

Dealer application for transfer of registration

**Connecting
our communities**



Department
of Transport
and Planning

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 the VicRoads website).

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. VicRoads 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 Vehicle The buyer is a primary producer, or The 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

X \$ = \$

* 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
- 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.