



Check the back page for a guide to applying to register a vehicle.

Office use only

Plate number issued/allocated

Attachments

1 Is the vehicle to be registered in the name of:

a person

a corporation **now go to 3**

2 To register a vehicle in your name you must be at least 16 years of age for a light vehicle (i.e. 4.5 tonnes GVM or less) and at least 18 years of age for a heavy vehicle (i.e. more than 4.5 tonnes GVM).

NSW Driver licence/Customer number

Surname

Given names

Legal and renewal notices will be sent to the residential address below unless an alternative mailing address is nominated. 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 service account, go to service.nsw.gov.au/online-services for more information.

Email address

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

Mobile number

Have you previously conducted business with Roads and Maritime in another name? If 'Yes' please specify.

To record a courtesy name go to 4, if the vehicle is to be leased or managed go to 5, if not go to 6

3 **Corporation's details**

If the vehicle is being registered in the name of a corporation, the Representative's Authority must be filled in. For a company, the Director or an authorised delegate must complete and sign the Representative's section. In the case of an incorporated association, it is the public officer who must sign. In all cases, the authorised representative must provide proof of their identity.

Customer number *(if issued)*

Name

Business address

 State Postcode

Mailing address for legal or renewal notices

 State Postcode

ABN *(if applicable)*

ACN, ARBN or other

(Evidence of incorporation required see page 4)

4 **Courtesy name**

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

5 **Fleet manager or leasing company *(if applicable)***

To be completed only if the legal or renewal 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

6 Is the vehicle new?

no

yes **now go to 8**

7 Was the vehicle last registered in NSW?

no

yes Last registration number (if known)

if possible, present a previous certificate of registration with this form

8 Purchase/Acquisition details

Date of purchase/acquisition

Sale price or market value (whichever is higher)

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 service 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 registration concession?

(For example: pensioner, primary producer, charitable organisation)

no

yes You must prove that you are eligible and may be asked to sign a separate declaration.

13 Privacy statement

Roads and Maritime is collecting your personal information in relation to your application to register a vehicle 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 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.

14 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

OFFICE USE ONLY - BUNDLE C

Dealers, service centres and agencies only

Mailing address checked on DRIVES (if applicable)

Person

Stand-alone or primary proof

Document number

Secondary proof (if necessary)

Corporation ACN or ARBN verified from: (specify document)

Applying to register an unregistered vehicle

If the vehicle comes from a licensed motor dealer:

The dealer will tell you what you need to do. Most dealers are authorised to check your identification on behalf of Roads and Maritime. Show proof of your identity to the dealer.

If the vehicle does not come from a licensed motor dealer:

You need to have the vehicle inspected and identified. Most vehicles can be taken to an appropriate Authorised Inspection Station (AIS) or Authorised Unregistered Vehicle Inspection Station (AUVIS), but some must be presented at special motor registries where inspections are done. Please call Service Now on 13 77 88 for information about where you can get your vehicle checked. If your vehicle is inspected and identified at an AIS/AUVIS, the examiner should complete the vehicle details on this form and give you an inspection report.

To register the vehicle:

You will need to go to a service centre or send an authorised representative. If you send a representative you must fill in the Representative Authority on this page. 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's section. In the cases of an incorporation association, it is the public officer who must sign. In all cases, the authorised representative must provide proof of their identity.

You must present:

- Proof of your identity;
- Roads and Maritime copy of your compulsory third party insurance certificate;
- The inspection report;
- An original receipt for the vehicle, which clearly shows your name, the seller's name, address and signature, the date you purchased the vehicle; how much you paid for it; the registration number; the VIN or chassis number;
- Evidence of the vehicle's previous registration;
- The old number plates if still in your possession.
- For home-made new trailers being registered for the first time, a Proof of Registration Entitlement form will be provided by staff, to be completed at the service centre, when you attend.

Heavy Vehicle over 4.5 tonnes GVM:

If you are registering 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 our website at www.rms.nsw.gov.au/configuration

Stamp duty charges:

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

Note:

Except for heavy trailers over 4.5 tonnes GVM, if the vehicle you have is currently registered interstate, or has expired interstate registration, you must provide evidence that you have paid stamp duty in the State in which the vehicle was previously registered. You must provide a current certificate of registration. If the certificate of registration has been lost, a service centre can organise verification (minimum 48 hours required for verification).

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 Roads and Maritime issued 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, or by visiting our 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
- 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.

Terms and Conditions for the issue of Special Plates

The Terms and Conditions for the issue of Special Number Plates are available from myPlates on phone 13 17 58 or can be found on myPlates.com.au

Representative Authority

Complete this to authorise another person to register a vehicle in your name.

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

Signature

Date

Representative's details

NSW Driver licence/Customer number

Date of birth

Surname

Given names

Address

State Postcode

Gender male female

Representative's signature

Capacity if representative of corporation

Date