

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.

Pre-transfer checklist

| | Seller | Buyer |
|--|--------------------------|--------------------------|
| Vehicle status Confirm the Victorian registration is current (not suspended or cancelled) and not subject to any sanctions that will prevent the registration transfer. Refer to vicroads.vic.gov.au/registration-check | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 . | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. Refer to vicroads.vic.gov.au/transfer-exemptions The registration number on the RWC must match the VIN on the vehicle. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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: <ul style="list-style-type: none"> 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 <i>Receipt of vehicle sale</i> 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| Remember to update your toll provider, roadside assistance and insurance accounts. | <input type="checkbox"/> | <input type="checkbox"/> |

Lodging this form

To complete a transfer, this form must be completed and submitted to VicRoads with the RWC and fees (unless exempt).

- A copy or photo of this completed form must be retained by both the seller and the buyer.
- Lodge this form, RWC and fee payment (if applicable) to VicRoads within 14 days of sale by:
 - 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. The form is 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

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 the photograph and other information on your driver licence or learner permit being used for the purposes of biometric matching through the National Driver Licence Facial Recognition Solution for law enforcement, national security and other purposes. Personal information may be disclosed 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.

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.

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.

Definitions

- (1) **Registered operator** – an individual or corporation who owns or manages a vehicle and has the right to register it. Refer to vicroads.vic.gov.au/transfers for information.
- (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 greater of the price at which the vehicle might reasonably be sold on the open market or the purchase price.

For example, if you paid \$4000 but it would normally be worth \$5000, the market value is \$5000. However, if you pay greater than the normal market value due to a vehicle's condition, the dutiable value is the amount 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: | |
| <ul style="list-style-type: none"> 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 \$69,152 | 0.042 |
| Market value of the vehicle is over \$69,152 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

$$0.0 \times \$ \text{ [A] } = \$ \text{ [B] }$$

* 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 CO₂ 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.

Application for transfer of registration

All fields are mandatory and should be completed clearly in ink using BLOCK letters. VicRoads' 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⁽⁸⁾ (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. Refer to vicroads.vic.gov.au/vehicle-exemptions Exempt
RWC serial number RWC issue date (dd/mm/yyyy) / /

RWC Licensed Vehicle Tester number

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

Seller details

Surname OR Company name
Given name(s) OR ACN⁽⁹⁾

Victorian licence/customer number⁽⁶⁾ of seller or company

Home address OR Company address
Postcode

Phone number (mobile preferred)

Email address

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

Declaration

WARNING: 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 on page 1. I acknowledge that a copy of this form may be provided by VicRoads to the buyer or seller upon request.

Seller signature

Date (dd/mm/yyyy) / /

Buyer details

Surname OR Company name
Given name(s) OR ACN⁽⁹⁾

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.

Home address OR Company address
Postcode

Postal address (if different to Home address OR Company address)
Postcode

Garage address⁽¹⁰⁾ (if different to Home address OR Company address)
Postcode

Phone number (mobile preferred)

Email address

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](http://vicroads.vic.gov.au/transfer-fees) to determine the applicable motor vehicle duty⁽¹²⁾ and transfer fee⁽¹³⁾.

For fee and duty exemptions, refer to vicroads.vic.gov.au/transfer-exemptions

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 concession, complete a *Primary producer concession application* form available at vicroads.vic.gov.au/transfer-forms

Who is lodging this form? Seller Buyer Representative

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

