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	Search for a Certificate of Conformity
Manually Input a Certificate of Conformity	Search for a Certificate of Conformity
Upload 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 many **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.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Welcome MRS QFWZZ LIEBB
PPSN 04068343W
LOGOUT

Certificate of Conformity Details

Back Save

Category & Model Body Work Environmental Masses Dimensions Axles & Suspensions Power Plant Coupling/Trailer Miscellaneous

Category & Model General Description

Vehicle Details

Makes Add Item

There are no associated items

Commercial Name Add Item

There are no associated items

Type Variant

Version Category

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 right) and tick the CoC that you wish to submit (below left).

Revenue Certificate of Conformity Submit

Welcome MRS QFWZZ LIEBB
PPSN 04068343W
LOGOUT

Certificate of Conformity Submit

Certificate of Conformity Details

<input type="checkbox"/> Select All	VIN	Date Of Submission	Status	View/Amend
<input type="checkbox"/>	WDD2220042A158860	08/06/2016 16:32	Partially Saved	
<input type="checkbox"/>	WBA5E52020G144120	08/06/2016 13:13	Partially Saved	

[Upload Another](#)

[Back](#) [Submit](#)

[Revenue Home](#) | [ROS Help](#) | [Accessibility](#) | [System Requirements](#)
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#) | [Eolas as Gaeilge](#)

Revenue VRT Certificate of Conformity

Welcome MRS QFWZZ LIEBB
PPSN 04068343W
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 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).

VRT Certificate of Conformity

 **Secure sign and submit**

PPS Number

Enter myAccount Password

[Sign and Submit →](#)

Sign & Submit


Certificate [Help](#)

Enter Password

[Sign & Submit](#)

0%

Revenue Home ROS Help Exit Accessibility Edna as Gealge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

 **Your Certificate of Conformity has been submitted**

[← Return To HomePage](#)

[Revenue Home](#) | [ROS Help](#) | [Accessibility](#) | [System Requirements](#)
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#) | Edna as Gealge

Finish

Thank you for your submission

An email confirmation has been sent. Revenue will contact you shortly.

[Finish](#)

[Revenue Home](#) | [ROS Help](#) | [Exit](#) | [Accessibility](#) Edna as Gealge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

Section 3 - Mandatory Fields

Mandatory Fields

There are several 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)
-----------------------------------	---	--	---	--	--	---------------------------	--

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*.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Welcome MRS QFWZZ LIEBB
PPSN 04068343W
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](#)

100%

STEP 2

ROS & myAccount users

Once selected, the system will bring you to the screen on the right. Use the *Browse Button* to find 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*.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Welcome MRS QFWZZ LIEBB
PPSN 04068343W
LOGOUT

Certificate of Conformity Upload

File to upload:

Browse...

Back Upload

[Revenue Home](#) | [ROS Help](#) | [Accessibility](#) | [System Requirements](#)
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#) | [Eolas as Gaeilge](#)

100%

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.

Category & Model | Body Work | Environmental | Masses | Dimensions | Axles & Suspensions | Power Plant | Coupling/Trailer | Miscellaneous

Category & Model General Description

Vehicle Details

Makes 1 Add Item Remove ▲

Make
FORD

Commercial Names 1 Add Item Remove ▲

Commercial Name
Transit Custom

Type
M1

Variant
DRFF1ABX

Version
A3WJAZCBSASA

Category
M_1

STEP 4

ROS & myAccount users

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

Revenue Call us on 0900 100 1000
Welcome MRS QFWZZ LIEBB
PPSN 04068343W
LOGOUT

Certificate of Conformity Submit

Certificate of Conformity Details

<input type="checkbox"/> Select All	VIN	Date Of Submission	Status	View/Amend
<input type="checkbox"/>	WFOYXTTGYFS11599	17/06/2016 09:51	Partially Saved	
<input type="checkbox"/>	NNNNNNNAAAA1234	16/06/2016 14:43	Partially Saved	
<input type="checkbox"/>	ZKDW7602W0TS20312	16/06/2016 12:55	Partially Saved	
<input type="checkbox"/>	123456789ABCDEF	14/06/2016 11:13	Partially Saved	
<input type="checkbox"/>	WBASE52020G144120	08/06/2016 13:13	Partially Saved	

Upload Another

Back Submit

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

Section 5 – Amending an e-CoC

In certain instances, an e-CoC that has been uploaded by a Distributor or by an individual maybe required to be amended as the original eCOC related to a 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.

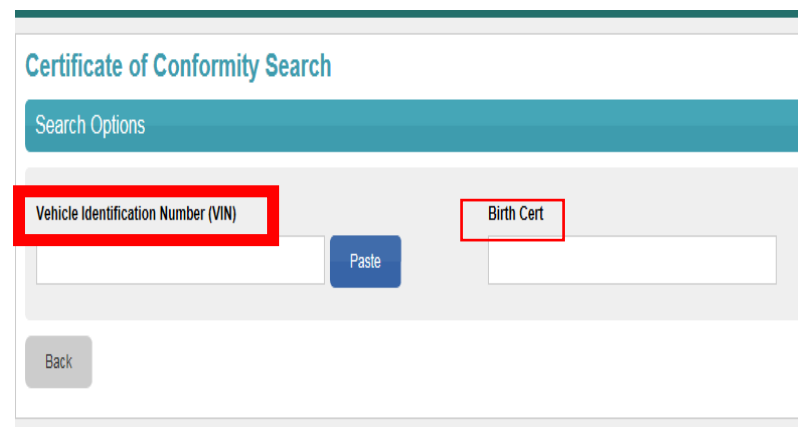
Please note that only the vehicle details that have changed due to the modification of the vehicle should be amended on the eCOC.

For Example, Number of Seats, (Miscellaneous Tab, Section Seating) Colour (Miscellaneous Tab, Other) Body Type (Body Work Tab)

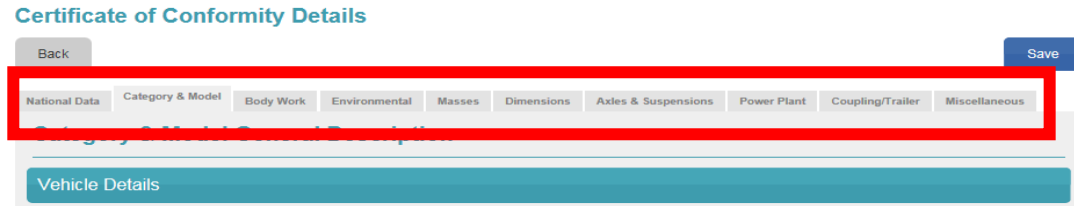
Access to an e-CoC is restricted. To access an e-CoC previously uploaded follow the steps outlined in **Section 2 General Guide to the Data Input Screens**, Steps 1 and 2 of this manual. Once you have access to either the ROS or myAccount main page, click on the option *VRT Certificate of Conformity*.

- 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 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*).

A screenshot of a web application form titled "Certificate of Conformity Search". The form has a teal header with the title. Below the header is a teal bar labeled "Search Options". The main form area has a light grey background and contains two input fields: "Vehicle Identification Number (VIN)" and "Birth Cert". Both fields are highlighted with red rectangular borders. There is a blue "Paste" button between the two fields. At the bottom left of the form is a grey "Back" button.

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 because of the modification and a new Statistical code is required you must contact the Central Vehicle Office in Wexford 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.

In all cases regardless of vehicle type you must select an IVI Version on the Category and Model Tab: IVI Version – Select appropriate version (V1.1 for vehicles to which WLTP does not apply, V1.2 for certain agricultural machinery, V1.3 for vehicles with WLTP data, V1.3.1 and 1.4 are for WLTP vehicles post 1/9/2019)

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”
Miscellaneous	Stage of Manufacture	Select “Add Details”
	Address Details	
	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>		
IVI Version – Select appropriate version (V1.1 for non-WLTP vehicles, V1.4 for all new passenger and light commercials)	M	
IVI Reference ID – Can be left blank		
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

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 Complete 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

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

Base Vin Can be blank	O	
Location of VIN on Chassis As per CoC and select from drop down options	O	0.10 / .6
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 – <i>the code can be seen in the type approval number as follows:</i> EC: European Certificate of Conformity IND: Individual Vehicle Approval KS: European Small Series NKS: National Small series	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 Application Date <i>as per IVA Certificate</i>	O	
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	O	
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		
Production Sequential Number As per CoC - if available will be on first page of CoC/IVA		
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	
Family Identifier (Clicking Add Item as necessary) add all Identifier Fields in the order they appear on the COC	M	0.2.3 – 0.2.3.7
Weighted Combined CO2 as per CoC if available <i>Applicable to Electric and Hybrid vehicles</i>	O	49.2
WLTP Combined CO2 As per CoC – this is a critical field that must be completed carefully. Field	M	49.4

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 click on the Add Item button		
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 at Take Off As per CoC if available	O	
Maximum Continuous Rate Power As per CoC if available	O	
Max Net Power As per CoC – enter KW	M	27.1
Electrical Range Externally Chargeable 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	

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

Combined CO2 For NEDC and WLTP – As per CoC	M	49.1 / 49.4
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		
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: For NEDC (Test Procedure Type 1), For WLTP (WLTP Test Procedure Type 1 Group) and for Heavy Duty (Test Procedure WHTC)		
NOx: Enter as recorded in the table (mg/km WLTP) (g/km NEDC) (g/kWh WHTC)	M	48 1.2
TAB: MASSES	M	13
General Details	M	13.2
Mass in Running Order As per CoC	O	
Actual Mass As per CoC	O	
Unladen Mass As per CoC if available	O	
Actual Mass of Incomplete Vehicle As per CoC – mandatory for	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 Electric Engine As per CoC – enter the KW	M	27.3
Max 15 Minute Power (Electric) As per CoC if available	O	
Max Speed Non-Propulsion As per CoC if available	O	
Max Assistance Speed as per CoC if available	O	
Max Assistance Factor	O	
Gearing		
Gearbox Type as per CoC if available	O	
Number of Ratios Front as per CoC if available	O	
Number of Ratios Rear as per CoC if available	O	

<i>Incomplete vehicle only</i>		
Mass Incomplete Running Order As per CoC – <i>mandatory for Incomplete vehicle only</i>	M	16.1
Unladen Running Order Max As per CoC if available	O	
Technically Permissible Max Laden Mass As per CoC	O	
Max Permissible Position of the Centre of Gravity for Completed Vehicle As per CoC if available		
Min Mass Completed As per CoC if available		

Gear Number <i>click on the Add Item button</i>		
Driving Directions As per CoC if available	O	
Gear Ratio As per CoC if available	O	
Gear Number As per CoC if available	O	

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

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	
<i>In Service Not required to be completed</i>		
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	

Final Drive Number	O	
Final Drive Number As per CoC if available	O	
Overall Gear Ratio Highest Gear As per CoC if available		
Final Drive Ratio As per CoC if available		
Fuel Type		
Fuel Type As per CoC – <i>mandatory for all vehicles except electric (B = Biofuel, D = Dualfuel, F = Flexfuel, M = Monofuel, T = Trifuel)</i>	M	26.1
Duel Fuel Type As per CoC – <i>mandatory if Fuel Type is D</i>	O	26.2
TAB: COUPLING TRAILER		
General Details <i>click on Add Item button</i>		
Coupling Characteristic D, V, S, U as per CoC	M	45.1
Approval Number as per CoC	M	44
Technically Permissible Max Towable Mass of Braked Trailer Semi-Trailer, Drawbar Trailer, Unbraked Trailer, Centre Axle Trailer as per CoC	O	18 – 18.4
Technically permissible maximum static mass at the coupling point as per CoC	O	19
TAB: MISCELLANEOUS		
Stage of Manufacture Details	M	
<i>Incomplete CoC Details will be Version 0 and Completed Details Version 1 Mandatory for all vehicles and where Completed has been selected in the State of Completion field for the CoC – you must Add Item</i>		
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 - <i>Type Approval Date must be in the format</i>	M	

Wheelbase As per CoC	M	4
Wheelbase Min As per CoC if available	O	
Wheelbase Max As per CoC if available	O	

DD/MM/YYYY		
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	M	

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

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 load As per CoC if available	O	
Load Platform Width As per CoC if available	O	
Load Platform Height As per CoC if available	O	
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	

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
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 minus 1 for the driver	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 – 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	M	42.2

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		

and M3 vehicles		
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	

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

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</i> vehicles	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 Yes)	M	3
Axle Spacing Max		
Axle Track Width 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	30.1
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	30.2
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		

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	
Daytime Running Lights Indicator As per CoC if available	O	
Exemptions As per CoC if available	O	
Optional Light Signalling 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

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	

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	O	50
Transport of Dangerous Goods Group		

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

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	
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		

Type Approval according to design requirements for transporting dangerous goods class as per CoC if available		
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
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	0.2.3
Type As per CoC	M	0.2
Variants As per CoC	M	0.2.1
Version As per CoC	M	0.2.2
Category As per CoC	M	0.3
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 1 they will be the numbers <i>zero</i> or <i>one</i>)	M	1
Type Approval Number As per CoC – please input the full number including stars * and slashes / and with no spaces (located in text below VIN)	M	
Type Approval Issue Date As per CoC – the date must be DD/MM/YYYY (located in text below VIN)	M	
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	
Location of VIN code (Two Three wheel) As per CoC	O	0.6

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	3.1.1.2
EC Type Approval Number As per CoC if available	O	
Manufacturer of Engine As per CoC if available	O	3.1.1.1
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	3.2.1.4.2
Engine Capacity As per CoC	M	3.2.1.5
Number of Cylinders As per CoC	M	3.2.1.4.1
Hybrid As per CoC – select Yes or No	M	3.3.5
Working Principal As per CoC	O	3.2.1.2
Off vehicle Charging As per CoC – mandatory if vehicle is Hybrid Plug-in Electric	O	3.3.5.2
Direct Injection As per CoC if available	O	3.2.5.3.1
Pure Electric As per CoC – select Yes or No	M	3.3.1

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

Additional Category As per CoC	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	
State of Completion As per CoC on the top of the first page of the CoC	M	
EMMISSIONS		
Combined CO2 (If not present enter 999) 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	4.0.3
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	
Other Emissions Legislation as per CoC if available	O	
Exhaust Emissions Level As per CoC	M	4.0.1
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	O	49
Extra Urban Conditions CO2 as per CoC - fuel consumption	O	
Smoke Corrected Absorption Coefficient As per CoC if available	O	
Sound Levels	O	4.0.6
Stationary As per CoC if available	O	4.0.6.1
Drive by as per CoC if available	O	4.0.6.2
Drive-Perceived Sound level of the base Regulatory Act and Latest Amending Regulatory Act As per CoC if available	O	
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	2.1.1
Actual Mass As per CoC	M	2.1.2
Unladen Mass As per CoC if available	O	
Unladen Running Order Max As per CoC if available	O	
Technically Permissible Max Laden Mass As per CoC	M	2.1.3
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	

Electric Engine As per CoC – select Yes or No	M	3.1.2
LPG Fuelling System Indicator As per CoC if available	O	3.2.6.2
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	1.8
Maximum Continuous Rate Power As per CoC if available mandatory for electric	O	1.8.5
Max Net Power As per CoC – enter KW	M	1.9
Power Mass Ratio As per CoC	M	1.10
Electric Range As per CoC if available	O	8.7.7
Fuel Code As per CoC	M	3.2.3.1
Max Amount of Biofuel Acceptable in Fuel As per CoC if available	O	3.2.3.2.1
Electric Energy Consumption As per CoC – mandatory if Electric vehicle or Electric Hybrid vehicle	O	2.2.1.8.7
Electric Energy Consumption Weighted Combined As per CoC – mandatory if Electric vehicle or Electric Hybrid vehicle	O	2.2.1.8.7
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	
TAB: POWER PLANT		
Power & Speed		
Max Hourly Power As per CoC – Electric vehicle only	O	
Max Net Power As per CoC – enter the KW	M	1.9
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	3.5.4
Gear Number As per CoC if available	O	
Final Drive Number		
Overall Gear Ration Highest Gear As per CoC if available	O	3.5.4.2
Final Drive Ratio As per CoC if available	O	3.5.4.1

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

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	2.2.3
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	2.2.1
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	2.2.2
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	2.2.4
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		
Number of Axles As per CoC – the number must be at least 2	M	1.3
Number of Wheels As per CoC	M	1.3

Fuel Type		
Fuel Type As per CoC – mandatory for all vehicles except electric (B = Biofuel, D = Dualfuel, F = Flexfuel, M = Monofuel, T = Trifuel)	M	3.2.3.1
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>	O M	
Stage of Manufacturer Number As per CoC if available	O	
Stage Manufacturer Name As per CoC	M	4.2.1.1
EC Type Approval Number As per CoC	M	4.2.1.2
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	
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	M	
e-mail as per CoC if available	O	
Address line 2 As per CoC	M	
Country of Residence As per CoC if available	O	
Address Line 3 As per CoC	M	
Place/Country of Residence As per CoC if available	O	
Signing of Authority Details		
Name of Signer As per CoC	M	
Position of Signer As per CoC	M	
Place of Signature As per CoC	M	
Date of Signature As per CoC – must be DD/MM/YYYY	M	
Registration Details		
Registration Details		
Intended Country of Registration Should always be IRL	M	

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

Number of Steered Axles As per CoC – mandatory if present on the CoC	M	1.3
Number of Powered Axles As per CoC	M	1.3.2
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	2.1.3.1
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	2.1.3.1

Regulation Act Not required to be completed		
Seating		
Number of Seating Positions As per CoC	M	6.16.1
Electric Vehicle Configuration As per CoC – mandatory if Hybrid or Electric vehicle P = Pure Electric, H = Hybrid, M = Manpower electric	O	3.3.1
Category of Hybrid Electric Vehicle As per CoC – mandatory for Hybrid vehicles	M	3.3.5.2

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 1.1
Commercial Name <i>click on the Add Item button</i>	
Commercial Name As per CoC (may be Trade Name)	M 1.2.3
Type As per CoC	M 1.2
Variant As per CoC	M 1.2.1
Version As per CoC	M 1.2.2
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 zero or one)	M 2
Type Approval Number As per CoC – please input the full number including stars * and slashes / and with no spaces	M 2
Type Approval Issue Date As per CoC – date must be DD/MM/YYYY	M 2
Type Approval Code As per CoC – the code can be seen in the type approval number as follows: EC: European Certificate of Conformity KS: European Small Series NKS: National Small series	M 2

TAB: AXLES AND SUSPENSIONS	
Axles General	
Number of Axles As per CoC – for all vehicle classifications (the number must be at least 2)	M 3.3.1
Number of Wheels As per CoC	M 3.3.1
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 4.1.2.1.1
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 3.3.4
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
Stage Manufacturer Name – Name of Manufacturer listed on COC	
EC Type Approval Number	
Name of Signer As per CoC – usually Located after Field 2	

State of Completion As per CoC on the top of the first page of the CoC	M	
---	---	--

Date of Signature As per CoC – usually Located after Field 2 and must be DD/MM/YYYY		
--	--	--

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

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 5.1.1.1	M	5.1.1.1
Fuel Code As per CoC	M	5.5

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