

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									

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 _____ 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 AT 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 1995 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 was 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.

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.