



Personalised Number Plate/s Transfer Application

Transport Operations (Road Use Management) Act 1995

Note: Under Queensland law, the acquirer of a personalised number plate must lodge Part B of this form F2963 within 14 days of acquiring the personalised plates. A penalty may apply for failing to do so.

Information Sheet

- This form is in two parts, A and B. All acquirers and disposers must sign both parts. For example, if the personalised plates are currently registered in joint names then both parties must sign as disposers.
- **Part A.** Proof of Transfer/Notice of Disposal must be completed in full and signed by both the acquirers and disposers, and kept by the disposers until ownership has been transferred.
- **Part B.** Transfer Application must be completed in full and signed by both the acquirers and disposers. It must be submitted to the Department of Transport and Main Roads (TMR) by the acquirers within 14 days of acquiring the personalised plates.
- This application is for the transfer of personalised number plate/s only. To transfer vehicle registration with the plate/s, a *Transfer of Vehicle Registration Application* (form F3520) must also be completed.
- Evidence of Identity (EOI), such as a Queensland (Qld) Driver Licence, is required at the time of making this application. Refer to separate *Evidence of Identity Requirements for Individuals and Organisations* (form F4362) or www.tmr.qld.gov.au for requirements. **Note:** if the personalised number plate/s are to be registered in joint names both parties must provide suitable EOI.
- A transfer fee will be payable by the acquirer at the time of lodging this application unless one of the following exemption categories applies.

Transfer Fee exemption categories

1. Transfer to a member of the immediate family of the disposer and the transfer is wholly by way of a gift. Immediate family is specified as being the spouse or parent or child of the person in whose name the personalised plates are currently recorded, or, the spouse or parent or child jointly with that person (the word spouse may refer to either married or de facto relationship).
 2. Transfer to a beneficiary, administrator or executor of a deceased estate.
 3. The recipient of a gift, (for example, birthday present), the initial transfer from the purchaser to the gift recipient is fee free provided the 'Fee Exempt' letter from Personalised Plates Queensland (PPQ) is provided.
- Personalised number plates recorded as being attached to a vehicle currently under a Number Plate Confiscation Notice issued by the Queensland Police Service, cannot be transferred during the confiscation period.
 - Personalised plates remain the property of the State of Queensland.
 - TMR may recall personalised plates, including after they have been on-sold, if the Chief Executive reasonably believes the combination is (or becomes) indecent or obscene, contrary to the public interest or likely to cause offence to a reasonable person.
 - If TMR recalls personalised plates under the regulation, it is only obliged to offer a replacement plate in exchange. It is not obliged to offer any compensation.
 - The terms and risks of any sale, including those facilitated by PPQ's Resale Noticeboard, are a matter between the acquirer and the disposer.



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Warning: You may be charged tolls or receive infringement notices for offences involving the personalised plates until the acquirer's details are recorded with TMR. If you believe the acquirer/s has not applied for the transfer of the personalised number plate/s, you may lodge this completed form with TMR.

Disposer's Copy

Part A. Proof of Transfer/Notice of Disposal: Disposer to keep.

1. Personalised number plate combination to be transferred

2. The personalised number plate/s is to be transferred from:

First disposer's details - Disposer's Customer Reference Number (CRN)

The CRN is your Qld Driver Licence number, Adult Proof of Age or Photo Identification Card number or your reference number issued by TMR.

Disposer's name

Email address

Mobile/Telephone number

Second disposer's details (if applicable) - Disposer's CRN

Disposer's name

Email address

Mobile/Telephone number

3. Purchaser's details

Note: If the plates are recorded in joint names, signatures are required for both applicants.

Customer Reference Number (CRN)

The CRN is your Queensland Driver Licence number, Adult Proof of Age (APA) or Photo Identification (Photo ID) Card number or your reference number issued by TMR. If you do not have a CRN, complete a *New Customer Application (Individual/Organisation)* (form F3503).

First individual/organisation plate purchaser's details

Business/trust: You must nominate one proprietor/trustee of the business or trust as the second purchaser/owner.

CRN

Full name and residential business address (please print)

Second individual plate purchaser's details (if applicable)

CRN

Full name (please print)

4. Date of disposal

5. Declaration

All acquirer/s must sign. I/We declare that the information provided is correct.

Date

All disposer/s must sign. I/We declare that the information provided is correct.

Date

It is an offence to give false or misleading information under the *Transport Operations (Road Use Management) Act*. Maximum penalty may exceed \$7000.

Privacy Statement: TMR is collecting information on this form for the purposes of maintaining TMR's vehicle/vessel registration register as required under the Transport Operations (Road Use Management) Act. TMR or its agents/contractors may use your information in its communications with you and where relevant, may give some of the information to vehicle insurers, statutory entities, insolvency entities, lawyers, persons involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence legal proceedings, tolling entities, law enforcement agencies and interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.

Now complete Part B: Transfer Application



Personalised Number Plate/s Transfer Application

Transport Operations (Road Use Management) Act 1995

Warning: You must submit Part B within 14 days of the personalised number plate/s acquisition, together with the required EOI as indicated on the Information Sheet of this form. The transfer fee is payable at the time of lodging this application, unless exempt. Penalties may apply if you do not comply.

Part B. Transfer Application: Acquirer to complete and submit to TMR.

1. Personalised number plate combination to be transferred

2. Are the plates currently under a Number Plate Confiscation Notice issued by the Queensland Police Service?

No

Yes This application cannot be processed during the confiscation period.

3. Are the personalised plates currently attached to a vehicle?

No

Yes If the vehicle is also to be transferred, a *Vehicle Registration Transfer Application* (form F3520) must also be completed. If the plates are to be removed from the vehicle, a *Remove and/or Attach Personalised/Customised Number Plates* (form F2964) must be completed by the disposer, and a set of standard number plates purchased prior to the application being processed.

4. Disposer/s details

Customer Reference Number (CRN)

The CRN is your Queensland Driver Licence number, Adult Proof of Age (APA) or Photo Identification (Photo ID) Card number or your reference number issued by TMR. If you do not have a CRN, complete a *New Customer Application (Individual/Organisation)* (form F3503).

First individual/organisation plate owner/s details

CRN

Full name (please print)

Second individual plate owner's details (if applicable)

CRN

Full name (please print)

5. Date of disposal

6. Purchaser's details

Note: If the plates are recorded in joint names, signatures are required for both applicants.

First individual/organisation plate purchaser's details

Business/trust: You must nominate one proprietor/trustee of the business or trust as the second purchaser/owner.

CRN

Full name (please print)

Email address (individual/organisation)

Mobile/Telephone number

Second individual plate purchaser's details (if applicable)

CRN

Full name (please print)

Email address (individual/organisation)

Mobile/Telephone number

7. Are you eligible for an exemption of the transfer fee?

No

Yes Transfer wholly by way of gift to a relative of the disposer.

Transfer to a personal representative or a beneficiary of a deceased estate.

Transfer to the recipient of a gift (for example, birthday gift). The initial transfer from the purchaser to the gift recipient is free, provided PPQ can confirm.

8. Is someone lodging this application on your behalf? Your representative will need to bring their own EOI as well as your EOI.

No

Yes Representative's full name (please print)

Representative's signature

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9. Declaration

All acquirer/s must sign. I/We declare that the information provided is correct. I/We consent to TMR verifying my EOI documents or information with the issuing authority or their agencies.

Acquirer/s signature/s

Date

All disposer/s must sign. I/We declare that the information provided is correct.

Date

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Office/Agency use

Identification sighted? Yes

Authorising person's name

Authorising person's signature

Date