

Pre-transfer checklist

	Seller	Buyer
Vehicle status		
Confirm that there is no money owing on the vehicle, it's not reported stolen or recorded as written-off.		
Check these details by contacting the Personal Property Security Register (PPSR) online at ppsr.gov.au or call 1300 007 777.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the Victorian registration is current (not suspended or cancelled) and not subject to any sanctions that will prevent the registration transfer. Check the registration online at vicroads.vic.gov.au/registration-check	<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. Confirm the details (including the VIN) match the physical vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the buyer has a Victorian licence/customer number. If the buyer has an interstate 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) for the vehicle no more than 30 days before the date of sale, 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 for the buyer as proof of purchase and ownership, and keep a copy (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. 	<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

All sections of this form must be completed and submitted with the RWC and fees (if applicable) or the transfer will not be processed.

- The seller and buyer must have a Victorian licence/customer number and both must sign this form. A copy or photo of this completed form must be retained by both the seller and the buyer.
- Lodge this form, RWC (if applicable), completed *Primary producer registration concession form* (if applicable) and buyer fee payment to VicRoads within 14 days of sale by:
 - Visiting a VicRoads Customer Service Centre, refer to vicroads.vic.gov.au/office-locations or call (03) 8677 7855 for locations.
 - Mail (including a cheque, money order or 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) to:

**GPO Box 1644
Melbourne VIC 3001**
- If you are applying for transfer on behalf of a company, you must provide evidence of identity and an original signed letter of authority to act on behalf of the company in person at a VicRoads Customer Service Centre. The letter must also nominate the vehicle to be transferred.
- For deceased estates, refer to the *Deceased Estate Pack* or vicroads.vic.gov.au/deceased-estate for further information.

Definitions

- 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 17 years for a light vehicle, 17 years and 9 months for a motorcycle, and 18 years for a heavy vehicle. There can only be **one** registered operator per vehicle.
- 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.
- Seller** – the person who is transferring/disposing of or giving the vehicle.
- Buyer** – the person who is acquiring or receiving the vehicle.
- 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.
- Date of sale** – refers to the date of transfer or delivery, when the buyer takes possession of the vehicle from the seller.
- 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.
- Australian Company Number (ACN)** – a unique 9 digit number issued to a company by Australian Securities and Investments Commission (ASIC).
- Victorian licence/customer number** – a customer number is a unique nine digit number issued by VicRoads to corporations and individuals without a Victorian licence or learner permit. The customer number is the same as a Victorian licence number if an individual has been issued with a learner permit or driver licence.
- 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.
- 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.

- 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.

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 \$67,525	0.042
Market value of the vehicle is over \$67,525 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	A	Motor vehicle duty
0.0	x	\$	= \$ B

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

- 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

- Low Emission Vehicle** – tailpipe CO₂ emissions of 120g/km or less. Check your vehicle's emission levels at greenvehicleguide.gov.au
- 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.

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.

Application for transfer of registration

This form is to be used to change the registered operator⁽¹⁾ of a currently registered⁽²⁾ vehicle 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.** 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Body type	
<input type="text"/>	<input type="text"/>	
VIN ⁽⁵⁾ (or chassis number if no VIN)		
<input type="text"/>		
Date of sale ⁽⁶⁾ (dd/mm/yyyy)		
<input type="text"/> / <input type="text"/> / <input type="text"/>		

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 tester's licence number

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

Seller details

Surname OR Company name	<input type="text"/>
Given name(s) OR ACN ⁽⁸⁾	<input type="text"/>
Victorian licence/customer number ⁽⁹⁾	<input type="text"/>
Home address OR Company address	<input type="text"/>
	<input type="text"/>
	Postcode
Phone number (mobile preferred)	<input type="text"/>
Email address	<input type="text"/>

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 disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this 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.

OFFICE USE ONLY	RWC exemption code	Transfer exemption code	MVD exemption code
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buyer details

Surname OR Company name	<input type="text"/>
Given name(s) OR ACN ⁽⁸⁾	<input type="text"/>
Victorian licence/customer number ⁽⁹⁾	<input type="text"/>

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

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

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 Emissions 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

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.

Seller signature

Date (dd/mm/yyyy) / /

Buyer signature

Date (dd/mm/yyyy) / /

Who is lodging this form? Seller Buyer 3rd Party (with authority to act)

