



**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.**

This application form is to be completed for the transfer of registered operator for Queensland (Qld) registered vehicles.

**Please note** a vehicle currently under a Number Plate Confiscation Notice issued by the Queensland Police Service (QPS), cannot be transferred during the confiscation period. Please contact the QPS prior to attending.

## Information Sheet

You may be eligible to transfer your registration online. For more information visit [www.qld.gov.au/online/registertansfer](http://www.qld.gov.au/online/registertansfer). 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 (new registered operator) 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 (TMR) 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. **Important: Form must be presented with original wet ink or digital signature/s. Photocopies or scanned copies will not be accepted.**

**The acquirer (new registered operator) must** submit Part A and:

- Evidence of Identity (EOI). For example, original Queensland (Qld) Driver Licence or Business Company/Organisation identification. For more information, go to [www.qld.gov.au/EvidenceOfIdentity](http://www.qld.gov.au/EvidenceOfIdentity). **Note:** If the vehicle is to be registered in joint names both parties must provide suitable EOI.
- Proof of Qld garage address - to confirm that the address exists - Qld driver licence, property rates notice, gas, phone or electricity account. If you are not the property owner/rentee/leasee of the property where the vehicle will be garaged, or don't have proof of a garage address, complete a F4408 *Queensland Garage Address Statement*.
- A current Qld Safety Certificate or Certificate of Inspection (COI) (unless exempt - see exemptions below). (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.**
- A gas certificate for vehicles fitted with gas fittings or systems (if applicable - see exemptions below) - that is less than three months old at the time of transferring the registration.
- A transfer fee may apply. **Note:** A transfer fee does not apply to a motorised wheelchair.
- Duty (if applicable - see exemptions, page 2 on this form) is payable.
- Pro rata registration fees may be payable if the disposer claimed a concession on the vehicle's registration.

**The disposer must** (if applicable):

- Provide the acquirer a current Qld Safety Certificate or Qld COI unless exempt. It is an offence if the disposer fails to do so.
- Provide the acquirer a gas certificate less than three months old at the time of transferring the registration unless exempt.
- Complete and keep Part B and the yellow copy of the Qld Safety Certificate as proof of transfer (handwritten certificates only).
- If vehicle is enrolled for Direct Debit, ensure that the vehicle is removed from the scheme prior to transfer of registration.

## Qld Safety or Qld Inspection Certificate/Gas Certificate Requirements and Exemptions

**Certificate of Inspection (COI)** - For vehicles over 4.5 tonne, trailers over 4.5 tonne or public passenger vehicles a COI issued in Qld is required, unless exempt. 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.

**Gas Certificate** - Gas Fuel Systems only - You must present the relevant Gas Certificate issued by an approved examiner/installer, 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).** **Note:** Further evidence may be required to verify the exemption claimed.

1. The vehicle is a tractor-based mobile crane or a trailer/ caravan with an ATM of 750kg or less.
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 Strait Islands, Umagico, Warroo or Wujal Wujal or the vehicle is garaged prior to and at the time of sale in a remote area (contact TMR for localities).
3. Sale or disposal to a licensed motor dealer.
4. The vehicle is a motorised wheelchair.
5. Transfer between spouses.
6. Transfer to surviving spouse.
7. Transfer to beneficiary of a deceased estate.
8. Transfer to/from joint names provided one registered operator remains the same.
9. Transferring from registered operator to Repossessor/ Redeemer.
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.
11. Motorbikes, trailers and caravans (.75 tonne up to and including 4.5 tonne ATM) with a garage address in an area 50km or more from the nearest AIS authorised to inspect that type of vehicle.
12. The person has an exemption notice advising there is no one authorised to issue a Gas Inspection Certificate within a reasonable distance.
13. Heavy vehicles that are in and will remain in the National Heavy Vehicle Accreditation Scheme (NHVAS) Maintenance Module.

## 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 TMR as per the *Duties Act 2001* which is administered by the Commissioner of State Revenue. Vehicle registration duty is payable on an 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 optional equipment and GST if applicable).

Vehicle registration duty is calculated on the dutiable value of a vehicle using the rates in the following tables:

<b>Vehicle registration duty rates for motor vehicles (excluding light vehicles with a dutiable value over \$100,000)</b>	
Electric and hybrid vehicles	\$2.00 for each \$100 or part of \$100
Up to 4 cylinders or 2 rotors (including steam)	\$3.00 for each \$100 or part of \$100
5 or 6 cylinders or 3 rotors	\$3.50 for each \$100 or part of \$100
7 or more cylinders	\$4.00 for each \$100 or part of \$100
Conditional registration and tractor-based mobile machinery	Charged at a fixed rate of \$25.00

<b>Vehicle registration duty rates for light motor vehicles (not more than 4.5 tonne) with a dutiable value over \$100,000</b>	
Electric and hybrid vehicles	\$4.00 for each \$100 or part of \$100
Up to 4 cylinders or 2 rotors (including steam)	\$5.00 for each \$100 or part of \$100
5 or 6 cylinders or 3 rotors	\$5.50 for each \$100 or part of \$100
7 or more cylinders	\$6.00 for each \$100 or part of \$100

Use the free Duty Calculator at [www.qld.gov.au/transport/registration/fees/duty](http://www.qld.gov.au/transport/registration/fees/duty) to see how much duty will cost.

### Duty exemptions

Some of the vehicle registration duty exemptions are listed below. For eligibility requirements and other duty exemptions or for further information, go to [www.qld.gov.au/transport/registration/fees/duty](http://www.qld.gov.au/transport/registration/fees/duty).

1. Transfer of a whole or part interest in a vehicle by way of a gift to a relative of the registered operator.
2. The vehicle is a trailer, caravan or motorised wheelchair.
3. The vehicle is being transferred to a personal representative or a beneficiary of a deceased estate.
4. The vehicle is being transferred to a person who is entitled to a prescribed service person's (ex-service person) concession.
5. The 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.
6. A vehicle dealer acquires a used vehicle for trading stock. The vehicle must be sold within one year.
7. 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.
8. 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.
9. The vehicle is being transferred into the name of a charity, will be used mainly for charitable activities and is not part of an employment or salary package. Go to [www.qld.gov.au](http://www.qld.gov.au) for more information.
10. The vehicle is being transferred to a local government or a government entity.
11. The vehicle is being transferred to a consul or an officer of the consulate and is a national of the country represented.

### Duty Objection Rights

When you lodge this application, it becomes an assessment of vehicle registration duty under the Duties Act. An objection against this assessment may be lodged with the Commissioner of State Revenue under Part 6 of the *Taxation Administration Act 2001* within 60 days of lodgement.



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 (new registered operator) to complete and submit to TMR.

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 QPS. A transferred application cannot be processed during the confiscation period. Please contact the QPS prior to attending.

Does the vehicle have personalised number plates attached?

Yes [ ] If all vehicle disposers are plate owners, the plates may be transferred with this vehicle. If another person is also the plate owner a F2963 Personalised Plates Transfer Application must be completed. If plates are not to be transferred, a F2964 Remove and/or Attach Personalised/Customised Number Plate/s Application must be completed prior to transfer of registration.

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) (Note: This is your driver licence, Photo ID or Adult Proof of Age Card number, or reference number issued by TMR)

Disposer's name

Second disposer's details (if applicable)

Disposer's CRN

Disposer's name

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 (complete only if different to residential address)

Postcode

Email address

Mobile/telephone number

Would you like to receive emailed notifications and reminders for notices such as licence and registration renewals? For a full list of emailed notifications and reminders visit www.qld.gov.au/transport/enotice (individuals only) Yes [ ] No [ ]

Does the individual or organisation have a CRN?

No [ ] Complete a F3503 New Customer Application (Individual) or F5379 New Customer Application (Organisation)

Yes [ ] CRN (Note: This is your driver licence, Photo ID or Adult Proof of Age Card number, or reference number issued by TMR)

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? (Note: This is your driver licence, Photo ID or Adult Proof of Age Card number, or reference number issued by TMR)

No [ ] Complete a F3503 New Customer Application (Individual) or F5379 New Customer Application (Organisation)

Yes [ ] CRN

Full name

Email address

Mobile/telephone number

Would you like to receive emailed notifications and reminders?

Yes [ ] No [ ]

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)

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

continued over page...

### 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.

#### Are you exempt from paying duty?

**Note:** To access a complete list of vehicle registration duty exemptions go to [www.qld.gov.au](http://www.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  
3 months\*  6 months  12 months

\* For vehicles used as taxis, limousines and booked hire

Yes  Registration period options  
3 months  6 months  12 months

### 13 Compulsory Third Party (CTP) insurance

You may choose a new CTP insurer for the next registration period. There are three licensed CTP insurers in Qld. You need to select your CTP insurer from the list below. I/We have independently chosen as the CTP insurer:

QBE  Allianz  Suncorp

It is an offence under the *Motor Accident Insurance Act 1994* for a person to interfere with documents related to your choice of CTP insurer. Maximum penalty may exceed \$21,000.

Are you entitled to claim the Input Tax Credit Entitlement (ITCE)? No  Yes

GST registered businesses may be able to claim an ITCE. If unsure contact your tax advisor.

### 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.

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

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 Vehicle Registration Renewal 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  A concession application must be completed and proof of entitlement may need to be supplied with this application. For more information about vehicle registration concessions, go to [www.qld.gov.au/transport/registration/fees/concession](http://www.qld.gov.au/transport/registration/fees/concession)

### 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  Date

**19 Declaration** - All acquirer/s must sign (must be original pen or printed digital signature/s - scanned or photocopies not accepted). Future registration transactions will only need one signature. Future personalised plate transactions will need both signatures. I/We declare that the information provided is correct and that the true dutiable value has been declared. I/We consent to TMR verifying my evidence of identity document or information with the issuing authority or their agencies.

Acquirer/s signature/s

Date

Disposer/s signature/s - if the vehicle is currently in joint names the signature of only one disposer is required. However if the personalised plates are in joint names both disposers must sign.

Date

It is an offence to give false or misleading information under the TORUM. Maximum penalty may exceed \$8000.

Now complete Part B Proof of Transfer/Notice of Disposal

**Privacy Statement:** TMR is collecting the information on this form for the purposes of maintaining the TMR vehicle/vessel registration register as required under the TORUM. 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.

