

Application to Transact with Registration Products on behalf of a Deceased Person

- This form is to be used by an executor (named in the Will or grant of probate), administrator (named in letters of administration) or next of kin (where there is no Will, grant of probate or letters of administration) of a deceased person to cancel or transfer vehicle and Queensland Regulated ship registration products that are recorded in the name of the deceased person.
- **If you do not have a grant of probate or letters of administration issued by the Supreme Court, you will need to complete a statutory declaration at the end of this form (section 9).**
- The executor, administrator or next of kin who completes this form is required to produce standard evidence of identity (EOI). For executors, administrators or next of kin who are located in remote areas or interstate or overseas **and** the application is being lodged by email or post, certified copies (or scanned/emailed versions of certified copy) of EOI is acceptable.
- Additional documents required (the original or a certified copy):
 - Grant of probate or letters of administration issued by the Supreme Court (where these have been granted)
 - Proof of death (not required if previously provided or if you have received a Registration Notice Individual Restriction letter)
 - Deceased person's last valid Will (where a Will exists) - not required if grant of probate or letters of administration is provided)
- If you are transferring a vehicle to a non-beneficiary (a person or entity that is not named in the Will or entitled under the *Succession Act 1981*), you will also need additional documents as detailed in F3520 (*Vehicle Registration Transfer Application*).

1. Details of deceased person

Family name	Given name/s	Date of birth	Customer Reference Number (CRN) (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

2. Applicant details (executor/administrator/next of kin)

Family name	Given name/s
<input type="text"/>	<input type="text"/>
Address	Email address
<input type="text"/>	<input type="text"/>
Postcode	Mobile/Telephone number
<input type="text"/>	<input type="text"/>

**For vehicle registrations and number plates, complete sections 3, 4 or 5 depending on the type of transaction required.
For ship registrations, complete sections 6 or 7 depending on the type of transaction required.**

3. Cancellation of registration (to be completed for vehicles being cancelled)

Vehicle 1

Registration number	Vehicle make/model (for example, Ford Falcon)	Vehicle Identification Number/chassis number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Standard number plates must be surrendered upon cancellation. If standard number plates are unable to be surrendered, please advise whether they have been lost, stolen or destroyed.

Note: For personalised or customised plates, please see section 5.

One or both plate/s have been:

- Lost Stolen Destroyed
 Refund to be issued to the estate of the deceased **or** Refund to be issued to:

Family name	Given name/s	CRN
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Vehicle 2

Registration number	Vehicle make/model (for example, Ford Falcon)	Vehicle Identification Number/chassis number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Privacy Statement: TMR is collecting the information on this form for the purposes of maintaining the TMR vehicle/ship registration register as required under the *Transport Operations (Road Use Management) Act 1995* and *Transport Operations (Marine Safety) Act 1994*. TMR or its agents/contractors may use your information in its communications with you and, where relevant, may give some of the information to vehicle insurers, statutory entities, insolvency entities, lawyers, persons involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence legal proceedings, tolling entities, law enforcement agencies and 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.

Standard number plates must be surrendered upon cancellation. If standard number plates are unable to be surrendered, please advise whether they have been lost, stolen or destroyed.

Note: For personalised or customised plates, please see section 5.

One or both plate/s have been:

Lost Stolen Destroyed

Refund to be issued to the estate of the deceased **or** Refund to be issued to:

Family name	Given name/s	CRN
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

4. Transfer of registration (to be completed for vehicles being transferred)

If the new registered operator wishes to claim a concession, they will need to complete the relevant concession application form. Concession application forms are available at qld.gov.au/regoconcessions.

Vehicle 1

Registration number	Vehicle make/model (for example, Ford Falcon)	Vehicle Identification Number/chassis number
<input type="text"/>	<input type="text"/>	<input type="text"/>

This registration is to be:

- Transferred to a non-beneficiary in accordance with due administration of the estate. Complete F3520 (*Vehicle Registration Transfer Application*). Go to section 5.
- or**
- Transferred to a beneficiary in the Will or someone who is entitled to the vehicle under the Succession Act. Provide first and second (if applicable) registered operator details below.
- or**
- Transferred to the estate of the deceased with myself as executor/another executor/administrator/next of kin to be recorded as the second registered operator with my consent. Provide details in the second registered operator field below.

Details of first registered operator (must provide full original evidence of identity):

Family name	Given name/s	CRN
<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential address	Postal address (if different from residential address)
<input type="text"/>	<input type="text"/>
Postcode	Postcode
<input type="text"/>	<input type="text"/>

Email address	Mobile/Telephone number
<input type="text"/>	<input type="text"/>

Details of second registered operator (must provide full original evidence of identity):

Family name	Given name/s	CRN
<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential address	Postal address (if different from residential address)
<input type="text"/>	<input type="text"/>
Postcode	Postcode
<input type="text"/>	<input type="text"/>

Where will the vehicle be garaged? (must be in Queensland)	Email address
<input type="text"/>	<input type="text"/>
Postcode	Mobile/Telephone number
<input type="text"/>	<input type="text"/>

Is either registered operator entitled to claim the GST component of the CTP insurance premium for the vehicle as an input tax credit?

Yes No

Purpose of use:

Private Commercial Booked hire Other

Dutiable value (including GST) (you are exempt from paying stamp duty)	Current odometer reading	Date of disposal
\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

First registered operator's signature <input style="width: 100%; height: 20px;" type="text"/>	Second registered operator's signature <input style="width: 100%; height: 20px;" type="text"/>
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Vehicle 2

Registration number <input style="width: 100%; height: 20px;" type="text"/>	Vehicle make/model (for example, Ford Falcon) <input style="width: 100%; height: 20px;" type="text"/>	Vehicle Identification Number/chassis number <input style="width: 100%; height: 20px;" type="text"/>
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This registration is to be:

- Transferred to a non-beneficiary in accordance with due administration of the estate.
Complete F3520 (*Vehicle Registration Transfer Application*). Go to section 5.
- or**
- Transferred to a beneficiary in the Will or someone who is entitled to the vehicle under the Succession Act
Provide first and second (if applicable) registered operator details below.
- or**
- Transferred to the estate of the deceased with myself as executor/another executor/administrator/next of kin to be recorded as the second registered operator with my consent. Provide details in the second registered operator field below.

Details of first registered operator (must provide full original evidence of identity):

Family name <input style="width: 100%; height: 20px;" type="text"/>	Given name/s <input style="width: 100%; height: 20px;" type="text"/>	CRN <input style="width: 100%; height: 20px;" type="text"/>
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Residential address <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/>	Postal address (if different from residential address) <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/>
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Email address <input style="width: 100%; height: 20px;" type="text"/>	Mobile/Telephone number <input style="width: 100%; height: 20px;" type="text"/>
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Details of second registered operator (must provide full original evidence of identity):

Family name <input style="width: 100%; height: 20px;" type="text"/>	Given name/s <input style="width: 100%; height: 20px;" type="text"/>	CRN <input style="width: 100%; height: 20px;" type="text"/>
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Residential address <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/>	Postal address (if different from residential address) <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/>
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Where will the vehicle be garaged? (must be in Queensland) <input style="width: 100%; height: 20px;" type="text"/> Postcode <input style="width: 100%; height: 20px;" type="text"/>	Email address <input style="width: 100%; height: 20px;" type="text"/>
	Mobile/Telephone number <input style="width: 100%; height: 20px;" type="text"/>

Is either registered operator entitled to claim the GST component of the CTP insurance premium for the vehicle as an input tax credit?
 Yes No

Purpose of use:

<input type="checkbox"/> Private	<input type="checkbox"/> Commercial	<input type="checkbox"/> Booked hire	<input type="checkbox"/> Other ▶ <input style="width: 100%; height: 20px;" type="text"/>
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Dutiable value (including GST) (you are exempt from paying stamp duty) \$ <input style="width: 100%; height: 20px;" type="text"/>	Current odometer reading <input style="width: 100%; height: 20px;" type="text"/>	Date of disposal <input style="width: 100%; height: 20px;" type="text"/>
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First registered operator's signature <input style="width: 100%; height: 20px;" type="text"/>	Second registered operator's signature <input style="width: 100%; height: 20px;" type="text"/>
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5. Personalised/customised plate/s (if applicable)

Personalised plates (can be transferred or surrendered and cancelled)

Are the personalised plate/s to be cancelled? Yes ▶ They must be securely destroyed.
 No ▶ They must be transferred. Complete F2963 (*Personalised Number Plate/s Transfer Application*). **Note** F2963 is not required when transferring sole plate ownership to surviving spouse or joint plate ownership to surviving plate owner.

Plate number/s

Customised plates (must be surrendered and cancelled unless being transferred with the vehicle)

Are the customised plates being cancelled? Yes They must be securely destroyed.
 No Customised plates can only be transferred with the vehicle and during the transfer will become uncustomised.

Plate number/s

6. Cancellation of registration (to be completed for ships being cancelled)

Registration number Ship manufacturer Hull identification number/Serial number/Engine number/s

I declare the registration numbers have been removed from the hull.

Signature of person who removed the registration number Date

Refund to be issued to the estate of the deceased or Refund to be issued to:
 Family name Given name/s CRN

Postal address
 Postcode

7. Transfer of registration (to be completed for ships being transferred)

If the ship is 15 metres or more in length, or is a Prescribed Other Queensland Regulated Ship, this application will require an endorsement from Marine Operations (Maritime.Operations@msq.qld.gov.au) prior to transfer.
 If the new registered operator wishes to claim a concession, they will need to complete the relevant concession application form. Concession application forms are available at qld.gov.au/regoconcessions.

Registration number Ship manufacturer Hull identification number/Serial number/Engine number/s

This registration is to be:

- Transferred to a non-beneficiary in accordance with due administration of the estate.
 or Complete F3521 (*Queensland Regulated Ship Registration Transfer Application*).
- Transferred to a beneficiary in the Will or someone who is entitled to the vehicle under the Succession Act
 Provide first and second (if applicable) registered operator details below.
- or Transferred to the estate of the deceased with myself as executor/another executor/administrator/next of kin to be recorded as the second registered operator with my consent. Provide details in the second registered operator field below.

Details of first registered operator (must provide full original evidence of identity):

Family name Given name/s CRN

Residential address Postal address (if different from residential address)
 Postcode Postcode

Email address Mobile/Telephone number

Details of second registered operator (must provide full original evidence of identity):

Family name Given name/s CRN

Residential address Postal address (if different from residential address)
 Postcode Postcode

Email address Mobile/Telephone number

What is the ship's method of storage?

- On registered trailer
 Moored to jetty/pontoon
 Unregistered trailer/trolley
 Moored to piles
 Moored in marina berth
 Beached on foreshore
 Moored to an approved buoy mooring
 Storage rack or similar
 Anchored

Where is the ship's place of storage?

- At or near private residence
 At club marina or premises
 Other place at which regular mooring/storage fees are not charged
 At commercial marina or storage area
- Postcode

If you are making any changes to the ship, including engine details or purpose of use, you must complete F3527 *Change of Queensland Regulated Ship Particulars Notification*.

First registered operator's signature Second registered operator's signature

8. Do you have a grant of probate or letters of administration issued by the Supreme Court?

- No Go to 9.
 Yes You must present these documents and sign the below statement. You **do not** need to complete the statutory declaration.

I declare that the information provided is correct and I am entitled as an executor with a grant of probate or an administrator with letters of administration to make the above decisions on behalf of the estate of the deceased person.

Signature of executors/administrators (in the case of joint executors/administrators – at least **one** must sign)

Family name	Given name/s	Family name	Given name/s
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Executor/administrator 1	Date	Executor/administrator 2	Date
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

9. Statutory Declaration – must be completed if you do not have a grant of probate or letters of administration.

Oaths Act 1867

Statutory Declaration

I, of in the State/Territory of do solemnly and sincerely declare that:

1. I am:

- an executor named in the deceased person's last known valid Will (where I do not intend to apply for a grant of probate and am not aware of any other person intending to apply for a grant of probate) and, if more than one executor exists, I have authority to deal with the deceased's estate.

or

- the deceased's next of kin (where no Will exists, no letters of administration exist or have been applied for and no other person is more entitled as next of kin or intends to apply for letters of administration).

and

2. I am not aware of any dispute in relation to the Will (if applicable) or the estate of the deceased person.
 3. I have not approached, and do not intend to approach, the Public Trustee to administer the estate of the deceased person.
 4. The transactions being requested on this form comply with the last known valid Will of the deceased person, or, in the absence of a Will, the Succession Act.

I declare that the information provided is correct and I am entitled under the last known valid Will of the deceased person, or, in the absence of a Will, under the Succession Act, to make the above decisions on behalf of the estate of the deceased person. In consideration of the State of Queensland (represented by the Department of Transport and Main Roads (TMR)) accepting this application and/or any vehicle registration transfer or cancellation application/s by or authorised by me in connection with the estate of the deceased person, I indemnify TMR from and against any claim action, proceeding, demand, liability, obligation, costs (including legal costs), losses, damages and expenses which may, at any time, be brought against, made upon or incurred by TMR in connection with same.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act*.

Signature of declarant Taken and declared before me at

This day of 20

Justice of the Peace/Commissioner for Declarations/Lawyer Seal of office (if applicable)

It is an offence under the Transport Operations (Road Use Management) Act to give false or misleading information. The maximum penalty may be more than \$7000.