

Application for transfer of registration

What is a transfer of registration?

A transfer of registration is a change of the registered operator¹ of a registered vehicle. VicRoads records the identification details of each vehicle and the current registered operator of the vehicle.

VicRoads' vehicle register is not a register of title (vehicle ownership).

Seller instructions

You need to provide complete and accurate information so the registration can be transferred successfully. **Otherwise, you may be liable for any traffic offences that the buyer (new registered operator) may incur.**

What do I need to do?

- Tell the buyer if your vehicle is recorded on the Victorian or an interstate written-off vehicles register. You must disclose this to the buyer in writing (by answering Yes or No to this question in the **Vehicle details** section and provide any other details to the buyer).
- Ensure your vehicle registration is still current (not suspended or cancelled). You can also check that you do not have any outstanding fines, warrants or sanctions issued by the Sheriff which may prevent this transfer – more information at fines.vic.gov.au
- Do I need to get a Certificate of Roadworthiness (RWC)?**
In most cases, yes. Give the buyer a RWC issued in Victoria no more than 30 days before the date of sale¹³. The registration number on the RWC must match the number plates on the vehicle.
You do not need to provide a RWC if you transfer:
 - to your spouse or domestic partner
 - a caravan or light trailer under 4.5 tonnes GVM
 - a recreational motorcycle
 - to a Licensed Motor Car Trader (LMCT) for re-sale, demo or provision to a secondary educational institution for driver education purposes
 - certain types of vehicles that are not designed primarily for carrying passengers or goods (eg. tractor, forklift, mobile plant)
 For evidence requirements and other exemptions please check VicRoads' website.
- Write a receipt for the buyer as proof of purchase and ownership and include the registration number, VIN or chassis number and buyer and seller name. (This transfer form cannot be used as a register of title).
- Agree on the market value¹² with the buyer and complete the **Transfer details** section.
- Complete the **Seller³ details** and **Vehicle details** sections and sign this form with the buyer.
OR: If you sell to an LMCT, you will need to complete the form provided by them.
- If the buyer does not possess a Victorian driver licence/learner permit or is not an established VicRoads client, advise the buyer that they must present original evidence of identity documents along with this application at a VicRoads Customer Service Centre.
- Give the **original** copy to the buyer to submit to VicRoads.
- Keep one of the copies as a record of the application for transfer and date of sale.

How do I transfer with custom or personalised plates?

If you sell your vehicle **with** custom or personalised number plates attached and current registration², rights relating to the use of the number plates will pass to the buyer.

If you want to keep the rights to your custom or personalised number plates for future use, you need to tell VicRoads and get new number plates for your vehicle to sell it as registered.

Do I need to use this form?

- Yes:** To buy or sell a vehicle with number plates attached and current registration².
- No:** To buy or sell a vehicle without number plates and/or with cancelled registration, do not use this form. Instead, a receipt should be issued from the seller to the buyer. For further information please visit vicroads.vic.gov.au

Buyer instructions

You need to provide complete and accurate information so the registration can be transferred successfully. **Otherwise, the registration will not be transferred and may be suspended.**

You should receive confirmation by mail within 14 days if your transfer is processed successfully.

How do I check the vehicle details?

- Confirm the seller has the right to transfer the vehicle (ask the seller for evidence, eg. a certificate of registration, receipt or bill of sale) and their identity.
- Confirm registration status is current (not suspended or cancelled).
 - Check these details online at vicroads.vic.gov.au/vre with the registration number or Vehicle Identification Number (VIN)¹⁰.
- Confirm that the vehicle is not reported stolen, not recorded written-off and is free of encumbrance, outstanding fines, warrants or sanctions issued by the Sheriff (eg. money owing).
 - Check these details by contacting the Personal Property Security Register (PPSR) online at ppsr.gov.au or call on 1300 007 777 (1300 OOPPSR)
- Make sure you will be able to renew the registration. If the registration is close to expiry, a renewal notice may have already been issued to the seller. After the transfer is processed successfully, a new one should be sent to you by mail.

How do I complete the transfer?

- Ask the seller if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. If it is, they must disclose this to you in writing (see **Vehicle details** section on form).
- Ensure number plates are attached to the vehicle. If you buy a vehicle **with** custom or personalised number plates attached and current registration², rights relating to the use of the number plates will pass to you.
- Check the VIN¹⁰ or chassis number matches the registration certificate or check these details online at vicroads.vic.gov.au/vre.
- Ask the seller for a Certificate of Roadworthiness (RWC)¹¹. The registration number on the RWC must match the number plates on the vehicle.
- Ask the seller for a written receipt as proof of purchase and ownership (this form cannot be used as a register of title).
- Agree on the market value¹² with the seller and calculate the motor vehicle duty (see how to calculate overleaf). Penalties may apply if a person under declares the market value.
- Complete the **Buyer⁴ details**, **Transfer details** and **Payment** sections, check the **Vehicle details** section and sign this form with the seller.
- Give one copy to the seller and keep the other for your own records.
- Submit the original copy with relevant documents and applicable payment (see overleaf) to VicRoads within 14 days of sale.** You may need to pay a penalty or additional fees if this is late or not submitted.
OR: If you buy from an LMCT you will need to complete the form provided by them, and pay your transfer fee and applicable motor vehicle duty to the LMCT who is required to forward this to VicRoads on your behalf.

BUYER INSTRUCTIONS CONTINUED OVERLEAF

Definitions

- Registered operator** – either an individual or corporation who owns or manages a vehicle and has the right to register it. To register a vehicle the individual must be at least 17 years for a light vehicle, 17 years and 9 months for a motorcycle, and 18 years for a heavy vehicle. There can only be *one* registered operator per vehicle (no joint registration).
- Current registration** – registration expires at midnight of the registration expiry date. VicRoads will cancel the registration if it is not renewed within three months after expiry. The registration can still be transferred during this three month period, but the vehicle must not be driven until registration is renewed. If the vehicle does not meet this definition, do not use this form and check VicRoads' website on buying and selling (not a transfer).
For heavy vehicles registered under part-year registration see VicRoads' website.
- Seller** – the individual or corporation who is disposing of the vehicle (current registered operator). It may be sold or given away for free.
- Buyer** – the individual or corporation who is acquiring the vehicle (proposed registered operator). It may be paid for or received as a gift.
- Surname and given name(s)** – must match the name on an individual's Victorian licence or evidence of identity documents.
- Company name** – the name of a corporation registered with the Australian Securities and Investments Commission (ASIC). *For example, 'Sample Cars Pty Ltd'.* Trading names cannot be used to register a vehicle.
- Australian Company Number (ACN)** – a unique nine digit number issued to a company by Australian Securities and Investments Commission (ASIC).
Australian Business Numbers (ABNs) cannot be used to register a vehicle.
- Victorian licence / client number** – provide a Victorian driver licence/learner permit number for a licence/learner permit holder or a client number for a corporation. A client number is a unique nine digit number issued by VicRoads to corporations and individuals without a Victorian licence or learner permit. If you are an established VicRoads client, but do not know your client number, please ensure all other details are completed.
Individuals who do not have a Victorian driver licence/learner permit number, and individuals or corporations who are not an established VicRoads client, will need to present full evidence of identity documentation with this application at a VicRoads Customer Service Centre.
- Garage address** – where the vehicle will normally be kept (eg. home, office or heavy vehicle depot). VicRoads will only register vehicles garaged in Victoria. If the garage address is (or will be) in another state you must register the vehicle there. If you change any of your details you must notify VicRoads within 14 days.
- Vehicle Identification Number (VIN)** – a unique 17 digit identifier made up of numbers and letters on a vehicle. If there is no VIN (eg. on pre 1989 vehicles), provide a chassis number.
- Certificate of Roadworthiness (RWC)** – also known as a Roadworthy Certificate, issued by a Victorian Licensed Vehicle Tester to certify if a vehicle is in roadworthy condition. It is valid for 30 days from the date of issue, unless a defect notice is issued within the period of validity.
The seller must give the buyer an original and current RWC to apply for transfer of registration (some exemptions apply, see seller instructions on the previous page).
- Market value** – also known as dutiable value, is the price at which the vehicle might reasonably be sold, free from encumbrances, on the open market; or the purchase price – whichever is greater.
For example, if you paid \$4000 but it would normally be worth \$5000, the market value is \$5000.
For example, if you pay greater than the normal market value due to a vehicle's condition, the dutiable value is the amount paid.
- Date of sale** – refers to the date of transfer or delivery, when the buyer acquires the vehicle from the seller.

Penalties

The seller (disposer) must inform the buyer in writing if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. Failure to do so may result in a penalty of over \$1000. The buyer (acquirer) must complete and sign this application with the seller and submit to VicRoads with relevant documents and pay the applicable motor vehicle duty and transfer fee within 14 days of sale. Failure to do so may result in a penalty of over \$500. If the buyer is not a Licensed Motor Car Trader (dealer) and acquires a vehicle from a dealer, the buyer must, at the time of acquiring the vehicle, complete an application for transfer of registration form as acquirer, sign it and give it to the dealer; and unless the dealer otherwise agrees, pay to the dealer the applicable motor vehicle duty and transfer fee. Failure to do so may result in a penalty of over \$1000. (*Road Safety (Vehicles) Regulations 2009*)

This application for transfer of registration of a motor vehicle is an assessment of duty (*section 217A*). A person who under declares the market value is liable to a penalty equal to double the amount of duty underpaid (*section 215*). A person who underpays the motor vehicle duty is also liable to a penalty equal to the amount underpaid plus interest (*section 217*). (*Duties Act 2000*)

A person who underpays the motor vehicle duty may be also liable to penalty tax and interest. (*Taxation Administration Act 1997*)

Buyer instructions continued

Do I need to provide evidence of identity?

Individuals: Yes, if you do not have a Victorian driver licence/learner permit or a VicRoads client number, you must present full original evidence of identity documentation with this application at a VicRoads Customer Service Centre.

Companies: Yes, if you do not have a client number with VicRoads, you will need to present evidence of your company with this application at a VicRoads Customer Service Centre.

Please check vicroads.vic.gov.au/evidenceofidentity for requirements.

How do I lodge this application?

You must submit this form with relevant documents (eg. RWC) and applicable payment within 14 days of sale by:

- mail (credit card, debit card, cheque or money order) to:

GPO Box 1644, Melbourne Victoria 3001

If paying by credit or debit card, provide your card details on the back of the coloured form. **A confirmation advice will be sent to you within 14 days of a successful transfer of the vehicle registration.**

Important: If you need to provide evidence of identity, present your original documents along with this application in person at a VicRoads Customer Service Centre. If you are required to provide evidence of identity, your application for a transfer of registration will be processed at the VicRoads Customer Service Centre that you attend. Check vicroads.vic.gov.au/locations or the White Pages.

How do I apply on behalf of someone else or a company?

You must provide evidence of identity and an original signed letter of authority to act on behalf of another person or a company at a VicRoads Customer Service Centre. The letter must nominate the vehicle to be transferred.

For deceased estates, refer to the Deceased Estate Pack or VicRoads' website for further information.

Do I need to pay fees?

Yes, the buyer needs to pay a transfer fee, declare market value of the vehicle and pay motor vehicle duty (if applicable).

Transfer fees

Motor vehicle - \$36.40

Motorcycle/Trailer/Caravan - \$6

Fees are subject to change, please check VicRoads' website.

Market value

You must declare the correct market value (the price at which the vehicle might reasonably be sold, free from encumbrances, on the open market; or the purchase price – whichever is greater).

Both the seller and buyer must agree and declare the market value of the vehicle.

Do I need to pay motor vehicle duty?

In most cases, yes. The amount of motor vehicle duty payable is \$8.40 for every \$200 or part thereof of the market value. You do not need to pay motor vehicle duty if the transfer falls under one of the following categories:

Motor vehicle duty common exemptions

- between spouses or domestic partners
- a caravan or light trailer under 4.5 tonnes GVM
- to a Licensed Motor Car Trader (LMCT) for re-sale, demo or provision to a secondary educational institution for driver education purposes
- to a primary producer (a special vehicle, special purpose vehicle, tractor, trailer or item of agricultural equipment only)

For evidence requirements and other exemptions please check VicRoads' website. You can calculate motor vehicle duty online at vicroads.vic.gov.au/feecalculators

How to calculate motor vehicle duty

Market value

$$\text{\$ } \boxed{} \div 200 = \boxed{} \text{ A}$$

ROUND UP A to the next whole number (no decimals)

$$\boxed{} \times 8.4 = \text{\$ } \boxed{}$$

Example calculation

Market value

$$\text{\$ } \boxed{12,420} \div 200 = \boxed{62.1} \text{ A}$$

ROUND UP A to the next whole number (no decimals)

$$\boxed{63} \times 8.4 = \text{\$ } \boxed{529.2}$$

Application for transfer of registration

This form must be completed and signed by both the seller³ and buyer⁴ and returned to VicRoads within 14 days of sale. For correct processing, please print clearly in ink using BLOCK letters. All details should be provided including the licence number for all Victorian licence holders. VicRoads' vehicle register is not a register of title (vehicle ownership).

Seller details

Surname⁵ OR company name⁶

Given name(s)⁵ OR ACN⁷ (if applicable)

Victorian licence / client no.⁸

Date of birth

D	D	M	M	Y	Y	Y	Y
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Home (or company) address

Postcode

Postal address (if different from above)

Postcode

Phone (mobile preferred)

Email (optional)

Vehicle details

Registration number

Date of registration expiry

D	D	M	M	Y	Y	Y	Y
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Year

Make

Model

Body type

VIN¹⁰ (or chassis number if no VIN)

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?

Yes ▶ Further information about written-off vehicles is available at VicRoads' website.

No

Have you attached an original Certificate of Roadworthiness (RWC)¹¹ issued in Victoria not more than 30 days before the date of sale?

Yes

No ▶ You must attach a RWC for the form to be processed (unless exempt)¹¹.

RWC serial number

RWC issue date

D	D	M	M	Y	Y	Y	Y
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RWC tester's licence number

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By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the buyer (acquirer) upon request. I have informed the buyer that this vehicle is recorded on the Victorian or an interstate written-off vehicles register (if applicable). I agree with the buyer on the market value of the vehicle as declared on this form. I declare that this vehicle is registered at the date of sale and acknowledge that any remaining period of registration of this vehicle is transferred to the buyer.

Signature of seller

Date

D	D	M	M	Y	Y	Y	Y
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Buyer details

Surname⁵ OR company name⁶

Given name(s)⁵ OR ACN⁷ (if applicable)

Victorian licence / learner permit / client no.⁸

Date of birth¹

D	D	M	M	Y	Y	Y	Y
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Home (or company) address

Postcode

Garage address⁹ (if different from above)

Postcode

Postal address (if different from above)

Postcode

Phone (mobile preferred)

Email

Transfer details

Market value¹² of the vehicle

\$

To avoid penalties do not under declare the market value.

Date of sale¹³

D	D	M	M	Y	Y	Y	Y
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To avoid liability for traffic offences and penalties the exact date of sale must be shown.

Payment

To avoid penalties the duty and fees should be paid when the application is lodged.

Exemption code (office use only)	Transfer fee	Motor vehicle duty	Total payable
<input type="text"/>	\$ <input type="text"/>	+ \$ <input type="text"/>	= \$ <input type="text"/>

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the seller (disposer) upon request. I have checked the vehicle details provided by the seller match the vehicle and agree on the market value of the vehicle as declared on this form.

Signature of buyer

Date

D	D	M	M	Y	Y	Y	Y
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Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.

Credit or debit card authorisation

For correct processing, please print clearly in ink using BLOCK letters.

Credit or debit card authorisation (mailed payments only)

If paying by credit or debit card, please provide your card details and your authorisation for card payment here.

Card Type

Visa
 Mastercard

Name of cardholder

Credit or debit card no.

Total payable amount

Date of expiry

Signature

Important: terms for credit card use

1. By signing the credit/debit card authority you have authorised VicRoads to deduct up to the total amount payable for the transfer of the vehicle registration.
2. VicRoads will arrange for funds to be debited from your nominated credit or debit card as authorised by you within fourteen (14) days of your form submission.
3. It is your responsibility to ensure that you have sufficient credit available on your credit or debit card within fourteen (14) days of submitting your form to cover your payment and that your card details are current and correct.
4. Should your credit or debit card payment default, VicRoads will notify you immediately and allow seven (7) days for you to respond with alternative payment.
5. If your declared payable amount is insufficient, VicRoads will notify you immediately and allow seven (7) days for you to pay the balance outstanding.
6. Should a response not be received within the seven (7) days allowed VicRoads may take action to suspend your registration.
7. VicRoads may charge an administration fee of \$100 where payment cannot be processed based on information provided or credit card is declined.
8. If you believe that there has been an error in debiting your credit or debit card you should notify us immediately on 13 11 71 so that we can resolve your query promptly.