

## Seller (Disposer)

You must decide whether you wish to sell the vehicle with or without current registration.

### With current registration – if so, you must:

- Provide the buyer with a Certificate of Roadworthiness (RWC) issued in Victoria not more than 30 days before the date of disposal
- Complete this form together with the buyer  
*Note: these items are a legal requirement. If you sell the vehicle to a Licensed Motor Car Trader (LMCT), a RWC is not required*
- Give the white copy to the buyer and keep the pink copy for your records

### Without current registration

You do not need to provide a RWC or complete this form.

To cancel the registration you must telephone VicRoads on 13 1171. To claim a refund on registration fees, the number plates must be returned to a VicRoads office.

### Important

**If VicRoads has not been notified that you have sold the vehicle, you may be liable for any traffic offences that the new registered operator may incur.**

### Dutiable Value Note (otherwise known as market value)

It is important to declare the correct dutiable value (the price at which the motor vehicle might reasonably have been sold, free from encumbrances, on the open market, or the purchase price, whichever is the greater). The seller and buyer are required to make their own separate declarations of the dutiable value of the vehicle.

## Motor Vehicle Duty PENALTIES

Under Section 215 of the *Duties Act 2000*, a seller or buyer who under declares the dutiable value is liable to a penalty equal to double the amount of duty underpaid as a consequence of the understatement of the dutiable value.

Under Section 217 of the *Duties Act 2000*, a buyer who underpays the duty is also liable to a penalty equal to the duty underpaid plus interest.

## VicRoads Customer Service Centres

<b>Ararat</b> Shop 2 56 High Street Ararat 3377	<b>Dandenong</b> 72-74 Greens Road Dandenong South 3175	<b>Leongatha</b> Anderson Street (Sth Gippsland Highway) Leongatha 3953	<b>Sunbury</b> c/-Shire Office 36 Macedon Street Sunbury 3429
<b>Bairnsdale</b> 535 Princes Hwy Bairnsdale 3875	<b>Dromana</b> Shop 11 Dromana Central 143 Point Nepean Road Dromana 3936	<b>Maryborough</b> c/-Shire Office Neill Street Maryborough 3465	<b>Sunshine</b> 499 Ballarat Road Sunshine 3020
<b>Ballarat</b> 88 Learmonth Road Wendouree 3355	<b>Echuca</b> 5 Mundarra Road Echuca 3564	<b>Melton</b> c/-Shire Office 232 High Street Melton 3337	<b>Swan Hill</b> 70 Nyah Road Swan Hill 3585
<b>Benalla</b> 50-52 Clarke Street Benalla 3672	<b>Frankston</b> 71 Hartnett Drive Seaford 3198	<b>Mildura</b> 109-111 Orange Ave Mildura 3500	<b>Wangaratta</b> 6-8 Handley Street Wangaratta 3677
<b>Bendigo</b> 57 Lansell Street Bendigo 3550	<b>Geelong</b> Fyans Street Geelong South 3220	<b>Morwell</b> Princes Drive Morwell 3840	<b>Warragul</b> Unit 5 131 North Road Warragul 3820
<b>Broadmeadows</b> Cnr Pearcedale Pde and Johnstone Street Broadmeadows 3047	<b>Greensborough</b> Diamond Village Shopping Centre Nepean Street Watsonia 3087	<b>Oakleigh South</b> 1 Eskay Road Oakleigh South 3157	<b>Warrnambool</b> 29 Jamieson Street Warrnambool 3280
<b>Burwood East</b> 12 Lakeside Drive Burwood East 3151	<b>Hamilton</b> Riley Street Hamilton 3300	<b>Portland</b> 114a Percy Street Portland 3305	<b>Wodonga</b> 82-86 Elgin Street Wodonga 3690
<b>Camberwell</b> 3 Prospect Hill Road Camberwell 3124	<b>Hoppers Crossing</b> 52-64 Old Geelong Rd (Spotlight Centre) Hoppers Crossing 3029	<b>Sale</b> 28 Princes Highway Sale 3850	
<b>Carlton</b> 459 Lygon Street Carlton 3053	<b>Horsham</b> 14 O'Callaghans Pde Horsham 3400	<b>Seymour</b> 5 Crawford Street Seymour 3660	
<b>Cobram</b> c/-Shire Office 44 Station Street Cobram 3644	<b>Kyneton</b> 2 Beauchamp Street Kyneton 3444	<b>Shepparton</b> 231-239 Corio Street Shepparton 3630	
<b>Colac</b> Colac Auto Centre Princes Highway Colac West 3250			

## Buyer (Acquirer)

If you are not buying a vehicle from a car dealer or auction house, you must find out if it is to be sold with or without current registration.

### What to do when buying a vehicle:

- Confirm the ownership of the vehicle and check whether the vehicle's registration is suspended or cancelled
- Check that the vehicle is not reported stolen and is free of lease, hire purchase or mortgage by telephoning VicRoads Vehicle Securities Register on 13 1171 with the registration number, engine number and vehicle identification number
- Check the current transfer fees and calculate the motor vehicle duty payable

### Important

If the registration is due for renewal, a certificate may have already been issued. A new certificate can be obtained by telephoning 13 1171.

### With current registration – if so, you must:

- Obtain from the seller a Certificate of Roadworthiness (RWC) issued in Victoria not more than 30 days before the date of acquisition
- Ensure the number plates are on the vehicle
- Complete this form together with the seller
- Forward the white copy together with the RWC and appropriate fees (if applicable) to VicRoads within 14 days of the date of acquisition. **These items can be posted to VicRoads, GPO Box 1644, Melbourne 3001** or taken to a VicRoads Customer Service Centre.

*Note: the above procedure is a legal requirement.*

### Without current registration

Do not use this form if the registration is cancelled, but please ensure that you obtain a receipt that clearly identifies the vehicle and the previous registered operator.

*Note: if you intend to drive an unregistered vehicle on a road, you will need to obtain an Unregistered Vehicle Permit by telephoning VicRoads on 13 1171. A permit will only be issued if the vehicle is safe to use on a road.*

### Buying from a Licensed Motor Car Trader (LMCT)

If the vehicle is purchased from an LMCT, the buyer must lodge the application, transfer fees and motor vehicle duty with the dealer who will forward them onto VicRoads.

### Transfer Fees Payable – Private Buyers (fees subject to change)

Motor Vehicles – \$29.60    Motorcycles – \$5.20    Trailers/Caravans – \$5.20

### How to Calculate Motor Vehicle Duty (fees subject to change)

DUTIABLE VALUE	M/VEHICLE DUTY	DUTIABLE VALUE	M/VEHICLE DUTY	DUTIABLE VALUE	M/VEHICLE DUTY
\$200 or Less	\$8	\$2000	\$80	\$15,000	\$600
201 - 400	16	3000	120	20,000	800
401 - 600	24	4000	160	25,000	1000
601 - 800	32	5000	200	30,000	1200
801 - 1000	40	10,000	400	35,000	1400

### Motor Vehicle Duty Payable: \$8 for every \$200 or part thereof

**Example:** for a dutiable value of \$5560, the motor vehicle duty payable is \$224  
 calculated from \$5000 = \$200 Motor Vehicle Duty  
 \$560 = \$24 Motor Vehicle Duty

You are required to provide this information by the Roads Safety Act 1986 and/or Marine Act 1988 and Regulations. Failure to provide this information may result in your application not being processed or records not being properly maintained. Personal information we collect from you may be used only for purposes permitted by these Acts and Regulations. Your personal information may be disclosed to contractors and agents of VicRoads, law enforcement agencies, other road and marine authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls only) courts and other organisations authorised to collect it. For further information about our use of your personal information and your right of access to it, see the VicRoads brochure 'Protecting your Privacy', or contact VicRoads on 13 11 71.

I confirm that all the information given by me is true and correct. I consent to this information supplied by me being used to verify evidence of identity and concession entitlements. My information supplied may be verified with Centrelink, Department of Veteran Affairs, Registry of Births, Deaths and Marriages and the Department of Foreign Affairs and Trade.

**This form must be completed and signed by both the seller and buyer and returned to VicRoads within 14 days.**

Documents and fees may be sent to GPO Box 1644, Melbourne VIC 3001.

Do not use this form if the registration has been cancelled. See front sheet for more information.

The vehicle register records the identification details of each vehicle and the name and address of the registered operator of the vehicle. **It is not a register of vehicle ownership (title).**

**For correct processing, please print clearly in ink using BLOCK letters. All details must be provided including the licence number for all Victorian licence holders.**

**Copies:** Blue – Buyer Returns to VicRoads White – Seller Keeps

Registration Number																				
Serial Number																				
Date of Sale	D	D	M	M	Y	Y	Y	Y												

TO AVOID LIABILITY FOR TRAFFIC OFFENCES THE EXACT DATE MUST BE SHOWN

## Seller (Disposer) Details

Surname or Company Name				Victorian Licence No.																			
Given Name(s) or ACN (if applicable)				Gender (M/F)				Date of Birth				D	D	M	M	Y	Y	Y	Y				
Phone (optional)				LMCT Number																			
Home (or company) Address																							
																Postcode							
Postal Address (if different from above)																							
																Postcode							

## Seller's Dutiable Value Declaration and Signature

Statement of Dutiable Value by the Seller (Otherwise known as market value – please refer to front sheet for information)

\$

I acknowledge that a copy of this form may be provided by VicRoads to the Acquirer upon request.

Signature of Seller/Disposer																			
Date				D	D	M	M	Y	Y	Y	Y								

## Vehicle Details

Automatic  Manual

Vehicle Make				Model				Year First Registered				Y	Y	Y	Y				
Engine Number				Body Type				Colour				Number of Cylinders							
VIN (chassis or frame number if no VIN)																			

## How was the vehicle disposed of?

- Through a Licensed Motor Car Trader (LMCT)
- With a Certificate of Roadworthiness (RWC) attached to this form and issued in Victoria not more than 30 days before the date of disposal

RWC Number				Issue Date				D	D	M	M	Y	Y	Y	Y				
Tester's Licence Number				Ex															

## Buyer (Acquirer) Details (the minimum age to register a light vehicle is 17 years, 17 years 9 months for a motorcycle, and 18 years for a heavy vehicle)

Surname or Company Name				Victorian Licence No.																			
Given Name(s) or ACN (if applicable)				Gender (M/F)				Date of Birth				D	D	M	M	Y	Y	Y	Y				
Phone (optional)				LMCT Number																			
Home (or company) Address																							
																Postcode							
Garaged Address (if different from above) (VicRoads will only register vehicles garaged in Victoria)																							
																Postcode							
Postal Address (if different from above)																							
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Statement of Dutiable Value by the Buyer (Otherwise known as market value – please refer to front sheet for information)

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I acknowledge that a copy of this form may be provided by VicRoads to the Disposer upon request.

Signature of Buyer/Acquirer																			
Date				D	D	M	M	Y	Y	Y	Y								

## Motor Vehicle Duty and Fees 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.

**Transfer Fees Payable – Private Buyers (fees subject to change)** – Motor Vehicles: \$29.60; Motorcycles/Trailers/Caravans: \$5.20

Transfer Fee \$

**Motor Vehicle Duty Payable** – \$8 for every \$200 or part thereof the dutiable value.

Motor Vehicle Duty \$

**To avoid penalties the duty and fees should be paid when the application is lodged.**

**Total Payable \$**

*Note: Motor Vehicle Duty is not applicable to light trailers with Gross Trailer Mass of 4.5 tonnes or less.*

**This form must be completed and signed by both the seller and buyer and returned to VicRoads within 14 days.**

Documents and fees may be sent to GPO Box 1644, Melbourne VIC 3001.

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Date of Sale

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### Seller (Disposer) Details

Surname or Company Name		Victorian Licence No.								
Given Name(s) or ACN (if applicable)	Gender (M/F)	Date of Birth	D	D	M	M	Y	Y	Y	Y
Phone (optional)	LMCT Number									
Home (or company) Address		Postcode								
Postal Address (if different from above)		Postcode								

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Signature of Seller/Disposer									
Date	D	D	M	M	Y	Y	Y	Y	Y

### Vehicle Details

Automatic  Manual

Vehicle Make	Model	Year First Registered	Y	Y	Y	Y
Engine Number	Body Type	Colour	Number of Cylinders			
VIN (chassis or frame number if no VIN)						

### How was the vehicle disposed of?

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RWC Number Issue Date

Tester's Licence Number Ex

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Given Name(s) or ACN (if applicable)	Gender (M/F)	Date of Birth	D	D	M	M	Y	Y	Y	Y
Phone (optional)	LMCT Number									
Home (or company) Address		Postcode								
Garaged Address (if different from above) (VicRoads will only register vehicles garaged in Victoria)		Postcode								
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Date	D	D	M	M	Y	Y	Y	Y	Y

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