

Exchange / Transfer Number Plates



CUSTOMER INFORMATION

- For further enquiries regarding standard number plates contact Roads and Maritime Services on 13 22 13 or go to rms.nsw.gov.au.
- For further enquiries regarding Special Number Plates (SNPs) contact myPlates on 13 17 58 or go to the myPlates.com.au website.
- For vehicles involved in the number plate transaction, you should bring the current certificate of registration.
- If you are issued a new registration label you must attach this to your vehicle. Note: From 1 Jan 2013 light vehicles (including motorcycles and trailers) up to 4.5 tonnes Gross Vehicle Mass no longer need to display a registration label.
- Number plates always remain the property of Roads and Maritime. You do not own number plates issued by Roads and Maritime.
- If you send someone else to the registry to conduct business on your behalf, fill in the Representative's Authority section of this form (see section 5). Your representative will need his or her own proof of identity. 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.
- If your vehicle has Liquefied Petroleum Gas (LPG) or Compressed Natural Gas (CNG) installed, it is a legal requirement that the number plates on that vehicle must display an appropriate LPG or CNG label. Heavy fines may apply if your vehicle does not have an appropriate LPG or CNG label attached to the number plates. The LPG or CNG label must be attached without obscuring any information on the number plate.
- Plate exchanges are only allowed between vehicles registered in the same name, between family members and other limited cases. For more information please enquire at any of a registry, Service NSW centre or call Roads and Maritime on 13 22 13.

RMS Office Use
Attachments

Column 1

1 Person 1 to complete (if same person complete both columns)

Name of person or organisation on Certificate of Registration 1st vehicle (Exchange) or Current Plate Holder (Transfer)

Residential/Business address

Postcode

NSW Driver's licence/Customer number

2 I want to Exchange Plates with Person 2

Current registration plate number

Relationship to Person 2

go to 4

3 I want to transfer my Special Number Plates rights to Person 2

Transfer of Special Number Plate rights is only allowed for Personalised, PersonalisedPlus, Numeral only and Standard Content Special Number Plates

Registration plate number to be transferred

4 Declaration

I declare that:

If applicable, I authorise Roads and Maritime to transfer my Special Number Plate Rights for the plates shown above to the person shown as Person 2/ Proposed plate holder.

If I am receiving Special Number Plates as part of the exchange of plates, I have read and accepted the Term and Conditions for issue of Special Number Plates available on the myPlates website myPlates.com.au.

If applicable, I authorise the person in question 5 to act as my representative.

All information I have provided in this form is correct.

Signature

Date

day / month / year

column 1 continued overleaf

Column 2

1 Person 2 to complete (if same person complete both columns)

Name of person or organisation on Certificate of Registration 2nd vehicle (Exchange) or Proposed Plate Holder (Transfer)

Residential/Business address

Postcode

NSW Driver's licence/Customer number

2 I want to Exchange Plates with Person 1

Current registration plate number

Relationship to Person 1

go to 4

3 I want person 1 to transfer their Special Number Plates rights to me

Registration plate number to be transferred

4 Declaration

I declare that:

If I am receiving a Special Number Plate as part of exchange of plates or transfer of Special Number Plate rights, I have read and I accepted the Terms and Conditions for issue of Special Number Plates available on the myPlates website myPlates.com.au.

If applicable, I authorise the person in question 5 to act as my representative.

All the information I have provided in this form is correct.

Signature

Date

day / month / year

column 2 continued overleaf

5 Representative's details

NSW Driver's licence/
Customer number

Date of birth

/	/
day	month year

Name

Residential/Business address

Postcode

Representative's signature

Date

/	/
day	month year

Roads and Maritime is collecting your personal information in connection with your appointment as the authorised representative of our customer. You are not required to provide your personal information but the transaction may not proceed without it. We may disclose your personal information for the purposes of verifying it or confirming your appointment and to any Concessionaire that may be appointed to operate our Special Number Plate business. Your personal information will be held at 101 Miller Street North Sydney NSW 2060 and you can contact us to access or correct it.

5 Representative's details

NSW Driver's licence/
Customer number

Date of birth

/	/
day	month year

Name

Residential/Business address

Postcode

Representative's signature

Date

/	/
day	month year

Roads and Maritime is collecting your personal information in connection with your appointment as the authorised representative of our customer. You are not required to provide your personal information but the transaction may not proceed without it. We may disclose your personal information for the purposes of verifying it or confirming your appointment and to any Concessionaire that may be appointed to operate our Special Number Plate business. Your personal information will be held at 101 Miller Street North Sydney NSW 2060 and you can contact us to access or correct it.

Privacy Statement

Roads and Maritime is collecting your personal information in connection either with your vehicle registration and /or in connection with your application for Special Number Plates and we may retain and use it:

- To process your application for Special Number Plates in accordance with the NSW road transport legislation, including the *Road Transport Act 2013* and the *Motor Accidents Compensation Act 1999* (and all subordinate, amending, consolidating or replacing legislation);
- For driver licensing, motor vehicle, road transport or road safety purposes
- To facilitate the administration of your Special Number Plates and for use in the operation of our Special Number Plate business.

You are required to provide this information under the 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 access your application or verify the information you provide, and for inquiries about motor accidents. We may also disclose it to confirm compulsory insurance is current, to anyone proposing to acquire an interest in your vehicle, in respect of inquiries relating to stolen or abandoned vehicles, or to any joint Registered Operator of your vehicle.

We may disclose your personal information to any Concessionaire appointed to manage our Special Number Plate business, which as at the date of these Terms and Conditions is Plate Marketing Pty Ltd, to allow the Concessionaire to manage the Special Number Plate business.

If you are an Annual Fee Paying Customer, we or our Concessionaire may communicate special number plate marketing and customer service information unless you elect to opt-out by going to myplates.com.au/update where you can enter your plate number and surname/business name. Otherwise, we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by us at 101 Miller Street, North Sydney NSW 2060 and generally you can contact us or visit rms.nsw.gov.au/myRTA to access or correct it.

Office Use Only

Proof of identity

Certificate of Registration 1 produced

Yes No

Stand alone or primary proof

Document number

Secondary proof (if necessary)

Document number

Certificate of Registration 2 produced

Yes No

Stand alone or primary proof

Document number

Secondary proof (if necessary)

Document number

Verified by

Signature

CSO/Service NSW officer or dealer number or agency name