

IMPORT / EXPORT DESCRIPTION FORM

Used where the vehicle was imported, exported, or previously registered overseas.

Important: This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

1. Vehicle / Customer / Core Details

Vehicle registration: _____	Country of origin: _____
Date first registered overseas: _____	Date first registered in UK: _____

2. Description, Checks and Disclosure Details

Odometer in miles or kilometres: _____	UK specification? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Import documents checked? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Export marker found? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Disclosure wording: _____ _____	

3. Approval, Acknowledgement and Signatures

Customer signature: _____	
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4. Office Use Only

Stock/deal file updated?: _____	Supporting documents attached?: _____
Reviewed by: _____	Date reviewed: _____