



**Warning:** It may be an offence if the acquirer does not lodge a completed Vehicle Registration Transfer Application within 14 days of acquiring the vehicle. Penalties may apply.

## Information Sheet

You may be eligible to transfer your registration online. For more information about transferring online including eligibility requirements visit [www.qld.gov.au/online/rego-transfer](http://www.qld.gov.au/online/rego-transfer). You may also wish to fill out this application form as your record of transfer.

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 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 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](http://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.

A current Qld Safety Certificate or Certificate of Inspection (COI) is required, unless exempt. (The original is required for handwritten certificates). Important: It is an offence for a disposer to fail to provide the buyer an original handwritten certificate. For electronic certificates, the disposer must provide the buyer a copy of an electronic certificate or the certificate number on transfer of registration.

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 Vehicle Registration Duty on this form.

### The disposer must:

Provide the current Qld Safety Certificate or Qld COI unless exempt. Important: It is an offence for a disposer to fail to provide the buyer an original handwritten certificate. For electronic certificates, the disposer must provide the buyer a copy of an electronic certificate or the certificate number on transfer of registration.

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 three 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 (handwritten certificates only).

If this vehicle is enrolled for Direct Debit, it is the disposer's responsibility to ensure that the vehicle is removed from the scheme prior to the transfer of registration.

## 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 and be current at the date of disposal. A Qld Safety Certificate may be used for one new registration and one transfer of registration provided they are within the two months/2000km limit, whichever happens first. It cannot be used for two transfers. Further evidence may be required to verify the exemption claimed.

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 three months before the date of transfer.

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

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. The vehicle is a tractor-based mobile crane or a trailer/ caravan with an ATM of 750kg or less.</li> <li>2. The vehicle is garaged prior to and at the time of sale in one of the local government areas 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 Wujal Wujal or the vehicle is garaged prior to and at the time of sale in a remote area (contact the Department of Transport and Main Roads for localities).</li> <li>3. Sale or disposal to a licensed motor dealer.</li> <li>4. The vehicle is a motorised wheelchair.</li> <li>5. Transfer between spouses.</li> <li>6. Transfer to surviving spouse.</li> </ol> | <ol style="list-style-type: none"> <li>7. Transfer to beneficiary of a deceased estate.</li> <li>8. Transfer to/from joint names provided one registered operator remains the same.</li> <li>9. Transferring from registered operator to Repossessor/ Redeemer.</li> <li>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.</li> <li>11. Motorbikes, trailers and caravans (.75 tonne up to and including 3.5 tonne ATM) with a garage address in an area 50km or more from the nearest AIS authorised to inspect that type of vehicle.</li> <li>12. The person has an exemption notice advising there is no one authorised to issue a Gas Inspection Certificate within a reasonable distance.</li> </ol> |
|--|---|

## 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](http://www.ppsr.gov.au) prior to purchasing the vehicle.

## Vehicle Registration Duty

Vehicle registration duty is collected by the department as per the *Duties Act 2001* which is administered by the Commissioner of State Revenue. Vehicle registration duty is payable upon application to transfer a vehicle unless an exemption applies.

### Dutiable value

For a vehicle previously registered, the dutiable value is the greater of either the market value or the total consideration payable for the vehicle (including GST if applicable).

For more information about how to determine the dutiable value, go to [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

Vehicle registration duty rates (calculated for each \$100 and each part of \$100, of the vehicle's dutiable value):

- All Electric/hybrid vehicles – \$2.00 per \$100
- Up to 4 cylinders/2 rotors (including steam) – \$3.00 per \$100
- 5 or 6 cylinders or 3 rotors – \$3.50 per \$100
- 7 or more cylinders – \$4.00 per \$100.

Example of variable duty rate:

A 4 cylinder petrol car may have a market value of \$15,010

To calculate the dutiable value it would be rounded up to the nearest \$100 being \$15,100

Using the duty calculation rule of \$3.00 per \$100 on \$15,100

Duty payable would be \$453.

Tractor based mobile machinery - vehicle registration duty is set at a fixed amount of \$25.00

To calculate the duty payable on your vehicle, go to the duty calculator at [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

### Duty exemptions

The below examples are just some of the vehicle registration duty exemptions available. For other duty exemptions and eligibility requirements, go to [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

1. Transfer of a whole or part interest in a vehicle by way of a gift to a relative of the registered operator.
2. Vehicle is a trailer/caravan or motorised wheelchair.
3. Vehicle is being transferred to beneficiary of a deceased estate.
4. Vehicle is being transferred to a prescribed service person (ex-service person) whose concession is being applied to that vehicle.
5. Vehicle is being transferred to a person who 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.
6. The vehicle will be used by a vehicle dealer as trading stock.
7. Vehicle duty is paid through a dutiable transaction (e.g. contract of sale of a business or farm). Verification from Office of State Revenue must be provided.
8. The vehicle is being transferred to an owner who has repossessed the vehicle under a hire purchase agreement or on termination of a hiring agreement.
9. The vehicle is being transferred to a primary producer. The vehicle must be more than 6 tonne GVM and is intended for use solely in connection with their business as a primary producer for five years.
10. 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.
11. The vehicle is being transferred to a local government.
12. The vehicle is being transferred to a government entity.
13. The vehicle is being transferred to a consul or an officer of the consulate and is a national of the country represented.

### Duty Recovery

The Commissioner of State Revenue may take action against the registered operator/s when recovering outstanding duty on a vehicle registration application.

### Duty Enquiries

For more information about vehicle registration duty, go to [www.osr.qld.gov.au](http://www.osr.qld.gov.au).



Warning: You must submit Part A within 14 days of the vehicle's acquisition, together with the relevant documentation as indicated on the Information Sheet of this form. Penalties may apply if you do not comply.

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

1 Registration details

Is the vehicle's registration current?

Yes [ ] No [ ] Any outstanding fees must be paid with this application.

Does the vehicle have number plates attached?

Yes [ ] No [ ] This vehicle may be under a Number Plate Confiscation Notice issued by the Queensland Police Service.

Does the vehicle have personalised plates attached?

No [ ] Yes [ ] The disposer must submit a Remove and/or Attach Personalised Number Plates Application (F2964) prior to transfer of registration or a Personalised Number Plate/s Transfer Application (F2963) with this application.

2 Vehicle details

Registration/Plate number

[ ]

Make, model and body shape (e.g. Ford Falcon station wagon)

[ ]

Vehicle Identification Number (VIN) or Chassis Number

[ ]

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 the department.

Disposer's name

[ ]

Email address

[ ]

Mobile/telephone number

[ ]

Second disposer's details (if applicable)

Disposer's CRN

[ ]

Disposer's name

[ ]

Email address

[ ]

Mobile/telephone number

[ ]

4 The vehicle is to be transferred to:

Evidence of Identity (EOI) is required for all acquirers.

First registered operator's details

Full name and residential/business address

[ ]

Postcode

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

[ ] Postcode

Email address

[ ]

Mobile/telephone number

[ ]

Does the individual or organisation have a CRN?

No [ ] Complete a New Customer Application (F3503)

Yes [ ] CRN

[ ]

The registered operator is (tick one box)

Private individual/s [ ] Go to 5 Business/trust [ ] You must nominate one proprietor/trustee of the business or trust as the second registered operator. Go to 6
Registered company [ ] Go to 7
Other/legal entities [ ] Go to 7

5 Is the vehicle to be transferred into two names?

No [ ] Go to 7 Yes [ ] Go to 6

6 Second registered operator's details

Do you have a CRN?

No [ ] Complete a New Customer Application (F3503)

Yes [ ] CRN

[ ]

Full name

[ ]

Email address

[ ]

Mobile/telephone number

[ ]

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

[ ]

Postcode

8 Date of disposal

[ ] / [ ] / [ ]

9 Will the vehicle be registered to an individual/s and used exclusively for personal and domestic activities?

Yes [ ] Private [ ] Go to 10 No [ ] Please indicate purpose of use below (please tick one box only)

- Commercial [ ] Emergency [ ] Driver training or tuition [ ]
Limousine [ ] Used for non profit [ ] Special purpose limousine [ ]
Taxi [ ] Translink Urban Service [ ] School activities only (transporting children, teachers) [ ]
Farming [ ] Rental (self driver rental) [ ] Public passenger service [ ]
Licensed tow truck [ ] Dealer [ ]

10 Vehicle Registration Dutiable Value

What is the dutiable value (including GST) for this vehicle at the date of disposal?

\$ [ ]

'Dutiable Value' is defined on the Information Sheet of this form.

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**Are you exempt from paying duty?**

**Note:** To access a complete list of vehicle registration duty exemptions go to the Office of State Revenue's website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

No  Go to 11 Yes

**Is a whole or part interest in a vehicle being transferred by way of a gift to a relative of the registered operator/s?**

Yes  Relationship to the registered operator/s (please tick one)

Partner by marriage

Partner in a de facto relationship (provided the couple are living together at the date of the transaction and have lived together for at least two years)

Partner in a registered relationship prescribed under the *Relationships Act 2011*

Parent, grandparent or their spouse

Spouse's parent, grandparent or their spouse

Child, stepchild, grandchild or their spouse

Spouse's child, stepchild, grandchild or their spouse

No  Other exemption type (refer to duty section on the Information Sheet of this form)

**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](http://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 Information Sheet on this form). For certificates issued electronically, a copy of the certificate or certificate number is required. It is recommended that a copy of the electronic inspection certificate be made available when submitting this form.

Qld Safety/Qld Inspection Certificate number

Issue date

Yes  Exemption item  (as listed on Information Sheet)

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

No  Go to 16

Yes  See information on front page Gas Fuel Systems requirements (Disposer section).

Gas fuel systems

Certificate/Compliance Plate number  Issue date

(exemptions listed in Gas Certificate Exemptions)

Other gas systems

Certificate/Compliance Plate number  Issue date

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

(The Registration Certificate and the Vehicle Registration Notice 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 (F3937) must be completed 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).

No  Go to 19

Yes  Representative's details - name (in full)

Representative's signature

**19 Declaration**

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 the department 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

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

Now complete Part B Proof of Transfer/Notice of Disposal

**Privacy Statement** - The department is collecting the information on this form for the purposes of maintaining the department's vehicle/vessel registration register as required under the *Transport Operations (Road Use Management) Act*. The department 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.

**Office/Agency use**

Identification sighted? Yes

Authorising person's name

Authorising person's signature

Date

