







Transfer of registration from a deceased estate

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 disposer⁽³⁾ (authorised representative of the estate⁽⁴⁾) and the acquirer⁽⁵⁾ and returned to VicRoads within 14 days of vehicle transfer.**

VicRoads recommends that all estate settlement activities are completed during a single visit to a VicRoads Customer Service Centre.

 Depending on your circumstances you may be required to provide additional documents. Required documents and evidence are denoted by a paperclip.

Pre-transfer checklist

| | Disposer ⁽³⁾ | Acquirer ⁽⁵⁾ | | | |
|--|---|---|--|------------------------------------|--------------------------|
| | Authorised representative of the estate | Authorised representative of the estate (pending estate settlement) | Spouse/ domestic partner of the deceased | Person with Beneficial Entitlement | Other person or company |
|  Ensure that VicRoads has been notified that the person is deceased by providing an approved evidence document. Refer to vicroads.vic.gov.au/deceased-estate for detailed information. Do not mail original copy of any documents to VicRoads. | <input type="checkbox"/> | | | | |
|  Ensure that the authorised representative of the estate has been established with VicRoads by providing an approved evidence document and proof of identity. Refer to vicroads.vic.gov.au/deceased-estate for detailed information. | <input type="checkbox"/> | | | | |
|  If a third party (agent) is nominated to undertake transactions on behalf of the estate, express authorisation must be provided in writing by the authorised representative of the estate. | <input type="checkbox"/> | | | | |
|  If there is a court order specifying to whom the vehicle or vessel is to be transferred, an original or certified copy must be sighted by VicRoads. | <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. Refer to vicroads.vic.gov.au/registration-check | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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. Refer to ppsr.gov.au or call 1300 007 777. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirm the acquirer (individual or company) has a Victorian licence/customer number ⁽⁶⁾ . If the acquirer 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 acquirer has an interstate or overseas licence, refer to vicroads.vic.gov.au/interstate-transfer for information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirm the number plates are being transferred with the vehicle, and that they match the Vehicle Identification Number (VIN) ⁽⁷⁾ . If the estate intends to keep the rights to custom number plates, refer to vicroads.vic.gov.au/deceased-estate for self-retention instructions, and attach new number plates before the registration transfer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  If receiving the vehicle as part of a deceased estate, provide written proof of the relationship if you have a different surname and/or address to the deceased person. | | | <input type="checkbox"/> | | |
|  Organise a Victorian Certificate of Roadworthiness (RWC) ⁽⁸⁾ for the vehicle is issued no more than 30 days before the date of sale ⁽⁹⁾ , unless exempt. Refer to vicroads.vic.gov.au/transfer-exemptions | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Write a receipt as proof of transfer 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 Disposer and acquirer names and signatures Date and time of the transfer. 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"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pay the transfer fee upon lodgement, unless exempt. Refer to vicroads.vic.gov.au/transfer-exemptions | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| Calculate and pay the motor vehicle duty upon lodgement, unless exempt. Refer to vicroads.vic.gov.au/transfer-exemptions | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Update any toll provider, roadside assistance and insurance accounts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Lodging this form

Lodge this completed form with applicable estate documents, RWC and fees (if applicable) to VicRoads within 14 days of transfer by:

- Visiting a VicRoads Customer Service Centre with evidence of identity, refer to vicroads.vic.gov.au/office-locations or call (03) 8677 7855 for locations.
- Mail (including a completed *Credit or debit card authorisation* form if paying fees 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 disposer or a company, you must provide your details on this form to transfer the registration.

WARNING: Original documents must not be mailed to VicRoads as they will not be able to be returned. Estate documents, such as the original death certificate or Grant of Probate, presented in person at a VicRoads Customer Service Centre will not be copied or retained and will be returned to you. Documents created for the purpose of submission to VicRoads, such as a statutory declaration, will be retained for VicRoads record.

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.

WARNING: Both the disposer and acquirer need to provide complete and accurate information so the registration can be transferred successfully.

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) **Disposer** – the person who is authorised as a representative of the estate to sell or give away the vehicle.
- (4) **Authorised representative of the estate** – the individual authorised to transfer the registration of a vehicle from the name of the deceased to an acquirer, thereby disposing of the vehicle from the estate. Refer to the deceased estate pack available at vicroads.vic.gov.au/deceased-estate for information on establishing the authorised representative of the estate.
- (5) **Acquirer** – the person who is acquiring or receiving the vehicle.
- (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) **Vehicle Identification Number (VIN)** – a unique 17 digit identifier made up of numbers and letters on a vehicle. Only for vehicles manufactured prior to 1989, provide a chassis number.
- (8) **Certificate of Roadworthiness (RWC)** – also known as a Roadworthy Certificate, issued by a Victorian Licensed 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.
- (9) **Date of transfer** – refers to the date of transfer, sale or delivery, when the acquirer receives the vehicle from the authorised representative of the estate.
- (10) **Australian Company Number (ACN)** – a unique 9 digit number issued to a company by Australian Securities and Investments Commission (ASIC).
- (11) **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.
- (12) **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.

- (13) **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 acquirer 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.

- (14) **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

- (15) **Low Emission Vehicle** – tailpipe CO₂ emissions of 120g/km or less. Check your vehicle's emission levels at greenvehicleguide.gov.au
- (16) **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.

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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⁽⁷⁾ (or chassis number if no VIN)

Date of transfer⁽⁹⁾ (dd/mm/yyyy) To avoid liability for traffic offences and penalties, provide the exact date the vehicle was transferred/sold.

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?
No Yes The disposer must inform the acquirer 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)⁽⁸⁾
An original Victorian RWC issued not more than 30 days before the date of transfer must be attached, unless exempt. Refer to vicroads.vic.gov.au/deceased-estate 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.

Deceased person details

Surname

Given name(s)

Victorian licence/customer number⁽⁶⁾

Home address
 Postcode

Disposer (Authorised representative of the estate)

I,

as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

- Me as the authorised representative
- The spouse or domestic partner of the deceased
- A person with a Beneficial Entitlement
- Another person or company

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 2.

Authorised representative signature Date (dd/mm/yyyy)

Acquirer details

Surname OR Company name

Given name(s) OR ACN⁽¹⁰⁾

Victorian licence/customer number⁽⁶⁾

If the acquirer/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⁽¹¹⁾ (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 acquirer, their details must be provided:

Full name of representative

Victorian licence/customer number⁽⁶⁾ of representative

Market value⁽¹²⁾ 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⁽¹³⁾ and transfer fee⁽¹⁴⁾.

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⁽¹⁵⁾ Acquirer is a primary producer⁽¹⁶⁾

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

Acquirer signature Date (dd/mm/yyyy)

Who is lodging this form? Authorised representative Acquirer Representative of acquirer

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

