Application for transfer of registration

vicroads | Transport Victoria | VICTORIA State Government | Department of Transport and Planning

ABN 69 981 208 782

This form is to be used to change the registered operator[1] of a currently registered[2] vehicle (e.g. car, motorcycle, caravan) with Victorian number plates attached.
This form must be completed and signed by both the seller[3] and the buyer[4] and returned to VicRoads within 14 days of vehicle sale.

You can now transfer your vehicle online! Sellers must first submit an online Notice of Disposal via their myVicRoads account. Once the vehicle has been transferred, buyers complete the transfer in their myVicRoads account by providing the roadworthy certificate and paying the transfer fee and motor vehicle duty (if applicable).

Pre-transfer checklist

	Seller	Buyer
Vehicle status		
Confirm the **Victorian** registration is current (not suspended or cancelled) and not subject to any Fines Victoria sanctions that will prevent the registration transfer. Refer to **vicroads.vic.gov.au/registration-check**	☐	☐
Confirm that there is no money owing on the vehicle, it's not reported stolen or recorded as written-off. Check the Personal Property Security Register (PPSR) online at **ppsr.gov.au** or call **1300 007 777**.	☐	☐
Right to transfer		
Confirm the seller has the right to transfer the vehicle by sighting a certificate of registration/renewal or by confirming the vehicle is recorded in the seller's myVicRoads account. Check the details, including the Vehicle Identification Number (VIN)[5], match the physical vehicle.	☐	☐
Confirm the buyer (individual or company) has a Victorian licence/customer number[6]. If the buyer does not have a Victorian licence/customer number, full evidence of identity documentation must be provided in person at a VicRoads Customer Service Centre. Refer to **vicroads.vic.gov.au/identity** for requirements. If the buyer has an interstate or overseas licence, refer to **vicroads.vic.gov.au/interstate-transfer** for information.	☐	☐
Roadworthy certificate		
Organise a **Victorian** Certificate of Roadworthiness (RWC)[7] for the vehicle no more than 30 days **before** the date of sale[8], unless exempt. Visit **vicroads.vic.gov.au** and search for information on roadworthy exemptions. The registration number on the RWC must match the VIN on the vehicle.	☐	☐
Number plates		
Confirm the number plates are attached to the vehicle. If the seller wants to keep the rights to their custom number plates, the seller must notify VicRoads, remove the custom plates and attach new number plates before the registration transfer.	☐	☐
Vehicle transfer		
Write a receipt as proof of purchase and ownership, and keep a copy (or photo). Include the following information (at minimum) on the receipt: • The vehicle registration number and VIN or chassis number • Seller and buyer names and signatures • Date and time of the sale. To record the above details, a *Receipt of vehicle sale* template is available at **vicroads.vic.gov.au/transfer-forms**. The receipt is not required to be presented to VicRoads as part of registration transfer.	☐	☐
Remember to update your toll provider, roadside assistance and insurance accounts.	☐	☐

Notify VicRoads of the transfer of registration

To complete a registration transfer, provide VicRoads with all the transfer details and the RWC and fees (unless exempt) within 14 days of sale by:

- Transferring the vehicle online when the seller and/or buyer have **myVicRoads** accounts. The seller must first submit a Notice of Disposal, and the next day the buyer can complete the transfer using myVicRoads by providing the RWC and fees (unless exempt)
- Visiting a VicRoads Customer Service Centre with evidence of identity, refer to **vicroads.vic.gov.au/office-locations**
- Mail (including a completed *Credit or debit card authorisation form* if paying by credit or debit card, available at **vicroads.vic.gov.au/transfer-forms**).
  Mail to: GPO Box 1644, Melbourne VIC 3001

If you are acting on behalf of the seller, buyer, or a company, you must provide your details on this form to transfer the registration.

For deceased estates, refer to **vicroads.vic.gov.au/deceased-estate**

Privacy statement

The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the *Road Safety Act 1986*. This includes disclosing the information to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: **dtp.vic.gov.au/privacy**.

WARNING: Both the seller and buyer need to provide complete and accurate information so the registration can be transferred successfully. Otherwise, the registration will not be transferred, and the seller may be liable for any traffic offences that the buyer (new registered operator) may incur.

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Definitions

(1) **Registered operator** – 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 aged at least 16 years for a light vehicle, and 18 years for a motorcycle or heavy vehicle. There can only be one registered operator per vehicle.

(2) **Current registration** – registration expires at midnight of the registration expiry date. VicRoads will cancel the registration if it is not renewed within 3 months after expiry. If the vehicle does not meet this definition, do not use this form and refer to **vicroads.vic.gov.au/transfers** for unregistered transfer information.

(3) **Seller** – the person who is transferring/disposing of or giving the vehicle.

(4) **Buyer** – the person who is acquiring or receiving the vehicle.

(5) **Vehicle Identification Number (VIN)** – a unique 17 digit identifier made up of numbers and letters on a vehicle. For vehicles manufactured prior to 1989, please provide a chassis number.

(6) **Victorian licence/customer number** – a customer number is a unique 9 digit number issued by VicRoads to corporations and individuals. The customer number is the same as a Victorian licence number if an individual has been issued with a learner permit or driver licence.

(7) **Certificate of Roadworthiness (RWC)** – also known as a Roadworthy Certificate, issued by a Victorian Licenced 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.

(8) **Date of sale** – refers to the date of transfer or delivery, when the buyer takes possession of the vehicle from the seller.

(9) **Australian Company Number (ACN)** – a unique 9 digit number issued to a company by Australian Securities and Investments Commission (ASIC).

(10) **Garage address** – where the vehicle will normally be kept (e.g. home, office or heavy vehicle depot). VicRoads will only register vehicles garaged in Victoria.

(11) **Market value** – also known as dutiable value, is the vehicle purchase price or the price at which a vehicle might reasonably be sold on the open market, whichever is higher.

For example, you bought a vehicle from your friend/family member for $10,000 (purchase price), but if they had instead sold it to someone they didn't know on the open market they might have been paid $20,000. In this case, the market value is $20,000 not the price you paid.

(12) **Motor vehicle duty** – the duty payable on a transfer of registration of a motor vehicle. The rate of duty is charged per $200, or part, of the dutiable value of the vehicle based on the vehicle classification below. Light trailers (including caravans) are exempt from motor vehicle duty. Please visit transfer-fees-and-roadworthy-exemptions for more information regarding exemptions.

Use the **online calculator** at **vicroads.vic.gov.au/transfer-fees** to calculate the applicable motor vehicle duty or refer to the table and calculation below.

Vehicle classification	*Rate for calculation*
Regardless of the market value: • The vehicle is a Low Emission Vehicle • The buyer is a primary producer, or • The vehicle is a non-passenger vehicle (motorbike, van, bus, truck, heavy trailer, equipment)	0.042
Market value of the vehicle is up to $80,809	0.042
Market value of the vehicle is over $80,810 up to $100,000	0.052
Market value of the vehicle is over $100,000 up to $150,000	0.07
Market value of the vehicle is more than $150,000	0.09

How to calculate motor vehicle duty

Rate for calculation*		Round **up** *Market value* to the closest $200		Motor vehicle duty
0.0____	**x**	$ **A**	**=**	$ **B**

* Use the rate applicable to market value as per the *Vehicle classification* in the above table.

(13) **Transfer fee** – the fee payable by the proposed registered operator when transferring operation of a registered vehicle. Transfer fees are subject to change.

The current transfer fee is available at **vicroads.vic.gov.au/transfer-fees**

(14) **Low Emission Vehicle** – tailpipe CO_2 emissions of 120g/km or less. Check your vehicle's emission levels at **greenvehicleguide.gov.au**

(15) **Primary producer** – an individual or company engaged solely or substantially in agricultural, horticultural, viticultural, dairying, pastoral or other like activities, or who is the holder of a licence under the *Fisheries Act 1995* to take fish for sale.

(16) **Australian Registered Body Number (ARBN)** – a unique 9 digit identifier issued to registerable bodies and foreign companies by Australian Securities and Investments Commission (ASIC).

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All fields are mandatory and should be completed clearly in ink using BLOCK letters. The Vehicle Register is not a register of title (vehicle ownership).

Vehicle details

Registration number

Make

Model

Year

Body type

VIN[5] (or chassis number if no VIN)

Date of sale[6] (dd/mm/yyyy)

/ /

To avoid liability for traffic offences and penalties, provide the exact date the vehicle was sold/transferred.

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

No ☐ Yes ☐ ▶ *The seller must inform the buyer in writing if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. Refer to* **ppsr.gov.au** *for information.*

Certificate of Roadworthiness (RWC)[7]

An original **Victorian** RWC issued not more than 30 days before the date of sale must be attached, unless exempt. Visit **vicroads.vic.gov.au** and search for information on roadworthy exemptions. Exempt ☐

RWC serial number

RWC issue date (dd/mm/yyyy)

/ /

RWC tester's licence number

The original RWC must be attached when this form is lodged.

Seller details

Surname OR company name

Given name(s) or ACN/ACRN [9][16]

Victorian licence/customer number[6] of seller or company

Residential address or company address

Postcode

Mobile phone no. *(or other if not applicable)*

Email

Representative's details (if applicable) – If someone is lodging the transfer on behalf of the seller, their details must be provided:

Full name of representative

Victorian licence/customer number[6] of representative

Buyer details

Surname or company name

Given name(s) or ACN/ACRN [9][16]

Victorian licence/customer number[6] of buyer or company

If the buyer/company does not have a Victorian licence/customer number, full evidence of identity documentation must be provided in person at a VicRoads Customer Service Centre. Refer to **vicroads.vic.gov.au**

Residential address or company address

Postcode

Postal address (if different to residential address or company address)

Postcode

Garage address[10] (if different to residential address or company address)

Postcode

Mobile phone no. *(or other if not applicable)*

Email

Representative's details (if applicable) – If someone is lodging the transfer on behalf of the buyer, their details must be provided:

Full name of representative

Victorian licence/customer number[6] of representative

Market value[11] or sale price of the vehicle

$ **A**

Declare the greater of the market value or the sale price. To avoid penalties do not under declare the market value.

Payment details

Use the **online calculator** at **vicroads.vic.gov.au/transfer-fees** to determine the applicable motor vehicle duty[12] and transfer fee[13].

For fee and duty exemptions, visit **vicroads.vic.gov.au**.

Motor vehicle duty $ **B** Exempt ☐

Transfer fee $ **C** Exempt ☐

Total fee payable **B** + **C** = $

Tick if applicable: Low Emission Vehicle[14] ☐ Buyer is a primary producer[15] ☐

To apply for a primary producer discount, complete a *Primary producer discount application* form available at **transport.vic.gov.au**

Declaration

WARNING: Providing false or misleading information or documents is a serious offence under the *Road Safety Act 1986* and *Marine Safety Act 2010*, as applicable, and can result in you being fined or imprisoned. Further, 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.

Seller signature

Date (dd/mm/yyyy)

/ /

Buyer signature

Date (dd/mm/yyyy)

/ /

Who is lodging this form? Seller ☐ Buyer ☐ Representative ☐

A COPY OR PHOTO OF THIS COMPLETED FORM MUST BE RETAINED BY BOTH THE SELLER AND BUYER AS PROOF OF TRANSFER.

OFFICE USE ONLY	RWC exemption code	Transfer fee exemption code	MVD exemption code	EOI sighted

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

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