

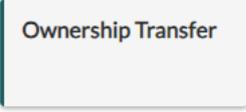
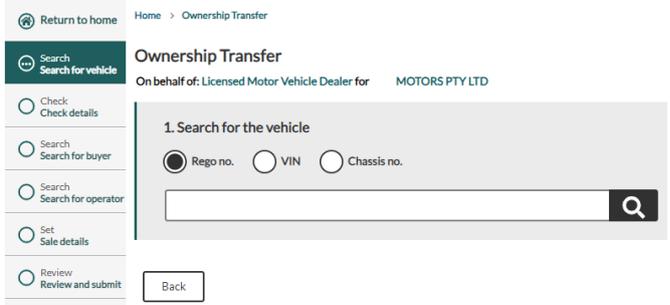
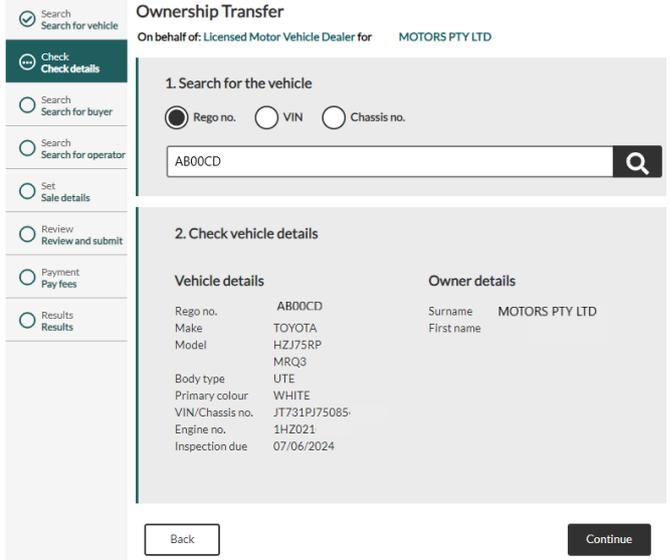
# Registration – Ownership transfer

Licence Motor Vehicle Dealers (LMVD) are able to transfer registered vehicles from:

- their LMVD name into a buyers name
- from a seller's name into their LMVD name.

It is mandatory for LMVDs to transfer vehicles into their name, prior to on-selling the vehicle to another buyer.

You must apply to transfer the ownership of a second-hand vehicle within 14 days of the sale.

Ownership Transfer	
The Ownership Transfer button allows a LMVD to transfer registration.	What would you like to do? 
Search for vehicle	
Use the three (3) options available to search for the vehicle: <ul style="list-style-type: none"><li>• Rego no.</li><li>• VIN</li><li>• Chassis no.</li></ul>	
Check details	
Check the vehicle details are correct, then select <b>Continue</b> .  <b>Important information:</b>  Best practice is to verify the <b>VIN/Chassis number</b> of the vehicle prior to sale. As you may have multiple vehicles of the same make, model and colour.	

Search for buyer

Is the buyer an NT resident?

Select the appropriate answer.

**Yes - Buyer is an NT resident**

Search the buyer by entering:

- the MVR Customer ID and Surname, or
- the NT Licence number and Surname.

The buyer details will auto-populate if there is an exact match in MVR records.

Confirm the buyer details are correct, then select **Continue**, or select **Edit** options to update details.

**Ownership Transfer**  
On behalf of: Licensed Motor Vehicle Dealer for MOTORS PTY LTD

**3. Buyer details**  
Is the buyer an NT resident with an MVR customer ID OR drivers licence number  
 Yes  No

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**Ownership Transfer**  
On behalf of: Licensed Motor Vehicle Dealer for MOTORS PTY LTD

**3. Buyer details**  
Is the buyer an NT resident with an MVR customer ID OR drivers licence number  
 Yes  No

MVR Customer ID  OR NT Licence no.  AND First 10 letters of last name

**4. Confirm buyer details are correct**

First name JOHN  
Surname SMITH  
Email address

**Residential address**  
1 GOVE ST  
WALLABY BEACH NHL  
NT  
0680

**Postal address**  
PO BOX 123  
NHULUNBUY  
NT  
0680

**Have you confirmed the address details are correct?**  Yes  No  
**Have you asked permission to check these details?**  Yes  No

**No - Buyer is not an NT resident**

Enter the buyer details manually.

All fields with a red \* are mandatory.

**Search for operator – only mandatory for heavy vehicles**

Heavy vehicles over 4.5 tonne require a nominated operator.

Light vehicles under 4.5 tonne do not require a nominated operator. This option is voluntary for light vehicles.

Read more about [Nominate an operator | NT.GOV.AU](https://www.nt.gov.au/transport/road-transport/registration/nominate-an-operator)

If the operator is the same as the registered owner, you can select **Yes**, and the required fields will auto-populate.

Check the details and select **Continue**.

If a nominated is not required, select **Continue**.

### Garaging address

Start typing your address

UNIT

Street name\*

Town/suburb\*

State\*

Street no.

Type

Postcode\*

- Check details
- Search for buyer
- Search for operator
- Set Sale details
- Review and submit

### 5. Nominated operator

Is the nominated operator required?

Yes  No

## Sale details

You are required to enter the sale details:

- Proof of sale document
- Sale price or Market value price

then choose the registration period and select **Continue**.

LMVDs transferring a vehicle into their business name may select Claim Motor Trader Stamp Duty Exemption.

- Search for vehicle
- Check details
- Search for buyer
- Search for operator
- Set Sale details
- Review and submit
- Payment Pay fees
- Results Results

### Ownership Transfer

On behalf of: Licensed Motor Vehicle Dealer for **MOTORS PTY LTD**

### 7. Sale details

Proof of sale document\*  Sale price  OR Market value

Claim Motor Trader Stamp Duty Exemption

Choose registration period

1 month  3 months  6 months  12 months

Review details

Review the details carefully, ensuring all information is correct.

- Check details
- Search for buyer
- Search for operator
- Set sale details
- Review and submit
- Payment fees
- Results

8. Review details

Vehicle details

Rego no. AA00XX  
 Make CHEVROLET  
 Model SILVERAD T1  
 6.2L 10SPA ZR2 CR  
 Body type DCUTE  
 Primary colour SILVER  
 VIN/Chassis no. 3GCU09EL9PG XXXXXX  
 Engine no. L87TPG  
 Inspection due 15/08/2028

Transfer details

Proof of sale doc BILL OF SALE  
 Sale/market value \$40000  
 Registration expiry 15/08/2024  
 Inspection due 15/08/2028

Buyer details

Name JOHN SMITH  
 Email address  
 Postal address PO BOX 123, NHULUNBUY NT 0880  
 Residential address 1 GOVE ST, WALLABY BEACH NHL NT 0880

Ownership transfer fees

Transfer fee \$20.00  
 Stamp duty \$1200.00  
 Administration \$0.00  
 Concession amount \$0.00

Total transfer fee \$1220.00  
 GST \$0.00  
\*includes GST

**Total amount due \$1220.00**

There are two (2) options to obtain signatures of both seller and buyer, as a legal requirement:

1. Use the computer mouse to sign the screen
2. Upload a R11 Apply to register a vehicle form

**Screen signing:** This is a legal document and both the seller and buyer must be present when signing before selecting **Proceed to payment**.

9. Signatures

Signature  Upload

JOHN SMITH signature



I declare that I am the owner, or have been given permission by the vehicle's owner to obtain registration for the vehicle identified, and that the details provided are true and correct in every particular.

MOTORS PTY LTD signature



I declare that I am the seller of the vehicle identified, authorise the transfer of registration to the buyers identified and declare the details entered to be true and correct.

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Proceed to payment

**Upload form:**

- Select the R11 Download Form
- Print form and complete
- Save the completed and signed form onto your computer
- Select **Choose Files** and click on your saved file to upload.

Once the R11 form is successfully uploaded, the name of the file will change from – No file chosen to the file name you have uploaded.

**Example of successful upload**



Tick the box, I have uploaded relevant completed form, then select **Proceed to payment**.

**Pay fees**

Choose one (1) option for payment, then select **Pay**.

For **Credit Card** payment, enter the card details, then select **Submit**.

For **BPAY** payment, use the Biller Code and ICRN No. to make payment via bank transfer, then select **View Receipt**.

**Important:** BPAY payments may take 3-4 business days to transfer. Transactions are finalised when MVR successfully receives payment.

## Results

Once payment has been received, you will be taken to the Results screen and notified 'Successful payment'.

There are options to obtain a copy of the registration certificate by:

- Email
- Print
- Download, or
- View

The screenshot displays the 'Results' screen of a mobile application. On the left, a vertical list of steps is shown, with 'Results' at the bottom. The main content area shows a 'Successful Payment' notification. Below this, a section titled 'Would you like to print or view the forms' contains a search bar and a list of items. The first item is 'Ownership Transfer', which has icons for email, print, and download, along with a 'View' link. A 'Back to home screen' button is located at the bottom right.