

**NOTIFICATION OF TRANSFER OF VEHICLE OWNERSHIP TO A MOTOR DEALER  
For Vehicles Registered Since 1/1/93 Only**

**PLEASE READ NOTES OVERLEAF BEFORE COMPLETING THIS FORM**

**PART A TO BE COMPLETED BY THE OWNER (including Motor Dealer) DISPOSING OF THE VEHICLE**

Registration Number

Make / Model  Colour(s)

Chassis Number

**NAME AND ADDRESS**

Mr, Ms, etc.  First Name(s)

Surname OR Company Name

Address

Town / City

County

Phone No.

FOR OFFICE USE ONLY			
N			Owner Code Model
			Date of Sale Date Recd.

**PART B TO BE COMPLETED BY MOTOR DEALER ACQUIRING THE VEHICLE**

**MOTOR DEALER'S NAME AND ADDRESS**

Garage Code

Mr, Ms, etc.  First Name(s)

Surname OR Company Name

Address

Town / City

County

Phone No.

VLC Serial No. (at Part A of Vehicle Licensing Certificate)

**PART C DECLARATION - TO BE COMPLETED BY BOTH THE OWNER DISPOSING OF THE VEHICLE AND MOTOR DEALER ACQUIRING THE VEHICLE**

I/We declare that ownership of the above vehicle was transferred to the Motor Dealer mentioned in Part B of this form on

the  day of  and the VLC  has been delivered to Motor Dealer  
 Day (Month, Year) is not available - See Note E.

**Seller's Signature**

**Date**

**Motor Dealer's Signature**

**Date**

Date Rec'd

## NOTES

### IMPORTANT

It is in the interest of the owner selling, trading-in or otherwise disposing of the vehicle to ensure that:

- (i) If the New Owner is a **Company** registered under the Companies Act (1963) the name and address of the Company as stated in its Certificate of Incorporation should be used and the signature must be that of the Managing Director or Secretary.
- (ii) If the New Owner is a **Private Firm** the name by which it is ordinarily known together with the full name(s) of the Owner/Partner(s) should be used and the signature must be that of the Owner/Partner.
- (iii) The completed form is sent to the Department of the Environment and Local Government, Shannon Town Centre, Co. Clare, as soon as possible.

**OTHERWISE YOUR NAME WILL CONTINUE TO APPEAR AS THE REGISTERED OWNER OF THE VEHICLE AND YOU COULD BE HELD ACCOUNTABLE FOR PARKING OR OTHER OFFENCES INVOLVING THE VEHICLE.**

**'OWNER' IS THE 'KEEPER' AS DEFINED IN SECTION 130 OF THE FINANCE ACT, 1992 AND THE NEW OWNER AS STATED AS PART B OVERLEAF WILL BE RECORDED IN THE RECORDS ESTABLISHED UNDER SECTION 60 OF THE FINANCE ACT, 1993.**

### A. When to use this form

This form should be used when any person or body has sold, traded-in or otherwise disposed of a vehicle registered since 1st January 1993 to a Motor Dealer. The completed form must be sent to the Department of the Environment and Local Government, Shannon Town Centre, Co. Clare.

### B. When NOT to use this form

Do NOT use this form if the vehicle is registered **before** 1st January 1993, in which case both the Buyer and the Seller must complete a "Notification Of Transfer Of Vehicle Ownership" form (RF200), which must be sent to the local Motor Tax Office.

### C. How to complete this form

Part A of this form must be completed by the owner DISPOSING OF the vehicle and Part B completed by the MOTOR DEALER ACQUIRING the vehicle. Both parties complete the Declaration at Part C.

### D. What to do next

When the Owner disposing of the vehicle and the Motor Dealer acquiring the vehicle have completed the form:

- The OWNER DISPOSING OF THE VEHICLE should IMMEDIATELY forward this form to the Department of the Environment and Local Government, Shannon Town Centre, Co. Clare.
- The OWNER DISPOSING OF THE VEHICLE should hand the Vehicle Licensing Certificate (with Part B of the VLC intact and uncompleted) to the Motor Dealer.

### E. Vehicle Licensing Certificate Unavailable

If the OWNER DISPOSING OF THE VEHICLE is unable to provide the Vehicle Licensing Certificate, a replacement must be applied for through the local Motor Tax Office using form RF 134 and the appropriate fee. When the replacement VLC is received, it should be IMMEDIATELY forwarded to the Motor Dealer who acquired the vehicle.

### Disclosure of Data

Computer data based on this document may be subject to disclosure under Section 60 of the Finance Act, 1993 (No. 13 of 1993) as amended by Section 86 of the Finance Act, 1994 (No. 13 of 1994) and regulations made thereunder. List of disclosees is registered with the Data Protection Commissioners - REF 0721/A.

### WARNING - PENALTIES

**ANY PERSON INVOLVED IN THE TRANSFER OF OWNERSHIP OF A VEHICLE AND WHO FAILS TO CARRY OUT THE ABOVE INSTRUCTIONS IS LIABLE TO PROSECUTION AND POSSIBLE HEAVY PENALTIES.**