

Pre-transfer checklist

	Seller	Buyer
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"/>
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"/>
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 number plates on the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>
Remove any toll pass and remove the vehicle from your toll provider account.	<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) 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/card-authorisation) to:
GPO Box 1644
Melbourne VIC 3001
- If you are applying for transfer on behalf of someone else or a company, you must provide evidence of identity and an original signed letter of authority to act on behalf of another person or a company, which must be provided in person at a VicRoads Customer Service Centre. The letter must 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 (no joint registration).
- 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 check VicRoads' website on buying and selling (not a transfer).
- 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 price at which the vehicle might reasonably be sold, free from encumbrances, on the open market, or the purchase price – whichever is greater.

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 an application for transfer of registration of a motor vehicle. The rate of duty is \$8.40 per \$200, or part, of the dutiable value of the motor vehicle.

For example, if the market value of the vehicle is \$4,250, then the calculation for motor vehicle duty would be $\$4400 \times 0.042 = \184.80 .

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 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.

VicRoads' vehicle register is not a register of title (vehicle ownership).

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. For more information, including a checklist and definitions, refer to page 1.

Vehicle details

Registration number Make Model

Year Body type

VIN⁽⁵⁾ (or chassis number if no VIN)

Date of sale⁽⁶⁾ (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 tester's licence number

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

Seller details

Surname OR Company name

Given name(s) OR ACN⁽⁸⁾

Victorian licence/customer number⁽⁹⁾

Home address OR Company address
Postcode

Phone number (mobile preferred)

Email address

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.

Seller signature Date (dd/mm/yyyy) / /

Buyer details

Surname OR Company name

Given name(s) OR ACN⁽⁸⁾

Victorian licence/customer number⁽⁹⁾

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

Complete the details below to determine fees payable when this form is lodged, unless exempt. Refer to vicroads.vic.gov.au/transfer-exemptions

Motor vehicle duty⁽¹²⁾ (See page 1 for instructions and example)

Round up Market value **A** to the closest \$200
\$ x 0.042 = Motor vehicle duty \$ **B** Exempt

Transfer fee* * Fees are subject to change.
Motor vehicle \$39.70 Transfer fee \$ **C** Exempt
Motorcycle/Trailer/Caravan \$6.40

Total payable
Motor vehicle duty **B** + Transfer fee **C** = Total payable \$

Buyer signature Date (dd/mm/yyyy) / /

OFFICE USE ONLY RWC exemption code Transfer exemption code MVD exemption code

