

Information update

July 2017

Deceased Estate

VicRoads recognises that the death of a relative or friend is a difficult time. This pack has been prepared to help you resolve driver and marine licensing and vehicle and vessel registration matters as simply as possible.

We will endeavour to deal with your needs in a sensitive manner which respects your privacy. We trust that you will understand that certain requirements must be met to protect the Estate and ensure the legitimacy of transactions.

What needs to happen when a person is deceased?

Step 1 – Notify VicRoads that the person is deceased

Step 2 – Establish the authorised representative of the Estate

Step 3 – Decide what you need to do

Cancel a driver licence, learner permit or marine licence

Transfer a vehicle or vessel registration

Cancel a vehicle or vessel registration

Register an unregistered vehicle or vessel

Transfer/retain custom number plates

Step 1 – Notify VicRoads that the person is deceased

While VicRoads is notified periodically of deaths recorded by Births, Deaths and Marriages Victoria, it is in the interests of the Estate to notify VicRoads as soon as possible that the person is deceased. This can be done:

- in writing (include a certified copy of the death certificate) to VicRoads, GPO Box 1644, Melbourne, Victoria, 3001; or
- in person (bring the original or a certified copy of the death certificate) at a VicRoads Customer Service Centre.

An original or certified copy of the death certificate must be sighted by VicRoads.

If a person has died overseas, an overseas death certificate will be accepted, providing it is in English or accompanied by an English translation from an interpreter who is accredited or recognised by the National Accreditation Authority for Translators and Interpreters (NAATI).

Original documents must not be mailed to VicRoads as they will not be able to be returned. A death certificate presented in person at a VicRoads Customer Service Centre will not be copied or retained and will be returned to you.

Step 2 – Establish the authorised representative of the Estate

This may be done when you first notify VicRoads of the death, but if this is not possible, it must be done as soon as possible, after that date. It is important to note that VicRoads will not be able to process any transactions until Step 1 and Step 2 have been completed.

There are two parts to this step and they must be completed by the authorised representative of the Estate attending a VicRoads Customer Service Centre:

2.1) Establish the identity of the person who is to represent the Estate

The representative of the Estate must provide their current (or expired by no more than two years) photo Australian driver licence/learner permit or satisfy VicRoads normal evidence of identity requirements – please visit vicroads.vic.gov.au

2.2) Establish that the person has authority to represent the Estate

This will require VicRoads to sight an original or certified copy of:

- i. the relevant section of the Will; or
- ii. a Grant of Probate issued by a Supreme Court of an Australian State or Territory; or
- iii. Letters of Administration; or
- iv. where none of the above exist and the estate is worth less than \$10,000, a Statutory Declaration for the Administration of a Deceased Estate form from a person, typically a spouse or domestic partner, parent, child or sibling (who is at least 18 years of age) stating that there is no Will or grant of representation and declaring that she or he is entitled to represent the estate.

VicRoads will not copy or retain the Will, Grant of Probate or Letters of Administration. Documents created for the purpose of submission to VicRoads such as a statutory declaration will be retained for VicRoads record.

If there is more than one executor or administrator, a letter, signed by all executors or administrators must be provided nominating which person will represent the Estate. The nominated person may expressly authorise in writing a third party (agent) to undertake transactions on behalf of the Estate.

Please refer to vicroads.vic.gov.au for advice on evidence of identity and authority to act requirements for agents.

Step 3 – Decide what you need to do

Step 3 is for the authorised representative of the Estate to identify the transactions that need to be undertaken. This Step can be undertaken at the same time as Step 2.

If a transaction is to be undertaken at another time, the authorised representative will need to provide evidence of identity at a VicRoads Customer Service Centre as per Step 2.1.

Cancel a driver licence, learner permit or marine licence

A driver licence, learner permit or marine licence may be cancelled by the authorised representative of the Estate. This can be done by completing the *Cancellation and refund request form*.

VicRoads will deduct an administration fee from the refund amount. Where the refund amount is less than the administration fee, no refund will be issued, and the authorised representative will be advised of this in writing. All refunds will be made payable by cheque to the Estate and posted to the authorised representative.

No refund is payable for a learner permit.

At the time of cancellation, if a request is made for a licence or permit to be returned to the Estate after cancellation, it will be invalidated.

Transfer a vehicle or vessel registration

When VicRoads has been notified that a person is deceased, it will write to the deceased person's Estate (if necessary), requesting that the registration of any vehicles or vessels be cancelled or transferred to the name of the authorised representative of the Estate on a temporary basis, pending settlement of the Estate, or another person where the entitlement has been resolved.

VicRoads records the registered operator of a vehicle or vessel. This is not necessarily the owner. Transfer of registration does not transfer ownership of a vehicle or a vessel.

The requirements to transfer the registration of a vehicle to a new operator are set out in the table below. The requirements vary as certain exemptions are provided in legislation.

Vehicles registered in the name of a company or other incorporated body are subject to normal transfer requirements.

No exemptions apply to vessel transfers. Normal transfer requirements apply, complete the *Application for transfer of vessel registration from deceased estate form*.

If there are multiple vehicles or vessels, you need to complete one form for each registration to be transferred.

Vehicle transfer requirements

Transfer to	Requirements			
	Completed Application for transfer of registration from deceased estate form signed by the authorised representative of the Estate	Payment of vehicle registration transfer fee	Current Certificate of Roadworthiness (not more than 30 days from issue)	Payment of motor vehicle duty
Authorised representative of the Estate - temporary transfer only, pending settlement of the Estate	✓ The authorised representative of the Estate needs to sign both the disposer and acquirer sections of the form	✓		
Surviving spouse or domestic partner who has acquired the vehicle through an entitlement to the whole or part of the Estate of the deceased spouse or domestic partner	✓ If the spouse or domestic partner has the same surname as the deceased person or a different surname but the same address as the deceased person, written proof of the relationship is not required. If the surnames and/or addresses are different, a written statement must be provided.			
Person with a Beneficial Entitlement (includes companies and incorporated associations)	✓ VicRoads will act on written advice from the executor or administrator of the Estate that a beneficial entitlement exists	✓	✓	
Any other person (includes companies and incorporated associations)	✓	✓	✓	✓

If there is a court order specifying to whom the vehicle or vessel is to be transferred, an original or certified copy must be sighted by VicRoads in addition to the transfer requirements.

Vehicle registration requirements

This table only applies to vehicles that were previously registered in the name of the deceased, either in Victoria or interstate

Registration to	Requirements			
	Completed a Vehicle registration form	Payment of vehicle registration , TAC fees and number plate fees	Current Certificate of Roadworthiness (not more than 30 days from issue)	Payment of motor vehicle duty
Authorised representative of the Estate – temporary registration only, pending settlement of the estate	✓	✓	✓	
Surviving spouse or domestic partner who has acquired the vehicle through an entitlement to the whole or part of the estate of the deceased spouse or domestic partner.	✓	✓	If the vehicle is currently registered interstate in the name of the deceased at the time of re-registration in Victoria, a Certificate of Roadworthiness is not required	
Person with a beneficial entitlement (includes companies and incorporated associations).	✓	✓	✓	✓
Any other person (includes companies and incorporated associations)	✓	✓	✓	✓

Cancel a vehicle or vessel registration

If a vehicle or vessel is still in the name of the deceased person, or is in the name of the Estate or its authorised representative, the authorised representative of the Estate may request that the registration be cancelled.

Vehicle requirements:

- Return the number plates to VicRoads and complete a *Cancellation and refund request* form; or
- If the number plates have been lost, damaged or destroyed, complete a *Cancellation and refund request* form, including the section about non-return of number plates; or
- If custom plates are to be retained, advise VicRoads that the number plates will be held in 'self-retention' (please refer to the Transfer/retain custom number plates section) and complete a *Cancellation and refund request* form to claim a refund of the unexpired portion of the registration and Transport Accident Commission charges.

Administration fees will be deducted from the refund amount. Where the refund amount is less than the administration fee, no refund will be issued, and the authorised representative will be advised of this in writing. All refunds will be made payable to the Estate.

Vessel requirement:

- Complete a *Cancellation and refund request* form, providing the vessel registration number and if possible, hull identification number.

Please note there is no provision for refund of vessel registration fees under the *Marine Safety Act 2010* or Marine Safety Regulations 2012.

Register an unregistered vehicle or vessel

If a vehicle or vessel has become unregistered, normal re-registration requirements apply (please refer to vicroads.vic.gov.au for details).

Vehicles being registered temporarily in the name of the authorised representative pending settlement of the Estate are exempt from motor vehicle duty.

Vehicles being registered in the name of a spouse or domestic partner are also exempt from motor vehicle duty.

For more information please refer to Table 2.

Transfer/retain custom number plates

The display rights to custom number plates, assigned to a vehicle, are transferred with the transfer of the vehicle's registration.

If the display rights to custom number plates are not to be transferred with a registration, the plates must be removed before the registration is transferred. New number plates will be required to be assigned to the vehicle unless its registration is to be cancelled.

Custom number plates which are to be retained by the Estate which are not to be assigned to a vehicle should be held in 'self-retention'.

To request that custom number plates be recorded as being in 'self-retention' the authorised representative of the Estate will need to:

- complete all sections of a *Transfer of registration number rights agreement for deceased estate* on behalf of the Estate
- keep the plates safely in his/her possession
- not fit the plates to any other registered vehicle prior to VicRoads assigning the number to the vehicle at the request of the registered operator.

It is important that custom number plates which are not assigned to a registered vehicle are placed in 'self-retention' as the rights to display the plates may otherwise lapse.

When custom number plates are not assigned to a vehicle but the rights to display the plates were held by the deceased, and are now to be transferred, the authorised representative of the Estate and the buyer must complete a *Transfer of registration number rights agreement for deceased estate*.

Enclosed in this pack

- Application for transfer of registration from deceased estate
- Application for transfer of vessel registration from deceased estate
- Cancellation and refund request for deceased estate
- Transfer of registration number rights agreement for deceased estate

If you need additional copies, please visit vicroads.vic.gov.au or a VicRoads Customer Service Centre.

Contact us

For further information please visit vicroads.vic.gov.au or call 13 11 71

TTY users call 13 36 77

Speak and Listen users call 1300 555 727

Information provided is correct at the time of printing and may be subject to change.

Application for transfer of registration from deceased estate

What is a transfer of registration?

A transfer of registration is a change of the registered operator¹ of a registered vehicle. VicRoads records the identification details of each vehicle and the current registered operator of the vehicle.

VicRoads' vehicle register is not a register of title (vehicle ownership).

Disposer instructions

You need to provide complete and accurate information so the registration can be transferred successfully. **Otherwise, you may be liable for any traffic offences that the acquirer (new registered operator) may incur.**

What do I need to do?

- Tell the acquirer if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. You must disclose this to the acquirer in writing (by answering Yes or No to this question in the **Vehicle details** section and provide any other details to the acquirer).
- Ensure the vehicle registration is still current (not suspended or cancelled), check online at vicroads.vic.gov.au.
- Check that there are no outstanding fines, warrants or sanctions issued by the Sheriff which may prevent this transfer – more information at fines.vic.gov.au.
- Do I need to get a Certificate of Roadworthiness (RWC)?**
The Deceased Estate Pack sets out the requirements that most commonly relate to deceased estates.
For information on caravans, light trailers under 4.5 GVM, recreational motorcycles and vehicles not designed primarily for carrying passengers or goods, please check VicRoads' website vicroads.vic.gov.au.
- Write a receipt for the acquirer as proof of purchase and ownership, and include the registration number, VIN or chassis number and acquirer and disposer name. (This transfer form cannot be used as a register of title.)
- Complete the **Disposer³ details** and **Vehicle details** sections and sign this form with the acquirer.
- Give the **original** transfer form to the acquirer to submit to VicRoads.
- Keep one of the copies as a record of the application for transfer and date of transfer.

How do I transfer with custom or personalised plates?

If you dispose of the vehicle **with** custom or personalised number plates attached and current registration², rights relating to the use of the number plates will pass to the acquirer.

If the rights to the custom or personalised number plates are to be kept for future use, you need to tell VicRoads and get new number plates for the vehicle before you transfer the registration.

Do I need to use this form?

- Yes:** To acquire or dispose of a vehicle with number plates attached and current registration².
- No:** To acquire or dispose of a vehicle without number plates and/or with cancelled registration, do not use this form. For further information please visit vicroads.vic.gov.au

Acquirer instructions

You need to provide complete and accurate information so the registration can be transferred successfully. **Otherwise, the registration will not be transferred and may be suspended.**

You should receive confirmation by mail within 14 days if your transfer is processed successfully.

How do I check the vehicle details?

- Confirm the disposer is the authorised representative of the estate.
- Confirm registration status is current (not suspended or cancelled).
 - Check these details online at vicroads.vic.gov.au with the registration number or Vehicle Identification Number (VIN)¹⁰.
- Confirm that the vehicle is not reported stolen, not recorded written-off and is free of encumbrance, outstanding fines, warrants or sanctions issued by the Sheriff (eg. money owing).
 - Check these details by contacting the Personal Property Securities Register (PPSR) online at ppsr.gov.au or call 1300 007 777 (1300 00PPSR).
- If the registration is close to expiry, a renewal notice may have already been issued to the disposer. After the transfer is processed successfully, a new one should be sent to you by mail.

How do I complete the transfer?

- Ask the disposer if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. If it is, they must disclose this to you in writing (see **Vehicle details** section on form).
- Ensure number plates are attached to the vehicle. If you acquire a vehicle **with** custom or personalised number plates attached and current registration², rights relating to the use of the number plates will pass to you.
- Check the VIN¹⁰ or chassis number matches the registration certificate or check these details online at vicroads.vic.gov.au
- Ask the disposer for a Certificate of Roadworthiness (RWC)¹¹. The registration number on the RWC must match the number plates on the vehicle.
- Ask the disposer for a written receipt as proof of acquisition and ownership for your records.
- Record the market value¹² (where applicable) and calculate the motor vehicle duty (see how to calculate overleaf). Penalties may apply if a person under declares the market value.
- If you do not possess a Victorian driver licence/learner permit or are not an established VicRoads client, you must present original evidence of identity documents along with this application at a VicRoads Customer Service Centre.
- Complete the **Acquirer⁴ details**, **Transfer details** and **Payment** sections, check the **Vehicle details** section and sign this form with the disposer.
- Give one copy to the disposer and keep the other for your own records.
- Submit the original transfer form with relevant documents and applicable payment (see overleaf) to VicRoads within 14 days of acquisition.** You may need to pay a penalty or additional fees if this is late or not submitted.

ACQUIRER INSTRUCTIONS CONTINUED OVERLEAF

Definitions

- Registered operator** – an individual or corporation who owns or manages a vehicle and has the right to register it. To register a vehicle the individual must be at least 17 years for a light vehicle, 17 years and 9 months for a motorcycle, and 18 years for a heavy vehicle. There can only be *one* registered operator per vehicle (no joint registration).
- Current registration** – registration expires at midnight of the registration expiry date. VicRoads will cancel the registration if it is not renewed within three months after expiry. The registration can still be transferred during this three month period, but the vehicle must not be driven until registration is renewed. If the vehicle does not meet this definition, do not use this form and check VicRoads' website on buying and selling (not a transfer).
For heavy vehicles registered under part-year registration see VicRoads' website.
- Disposer** – the individual (current registered operator) who is disposing of the vehicle.
- Acquirer** – the individual or corporation who is acquiring the vehicle (proposed registered operator).
- Surname and given name(s)** – must match the name on an individual's Victorian licence or evidence of identity documents.
- Company name** – the name of a corporation registered with the Australian Securities and Investments Commission (ASIC). *For example, 'Sample Cars Pty Ltd'.*
Trading names cannot be used to register a vehicle.
- Australian Company Number (ACN)** – a unique nine digit number issued to a company by Australian Securities and Investments Commission (ASIC).
Australian Business Numbers (ABNs) cannot be used to register a vehicle.
- Victorian driver licence / client number** – provide a Victorian driver licence/learner permit number for a licence/learner permit holder or a client number for a corporation. A client number is a unique nine digit number issued by VicRoads to corporations and individuals without a Victorian driver licence or learner permit. If you are an established VicRoads client, but do not know your client number, please ensure all other details are completed.

Individuals who do not have a Victorian driver licence/learner permit number, and individuals or corporations who are not an established VicRoads client, will need to present full evidence of identity documentation with this application at a VicRoads Customer Service Centre.

- Garage address** – where the vehicle will normally be kept (eg. home, office or heavy vehicle depot). VicRoads will only register vehicles garaged in Victoria. If the garage address is (or will be) in another state you must register the vehicle there. If you change any of your details you must notify VicRoads within 14 days.
- Vehicle Identification Number (VIN)** – a unique 17 digit identifier made up of numbers and letters on a vehicle. If there is no VIN (eg. on pre 1989 vehicles), provide a chassis number.
- Certificate of Roadworthiness (RWC)** – also known as a Roadworthy Certificate, issued by a Victorian Licensed Vehicle Tester to certify if a vehicle is in roadworthy condition. It is valid for 30 days from the date of issue, unless a defect notice is issued within the period of validity.
Please refer to the disposer instructions in the deceased estate pack.
- Market value** – also known as dutiable value, is the price at which the vehicle might reasonably be sold, free from encumbrances, on the open market; or the purchase price – whichever is greater.
For example, if the acquirer paid \$4000 but the vehicle would normally be worth \$5000, the market value is \$5000.
For example, if you pay greater than the normal market value due to a vehicle's condition, the dutiable value is the amount paid.
- Date of transfer** – refers to the date of transfer or delivery, when the acquirer acquires the vehicle from the disposer.

Penalties

The disposer must inform the acquirer in writing if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. Failure to do so may result in a penalty of over \$1000. The acquirer must complete and sign this application with the disposer and submit to VicRoads with relevant documents and pay the applicable motor vehicle duty and transfer fee within 14 days of acquisition. Failure to do so may result in a penalty of over \$500 (Road Safety (Vehicles) Regulations 2009).

This application for transfer of registration of a motor vehicle is an assessment of duty (section 217A). A person who under declares the market value is liable to a penalty equal to double the amount of duty underpaid (section 215). A person who underpays motor vehicle duty is also liable to a penalty equal to the amount underpaid plus interest (section 217). (*Duties Act 2000*).

A person who underpays the motor vehicle duty may also be liable to a penalty tax and interest. (*Taxation Administration Act 1997*).

Acquirer instructions continued

Do I need to provide evidence of identity?

Individuals: Yes, if you do not have a Victorian driver licence/learner permit or VicRoads client number, you must present full original evidence of identity documentation with this application at a VicRoads Customer Service Centre.

Companies: Yes, if you do not have a client number with VicRoads, you will need to present evidence of your company with this application at a VicRoads Customer Service Centre.

Please check vicroads.vic.gov.au for requirements.

How do I lodge this application?

You must submit this form with relevant documents (eg. RWC) and applicable payment within 14 days of acquisition by:

- mail (cheque or money order) to:
GPO Box 1644, Melbourne Victoria 3001

Payment can also be made at a VicRoads Customer Service Centre using Mastercard or Visa. A card payment fee will apply in addition to any amounts payable. Details of the fee are available at vicroads.vic.gov.au. **A confirmation advice will be sent to you within 14 days of a successful transfer of the vehicle registration.**

Important: If you need to provide evidence of identity, present your original documents along with this application in person at a VicRoads Customer Service Centre. If you are required to provide evidence of identity, your application for a transfer of registration will be processed at the VicRoads Customer Service Centre that you attend. Check vicroads.vic.gov.au or call (03) 8677 7855.

How do I apply on behalf of someone else or a company?

You must provide evidence of identity and an original signed letter of authority to act on behalf of another person or a company at a VicRoads Customer Service Centre. The letter must nominate the vehicle to be transferred.

Do I need to pay fees?

The requirements to transfer the registration of a vehicle from a deceased person to a new operator are set out in the table in the Deceased Estate Pack. It should be noted that the requirements vary as certain exemptions are provided in legislation.

Transfer fees

Motor vehicle - \$39.10

Motorcycle/Trailer/Caravan - \$6.30

Fees are subject to change. A card payment fee will apply for Mastercard or Visa payments. For further information visit vicroads.vic.gov.au

Motor vehicle duty

Where motor vehicle duty is payable, the correct market value must be recorded. The correct market value is the price at which the vehicle might reasonably be sold, free from encumbrances, on the open market, or the purchase price – whichever is the greater.

The amount of motor vehicle duty payable is \$8.40 for every \$200 or part thereof of the market value.

Motor vehicle duty common exemptions

The Deceased Estate Pack provides information on motor vehicle duty exemptions that most commonly relate to deceased estates. For other exemptions and related evidence requirements please check VicRoads' website.

You can calculate motor vehicle duty online at vicroads.vic.gov.au

How to calculate motor vehicle duty

Market value
\$ ÷ 200 = A

ROUND UP A to the next whole number (no decimals)
 x 8.4 = \$

Example calculation

Market value
\$ 12,420 ÷ 200 = 62.1 A

ROUND UP A to the next whole number (no decimals)
63 x 8.4 = \$ 529.2

Application for transfer of registration from deceased estate

This form must be completed, signed and returned to VicRoads within 14 days. For correct processing, please print clearly in ink using BLOCK letters. All details should be provided including the licence number for all Victorian licence holders. VicRoads' vehicle register is not a register of title (vehicle ownership).

I, _____ as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

Me as the authorised representative The spouse or domestic partner of the deceased A person with a Beneficial Entitlement Another person

Deceased person's (disposer) details

Surname⁵

Given name(s)⁵

Victorian licence/learner permit/client no. (if known)⁸

Last known home address

Postcode

Last known postal address

Postcode

Vehicle details

Registration number

Date of registration expiry

Year

Make

Model

Body type

VIN¹⁰ (or chassis number if no VIN)

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?

Yes No

An original Certificate of Roadworthiness (RWC)¹¹ issued in Victoria not more than 30 days before the date of sale may be required. Have you attached where applicable? (refer to Deceased Estate Pack)

Yes No

RWC serial number

RWC issue date

RWC tester's licence number

EX

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the acquirer upon request. I have informed the acquirer that this vehicle is recorded on the Victorian or an interstate written-off vehicles register (if applicable). I declare that this vehicle is registered at the date of transfer and acknowledge that any remaining period of registration of this vehicle is transferred to the acquirer.

Signature of authorised representative/authorised agent

Date

Acquirer details

Surname⁵ OR company name⁶

Given name(s)⁵ OR ACN (if applicable)

Victorian licence/learner permit /client no.⁸

Date of birth

Home (or company) address

Postcode

Garage address⁹ (if different from above)

Postcode

Postal address (if different from above)

Postcode

Phone (mobile preferred)

Email

Transfer details

Market value¹² of the vehicle

\$

To avoid penalties do not under declare the market value.

Date of transfer¹³

To avoid liability for traffic offences and penalties the exact date of transfer must be shown.

Payment

Fees may be payable upon transfer. Please refer to the Deceased Estate Pack.

Exemption code (office use only)	Transfer fee	Motor vehicle duty	Total payable
<input type="text"/>	\$ <input type="text"/>	+ \$ <input type="text"/>	= \$ <input type="text"/>

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

Signature of acquirer/agent

Date

Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Application for transfer of registration from deceased estate

Authorised representative to retain this carbon copy

I, _____ as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

- Me as the authorised representative The spouse or domestic partner of the deceased A person with a Beneficial Entitlement Another person

Deceased person's (disposer) details

Surname⁵

Given name(s)⁵

Victorian licence/learner permit/client no. (if known)⁸

Last known home address

 Postcode

Last known postal address

 Postcode

Vehicle details

Registration number

Date of registration expiry

Year

Make

Model

Body type

VIN¹⁰ (or chassis number if no VIN)

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?

- Yes ▶ Further information about written-off vehicles is available at VicRoads' website.
 No

An original Certificate of Roadworthiness (RWC)¹¹ issued in Victoria not more than 30 days before the date of sale may be required. Have you attached where applicable? (refer to Deceased Estate Pack)

- Yes No

RWC serial number

RWC issue date

RWC tester's licence number

EX

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the acquirer upon request. I have informed the acquirer that this vehicle is recorded on the Victorian or an interstate written-off vehicles register (if applicable). I declare that this vehicle is registered at the date of transfer and acknowledge that any remaining period of registration of this vehicle is transferred to the acquirer.

Signature of authorised representative/authorised agent

 Date

Acquirer details

Surname⁵ OR company name⁶

Given name(s)⁵ OR ACN (if applicable)

Victorian licence/learner permit /client no.⁸

Date of birth

Home (or company) address

 Postcode

Garage address⁹ (if different from above)

 Postcode

Postal address (if different from above)

 Postcode

Phone (mobile preferred)

Email

Transfer details

Market value¹² of the vehicle

\$

Date of transfer¹³

To avoid penalties do not under declare the market value.

To avoid liability for traffic offences and penalties the exact date of transfer must be shown.

Payment

Fees may be payable upon transfer. Please refer to the Deceased Estate Pack.

Exemption code (office use only)	Transfer fee	Motor vehicle duty	Total payable
<input type="text"/>	\$ <input type="text"/>	+ \$ <input type="text"/>	= \$ <input type="text"/>

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

Signature of acquirer/agent

 Date

Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Application for transfer of registration from deceased estate

Aquirer to retain this carbon copy

I, _____ as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

- Me as the authorised representative The spouse or domestic partner of the deceased A person with a Beneficial Entitlement Another person

Deceased person's (disposer) details

Surname⁵

Given name(s)⁵

Victorian licence/learner permit/client no. (if known)⁸

Last known home address

 Postcode

Last known postal address

 Postcode

Vehicle details

Registration number

Date of registration expiry

Year

Make

Model

Body type

VIN¹⁰ (or chassis number if no VIN)

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?

- Yes ▶ Further information about written-off vehicles is available at VicRoads' website.
 No

An original Certificate of Roadworthiness (RWC)¹¹ issued in Victoria not more than 30 days before the date of sale may be required. Have you attached where applicable? (refer to Deceased Estate Pack)

- Yes No

RWC serial number

RWC issue date

RWC tester's licence number

EX

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the acquirer upon request. I have informed the acquirer that this vehicle is recorded on the Victorian or an interstate written-off vehicles register (if applicable). I declare that this vehicle is registered at the date of transfer and acknowledge that any remaining period of registration of this vehicle is transferred to the acquirer.

Signature of authorised representative/authorised agent

 Date

Acquirer details

Surname⁵ OR company name⁶

Given name(s)⁵ OR ACN (if applicable)

Victorian licence/learner permit /client no.⁸

Date of birth

Home (or company) address

 Postcode

Garage address⁹ (if different from above)

 Postcode

Postal address (if different from above)

 Postcode

Phone (mobile preferred)

Email

Transfer details

Market value¹² of the vehicle

\$

Date of transfer¹³

To avoid penalties do not under declare the market value.

To avoid liability for traffic offences and penalties the exact date of transfer must be shown.

Payment

Fees may be payable upon transfer. Please refer to the Deceased Estate Pack.

Exemption code (office use only)	Transfer fee	Motor vehicle duty	Total payable
<input type="text"/>	\$ <input type="text"/>	+ \$ <input type="text"/>	= \$ <input type="text"/>

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

Signature of acquirer/agent

 Date

Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Credit or debit card authorisation

For correct processing, please print clearly in ink using BLOCK letters.

Credit or debit card authorisation (mailed payments only)

If paying by credit or debit card, please provide your card details and your authorisation for card payment here. Please note: a card payment fee will apply when using Mastercard or Visa. For further information visit vicroads.vic.gov.au.

Card Type

Visa Mastercard

Name of cardholder

Credit or debit card no.

Total payable amount

Date of expiry

Signature

Date

Important: terms for credit card use

1. As the cardholder I acknowledge and accept that a card payment fee will apply to the transaction, and that details of the fee are available at vicroads.vic.gov.au. By signing this form I authorise VicRoads to deduct the card payment fee in addition to any amounts payable.
2. VicRoads will arrange for funds to be debited from your nominated credit or debit card as authorised by you within fourteen (14) days of your form submission.
3. It is your responsibility to ensure that you have sufficient credit available on your credit or debit card within fourteen (14) days of submitting your form to cover your payment and that your card details are current and correct.
4. Should your credit or debit card payment default, VicRoads will notify you immediately and allow seven (7) days for you to respond with alternative payment.
5. If your declared payable amount is insufficient, VicRoads will notify you immediately and allow seven (7) days for you to pay the balance outstanding.
6. Should a response not be received within the seven (7) days allowed VicRoads may take action to suspend your registration.
7. If you believe that there has been an error in debiting your credit or debit card you should notify us immediately on 13 11 71 so that we can resolve your query promptly.

Please complete the details below and sign in the presence of an authorised witness (see list overleaf). Print clearly in ink using BLOCK letters.

Vic driver licence / learner permit / client no.

I,	Name in full
of	Home address
	Occupation Postcode

do solemnly and sincerely declare that:

	(name of deceased)
	(address of deceased)
passed away on	(date)

I declare that the deceased died without leaving a will and to my knowledge, having made enquiries, no one else will be administering the estate.

My relationship to the deceased is (e.g. spouse or domestic partner, child, sibling, parent or other).

I declare that I am 18 years of age or older.

I declare that the total value of the estate does not exceed \$10,000.

I have attached an original death certificate or certified copy of an original death certificate.

I wish to be recorded as the authorised representative of the abovementioned estate for the purpose of undertaking transactions with VicRoads associated with the administration of the estate.

I acknowledge that if the distribution of assets for the abovementioned estate is legally challenged, VicRoads may refuse to undertake, or reverse, transactions associated with the administration of the estate as a result of this declaration.

I indemnify VicRoads against claims or actions arising from any transactions undertaken as a result of this declaration.

I acknowledge that the VicRoads' Vehicle Register is not a Register of Title.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at

Address		
this	day of	year

Signature of person making declaration

Signature

Signature of authorised witness

Signature
Name in full
Position/Title

Authorised witnesses

In accordance with the *Evidence (Miscellaneous Provisions) Act 1958*, any of the following persons may witness the signing of a statutory declaration within Victoria:

- a Justice of the Peace or Bail Justice
- a Public Notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the Prothonotary or a Deputy Prothonotary of the Supreme Court
- the Registrar or a Deputy Registrar of the County Court
- the Principal Registrar, Registrar or a Deputy Registrar of the Magistrates' Court
- the Registrar of Probates or an Assistant Registrar of Probates
- the associate to a Judge of the Supreme Court or of the County Court
- the associate of an Associate Judge of the Supreme Court or of an Associate Judge of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the Sheriff or a Deputy Sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a person registered under the Health Practitioner Regulation National Law to practise in the medical profession (other than as a student)
- a person registered under the Health Practitioner Regulation National Law:
 - (i) to practise in the dental profession as a dentist (other than as a student); and
 - (ii) in the dentists division of that profession
- a veterinary practitioner
- a person registered under the Health Practitioner Regulation National Law to practise in the pharmacy profession (other than as a student)
- a principal in the teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification to which this section applies or holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Where a statutory declaration is supplied to VicRoads, a VicRoads staff member is not permitted to witness the declaration.

This form must be completed and signed by both the authorised representative and acquirer and returned to VicRoads within 14 days. Please print clearly in ink using BLOCK letters. **Do not use this form if the registration is expired or has been cancelled.** Transport Safety Victoria on behalf of the Director, Transport Safety is responsible for the administration of the *Marine Safety Act 2010 (Vic)*. VicRoads is an agent for Transport Safety Victoria and is responsible for the registration of vessels and the collection of fees. The vessel register records the identification details of each vessel and the name and address of the person responsible for it. **It is not a register of vessel ownership (title).**

Registration number															
Serial number															
Date of transfer	D	D	M	M	Y	Y	Y	Y							

Copies: Original – Submit to VicRoads
Pink – Authorised representative keeps Yellow – Acquirer keeps

Please return the completed form and fees to a VicRoads Customer Service Centre.

I, as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

- Me as the authorised representative
 The spouse or domestic partner of the deceased
 A person with a Beneficial Entitlement
 Another person

Deceased person's (disposer) details

Surname																	
Given name(s)																	
Licence/Client number																	
Date of birth		D	D	M	M	Y	Y	Y	Y								
Last known home address																	
												Postcode					
Last known postal address (if different from above)																	
												Postcode					

Acquirer details

Surname or company name																	
Given name(s) or ACN																	
Licence/Client number																	
Date of birth		D	D	M	M	Y	Y	Y	Y								
Home or company address																	
												Postcode					
Postal address (if different from above)																	
												Postcode					
Contact phone number (mobile preferred)																	
Email address (optional)																	

Note: If the vessel is registered in the name of an individual, that person must be at least fourteen years of age.

Vessel description

Year manufactured	Y	Y	Y	Y	Make of vessel							Model				
HIN (Hull Identification Number)																

Does the vessel have an Australian Build Plate (ABP)? Yes No If any, please provide manufacturing date: Y Y Y Y

Type of vessel (please cross one circle in group)

- CABCRU – Cabin Cruiser HOUSEB – House Boat
 HALCAB – Half Cabin AIRCUS – Air Cushion Vehicle
 OPECAB – Open Cabin PWC – Personal Water Craft
 TRASAI – Trailer Sailer Canoe
 YACHT – Yacht

Type of construction

- M – Metal
 W – Wood
 F – Fibreglass
 C – Composite
 O – Other

Overall length (m)					Number of engines				
Breadth (m)					Colour				
No. of hulls	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4					

Engine number(s)

1	
2	
3	
4	

Engine make(s)

1	
2	
3	
4	

Type of engine (inboard/outboard)

1	
2	
3	
4	

Horsepower

1	
2	
3	
4	

Type of fuel

1	
2	
3	
4	

- P – Petrol
 D – Diesel
 E – Electric
 S – Steam
 G – Gas*
 M – Multiple
 O – Other
 *(eg: LPG)

Transfer fees payable – Proposed registered operator (Acquirer)

The fee payable by the proposed registered operator (Acquirer) when transferring operation of a registered vessel is subject to change. The current transfer fee is available on VicRoads website, visit vicroads.vic.gov.au, or by contacting VicRoads on 13 11 71. Alternatively, please contact Transport Safety Victoria on 1800 223 022 and select option 1 for Maritime.

Total payable \$

Transport Safety Victoria (TSV) and VicRoads collect and hold the personal information provided in this application to assist the Director, Transport Safety (Safety Director) to administer the *Marine Safety Act 2010 (Vic)* and Marine Safety Regulations 2012 (Vic). VicRoads and TSV are committed to protecting personal information in accordance with their obligations under the *Marine Safety Act 2010 (Vic)*. The personal information provided in this application may be disclosed to other government agencies in accordance with section 306 of the *Marine Safety Act 2010 (Vic)* and section 177 of the *Transport Integration Act 2010 (Vic)*. The individuals whose personal information is collected on this application have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this application should be informed of this fact. For more information on privacy please refer to the VicRoads brochure 'Protecting your Privacy', TSV's privacy statement at sportsafety.vic.gov.au/privacy, or contact VicRoads on 13 11 71. **It is an offence under the *Marine Safety Act 2010 (Vic)* to give information that is false or misleading in relation to an application for registration of a vessel. Failure to provide the information may result in your application not being processed or records not being properly maintained. By signing this form, I declare that all information and/or documents provided by me is true and correct.**

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the acquirer upon request. I declare that this vessel is registered at the date of transfer and acknowledge that any remaining period of registration of this vessel is transferred to the acquirer.

Signature

Signature of authorised representative/authorised agent

Date: D D M M Y Y Y Y

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the authorised representative of the Estate upon request. I have checked the vessel details provided by the disposer match the vessel.

Signature

Signature of acquirer/agent

Date: D D M M Y Y Y Y

This form must be completed and signed by both the authorised representative and acquirer and returned to VicRoads within 14 days. Please print clearly in ink using BLOCK letters. **Do not use this form if the registration is expired or has been cancelled.** Transport Safety Victoria on behalf of the Director, Transport Safety is responsible for the administration of the *Marine Safety Act 2010 (Vic)*. VicRoads is an agent for Transport Safety Victoria and is responsible for the registration of vessels and the collection of fees. The vessel register records the identification details of each vessel and the name and address of the person responsible for it. **It is not a register of vessel ownership (title).**

Registration number	
Serial number	
Date of transfer	D D M M Y Y Y Y

Copies: Original – Submit to VicRoads
Pink – Authorised representative keeps Yellow – Acquirer keeps

Please return the completed form and fees to a VicRoads Customer Service Centre.

I, _____ as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

- Me as the authorised representative
 The spouse or domestic partner of the deceased
 A person with a Beneficial Entitlement
 Another person

Deceased person's (disposer) details

Surname	
Given name(s)	
Licence/Client number	
Date of birth	D D M M Y Y Y Y
Last known home address	
Postcode	
Last known postal address (if different from above)	
Postcode	

Acquirer details

Surname or company name	
Given name(s) or ACN	
Licence/Client number	
Date of birth	D D M M Y Y Y Y
Home or company address	
Postcode	
Postal address (if different from above)	
Postcode	
Contact phone number (mobile preferred)	
Email address (optional)	

Note: If the vessel is registered in the name of an individual, that person must be at least fourteen years of age.

Vessel description

Year manufactured	Y Y Y Y	Make of vessel		Model	
HIN (Hull Identification Number)					

Does the vessel have an Australian Build Plate (ABP)? Yes No If any, please provide manufacturing date Y Y Y Y

Type of vessel (please cross one circle in group)

- CABCRU – Cabin Cruiser HOUSEB – House Boat
 HALCAB – Half Cabin AIRCUS – Air Cushion Vehicle
 OPECAB – Open Cabin PWC – Personal Water Craft
 TRASAI – Trailer Sailer Canoe
 YACHT – Yacht

Type of construction

- M – Metal
 W – Wood
 F – Fibreglass
 C – Composite
 O – Other

Overall length (m)		Number of engines	
Breadth (m)		Colour	
No. of hulls	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4		

Engine number(s)	Engine make(s)	Type of engine (inboard/outboard)	Horsepower	Type of fuel
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4

P – Petrol
 D – Diesel
 E – Electric
 S – Steam
 G – Gas*
 M – Multiple
 O – Other
 *(eg: LPG)

Transfer fees payable – Proposed registered operator (Acquirer)

The fee payable by the proposed registered operator (Acquirer) when transferring operation of a registered vessel is subject to change. The current transfer fee is available on VicRoads website, visit vicroads.vic.gov.au, or by contacting VicRoads on 13 11 71. Alternatively, please contact Transport Safety Victoria on 1800 223 022 and select option 1 for Maritime.

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Signature

Signature of authorised representative/authorised agent

Date

D D M M Y Y Y Y

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the authorised representative of the Estate upon request. I have checked the vessel details provided by the disposer match the vessel.

Signature

Signature of acquirer/agent

Date

D D M M Y Y Y Y

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Registration number	
Serial number	
Date of transfer	D D M M Y Y Y Y

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 The spouse or domestic partner of the deceased
 A person with a Beneficial Entitlement
 Another person

Deceased person's (disposer) details

Surname	
Given name(s)	
Licence/Client number	
Date of birth	D D M M Y Y Y Y
Last known home address	
Postcode	
Last known postal address (if different from above)	
Postcode	

Acquirer details

Surname or company name	
Given name(s) or ACN	
Licence/Client number	
Date of birth	D D M M Y Y Y Y
Home or company address	
Postcode	
Postal address (if different from above)	
Postcode	
Contact phone number (mobile preferred)	
Email address (optional)	

Note: If the vessel is registered in the name of an individual, that person must be at least fourteen years of age.

Vessel description

Year manufactured	Y Y Y Y	Make of vessel		Model	
HIN (Hull Identification Number)					

Does the vessel have an Australian Build Plate (ABP)? Yes No If any, please provide manufacturing date Y Y Y Y

Type of vessel (please cross one circle in group)

- CABCRU – Cabin Cruiser HOUSEB – House Boat
 HALCAB – Half Cabin AIRCUS – Air Cushion Vehicle
 OPECAB – Open Cabin PWC – Personal Water Craft
 TRASAI – Trailer Sailer Canoe
 YACHT – Yacht

Type of construction

- M – Metal Overall length (m) Number of engines
 W – Wood Breadth (m) Colour
 F – Fibreglass
 C – Composite No. of hulls 1 2 3 4
 O – Other

Engine number(s)	Engine make(s)	Type of engine (inboard/outboard)	Horsepower	Type of fuel
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4

P – Petrol
D – Diesel
E – Electric
S – Steam
G – Gas*
M – Multiple
O – Other
*(eg: LPG)

Transfer fees payable – Proposed registered operator (Acquirer)

The fee payable by the proposed registered operator (Acquirer) when transferring operation of a registered vessel is subject to change. The current transfer fee is available on VicRoads website, visit vicroads.vic.gov.au, or by contacting VicRoads on 13 11 71. Alternatively, please contact Transport Safety Victoria on 1800 223 022 and select option 1 for Maritime.

Total payable \$ _____

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Signature

Signature of authorised representative/authorised agent

Date

D D M M Y Y Y Y

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the authorised representative of the Estate upon request. I have checked the vessel details provided by the disposer match the vessel.

Signature

Signature of acquirer/agent

Date

D D M M Y Y Y Y

Please complete the relevant sections of this form and sign. Print clearly in ink using BLOCK letters.

What are you applying to cancel?

- Driver licence Marine licence Learner permit
 Vehicle registration Vessel registration

OFFICE USE ONLY

Date received

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

I am applying for any refunds due to the Estate Yes No

Note: All refunds will be made payable by cheque to the Deceased Estate and posted to the authorised representative.
No refund is payable for a learner permit or vessel registration.

Deceased person's details

Surname					Given name(s)																
Last known postal address															Postcode						
Date of birth				D	D	M	M	Y	Y	Y	Date of death				D	D	M	M	Y	Y	Y
Licence/Learner permit no. (if known)											Date of licence expiry (if known)				D	D	M	M	Y	Y	Y

Registration

- Car Motorcycle Trailer Tractor Vessel

Registration number										Engine/Serial number									
Vehicle or Hull Identification Number/Chassis number																			

- Car Motorcycle Trailer Tractor Vessel

Registration number										Engine/Serial number									
Vehicle or Hull Identification Number/Chassis number																			

- Car Motorcycle Trailer Tractor Vessel

Registration number										Engine/Serial number									
Vehicle or Hull Identification Number/Chassis number																			

- Car Motorcycle Trailer Tractor Vessel

Registration number										Engine/Serial number									
Vehicle or Hull Identification Number/Chassis number																			

If there are more than four registrations, please use the *Additional information* section on the back of the form.

To be eligible for a refund of unused registration, all number plates must be returned to VicRoads.

If all number plates are not returned to VicRoads, the statement below must be completed.

The plate(s) that I have not returned relating to the above vehicle(s) have been: Lost Stolen Destroyed

Note: The refund will be calculated in accordance with the *Transport Accident Act 1986* and as applicable, the Road Safety (Vehicles) Regulations 2009 or the Road Safety (Drivers) Regulations 2009 or the *Marine Safety Act 2010* or Marine Safety Regulations 2012. An administration fee will apply.

Authorised representative of the estate details

Surname										Given name(s)									
Address															Postcode				
Contact phone number (mobile preferred)																			

Your signature

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect. By signing this form, I declare that all information and/or documents provided by me is true and correct.

Signature of authorised representative/authorised agent															Date							
															D	D	M	M	Y	Y	Y	Y

OFFICE USE ONLY

- Yes No The relevant records for the applicable refund have been checked.

Signature of VicRoads officer															Date							
															D	D	M	M	Y	Y	Y	Y
User ID																						

The form must be completed, signed and returned to VicRoads within 14 days of the transfer date.

Copies: Original – Submit to VicRoads Pink – Authorised representative keeps Yellow – Acquirer keeps

Plate number	Transfer date	D	D	M	M	Y	Y	Y	Y
--------------	---------------	---	---	---	---	---	---	---	---

Deceased person's details (number plate rights holder)

Surname
Given name(s)
Licence number (if known)
Last known address
Postcode

The plates are being transferred to

- Authorised representative of the Estate (temporary basis pending settlement of the Estate)
- Other party

Authorised representative of the estate details

Surname or company name
Given name(s) or ACN
Licence/Client number
Address
Postcode
Contact phone number (mobile preferred)
Signature of authorised representative/authorised agent
Date

Acquirer details

Surname or company name
Given name(s) or ACN
Licence/Client number
Address
Postcode
Contact phone number (mobile preferred)
Signature of person to whom plates are being transferred
Date

Important information for persons who acquire the registration rights to custom plates from the Estate of a deceased person

Registration number rights are exclusive to the owner of those rights. They form part of the property of the owner on his or her death and may be transferred to any other person like any other form of personal property.

The owner of registration rights in respect of a custom plate has the right to:

- have that registration number assigned to a vehicle registered in his or her name;
- be issued with 2 number plates, or 1 in the case of a motorcycle (of a type that VicRoads considers appropriate) bearing that registration number; and
- display those number plates on any vehicle to which that number is assigned by VicRoads.

If you have purchased a vehicle belonging to the Estate of a deceased person and the custom plates are attached to that vehicle, the registration rights in respect of those plates will be transferred to you (in the absence of any evidence that the transfer of the custom plate rights was not intended). There is no need for you to take any action to transfer the registration number rights.

If you have purchased, wish to acquire or have otherwise acquired (for example, through inheritance) the registration number rights held by the Estate of a deceased person and those plates are not attached to a vehicle that has been purchased by you, you must complete this *Transfer of registration number rights agreement for deceased estate* and lodge it with VicRoads.

Registration number rights are exclusive to the owner of the rights and may be exercised at any time. Exercise of the rights, however, must be in accordance with the *Road Safety Act 1986* and the *Road Safety (Vehicles) Regulations 2009*. In particular:

- The sale and purchase of registration number rights is subject to the terms and conditions set out in this document;

- VicRoads may cancel registration number rights if it considers that the registration number may be mistaken for another number, gives a misleading impression that the vehicle is owned by a government agency, is offensive, is otherwise inappropriate for public display or was issued in error. Compensation may be available in these circumstances.
- VicRoads may also cancel registration number rights if it believes the rights were acquired unlawfully or dishonestly, if the display of the number is prohibited by law or certain other obligations have not been complied with. Compensation is not available in these circumstances.
- If a currently registered vehicle to which custom plates are attached is sold, it will be presumed that the person who acquires the vehicle also acquires the registration number rights to the number on the plates.
- If the registration number rights are transferred, the vendor and purchaser must notify VicRoads of that transfer within 14 days.
- The owner of the registration number rights does not own the plates on which the registration number is displayed. All number plates remain the property of the State.
- An authorised officer of VicRoads or a member of the police force may seize a number plate if he or she reasonably suspects that it is not being used, or was not issued, in accordance with the law, and may retain the seized plate until satisfied that it can be used legally.
- VicRoads will not issue custom plates for display on vehicles that are required to be licensed or accredited (such as hire cars, taxis, buses, tow trucks or hire motorcycles). VicRoads will only issue one custom plate for display on a motorcycle.

The sale of registration number rights is subject to the terms and conditions. Please read them carefully.

Transfer of registration number rights agreement for deceased estate

Definitions

1 In these terms and conditions:

“Act” means the *Road Safety Act 1986*;

“custom plate” means a non-standard number plate displaying a registration number the subject of registration number rights;

“non-standard number plate” has the same meaning as in the Act;

“plate style” means the design, size, colour or material used by VicRoads for a series of custom plates;

“plates” includes a single plate, unless the context otherwise requires;

“registration number rights” means the rights set out in section 5AD of the Act;

“Regulations” means the *Road Safety (Vehicles) Regulations 2009*;

“your plates” means custom number plates issued by VicRoads displaying your registration number; and

“your registration number” means the registration number in respect of which you own registration number rights.

Assigning the registration number and attaching plates

2. Once you have received your plates, you may have the registration number assigned to a registered vehicle. You may do this by calling VicRoads or visiting a VicRoads Customer Service Centre. There is no charge for the first assignment of the registration number to a registered vehicle. There is no need to contact VicRoads if the new plates are for a bike rack or an exempt trailer, or if they display the same registration number as the plates currently assigned to the vehicle.

3. VicRoads will only assign a registration number to a vehicle that is registered in your name. If the registration number rights are owned by an incorporated body, VicRoads will only assign the registration number to a vehicle registered in the name of that incorporated body.

4. You must not attach your plates to a vehicle until the registration number has been assigned to that vehicle. It is an offence to display plates on a vehicle if the registration number on the plates has not been assigned to the vehicle by VicRoads. Once the registration number is assigned to your vehicle, you must attach your plates. If you are intending to have a car dealer attach your plates for you, leave them in the box provided by VicRoads, and take the whole package to the dealer.

5. If you purchase replacement or upgrade plates with the same number as plates you already own, you must return any old plates showing that registration number to VicRoads. You may not dispose of the old plates in any other manner. All plates remain the property of the State.

Self-retention of number plates

6. If plates have been issued but you do not want them to be affixed to a vehicle, the plates must be held on ‘self retention’. If your plates are affixed to a vehicle and you wish to remove them and not affix them to another vehicle, you must place them on self retention by calling VicRoads or by visiting a VicRoads Customer Service Centre. If you do not wish your number plates to be assigned to a vehicle immediately, you must ensure that they are kept safely in your possession, and are not fitted to a vehicle until you have notified VicRoads. (When you receive new plates, they are automatically treated as being on self retention until the number is assigned to a vehicle, and you do not need to notify VicRoads.)

7. While your plates are on self retention, you must keep them in a secure location and do everything you reasonably can to prevent their loss, destruction, theft or unauthorised use. You must comply with any reasonable direction of VicRoads in relation to the storage or security of your plates. You must not allow them to be attached to a vehicle unless VicRoads has assigned the registration number to that vehicle. Where VicRoads is not satisfied that plates on self retention are being kept secure, VicRoads may require you to return your plates to it within 14 days. If you do not do so, you must pay VicRoads any expense it incurs in recovering your plates. All plates remain the property of the State.

8. If your plates are on self retention you may have them assigned to a vehicle at any time. You may do this by calling VicRoads or visiting a VicRoads Customer Service Centre. There is no charge for the first assignment of your registration number to a vehicle. However, if the plates were previously attached to a vehicle, a fee is payable to have the number assigned again, whether to that vehicle or another vehicle.

Cancellation of registration number rights and return of plates

9. Your registration number rights may be cancelled by operation of the Act, in accordance with the Regulations, where there is a breach of these terms and conditions or if VicRoads decides in its discretion it is appropriate to do so. Compensation may be payable in some circumstances. If VicRoads notifies you that your registration number rights are cancelled, or your plates were issued in error, you must return your plates to VicRoads within 14 days. If you do not do so, you must pay VicRoads any expense it incurs in recovering your plates. You may also be liable to pay a fine, the registration of your vehicle may be suspended and your plates may be seized. All plates remain the property of the State.

Transferring your registration number rights

10. If you want to give or sell your plates to someone else, you must transfer the registration number rights to that person. The transfer is subject to the transferee returning a satisfactorily completed Transfer of registration number rights agreement form to VicRoads. If you sell a registered vehicle with your plates attached, it will be presumed that the registration number rights to your registration number are also sold, in the absence of evidence to the contrary. In any other case, registration number rights may be sold or dealt with like any other personal property.

11. Within 14 days after the transfer of registration number rights, the purchaser and seller must satisfactorily complete a *Transfer of registration number rights agreement form* and return it to VicRoads. This form is available from VicRoads Customer Service Centres or online via VicRoads website.

12. If you are transferring or selling a registered vehicle and do not wish to transfer your registration number rights, you must have a different registration number assigned to the vehicle by attending a VicRoads Customer Service Centre. A fee will apply.

13. If you wish to display your plates on another vehicle registered in your name, you must call VicRoads or visit a VicRoads Customer Service Centre to have the registration number assigned to that vehicle. A fee will apply.

Loss, replacement, surrender and seizure of number plates

14. If your plates are lost, stolen, damaged or destroyed, you must apply to VicRoads for replacement plates. A fee will apply. You remain responsible for all infringements, penalties and other consequences that may result from the use by any person of the lost or stolen plates. You agree to indemnify and release VicRoads for and from any loss or liability you or another person may incur as a result of the misuse of the plates that have been lost or stolen. If the lost or stolen plates are found after you have applied for replacement plates, you must return them to VicRoads.

15. You must not display a number plate other than a number plate that has been issued by VicRoads. You must not manufacture, or ask another person to manufacture, a plate displaying your registration number, whether or not the plate has the same plate style as your plate. It is an offence to do this and any such plates are subject to seizure, and additional penalties may apply.

16. VicRoads may, at its discretion, provide for registration numbers available in one plate style to be displayed on number plates having a different plate style. If VicRoads has approved the display of registration numbers in the same series as your registration number on a different plate style, VicRoads may permit you to have your registration number displayed on that plate style, subject to payment of a fee and other conditions VicRoads determines should apply. When you obtain the new plates, you must return any old plates bearing that registration number to VicRoads. You may not dispose of your old plates in any other manner. All plates remain the property of the State.

17. If you no longer want your custom plates and wish to surrender your registration number rights, you must return the plates to a VicRoads Customer Service Centre. You must not dispose of your plates in any other way. Plates remain the property of the State. If your registration number is assigned to a registered vehicle, VicRoads will issue you with standard number plates and assign the number on those plates to the vehicle. A fee will apply. By returning your custom plates to VicRoads, you agree to surrender all registration number rights in respect of the number, agree to release VicRoads from any obligation or liability in respect of those registration number rights, and agree that VicRoads may sell registration number rights in respect of that registration number to any other person.

18. Except to the extent required by law, plates issued by VicRoads are supplied without any warranty, and VicRoads makes no representation in relation to the state, quality or fitness for purpose of such plates. However, VicRoads will provide replacement plates in the same plate style at no cost if your plates exhibit a manufacturing fault within 7 years of the date of issue, and as a result of the fault the plates are unable to be used as vehicle identifiers. VicRoads will charge a fee if it is required to replace plates in circumstances where the plates are unable to be used as vehicle identifiers as a result of normal wear and tear (including damage caused by cleaning). If VicRoads issues you with replacement plates, you must return your old plates to VicRoads.

Your personal information

19. Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

20. You are required to provide this personal information if you wish to purchase registration number rights. Failure to provide the information may result in your application not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see the VicRoads brochure *Protecting your Privacy*, or call VicRoads on 13 11 71.

21. By completing the application for registration number rights, you agree that all information given by you is true and correct, and you consent to VicRoads using or disclosing the information to the extent necessary to confirm any information you have provided, or to confirm your identity.

Disclaimer

22. To the maximum extent permitted by law, VicRoads excludes all liability for direct, indirect, consequential or incidental loss or damage (including lost profits) arising out of or in connection with any purchase or use of custom plates, these Terms and Conditions or your registration number.

Severability

23. Each provision of these Terms and Conditions is individually severable. If any provision is or becomes illegal, unenforceable or invalid, it is to be treated as being severed from these Terms and Conditions, but the rest of these Terms and Conditions will not be affected.

Governing law

24. This contract for the sale of registration number rights is governed by the laws of Victoria. Both you and VicRoads agree to submit to the non-exclusive jurisdiction of its courts and courts of appeal from them, and must not object to the exercise of jurisdiction by those courts on any basis.

These Terms and Conditions are valid as of: 1 July 2017.

The form must be completed, signed and returned to VicRoads within 14 days of the transfer date.

Copies: Original – Submit to VicRoads Pink – Authorised representative keeps Yellow – Acquirer keeps

Plate number	Transfer date	D	D	M	M	Y	Y	Y	Y
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Deceased person's details (number plate rights holder)

Surname
Given name(s)
Licence number (if known)
Last known address
Postcode

The plates are being transferred to

- Authorised representative of the Estate (temporary basis pending settlement of the Estate)
- Other party

Authorised representative of the estate details

Surname or company name
Given name(s) or ACN
Licence/Client number
Address
Postcode
Contact phone number (mobile preferred)
Signature of authorised representative/authorised agent
Date

Acquirer details

Surname or company name
Given name(s) or ACN
Licence/Client number
Address
Postcode
Contact phone number (mobile preferred)
Signature of person to whom plates are being transferred
Date

Important information for persons who acquire the registration rights to custom plates from the Estate of a deceased person

Registration number rights are exclusive to the owner of those rights. They form part of the property of the owner on his or her death and may be transferred to any other person like any other form of personal property.

The owner of registration rights in respect of a custom plate has the right to:

- have that registration number assigned to a vehicle registered in his or her name;
- be issued with 2 number plates, or 1 in the case of a motorcycle (of a type that VicRoads considers appropriate) bearing that registration number; and
- display those number plates on any vehicle to which that number is assigned by VicRoads.

If you have purchased a vehicle belonging to the Estate of a deceased person and the custom plates are attached to that vehicle, the registration rights in respect of those plates will be transferred to you (in the absence of any evidence that the transfer of the custom plate rights was not intended). There is no need for you to take any action to transfer the registration number rights.

If you have purchased, wish to acquire or have otherwise acquired (for example, through inheritance) the registration number rights held by the Estate of a deceased person and those plates are not attached to a vehicle that has been purchased by you, you must complete this *Transfer of registration number rights agreement for deceased estate* and lodge it with VicRoads.

Registration number rights are exclusive to the owner of the rights and may be exercised at any time. Exercise of the rights, however, must be in accordance with the *Road Safety Act 1986* and the *Road Safety (Vehicles) Regulations 2009*. In particular:

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- VicRoads may also cancel registration number rights if it believes the rights were acquired unlawfully or dishonestly, if the display of the number is prohibited by law or certain other obligations have not been complied with. Compensation is not available in these circumstances.
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- If the registration number rights are transferred, the vendor and purchaser must notify VicRoads of that transfer within 14 days.
- The owner of the registration number rights does not own the plates on which the registration number is displayed. All number plates remain the property of the State.
- An authorised officer of VicRoads or a member of the police force may seize a number plate if he or she reasonably suspects that it is not being used, or was not issued, in accordance with the law, and may retain the seized plate until satisfied that it can be used legally.
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Plate number	Transfer date	D	D	M	M	Y	Y	Y	Y
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Surname
Given name(s)
Licence number (if known)
Last known address
Postcode

The plates are being transferred to

- Authorised representative of the Estate (temporary basis pending settlement of the Estate)
- Other party

Authorised representative of the estate details

Surname or company name
Given name(s) or ACN
Licence/Client number
Address
Postcode
Contact phone number (mobile preferred)
Signature of authorised representative/authorised agent
Date

Acquirer details

Surname or company name
Given name(s) or ACN
Licence/Client number
Address
Postcode
Contact phone number (mobile preferred)
Signature of person to whom plates are being transferred
Date

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