

Dealer application for transfer of registration

Dealer information

The *Dealer application for transfer of registration* form is designed to be used for Dealer-to-Private, Dealer-to-Dealer and Private-to-Dealer vehicle registration transfers. Do not use the form for Private-to-Private transfers (instead use the *Application for transfer of registration* form available on transport.vic.gov.au).

Dealer instructions

- If the transaction is a Dealer-to-Dealer transfer, the buying dealer is to submit the transfer form and pay the transfer fee. Both the selling and buying dealers must sign the form to acknowledge the transfer.
- Fully complete all sections of the form.
 - If the transfer is to a private buyer, you must declare the vehicle's market value and pay both the transfer fee and the motor vehicle duty to VicRoads. You must also include the Certificate of Roadworthiness (RWC) and specify its details on the form. You must advise the buyer if the vehicle was recorded on the written-off vehicles register.
 - For Dealer-to-Dealer transfers, both the selling and buying dealers must provide their registered names as declared with the Australian Securities and Investments Commission (ASIC), their LMCT number and VicRoads customer number. A business or trading name can not be used on the form.
 - Sign and date the form with an authorised signature. If you are selling the vehicle, use the seller section. If you are buying the vehicle, use the buyer section. The dealer stamp can be accepted in place of an authorised signature. An acceptable dealer stamp imprint is to contain the dealer LMCT number, LMCT company name, address and phone number.
- If the transfer involves a private customer (buying or selling), please ensure that the customer ticks all relevant boxes and provides their details in the relevant section.
- Submit the original copy of the *Dealer application for transfer of registration* form, the transfer fees, the Certificate of Roadworthiness (RWC) (for private buyer transfers) and the motor vehicle duty (for private buyer transfers) to VicRoads within 14 days from the date of delivery to GPO Box 1644, Melbourne Vic 3001. Certified dealers must process the transfer online and submit the form within 48 hours. **An incomplete application for transfer form will be returned to you unprocessed for your correction.**
- Issue the customer with a copy of the form and keep the other one.

If you decide to submit more than one transfer form into VicRoads, you must use the *Dealer registration transfers payment summary* to attach your transfer forms and remit one payment as a bulk transfer. The Dealer batch no. can be any identifying code that you wish to use. Refer to the *Dealer registration transfers payment summary* for more instructions on how to submit a bulk transfer to VicRoads.

Penalties

A seller or buyer who under declares the market value is liable to a penalty equal to double the amount of duty underpaid (section 215, *Duties Act 2000*).

A buyer who underpays the motor vehicle duty is also liable to a penalty equal to the amount underpaid plus interest (section 217, *Duties Act 2000*).

Under the provisions of Section 217A of the *Duties Act 2000* this application for transfer of registration of a motor vehicle is an assessment of duty.

The seller must inform the buyer in writing if the vehicle is recorded on the Victorian or an Interstate written-off vehicles register (Road Safety (Vehicles) Regulations 2021). Failure to do so may result in a penalty of over \$1000.

The buyer must complete and sign this application with the seller and submit to VicRoads with relevant documents and pay the applicable motor vehicle duty and transfer fee within 14 days from the date of delivery (Road Safety (Vehicles) Regulations 2021). Failure to do so may result in a penalty.

If the buyer is not a Licensed Motor Car Trader (dealer) and acquires a vehicle from a dealer, the buyer must, at the time of acquiring the vehicle, complete an *Application for transfer of registration* form as the buyer, sign it and give it to the dealer; and unless the dealer otherwise agrees, pay to the dealer the applicable motor vehicle duty and transfer fee (Road Safety (Vehicles) Regulations 2021). Failure to do so may result in a penalty of over \$1000.

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 16 years for a light vehicle, and 18 years for a motorcycle or a heavy vehicle. There can only be one registered operator per vehicle.
- 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 for unregistered transfer information.
- 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 vehicle 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 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.

Use the **online calculator** at 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">The vehicle is a Low Emission VehicleThe buyer is a primary producer, orThe vehicle is a non-passenger vehicle (motorbike, van, bus, heavy trailer, equipment)	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

\$ = \$

- 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
- Low Emission Vehicle** – tailpipe CO2 emissions of 120g/km or less. Check your vehicle's emission levels at 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).

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.

Dealer application for transfer of registration



ABN 69 981 208 782

This form must be completed and signed by both the seller and buyer and returned to VicRoads within 10 days of vehicle delivery. All sections of this form must be completed clearly in ink using BLOCK letters and submitted with the Certificate of Roadworthiness (RWC) and fees (if applicable) or the transfer will not be processed. The vehicle register is not a register of title (vehicle ownership).

Seller details

Surname or company name

Given name(s) or ACN/ARBN

Victorian licence/customer number

LMCT number

Residential address or company address

Postcode

Mobile phone no. (or other if not applicable)

Email

Vehicle details

Registration number Make Model

Year Serial number Body type

VIN (or chassis number if no VIN)

Date of delivery (dd/mm/yyyy)

/ / *To avoid liability for traffic offences and penalties, provide the exact date the vehicle was delivered.*

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)

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

RWC Licensed Vehicle Tester number

Seller declaration

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 below.

Seller signature

Date (dd/mm/yyyy)

Buyer details

Surname or company name

Given name(s) or ACN/ARBN

Victorian licence/customer number

If the buyer/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. Refer to transport.vic.gov.au

LMCT number

Residential address or company address

Postcode

Postal address (if different to residential address or company address)

Postcode

Garage address (if different to residential address or company address)

Postcode

Mobile phone no. (or other if not applicable)

Email

Market value or sale price of the vehicle

\$ *To avoid penalties do not under declare the market value.*

Payment details

Transfer fee Motor vehicle duty (if buyer is private) Total payable

\$ + \$ = \$

Tick if applicable: Low Emission Vehicle Buyer is a primary producer

To apply for a primary producer discount, complete a *Primary producer discount application* form available at transport.vic.gov.au

Buyer declaration

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 below.

Buyer signature

Date (dd/mm/yyyy)

Keep a copy of this completed and signed form. The dealer will submit the original form, RWC and applicable fees to VicRoads on your behalf.

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.

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.

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LMCT number

Residential address or company address

Postcode

Mobile phone no. (or other if not applicable)

Email

Vehicle details

Registration number Make Model

Year Serial number Body type

VIN (or chassis number if no VIN)

Date of delivery (dd/mm/yyyy)

/ / To avoid liability for traffic offences and penalties, provide the exact date the vehicle was delivered.

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)

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Market value or sale price of the vehicle

\$ To avoid penalties do not under declare the market value.

Payment details

Transfer fee + Motor vehicle duty (if buyer is private) = Total payable

Tick if applicable: Low Emission Vehicle Buyer is a primary producer

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