

Application for a Tachograph Company Card

RSA

1. What are you applying for?

Please tick the required application.

a) A first Tachograph Company Card(s)

To apply for a company card, you must be the owner, operator or holder of commercial vehicles fitted with tachograph recording equipment. When you apply for a company card, you will be given a unique account number.

How many company cards you wish to apply for:

There is a fee of €60 for each card you apply for.

All other company card applications.

For all other applications please provide us with your unique company account number (this is the first 13 digits of your company card number). If you do not know your company account number, please email digitacho@rsa.ie.

Company Account No.:

b) Renew my tachograph company card(s) because my current card(s) is due to expire/has expired.

Date current card expires:

c) Replace my tachograph company card as my previous card is:

☐ Lost/Stolen

☐ Malfunctioning

☐ Damaged

Please provide details about your malfunctioning/damaged card here and return your card with this application.

d) Additional company cards

How many company cards you wish to apply for:

There is a fee of €60 for each card you apply for.

2. Operator/Company Details

Operator Type: ☐ Haulage ☐ Passenger ☐ Limited Company ☐ Sole Trader	
CRO No. (if Limited Company):	
PPS No. (if Sole Trader):	
Operator/Company name:	
Operator/Company address:	
	Eircode:

Application for a Tachograph Company Card

The RSA logo consists of a red square with the letters 'RSA' in white, sans-serif font.

3. Contact Details

Personal details

Contact name:
Position in the business:
Mobile Phone Number:
Email address:

4. Declaration by Authorised Person

I confirm that I am a person authorised to apply for Digital Tachograph Company Cards on behalf of my company, and I declare that the information given by me in this application is correct.

Name:
Signature:
Date: / /

5. Payment

Pay €60 at your local Payzone Retail Agent and provide reference number below.

Find your nearest Payzone Retail Agent at www.payzone.ie or by phoning 01 207 6000.

Payzone reference:

Send the completed application form to:
Road Safety Authority, Clonfert House, Bride Street, Loughrea, Co. Galway, H62 ET93.

Remember to enclose all relevant documents

A. Company Cards

If you own or operate a bus passenger or truck haulage company, you are required by law to have a company tachograph card to comply with legal requirements for data storage.

A company card allows you to access the data stored in the tachograph. You will also need it to protect your data in the vehicle unit (VU) if you hire in or sell a vehicle.

The company card enables you to download data in order to comply with legal requirements for data storage.

A company card does not store any data as such – its function is simply to ensure that the digital tachograph vehicle unit recognises the operator before allowing data to be downloaded.

B. Downloading Data

To download data from the vehicle unit (VU) you will need a download device (a memory stick which you can insert into the VU) and a company card (this is to unlock the data).

C. Locking-in Data

The company card should be used to lock-in data before you start using the vehicle in order to protect data that will be subsequently recorded on your vehicles tachograph.

It is not possible to protect data retrospectively and any unprotected data will be open to all to download

Using a company card correctly will prevent unauthorised access to data and ensure that you comply with Data Protection Law. It will also ensure that competitors do not get access to your data on the tachograph.

D. Company Cards – am I eligible?

To apply for a company card, you must be the owner, operator or holder of commercial vehicles fitted with tachograph recording equipment.

E. Company Card Fees and where to send your application

You can apply and pay for your Company Card online at www.rsa.ie. It's quicker and you can save €15.

- Online applications cost €45
- Paper applications cost €60 and can only be paid via Payzone. Find your nearest Payzone agent at www.payzone.ie or by phoning 01 2076000.

Payzone is the only accepted method of payment. Cash, postal orders, cheques and bank drafts are **not** accepted.

Applications to be sent to:

Road Safety Authority,
Clonfert House,
Bride Street,
Loughrea,
Co. Galway.

F. Card Information

Renewing your card

- Make sure you apply to renew your Company Card 3 to 4 weeks before the expiry of your current card. Your new card will not be issued until 28 days prior to your card expiry date.
- You can only renew your company card using the same CRO No./PPS No. used for your current/previous company card. If you wish to use a new CRO No./PPS No., then you need to apply for a First Company card.
- Expired cards do not need to be returned.

Replacing your card

- **Lost or Stolen Cards:** If your Company Card is lost or stolen, you should apply to have it replaced as soon as possible.
- **Malfunctioning or damaged cards:** If your tachograph card is malfunctioning, damaged or locked-out, it must be returned with your application for a replacement.
- **Before you make your application for a replacement for a malfunctioning card, please wipe the chip of the card with a damp cloth using surgical spirits and insert into unit afterwards to see if it works.**

You need to pay for a replacement if the card is lost, stolen or has been damaged.

G. Processing your application

You will not be issued with a receipt for this application. You should receive your company card within two weeks of receipt of this application. If your application is incomplete or invalid, it will be returned to you immediately.

H. Data Protection

Your information is processed in accordance with the law on drivers' hours and tachographs. The RSA may disclose personal data to its agents, contractors and service providers for the purposes of processing your application for a tachograph card. We may also disclose personal data to An Garda Síochána, other road transport authorities and transport enforcement agencies in other EU member states or AETR states, where permitted or required by law. For further information about how we process your data, your rights and who to contact, see our privacy policy at <https://www.rsa.ie/privacy-policy>

F. Queries

If you have any queries about completing this form, please contact the RSA:

Telephone: (091) 872 600
Email: digitaltacho@rsa.ie
Website: www.rsa.ie