

NOTES

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

5. DETAILS OF REPLACEMENT ENGINE FITTED TO VEHICLES

Engine No.

Date Fitted Day Month Year Fuel Type please specify CC

THIS DECLARATION MUST BE COMPLETED BY A GARAGE

I certify that the engine described above has been (fitted to/inspected in) the vehicle.

Signature Garage Stamp

Date

6. CERTIFICATE OF ROADWORTHINESS (See Note C6 and D)

Number Expiry Date Day Month Year

7. INSURANCE DETAILS

Insurance Company Name (NOT Broker)

Insurance Policy No.

Expiry Date of Insurance Certificate under Road Traffic Act 1961, as amended Day Month Year

READ NOTE C8 BEFORE COMPLETING THIS SECTION

8. MOTOR TAX RENEWAL DETAILS

All months between expiry of the last Motor Tax Disc and start of new Disc must be covered by a Past Owner, Non-use or Arrears Period

	FROM FIRST DAY OF		TO LAST DAY OF		Assessment
	Month	Year	Month	Year	
8.1 Expiry Date of Last Motor Tax Disc	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>
8.2 Past Owner Period (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>
8.3 Non-use Period (if applicable, see Section 10)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>
8.4 Arrears Period (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	€ <input type="text"/>
8.5 Arrears Period 2 (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	€ <input type="text"/>
8.6 Tax Disc Now Required:	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	€ <input type="text"/>
8.7 Undercharge Due to Changes (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	€ <input type="text"/>

9. CARD PAYMENT OPTION

Master Card Visa Amex Laser

Expiry Date Month Year

Cardholder Signature

Card Account No.

OFFICE USE ONLY

CASH	€	PA	€	CRW Fee (if any)	€	<input type="text"/>
CHQ	€	MO	€	TOTAL	€	<input type="text"/>
CR CARD	€					

VLC RBK Disc Letter

INS CRW

Date Received

Date Issued Day Month Year

10. DECLARATION OF NON-USE

Complete only if relevant (See Note C10)

I declare that the vehicle has not been used by me or with my consent in a Public place in the period FROM first day of Month Year

TO last day of Month Year

Signature

Garda Signature

11. DECLARATION (See Note C11)

I declare that the particulars given on this form are correct.

Signature

Date

YOU MUST SIGN 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)
- Vehicle engine
- Vehicle colour
- Vehicle body type
- Your address
- Unladen weight (goods vehicles only)
- Seating capacity (large public service vehicles and youth or community buses only)
- 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 Registration Certificate Form RF101 and sent to the Vehicle Registration Unit, Department of the Environment, Heritage and Local Government, Shannon Town Centre, Co. Clare.
- If sold to a MOTOR DEALER, Complete form RF105 (form is available from Motor Dealer) and send to the Vehicle Registration Unit, Department of the Environment, Heritage and Local Government, Shannon Town Centre, Co. Clare and 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. In the case of a LEGAL ENTITY, the full and correct legal title must be declared, e.g. in the case of a registered company, the name should be stated as per the Certificate of Incorporation. In the case of a private firm, the name by which it is ordinarily known and the names of the partners must be given, e.g. "John and Mary Murphy trading as Murphy Motors"
- 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. If the new body type is Recovery Vehicle', you must complete a Recovery Vehicle Declaration (RF111 B) (available from the Motor Tax Office). You must show evidence that the Revenue Commissioners have been informed of this change.
- 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 (RF1 1 1A) (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 Drivers/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 Garage.
- C6** **A Certificate of Roadworthiness** (CRW) is required as follows:
- Goods Vehicles, Trailers, Buses and Ambulances over 1 year old must be tested every year.
 - Design Gross Vehicle Weight (DGWW) is the basis for determining vehicle classification for vehicle testing purposes.
 - Goods Vehicles having a (DGWW) of 3500 kilograms or lower to be tested as a Light Goods Vehicle (LGV)- CRW fee €6 Euro.
 - Goods Vehicles having a (DGWW) exceeding 3500 kilograms to be tested as a Heavy Goods Vehicle (HGV)-CRW fee €13 Euro.
- If you do not have a current CRW, you must include a Pass Statement issued by an Authorised Tester, together with the appropriate fee with this application and a CRW will be issued to you.
- C7** Enter details of your **Insurance** cover in Section 7 - 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.
- C8** **If you are not renewing the Motor Tax ignore this Section.** Section 8 is used to calculate the amounts of **Motor Tax and Arrears** (if any) which are payable. Please follow the instructions at C8.1 to C8.7 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 8.4 below), unless a Change of Ownership or Non-Use period applies (see 8.2 or 8.3 below).
- 8.1** Enter the expiry month and year of the last Motor Tax Disc in the boxes provided at 8.1 on the form, e.g. if the Disc expired in June 1998, enter this as: 0 6 2 0 0 4
- 8.2** 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 8.2 on the form.
- 8.3** If you are declaring non-use of the vehicle, you must complete Section 10 at a Garda station. Enter the period of non-use as declared in Section 10 in the boxes provided at 8.3 on the form.