Transport for NSW

Application for Transfer of Registration

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To transfer a vehicle, visit a Service NSW Centre within **14 days** of purchasing/acquiring the vehicle to avoid a late fee.

- Number plates must be attached to the vehicle at time of sale for transfer of registration.
- To find out the steps to transfer a vehicle registration, please read page 4 of this form.
- To register a vehicle in your name you must be at least 16 years of age for a light vehicle (up to 4.5 tonnes GVM) and at least 18 years of age for a heavy vehicle (over 4.5 tonnes GVM).
- You can complete the transfer online if you have a MyService NSW Account and the seller has lodged a notice of disposal.

Office use
Attachments

1. Registration plate number

2. Is the vehicle to be registered in the name of:

a person ☐ ▶ **now go to 3**
a licensed motor dealer ☐ ▶ **now go to 4**
a corporation ☐ ▶ **now go to 5**

Have you previously conducted business with Transport for NSW in another name? If 'yes' please specify

3. Customer details

If you are sending someone else to transfer the registration into your name you must also complete the representative authority on page 3 of this form. However, if you are not already recorded on Transport's database, you must attend a service centre in person and provide proof of identity.

NSW Driver Licence/Customer number

Surname

Given name(s)

You must notify Service NSW of your new residential and mailing address within 14 days of moving.

Residential address

State Postcode

Mailing address (if different from residential address)

State Postcode

Date of birth
Day / Month / Year

ABN (if applicable)

Gender Male ☐ Female ☐

Email address

Phone number

To record a courtesy name go to 6. If the vehicle is to be leased or managed go to 7, if not go to 8.

4. Dealer details

Name of dealership

Dealer licence number

State or Territory

Date vehicle purchased/acquired
Day / Month / Year

Dealers now go to 8

5. Corporation details

Customer number (if issued)

Name

You must notify Service NSW of your new business and mailing address within 14 days of moving.

Business address

State Postcode

Mailing address (if different from business address)

State Postcode

ABN (if applicable)

ACN, ARBN or other

(evidence of incorporation required see page 4)

6. Courtesy name

(only an organisation name can be recorded, if required)

7. Fleet manager or leasing company (if applicable)

To be completed **only** if the registration renewal or legal notices are to be mailed to the fleet manager.

Name and postal address of manager
(for registration renewals or legal notices)

State Postcode

Customer number

8. Purchase/acquisition details

Date of purchase/acquisition

/ / Day Month Year

Sale price or market value (whichever is greater)

$

9. Vehicle's garage address (where the vehicle will most often be kept)

State Postcode

10. Type of use intended for the vehicle

Private	☐	used substantially for social, pleasure or domestic purposes
Business	☐	business use unless covered by another usage
Rental car	☐	a motor vehicle which is let out for hire without a driver
Resale	☐	second hand vehicle held for resale by licensed motor dealers
Demonstrator	☐	demonstration vehicle used by licensed motor dealers

Accreditation or licence is required for the following:

Taxi	☐	plate type T or TC
Long distance, tourist or charter service	☐	plate type TV
Regular passenger bus	☐	plate type MO or M/O
Hire car	☐	plate type HC
Private hire vehicle	☐	general issue plate

Tow truck operator licence is required for the following:

Tow truck	☐	plate type TT

Other - please specify
(e.g. ambulance, road works, stand by taxi etc.)

11. For heavy vehicles over 4.5 tonnes GVM what is the nominated configuration code?
(See nominated configuration codes on our website)

12. Do you wish to apply for a concession on the registration renewal costs?
(For example: pensioner, primary producer, charitable organisation)

No ☐

Yes ☐ ▶ You must prove that you are eligible and may be asked to sign a declaration.

13. Have you got the current Certificate of Registration for the vehicle?

No ☐ ▶ **now go to 16**

Yes ☐

14. Has the back of the Certificate of Registration been signed?

No ☐ ▶ **now go to 17**

Yes ☐

15. Is the Certificate of Registration in the seller's name?

No ☐ ▶ **now go to 18**

Yes ☐ ▶ **now go to 19**

16. Vehicle details

Year of manufacture

Make

Model

Odometer reading

Colour(s)

VIN or chassis number

Engine number

17. Have you got a signed receipt or letter from the seller?

No ☐ ▶ **please provide reason below**

Yes ☐ ▶ **now go to 19**

Reason

18. Who did you buy the vehicle from?

Surname or organisation name

Given name(s)

Address

State Postcode

19. Declaration

Warning
Any person who by false statement of misrepresentation obtains or attempts to obtain a Certificate of Registration is liable to a penalty that may be in excess of $2,200.

You declare that:

- The information on this form is true and complete
- If the vehicle has Special Number Plates you have read and accept the Terms and Conditions for Special Number Plates available at any service centre or **myplates.com.au**

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by a false statement or any misrepresentation or other dishonest means.

Signature

Print name and capacity (if representing an organisation)

Date

/ / Day Month Year

20. Representative authority

(see back page for more information)
This authority must be completed if you are sending someone to transfer the registration into your name. However, if you are not already a Transport for NSW customer and recorded on Transport's database, you must attend a service centre in person and provide proof of identity.

I declare that the person named below is my authorised representative.

Signature

Print name and capacity (if representing an organisation)

Date

Day / Month / Year

Representative details

NSW Driver Licence/ Customer number

Date of birth

Day / Month / Year

Surname

Given name(s)

Address

State Postcode

Gender Male ☐ Female ☐

Representative signature

Capacity if representative of a corporation

Date

Day / Month / Year

Signatory capacity must be declared by a Limited Company.

Personal Information Collection Notice

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law. Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at **transport.nsw.gov.au** or phone **13 22 13** to request a copy.

In addition, where your application concerns Special Number Plates, we will also use your personal information in connection with the operation of our Special Number Plates business. We may disclose your personal information to any Concessionaire appointed by us to manage our Special Number Plate business. We or the Concessionaire may communicate with you in relation to your Special Number Plates. For more information about Special Number Plates or the Terms and Conditions please visit **myplates.com.au**

Office use - Bundle B

Mailing address checked on DRIVES (if applicable) ☐

Proof of identity record

Person

Stand-alone or primary proof

Document number

Secondary proof (if necessary)

Proof of registration entitlement (PORE)

(proof of source - Registration certificate, receipt, bill of sale, consignment note, etc)

Corporation

ACN verified from: (specify document)

Verified by:

Signature

Customer service representative number or dealer number

E-Toll account updated Yes ☐ No ☐

You have 14 days to transfer the vehice

When a vehicle changes ownership, you have 14 days to transfer the registration after purchasing/ acquiring the vehicle, or you will be charged a late fee.

How to transfer

Complete this form and attend a Service NSW Centre. You should have the current Certificate of Registration for the vehicle. Make sure it is signed on the back by the seller.

If you do not have the current Certificate of Registration, you will need to provide proof of entitlement to transfer the registration, for example, an original receipt for the vehicle which clearly shows:

- your name
- the seller's name, address and signature
- the registration plate number of the vehicle
- the VIN or chassis number
- the date that you bought the vehicle
- how much you paid for it.

If you can not provide any proof of entitlement to transfer the registration your application may be refused.
For more information visit **nsw.gov.au**

Heavy vehicle over 4.5 tonnes GVM

If you are transferring the registration of a heavy vehicle over 4.5 tonnes GVM, you must also indicate the nominated configuration code at question 11.

Proof of Identity (POI)

Your POI documents must be originals and include your signature and residential address.

When you attend a service centre, you need to show proof of identity (POI). You can use your current NSW Driver Licence or one which expired within the last two years. For a list of acceptable POI documents visit **nsw.gov.au** or call Service NSW on **13 22 13**.

Corporations are required to provide one of the following when being established as a Transport for NSW customer for the first time, or to change its name:

- Certificate of Registration, with Australian Company Number (ACN).
- A current Extract of the Company, with ACN.
- Certificate of Registration on Change of Name with ACN
- A printed extract from the Australian Securities Investment Commission (ASIC) website with ACN.
- Certificate of Incorporation issued by the NSW Fair Trading or an Association Summary from NSW Fair Trading's online search facility.
- Certificate of Registration of a Foreign Company, with Australian Registered Body Number (ARBN) for companies incorporated overseas.

Government authorities or organisations incorporated under legislation must provide on letterhead the name of the Act under which they are incorporated when being established as a Transport for NSW customer for the first time, or to change its name.

Hearing or speech impaired?

Call on the National Relay Service: TTY users phone **133 677** then ask for **13 22 13**. Speak and Listen users phone **1300 555 727** then ask for **13 22 13**.

Courtesy name

This field may be used to record an organisation name. This name will be recorded on the Certificate of Registration. The name recorded in this field is not the registered operator of the vehicle.

Representative authority

If you send someone else to the service centre to apply to transfer the registration to your name, fill in the representative authority section of this form. If the vehicle is being registered in the name of a corporation, the representative authority must be filled in. For a company, the director or an authorised delegate must complete and sign the representative authority. In the case of incorporated association, the public officer must sign. In all cases, the authorised representative must provide proof of their identity.

If you are not already recorded on Transport's database, you must attend the service centre in person and provide POI.

Transfer fee, late application fee and additional fees

A transfer fee is applicable. If you do not apply to transfer the registration within 14 days of purchasing/acquiring the vehicle, a late application fee also applies. Additional motor vehicle tax may apply if you bought the vehicle from a pensioner who received a tax concession and you're not entitled to the concession.

For more information on vehicle registration transfer fees, please visit **nsw.gov.au**

Number plates

All electric (EV), hybrid (EV), hydrogen (H), liquefied petroleum gas (LPG), and compressed natural gas (CNG) vehicles are legally required to display a safety label on the number plate. You can either order safety label plates or attach safety labels to your plates. Fines may apply if a safety label is incorrect or not displayed.

Stamp duty

Stamp duty is collected by Transport for NSW on behalf of Revenue NSW when registration is issued to a different person or corporation. Stamp duty is based on the market value of the vehicle or the price you paid, whichever is greater. Stamp duty is calculated at $3 per $100, or part, of the vehicle's value.

For passenger vehicles valued over $45,000 with seating for up to 9 occupants, including: a sedan, station wagon, coupe, convertible, four wheel drive vehicle with seats and windows, two wheel drive panel van with seats and windows, three wheel car, forward control passenger vehicle, small bus, motor home, or snow vehicle the rate of stamp duty is $1,350 plus $5 per $100, or part, of the vehicle's value over $45,000.

You can use this method to calculate the amount of stamp duty payable for your vehicle, or you can use the motor vehicle registration duty calculator at **revenue.nsw.gov.au**

Costs shown are correct at the time of printing, but can be subject to change without notice.