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**NOTES**  
Please contact your local Motor Tax Office if you need any assistance completing this form

**A. When to use this form**  
This form should be used when any of the following listed items have changed since the vehicle was last taxed. The form should be brought or posted to your local Motor Tax Office as soon as possible after the change has occurred.

- Your names (e.g. on marriage)	- Your address
- Vehicle engine	- Unladen weight (goods vehicles only)
- Vehicle colour	- Seating capacity (large public service vehicles and youth or community buses only)
- Vehicle body type	- Vehicle tax class

**B. When NOT to use this form**  
Do NOT use this form to register changes of ownership of a vehicle. This should be done using either:  
Vehicles Registered BEFORE 1/1/93:

- If sold **PRIVATELY**, a completed Change of Ownership form (RF200) AND the Registration (Log) Book should be brought/sent to your local Motor Tax Office.
- If sold to a **MOTOR DEALER**, a completed Change of Ownership form (RF200) should be brought/sent to the Motor Tax Office and the Registration (Log) Book should be given to the Motor Dealer.

Vehicles Registered ON OR AFTER 1/1/93:

If sold **PRIVATELY**, complete Part B of the Vehicle Licensing Certificate or New Owner Details on the Vehicle Registration Certificate and send to Driver and Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon Town Centre, Co. Clare.  
If sold to a **MOTOR DEALER**, complete Form RF105 (form is available from Motor Dealer) and send to Driver and Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon Town Centre, Co. Clare. Give the Vehicle Licensing Certificate to the Motor Dealer.

**C. How to complete this form**

**C1** You must complete Section 1. NOTE that Section 1 CANNOT be used to register a change of ownership of any kind - see Note B above.  
Enter the name and address of the person in whose name the vehicle is to be licensed. If the vehicle is not being licensed in the name of a person but rather a trader / registered company special attention is required to ensure that the company name and not the trading name is used. The company name must be the same as that stated on the company's certification of registration and will in most cases have "Limited" in the name. If the trader is not a registered company, the form must be completed and signed in the name of a person.

**C2** Complete Section 2 if the colour of the vehicle has been changed.  
Tick the colour nearest to the new basic colour of the vehicle. If the vehicle has a secondary colour, tick this also. If the car has more than two colours tick the **MULTICOLOURED** box.

**C3** Complete Section 3 if the **body type** of the vehicle has been changed.  
If the new body type is not listed in Section 3, write the body type in the box provided. A full list of body types is available from the Motor Tax Office.

**C4** Complete Section 4 if you are changing the **tax class or basis of assessment** of the vehicle. Tick the tax class under which you want to tax the vehicle. You must provide all information for the selected tax class as requested in italics. If the required tax class is not listed, enter the tax class in the box marked Other. You must include all necessary documentation for the selected tax class with this application:  
**Goods:**

- If the vehicle weighs more than 1,524kg, include a Weight Docket from an Authorised Weighbridge, with this application
- If vehicle weighs less than 1,524kg. complete a Goods Only Declaration (RF111A) (available from the Motor Tax Office) and have it stamped at a Garda Station.

**Exempt:**

- Include appropriate Certificate of Exemption (e.g. Certificate of Approval from the Revenue Commissioners for Disabled Driver/Passengers)

**C5** Complete Section 5 if the **engine** in the vehicle has been changed.  
The engine number, cubic capacity and fuel type must be certified by a main dealer.

**C6** Enter details of your **Insurance** cover in Section 6 - Your Insurance must be current on the first day of the renewal period or the renewal date, whichever is later and the Insurance must be appropriate to the declared use of the vehicle.

**C7** **If you are not renewing the Motor Tax ignore this section.**  
Section 7 is used to calculate the amounts of **Motor Tax and Arrears** (if any) which are payable. Please follow the instructions at C7. 1 to C7.6 below.  
Note that Motor Tax discs are issued for periods of 3, 6 or 12 whole calendar months and are not issued in respect of months already elapsed.  
ARREARS must be paid for elapsed months after the expiry of the last Motor Tax disc (see 7.4 below), unless a Change of Ownership or Non-Use period applies (see 7.2 or 7.3 below).

**7.1** Enter the expiry month and year of the last Motor Tax Disc in the boxes at 7.1 on the form, e.g. if the Disc expired in September 2013 enter this as

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**7.2.** If ownership of the vehicle has changed since it was last taxed, you are not liable for the arrears period from the expiry of the last tax disc to the end of the month immediately preceding the date of sale. Enter these dates at the boxes provided at 7.2 on the form.

**7.3** If the vehicle is currently declared off the road enter the period of non-use in the boxes provided.

**7.4** If there are elapsed months since the expiry of the last Motor Tax disc, which are not covered by a past owner period or a Declaration of non-use, arrears are due. Enter a continuous period of arrears in the boxes provided at 7.4 on the form. If the arrears period is broken, enter the details using the boxes at 7.4 on the form.

**7.5** Enter the renewal period you require and the relevant fee in the boxes provided. Renewal options of 3 months, 6 months or one year are available **unless** the annual fee is less than €119, in which case, only a renewal period of one year is available.

**7.6** If the change to the vehicle took place during a current motor tax period and gave rise to an increase in the rate of motor tax payable, you are required to pay the difference between the original fee paid and the higher rate of motor tax due, from the start of the month in which the change took place.

**C8** The signature on the application must be that of the owner of the vehicle (defined in section 130 of the Finance Act 1992 as the keeper of the vehicle). In the case of companies registered under the Companies Act 1963, the signature must be that of the Managing Director or Secretary. Where a private firm is concerned, one of the partners' signatures must be inserted.