



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 accepted payment options visit act.gov.au/accessCBR or contact Access Canberra on **13 22 81**.

Vehicle details

Date of acquisition	<input type="text"/>	Vehicle usage <input type="checkbox"/> Private <input type="checkbox"/> Business	Compliance month and year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plate number	<input type="text"/>	Registration expiry date	<input type="text"/>	Make	<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?			<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If yes, please specify the insurance class required:			<input type="checkbox"/> Rideshare	<input type="checkbox"/> Personal Share vehicle			

Client Details (Registered operator or Company)

Driver licence number	<input type="text"/>	State	<input type="text"/>	Date of birth	<input type="text"/>
Other ACT registered vehicles	<input type="text"/>				
Surname or Company name	<input type="text"/>				
Given name/s	<input type="text"/>				
Physical or business address	<input type="text"/>				
Garage address	<input type="text"/>				
Postal address	<input type="text"/>				

Other Joint Operator

Driver licence number	<input type="text"/>	State	<input type="text"/>	Date of birth	<input type="text"/>
Other ACT registered vehicles	<input type="text"/>				
Surname	<input type="text"/>				
Given name/s	<input type="text"/>				
Physical address	<input type="text"/>				
Garage address	<input type="text"/>				
Postal address	<input type="text"/>				

Former operator details

Surname or Company name	<input type="text"/>
Given name/s	<input type="text"/>
Physical or business address	<input type="text"/>

Duty details

To view information on how motor vehicle duty is calculated please refer to <http://act.gov.au/duty>. 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	<input type="text"/>	Market value	<input type="text"/>
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Exemptions from duty: If a duty exemption is to be claimed, please attach the applicable certificate of exemption issued by the Commissioner for ACT Revenue. For more information on motor vehicle duty visit act.gov.au/duty or contact Access Canberra on 13 22 81.

Certificate of exemption advice number	<input type="text"/>
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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 registered operator	<input type="text"/>	Date	<input type="text"/>
Signature of joint operator	<input type="text"/>	Date	<input type="text"/>

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 used or 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; 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.

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 Access Canberra.

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

To view information on how motor vehicle duty is calculated please refer to act.gov.au/duty. 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 Access Canberra.

Motor Accident Injuries (MAI) insurance providers

MAI providers cannot be changed when transferring registration.

For further information phone Access Canberra on 13 22 81.