



## **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, Heritage 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 1993 to a Motor Dealer. The completed form must be sent to the Department of the Environment, Heritage and Local Government, Shannon Town Centre, Co. Clare.

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

Do NOT use this form if the vehicle is 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, Heritage and Local Government, Shannon Town Centre, Co. Clare.
- THE OWNER DISPOSING OF THE VEHICLE where already licensed (taxed) will have been issued with a Certificate RF101 and in such cases the Certificate (with change of ownership section not completed) should be surrendered to the Motor Dealer.

### **E. Certificate Unavailable**

If the OWNER DISPOSING OF THE VEHICLE which has already been taxed is unable to provide the Certificate RF101 a replacement must be applied for through the local Motor Tax Office using form RF134 and the appropriate fee. When the replacement Certificate is received, it should be IMMEDIATELY forwarded to the Motor Dealer who acquired the vehicle.

### **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 Commissioners - 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.**