

NOTES

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 Driver and Vehicle Computer Services Division, Department of Transport, Shannon Town Centre, Shannon, Co. Clare.

B. When NOT to use this form

Do NOT use this form if the vehicle is registered **before** 1 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 Driver and Vehicle Computer Services Division, Department of Transport, Shannon Town Centre, Shannon, 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.

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 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 Department of Transport in accordance with 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.gov.ie/en/publication/fdde77-data-protection/ Details of this policy are also available in hard copy upon request by emailing dataprotection@transport.gov.ie or in writing to Data Protection Unit, Department of Transport, Leeson Lane, Dublin D02