



## 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) Form completed and sent to your local motor tax office 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 **before** 1st January 1993. The completed form must be sent to your local Motor Tax Office.

### **B When NOT to use this form**

Do NOT use this form if the vehicle was registered since 1st January 1993, in such case you must use the Registration Certificate RF101 (or form RF105 if the new owner is a motor dealer), which must be sent to the Department of Environment Heritage and Local Government, Vehicle Registration Unit, Shannon Town Centre, Co. Clare.

### **C How to complete this form**

Parts A and C of this form must be completed by the OWNER DISPOSING OF the vehicle. Part B of this form must be completed by the NEW OWNER ACQUIRING the vehicle.

### **D What to do next**

When the OWNER DISPOSING OF the vehicle and the NEW OWNER have completed the form:

- The OWNER DISPOSING OF the vehicle should detach Part C of the form and hand it to the NEW OWNER.
- The NEW OWNER (if not a motor dealer) should enter his/her name and address in the "Next Owner" section of the vehicle's Registration Book.
- The OWNER DISPOSING OF the vehicle should IMMEDIATELY forward Parts A and B of this form
- WITH the Registration Book to the local Motor Tax Office **unless the NEW OWNER is Motor Dealer.**
- In cases where the NEW OWNER is a Motor Dealer, the OWNER DISPOSING OF the vehicle should IMMEDIATELY forward Parts A and B of this form to the local Motor Tax Office. HOWEVER, the Registration Book should NOT be sent to the Motor Tax Office, but should be handed to the (Motor Dealer who should ensure that an authentic Garage Code (Garage Identity) is inserted in Part B of this form). Registration Book to be held by the Motor Dealer until the vehicle is sold on.

### **E Registration Book Unavailable**

Where the OWNER DISPOSING OF the vehicle is unable to provide the Registration Book, an Application Form (RF134) for Replacement Documents should be completed and forwarded to the local Motor Tax Office with the appropriate fee.

### **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 Commissioner 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.**

### **PRIVACY STATEMENT**

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with the law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection). Details of this policy are also available in hard copy upon request by emailing [dataprotection@dttas.gov.ie](mailto:dataprotection@dttas.gov.ie) or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.