

An application can be completed online at service.nsw.gov.au/transaction/transfer-vehicle-registration or in person (not mail) at a service centre within 14 days of purchasing/acquiring a vehicle or a late application fee of at least \$115 will be charged. Costs shown are correct at the time of printing, but can be subject to change without notice.

Office Use
Only
Attachments

Check the last page of this form for a guide to applying to transfer registration.

Note: 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).
To complete an application online you must have an online services account and the notice of disposal must be lodged by the seller and recorded by Service NSW.

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 the Roads and Maritime 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 Roads and Maritime's computer system, you must attend a service centre in person and provide Proof of Identity.

NSW Driver licence/Customer number

Surname

Given names

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.
All mail will be posted to this address)

 State Postcode

Date of birth

 / /
 day month year

ABN (if applicable)

Gender male female

Please provide your email address if you would like to register for an online services account, go to service.nsw.gov.au/online-services for more information

Please provide a mobile number if you would like to receive communications from Service NSW this way

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's details

Name of dealership

Dealer's licence number

State or Territory

Date vehicle purchased/acquired

 / /
 day month year

Dealers now go to 8

5 Corporation's details

Customer number (if issued)

Name

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

Business address

 State Postcode

Mailing address (If different from Business address.
All mail will be posted to this 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 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 operators licence is required for the following:

- Tow Truck plate type TT

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

11 What is the Nominated Configuration Code? (For heavy vehicles over 4.5 tonnes GVM)

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 (eg Ford)

Model (eg Laser TX3)

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 names

Address

State Postcode

19 Privacy Statement

Roads and Maritime is collecting your personal information in relation to your application to transfer registration and may retain and use it.

- For driver licensing, motor vehicle, road transport and safety purposes;
If the vehicle has Special Number Plates, to facilitate the administration of the Special Number Plates and for use in the operation of Roads and Maritime Special Number Plate business.

You are required to provide your personal information under road transport legislation and we may refuse your application if you do not provide it.

We may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

If the vehicle has Special Number Plates, we may disclose your personal information to any Concessionaire appointed to manage our Special Number Plate business, which at the date of the Number Plate Terms and Conditions is Plate Marketing Pty Ltd, to allow the concessionaire to manage Special Number Plate business.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

We are subject to the Privacy and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002. Your personal information will be held by us 20-44 Ennis Rd, Milsons Point NSW 2061 and you have the right to access and correct the information if you believe that it is incorrect. You can contact us to request to access or correct it.

20 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 Number Plates Terms and Conditions for Special Number Plates available at any service centre or on the myplates website *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

Capacity if representative of a corporation

Date

day	/	month	/	year
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21 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 Roads and Maritime customer and recorded on Roads and Maritime computer system, 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

Representative's details

NSW Driver licence/
Customer number

Date of birth

day	/	month	/	year
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Surname

Given names

Address

State	Postcode

Gender male female

Representative's signature

Capacity if representative of a corporation

Date

day	/	month	/	year
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Note: Signatory capacity must be declared by a Limited Company

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
or agency name

Applying for transfer of registration

You must apply for transfer of registration at a service centre or agency within 14 days of purchasing/acquiring a vehicle.

(applications will not be accepted by mail)

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 an original letter or receipt that clearly shows:

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

If you do not have the current registration, or a letter, or receipt clearly showing the required information, transfer of registration may be refused.

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. For information on these codes visit the Roads and Maritime website at rms.nsw.gov.au/configuration

Proof of Identity (POI):

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

When you attend a service centre, you need to show proof of identity (POI). You can use your current NSW driver photo licence or one which expired within the last two years. A brochure listing other acceptable POI documents is available from service centres, by visiting the Roads and Maritime website at rms.nsw.gov.au or call Service NSW on 13 77 88.

Corporations are required to provide one of the following when being established as a Roads and Maritime 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 Roads and Maritime 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 77 88. Speak and Listen users phone 1300 555 727 then ask for 13 77 88.

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 the Roads and Maritime computer system, you must attend the service centre in person and provide POI.

Transfer and Stamp Duty charges:

The transfer fee is at least \$32. If you do not apply to transfer the registration within 14 days of purchasing/acquiring the vehicle, a late application fee of at least \$115 also applies.

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

Please note:

If the vehicle is registered with a concession additional costs also apply.

Stamp duty is collected by Roads and Maritime on behalf of the Office of State Revenue 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 Office of State Revenue's stamp duty calculator at osr.nsw.gov.au