



# Application to Transfer Vehicle Registration

**New Registered Operator to complete both sides of this page**

- Please **print** clearly in block letters • You must provide proof of acquisition before a vehicle may be transferred.
- This application must be submitted in person at an Access Canberra Service Centre. For Service Centre locations, opening hours and acceptable payment options visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR).

**Vehicle details**

Date of acquisition	<input type="text"/>	Vehicle Usage <input type="checkbox"/> Private <input type="checkbox"/> Business	Month and Year manufactured	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plate No.	<input type="text"/>	Make	<input type="text"/>	Registration expiry date	<input type="text"/>		
Model	<input type="text"/>		VIN / Chassis Number	<input type="text"/>			
Type	<input type="text"/>		Engine Number	<input type="text"/>			
Colour 1	<input type="text"/>		Colour 2	<input type="text"/>			

Will this vehicle be used for Rideshare or Personal Share purposes?  Yes  No

If yes, please specify the CTPI class required:  Personal Share Vehicle  Rideshare

**Client Details (Company or Representative Operator)**

Driver Licence No.	<input type="text"/>	Date of birth	<input type="text"/>
Other ACT registered vehicles	<input type="text"/>		
Surname or Company	<input type="text"/>		
Given names	<input type="text"/>		
Home or business address	<input type="text"/>		
Garage address	<input type="text"/>		
Mailing address	<input type="text"/>		

**Other Joint Operator**

Driver Licence No.	<input type="text"/>	Date of birth	<input type="text"/>
Other ACT registered vehicles	<input type="text"/>		
Surname or Company	<input type="text"/>		
Given names	<input type="text"/>		
Home or business address	<input type="text"/>		
Garage address	<input type="text"/>		
Mailing address	<input type="text"/>		

### Former operator details

Surname or Company	<input type="text"/>
Given names	<input type="text"/>
Home or business address	<input type="text"/>

### Duty details

Duty may be payable on establishment or transfer of a motor vehicle under the *Duties Act 1999*. Duty is calculated at the rate of \$3.00 per \$100.00, or part thereof, of the market value or purchase price of the vehicle. Where a passenger vehicle's market value or purchase price exceeds \$45,000, a rate of \$5.00 per \$100.00, or part thereof, is payable on amounts in excess of \$45,000 (**rates may vary without notice**). The market value or purchase price **must include** GST, trade-in allowance, fleet discounts, accessories, any additions to the vehicle and equipment attached to the cab chassis e.g. tipper body or tray.

Purchase price  Market value

**Exemptions from duty:** If exemption is claimed please attach a certificate of exemption issued by the Commissioner for ACT Revenue.

Certificate of exemption advice number

### Declaration

I / we hereby apply to have the registration and insurance of the above vehicle transferred to my / our name(s), and state that:

- (a) To the best of my / our knowledge and belief, the amounts shown are the correct purchase price and market value; and
- (b) The other information shown hereon is neither false nor misleading in any way.
- (c) I understand that the representative operator is the contact person for receiving notices.

**If vehicle is to be registered in joint names, both must sign this application form and provide Proof of Identity.**

**Authority to Act as an Agent form must be provided for Operator(s) who cannot attend.**

Signature of New Representative Operator	<input type="text"/>	Date	<input type="text"/>
Signature of New Joint Operator	<input type="text"/>	Date	<input type="text"/>

**Privacy Statement:** The information on this form is being collected for vehicle registration purposes. The information may be used by the Road Transport Authority for the purpose of any of its statutory functions. The information may be disclosed to Commonwealth, Territory or State law enforcement agencies; transport authorities; government agencies authorised by law; Compulsory Third Party Insurers; and individuals, their agents or insurers following a report provided to the police of a motor vehicle accident. Confirmation on a 'yes' or 'no' basis of current registered operator, registration status, vehicle 'stolen' status and outstanding defects on the vehicle may be disclosed to prospective acquirers.

### Office use only

Registration Number Verified	<input type="text"/>	Transaction date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Motorbike	<input type="checkbox"/>
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## **Explanatory Notes**

### **Late Transfer Surcharge**

If a customer fails to finalise the transfer of a vehicle within 14 days of the date of acquisition they must pay a late transfer surcharge in addition to the fees associated with transfer.

### **Duty on vehicles**

#### **1. Vehicle**

The term vehicle means any vehicle (including a trailer) that is required to be registered by the Road Transport Authority.

#### **2. Purchase Price**

Purchase price means the consideration given to purchase or acquire the motor vehicle and includes the value of any trade-in given as part of that consideration.

#### **3. Representative Operator**

The individual nominated as the contact person for the service of notices relating to the vehicle is taken to be the responsible person for the vehicle for any infringement notice offence involving the vehicle.

#### **4. Duty**

Duty must be paid at the time of registration, unless you are entitled to a Duty Exemption.

#### **5. Calculation of Duty Payable on the Registration of a Motor Vehicle**

Duty of a motor vehicle is calculated at the rate of \$3.00 per \$100, or part thereof, of the market value or purchase price, whichever is the greater. Where a passenger carrying vehicle's (PCV) market value or purchase price exceeds \$45,000, an additional rate of \$5.00 per \$100, or part thereof, is payable on amounts in excess of this (rates may vary without notice). The market value or purchase price must include GST, trade-in allowance, fleet discounts, accessories, any additions to the vehicle and equipment attached to the cab chassis e.g. tipper body or tray.

#### **6. Duty Exemption**

Exemption from duty in respect of the registration of a motor vehicle is available to:

- (a) Certain Disabled Persons
- (b) Charitable Organisations
- (c) Foreign Countries
- (d) Hospitals and Schools
- (e) International Organisations and Diplomats
- (f) Registered Workplace Relations Organisations
- (g) Relationship Court Orders and Agreements
- (h) Repossessed Motor Vehicles
- (i) Successors of Deceased Persons.

Exemption from Duty may be obtained from the Road Transport Authority.

#### **Compulsory Third Party Insurance (CTPI) Providers**

CTPI providers cannot be changed when transferring registration.

For further information phone Access Canberra on 13 22 81.