

Application for Transfer of Registration



An application must be taken (*not mailed*) to a motor registry within 14 days of purchasing a vehicle or a late application fee of at least \$99 will be charged. Charges shown are correct at the time of printing, but can be subject to change without notice.

Check the last page of this form for a guide to applying to transfer registration.

Note: 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).

RTA Use Only
Attachments

1 Registration plate number

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

a person **now go to 4**

a corporation **now go to 5**

a licensed motor dealer

3 Dealer's details

Name of dealership

Dealer's licence number

State or Territory

Date vehicle purchased

Dealers now go to 8

4 If you send someone else to transfer the registration into your name you must also fill in the Representative's Authority on page 3 of this form. However, if you are not already recorded on the RTA's computer system, you must attend the registry in person and provide Proof of Identity

NSW Driver's 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 the RTA of your new residential and mailing address within 14 days of moving.

Residential address

Mailing address (*if different from residential address*)

Continued next column

Continued from previous column

Date of birth

ABN (*if applicable*)

Sex

male

female

Please provide your e-mail address if you would like to register for an online service account, go to myRTA.com for more information

To record a courtesy name go to 6, if the vehicle is then to be leased or managed go to 7, if not go to 8

5 Corporation's details

Customer number (*if issued*)

Name

Business address for legal notices

State

Postcode

Postal address for registration renewals

State

Postcode

ABN (*if applicable*)

ACN, ARBN or other

(evidence of incorporation required - see page 4)

6 Courtesy name

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

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

To be completed only if the registration renewal is to be mailed to the fleet manager

Name and postal address of manager (*for registration renewals*)

State

Postcode

Customer number

8 Aquisition details

Date of aquisition

/ /
day month year

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 car a motor vehicle which is let out for hire without a driver
- Resale second hand vehicles held for resale by licensed motor dealers
- Demonstrator demonstrator vehicles used by licensed motor dealers

Ministry of Transport Accreditation or licence is required for the following:

- Taxi plate type T or TC
- Charter/ Tourist vehicle plate type TV
- Public passenger bus plate type MO or M/O
- Hire Car plate type HC

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 Do you wish to apply for a concession on the registration renewal charges? (For example: pensioner, primary producer, charitable organisation)

- no
- yes You must prove that you are eligible and may be asked to sign a declaration

12 Have you got the current certificate of registration for the vehicle?

- no now go to 15
- yes

13 Has the back of the certificate of registration been signed?

- no now go to 16
- yes

14 Is the certificate of registration in the seller's name?

- no now go to 17
- yes now go to 18

15 Vehicle details

Year of manufacture

Make (e.g. Ford)

Model (e.g. Laser TX3)

Odometer reading

Colour(s)

VIN or Chassis number

Engine number

16 Have you got a signed certificate of registration/signed receipt or letter from the seller?

- no please provide reason below
- yes now go to 18

Reason

17 Who did you buy the vehicle from?

Surname or organisation name

Given names

Address

State Postcode

18 Privacy Statement and Declaration

Please read carefully before you sign. If you do not tell the truth you can be prosecuted.

The Roads and Traffic Authority (RTA) is collecting your personal information in relation to your application to transfer registration and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes. You are required to provide your personal information under road transport legislation and the RTA may refuse your application if you do not provide it. The RTA 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 (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. Otherwise the RTA will not disclose your personal information without your consent unless authorised by law.

The RTA is 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 the RTA at 101 Miller Street, North Sydney NSW 2060. You have the right to access and correct the information if you believe it is incorrect. You can contact the RTA to request to access or correct it.

You declare that the information on this form is true and complete. Under the Road Transport (Vehicle Registration) Act 1997, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

Signature

Date

/ /
day month year

Representative's authority

(see over for important information)

This authority must be completed if you send someone else to transfer the registration into your name.

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

Signature

Representative's details

NSW Driver's licence/
Customer number

Date of birth

Surname

Given names

Address

State

Postcode

Sex

male

female

Representative's signature

Date

RTA office use:

Proof of identity record

Person

Stand-alone or primary proof

Document number

Secondary proof *(if necessary)*

Proof of registration entitlement (PORE)

(proof of source-registration certificate, receipt, bill of sale, consignment note, etc)

Corporation

ACN verified from: *(specify document)*

Proof of garage address for heavy vehicles

Verified by:

Signature

CSO or dealer number or agency name

Applying for transfer of registration

You must apply for transfer of registration at a motor registry or RTA agency within 14 days of purchasing a vehicle.

(applications will not be accepted by mail)

You should have the current certificate of registration for the vehicle. Make sure it is signed on the back by the seller.

If you do not have the current certificate of registration, you will need an original letter or receipt that clearly shows:

- your name;
- the seller's name, address and signature;
- the registration number of the vehicle;
- the VIN or chassis number;
- the date that you bought the vehicle; and
- how much you paid for it.

If you do not have the current registration, or a letter, or receipt clearly showing the required information, transfer of the registration may be refused.

Transferring a Heavy Vehicle over 4.5 tonnes GVM:

If you are transferring the registration of a heavy vehicle over 4.5 tonnes GVM, you must also submit a completed Description of Heavy Vehicle form (RTA 1120)

Proof of Identity (POI):

When you attend the motor registry, you need to show proof of identity (POI). You can use your current RTA issued NSW driver photo licence or one which expired within the last 2 years. A brochure listing other acceptable POI documents is available from motor registries, by calling the RTA Contact Centre on 13 22 13, NRS 1300 555 727 or by visiting the RTA Website at www.rta.nsw.gov.au. Your POI documents must be originals and must include your signature and your residential address.

Corporations are required to provide one of the following:

- 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 Office of 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 letter-head the name of the Act under which they are incorporated.

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.

Representative's Authority

If you send someone else to the motor registry to apply to transfer the registration to your name, fill in the Representative's Authority section of this form. If the vehicle is being registered in the name of 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 incorporated association, the public officer must sign. In all cases, the authorised representative must provide proof of their identity.

If you are not already recorded on the RTA's computer system, you must attend the registry in person and provide POI.

Proof of Garage address (for heavy vehicles over 4.5 tonnes GVM)

Acceptable proofs are:

- Certificate of Title of ownership for premises;
- Lease agreement or rent book;
- Council rate notice;
- Utility accounts relating to street address; or
- Where the customer's residential and garage address is identical, acceptable proof of residential address such as a current driver's licence.

If no evidence is available, a statutory declaration may be accepted.

Transfer and Stamp Duty charges:

There is at least a \$28 fee for transferring registration.

Stamp duty is also charged. It is at least 3% of the sale price or market value of the vehicle (whichever is higher). For certain vehicles exceeding \$45,000 a 2% surcharge will apply for any amount over \$45,000. (If necessary, the market value is rounded up to the next hundred dollars - for example the stamp duty is the same for a vehicle worth \$1450 as for a vehicle worth \$1500.) The RTA collects stamp duty charges on behalf of the Office of State Revenue (OSR). The OSR conducts regular audits of declared values. Understatements of market value may attract additional duty together with penalties and interest.

If you do not apply for transfer of the registration within 14 days of purchasing the vehicle, a late application fee of at least \$99 will also be charged.

Charges shown are correct at the time of printing, but can be subject to change without notice.

Please note: if the vehicle was registered with a concession or for a term longer than one year you will be required to make additional payment when you transfer the registration.

WARNING:

Any person who by false statement or misrepresentation obtains or attempts to obtain a certificate of registration is liable to a penalty that may be in excess of \$2,200.