

Vehicle Registration Transfer Application

Transport Operations (Road Use Management) Act 1995



Queensland
Government

Information Sheet

This form is in two parts, A and B. The Acquirer and Disposer must sign both parts.

Part A. Transfer Application must be completed in full and submitted to the Department of Transport and Main Roads (TMR) by the **Acquirer**.

Part B. Proof of Transfer/Notice of Disposal must be completed in full and signed by both the Acquirer and Disposer, and **kept by the Disposer** until the registration has been transferred.

The Acquirer must submit Part A within fourteen (14) days of the vehicle's acquisition together with:-

- **Evidence Of Identity (EOI)** is required at the time of making this application. Personal identification for example, original Queensland (Qld) Driver Licence **or** Business/Company/Organisation identification. Refer to the separate Evidence of Identity Information Sheet (F4362) or www.tmr.qld.gov.au for requirements. **Note:** If the vehicle is to be registered in joint names both parties must provide suitable personal identification.
- Proof of Qld garage address (to confirm that the address exists - Qld driver licence, property rates notice, gas, phone or electricity account). Non-permanent residents please enquire at the department.
- Current Registration Certificate.
- The original (blue) of the Qld Safety Certificate or the original Qld Certificate of Inspection (COI) unless exempt.
- Gas Certificate (if applicable). Please refer to Gas Certificate Exemptions on this form.
- A transfer fee will apply. **Note:** A transfer fee does not apply to a motorised wheelchair.
- Pro rata registration fee may be payable if the Disposer claimed a concession on the vehicle's registration.
- Duty (if applicable) is payable. For more information about Vehicle Registration Duty Exemptions and the calculation of Duty, please refer to Duty and Dutiable Value on this form.

Note: It is an offence if the Acquirer does not lodge a completed application for vehicle registration transfer within 14 days of acquiring the vehicle.

The Disposer must:-

- Provide the acquirer with a current Registration Certificate.
- The original (blue) of the Qld Safety Certificate or the original Qld COI unless exempt.
- If the vehicle is fitted with gas fuel systems or other gas systems, provide the relevant certificate from an authorised gas installer. The issue date of the certificate must not be more than 3 months before the date of disposal of registration (exemptions refer to Gas Certificate Exemptions).
- Complete and keep Part B and the yellow copy of the Qld Safety Certificate as proof of transfer until registration is transferred from their name.

Qld Safety or Qld Inspection Certificate/Gas Certificate Requirements and Exemptions

Authorised Inspection Station (AIS)

COI - For vehicles over 4.5 tonne, trailers over 3.5 tonne or public passenger vehicles a COI issued in Qld is required. The certificate must be current at the date of disposal.

Safety Certificate - If a Safety Certificate is required it must be issued in Qld. It must be current at the date of disposal and attached to a conspicuous part of the vehicle when it is presented for sale. A Qld Safety Certificate may be used for one new registration and one transfer of registration provided they are within the 2 months/2000km limit, whichever happens first. It **cannot** be used for two transfers. Further evidence may be required to verify the exemption claimed, for example, death certificate, will or repossession documents.

Gas Certificate Exemptions - Gas Fuel Systems ONLY - You must present the relevant Gas Certificate, Form PGR101/102 (fuel system) or Form PGA734 (cooking facilities), unless exempt. The issue date of the certificate must not be more than 3 months before the date of transfer.

Exemptions (Items 1, 4 and 11 do not apply to gas certificate exemptions)

1. The vehicle is a tractor-based mobile crane or a trailer/caravan with an ATM of 750kgs or less.
2. The vehicle is garaged prior to and at the time of sale in one of the Shires of Aurukun, Barcoo, Boulia, Bulloo, Burke, Carpentaria, Cook, Croydon, Diamantina, Doomadgee, Etheridge, Hope Vale, Injino, Kowanyama, Lockhart River, Mapoon, Mornington, Napranum, New Mapoon, Pormpuraaw, Quilpie, Torres, Umagico, Warroo or Wujal Wujal or the vehicle is garaged prior to and at the time of sale in a remote area (contact TMR for localities). **XZON**
3. Sale or disposal to a licensed motor dealer.
4. The vehicle is a motorised wheelchair.
5. Transfer between spouses. **JOWN**
6. Transfer to surviving spouse. **SPOU**
7. Transfer registered operator (deceased) to beneficiary of the deceased estate. **DECB**
8. Transfer to/from joint names provided one registered operator remains the same. **JOWN**
9. Transferring from registered operator to Repossessor/ Redeemer. **REPO REDE**
10. A vehicle under 4.5 tonne is garaged on a Qld island where there is no AIS to issue a Qld Safety Certificate OR any vehicle garaged on a Qld island where there is no authorised Gas Examiner or Installer. **XZON**
11. Motorbikes, trailers and caravans (.75t up to and including 3.5t ATM) with a garage address in an area 50km or more from the nearest AIS authorised to inspect that type of vehicle. **XZON**
12. The person has an exemption notice advising there is no one authorised to issue a Gas Inspection Certificate within a reasonable distance.

Is the vehicle financially encumbered?

When a bank, finance company or individual takes out an interest in a vehicle (that is, provides a loan to the owner), they register their interest in the vehicle. If a registered vehicle is still current, the vehicle could legally be repossessed. If you have not already checked that this vehicle is unencumbered you can find information on the Personal Property Securities Register (PPSR) at www.ppsr.gov.au prior to purchasing the vehicle.

Vehicle Registration Duty Exemptions

1. New registered operator is a licensed motor dealer

The vehicle has been acquired by a motor dealer for the purpose of sale and or used as a demonstration model. The dealer must maintain records as prescribed by the *Duties Act 2001*. **DEAL**

2. Trailers/Caravans

All trailers and caravans are exempt.

3. Repossession

An owner who has repossessed the motor vehicle pursuant to a hire purchase agreement or by an owner to whom the motor vehicle has been returned by the hirer voluntarily under a hire purchase agreement or on the termination of a hiring agreement. **REPO**

4. Redemption

A hirer who has redeemed the motor vehicle that was previously repossessed. This applies only when the registration of the vehicle is to be recorded in the same name as before repossession. **REDE**

5. New registered operator is a Primary Producer

Where the motor vehicle is more than 6 tonne GVM and is intended for use solely in connection with their business as a primary producer and is to be used by them for that purpose for 5 years and they provide a Statutory Declaration to that effect. The applicant must also be eligible and applying for primary producer concessional registration (Form 4517). **PRIM**

6. Same business name/owner

Where the applicant is the sole owner/s of the business or another business owned solely by the same owner/s, as the previous registration. **NAME**

7. The registered operator is a Local Government

A local government means the Brisbane City Council or a local government under the *Local Government Act 2009*.

8. The registered operator is a Government Entity

The Crown or any corporation representing the Crown or any Department, sub-Department, Board or Commission under the State Government.

9. Foreign Consul

The registered operator is a Consul or an officer of the Consulate and is a national of the country represented. **CONS**

10. Vehicle is a motorised wheelchair

The vehicle is a motorised wheelchair that will be used by a disabled person for private purposes.

11. Ex-Serviceperson-Concessional registration fee entitlements

The registered operator is an ex-serviceperson who under the *Transport Operations (Road Use Management) Act*, is entitled to concessional registration fees for the vehicle. **EXSV**

12. The registered operator is a person who has lost the use of one or both legs

The registered operator has lost the use of one or both legs and uses the vehicle for transport to and from their place of employment or education because they are unable to use public transport due to their disability. Their education must be for the purpose of obtaining employment. **DISA**

13. Transfer duty (i.e. contract/sale duty) paid on another document

Vehicle duty is paid through a dutiable transaction (e.g. contract for sale of a business or farm). Verification from the Office of State Revenue must be provided certifying payment of duty. If verification is not presented vehicle duty must be paid and can later be claimed from the Office of State Revenue. **PAID**

14. Deceased estate

The vehicle is transferred to: - the name of the personal representative of the estate **EXEC**
OR - a beneficiary in the estate of a deceased person **DECB**

15. The vehicle is a gift

The transfer of a whole or part interest in a vehicle by way of a gift to a *relative of the registered operator. **FAMG**

16. Other reasons for exemption

Please provide evidence from the Office of State Revenue.

* 'Relative of the registered operator' is a spouse, parent or grandparent of the person or person's spouse, a child, stepchild or grandchild of the person or person's spouse of any of the immediate preceding category.

Duty Recovery - The Commissioner of State Revenue may take action against the registered operator/s when recovering outstanding duty on a Vehicle Registration Application.

Vehicle Registration Duty and Dutiable Value

Vehicle registration duty is payable upon application to register or transfer of a vehicle unless exempt.

Vehicle registration duty rates (% is calculated on the dutiable value*):

- All electric/hybrid vehicles - 2%
- 5 or 6 cylinders or 3 rotors - 3.5%
- Tractor-based mobile machinery - \$25.00
- up to 4 cylinders/2 rotors (including steam) - 3%
- 7 or more cylinders - 4%

*Dutiable value

1. Vehicle previously registered (in Queensland or another state)

The dutiable value is the greater of:

- the total consideration, in monetary terms (including GST where applicable), payable by the purchaser including any deposit, trade-in allowance and the price of all items of optional equipment, OR
- the market value of the vehicle

1(a) Vehicle modified for a person with a disability

The market value of the vehicle disregarding the value of the modifications fitted for the disabled person ('Statutory Declaration for a modified vehicle - Disabled Person' form, must be submitted with this application)

Vehicle Registration Transfer Application

Transport Operations (Road Use Management) Act 1995



Queensland Government

It is an offence to give false or misleading information under the *Transport Operations (Road Use Management) Act 1995*.
Maximum penalty may exceed \$6000.

Part A. Transfer Application: Acquirer to complete and submit to the Department of Transport and Main Roads.

1 Registration details

- **Has the Disposer provided a Registration Certificate?**
Yes No **This application may not be processed** unless a Registration Certificate is attached.
- **Is the vehicle's registration current?**
Yes No **Any outstanding fees must be paid with this application.**
- **Does the vehicle have personalised plates attached?**
No Yes The disposer must submit a Remove and/or Attach Personalised Number Plates Application (F2964) or a Personalised Number Plate/s Transfer Application (F2963) with this application.

2 Vehicle details - please print

(Note: the check digit is the single number that appears following the registration number on the Registration Certificate or windscreen label)

Registration/Plate number	Check digit
<input type="text"/>	<input type="text"/>
Make, Model and Body Shape (e.g. Ford Falcon Station Wagon)	
<input type="text"/>	
Vehicle Identification Number (VIN) or Chassis Number	
<input type="text"/>	

3 The vehicle is to be transferred from:-

Note: If registered in joint names all disposers details must be completed below.
First Disposer's details
Disposer's Customer Reference Number (CRN)
The CRN is your Qld Driver Licence number, Adult Proof of Age Card number or your reference number issued by TMR.

<input type="text"/>
Disposer's name (please print)
<input type="text"/>

Second Disposer's details (if applicable)
Disposer's CRN

<input type="text"/>
Disposer's name (please print)
<input type="text"/>

4 The vehicle is to be transferred to:-

Note: The vehicle may be transferred into one or two names
Evidence of Identity (EOI) is required for all acquirers
First Registered operator's details
Full name and residential/business address (please PRINT)

<input type="text"/>
<input type="text"/>
Postcode
<input type="text"/>
Postal address (if same as above write 'AS ABOVE')
<input type="text"/>
Postcode
<input type="text"/>

Does the above individual or organisation have a CRN?
The CRN is your Qld Driver Licence number, Adult Proof of Age Card number or your reference number issued by TMR.
No Complete a New Customer Application (form F3503)
Yes CRN

<input type="text"/>

4 continued...

The registered operator above is (tick one box)
Private Individual/s **Go to 5** Registered Company
Business/ Trust Other/ Legal entities

Company/Business details
Australian Company Number (ACN)/Business Number (BN)

You **must** nominate one **proprietor/trustee** of the business or trust as the second registered operator.

5 Is the vehicle to be transferred into two names?

No **Go to 7** Yes

6 Second registered operator's details

Do you have a CRN? The CRN is your Qld Driver Licence number, Adult Proof of Age Card number or your reference number issued by TMR.
No Complete a New Customer Application (form F3503)
Yes CRN

<input type="text"/>

Details must be those of an individual or the proprietor/trustee of the business/trust

Full name (please print)

7 Where will the vehicle be garaged? (must be in Queensland)

<input type="text"/>
Postcode
<input type="text"/>

8 Date of disposal

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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9 Will the vehicle be registered to an individual/s and used exclusively for personal and domestic activities?

Yes PRIV **Go to 10**
No Please indicate purpose of use below (please tick one box only)

Limousine <input type="checkbox"/> LIMO	Driver Training or Tuition <input type="checkbox"/> TRAI
Special Purpose Limousine <input type="checkbox"/> LSPL	Taxi <input type="checkbox"/> TAXI
Commercial <input type="checkbox"/> COML	Used for Non Profit <input type="checkbox"/> NONP
Public Passenger Service <input type="checkbox"/> PPSE	Farming <input type="checkbox"/> FARM
School Activities Only (Transporting Children, Teachers) <input type="checkbox"/> SCHA	Licensed Tow Truck <input type="checkbox"/> LTOW
Rental (Self Driver Rental) <input type="checkbox"/> RENT	Emergency <input type="checkbox"/> EMER
	Translink Urban Service <input type="checkbox"/> TLKU

10 Vehicle Registration Duty

Is there an exemption from paying Duty?
No 'Dutiable Value' is defined in the Duty and Dutiable Value section. For vehicles **other than tractor-based mobile machinery**, what is the Dutiable Value at the date of disposal?
Duty (if applicable) on tractor-based mobile machinery is charged at a flat rate of \$25.00
\$ Dutiable Value (Market Value)
Yes Exemption code/number (as listed in the Vehicle Registration Duty Exemptions section)

continued...

11 Current Odometer (Speedo) reading (if applicable)**12 Registration periods**

Are you paying the renewal at the time of transfer?

Yes No **Go to 13**

Is the vehicle's GVM or ATM over 4.5 tonne?

No Registration period options
6 months 12 months Yes Registration period options
3 months 6 months 12 months **13 Compulsory Third Party (CTP) Insurance**

Only GST registered businesses may be able to claim an Input Tax Credit (ITC). Is anyone entitled to claim the GST component of the CTP insurance premium for the vehicle as an ITC? If unsure contact your tax advisor.

No Yes You may choose a new CTP insurer for the next registration period. For a list of licensed insurers visit www.maic.qld.gov.au.

Do you wish to nominate a new CTP insurer?

No Yes If yes, name of CTP insurer
14 Qld Safety or Qld Inspection Certificate
Is there an exemption from providing a Qld Safety or Qld Inspection Certificate?No The original Qld Safety/Inspection Certificate must be attached to this application (see Instructions - tear-off sheet)Yes Exemption category (as listed in Instructions)**15 Is the vehicle fitted with gas fuel systems or other gas systems?**No **Go to 16**Yes You must present the relevant Gas Certificate, Form PGR101/102 (fuel system) or Form PGA734 (cooking facilities), with this application unless exempt. For used vehicles the issue date of the certificate must not be more than 3 months before the lodgement date of this application.Gas fuel systems Certificate/
Compliance Plate no.

Issue date

 / /

(exemptions listed in Gas Certificate Exemptions)

Other gas systems

Certificate/Compliance Plate no.

Issue date

 / / **16 Is the current registration under concession?**

(The Registration Certificate shows whether a vehicle has a concession applied to the registration)

No Yes **You, the Acquirer, may have to pay a pro-rata fee with this application.****17 Are you applying for a registration concession?**No **Go to 18**Yes **What type of concession will you be applying for?**

An Application for Concession and proof of entitlement may need to be supplied with this application.

18 Is someone lodging this application on your behalf? (Your representative will need to bring proof of their identification as well as proof of your identity, e.g. Original Qld Driver Licence). Refer to the separate Evidence of Identity Information Sheet (F4362) or www.tmr.qld.gov.au for requirements.No **Go to 19**Yes Representative's details - Name (In full)
18 continued...

Representative's signature

19 Certification

All Acquirer/s must sign, however, future transactions will require only one signature. I/We declare that the information provided is correct and that the true Dutiable Value has been declared. I/We consent to TMR verifying my evidence of identity documents or information with the issuing authority or their agencies.

Acquirer/s signature/s

Date

 / /

Disposer/s signature/s - if currently in joint names the signature of only one disposer is required

Date

 / / **Now complete Part B Proof of Transfer/ Notice of Disposal****Transferring registration**If you are buying a second-hand vehicle, motorbike, caravan or trailer, it is advisable to check through the Personal Property Securities Register (PPSR) whether the vehicle has a security interest registered against it prior to finalising the purchase. The PPSR is a national register where details of security interests in personal property can be registered and searched. You can access PPSR at www.ppsr.gov.au or by phone on 1300 007 777.**Buyer's checklist**

Check that:

- the vehicle has a Qld Safety Certificate or Qld COI
- the Qld Safety Certificate is attached to a conspicuous part of the vehicle
- the Qld Safety Certificate identifies the issuing AIS
- the Qld Safety Certificate or Qld COI is current
- the vehicle has been inspected by an independent mechanic
- if the vehicle runs on gas or is fitted with gas appliances, fittings or systems the vehicle has a Gas Certificate. The certificate must not be more than three months old and be from an authorised gas installer.
- you lodge a completed Transfer of Vehicle Registration Application (form F3520) and Certificate of Registration at a TMR Customer Service Centre within 14 days of purchase. This form must be signed by both the person selling the vehicle and the person buying the vehicle. See Instructions (tear-off Information Sheet) for other transfer requirements.

Privacy Statement - The Department of Transport and Main Roads (the department) is collecting the information on this form for the purposes of maintaining the department's vehicle registration register, as required under the *Transport Operations (Road Use Management) Act 1995*. Where required, the department or its agents/contractors may give some or all of this information to vehicle insurers, statutory entities, insolvency entities, lawyers, person's involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence various legal proceedings, tolling entities, law enforcement agencies and to or through interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.

Office use onlyIdentification sighted? Yes No Is there a change of POU? Yes No Is there a change of CTP? Yes No Is there a change of ITCE? Yes No Vehicle Inspection? Yes No Authorising person's name
Authorising person's signature

Date

 / / **Concession Codes****Veteran Affairs Pension:-**

PVA1 - granted prior 1/7/94;

PVA2 - granted on or after 1/7/94;

EXSV - exservice persons

Soc. Sec. Pension Conc. :-

PSS1 - granted prior 1/7/94;

PSS2 - granted on or after 1/7/94

Dept. of Communities :-

SENR - Seniors Card

Fee Calculation

Renewal	
Transfer	
Duty	
Pro Rata	
Admin	
Surcharge	
Total	\$

Vehicle Registration Transfer Application

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Seller's Copy

Part B. Proof of Transfer/Notice of Disposal: Seller to keep.

1 Vehicle details

Registration/Plate number	Check digit	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

2 The vehicle is to be transferred from:-

Note: If registered in joint names all disposers details must be completed below.

First Disposer's details

Disposer's Customer Reference Number (CRN)

The CRN is your Qld Driver Licence number, Adult Proof of Age Card number or your reference number issued by TMR.

Disposer's name (please print)

Second Disposer's details (if applicable)

Disposer's CRN

Disposer's name (please print)

3 Acquirer's identification details

As the Disposer of this vehicle, you must **positively identify the person** who will now be responsible for the vehicle.

The vehicle is to be transferred to:-

Private individual/s Organisation

Note: The vehicle may be transferred into one or two names.

First Registered operator's details

Full name and residential/business address (please *PRINT*)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Postal address (if same as above write 'AS ABOVE')

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Does the above individual or organisation have a CRN?

The CRN is your Qld Driver Licence number, Adult Proof of Age Card number or your reference number issued by TMR.

No Complete a New Customer Application (form F3503)

Yes CRN

The registered operator above is (tick one box)

Private Individual/s **Go to 4** Registered Company

Business/Trust Other/Legal entities

Company/Business details

ACN/BN

You **must** nominate one **proprietor/trustee** of the business or trust as the second registered operator.

4 Is the vehicle to be transferred into two names?

No **Go to 6** Yes **Go to 5**

5 Second registered operator's details

Do you have a CRN? The CRN is your Qld Driver Licence number, Adult Proof of Age Card number or your reference number issued by TMR.

No Complete a New Customer Application (form F3503)

Yes CRN

continued...

5 continued...

Details must be those of an individual or the proprietor/trustee of the business/trust.

Full name (please print)

6 Qld Safety OR Qld Inspection Certificate details (if applicable)

Important: It is an **offence** for a Disposer to fail to produce a Qld Safety or Qld Inspection Certificate on transfer of registration.

Qld Safety/Qld Inspection Certificate number Issue date

<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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Date of disposal Dutiable Value

<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
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7 Is this vehicle fitted with an odometer (speedo)?

No Yes What is the reading on day of disposal

8 Certification - All Acquirer/s must sign, however, future transactions will require only one signature.
I/We declare that the information provided is correct and that the true Dutiable Value has been declared.

Acquirer/s signature/s

<input type="text"/>	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Disposer/s signature/s - if currently in joint names the signature of only one disposer is required

<input type="text"/>	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Read the following:

Part A & B of this form should be separated and completed in full and signed by both parties. The Disposer must keep the 'Seller's Copy' and a copy of the Qld Safety or Qld Inspection Certificate until the vehicle is transferred from their name. You need to do this for your own protection as you could innocently become accountable for offences committed by the Acquirer/s. If you reasonably believe the Acquirer has not applied for transfer of the vehicle's registration within 14 days, you may lodge the 'Seller's Copy' and a copy of the Qld Safety or Qld Inspection Certificate with the department.

Seller's checklist

Make sure:

- you have obtained a Qld Safety Certificate or Qld COI
- the Qld Safety Certificate identifies the issuing AIS
- the current Qld Safety Certificate is attached to a conspicuous part of the vehicle when it is offered for sale
- if the vehicle runs on gas or is fitted with gas appliances, fittings or systems the vehicle has a Gas Certificate. The certificate must not be more than three months old and be from an authorised gas installer
- a Transfer of Vehicle Registration Application (form F3520) is completed and signed by both the person/s selling the vehicle and person/s buying the vehicle
- you keep part B (seller's copy) of the Transfer Application and the yellow copy of the Qld Safety Certificate as proof of transfer until the vehicle is transferred from your name

Privacy Statement - The Department of Transport and Main Roads (the department) is collecting the information on this form for the purposes of maintaining the department's vehicle registration register, as required under the *Transport Operations (Road Use Management) Act 1995*. Where required, the department or its agents/contractors may give some or all of this information to vehicle insurers, statutory entities, insolvency entities, lawyers, person/s involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence various legal proceedings, tolling entities, law enforcement agencies and to or through interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.