

Application for Transfer of Registration



Transport
Roads & Maritime
Services

An application can be completed online at rms.nsw.gov.au/onlineservices or in person (not mail) at a registry or a Service NSW centre within 14 days of purchasing/acquiring a vehicle or a late application fee of at least \$107 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). To complete an application online you must have an online account and the notice of disposal must be lodged by the seller and recorded by Roads and Maritime Services.

RMS Use Only
Attachments

1 Registration plate number

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

- a person **▶ now go to 3**
a licensed motor dealer **▶ now go to 4**
a corporation **▶ now go to 5**

Have you previously conducted business with the Roads and Maritime in another name?

If 'Yes' please specify

3 Customer details

If you are sending someone else to transfer a vehicle into your name you must also complete the Representative Authority on page 3 of this form. However, if you are not already recorded on the computer system of Roads and Maritime, 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 Roads and Maritime of your new residential and mailing address within 14 days of moving.

Residential address

State	Postcode

Mailing address (if different from residential address)

State	Postcode

Date of birth

	/		/	
day		month		year

ABN (if applicable)

Sex male female

Please provide your email address if you would like to register for an online service account, go to rms.nsw.gov.au/onlineservices for more information

Email address

Please provide a mobile number if you would like to receive communications from Roads and Maritime this way

Mobile number

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

4 Dealer's details

Name of dealership

Dealer's licence number

State or Territory

Date vehicle purchased/acquired

	/		/	
day		month		year

Dealers now 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 Purchase/Acquisition details

Date of purchase/acquisition

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

Accreditation or licence is required for the following:

- Taxi plate type T or TC
Long distance, tourist or charter service plate type TV
Regular 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 (eg Ford)

Model (eg 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

Roads and Maritime 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;
If the vehicle has Special Number Plates, to facilitate the administration of the Special Number Plates and for use in the operation of Roads and Maritime Special Number Plate business.

You are required to provide your personal information under road transport legislation and we may refuse your application if you do not provide it.

We 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 party (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.

If the vehicle has Special Number Plates, we may disclose your personal information to any Concessionaire appointed to manage our Special Number Plate business, which at the date of the Number Plate Terms and Conditions is Plate Marketing Pty Ltd, to allow the concessionaire to manage Special Number Plate business.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

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

19 Declaration

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

You declare that:

- The information on this form is true and complete
- If the vehicle has Special Number Plates you have read and accept the Number Plates Terms and Conditions for Special Number Plates available at any Registry or on the myplates website *myPlates.com.au*.

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by a false statement or any misrepresentation or other dishonest means.

Signature

Capacity if representative of company or firm

Date

day	/	month	/	year
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20 Representative's authority

(see over for important information)

This authority must be completed if you are sending someone to transfer the registration into your name. However, if you are not already a Roads and Maritime customer and recorded on the computer system of Roads and Maritime, you must attend a registry in person and provide Proof of Identity.

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

Signature

Representative's details

NSW Driver's licence/
Customer number

Date of birth

day	/	month	/	year
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Surname

Given names

Address

State	Postcode

Sex male female

Representative's signature

Capacity if representative of company or firm

Date

day	/	month	/	year
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Note: Signatory capacity must be declared by a Limited Company

Office use:

Proof of identity record

Person

Stand-alone or primary proof

Document number

Secondary proof *(if necessary)*

Proof of Residential Address

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 our registry, a Service NSW centre or agency within 14 days of purchasing/acquiring 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
- 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 (1120)

Proof of Identity (POI):

When you attend our registry, you need to show proof of identity (POI). You can use your current Roads and Maritime issued NSW driver photo licence or one which expired within the last two years.

A brochure listing other acceptable POI documents is available from registries, by calling the Contact Centre on 13 22 13, or by visiting the website at rms.nsw.gov.au. **Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 then ask for 13 22 13.

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 letterhead 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 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 a 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 computer system of Roads and Maritime, 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
- 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 \$30 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.) Roads and Maritime 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 \$107 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.