

Vehicle Registration Transfer Application

Transport Operations (Road Use Management) Act 1995 or Interstate Road Transport Act 1985

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

Part A. Transfer Application (Green) must be completed and submitted to Queensland Transport by the **Acquirer**.

Part B. Proof of Transfer/Notice of Disposal (Grey) must be completed and **kept by the Disposer** until the registration expiry date.

The Acquirer must submit Part A (Green) 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 e.g. Queensland Driver Licence or Business/Company/Organisation identification. Refer to the separate Evidence of Identity Information Sheet (F4362) or www.transport.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 garage address (to confirm that the address exist - Qld driver licence, property rates notice, gas, phone or electricity account) Non-permanent residents please enquire at Queensland Transport.
- Current Registration Certificate and an original Safety or Inspection Certificate unless exempt.
- Gas Certificate - *if applicable*.
- A transfer fee will apply.
- Pro rata registration fee may be payable if the disposer was entitled to concessional registration.
- Duty (if applicable) is payable. For more information about Vehicle Registration Duty Exemptions and the calculation of Duty, please refer to page 4 of 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 and an original Safety or Inspection Certificate 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 (only exemption - remote areas).
- Keep Part B and yellow copy of original Safety Certificate as proof of transfer until the registration expires.

Part A. Transfer Application: Acquirer to complete and submit to Queensland Transport.

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, before or with this form.**

- **Is the current registration concessional?** (The Registration Certificate shows whether a vehicle has concessional registration.)

No Yes **You, the Acquirer, may have to pay a pro-rata fee with this application.**

- **Does the vehicle have a personalised plate attached?**

No Yes The disposer must complete the application form, Attach and/or Remove Personalised Number Plates Application (F2964) to retain this plate number.

2 Vehicle details - please print

(Note: the check digit is the single number that appears following the registration no. on the Registration Certificate or windscreen label)

Registration / Plate number

Check digit

Make, Model & Body Shape (e.g. Ford Falcon Station Wagon)

Vehicle Identification Number (V.I.N.) or Chassis Number

Disposer's Customer Reference number

(i.e. Driver Licence Number, 18+ Card number (issued after 1/1/92) or Queensland Transport Customer Reference number)

Disposer's name/s (please print)

3 The vehicle is to be transferred to:-

Private individual/s **Go to 8 overleaf**

Organisation **Go to 4**

4 Does the organisation have a Queensland Transport Customer Reference number?

No Complete a New Customer Application (Organisation) form

Yes Customer Reference Number

5 Is the organisation in a Business or Trust name?

No **Go to 7**

Yes

Business/Trust name

Street address

Postcode

Postal address (If same as street address write 'as above')

Postcode

Who is the **proprietor/trustee** of the Business or Trust?

Private Individual **Go to 6**

Registered Company **Go to 7**

6 Registered operator's details

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

Customer Reference number

(i.e. Driver Licence Number, 18+ Card number (issued after 1/1/92) or Queensland Transport Customer Reference number)

Date of birth

Full name (please print)

Go to 9 overleaf

7 Company/Organisation details

Aust Company No (ACN) (if applicable)

Company/Organisation name

Street address

Postcode

Postal address (If same as street address write 'as above')

Postcode

Go to 9 overleaf

8 Private individual/s details

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

First registered operator's details

Do you have a Customer Reference Number?
(The Customer Reference number is your Driver Licence number, 18+ Card number (issued after 1/1/92) or previously issued Queensland Transport Customer Reference number)

No Complete a New Customer Application (Individual) form

Yes Customer Reference Number

Full name (please print)

Residential address

Postcode

Postal address (if same as residential write 'as above')

Postcode

Is the vehicle to be transferred into two names?

No **Go to 9**

Yes

Joint registered operator's details

Do you have a Customer Reference Number?
(The Customer Reference number is your Driver Licence number, 18+ Card number (issued after 1/1/92) or previously issued Queensland Transport Customer Reference number)

No Complete a New Customer Application (Individual) form

Yes Customer Reference Number

Full name (please print)

9 Where will the vehicle be garaged?

Postcode

10 Date of disposal

11 Purpose of use

Private PRIV

Taxi TAXI

Commercial COML

Limousine Use LIMO

Public Passenger Service PPSE

Driver Training or Tuition TRAI

Emergency Vehicles EMER

Used for Non Profit NONP

Produce Carrying (Farming) FARM

School Activities Only (Transporting Children, Teachers etc.) SCHA

Rental (Self Driver Rental) RENT

Translink Urban Service TLKU

Tow Truck LTOW

12 Compulsory Third Party (CTP) Insurance

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

No Yes

Do you wish to nominate a new CTP insurer for the next registration period?

No Yes If yes, name of CTP insurer

13 Vehicle Registration Duty

Is there an exemption from paying Duty?

No 'Dutiable Value' is defined on the back page of Part B of this form.

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

Go to 14

Yes Exemption number (as listed on back page of Part B)

14 Safety or Inspection Certificate

Is there an exemption from providing a Safety or Inspection Certificate?

No The **original** safety certificate **must be attached** to this application (see back page of Part B for requirements)

Yes Exemption category number (as listed on back page of Part B)

15 Current Odometer (Speedo) reading (if applicable)

16 Gas Certificate

Is the vehicle fitted with gas fuel systems or other gas systems?

No **Go to 17**

Yes Gas fuel systems Certificate no.

Gas fuel systems Certificate issue date

Other gas systems Certificate no.

Other gas systems Certificate issue date

17 Registration periods - depending on the Gross Mass Limits of the vehicle, the vehicle can be registered for varying registration periods.

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

18 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 Queensland Transport 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

Part A Page 2 of 4 CFM Form F3520 ES V01 Feb 2008

Now complete Part B

Office Use - Fee Calculation

Renewal	
Transfer	
Duty	
Pro Rata	
Admin	
Surcharge	
Total	\$

Receipt no. _____

Date ____/____/____

Official Stamp

Acquirer identification sighted by:

Concession Codes

Veteran Affairs Pension:-
PVA1 - granted prior 1/7/94;
PVA2 - granted on or after 1/7/94
Soc. Sec. Pension Conc. :-
PSS1 - granted prior 1/7/94;
PSS2 - granted on or after 1/7/94

Date of grant

Privacy Disclaimer: Queensland Transport collects information on this form under the *Transport Operations (Road Use Management) Act 1995* to manage the Queensland vehicle register. This information may be released by the department or its agents to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers and to or through interstate registering authorities. This information is also accessible by authorised departmental officers. Queensland Transport will not disclose your personal details to any other third parties without your consent or unless required by law.

Vehicle Registration Duty Exemptions

1. New registered operator is a licensed motor dealer

A licensed motor dealer where the motor vehicle has been acquired for sale in the course of and for the purpose of carrying on the business of such licensee. The dealer must maintain records as prescribed by Chapter 9 of the *Duties Act 2001*.

2. Vehicle is being transferred to beneficiary of a deceased estate

The Transfer of Registration is to the beneficiary of a deceased estate.

3. Vehicle is being transferred to administrator of a deceased estate

An executor or administrator of a deceased estate for the purpose of transferring the motor vehicle to a person beneficially entitled thereto or for the purpose of sale in the course of winding up the estate.

4. Trailers/Caravans

All trailers and drawn equipment are exempt.

5. Repossession

Owner has repossessed the motor vehicle pursuant to a hire purchase agreement or is 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.

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.

7. Redemption

Owner is 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. This category also applies to a private repossession.

8. Vehicle is a motorised wheelchair

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

9. New registered operator is a Local Government

A local government, a regional health authority established under the *Health Services Act 1991*, the Queensland Ambulance Service or the Queensland Fire and Rescue Authority.

10. Foreign Consul

New registered operator is a member of a Foreign Consulate Staff and is a national of the country represented.

Duty Recovery - The Commissioner of State Revenue may take action against either the disposer or acquirer when recovering outstanding duty on a Vehicle Registration Transfer Application.

11. New registered operator is Government

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

12. New registered operator is an ex-serviceperson

An ex-serviceperson who buys/acquires the vehicle, not used for commercial purposes, and receives a concession on registration fees due to an injury resulting from war service. The acquirer must provide a letter from the Department of Veteran Affairs stating their disability.

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

A person who has lost the use of one or both legs and who uses the vehicle for transport to and from his/her place of employment because he/she is unable to use public transport due to the disability. In this case a statement to that effect is required from the applicant.

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

Owner is an applicant who is required to pay conveyance duty to the Commissioner of State Revenue on any other instrument (eg. contract for sale of a business or a farm) relating to the transaction by which the vehicle was acquired, including duty on the value of the vehicle. However, unless the applicant has previously obtained from the Office of State Revenue an endorsement on this form that such conveyance duty has been paid, they must pay the duty on their Transfer of Vehicle Registration Application and later claim a refund from the Office of State Revenue.

15. The vehicle is a gift

The transfer of a whole or part interest in a vehicle by way of gift to the registered operators spouse, parent, child, grandparent, grandchild or to one of their spouses.

For defacto spouses, an exemption will be granted provided a Statutory Declaration Registration Transfer in Defacto Relationship form (F3894) is completed.

16. New registered operator is a primary producer

Where the motor vehicle is 6 tonne or more 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 on form F4517.

17. Other reasons for exemption

Please provide evidence from the Office of State Revenue.

Duty and Dutiable Value

Duty is payable upon transfer of a vehicle registration unless exempt. Duty on tractor-based mobile machinery is charged at a flat rate of \$25.00. Duty for other vehicles is calculated at a variable percentage rate of the Dutiable Value of the vehicle as determined by the vehicle's fuel type or number of engine cylinders/rotors. These rates are: Electric/Hybrid vehicles with any number of cylinders/rotors = 2% (\$2.00 per \$100 or part thereof); up to 4 cylinders/2 rotors (incl. steam) = 3% (\$3.00 per \$100 or part thereof); 5 or 6 cylinders or 3 rotors = 3.5% (\$3.50 per \$100 or part thereof); 7 or more cylinders = 4% (\$4.00 per \$100 or part thereof).

The Dutiable Value of a vehicle that has previously been registered in Queensland or another State is the greater of the following:

- total amount payable by the purchaser including any deposit, trade-in allowance and the price of all optional equipment; or
- market value of the vehicle (The market value of the vehicle is the amount for which the vehicle might be sold, free of encumbrances on the open market).

Safety or Inspection Certificate Requirements and Exemptions

Certificate of Inspection

Where a Certificate of Inspection is required, it must be current at the date of disposal.

Safety Certificate

If a Safety Certificate is required, it must be current and attached to a conspicuous part of the vehicle when it is presented for sale and at the date of disposal.

Exemptions

1. The vehicle is a tractor-based mobile crane or a trailer/caravan with an ATM of 750kgs or less.
2. The Sale/Disposal is in one of the Shires of Barcoo, Boulia, Bulloo, Burke, Carpentaria, Cook, Croydon, Diamantina, Quilpie, Etheridge, Torres or Warroo.
3. Sale or disposal to a licensed motor dealer.
4. The vehicle is a motorised wheelchair.
5. Transfers between spouses.
6. Transfers husband and spouse to surviving partner.
7. Transfers deceased spouse to spouse.
8. Transfer registered operator (deceased) to beneficiary of the deceased estate (other than spouse).
9. Transfers to/from joint names provided one registered operator remains the same.