

# Transfer of registration from a deceased estate

This form is to be used to change the registered operator<sup>(1)</sup> of a currently registered<sup>(2)</sup> vehicle (e.g. car, motorcycle, caravan) with Victorian number plates attached. **This form must be completed and signed by both the disposer<sup>(3)</sup> (authorised representative of the estate<sup>(4)</sup>) and the acquirer<sup>(5)</sup> and returned to VicRoads within 90 days of becoming the authorised representative.**

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 <sup>(3)</sup>	Acquirer <sup>(5)</sup>			
	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 <a href="https://vicroads.vic.gov.au/deceased-estate">vicroads.vic.gov.au/deceased-estate</a> for detailed information. <b>Do not mail original copy of any documents to VicRoads.</b>	<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 <a href="https://vicroads.vic.gov.au/deceased-estate">vicroads.vic.gov.au/deceased-estate</a> 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 <a href="https://vicroads.vic.gov.au/registration-check">vicroads.vic.gov.au/registration-check</a>	<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 <a href="https://ppsr.gov.au">ppsr.gov.au</a> or call <b>1300 007 777</b> .	<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 <sup>(6)</sup> . 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 <a href="https://vicroads.vic.gov.au/identity">vicroads.vic.gov.au/identity</a> for requirements. If the acquirer has an interstate or overseas licence, refer to <a href="https://vicroads.vic.gov.au">vicroads.vic.gov.au</a> 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) <sup>(7)</sup> . If the estate intends to keep the rights to custom number plates, refer to <a href="https://vicroads.vic.gov.au/deceased-estate">vicroads.vic.gov.au/deceased-estate</a> 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 <b>Victorian</b> Certificate of Roadworthiness (RWC) <sup>(8)</sup> for the vehicle is issued no more than 30 days <b>before</b> the date of sale <sup>(9)</sup> , unless exempt. Refer to <a href="https://vicroads.vic.gov.au/transfer-exemptions">vicroads.vic.gov.au/transfer-exemptions</a>	<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"> <li>The vehicle registration number and VIN or chassis number</li> <li>Disposer and acquirer names and signatures</li> <li>Date and time of the transfer.</li> </ul> To record the above details, a <b>Receipt of vehicle sale</b> template is available at <a href="https://vicroads.vic.gov.au/transfer-forms">vicroads.vic.gov.au/transfer-forms</a> . 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 <a href="https://vicroads.vic.gov.au/transfer-exemptions">vicroads.vic.gov.au/transfer-exemptions</a>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Calculate and pay the motor vehicle duty upon lodgement, unless exempt. Refer to <a href="https://vicroads.vic.gov.au/transfer-exemptions">vicroads.vic.gov.au/transfer-exemptions</a>					<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 (unless exempt) to VicRoads within 90 days of becoming the authorised representative by:**

- Visiting a VicRoads Customer Service Centre with evidence of identity, refer to [vicroads.vic.gov.au/office-locations](http://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](http://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

The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. This includes disclosing the information to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: [dtp.vic.gov.au/privacy](http://dtp.vic.gov.au/privacy).

Providing false or misleading information or documents is a serious offence under the *Road Safety Act 1986* and *Marine Safety Act 2010*, as applicable, and can result in you being fined or imprisoned. Further, 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.

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

## Definitions

- 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](http://vicroads.vic.gov.au/transfers) for information.
- 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](http://vicroads.vic.gov.au/transfers) for unregistered transfer information.
- Disposer** – the person who is authorised as a representative of the estate to sell or give away the vehicle.
- 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](http://vicroads.vic.gov.au/deceased-estate) for information on establishing the authorised representative of the estate.
- Acquirer** – the person who is acquiring or receiving the vehicle.
- 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.
- 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.
- 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.
- 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.
- Australian Company Number (ACN)** – a unique 9 digit number issued to a company by Australian Securities and Investments Commission (ASIC).
- 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 vehicle purchase price or the price at which a vehicle might reasonably be sold on the open market, whichever is higher.

For example, you bought a vehicle from your friend/family member for \$10,000 (purchase price), but if they had instead sold it to someone they didn't know on the open market they might have been paid \$20,000. In this case, the market value is \$20,000 not the price you paid.

- 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. Light trailers (including caravans) are exempt from motor vehicle duty. Please visit [vicroads.vic.gov.au](http://vicroads.vic.gov.au) for more information regarding exemptions.

Use the **online calculator** at [vicroads.vic.gov.au/transfer-fees](http://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"> <li>• The vehicle is a Low Emission Vehicle</li> <li>• The acquirer is a primary producer, or</li> <li>• The vehicle is a non-passenger vehicle (motorbike, van, bus, truck, heavy trailer, equipment)</li> </ul>	0.042
Market value of the vehicle is up to \$80,567	0.042
Market value of the vehicle is over \$80,567 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	Motor vehicle duty
0.0 <input type="text"/>	\$ <input type="text"/> A	= \$ <input type="text"/> B

\* Use the rate applicable to market value as per the *Vehicle classification* in the above table.

- 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](http://vicroads.vic.gov.au/transfer-fees)

- Low Emission Vehicle** – tailpipe CO<sub>2</sub> emissions of 120g/km or less. Check your vehicle's emission levels at [greenvehicleguide.gov.au](http://greenvehicleguide.gov.au)
- 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.
- Australian Registered Body Number (ARBN)** – a unique 9 digit identifier issued to registerable bodies and foreign companies by Australian Securities and Investments Commission (ASIC).



**COPIES OF THIS COMPLETED FORM MUST BE RETAINED BY BOTH THE DISPOSER AND ACQUIRER AS PROOF OF TRANSFER.**

# Transfer of registration from a deceased estate

All fields are mandatory and should be completed clearly in ink using BLOCK letters. The Vehicle Register is not a register of title (vehicle ownership).

## Vehicle details

Registration number	Make	
<input type="text"/>	<input type="text"/>	
Model	Year	Body type
<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN <sup>(7)</sup> (or chassis number if no VIN)		
<input type="text"/>		

### Date of transfer<sup>(9)</sup> (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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*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](http://ppsr.gov.au) for information.*

### Certificate of Roadworthiness (RWC)<sup>(8)</sup>

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/transfer-exemptions](http://vicroads.vic.gov.au/transfer-exemptions) Exempt

RWC serial number RWC issue date (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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RWC Licence Vehicle Tester number

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

## Deceased person details

Surname	<input type="text"/>
First given name(s)	<input type="text"/>
Victorian licence/customer number <sup>(6)</sup>	<input type="text"/>
Residential address	<input type="text"/>
	Postcode <input type="text"/>

## 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 or misleading information or documents is a serious offence under the Road Safety Act 1986 and Marine Safety Act 2010, as applicable, and can result in you being fined or imprisoned. Further, 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

<input type="text"/>	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

## Acquirer details

Surname or company name	<input type="text"/>
First given name(s) ACN/ARBN <sup>(10)</sup> <sup>(17)</sup>	<input type="text"/>
Victorian licence/customer number <sup>(6)</sup>	<input type="text"/>

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.

Residential or company address

<input type="text"/>	Postcode <input type="text"/>
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Postal address (if different to residential or company address)

<input type="text"/>	Postcode <input type="text"/>
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Garage address<sup>(11)</sup> (if different to residential or company address)

<input type="text"/>	Postcode <input type="text"/>
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Mobile phone no. (or other if not applicable)

Email

**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	<input type="text"/>
Victorian licence/customer number <sup>(6)</sup> of representative	<input type="text"/>

**Market value<sup>(12)</sup>** or sale price of the vehicle

\$ <input type="text"/>	<b>A</b> <i>Declare the greater of the market value or the sale price. To avoid penalties do not under declare the market value.</i>
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### Payment details

Use the **online calculator** at [vicroads.vic.gov.au/transfer-fees](http://vicroads.vic.gov.au/transfer-fees) to determine the applicable motor vehicle duty<sup>(13)</sup> and transfer fee<sup>(14)</sup>.

For fee and duty exemptions, refer to [vicroads.vic.gov.au/transfer-exemptions](http://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<sup>(15)</sup>  Acquirer is a primary producer<sup>(16)</sup>

To apply for a primary producer discount, complete a *Primary producer discount application* form available at the **Transport Victoria** website

### Acquirer signature

<input type="text"/>	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

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

OFFICE USE ONLY	RWC exemption code <input type="text"/>	Transfer fee exemption code <input type="text"/>	MVD exemption code <input type="text"/>	EOI sighted <input type="text"/>
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