

Due to GDPR requirements personal data needs to be transmitted securely. Please do not email your completed form, instead contact your Venson account management team on your dedicated driver hotline number who will provide you with instructions.



## Overseas Travel Authorisation Request

As your vehicle is leased from Venson Automotive Solutions, there are a number of regulations in place that need to be adhered to prior to taking your vehicle overseas. These include:

- Obtaining a letter of authorisation from Venson Automotive Solutions
- Obtaining VE103b documentation from Venson Automotive Solutions  
(this is a legal document for lease car drivers which replaces the V5 registration document)

Please complete sections A, B and C below and return to Venson Automotive Solutions at least 14 days prior to travel.

### A. Vehicle Details – required for letter of authorisation

Registration no:  Make/model of vehicle: \_\_\_\_\_

Name of authorised driver: \_\_\_\_\_

Employer: \_\_\_\_\_

Daytime phone no: \_\_\_\_\_ Email: \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of additional driver (if applicable)\*: \_\_\_\_\_

Additional driver address (if different to above): \_\_\_\_\_

Postcode: \_\_\_\_\_

Additional driver travelling unaccompanied: Yes / No

Purpose of travel: Business  Holiday  Dates of travel: \_\_\_\_\_

Countries to be visited: \_\_\_\_\_

If travelling in France will you be buying an emissions sticker? Yes  No

For details regarding emissions stickers - <https://www.certificat-air.gouv.fr/en/>

\* an additional driver is required to obtain a separate VE103b if they are travelling unaccompanied

### B. VE103b Application

To issue document VE103b, which is valid for 12 months from the date of issue, there is an application fee of £7.50. Please call your Venson account management team on your dedicated driver hotline number for further instructions.

### C. Driver Authorisation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (in full): \_\_\_\_\_

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