



STEP	PROCESS	WHAT	DOCUMENTATION NEEDED	HOW TO DO IT	COMMENTS
1	Spanish Ministry check in	Previous Step before vehicle registration: Manufacturer and authorized signers registration in the Registry of Manufacturers and Authorised Signatures	<p>Related to the Manufacturer:</p> <ol style="list-style-type: none"> 1. Charter of the company. 2. Certificate issued by the Chamber of Commerce of the corresponding country. 3. UNE EN-ISO 9001 Certificate with specific reference to the manufacture of vehicles, systems of vehicle components. 4. Current European approval (if any). 5. Evidence of compliance with the Initial Assessment and/or Conformity of Production of an EU Approval Authority. <p>Related to the Manufacturer Representative (if any):</p> <ol style="list-style-type: none"> 1. Business name. 2. Tax identification number. 3. Address. <p>Related to Authorized signers:</p> <ol style="list-style-type: none"> 1. Consent to include new signatories in the RFFR form. 2. Manual signature of the authorized signer at the intended box in the form 	<p>All Spanish Ministry of Spain procedures should be done via digital process. A valid electronic signature is needed most cases.</p> <p>GMR/SGS offers this service, acting in the name of the manufacturer (previous manufacturer authorization), and helping with all the process. Please contact our partner Antonio Lobato if you need more information: antonio.lobatogutierrez@sgs.com</p>	<p>Some special considerations:</p> <ul style="list-style-type: none"> • A different Manufacturer registration at the RFFR is needed for each trademark of the Manufacturer. • The language of the documents uploaded to Ministry shall be in Spanish, or otherwise in English. • If the identification document of a signer is not in Spanish or English, a coloured copy of the passport must be provided.
2	Vehicle documentation	In Spain always is needed a Ficha Técnica for register a vehicle, and it is two different ways to achieve it	Depend on the way chosen	Depend on the way chosen below (Step 2A or 2B)	
2A	By Spanish ITV Station	Spanish ITV stations can make the Ficha Técnica document after checking the original documentation and the vehicle itself	<ol style="list-style-type: none"> 1. Original Certificate of Conformity (COC) document of the vehicle. It is mandatory as many COCs as manufacture stages the vehicle has. 2. Spanish Ficha Reducida document according to RD 750/2010 signed by an authorized signer or a competent technician. Not mandatory, but desirable. 	<p>Contact to any Spanish ITV Station</p> <p>GMR/SGS offers the service of creating a specific vehicle Spanish Ficha Reducida document, and helping with all the process. Please contact our partner Antonio Lobato if you need more information: antonio.lobatogutierrez@sgs.com</p>	It is very important that the vehicle was exactly described at the documentation. It is mandatory to move the vehicle to the ITV Station.
2B	By Manufacturer documentation	Once previous step 1 (Manufacturer and authorized signer registration in the RFFR) is completed, the Manufacturer is allowed to purchase Spanish Fichas Técnicas and make their own documentations for its vehicles registration	<p>For complete vehicles of M, N and O category it is mandatory Ficha Técnica type B on electronic format. (Optional for category O vehicles). Spanish Fichas Técnicas Purchasing is only electronically, but is needed:</p> <ol style="list-style-type: none"> 1. Valid Conformity of Production Certificate (COP), in the case of Spanish "E9" approvals. 2. It is mandatory to be up to date about the uploaded to GIAVEH portal of all Spanish Ficha Reducidas according to RD 750/2010 for each approval number the Manufacturers want to make Spanish Ficha Técnica. 	<p>A special procedure is needed to register in the system. GMR/SGS offers this service. Please contact our partner Antonio Lobato or Fichas Técnicas department if you need more information: antonio.lobatogutierrez@sgs.com or es.fichasitv@sgs.com</p> <p>GMR/SGS offers the creation and upload of Spanish Fichas Reducidas to GIAVEH. Please contact our partner Antonio Lobato if you need more information: antonio.lobatogutierrez@sgs.com</p>	It is mandatory that the authorized signer, included at the RFFR, has a valid electronic signature .
			<p>For other vehicles it is mandatory paper format. For purchasing Spanish Fichas Técnicas is needed:</p> <ol style="list-style-type: none"> 1. Application form for the acquisition of Spanish Fichas Técnicas, signed by a person registered as authorized in the RFFR to sign Spanish Fichas Técnicas. 2. Valid Conformity of Production Certificate (COP), in the case of Spanish "E9" approvals. 3. It is mandatory to be up to date about the uploaded to GIAVEH portal of all Spanish Ficha Reducidas according to RD 750/2010 for each approval number the Manufacturers want to make Spanish Ficha Técnica. 	<p>All Spanish Ministry of Spain procedures should be done via digital process. A valid electronic signature is needed most cases.</p> <p>GMR/SGS offers this service, acting in the name of the manufacturer (previous manufacturer authorization), and helping with all the process. Please contact our partner Antonio Lobato if you need more information: antonio.lobatogutierrez@sgs.com</p> <p>GMR/SGS offers the creation and upload of Spanish Fichas Reducidas to Ministry. Please contact our documentation department if you need more information: antonio.lobatogutierrez@sgs.com</p>	<p>Once the manufacturer has Spanish Fichas Técnicas, it is possible to fulfil them with vehicle data and sign by the manufacturer themselves.</p> <p>GMR/SGS offers the service of fulfil Spanish Fichas Técnicas according to vehicle information. Please contact our partner Antonio Lobato if you need more information: antonio.lobatogutierrez@sgs.com</p>
3	Registration process	Once the vehicle has its own Spanish Ficha Técnica (Except type C for incomplete vehicles), it is possible to start the registration process	<p>For registering a vehicle in Spain is needed:</p> <ol style="list-style-type: none"> 1. Spanish Ficha Técnica of the vehicle (all its copies) 2. Application form about vehicle procedures (see links) 3. Taxes payment receipts: <ol style="list-style-type: none"> 3A. Traffic (DGT) registration fee. 3B. City council Circulation tax. 3C. Registration tax. 4. Vehicle purchase invoice 	<p>Two ways:</p> <ol style="list-style-type: none"> 1. Directly to a Provincial Spanish Traffic headquarter (DGT) previous appointment. 2. By any Spanish vehicle registration agency. 	
4	Modification process	In Spain is not allowed the modifications of a previously registered vehicle. It is necessary to register first, and modify after, or process an Spanish Individual Approval. It is mandatory in Spain to legalize the modification of a modified vehicle, written it on its Spanish Ficha Técnica by an ITV Station.	<p>For legalizing a modification in a vehicle in Spain is needed:</p> <ol style="list-style-type: none"> 1. Original Spanish Ficha Técnica of the registered vehicle. 2. Certificate of conformity according to RD 866/2010. Signed by a authorized signer of the manufacturer or a Technical Service. 3. Certificate of bodyworker that made the modification in the vehicle. 4. Technical project signed by a competent technician. (Depending on the modification) 5. Completion certificate signed by a competent technician. (Depending on the modification) 	<p>Spanish ITV Stations are the only way to legalize modifications on vehicles in Spain.</p> <p>It is necessary to send previously the documentation mentioned to any Spanish ITV Station, and then they give an appointment for vehicle inspection.</p>	<p>GMR/SGS offers the services of:</p> <ul style="list-style-type: none"> • Certificate of conformity processing with Technical Services. • Certificate of conformity processing for manufacturers. • Technical projects and completion certificates processing <p>Please contact our documentation department if you need more information: es.reformasdevehiculos@sgs.com</p>