

Vehicle Registration Transfer Application

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

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 Queensland Transport (QT) 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, Queensland (Qld) 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 exists - Qld driver licence, property rates notice, gas, phone or electricity account). Non-permanent residents please enquire at QT.
- Current Registration Certificate.
- The original (blue) of the Qld Safety Certificate or the original Certificate of Inspection (COI) unless exempt.
- Gas Certificate - *if applicable*, please refer to Gas Certificate Exemptions.
- A transfer fee will apply.
- 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.

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 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.

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 Vcheck service providers at www.transport.qld.gov.au prior to purchasing the vehicle.

Safety or Inspection 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. 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.

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, Injinoo, Kowanyama, Lockhart River, Mapoon, Mornington, Napranum, New Mapoon, Pormpuraaw, Quilpie, Torres, Umagico, Warroo or Wugal Wujal. **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. **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**

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 for Gas Fuel Systems only

1. Sale or disposal to a licensed motor dealer.
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 Wugal Wujal.
3. The vehicle is garaged on a Qld island where there is no authorised gas examiner/installer on the island.
4. Remote areas (contact QT Customer Centre for localities).

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).

Vehicle Registration Duty Exemptions

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| <p>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 <i>Duties Act 2001</i>. DEAL</p> <p>2. Transfer to beneficiary of a deceased estate
The Transfer of Registration is to the beneficiary of a deceased estate. DECB</p> <p>3. Transfer 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 to or for the purpose of sale in the course of winding up the estate. EXEC</p> <p>4. Trailers/Caravans
All trailers and drawn equipment are exempt.</p> <p>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. REPO</p> <p>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</p> <p>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. REDE</p> <p>8. Vehicle is a motorised wheelchair
The vehicle is a motorised wheelchair that will be used by a person with a disability for private purposes.</p> <p>9. New registered operator is a Local Government
A local government, a regional health authority established under the <i>Health Services Act 1991</i>, the Queensland Ambulance Service or the Queensland Fire and Rescue Authority.</p> <p>10. Foreign Consul
New registered operator is a member of a Foreign Consulate Staff and is a national of the country represented. CONS</p> <p>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.</p> | <p>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. EXSV</p> <p>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 or place of education because he/she is unable to use public transport due to the disability. The education must be for the purpose of obtaining employment. A declaration to that effect is required from the applicant. A letter from a Medical Practitioner to that effect is also required. DISA</p> <p>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 (e.g. 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. PAID</p> <p>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. FAMG</p> <p>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 apply for primary producer concessional registration on form (F4517). PRIM</p> <p>17. Other reasons for exemption
Please provide evidence from the Office of State Revenue.</p> |
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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.

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

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

No Yes If yes, name of CTP insurer

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

No The **original (blue) Qld Safety 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 no. Gas fuel systems Certificate issue date / /

(exemptions listed in Gas Certificate Exemptions)

Other gas systems Certificate no. Other gas systems Certificate 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. Qld Driver Licence).

No **Go to 19**

Yes Representative's details - Name (In full)

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 QT 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 purchase a Vcheck prior to finalising the purchase. You may access the vehicle information check through Vcheck at www.transport.qld.gov.au. Vcheck offers those planning to buy a second-hand vehicle a quick and easy way to obtain important information before purchase. A Vcheck report can be purchased for those vehicles manufactured on or after 1 January 1989.

What information do I need to purchase a Vcheck?

- Your Qld driver licence number or QT CRN as recorded on QT documentation.
- VIN - this number can be located on the compliance plate of the vehicle.

Buyer's checklist

Check that:

- the vehicle has a Qld Safety Certificate or 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 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 QT 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 sheet) for other requirements.

Privacy disclaimer - Your personal information is required under state and commonwealth legislation to manage the Queensland Transport vehicle register. This information may be released by the department or its agents/contractors to parties such as vehicle insurers, statutory/insolvency entities, lawyers, persons involved in vehicle accidents/incidents, vehicle manufacturers, tolling entities and to or through interstate registering authorities. The information is accessible by authorised departmental officers and your personal information will not be disclosed to other third parties without your consent unless authorised to do so by law.

Office use only

Identification sighted? Yes No

ITCE? Yes No

Is there a change of CTP? Yes No

Vehicle Inspection? Yes No

Authorising person's name

Authorising person's signature

Date

Fee Calculation

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

Renewal	
Transfer	
Duty	
Pro Rata	
Admin	
Surcharge	
Total	\$

