



Application to Establish a New Vehicle to a Client

Dealership staff must complete all fields marked with an (*) prior to presenting this application to Access Canberra, incomplete applications will not be accepted.

This application and all supporting documents must be submitted to the Document Management Team, Access Canberra within 3 business days of completion.

Sales Agreement number:

Vehicle details

Registration number	<input style="width: 90%;" type="text"/>	Transaction date*	<input style="width: 80%;" type="text" value=" / /"/>
VIN / Chassis No*	<input style="width: 95%;" type="text"/>		
Engine number*	<input style="width: 95%;" type="text"/>		
TAN*	<input style="width: 30%;" type="text" value=" / "/>	Make*	<input style="width: 35%;" type="text"/>
Model*	<input style="width: 35%;" type="text"/>	Motive power*	<input style="width: 20%;" type="text"/>
Vehicle type*	<input style="width: 30%;" type="text"/>	Auto*	<input style="width: 15%;" type="text"/>
Colour 1*	<input style="width: 30%;" type="text"/>	Cyl / Configuration*	<input style="width: 20%;" type="text"/>
Colour 2*	<input style="width: 30%;" type="text"/>	Engine Capacity*	<input style="width: 15%;" type="text"/>
Month / Year compliance *	<input style="width: 20%;" type="text" value=" / "/>	Tare (Kgs)*	<input style="width: 15%;" type="text"/>
Common Expiry Date	<input style="width: 20%;" type="text" value=" / "/>	Seating Capacity*	<input style="width: 15%;" type="text"/>
Inspection Date*	<input style="width: 20%;" type="text" value=" / "/>	GVM	<input style="width: 15%;" type="text"/>
		C / plate*	<input style="width: 15%;" type="text"/>

Authorised persons report

The vehicle described above has been identified in accordance with the requirements of Access Canberra. I have disposed of the vehicle to the operator/s named below and have sighted suitable Proof of Identity and Proof of Concessional Entitlement (if applicable) as required by the Road Transport Authority.

Full name of Dealership and full address:*

Print Name* Signature

Primary operator details

Full name or Company name	ACN/CRN
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Garage address	Driver licence number/CRN
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Home/Business address	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Mailing address	Existing registration number (if applicable)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Joint operator details (if applicable)

Maximum **two operators** for light vehicles, **one operator** for heavy vehicles.

Full name or Company name

Driver licence number/CRN

Home/Business address

DOB

Concession details

Please indicate by ticking the concession type and recording the concession number (proof of entitlement must be supplied)

Centrelink Pension DVA Pension DVA Gold Card Seniors

Low Income Healthcare Card ACT Services Access Card Other (specify type):

Registration nomination

Vehicle Usage Private Business Note: Only GST Registered Businesses may claim an Input Tax Credit.

Claim Input Tax Credit Yes No

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

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

Purchase details

Where was the vehicle purchased or acquired?

Company / Dealer*

LMVD number*

Date purchased*

Purchase price*

Market value*

Duty details

Is duty exemption applicable to the primary operator Yes No

please select type below:*

- | | | |
|--|---|---|
| <input type="checkbox"/> Approved Government Agency | <input type="checkbox"/> Revenue Office Approved | <input type="checkbox"/> Hospitals and Schools |
| <input type="checkbox"/> Certain Disabled Persons | <input type="checkbox"/> Charitable Organisations | <input type="checkbox"/> Foreign Countries |
| <input type="checkbox"/> International Organisations and Diplomats | <input type="checkbox"/> Registered Workplace Relations Organisations | <input type="checkbox"/> Relationship Court Orders and Agreements |
| <input type="checkbox"/> Repossessed Motor Vehicles | <input type="checkbox"/> Successors of Deceased Persons | |

Documents to be attached

Mandatory

Motor Dealer Authority to Establish Registration as Agent

Proof of identity

Proof of residency (if no ACT licence presented)

Sale agreement (sighted)

Optional

Duty exemption certificate

Duty exemption form

Privacy Statement: The personal information on this form is being collected by Access Canberra (part of the Chief Minister, Treasury and Economic Development Directorate) for vehicle registration purposes as authorised by the *Road Transport (Vehicle Registration) Act 1999*. The information may be used for the administration of driver licensing and vehicle registration legislation and enforcement. Access Canberra will include your information in its "one client record" so that it can be used in respect of any other dealings that you might have with it. Information about your identity, which forms part of your one client record, will also be used for administrative purposes, including to confirm that we are dealing with the correct individual. Your personal information may be disclosed to other ACT Government Directorates, Commonwealth, State and other Territory government agencies, transport authorities, law enforcement and court agencies, authorised by law; the Motor Accident Injuries Commission; authorised printing and mailing service providers; Austroads Ltd; the National Heavy Vehicle Regulator; the National Capital Authority 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. If you choose not to provide the personal information requested on this form, we may not be able to process your request. Personal information for this application is not normally disclosed to overseas recipients unless required by law. Personal information is held and managed in accordance with the Information Privacy ACT 2014. You can get more information about Access Canberra's privacy policy which explains how it handles your personal information, including how you may access personal information about yourself, seek correction of your personal information held by Access Canberra or complain about an interference with your privacy from act.gov.au/acprivacy.

Application to Establish a New Vehicle to a Client

Information Sheet

This form can be used by a Licensed Motor Vehicle Dealer to initially register a new vehicle which has been type approved in the name of the operator(s) to whom the vehicle has been sold.

Authorised Person is to:

- Check compliance plate to ensure vehicle complies with Australian Design Rules;
- Complete **accurately** all information pertaining to that vehicle in the “Vehicle Details” section, ensuring to enter the type approval number (TAN);
- Complete the Duty Details section and Duty Exemption section (if applicable); and
- Complete “Authorised Person’s Report” which requires the Authorised person;
 - Enter full name of business and full address; and
 - Print name and sign the form **only** when satisfied that the details thereon are a true representation of the vehicle’s description and its state of roadworthiness.

Note: The entering of incorrect information could result in legal action being taken on behalf of Access Canberra.

The dealer is to ensure Acquirer completes the application form “Motor Dealer Authority to Establish Registration as Agent”, (form number 40,040), the dealer must:

- ensure the acquirer complete both sides and sign the application form:
- Sight acquirer’s Proof of Identity and Concessional Entitlement (if applicable);
- Determine the use of the vehicle from the acquirer (private or business) and required ITC Entitlement;
- Determine the Motor Accident Injuries Insurance Provider from the acquirer;
- Have acquirer sign and date in the Declaration section. If the primary operator is a company the declaration must be signed by an executive of the company. Business names are not acceptable.

Note: The vehicle cannot be registered in a company name unless Access Canberra already has a record for that company or a company certificate is produced at the time of registration. You can check if a record is maintained by Access Canberra by phoning 13 22 81.

IMPORTANT: To establish the registration of a vehicle in the name of an acquirer, both forms:

- 70,014 Application to Establish a New Vehicle to a Client; and
- 40,040 Motor Dealer Authority to Establish Registration as Agent,

Must be completed

If the acquirer is eligible for exemption from payment of Motor Vehicle Duty:

Dealer is to:

- Advise acquirer that Duty exemption other than Approved Government Agency and Revenue Office Approved must be approved by Access Canberra.

Dealer / Acquirer is to:

- Present completed form at an Access Canberra location OR complete transaction online;
- Make registration / MAI insurance payment;
- Collect certificate, label and number plates.