



**Transport**  
Roads & Maritime  
Services

# Dealer Online

User Manual

July 2012

**Disclaimer**

The information in this manual is provided to assist authorised operators to use the Dealer Online system. The technical and policy information is included to assist users in understanding the processes and does not constitute an agreement. Users should note: procedures, policy changes and other relevant processes change from time to time and Roads and Maritime Services will make every effort to keep users informed.

# Contents

<b>Contents</b> .....	<b>3</b>
<b>Dealer Online</b> .....	<b>7</b>
Supporting Dealer Agreements .....	7
Doing business together .....	7
Protecting personal information .....	7
Maintaining accurate records .....	7
<b>Administering Dealer Online</b> .....	<b>7</b>
<b>About this manual</b> .....	<b>8</b>
<b>Using the manual</b> .....	<b>9</b>
Symbols used .....	9
Parts of the screen .....	9
<b>Support and help desk services</b> .....	<b>10</b>
Dealer Online usage times .....	10
DRIVES Help Desk support .....	10
Internet support .....	10
Passwords .....	10
Security requirement .....	10
Changing your password .....	11
Automatic password expiry .....	11
Wrong or forgotten password .....	11
Timeout after 45 minutes .....	11
Automatic login expiry .....	11
Inactive login expiry .....	11
<b>Adding a DOL user</b> .....	<b>12</b>
<b>Adding a DOL security administrator</b> .....	<b>12</b>
<b>Removing a user</b> .....	<b>12</b>
<b>Online registration fee calculator</b> .....	<b>12</b>
<b>Start up</b> .....	<b>13</b>
Login requirements .....	13
Conditions of use .....	13
Confidentiality and privacy .....	13
Logging in .....	13
Coversheet .....	13
Select an organisation .....	13
Homepage .....	14
<b>Register new vehicle</b> .....	<b>15</b>
Customer type – A Person .....	15
Customer type – A Person with fleet or lease vehicle .....	16
Customer type – Incorporated Organisation .....	17
Customer type – Incorporated Organisation with fleet or lease vehicle .....	18
Vehicle details .....	19
Entering the Vehicle Identification Number (VIN) .....	19
Vehicle identification details .....	20
Vehicle type – Light Vehicle .....	21
Light vehicle models and variants .....	21
Vehicle identification – Road Vehicle Descriptor (RVD) .....	22
Vehicle shape .....	23
Table Top with Fittings .....	24

Vehicle type – Motorcycle .....	25
Vehicle type – Light Trailer .....	26
Trailer models and variants .....	26
Trailer model identification .....	27
Vehicle usage .....	29
Registration details .....	31
Green Vehicle Guide .....	32
Common expiry date fleet .....	32
Calculation with a fee .....	33
Payment details .....	34
Receipt for payment .....	35
Calculation with a refund .....	35
Record of refund .....	37
Address details .....	37
Change garaging address .....	38
Find a suburb .....	39
Confirmation page .....	41
Print version of confirmation page .....	41
Print Certificate of Registration – new vehicle .....	42
Plate transfer option .....	43
Confirmation page .....	45
Print confirmation page .....	45
Print Certificate of Registration .....	46
<b>Register vehicle with e-AUVIS inspection .....</b>	<b>47</b>
Confirm customer (dealership) .....	47
Vehicle details .....	47
Registration detail .....	49
Calculation with a fee .....	51
Payment .....	52
Address details .....	53
Find a suburb .....	54
Confirmation page .....	56
Print Certificate of Registration .....	58
Plate transfer option .....	59
Plate transfer confirmation .....	60
Print confirmation page .....	61
Print Certificate of Registration .....	61
<b>Notice of disposal .....</b>	<b>63</b>
Identify vehicle .....	63
Confirm seller .....	64
Identify buyer .....	65
Where your Dealership is the Buyer .....	65
Where your Dealership is the Seller .....	65
Record Notice of Disposal .....	66
Confirmation page .....	66
<b>Renew registration .....</b>	<b>67</b>
Identify vehicle .....	67
Vehicle Details .....	68
Vehicle Usage .....	69
Renewal Period .....	70
No CTP green slip received .....	70
Multiple CTP green slips received .....	72
Payment details .....	73
Confirmation page .....	74
Print version of confirmation page .....	74
Print Certificate of Registration .....	75
<b>Transfer registration .....</b>	<b>76</b>
Identify vehicle .....	76
Confirm seller .....	77
Identify buyer – dealership .....	77

Calculate charges for transfer.....	78
The schedule of fees – transfer registration .....	79
Identify buyer – customer .....	80
Customer type – A Person.....	80
Customer type – Incorporated Organisation.....	81
Calculate charges for transfer.....	82
Payment.....	84
Payment – transfer registration.....	85
Address details .....	86
Change garaging address .....	87
Confirmation page.....	90
Print certificate .....	91
<b>Plate exchange.....</b>	<b>92</b>
Identify plates.....	92
Plate exchange with a refund .....	93
Confirmation page.....	94
Print confirmation page – plate exchange – refund .....	94
Plate exchange with fees.....	95
Payment details .....	95
Confirmation page.....	96
Print confirmation page.....	96
Print certificate .....	97
<b>Transaction summary report .....</b>	<b>99</b>
<b>Reprint certificate .....</b>	<b>101</b>
<b>Notices .....</b>	<b>103</b>
<b>Publications.....</b>	<b>104</b>
<b>Dealer Online user forms .....</b>	<b>105</b>
<b>Print microfilm coversheet.....</b>	<b>106</b>
Microfilm coversheet.....	106
Sample of a microfilm coversheet.....	107
Generic operator coversheet .....	108
No coversheet.....	108
<b>Online registration fee calculator .....</b>	<b>109</b>
<b>Questions and answers.....</b>	<b>112</b>
How do I establish registration for a customer with a Common Expiry Date (CED)? .....	112
What are the proof of identity (POI) requirements?.....	112
What if I work for multiple dealers?.....	112
What is an interim certificate?.....	112
How do I dispose of a badly printed label?.....	112
Why are some fields in DOL already filled in?.....	112
What is stamp duty, and how is it calculated?.....	112
How can I request a customer number for a person? .....	113
How can I request a customer number for an organisation?.....	113
What paperwork must I take to the registry? .....	113
My customer is a pensioner. How can they purchase a currently registered vehicle and keep their existing plates? .....	113
When registering a vehicle, the suburb sold defaults to Sydney. Should I change it to the dealer's suburb or town? .....	113
Why is there sometimes a plate number missing from my Transaction Summary Report?.....	113
What fields must be completed on the Application for Registration form? .....	114
How do I register a caravan with a different tare weight from the certification sheet? .....	114
How do I register a vehicle for an organisation that is claiming exemption from stamp duty?.....	114
What is the Statement of Business Ethics?.....	114
What is the RMS Code of Conduct?.....	114
<b>Glossary.....</b>	<b>115</b>

<b>Appendix A – Printing certificates.....</b>	<b>119</b>
<b>Appendix B – Courtesy name .....</b>	<b>122</b>
<b>Appendix C – Statement of business ethics.....</b>	<b>123</b>
Chief Executive’s message.....	123
Business ethics for RMS and the private sector .....	123
Value for money.....	123
Impartiality.....	123
Fairness .....	123
RMS requires its employees and contract staff to: .....	124
Tenderers, suppliers, consultants and contractors are expected to:.....	124
Some practical guidelines.....	124
RMS Ethics Information Line .....	125
<b>Notes .....</b>	<b>126</b>
<b>Notes .....</b>	<b>127</b>

# Dealer Online

## Supporting Dealer Agreements

Roads and Maritime Services (RMS) allows motor dealers to register new vehicles on behalf of RMS as part of a dealer agreement. Dealer Online (DOL) is an internet application that enables authorised dealer with an agreement to provide online transactions to the RTA. It allows for the printing of registration labels as part of these transactions. The aim is to provide a more efficient and timely method for processing transactions for customers, dealers and RMS.

A controlling registry is responsible for the day-to-day management of the dealer agreement with a dealer. The dealer is responsible for the accuracy of the data supplied to RMS. All completed application forms and documentation are forwarded to the controlling registry to meet the requirements of the dealer agreement. The controlling registry monitors and advises the dealer on performance under the dealer agreement's terms and conditions.

## Doing business together

DOL allows dealers with an agreement to complete transactions by creating and/or modifying registration records. DOL users are also responsible for:

- Maintaining an appropriate credit balance on the dealer credit card.
- Attaching microfilm coversheets to all source documents for online transactions, which are then attached to the day's transactions.
- Maintaining access to the internet.
- Implementing internal procedures that monitor access to the DOL system by employees.

## Protecting personal information

Registration certificates contain personal information that must be protected. It is your responsibility to make sure all personal information relating to the registration of motor vehicles is collected, accessed, used, disclosed and disposed of in accordance with the NSW Privacy and Personal Information Protection (Privacy) Act 1998 and the Privacy Act 1988.

Registration certificates and other personal information relating to customers must be securely stored in a locked area only accessible by authorised staff. They must not be copied or retained in any format. Registration certificates must be delivered promptly to the person or authorised representative the vehicle is registered to and not kept at the dealer premises any longer than necessary.

Registration certificates that are not required, such as duplicate certificates or those with printing errors, must be disposed of securely and protected from unauthorised access, use or disclosure. Secure disposal methods for documents must be used, such as shredding or returning them to RMS for disposal. Documents must not be disposed of in normal waste paper bins.

## Maintaining accurate records

Motor vehicle registration is an important part of monitoring and controlling the sale of vehicles and preventing or reducing criminal activities. Accurate records are therefore an essential part of motor vehicle registration processes and procedures. To ensure that records are accurate, RMS' document and data management requirements mean back-up systems are needed in place. This ensures recovery of source documents and corrections made to records during audits and investigations. All DOL transactions need to be lodged with your controlling registry within five business days.

Daily transaction reports need to be created each day to provide a record of all transactions. This is explained in the Print Microfilm Coversheet section on page 106. The daily transactions are sorted into two bundles and microfilm coversheets are attached which identify the date and source of the documents and information submitted to your controlling registry.

# Administering Dealer Online

There are several forms used with DOL, all available under Forms in the left-hand menu, or on the [RMS](#) website. They are used to administer and authorise users, and reset passwords.

Dealer Online Forms:

[Dealer authorisation \(RMS Form 1330\)](#) – to add a new dealer to the system.

[Request for password reset/extend/expire user \(RMS Form 1331\)](#) – to have the password of a user reset after lapse, or being locked out of the system or to have a user expired if they should no longer have access to DOL.

[Add/change new security administrator \(RMS Form 1386\)](#) – to add a new Security Administrator to the system.

[New user authorisation \(RMS Form 1332\)](#) – to add a new user to the system.

[Generic Operator Cover Sheet \(RTA Form 677\)](#) – if you are unable to print a microfilm coversheet on a particular day, a Generic Operator Cover Sheet can be printed on following days. It needs to be completed with your user ID and the date of the work. All printing from DOL relies on Adobe Reader which is a freely available software package for reading PDF files. If you have problems printing from DOL, try downloading a current version of Adobe Reader. A link is provided in the *Print Microfilm Coversheet* section of DOL – see page 106.

## About this manual

This user manual provides information about the DOL system and how to use it. It assumes that users know how to register a new vehicle under their dealer agreement. For further information on how to register a new vehicle consult the Motor Dealer's Guide to Vehicle Registration on the RMS website: <http://www.rta.nsw.gov.au/registration/motordealer.html>

### **Glossary**

We describe our work using clearly defined terms. Our glossary provides a reference list for you to check meanings – see page 115.

### **Login requirements**

Security is very important in maintaining privacy and confidentiality and the DOL system has strict access requirements – see page 10.

### **Comprehensive transaction descriptions**

This user manual includes screen-by-screen descriptions to demonstrate how the DOL system works and what information is needed to successfully complete each transaction.

### **Printing guide**

The end result of many of the DOL transactions is printing a registration certificate. Information on how to minimise printing errors is provided in Appendix A – see page 119.

### **Questions and answers**

If you need help with a particular aspect of the DOL application, refer to the questions and answers – see page 112.

### **Support and help desk services**

The DOL system involves a lot of steps and requires accurate entry of information, and sometimes you might need help getting it right. RMS provides the DRIVES Help Desk facility during business hours to assist you – see page 10.

### **Statement of business ethics**

All individuals and organisations that deal with RMS must adopt appropriate ethics and business standards. The Statement of Business Ethics found in Appendix C (page 123) sets out standards, provides guidelines on what to expect from RMS and explains the obligations and roles of all parties and the constraints imposed.



# Using the manual

## Symbols used

In some parts of DOL different responses lead to different screens. The symbols shown below are used in this user manual to help you identify what responses are needed and how to find your way between sections:

- Indicates you need to complete an action, either entering text, choosing an item or clicking on a link or button. To help you find your way around the document the following symbols have been used:
  - ↓ indicates you can skip the next section or sections.
  - ↑ indicates you should return to a previous section.
  - indicates where the reader joins a section (if not following on from the previous section).
- Italics* are used to identify *pages* or *fields*.

## Parts of the screen

Throughout this manual, DOL transactions are explained by referring to different parts of the screen.

The screenshot shows the 'REGISTER NEW VEHICLE' page in the Dealer Online Application. The page title is 'REGISTER NEW VEHICLE'. The main content area is divided into tabs: 'Continue', 'Vehicle', 'Registration', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The 'Vehicle' tab is selected. The form contains the following fields and controls:

- VIN:** Text input field with value '1234567891234XXXX' and a 'Validate VIN' button.
- VIN Correction:** Text input field with value 'unaltered Vin'.
- VIN Decode Details:** Text area showing 'WORLD MANUFACTURER ID=NATIONAL LOW VOLUME VIN, SOURCE IDENTIFIER=MSW, SEQUENTIAL NUMBER=0035, BODY-PASS, VEHICLE - CAR, MANUFACTURER ID (LOW VOL)=2WU, COMPLIANCE PLATE YEAR=2008'.
- Vehicle Type:** Drop-down menu with value 'Light Vehicle (ie. 4.5 tonnes GVM or less)'.
- Engine Number:** Text input field with value '1234567891'.
- Compliance Date:** Two drop-down menus for month ('03') and year ('2009').
- Select Make:** Drop-down menu with value 'FORD' and a 'Model/Variant' button.
- Model/Variant:** Text input field with value 'FORD FALC90A FAIRM2 FAIRMONT GHIA SERIES II'.
- Shape:** Drop-down menu with value 'Sedan'.
- Main Colour:** Drop-down menu with value 'Select a value'.
- Engine Manufacturer:** Text input field with value 'FORD'.
- Number of Cylinders or Rotors:** Drop-down list with options 1 through 12.
- Tare Weight (kg):** Text input field with value 'Select a value'.
- Wheelbase:** Text input field with value 'Select a value'.
- Right or Left Hand Drive:** Drop-down menu with value 'Select a value'.
- Driven Wheels:** Drop-down menu with value 'Select a value'.
- Seated Persons:** Text input field with value 'Select a value'.
- ADR Code:** Text input field with value 'Select a value'.
- Please select a Usage Type:** Drop-down menu with value 'Select a value'.
- Other Colour:** Drop-down menu with value 'Select a value'.
- Engine Capacity:** Text input field with value 'Select a value'.
- Motive Power:** Drop-down menu with value 'Select a value'.
- GVM:** Text input field with value 'Select a value'.
- Gear Type:** Drop-down menu with value 'Select a value'.
- Induction:** Drop-down menu with value 'Select a value'.
- Number of Doors:** Drop-down menu with value 'Select a value'.
- Axle Code:** Text input field with value 'Select a value'.

Choose your transaction by clicking on your selection from the menu. A transaction page opens which is identified by a **page title**.

Add information to each **field** or select information from a **drop-down list**. You can move through the transaction by clicking on the appropriate **button** which takes you to a new page or opens new **tabs** showing your progress.

# Support and help desk services

## Dealer Online usage times

The DOL application is available:

Monday to Saturday, 6am-11pm.

Sunday, 9am-11pm.

Not available on public holidays.

## DRIVES Help Desk support

If you have difficulties with the system or require further information on problems with processing online registration transactions, contact the RMS DRIVES Help Desk.

Phone: 1300 131 172

Email: [drives\\_help\\_desk@rms.nsw.gov.au](mailto:drives_help_desk@rms.nsw.gov.au)

The DRIVES Help Desk hours are:

Monday to Friday, 8.30am-5pm.

Saturday, 8.30am-12pm.

Not open on public holidays.

**NOTE:** Before contacting the DRIVES Help Desk, please have the following identification information available:

- Dealer number
- Dealer name
- User name
- Full details of the problem

If a customer does not receive the Certificate of Registration within 10 working days, the customer can contact the RMS Contact Centre on 13 22 13 to confirm the mailing address and RMS will send another certificate free of charge.

## Internet support

As a DOL user, you are responsible for maintaining your internet access and equipment. If there are problems with your connection or internet reliability you will need to talk to your Internet Service Provider. You are also responsible for the maintenance of the computers and printers used to access DOL and print certificates.

## Passwords

### Security requirement

Logging into the DOL system is just like accessing your bank account through internet or telephone banking. You need to identify yourself by keying in a unique user ID code such as a customer number and password. The DOL application is NOT case sensitive.

RMS allocates each individual user their own user ID code and password for the DOL system. For security reasons, you must not disclose your password to anyone. You are responsible for any DOL action carried out using your user ID and password. Should any illegal activity be conducted with your login details, you will be held accountable.

## Changing your password

You may change your password at any time. You must change your password immediately if you think someone else knows it. The system will force you to change your password when it has reached its expiry date.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY / CONTACT US / HELP / Thursday, 13 October 2011

### CHANGE USER PASSWORD

Changing password for JOHN SAMPLE

User ID: 12123434

Enter old password:

Enter new password:

Re-enter new password:

To change your password, follow these simple steps:

- Enter your *old password*.
- Enter your *new password*.
- Re-enter your *new password*.
- Click the *Change Password* button. The system will display a confirmation of the change.

## Automatic password expiry

Passwords expire every 70 days. The system will advise you five days before your password is due to expire. You must change your password before the expiry date.

## Wrong or forgotten password

All invalid attempts at logging in are recorded. You will be locked out of the system after five invalid attempts if you enter the wrong password. To have your password reset, you need to complete the Dealer Online (DOL) – Request for password reset/extend/expire user (RMS Form 1331) and have it counter-signed by your DOL Security Administrator. This form is available online (you will need another registered user to log into DOL and print the form for you), or in hard copy from your controlling registry. Once you have completed the form and had it signed, fax it to the DRIVES Help Desk on 02 4927 8416.

## Timeout after 45 minutes

If you are logged into DOL but inactive for 45 minutes your login will be timed out.

## Automatic login expiry

Your DOL login details (user ID and password) have an expiry date. A warning message will appear when your login access is about to expire. To have your login expiry reset, you need to complete the *Dealer Online (DOL) – Request for password reset/extend/expire user* (RTA Form 1331) and have it counter-signed by your DOL Security Administrator.

## Inactive login expiry

If you do not login within 30 days, your access will automatically be suspended. Remember this if you go on a long holiday or you are on other duties for a long period. To have your login expiry reset, you need to complete the *Dealer Online (DOL) – Request for password reset/extend/expire user* form (RMS Form 1331).

# Adding a DOL user

To add another user to DOL, you need to complete the *Dealer Online (DOL) – New user authorisation* form (RMS Form 1332) and submit it to your controlling registry for approval. The form is available online, when you are logged into DOL, or from the [RMS website](#).

# Adding a DOL security administrator

To add a new DOL security administrator, you need to complete the *Dealer Online (DOL) – Add/change new security administrator* form (RMS Form 1386) and submit it to your controlling registry for approval. The form is available online once logged into DOL (in the Forms menu) or from the [RMS website](#).

# Removing a user

To remove a user from DOL, complete the *Dealer Online (DOL) – Request for password reset/extend/expire user form* (RMS Form 1331) and have it counter-signed by your DOL Security Administrator. This form is available either online, when you are logged into DOL, or from the [RMS website](#). Once you have completed the form and had it signed, fax it to the DRIVES Help Desk on 02 4927 8416.

# Online registration fee calculator

To assist dealers determine registration and stamp duty charges for light vehicles, a registration fee calculator has been provided as part of DOL.

Fee calculations to establish, renew, transfer and renew, and transfer registration (based on generic vehicle details) are available, as well as the option of entering an existing/previous registration number to calculate vehicle fees. For more details on the online registration fee calculator see page 109.

# Start up

## Login requirements

### Conditions of use

Read the conditions of use before you login for the first time. By accepting the conditions of use you are accountable for whatever you enter into the DOL system.

### Confidentiality and privacy

DOL contains important information covered by confidentiality as well as privacy legislation. Misuse of the system can have serious results. All entries using a particular user ID will be considered the responsibility of that user.

### Logging in

Every user should be given their own user ID and password. Protect your password. Don't allow other users to use your login details. Each user is responsible for the security of their passwords.

- Enter your *user ID*.
- Enter your *password*.
- Click the Accept Conditions and Login button.

### Coversheet

After you have accepted the conditions and logged in a 'microfilm' coversheet needs to be printed (it is called a microfilm coversheet because transactions used to be microfilmed to store them – now they are recorded and archived electronically). The microfilm coversheets must accompany the source documents for the day's transactions. This is explained more fully in the **Print microfilm coversheet** section on page 106.

### Select an organisation

The first screen to open once you have logged on is *Select an Organisation*. Your organisation may have more than one dealer number, which will come up on the screen if you are authorised to use them. You need to choose the right dealer number for the transactions.

If you are doing work for two or more dealerships you need to log out and log in for each organisation (dealership).

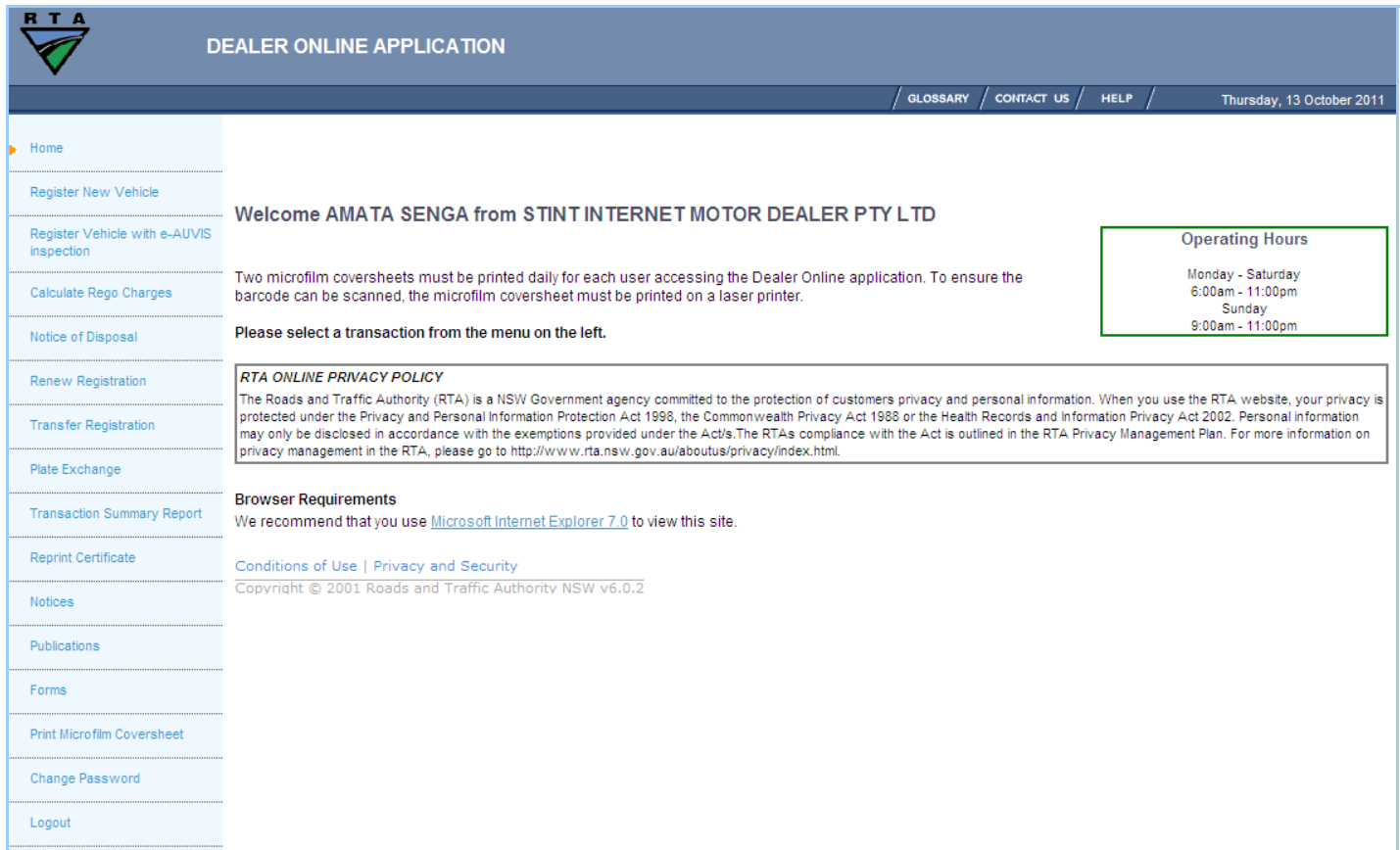
- Click on the *Select* button for the dealer number you want to use.

Customer Number	Organisation Name	
881	Northern Toyota Pty Ltd	Select
24712373	Stint Internet Motor Dealer Pty Ltd	Select

You will then move to the homepage.

## Homepage

The homepage shows your ID and business name. If it is not your user ID shown on the screen you will need to log out and log back in using your user ID.



**RTA** DEALER ONLINE APPLICATION

GLOSSARY / CONTACT US / HELP / Thursday, 13 October 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

Logout

**Welcome AMATA SENG from STINT INTERNET MOTOR DEALER PTY LTD**

Two microfilm coversheets must be printed daily for each user accessing the Dealer Online application. To ensure the barcode can be scanned, the microfilm coversheet must be printed on a laser printer.

Please select a transaction from the menu on the left.

**RTA ONLINE PRIVACY POLICY**  
The Roads and Traffic Authority (RTA) is a NSW Government agency committed to the protection of customers privacy and personal information. When you use the RTA website, your privacy is protected under the Privacy and Personal Information Protection Act 1998, the Commonwealth Privacy Act 1988 or the Health Records and Information Privacy Act 2002. Personal information may only be disclosed in accordance with the exemptions provided under the Act/s. The RTAs compliance with the Act is outlined in the RTA Privacy Management Plan. For more information on privacy management in the RTA, please go to <http://www.rta.nsw.gov.au/aboutus/privacy/index.html>.

**Browser Requirements**  
We recommend that you use [Microsoft Internet Explorer 7.0](#) to view this site.

[Conditions of Use](#) | [Privacy and Security](#)

Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

**Operating Hours**  
Monday - Saturday  
6:00am - 11:00pm  
Sunday  
9:00am - 11:00pm

You will notice a reminder about printing coversheets.

**NOTE:** you currently need to print the coversheets manually. After your printer is turned on go to the *Print Microfilm coversheet* option on the left-hand menu.

The *Privacy Statement* reminds you to keep the information in the database confidential and to protect the information it contains. As an authorised user of the system, you have agreed to follow the *RMS Code of Conduct and Ethics*. This can be found on the RMS website, at [http://www.rta.nsw.gov.au/aboutus/code\\_of\\_conduct.html](http://www.rta.nsw.gov.au/aboutus/code_of_conduct.html).

The DOL transactions you can access will depend on your dealer agreement and access level. The DOL transactions can be found in the left-hand menu. Select an option from the left-hand menu to start your transaction:

- Register new vehicle
- Register vehicle with e-AUVIS inspection
- Notice of disposal
- Renew registration
- Transfer registration
- Plate exchange
- Reprint certificate

# Register new vehicle

DOL will only allow you to register light vehicles less than 4.5 tonnes gross vehicle mass (GVM) and motorcycles. Larger vehicles must be registered at your controlling registry.

When registering a new vehicle through DOL, you will need to enter customer details – you should make sure adequate proof of identity (POI) is provided. This is explained in detail in the Questions and Answers on page 112, and in the Motor Dealer Guide.

- When you select *Register new vehicle*, a new page will open. Click on the drop-down list for *Register Vehicle in the name of:* and select either *A Person* or *Incorporated Organisation*. These will open up different (although similar-looking) screens.
- ↓ If the customer type is an *Incorporated Organisation* go to the **Customer type – Incorporated Organisation** section on page 17.

## Customer type – A Person

When the customer type is *A Person* the following screen appears.

The screenshot shows the RTA Dealer Online Application interface. The main heading is 'REGISTER NEW VEHICLE'. Below the heading, there is a navigation menu with tabs for 'Customer', 'Vehicle', 'Registration', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The 'Customer' tab is active. The form contains the following fields and options:

- 'Register Vehicle in the name of:' dropdown menu with 'A Person' selected.
- 'Enter licence/customer number:' text input field with a red asterisk indicating it is mandatory.
- 'Surname:' text input field with a red asterisk indicating it is mandatory.
- 'Full Customer Name:' text input field.
- 'Courtesy Name:' text input field.
- 'Is this a Fleet/Lease Managed car?' radio button group with 'No' selected.
- 'Validate' button.

On the left side, there is a sidebar menu with links: Home, Register New Vehicle, Register Vehicle with e-AUVIS inspection, Calculate Rego Charges, Notice of Disposal, Renew Registration, Transfer Registration, Plate Exchange, Transaction Summary Report, Reprint Certificate, and Notices.

- Select the Driver's Licence Number or Customer Number and enter the details.
- Enter the customer's surname in the *Surname* field. This will create the customer's full name in the *Customer Name* field when validated. **TIP:** You only need to enter the first three characters of a surname or company name.
- **OPTIONAL:** You may enter a business or trading name into the *Courtesy Name* field. A courtesy name can only be the name of a business or organisation. It is a breach of privacy legislation to record a person's name in the *Courtesy Name* field. Refer to page 122 for more information on courtesy name.
- If the vehicle is a fleet or lease-managed car select *Yes*.
- ↓ Skip to the **Customer type – A Person with fleet or lease vehicle** section on page 16.
- If the vehicle is not a fleet or lease-managed car select *No*.
- Click the *Validate* button.
- On a successful validation the full customer name and other details will automatically be inserted into the fields.
- Click the *Continue* button to proceed to **Vehicle Details**, or enter other details and validate again.
- ↓ Go to the **Vehicle Details – Entering the VIN** section on page 19.

# Customer type – A Person with fleet or lease vehicle

A field for the *Fleet/Lease Manager Customer Number* and a postal address option will be displayed.

RTA DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 18 October 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

## REGISTER NEW VEHICLE

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
■ All fields with this symbol are mandatory.

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

Register Vehicle in the name of: A Person

Enter licence/customer number: \*

Surname: \*

Full Customer Name:

Courtesy Name:

Is this a Fleet/Lease Managed car?  No  Yes

Validate

Is this a Fleet/Lease Managed car?  No  Yes

Fleet/Lease Manager Customer Number: \*

Fleet Managers Name:

Set mail address to Fleet/Lease managers postal address:

Validate

- Enter the Fleet/Lease Manager's Customer Number.
- Tick the checkbox if the mailing address of the registration is to be sent to the *Fleet/Lease Manager's postal address*.
- Click the *Validate* button.
- On a successful validation the full customer name and other details will automatically be inserted into the fields.
- Click the *Continue* button to proceed to **Vehicle Details**, or enter other details and validate again.
- ▼ Go to the **Vehicle Details – Entering the VIN** section on page 19.



# Customer type – Incorporated Organisation

When the customer type is an *Incorporated Organisation* the following screen appears.

The screenshot shows the RTA Dealer Online Application interface. At the top left is the RTA logo. The header includes 'DEALER ONLINE APPLICATION' and navigation links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Tuesday, 18 October 2011' is displayed on the right. A left-hand menu lists various services like 'Home', 'Register New Vehicle', 'Calculate Rego Charges', etc. The main content area is titled 'REGISTER NEW VEHICLE' and includes instructions: 'Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.' and a note: 'All fields with this symbol are mandatory.' Below this is a multi-step process bar with tabs for 'Customer', 'Vehicle', 'Registration', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The 'Customer' tab is active, showing a form with the following fields: 'Register Vehicle in the name of:' (dropdown menu set to 'Incorporated Organisation'), 'Incorporated Organisation:' (dropdown menu set to 'Customer No' and a text input field with a red asterisk), 'If you are using the plate to identify the customer, you must enter the plate type:' (dropdown menu set to 'Select a value'), 'Customer Name:' (text input field with a red asterisk), 'Full Customer Name:' (text input field), and 'Courtesy Name:' (text input field). At the bottom of the form is a radio button question 'Is this a Fleet/Lease Managed car?' with 'No' selected, and a 'Validate' button.

- Select from the drop-down list in the *Incorporated Organisation* field the *Customer No.* or *Plate No.*
- Enter the details in the following field. If *Plate No.* is selected you also enter a *Plate Type (other vehicle or motorcycle)*.
- Enter the organisation name in the *Customer Name* field. This will create the customer's full name in the *Customer Name* field when validated. **TIP:** You only need to enter the first three characters of a surname or company name.
- **OPTIONAL:** You may enter a business or trading name into the *Courtesy Name* field. A courtesy name can only be the name of a business or organisation. It is a breach of privacy legislation to record a person's name in the *Courtesy Name* field. Refer to page 122 for more information on courtesy name.
- If the vehicle is a fleet or lease-managed car select *Yes*.
- ↓ Skip to the **Customer type – Incorporated Organisation with fleet or lease vehicle** section on page 18.
- If the vehicle is not a fleet or lease-managed car select *No*.
- Click the *Validate* button.
- On a successful validation the full customer name and other details will automatically be inserted into the fields.
- Click the *Continue* button to proceed to **Vehicle Details**, or enter other details and validate again.
- ↓ Go to the **Vehicle Details – Entering the VIN** section on page 19.

# Customer type – Incorporated Organisation with fleet or lease vehicle

→ The *Fleet/Lease Manager Customer Number* input field and a postal address option will be displayed.

Is this a Fleet/Lease Managed car?  No  Yes

Fleet/Lease Manager Customer Number:

Fleet Managers Name: FLEET MANAGEMENT

Set mail address to Fleet/Lease managers postal address:

- Enter the *Fleet/Lease Manager's Customer Number*.
- Tick the checkbox if the mailing address of the registration is to be set to the *Fleet/Lease Manager's postal address*.
- Click the *Validate* button.

RTA DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 18 October 2011

Home REGISTER NEW VEHICLE

Register New Vehicle Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.  
i Validation is successful. Please continue.

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

Register Vehicle in the name of: Incorporated Organisation

Incorporated Organisation: Customer No  \*

If you are using the plate to identify the customer, you must enter the plate type:

Customer Name: syst \*

Full Customer Name: SYSTEST DEALERESTABLISH PTY LTD

Courtesy Name:

Is this a Fleet/Lease Managed car?  No  Yes

Fleet/Lease Manager Customer Number:

Fleet Managers Name: FLEET MANAGEMENT

Set mail address to Fleet/Lease managers postal address:

- On a successful validation the full customer name and other details will automatically be inserted into the fields.
- Click the *Continue* button to proceed to **Vehicle Identification**, or enter other details and validate again.

# Vehicle details

## Entering the Vehicle Identification Number (VIN)

→ The VIN is an important number used in the identification of vehicles and in protection against car theft and fraud. RMS tracks VINs very closely, and you need to take care in protecting the information and entering it into the system.

The screenshot shows the RTA Dealer Online Application interface. At the top left is the RTA logo. The main header reads "DEALER ONLINE APPLICATION". On the right side of the header, there are links for "GLOSSARY", "CONTACT US", and "HELP", along with the date "Thursday, 15 September 2011".

The main content area is titled "REGISTER NEW VEHICLE". Below the title, there is a sub-header "REGISTER NEW VEHICLE" and a description: "Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less." A note below this states: "★ All fields with this symbol are mandatory." A navigation bar contains tabs for "Customer", "Vehicle", "Registration", "Payment", "Address Details", "Confirmation", and "Print Certificate".

The "Vehicle" tab is active, showing a form with the text "Please enter the VIN:" followed by an input field. To the right of the input field is a red asterisk and the text "(must be 17 chars)". A "Validate VIN" button is located to the right of the input field.

The VIN must be validated before the vehicle details are displayed.

- Enter the 17 character *VIN*.
- Click *Validate*.

## Vehicle identification details

If the VIN is successfully validated, vehicle identification details will be displayed. Some vehicle manufacturers supply additional vehicle data that will be automatically entered into some or all of the fields. All mandatory fields are marked with a red asterisk and must be filled in.

**RTA**
DEALER ONLINE APPLICATION

[GLOSSARY](#) / [CONTACT US](#) / [HELP](#) / Thursday, 15 September 2011

- Home
- Register New Vehicle
- Register Vehicle with e-AUVIS inspection
- Calculate Rego Charges
- Notice of Disposal
- Renew Registration
- Transfer Registration
- Plate Exchange
- Transaction Summary Report
- Reprint Certificate
- Notices
- Publications
- Forms
- Print Microfilm Coversheet
- Change Password
- Logout

### REGISTER NEW VEHICLE

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Customer
Vehicle
Registration
Payment
Address Details
Confirmation
Print Certificate

Please enter the VIN:  \* (must be 17 chars) Validate VIN

VIN Correction: unaltered vin

VIN Decode Details: WORLD MANUFACTURER ID=NATIONAL LOW VOLUME VIN, SOURCE IDENTIFIER=NSW, SEQUENTIAL NUMBER=0021, BODY=PASS. VEHICLE - CAR, MANUFACTURER ID (LOW VOL)=5KT, COMPLIANCE PLATE YEAR=2011

Vehicle Type:  \*

Engine Number:  \*

Compliance Date:   \*

Select Make:  then select Model/ Variant

Model/Variant:  \*

Shape:  \*

Main Colour:  \*      Other Colour:  \*

Engine Manufacturer:       Engine Capacity:  \*

Number of Cylinders or Rotors:  \*      Motive Power:  \*

Tare Weight (Kg):  \*      GVM:

Wheelbase:

Right or Left Hand Drive:  \*      Gear Type:  \*

Driven Wheels:  \*      Induction:  \*

Seated Persons:  \* (including driver)      Number of Doors:  \*

ADR Code:       Axle Code:

---

Please select a Usage Type:  \*

Validate

- If the *Vehicle Type* field is not filled in, select the type of vehicle: either *Light Vehicle* (the default), *Motorcycle*, or *Light Trailer*.
- ↓ If the vehicle is a *Motorcycle* skip to the **Vehicle Type - Motorcycle** section on page 25.
- ↓ If the vehicle is a *Light Trailer* skip to the **Vehicle Type - Light Trailer** section on page 26.

20

## Vehicle type – Light Vehicle

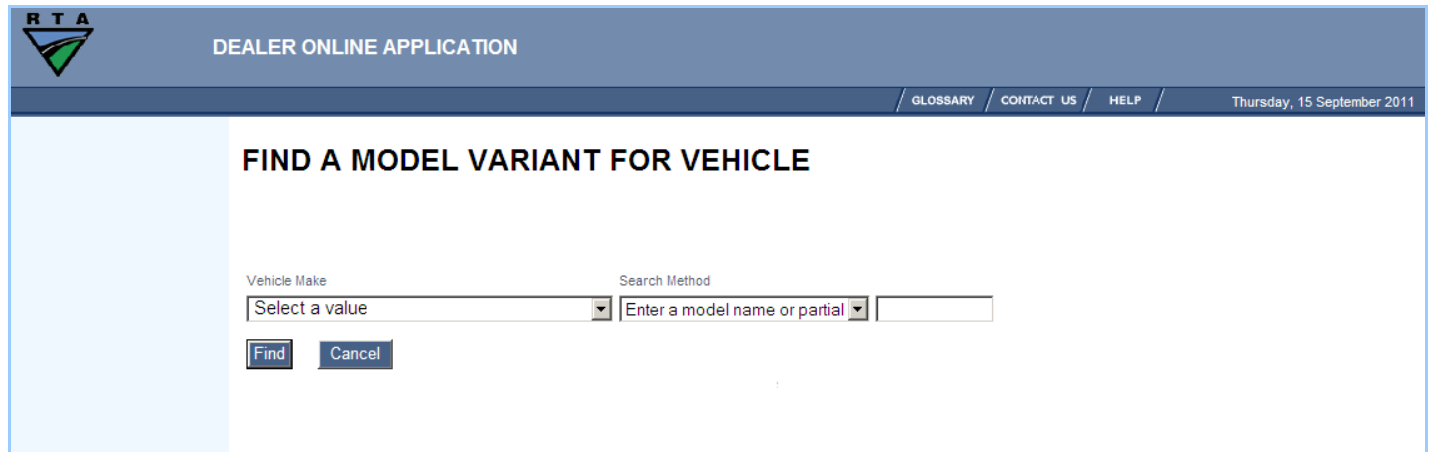
- Enter other vehicle identification information (*Engine Number, Compliance Plate Date and Make*).

The *Model/Variant* button will be displayed if the VIN is not associated with additional vehicle manufacturer data.

**NOTE:** If the information returned from the VIN validation is not the vehicle you are dealing with you have probably entered the VIN incorrectly. Enter the VIN again and validate.

If you have entered the VIN correctly and the information does not match you should phone the DRIVES Help Desk on 1300 13 11 72. They will advise you of the next steps.

### Light vehicle models and variants



The screenshot shows the 'DEALER ONLINE APPLICATION' interface. At the top left is the RTA logo. The header contains 'DEALER ONLINE APPLICATION' and navigation links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Thursday, 15 September 2011' is displayed on the right. The main content area is titled 'FIND A MODEL VARIANT FOR VEHICLE'. It features two dropdown menus: 'Vehicle Make' with the placeholder 'Select a value' and 'Search Method' with the placeholder 'Enter a model name or partial'. Below these are 'Find' and 'Cancel' buttons.

Search for the model and variants of the vehicle.

- In the **Find a Model/Variant for Vehicle** screen select the make of the vehicle (if not already selected) , insert model name or DRIVES code, then select correct one from the list provided.
- Select search method for either *model name/partial* or *model code* which are available on the Road Vehicle Descriptor (RVD) sheet on the RMS website: <http://myrta.com/rvd>.

The Road Vehicle Descriptor Online system is a tool for vehicle inspection and registration schemes to retrieve and print RVDs for light vehicles and motorcycles.

- Enter the details and click on the *Find* button. A list of all available models matching the search criteria will be shown.

## Vehicle identification – Road Vehicle Descriptor (RVD)

**R T A**
DEALER ONLINE APPLICATION

[GLOSSARY](#) / [CONTACT US](#) / [HELP](#) / Thursday, 15 September 2011

### FIND A MODEL VARIANT FOR VEHICLE

Vehicle Make: TOYOTA Search Method: Enter a model name or partial GSR

Model Code	Variant Code	Variant Desc	Shape	Tare	
TRDG07	GSV40R	GSV40R- JETSKQ	SED	1615	<input type="button" value="Select"/>
TRDG07	GSV40A	GSV40R- JETVKQ	SED	1645	<input type="button" value="Select"/>
AURI06A	JETDKQ	GSV40R-JETDKQ	SED	1540	<input type="button" value="Select"/>
AURI06A	JETGKQ	GSV40R-JETGKQ	SED	1575	<input type="button" value="Select"/>
AURI06A	GSV40C	GSV40R- JETSKQ	SED	1555	<input type="button" value="Select"/>
AURI06A	GSV40B	GSV40R- JETGKQ	SED	1575	<input type="button" value="Select"/>
AURI06A	JETSKQ	GSV40R-JETSKQ	SED	1555	<input type="button" value="Select"/>
AURI06A	GSV40A	GSV40R- JETNKQ	SED	1550	<input type="button" value="Select"/>
AURI06A	JETNKQ	GSV40R-JETNKQ	SED	1550	<input type="button" value="Select"/>
AURI06A	JETVKQ	GSV40R-JETVKQ	SED	1570	<input type="button" value="Select"/>
AURI06A	GSV40D	GSV40R- JETVKQ	SED	1570	<input type="button" value="Select"/>
AURI06A	GSV40R	GSV40R- JETDKQ	SED	1540	<input type="button" value="Select"/>

**NOTE:** The RVD sheet provides the certifying information needed for the vehicle. If certifying information is not available, the vehicle will require a blue slip inspection before the registration can be established. You will then have to take the paperwork to your controlling registry.

- Select the model from the list. This will automatically fill in some fields in the **Vehicle details** section.



## Table Top with Fittings

If the vehicle shape *Table Top with Fittings* is selected, an additional drop-down list will be displayed, allowing you to select the correcting fitting.

Program Information	Model/Variant: TOY HILUX 4X2 TGN16R-TRMDKQ3-2F 7001 2.7L 5SPM WMATE CAB CHAS
Notices	Shape: Table Top with Fittings *
Publications	Fitting: Select a value *
Forms	Main Colour: Select a value *
Print Microfilm Coversheet	Engine Manufacturer: TOY Other Colour: Select a value
Change Password	Number of Cylinders or Rotors: 4 * Engine Capacity: 2694 *
Logout	Tare Weight (Kg): * Motive Power: Petrol * GVM: 2700
	Wheelbase: *

Program Information	Model/Variant: TOY HILUX 4X2 TGN16R-TRMDKQ3-2F 7001 2.7L 5SPM WMATE CAB CHAS
Notices	Shape: Table Top with Fittings *
Publications	Fitting: Select a value *
Forms	Main Colour: Select a value
Print Microfilm Coversheet	Engine Manufacturer: Sides Permanently Fitted Other Colour: Select a value
Change Password	Number of Cylinders or Rotors: Ladder Racks Fitted Engine Capacity: 2694 *
Logout	Tare Weight (Kg): Hoist Fitted Motive Power: Petrol * GVM: 2700
	Wheelbase: High Sides and Bolster Fitted Elevating Platform
	Right or Left Hand Drive: Drop Sides Fitted Crane Fitted
	Driven Wheels: Canopy Fitted Fitted as open frame to carry containers
	Gear Type: Manual *
	Induction: Select a value *

■ For the remaining fields that have not been automatically filled, enter the vehicle details. Take care to ensure you complete the vehicle details correctly, and modify any incorrect information.

↓ Skip the **Vehicle type – Motorcycle** and **Vehicle type – Light Trailer** sections and go to the **Vehicle usage** section on page 29.



# Vehicle type – Motorcycle

→ This section continues from the **Vehicle Details** section above.

When registering a motorcycle and a vehicle type of Motorcycle is selected, the Vehicle screen will change to display different Vehicle Specification fields.

**RTA DEALER ONLINE APPLICATION**

Home | Register New Vehicle | Calculate Rego Charges | Notice of Disposal | Renew Registration | Transfer Registration | Plate Exchange | Transaction Summary Report | Reprint Certificate | Notices | Publications | Forms | Print Microfilm Coversheet | Change Password | Logout

**REGISTER NEW VEHICLE**

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Customer | **Vehicle** | Registration | Payment | Address Details | Confirmation | Print Certificate

Please enter the VIN:  \* (must be 17 chars)

VIN Correction: unaltered vin

VIN Decode Details: WORLD MANUFACTURER ID=KTM MOTORCYCLES, SOURCE IDENTIFIER=MSA, MODEL=HUSABERH FE02, MANUFACTURE INTERNAL CODE=ASSEMBLY LINE, ENGINE=< 21 BHP 4 STROKE, MODEL DESIGN=2011

Vehicle Type:

Engine Number:

Compliance Date: Month  \*

Select Make:  then select

Model/Variant:

Shape:  \*

Main Colour:  \* Other Colour:

Engine Manufacturer:  Engine Capacity:  \*

Number of Cylinders or Rotors:  \* Motive Power:  \*

Tare Weight (Kg):  \* ADR Code:

Wheelbase:  Kilowatt Power:  \*

ADR Code:

Please select a Usage Type:  \*

■ Enter the other vehicle identification information (*Compliance Plate Date, Engine Number and Make*).

↑ For information on locating vehicle models and vehicle identification, refer to those sections for Light Vehicles from page 21.

■ For the remaining fields that have not been automatically filled, enter the vehicle details. Take care to ensure you complete the vehicle details correctly, and modify any incorrect information.

**RTA DEALER ONLINE APPLICATION**

Home | Register New Vehicle | Calculate Rego Charges | Notice of Disposal | Renew Registration | Transfer Registration | Plate Exchange | Transaction Summary Report | Reprint Certificate | Notices | Publications | Forms | Print Microfilm Coversheet | Change Password | Logout

**REGISTER NEW VEHICLE**

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Customer | **Vehicle** | Registration | Payment | Address Details | Confirmation | Print Certificate

Please enter the VIN:  \* (must be 17 chars)

VIN Correction: unaltered vin

VIN Decode Details: WORLD MANUFACTURER ID=KTM MOTORCYCLES, SOURCE IDENTIFIER=MSA, MODEL=HUSABERH FE02, MANUFACTURE INTERNAL CODE=ASSEMBLY LINE, ENGINE=< 21 BHP 4 STROKE, MODEL DESIGN=2011

Vehicle Type:

Engine Number:  \*

Compliance Date: 08  \*

Select Make:  then select

Model/Variant:

Shape:  \*

Main Colour:  \* Other Colour:

Engine Manufacturer:  Engine Capacity:  \*

Number of Cylinders or Rotors:  \* Motive Power:  \*

Tare Weight (Kg):  \* ADR Code:

Wheelbase:  Kilowatt Power:  \*

ADR Code:

↓ Once completed, skip the **Vehicle type – Light Trailer** section and go to the **Vehicle usage** section on page 29.

# Vehicle type – Light Trailer

→ This section continues from the Vehicle Details section above.

A light trailer is defined as a trailer with a Gross Vehicle Mass (GVM) up to and including 4.5 tonnes. When a vehicle type of Light Trailer is selected the vehicle information is refreshed and the trailer details are displayed.

The screenshot shows the 'REGISTER NEW VEHICLE' form with the 'Vehicle' tab selected. The form includes fields for VIN, VIN Correction, VIN Decode Details, Vehicle Type, Compliance Date, Select Make, Model/Variant, Shape, Fitting, Brake Type, Main Colour, Tare Weight (Kg), Wheelbase, ADR Code, Overall Axle Space, Other Colour, and GVM. A 'Validate VIN' button is present. The VIN field contains '6T9T27R11 XXXXXXXXX' and the 'Validate VIN' button is highlighted. The 'Vehicle Type' dropdown is set to 'Light Trailer'. The 'Compliance Date' is set to 'Month' and '2009'. The 'Select Make' dropdown is set to 'Select...'. The 'Model/Variant' button is highlighted. The 'Shape' dropdown is set to 'Select a value'. The 'Fitting' dropdown is set to 'Select a value'. The 'Brake Type' dropdown is set to 'Select a value'. The 'Main Colour' dropdown is set to 'Select a value'. The 'Other Colour' dropdown is set to 'Select a value'. The 'Tare Weight (Kg)' field is empty. The 'Wheelbase' field is empty. The 'ADR Code' field is empty. The 'Overall Axle Space' field is empty. The 'Other Colour' dropdown is set to 'Select a value'. The 'GVM' field is empty. The 'Axle Code' field is empty. The 'Please select a Usage Type' dropdown is set to 'Select a value'. A 'Validate' button is present at the bottom of the form.

■ Enter the other vehicle identification information (*Compliance Plate Date and Make*).

The Model/Variant button will be displayed if the VIN is not associated with additional vehicle manufacturer data.

■ Click on *Model/Variant* button. The *Find a Model Variant for Vehicle* screen is displayed.

## Trailer models and variants

The screenshot shows the 'FIND A MODEL VARIANT FOR VEHICLE' screen. The 'Vehicle Make' dropdown is set to 'AMTRAY TRAILERS'. The 'Search Method' dropdown is set to 'Enter a model name or partial'. The 'Find' and 'Cancel' buttons are visible.

■ Follow the steps below to search for the model and variants of the vehicle.

■ Select the make of the vehicle (if not already selected) by entering the name in the *Vehicle Make* field or click on the down arrow to select from the drop-down list.

■ Click on the down arrow to select search method for either *model name/partial* or *model code*. These are available on the specification sheet (also known as an RVD - Road Vehicle Descriptor) available from RMS Technical Enquiries on 1300 137 302.

- Enter the details and click on the *Find* button. A list of all available models matching the search criteria is displayed.

## Trailer model identification

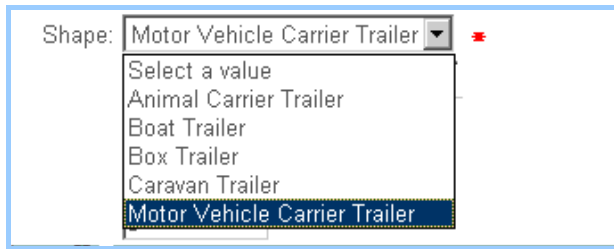
Model Code	Variant	Variant Desc	Shape	Tare	
BIKE05A	BIKE TRAILER	BIKE TRAILER	VCT	0	Select

**NOTE:** The specification sheet provides the certifying information needed for the vehicle. If certifying information is not available, the vehicle will have to have a blue slip (or e-AUVIS) inspection before the registration can be established. You will then have to take the paperwork to your controlling registry.

- Select the model from the list. The model details are displayed in the relevant fields in the *Vehicle* screen.

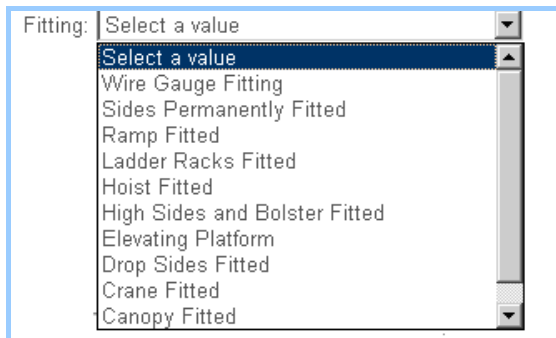
- Enter the vehicle details in the remaining fields.

- Click on the down arrow and select the vehicle shape from the drop-down list.

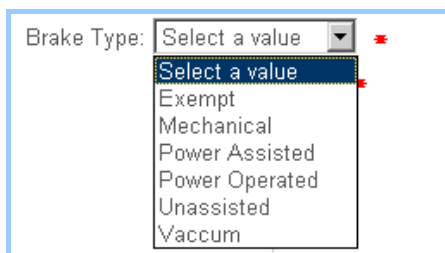


**NOTE:** The availability of Trailer Shapes is currently limited to Animal Carrier Trailer (ACT), Boat Trailer (BTT), Box Trailer (BXT), Caravan Trailer (CVT), and Motor Vehicle Carrier Trailer (VCT). Registration for all other Trailer Shapes will need to be completed at your controlling registry.

- Click on the down arrow and select the vehicle fitting (if applicable) from the drop-down list.



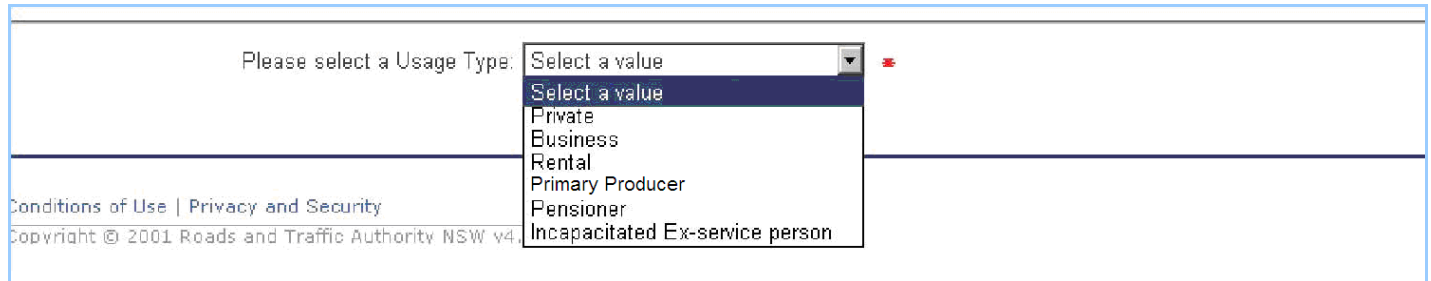
- Click on the down arrow and select the vehicle brake type from the drop-down list.



## Vehicle usage

→ This section continues on from the **Vehicle type – Light Vehicle**, **Vehicle type – Motorcycle**, and **Vehicle type – Light Trailer** sections.

- For the *Please select a Usage Type* field select the appropriate customer's usage type from the drop-down list.



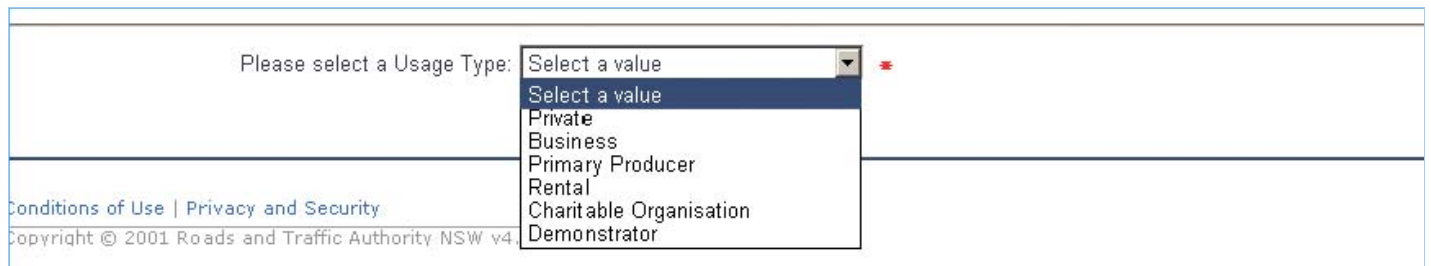
Please select a Usage Type:  \*

- Select a value
- Private
- Business
- Rental
- Primary Producer
- Pensioner
- Incapacitated Ex-service person

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v4.

If you are registering a vehicle for *A Person* select one of the options on the drop-down list:

- Private
- Business
- Rental
- Primary Producer
- Pensioner
- Incapacitated Ex-service person



Please select a Usage Type:  \*

- Select a value
- Private
- Business
- Primary Producer
- Rental
- Charitable Organisation
- Demonstrator

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v4.

If you are registering the vehicle for an *Incorporated Organisation* select from the options:

- Private
- Business
- Primary Producer
- Rental
- Charitable Organisation
- Demonstrator

- Selecting *Primary Producer* will display a list of the evidence required for this usage type. You must ensure you have all the required evidence before ticking the confirmation box.
- Selecting *Pensioner* will require Centrelink details to be entered. The customer must be identified as a pensioner in the RMS system and be eligible for the concession. You must ensure you have all the required evidence before ticking the confirmation box.
- Selecting *Incapacitated Ex-service person* will require Department of Veterans' Affairs pension details to be entered. The customer must be identified as a pensioner in the system and be eligible for the concession. You must ensure you have all the required evidence before ticking the confirmation box.
- Selecting *Rental* (a motor vehicle, which is let for hire without a driver) will not require any evidence.

- Selecting *Charitable Organisation* will display the evidence required for this usage type. You must ensure you have all the required evidence before ticking the confirmation box. See example below.

Please select a Usage Type: Charitable Organisation \*

**Evidence Required**

Documentation needs to be provided to the RTA confirming charity eligibility.  
Examples of required documentation are:

1. Office of State Revenue letter
2. Australian Taxation Office - Endorsement as an income tax exempt charitable entity
3. Office of Charities, Department of Gaming and Racing - Authority to fundraise for charitable purposes

Please confirm evidence and attach document(s) to the application for registration.

Validate

- Selecting *Demonstrator* will display the evidence required for this usage type. You must ensure you have all the required evidence before ticking the confirmation box. See example below.

Please select a Usage Type: Demonstrator \*

**Evidence Required**

A completed demonstrator exemption authority must be provided.

Please confirm evidence and attach document(s) to the application for registration.

Validate

- Once all details have been entered click *Validate* and the **Registration Details** screen will appear.

# Registration details

If you want to transfer the customer's existing number plates to the new vehicle, you need to use the Plate Transfer option. The plate transfer can only be done if the new vehicle is being registered in the same name and same customer number as the customer's existing registered vehicle.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 15 September 2011

Home

**REGISTER NEW VEHICLE**

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Customer Vehicle **Registration** Payment Address Details Confirmation Print Certificate

If you want to transfer the customers existing plate to this new vehicle please click [Plate Transfer](#)

Please make a selection from the Green Vehicle Guide to proceed. [Green Vehicle Guide](#)

Is the vehicle part of a common expiry date fleet?  No  Yes

Suburb Sold: SYDNEY \*

Plate Number: \*

Registration Start Date: 15/09/2011 \* (dd/mm/yyyy)

Registration Period: Select a value \*

Market Value (\$): \*

Insurer: Select a value \*

CTP Number: \*

Check Digit: \*

[Calculate Charges](#)

■ Click on the *Plate Transfer* link.

↓ This takes you to a new series of screens. Go to the **Plate Transfer Option** section on page 43.

↓ If you are not transferring the customer's plates and the vehicle is a *Motorcycle or Light Trailer*, skip to the **Common expiry date fleet** section on page 32.

If you are not transferring the customer's plates and the vehicle is a *Light Vehicle* continue to the *Green Vehicle Guide* section immediately below.



## Green Vehicle Guide

The *Green Vehicle Guide* is used by RMS to monitor the environmental performance of new vehicles registered in NSW. The guide uses information from vehicle manufacturers collected by the Australian Greenhouse Office. Greenhouse ratings are based on government test standards for measuring and regulating motor vehicle exhaust emissions.

**NOTE:** The Green Vehicle Guide is for light vehicles (ie 4.5 tonnes of GVM or less) and NOT motorcycles or light trailers.

- Click on the *Green Vehicle Guide* button.
- Select the model of the vehicle you are registering from the list.

Select	Model/Variant/Description	Body shape	Trans & engine	Fuel type
<input type="radio"/>	AURION 2006	SEDAN	AUTO 6speed 3.5L 6CYL	PETROL
<input type="radio"/>	AURION NULL NULL 2009	SEDAN	AUTO 6speed 3.5L 6CYL	PETROL
<input type="radio"/>	No match found.			

- If the model is not displayed, then select *No Match Found*.
- Once you have made the selection, click on *Continue*.

This takes you back to the **Register new vehicle – vehicle details** screen where you will continue to add information, starting with whether the vehicle is part of a common expiry date fleet – see page 32.

## Common expiry date fleet

- If the customer has a common expiry date (CED) fleet and wants to register the vehicle as part of that CED fleet, select the *Yes* option to display the *Common Expiry Date* field.

- Select the appropriate CED from the drop-down list.
- Fill in *Suburb sold* – the suburb where your dealership is based.
- Fill in *Plate number* – either a personalised plate number or a general stock plate.
- Fill in *Registration start date* – either the current date or it can be back-dated up to seven days to the day that the vehicle was sold or given an interim label.
- Fill in *Registration period* – private customers can only register for one year (nominated fleet owners are able to register for long-term registration for two or three years).
- Fill in *Market value (\$)* – sale price or market value, which ever is higher.



- Fill in *Insurer* – the name of the compulsory third party (CTP) green slip insurer.
  - Fill in *CTP number* – the CTP policy number.
  - Fill in the *Check Digit* – this is the CTP check digit from the CTP policy.
  - Once all the fields are completed click on the *Calculate Charges* button.
- The Schedule of Charges will be displayed. It will show either a fee payable or a refund due.
- For fee payable refer to the **Calculation with a fee** section on the following page.
- ▼ For a refund due skip to the **Calculation with a refund** section on page 35.

## Calculation with a fee

If a fee is payable, the list of charges will appear at the bottom of the screen.

[GLOSSARY](#) / [CONTACT US](#) / [HELP](#) / Thursday, 15 September 2011

- Home
- Register New Vehicle
- Register Vehicle with e-AUVIS inspection
- Calculate Rego Charges
- Notice of Disposal
- Renew Registration
- Transfer Registration
- Plate Exchange
- Transaction Summary Report
- Reprint Certificate
- Notices
- Publications
- Forms
- Print Microfilm Coversheet
- Change Password
- Logout

### REGISTER NEW VEHICLE

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Customer
Vehicle
Registration
Payment

If you want to transfer the customers existing plate to this new vehicle please click [Plate Transfer](#)

Please make a selection from the Green Vehicle Guide to proceed. Green Vehicle Guide

The vehicle selected from the Green Vehicle Guide is: AURION NULL NULL 2009 SEDAN AUTO 6speed 3.5L 6CYL PETROL

Is the vehicle part of a common expiry date fleet?  No  Yes

Suburb Sold:  \*

Plate Number:  \*

Registration Start Date:  \* (dd/mm/yyyy)

Registration Period:  \*

Market Value (\$):  \*

Insurer:  \*

CTP Number:  \*

Check Digit:  \*

Calculate Charges

REGISTRATION FEE: **\$57**

MOTOR VEHICLE TAX: **\$607**

ORIGINAL YELLOW - TR: **\$39**

STAMP DUTY: **\$1155**

**TOTAL CHARGES: \$1858**

Ready for Payment

The fees are made up of:

- The registration fee – a fixed fee to register the vehicle.
  - Motor vehicle tax – varies based on the vehicle specification.
  - Plate issue fees – vary depending on the plate types.
  - Ad valorem stamp duty – for a passenger vehicle worth up to \$45,000 is based on three per cent of the market value or sale price, whichever is higher. The rate of stamp duty for a vehicle worth over \$45,000 is approximately five per cent (refer to page 112 for a full explanation of stamp duty and how it is calculated).
  - *Total charges* is the total of the fees.
- Click on the *Ready for Payment* button to continue.

# Payment details

DOL transactions must be paid by credit card. Valid cards are American Express, Diners Club, MasterCard and Visa.

The screenshot shows the RTA Dealer Online Application interface. The main heading is "REGISTER NEW VEHICLE". A sidebar on the left lists various options like "Home", "Register New Vehicle", "Calculate Rego Charges", etc. The main content area is divided into tabs: "Customer", "Vehicle", "Registration", "Payment", "Address Details", "Confirmation", and "Print Certificate". The "Payment" tab is active, displaying registration details for a Toyota Auris. Below this, the "Payment Details" section includes logos for VISA, MasterCard, Diners Club, and American Express. It contains input fields for "Credit card number", "Expiry date" (with month and year dropdowns), and "Card verification code". A "Pay and Register" button and a "Cancel" button are at the bottom of the form.

VIN: 6T9P01S09B0XXXXX  
Make and Model/Variant: TOYOTA AURI06A JETGKQ GSV40R-JETGKQ  
Plate Number: ATC109  
Registered in the name of: AMATA SENG  
Registration start date: 15/09/2011  
Registration Period: 1 Year  
Total Payable: \$1858

**Payment Details**  
Accepted credit cards:   
Credit card number:  \*  
Expiry date: Month  Year  \*  
Card verification code:  (click [here](#) for help) \*





Please check payment details before registering this vehicle.

- This is your last chance to withdraw from the transaction – click on *Cancel* to leave the transaction.
- Enter the *Credit card number* for your dealership.
- Enter the *Expiry date* of the card using the drop-down lists (these fields may be automatically filled if credit card details have already been used in your session).
- Enter the *Card verification code* (CVC). Click on the *help* link to find out more about the card verification code - where it is found and what it is for. If you can't provide a card verification code you will be prevented from continuing the transaction.
- Once you have entered the correct information click on the *Pay and Register* button.

The screen will tell you that the vehicle has been registered and will display the receipt number and transaction amount in the bottom left-hand corner.

## Receipt for payment

The partial screen shot shows how the system displays that the vehicle has been registered.

Transfer Registration	Registration start date: 15/09/2011
Plate Exchange	Registration Period: 1 Year
Transaction Summary Report	Total Payable: \$1858
Reprint Certificate	<b>Payment Details</b>
Notices	Accepted credit cards:    
Publications	Credit card number: 4200478062071234 *
Forms	Expiry date: 05   2015 *
Print Microfilm Coversheet	Card verification code: ●●● (click <a href="#">here</a> for help) *
Change Password	Thank you. The vehicle has been registered.
Logout	The receipt number is: 212189682
	The transaction amount is: \$1858
	<input type="button" value="Continue"/>

- Record the receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

**IMPORTANT:** You must now click on the *Continue* button to ensure that customers will receive their registration papers. This will take you to the **Address details** screen where some details can be changed before you print a receipt.

- ↓ Skip the **Calculation with a refund** section and go to the **Address details** section on page 37.

## Calculation with a refund

→ This section continues from the Common Expiry Date fleet section above.

**HTA** DEALER ONLINE APPLICATION GLOSSARY CONTACT US HELP Thursday, 23 April 2009

**REGISTER NEW VEHICLE**

Use this to register light vehicles (i.e. 4.5 tonnes GVM or less) and motorcycles. You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

**Calculator** | **Vehicle** | **Registration** | **Payment** | **Address Details** | **Confirmation** | **Print Certificate**

If you want to transfer the customers existing plate to this new vehicle please click [Plate Transfer](#)

Please make a selection from the Green Vehicle Guide to proceed.

Is the vehicle part of a common expiry date fleet?  No  Yes

Common Expiry Date: 1/2

Suburb Sold: SYDNEY \*

Plate Number: ##M002 \*

Registration Start Date: 01/06/2009 \* (ddmm/yyyy)

Registration Period: 1 Year \*

Market Value (\$): 10000 \*

Insurer: NRMA \*

CTP Number: 1234567891 \*

Check Digit: 4 \*

REGISTRATION FEE: \$13  
MOTOR VEHICLE TAX: \$29  
REF PP YELLO-ANNUAL: \$-378  
AD-VALOREM STAMP DUT: \$15

**TOTAL CHARGES: \$-321**

Conditions of Use | Privacy and Security  
Copyright © 2009 Roads and Traffic Authority NSW v4.11.2

If a refund is due, the list of charges will appear at the bottom of the screen. The refund is calculated from:

- The *registration fee* – a fixed fee to register the vehicle.
- *Motor vehicle tax* – varies based on the vehicle specification.
- *Plate issue fees* – vary depending on the plate types (in the example below *ref pp yellow-annual* is a code for a type of plate).
- *Ad valorem stamp duty* – for a passenger vehicle worth up to \$45,000 is based on three per cent of the market value or sale price, whichever is higher. The rate of stamp duty for a vehicle worth over \$45,000 is approximately five per cent (see the questions and answers on page 112 for a full explanation of stamp duty and how it is calculated).



REGISTRATION FEE: \$13  
MOTOR VEHICLE TAX: \$29  
REF PP YELLO-ANNUAL: \$-378  
AD-VALOREM STAMP DUT: \$15  
**TOTAL CHARGES: \$-321**

Confirm

Conditions of Use | Privacy and Security  
Copyright © 2001 Roads and Traffic Authority NSW v4.11.2

- *Total charges* is the total of the refund.

Where the schedule of charges is a refund, the number will have a minus sign in front of it (for example: \$-321). This means RMS owes the customer that amount.

■ Click on the *Confirm* button to continue.

A confirmation screen will appear.



DEALER ONLINE APPLICATION

REGISTER NEW VEHICLE

Use this to register light vehicles (ie. 4.5 tonnes GVM or less) and motorcycles. You must ensure adequate Proof of Identity checks are performed.  
■ All fields with this symbol are mandatory.

Customer Vehicle Registrations Payment Address Details Confirmation Print Gateway

VIN: 123456789123456789  
Make and Model/Variant: FORD FALCON FAIRMA2 FAIRMONT GBA SERIES B  
Plate Number: #8002  
Registered in the name of: JOHN SAMPLE  
Registration start date: 01/06/2009  
Registration Period: 1 Year  
Refund: \$321

Confirm Cancel

Check all the vehicle details.

■ If the details are not correct, click on *Cancel* – if you cancel you will be taken back to first screen of **Register new vehicle**.

**IMPORTANT:** If the details are correct, click on the *Continue* button to ensure that customer will receive their registration papers.

**NOTE:** *Refund payable* by RMS will be shown on the Transaction Summary Report as a negative amount within brackets.

## Record of refund

The vehicle has been registered.

The screenshot shows the 'REGISTER NEW VEHICLE' page in the RTA Dealer Online Application. The page includes a navigation menu on the left with options like Home, Register New Vehicle, Calculate Rego Charges, Notice of Disposal, Transfer Registration, Plate Exchange, Transaction Summary Report, Reprint Certificate, Notices, Publications, Forms, Print Motorist Coversheet, Change Password, and Logout. The main content area displays registration details for a vehicle with VIN 12345678912341000X, Make and Model/Variant FORD FALCON FAIRMZ FAIRMONT GHIA SERIES II, Plate Number xxx002, Registered in the name of JOHN SAMPLE, Registration start date 01/06/2009, Registration Period 1 Year, and Refund \$324. A message states 'Thank you, The vehicle has been registered. The receipt number is: 123456789' with a 'Continue' button. The footer contains 'Conditions of Use | Privacy and Security' and 'Copyright © 2003 Roads and Traffic Authority NSW v4.11.3'.

- Record the receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

**IMPORTANT:** You must now click on the Continue button to ensure the customer will receive their registration papers. This will take you to the **Address details** screen where some details can be changed before you print a receipt.

## Address details

→ From the Receipt for payment and Calculation of refund sections.

The DOL application only allows changes to the *Garaging address*. Changes to the garaging address should only be done if authorised by the customer. The primary, mailing and garaging address details of the customer will be only displayed after paying and registering the vehicle.

The screenshot shows the 'REGISTER NEW VEHICLE' page in the RTA Dealer Online Application, specifically the 'Address Details' section. The page includes a navigation menu on the left with options like Home, Register New Vehicle, Register Vehicle with e-AUVIS inspection, Calculate Rego Charges, Notice of Disposal, Renew Registration, Transfer Registration, Plate Exchange, Transaction Summary Report, Reprint Certificate, and Notices. The main content area displays address details for a customer named AMATA SENG. The Primary Address is LEVEL 10, 101 MILLER ST, NORTH SYDNEY NSW 2060. The Mailing Address is 160-162 ELIZABETH ST, SYDNEY NSW 2000. The Garaging Address is Same as Primary Address, with a 'Change' button and a note '(Must be a NSW address)'. A 'Continue' button is also present. The footer contains 'Conditions of Use | Privacy and Security' and 'Copyright © 2003 Roads and Traffic Authority NSW v4.11.3'.

- Check the address details.

The *Mailing address* will default to the *Primary address* if no mailing address is recorded.

The *Fleet/Lease Managers postal address* will be displayed as the mailing address if selected in the *Customer Details* screen (at the beginning of the process).

The *Garaging address* will default to the *Primary address* and can be changed if required.

- Click on the *Change* button to change the garaging address if requested by the customer.
- Click on *Continue* if not changing the garaging address.
- ↓ If not changing the garaging address go to the **Confirmation page** section on page 41.

## Change garaging address

Information in this screen must be accurately entered. The addresses are referenced from Australia Post to prevent fraudulent addresses being used.

- Select the *Unit Type* from the drop-down list.
- Enter the *Unit Number*, *Property Name* (if supplied), the *Street Number* and *Street Name*.


The screenshot shows the 'Change Garaging Address' form. On the left is a navigation menu with items like 'Notice of Disposal', 'Renew Registration', 'Transfer Registration', 'Plate Exchange', 'Transaction Summary Report', 'Reprint Certificate', 'Notices', 'Publications', 'Forms', 'Print Microfilm Coversheet', 'Change Password', and 'Logout'. The main form area has the title 'Change Garaging Address' and a list of fields: 'Unit Type' (dropdown), 'Unit Number' (text), 'Property Name' (text), 'Street Number' (text), 'Street Name' (text), 'Street Type' (dropdown), 'Street Suffix' (text), 'Suburb' (text), 'PostCode' (text), and 'State' (text). A dropdown menu is open over the 'Unit Type' field, showing a list of options: 'Select..', 'Allotment', 'Apartment', 'Basement', 'Cottage', 'Duplex', 'Factory', 'Farm', 'Flat', 'Floor', 'Ground floor', 'Kiosk', 'Level', 'Lower ground floor', 'Mail box with street address', 'Maisonette', 'Marine berth', 'Mezzanine', 'Office', 'Penthouse', 'Room', 'Shed', and 'Shop'. At the bottom right of the form are 'Search' and 'Cancel' buttons. At the bottom left, there is a link for 'Conditions of Use | Privacy and Security' and a copyright notice 'Copyright © 2001 Roads and Traffic Services Australia'.

The screenshot shows the 'Change Garaging Address' form with the following fields filled in: 'Unit Type' is set to 'Apartment', 'Unit Number' is '18', 'Property Name' is 'City View Apartments', 'Street Number' is '175', 'Street Name' is 'Pacific', 'Street Type' is 'Select..', 'Street Suffix' is empty, 'Suburb' is empty, 'PostCode' is empty, and 'State' is 'NSW'. The 'Search' button is highlighted. At the bottom of the form are 'Confirm Change' and 'Cancel' buttons. The navigation menu on the left is the same as in the previous screenshot.

- Select the *Street Type* from the drop-down list.
- Enter the *Street Suffix* (this is usually North, South, East, West, Laneway, etc).
- Select the customer's *Suburb* by clicking on the *Search* button to find the suburb on the database.

## Find a suburb

The *Find A Suburb* screen will appear (**NOTE:** only part of the screen is shown below).



**FIND A SUBURB**

To find a suburb please enter the suburb name and/or postcode.

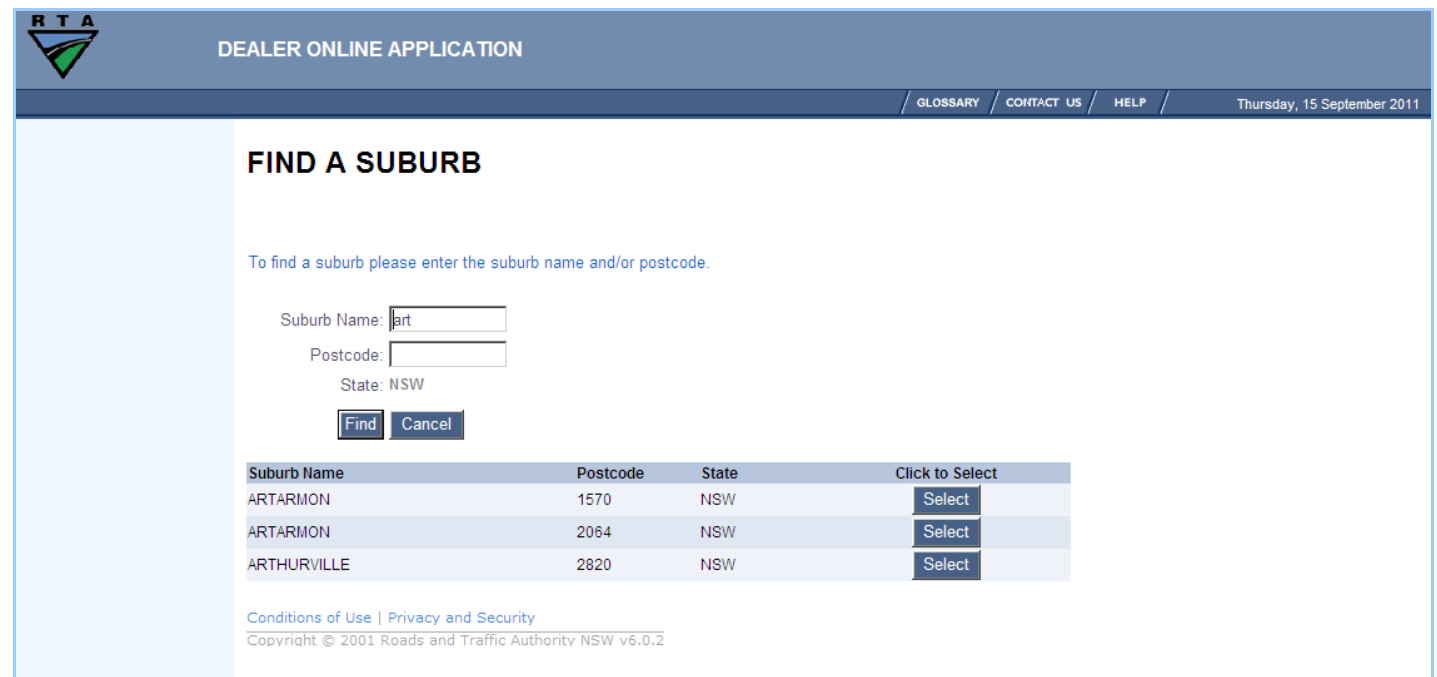
Suburb Name:

Postcode:

State: NSW

- Enter the *Suburb Name* and/or *Postcode* and click on the *Find* button.

The first 10 suburbs matching the entry will be displayed. If the suburb is not in the list, you will need to perform a more detailed search by entering the full suburb name or suburb name and postcode.



**FIND A SUBURB**

To find a suburb please enter the suburb name and/or postcode.

Suburb Name:

Postcode:

State: NSW

Suburb Name	Postcode	State	Click to Select
ARTARMON	1570	NSW	<input type="button" value="Select"/>
ARTARMON	2064	NSW	<input type="button" value="Select"/>
ARTHURVILLE	2820	NSW	<input type="button" value="Select"/>

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- Click the *Select* button beside the correct suburb.



The new garaging address will appear on the **Change Garaging Address** page.

The screenshot shows the 'REGISTER NEW VEHICLE' page with the 'Change Garaging Address' step selected. The page header includes the RTA logo, 'DEALER ONLINE APPLICATION', and navigation links for GLOSSARY, CONTACT US, and HELP. The date is Thursday, 15 September 2011. A sidebar on the left lists various services like Home, Register New Vehicle, and Renew Registration. The main content area has a breadcrumb trail: Customer > Vehicle > Registration > Payment > Address Details > Confirmation > Print Certificate. The 'Change Garaging Address' form contains the following fields: Unit Type (Apartment), Unit Number (18), Property Name (City View Apartments), Street Number (175), Street Name (Pacific), Street Type (HIGHWAY), and Street Suffix. Below these are Suburb (ARTARMON), PostCode (2064), and State (NSW). There are 'Search', 'Confirm Change', and 'Cancel' buttons.

■ Select the *Confirm Change* button.

The new garaging address details will be displayed in the **Address details** page.

The screenshot shows the 'REGISTER NEW VEHICLE' page with the 'Address Details' step selected. The breadcrumb trail is: Customer > Vehicle > Registration > Payment > Address Details > Confirmation > Print Certificate. The 'Address Details' section displays the following information: Customer Name: AMATA SENG; Primary Address: LEVEL 10, 101 MILLER ST, NORTH SYDNEY NSW 2060; Mailing Address: 160-162 ELIZABETH ST, SYDNEY NSW 2000; Garaging Address: APT 18 CITY VIEW APARTMENTS, 175 PACIFIC HWY, ARTARMON NSW 2064. There is a 'Change' button next to the Garaging Address and a 'Continue' button at the bottom. A note states '(Must be a NSW address)'. The sidebar and page header are identical to the previous screenshot.

■ You may modify the *Garaging address* again by clicking on the *Change* button.

■ Once you have checked the addresses, select *Continue*. You can no longer modify the garaging address details. This will be shown on the Certificate of Registration.



# Confirmation page

→ The *Confirmation Details* will now appear.

The screenshot shows the RTA Dealer Online Application interface. The top navigation bar includes the RTA logo, the text 'DEALER ONLINE APPLICATION', and links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Thursday, 15 September 2011' is displayed in the top right. A left-hand menu contains various options such as 'Home', 'Register New Vehicle', 'Calculate Rego Charges', and 'Logout'. The main content area is titled 'REGISTER NEW VEHICLE' and includes a sub-header 'The transaction has been processed successfully.' Below this, there are four tabs: 'Customer', 'Vehicle', 'Registration', and 'Payment'. The 'Registration' tab is active, showing 'Confirmation' details. The details are organized into four sections: Customer Details, Registration details, Vehicle details, and Payment details. A 'Continue' button is located at the bottom of the confirmation area.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 15 September 2011

Home

**REGISTER NEW VEHICLE**

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

The transaction has been processed successfully.

**Customer Details**

Customer name: AMATA SENG  
Address: APT 18 CITY VIEW APARTMENTS  
175 PACIFIC HWY  
ARTARMON NSW 2064  
Customer number: 45151063  
Certificate postal address: 160-162 ELIZABETH ST  
SYDNEY NSW 2000  
Fleet manager's name: N/A

**Registration details**

Plate number: ATC109  
Registration start date: 15/09/2011  
Registration period: 1 Year  
Common expiry date: N/A  
Usage: BUSG  
Insurer: 34  
Insurer A/C: 1212121212

**Vehicle details**

Compliance date: 06/2011  
Make: TOYOTA  
Model: AUR106A  
Variant: JETGKQ  
Shape: SED  
Colour: White  
Engine capacity: 3456  
VIN/Chassis number: 6T9P01S09B0XXXXX  
Tare weight: 1575  
Engine number: S09B05KT021

**Payment details**

Receipt number: 212189682  
Payment date: 15/09/2011  
REGISTRATION FEE: \$57  
MOTOR VEHICLE TAX: \$607  
ORIGINAL YELLOW - TR: \$39  
STAMP DUTY: \$1155  
Transaction total: \$1858

You may print this page as confirmation of your transaction or [click here](#) for a printer friendly version.

Continue

- To print the Confirmation Details, press *click here*.
- **IMPORTANT:** You must click on the *Continue* button to ensure the customer will receive their registration papers. Proceed to the *Print Certificate* screen.

## Print version of confirmation page

The screenshot shows the RTA Dealer Online Confirmation Details page. The top navigation bar includes the RTA logo and the text 'DEALER ONLINE - CONFIRMATION DETAILS'. The main content area is titled 'The transaction has been successfully completed.' Below this, there are four sections: Customer Details, Registration details, Vehicle details, and Payment details. The details are organized into four sections: Customer Details, Registration details, Vehicle details, and Payment details.

**DEALER ONLINE - CONFIRMATION DETAILS**

The transaction has been successfully completed.

**Customer Details**

Customer name: JOHN SAMPLE  
Address: SAMPLEADDRESS 1  
12 SAMPLE STREET  
SYDNEY NSW 2000  
Customer number: 12345678  
Certificate postal address: SAMPLEADDRESS 2  
SAMPLE PO BOX  
SYDNEY NSW 2000  
Fleet manager's name: FCAI LEASED CED PTY LTD PTY LTD

**Registration details**

Plate number: ###002  
Registration start date: 01/09/2009  
Registration period: 1 Year  
Common expiry date: N/A  
Usage: PRIV  
Insurer: 34  
Insurer A/C: 1234567891

**Vehicle details**

Compliance date: 03/2009  
Make: FORD  
Model: FALC90A  
Variant: FAIRM2  
Shape: SED  
Colour: Black  
Engine capacity: 2450  
VIN/Chassis number: 12345678912340000  
Tare weight: 1510  
Engine number: 123456789

**Payment details**

Receipt number: 123456789  
Payment date: 01/09/2009  
REGISTRATION FEE: \$52  
MOTOR VEHICLE TAX: \$341  
S YELLOW-ISSUE FEE: \$37  
STAMP DUTY: \$300  
Transaction total: \$730

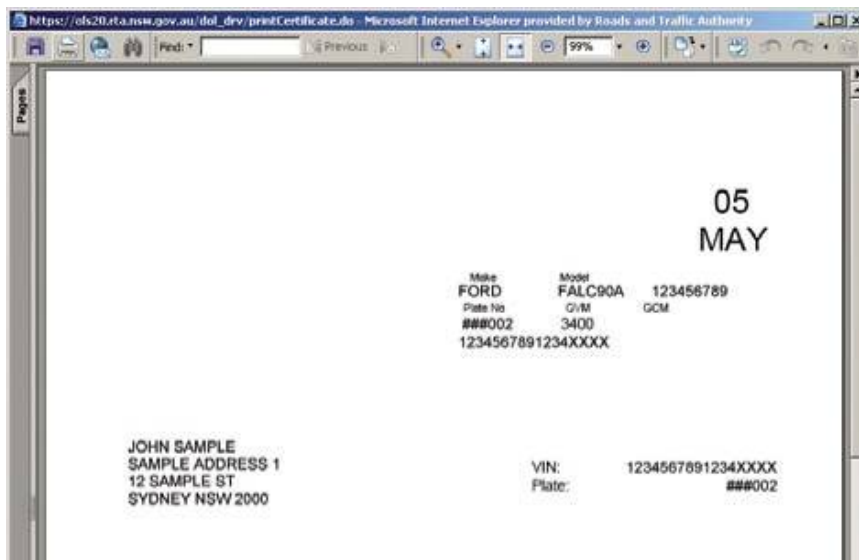
- To print the *Confirmation Details*, use your browser menu settings to select *File* and then *Print*. Once printing is complete, close the window by clicking on the close button (the cross button) in the top right-hand corner.

# Print Certificate of Registration – new vehicle

→ This screen allows you to enter the Certificate Label's expiry year and print the new registration certificate. It also gives you the option of having RMS create and post the certificate to the customer.

**NOTE:** Printing the registration label is explained in detail in Appendix A.

- Enter the label's Expiry Year into the field (for details of the Registration Label refer to Appendix A).
- Load the certificate into the printer tray so that it is correctly placed to print (see Appendix A for advice).
- Press the *Print Certificate* button to generate the information needed to print onto the registration certificate. This will be opened by the Adobe Reader.



The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
  - Once printed click on the window close button in the top right-hand corner to return to DOL.
  - Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like RMS to create and post the certificates directly to the customer.
- If you have another vehicle to register for this customer click on the *Yes* button after *Do you have another vehicle to register for the same customer number?*
  - If you have another transaction click on it in the left-hand menu.
  - If you have finished transactions for your dealership click on *Logout* in the left-hand menu.

# Plate transfer option

→ This section covers the option of transferring plates from a customer's existing vehicle to a new vehicle. It follows on from the Registration details section and once completed it takes you back to the **Green Vehicle Guide** section on page 32.

- Enter the *Customer's Existing Plate Number*.
- Enter the *Customer Name*. **TIP:** You only need to enter the first three characters of the surname or company name.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 15 September 2011

Home

## REGISTER NEW VEHICLE

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

### PLATE TRANSFER

Use this to transfer the customers existing plate to the new vehicle. [Back to Registration Details](#)

Plate Details

Customers Existing Plate Number:  \*

Customer Name:  \*

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- If the information is correct click *Validate*.

If the plate number and customer are correct a new field appears for the *Replacement Plate* as well as the *Full Customer Name*. Your dealership will use a general issue plate to replace the plate that is being transferred.

If you entered incorrect information DOL will not let you proceed until correct information is entered. If there is a problem, call the DRIVES Help Desk on 1300 13 11 72.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 15 September 2011

Home

## REGISTER NEW VEHICLE

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.  
\* All fields with this symbol are mandatory.

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

### PLATE TRANSFER

Use this to transfer the customers existing plate to the new vehicle. [Back to Registration Details](#)

Plate Details

Customers Existing Plate Number: ATC103 \*

Customer Name: SEN \*

Full Customer Name: AMATA SENG

Replacement Details

Replacement Plate Number:  \*

**i** Validation is successful. Please continue.

- Add the replacement plate details to the *Replacement Plate* field (eg using the details of a general issue stock plate held at your dealership).

- Click *Validate*.

The replacement fee amount will be displayed along with credit card payment fields.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY / CONTACT US / HELP / Thursday, 15 September 2011

Home

**REGISTER NEW VEHICLE**

Use this to register light vehicles up to 4.5 tonnes GVM or less, motor cycles, or light trailers up to 4.5 tonnes GVM or less.

\* All fields with this symbol are mandatory.

! Validation is successful. Please continue.

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

**PLATE TRANSFER** [Back to Registration Details](#)

Use this to transfer the customers existing plate to the new vehicle.

**Plate Details**

Customers Existing Plate Number: ATC103 \*

Customer Name: SEN \*

Validate

Full Customer Name: AMATA SENG

**Replacement Details**

Replacement Plate Number: ATC110 \*

Validate

The replacement fee is \$39

**Payment Details**

Accepted credit cards:

Credit card number: 4200478062071234 \*

Expiry date: 05 2015 \*

Card verification code: ●●● (click [here](#) for help) \*

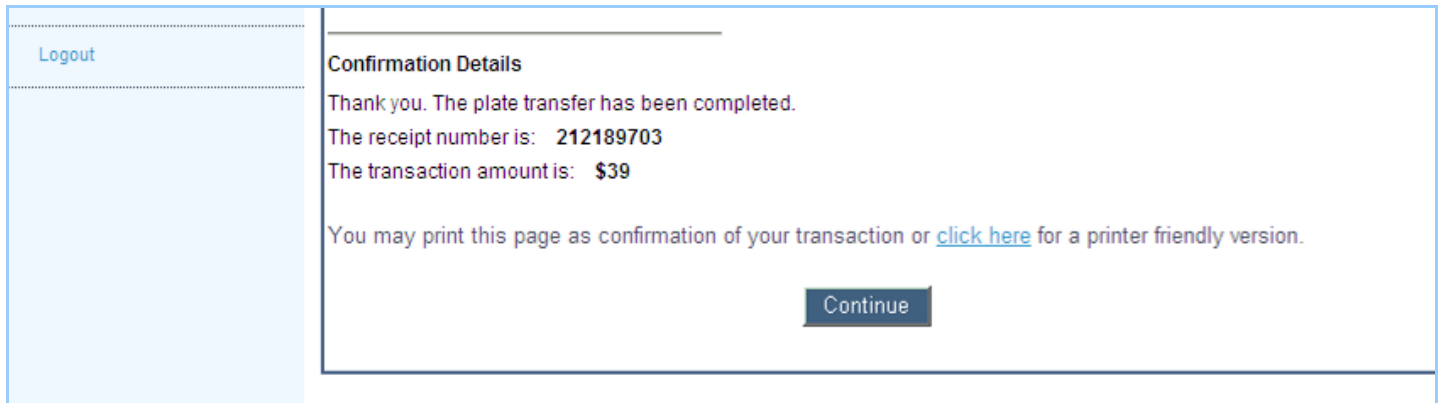
Pay and Transfer Plate

DOL plate transfers must be paid by credit card. Valid cards are Mastercard, Diners Club, Visa and American Express.

- Enter the *Credit card number* of your dealership.
- Enter the *Expiry date* of the card using the drop-down lists (these fields may be automatically filled if credit card details have already been used in your session).
- Enter the *Card verification code* (CVC). Click on the *help* link to find out more about the card verification code – where it is found and what it is for. If you can't provide a card verification code you will be prevented from continuing the transaction.
- Once you have entered the correct information click on the *Pay and Transfer Plate* button.

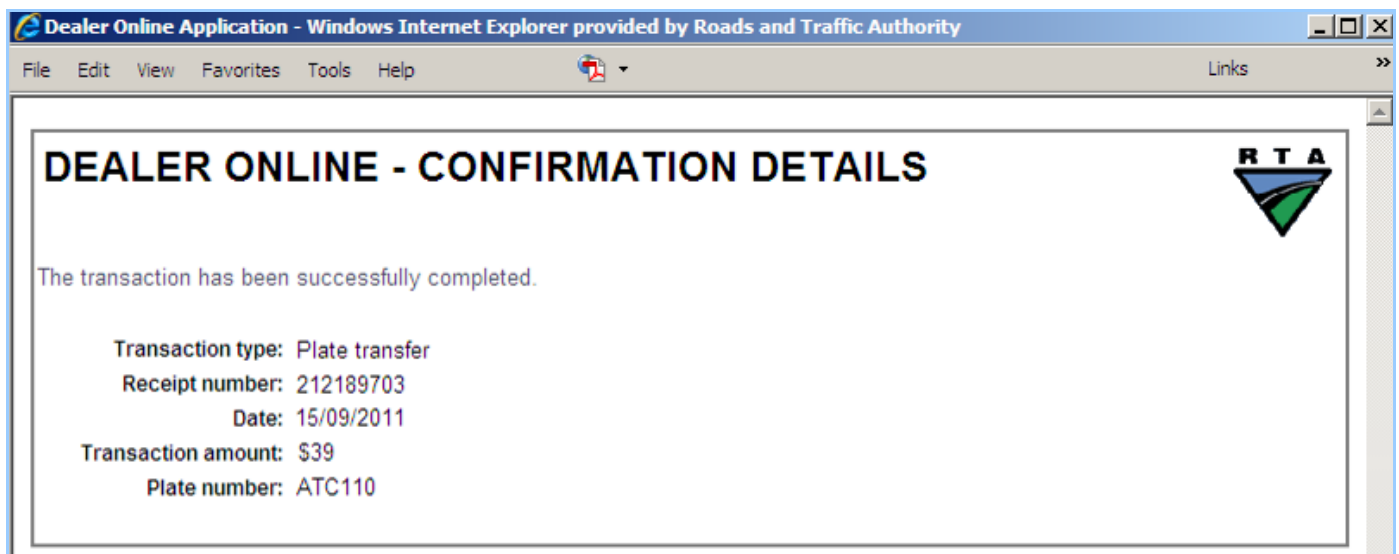
## Confirmation page

The screen will provide confirmation details showing that your plate transfer has been completed and will display the receipt number and transaction amount in the bottom left-hand corner (as shown below).



- Record the receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.
- To print the *Confirmation Details*, press [click here](#).
- **IMPORTANT:** You must now click on the *Continue* button to ensure the customer will receive their registration papers. Proceed to the *Print Certificate* screen.

## Print confirmation page



- To print *Confirmation Details* use your browser menu settings to select *File* and then *Print*. Once printing is complete close the window by clicking on the close button (the cross button) in the top right-hand corner.
- Press the *Continue* button to proceed to the *Print Certificate* screen.

## Print Certificate of Registration

This screen allows you to enter the Certificate Label's expiry year and print the new registration certificate. It also gives you the option of having RMS create and post the certificate to the customer.

A new Certificate of Registration and label is required for the customer's existing vehicle after a plate transfer is completed.

**NOTE:** Printing the registration label is explained in detail in Appendix A.

- Enter the label's Expiry Year into the field (for details of the Registration Label refer to Appendix A).
- Load the certificate into the printer tray so that it is correctly placed to print (see Appendix A for advice).
- Press the *Print Certificate* button to generate the information needed to print onto the registration certificate.



The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.
- Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like the RTA to create and post the certificates directly to the customer.
- ↑ Now return to **Green Vehicle Guide** Section of *Register new vehicle* transaction on page 32 to continue.

# Register vehicle with e-AUVIS inspection

Using Dealer Online, motor dealers can establish registration for second-hand light vehicles, motorcycles, or light trailers. An e-AUVIS report (or 'electronic blueslip') is required, and is supplied by an inspector from an Authorised Inspection Station, and is electronically submitted to RMS.

**NOTE:** Second-hand vehicles can only be established in the dealership's name.

## Confirm customer (dealership)

- When you select *Register Vehicle with e-AUVIS Inspection* from the left menu, the *Customer* screen will be displayed.

The screenshot shows the 'DEALER ONLINE APPLICATION' interface. The main heading is 'REGISTER VEHICLE WITH E-AUVIS INSPECTION'. Below this, there is a navigation bar with tabs: Customer, Vehicle, Registration, Payment, Address Details, Confirmation, and Print Certificate. The 'Customer' tab is active, displaying 'Motor Dealer Licence Number : 555' and 'Dealer name : STINT INTERNET MOTOR DEALER PTY LTD'. A 'Confirm Details' button is visible at the bottom of the form area. The left sidebar contains a menu with options: Home, Register New Vehicle, Register Vehicle with e-AUVIS inspection (highlighted), Calculate Rego Charges, Notice of Disposal, Renew Registration, and Transfer Registration. The top right corner shows the date 'Thursday, 15 September 2011' and links for GLOSSARY, CONTACT US, and HELP.

This page defaults to display your *Motor Dealer Licence number* and dealership's name.

- Click the *Confirm Details* button. The *Vehicle* screen is displayed.

## Vehicle details

The screenshot shows the 'DEALER ONLINE APPLICATION' interface. The main heading is 'REGISTER VEHICLE WITH E-AUVIS INSPECTION'. Below this, there is a navigation bar with tabs: Customer, Vehicle, Registration, Payment, Address Details, Confirmation, and Print Certificate. The 'Vehicle' tab is active, displaying two input fields: 'e-AUVIS Inspection Number : ez8235334' and 'Last 4 digits of VIN/CHASSIS : sis5'. A 'Validate VIN' button is visible at the bottom of the form area. The left sidebar contains a menu with options: Home, Register New Vehicle, Register Vehicle with e-AUVIS inspection (highlighted), Calculate Rego Charges, Notice of Disposal, Renew Registration, and Transfer Registration. The top right corner shows the date 'Thursday, 28 July 2011' and links for GLOSSARY, CONTACT US, and HELP.

The VIN/Chassis number is an important number used in the identification of vehicles and in protection against car theft and fraud. RMS tracks VIN numbers very closely and you need to take care in protecting the information and in entering these numbers into the system.

- Enter the e-AUVIS Inspection Number.
- Enter the last 4 digits of the VIN/Chassis number.

**NOTE:** Every 0 (zero) or 1 comprising the VIN is numeric. The letters o and i do not appear in any VIN.



Click the *Validate VIN* button. If the VIN/Chassis is successfully validated the vehicle identification details are displayed. If validation has not been successful, please check the details and re-enter details.

If three attempts at identifying the VIN/e-AUVIS have not been successful you will be logged out of the application. RMS tracks logon attempts, so please exercise care when entering your logon and password.

Refer to the Motor Dealer Guide to Vehicle Registration for Vehicle Shape Codes. This can be found on the RMS website: <http://www.rta.nsw.gov.au/registration/motordealer.html>.

RTA  
DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 28 July 2011

Home  
Register New Vehicle  
Register Vehicle with e-AUVIS inspection  
Calculate Rego Charges  
Notice of Disposal  
Renew Registration  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications  
Forms  
Print Microfilm Coversheet  
Change Password  
Logout

## REGISTER VEHICLE WITH E-AUVIS INSPECTION

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

e-AUVIS Inspection Number : ez8235334 \* Last 4 digits of VIN/CHASSIS : sis5 \*

Vehicle type : Light Vehicle  
Engine Number : QAI707CHASSIS5  
Compliance Date : 08/1988  
Make : MAZDA MOTOR CORPORATION  
Model/Variant : 1300/

Shape : Sedan Fitting :  
Main Colour : Red Other Colour :  
Engine Manufacturer : MAZDA Engine Capacity : 1195  
Motive Power : Petrol  
Number of Cylinders or /Rotors : 4 GVM :  
Tare Weight : 1192 Induction : Normal  
Wheelbase : Gear Type : Automatic  
Right or Left Hand Drive : Right  
Driven Wheels : 2  
Seated Persons : 5 Number of Doors : 4  
ADR Code: Axle Code: R11

Please select a Usage Type :  \*

The vehicle details returned from e-AUVIS are in display mode and cannot be altered by the user (with the exception of the Usage Type option).

Please select a Usage Type :  \*

Select a value  
Business  
Sale

- Click the down arrow in the *Please select a Usage Type* field.
- Select a usage value from the drop-down list.

**NOTE:** The only usage types available through DOL to a motor dealer for a second hand vehicle are Business or Sale. If the usage selected is Business, stamp duty applies. If the usage is Sale, then the vehicle must be held for resale. Please note that these are the only options available when registering a second-hand vehicle using the Dealer Online application.

- Click the *Validate* button. The *Registration* screen is displayed.



# Registration detail

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 28 July 2011

Home

**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Subscriptions

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

If you want to transfer the customers existing plate to this new vehicle please click [Plate Transfer](#)

Previous Plate Number : QA1707

New Plate Number :

Registration Start Date : 28/07/2011

Registration Period :

Market Value :

Insurer :

CTP Number :

Check Digit :

Calculate Charges

If you want to transfer existing plates to the new vehicle, you need to use the *Plate Transfer* option. The plate transfer can only be done if both vehicles will be in the same customer (dealership) name that currently holds the right to display. The plates must be on active registration and currently appear on a vehicle registered in NSW and held in your Motor Dealers licence number and customer's (dealership) number.

For more details about transferring a plate please see the *Plate transfer* section on page 43.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 1 August 2011

Home

**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Subscriptions

Customer Vehicle Registration Payment Address Details Confirmation Print Certificate

If you want to transfer the customers existing plate to this new vehicle please click [Plate Transfer](#)

Previous Plate Number : QA1707

New Plate Number :

Registration Start Date : 01/08/2011

Registration Period :

Market Value :

Insurer :

CTP Number :

Check Digit :

Calculate Charges

**NOTE:** Registration start date must display the current date as no backdating is allowed.

Where the vehicle has registration that has expired for less than three months (**i.e. not cancelled**) and has a current set of plates associated, the plate number field will be pre-populated. This same set of plates can be used to re-establish the registration only if your **dealership has held or holds the right to display e.g. previously registered under the dealer's name.**

You will have an option to:

- Re-Establish the vehicle with its current set of plates associated as per above business rule applies.
- Issue new plates from your dealer plate stock, the new plate must be entered into the field New Plate Number.

In the case were the number plates **were** associated with a vehicle but not used to re-establish the vehicle the status of the previous plates remains unchanged i.e. *On Vehicle* until handed in or reported as lost or stolen.

If the vehicle's registration is cancelled and still has associated plates then these plates must be removed and returned to RMS by the dealer (the previous plates may still have a status of *On Vehicle* until returned to RMS). The vehicle must be established with a set of general issue plates from your dealership's stock or you can use the Plate transfer option.

The plate number for a vehicle is determined by vehicle type. All vehicle types have different plate formats. Where the vehicle does not have any plates issued, the dealer must issue standard content plates. The plates issued must match the vehicle type.

The screenshot shows the 'REGISTER VEHICLE WITH E-AUVIS INSPECTION' page. The page has a navigation menu on the left with options like 'Home', 'Register New Vehicle', and 'Register Vehicle with e-AUVIS inspection'. The main content area has tabs for 'Customer', 'Vehicle', 'Registration', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The 'Registration' tab is active, showing fields for 'Previous Plate Number' (QAI707), 'New Plate Number' (qai707), 'Registration Start Date' (01/08/2011), 'Registration Period' (Half Yearly), 'Market Value' (10000), 'Insurer' (NRMA), 'CTP Number' (1231231231), and 'Check Digit' (5). A 'Calculate Charges' button is at the bottom right.

**NOTE:** Registration start date must display the current date as no backdating is allowed.

- Click the down arrow in the *Registration Period* field and select the period from the drop-down list.

**NOTE:** Vehicles which have Sale usage have 3, 6 or 12 month registration periods, while Business usage vehicles have registration periods of 12 months only.

This close-up shows the 'Registration Period' dropdown menu open, with options: 'Select', 'Annually', 'Half Yearly', and 'Quarterly'. The 'Insurer' field is also visible with a dropdown arrow.

- Fill in Market value (\$) – sale price or market value which ever is higher.
- Click the down arrow in the *Insurer* field. Select the Insurer from the drop-down list.

This close-up shows the 'Insurer' dropdown menu open, with options: 'Select a value', 'AAMI', 'ALLIANZ', 'CIC ALLIANZ', 'GIO', 'NRMA', 'QBE', and 'ZURICH'. The 'CTP Number' and 'Check Digit' fields are also visible.

The calculated charges for the registration are displayed.

- Fill in CTP number – the compulsory third party policy number.
- Fill in the Check Digit – this is the CTP check digit from the CTP policy.
- Once all the fields are completed click the *Calculate Charges* button.

The Schedule of Charges is displayed. Either a fee payable or a refund-amount due is displayed.

## Calculation with a fee

**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

Customer Vehicle **Registration** Payment Address Details Confirmation Print Certificate

If you want to transfer the customers existing plate to this new vehicle please click [Plate Transfer](#)

Previous Plate Number :  
New Plate Number :  \*  
Registration Start Date : 26/10/2009  
Registration Period :  \*  
Market Value :  \*  
Insurer :  \*  
CTP Number :  \*  
Check Digit :  \*

REGISTRATION FEE : \$55.00  
MOTOR VEHICLE TAX : \$374.00  
ORIGINAL YELLOW - TR : \$37.00  
STAMP DUTY : \$1,350.00  
Total : \$1,816.00

The fees are comprised of:


- The *Registration fee* (fixed fee to register the vehicle).
- *Motor vehicle tax* (varies based on the vehicle specification).
- *Plate issue fee* (varies depending on the plate types).
- *Ad valorem* stamp duty for a passenger vehicle worth up to \$45,000 (based on 3 per cent of the market value or sale price, whichever is higher). The rate of stamp duty for a vehicle worth over \$45,000 is approximately 5 per cent (see the *Questions and Answers* section of this Guide for an explanation of stamp duty and how it is calculated).

*Total charges* are the total of the fees.

- If all amounts shown are correct click the *Ready for Payment* button. The *Payment* screen is displayed.

# Payment

**NOTE:** This is your last opportunity to withdraw from processing the transaction.



DEALER ONLINE APPLICATION





GLOSSARY CONTACT US HELP Thursday, 15 September 2011

## REGISTER VEHICLE WITH E-AUVIS INSPECTION

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

Customer Vehicle Registration **Payment** Address Details Confirmation Print Certificate

VIN/CHASSIS : 6H8VTK69HWLXXXXX  
Make and Model/Variant : HOLDEN VTPC97A / CLUBSPORT  
Plate Number : UAT199  
Registered in the name of : STINT INTERNET MOTOR DEALER PTY LTD  
Registration start date : 01/08/2011  
Registration Period : Half Yearly  
Total Payable : \$ 196.00

**Payment Details**  
Accepted credit cards:    

Credit card number:  \*

Expiry date:  Month  Year \*

Card verification code:  (click [here](#) for help) \*

Please check payment details before registering this vehicle.

- Enter the *Credit card number* of your dealership.
- Enter the *Expiry date* of the card using the drop-down lists (these fields may be automatically filled if credit card details have already been used in your session).
- Enter the *Card verification code*.

**NOTE:** Any registration fee adjustment resulting from the e-AUVIS inspection will be displayed and reflected in the registration fees e.g. a change in engine capacity or tare weight incurs an increase in fees.

- Once you have entered the correct information click the *Pay and Register* button.

When payment is complete the *Payment* screen displays a receipt number and transaction amount in the bottom left-hand corner. Record your receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

- Click the *Continue* button. The *Address Details* screen is displayed.

## Address details

**NOTE:** Information in this screen must be accurately entered. The addresses are referenced from Australia Post to prevent fraudulent addresses being used.

- Click the down arrow in the Unit Type field.
- Select the *Unit Type* from the drop-down list.

Change Garaging Address

Unit Type:

- Select a value
- APARTMENT
- COTTAGE
- DUPLEX
- FACTORY
- FLAT
- HOUSE
- KIOSK
- MAISONETTE
- MARINE BERTH
- OFFICE

- Enter the *Unit Number*, *Property name* (if supplied), the *street number*, and *street name* into the appropriate fields.
- Select the *Street type* from the drop-down list.

Street Type:

- Select a value
- ACCESS
- ALLEY
- ALLEYWAY
- AMBLE
- ANCHORAGE
- APPROACH
- ARCADE
- ARTERY
- AVENUE
- BASIN

- Enter the Street suffix (e.g. North, South, East, West, Laneway, etc).
- Select the customer's (dealership) suburb by clicking on the *Search* button to find the suburb in the database.

## Find a suburb

The *Find A Suburb* (suburb search screen) appears (only part of the screen is shown).

**FIND A SUBURB**

To find a suburb please enter the suburb name and/or postcode.

Suburb Name:

Postcode:

State: NSW

- Enter the *Suburb Name* and/or *Postcode* and click the *Find* button.

The first ten suburbs matching the entry are displayed. If the suburb is not in the list, you need to perform a more detailed search by entering the full suburb name or suburb name and postcode.



### FIND A SUBURB

To find a suburb please enter the suburb name and/or postcode.

Suburb Name:

Postcode:

State: NSW

Suburb Name	Postcode	State	Click to Select
BARANGAROO	2000	NSW	<input type="button" value="Select"/>
DAWES POINT	2000	NSW	<input type="button" value="Select"/>
HAYMARKET	2000	NSW	<input type="button" value="Select"/>
MILLERS POINT	2000	NSW	<input type="button" value="Select"/>
PARLIAMENT HOUSE	2000	NSW	<input type="button" value="Select"/>
SYDNEY	2000	NSW	<input type="button" value="Select"/>
SYDNEY SOUTH	2000	NSW	<input type="button" value="Select"/>
THE ROCKS	2000	NSW	<input type="button" value="Select"/>

- Select the suburb. The new garaging address is displayed on the *Change Garaging Address* screen.

- Home
- Register New Vehicle
- Register Vehicle with e-AUVIS inspection
- Calculate Rego Charges
- Notice of Disposal
- Renew Registration
- Transfer Registration
- Plate Exchange
- Transaction Summary Report
- Reprint Certificate
- Notices
- Publications
- Forms
- Print Microfilm Coversheet

## REGISTER VEHICLE WITH E-AUVIS INSPECTION

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.

\* All fields with this symbol are mandatory.

Customer
Vehicle
Registration
Payment
Address Details
Confirmation
Print Certificate

Change the garaging address for the vehicle.

**Change Garaging Address**

Unit Type:

Unit Number:

Property Name:

Street Number:

Street Name:

Street Type:

Street Suffix:

Suburb: SYDNEY

PostCode: 2000

State: NSW

- Check the address details.
- Select the *Confirm Change* button.
- You may modify the garaging address again by clicking on the Garaging Address *Change* button (please see *Address Details* screen in the **Registration payment** section on page 53).
- Check the address details and click the *Continue* button.

**NOTE:** You can no longer modify the garaging address details after making this selection.

- The new garaging details are shown on the Certificate of Registration.
- Check the address details.

The DOL application only allows changes to the garaging address. Changes to the garaging address should only be done if authorised by the customer (dealership). The primary, mailing and garaging address details of the customer (dealership) will be only displayed after paying and registering the vehicle.


The *Mailing address* will default to the *Primary address* if no mailing address is recorded.

The *Garaging address* will default to the *Primary address* and can be changed if required. See the **Address details** section on page 53.

Home	<h2>REGISTER VEHICLE WITH E-AUVIS INSPECTION</h2> <p>Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.            * All fields with this symbol are mandatory.</p>																					
Register New Vehicle																						
Register Vehicle with e-AUVIS inspection																						
Calculate Rego Charges																						
Notice of Disposal																						
Renew Registration																						
Transfer Registration																						
Plate Exchange																						
Transaction Summary Report																						
Reprint Certificate																						
<table border="1"> <tr> <td>Customer</td> <td>Vehicle</td> <td>Registration</td> <td>Payment</td> <td>Address Details</td> <td>Confirmation</td> <td>Print Certificate</td> </tr> <tr> <td colspan="7">Please confirm the Customers Address Details are correct.</td> </tr> <tr> <td colspan="7"> <p><b>Customer Name :</b> STINT INTERNET MOTOR DEALER PTY LTD</p> <p><b>Primary Address :</b> LEVEL 8 260 SYMBIOTES ST SURRY HILLS NSW 2010</p> <p><b>Mailing Address :</b> Same as Primary Address</p> <p><b>Garaging Address :</b> Same as Primary Address <span style="float: right;"><a href="#">Change</a> (Must be a NSW address)</span></p> <p style="text-align: center;"><a href="#">Continue</a></p> </td> </tr> </table>		Customer	Vehicle	Registration	Payment	Address Details	Confirmation	Print Certificate	Please confirm the Customers Address Details are correct.							<p><b>Customer Name :</b> STINT INTERNET MOTOR DEALER PTY LTD</p> <p><b>Primary Address :</b> LEVEL 8 260 SYMBIOTES ST SURRY HILLS NSW 2010</p> <p><b>Mailing Address :</b> Same as Primary Address</p> <p><b>Garaging Address :</b> Same as Primary Address <span style="float: right;"><a href="#">Change</a> (Must be a NSW address)</span></p> <p style="text-align: center;"><a href="#">Continue</a></p>						
Customer	Vehicle	Registration	Payment	Address Details	Confirmation	Print Certificate																
Please confirm the Customers Address Details are correct.																						
<p><b>Customer Name :</b> STINT INTERNET MOTOR DEALER PTY LTD</p> <p><b>Primary Address :</b> LEVEL 8 260 SYMBIOTES ST SURRY HILLS NSW 2010</p> <p><b>Mailing Address :</b> Same as Primary Address</p> <p><b>Garaging Address :</b> Same as Primary Address <span style="float: right;"><a href="#">Change</a> (Must be a NSW address)</span></p> <p style="text-align: center;"><a href="#">Continue</a></p>																						

■ If all address details are correct click the *Continue* button. The *Confirmation* screen is displayed.

## Confirmation page

 <h3>DEALER ONLINE APPLICATION</h3>		<a href="#">GLOSSARY</a> / <a href="#">CONTACT US</a> / <a href="#">HELP</a> / Thursday, 15 September 2011																																			
Home	<h2>REGISTER VEHICLE WITH E-AUVIS INSPECTION</h2> <p>Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.            * All fields with this symbol are mandatory.</p>																																				
Register New Vehicle																																					
Register Vehicle with e-AUVIS inspection																																					
Calculate Rego Charges																																					
Notice of Disposal																																					
Renew Registration																																					
Transfer Registration																																					
Plate Exchange																																					
Transaction Summary Report																																					
Reprint Certificate																																					
Notices	<table border="1"> <tr> <td>Customer</td> <td>Vehicle</td> <td>Registration</td> <td>Payment</td> <td>Address Details</td> <td>Confirmation</td> <td>Print Certificate</td> </tr> <tr> <td colspan="7">The transaction has been processed successfully.</td> </tr> <tr> <td colspan="3"> <p><b>Customer Details</b></p> <p>Customer name: STINT INTERNET MOTOR DEALER PTY LTD            Address: LEVEL 8            260 SYMBIOTES ST            SURRY HILLS NSW 2010            Customer number: 24712373            Certificate postal address: LEVEL 8            260 SYMBIOTES ST            SURRY HILLS NSW 2010</p> </td> <td colspan="4"> <p><b>Registration details</b></p> <p>Plate number: UAT199            Registration start date: 01/08/2011            Registration period: Half Yearly            Common expiry date: N/A            Usage: SALE            Insurer: NRMA            Insurer A/C: 1231231234</p> </td> </tr> <tr> <td colspan="3"> <p><b>Vehicle details</b></p> <p>Compliance date: 08/1998            Make: HOLDEN            Model: VTPC97A            Variant: CLUBSP            Shape: SED            Colour: Blue            Engine capacity: 3791            VIN/Chassis number: 6H8VTK69HWLXXXXX            Tare weight: 1504            Engine number: VH799093</p> </td> <td colspan="4"> <p><b>Payment details</b></p> <p>Receipt number: 212201729            Payment date: 20110801            REGISTRATION FEE: \$29.00            MOTOR VEHICLE TAX: \$128.00            ORIGINAL YELLOW - TR: \$39.00            Transaction total: \$196</p> </td> </tr> <tr> <td colspan="7"> <p>You may print this page as confirmation of your transaction or <a href="#">click here</a> for a printer friendly version.</p> <p style="text-align: center;"><a href="#">Continue</a></p> </td> </tr> </table>		Customer	Vehicle	Registration	Payment	Address Details	Confirmation	Print Certificate	The transaction has been processed successfully.							<p><b>Customer Details</b></p> <p>Customer name: STINT INTERNET MOTOR DEALER PTY LTD            Address: LEVEL 8            260 SYMBIOTES ST            SURRY HILLS NSW 2010            Customer number: 24712373            Certificate postal address: LEVEL 8            260 SYMBIOTES ST            SURRY HILLS NSW 2010</p>			<p><b>Registration details</b></p> <p>Plate number: UAT199            Registration start date: 01/08/2011            Registration period: Half Yearly            Common expiry date: N/A            Usage: SALE            Insurer: NRMA            Insurer A/C: 1231231234</p>				<p><b>Vehicle details</b></p> <p>Compliance date: 08/1998            Make: HOLDEN            Model: VTPC97A            Variant: CLUBSP            Shape: SED            Colour: Blue            Engine capacity: 3791            VIN/Chassis number: 6H8VTK69HWLXXXXX            Tare weight: 1504            Engine number: VH799093</p>			<p><b>Payment details</b></p> <p>Receipt number: 212201729            Payment date: 20110801            REGISTRATION FEE: \$29.00            MOTOR VEHICLE TAX: \$128.00            ORIGINAL YELLOW - TR: \$39.00            Transaction total: \$196</p>				<p>You may print this page as confirmation of your transaction or <a href="#">click here</a> for a printer friendly version.</p> <p style="text-align: center;"><a href="#">Continue</a></p>						
Customer	Vehicle	Registration	Payment	Address Details	Confirmation	Print Certificate																															
The transaction has been processed successfully.																																					
<p><b>Customer Details</b></p> <p>Customer name: STINT INTERNET MOTOR DEALER PTY LTD            Address: LEVEL 8            260 SYMBIOTES ST            SURRY HILLS NSW 2010            Customer number: 24712373            Certificate postal address: LEVEL 8            260 SYMBIOTES ST            SURRY HILLS NSW 2010</p>			<p><b>Registration details</b></p> <p>Plate number: UAT199            Registration start date: 01/08/2011            Registration period: Half Yearly            Common expiry date: N/A            Usage: SALE            Insurer: NRMA            Insurer A/C: 1231231234</p>																																		
<p><b>Vehicle details</b></p> <p>Compliance date: 08/1998            Make: HOLDEN            Model: VTPC97A            Variant: CLUBSP            Shape: SED            Colour: Blue            Engine capacity: 3791            VIN/Chassis number: 6H8VTK69HWLXXXXX            Tare weight: 1504            Engine number: VH799093</p>			<p><b>Payment details</b></p> <p>Receipt number: 212201729            Payment date: 20110801            REGISTRATION FEE: \$29.00            MOTOR VEHICLE TAX: \$128.00            ORIGINAL YELLOW - TR: \$39.00            Transaction total: \$196</p>																																		
<p>You may print this page as confirmation of your transaction or <a href="#">click here</a> for a printer friendly version.</p> <p style="text-align: center;"><a href="#">Continue</a></p>																																					
Publications																																					
Forms																																					
Print Microfilm Coversheet																																					
Change Password																																					
Logout																																					



■ To print the Confirmation Details, click *click here*.

The screenshot shows a web browser window titled "Dealer Online Application - Windows Internet Explorer provided by Roads and Traffic Authority". The page content is as follows:

### DEALER ONLINE - CONFIRMATION DETAILS

The transaction has been successfully completed.

**Customer Details**

Customer name: STINT INTERNET MOTOR DEALER PTY LTD  
Address: LEVEL 8  
260 SYMBIOTES ST  
SURRY HILLS NSW 2010  
Customer number: 24712373  
Certificate postal address: LEVEL 8  
260 SYMBIOTES ST  
SURRY HILLS NSW 2010

**Registration details**

Plate number: UAT199  
Registration start date: 01/08/2011  
Registration period: Half Yearly  
Common expiry date: N/A  
Usage: SALE  
Insurer: NRMA  
Insurer A/C: 1231231234

**Vehicle details**

Compliance date: 08/1998  
Make: HOLDEN  
Model: VTPC97A  
Variant: CLUBSP  
Shape: SED  
Colour: Blue  
Engine capacity: 3791  
VIN/Chassis number: 6H8VTK69HWLXXXXXX  
Tare weight: 1504  
Engine number: VH799093

**Payment details**

Receipt number: 212201729  
Payment date: 20110801  
REGISTRATION FEE: \$29.00  
MOTOR VEHICLE TAX: \$128.00  
ORIGINAL YELLOW - TR: \$39.00  
Transaction total: \$196

■ To print the *Confirmation Details*, use your browser menu settings to select *File* and then *Print*. Once printing is complete, close the window by clicking on the close button (the cross button) in the top right-hand corner.

# Print Certificate of Registration

- Click the *Continue* button. The *Print Certificate* screen is displayed.

This screen requires you to enter the *Certificate Expiry Year* and print the new registration certificate. It also gives you the option of having RMS create and post the certificate to the customer (dealership).

- Enter the *Certificate Expiry Year* into the field (for details of the Registration Label refer to [Appendix A - Printing Certificates](#)).
- Load the certificate into the printer tray so that it is correctly placed to print (see [Appendix A - Printing Certificates](#)).
- Press the *Print Certificate* button to generate the information needed to print the registration certificate. This will be opened by Adobe Reader.

The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.
- Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like RMS to create and post the certificates directly to the customer (dealership).

# Plate transfer option

→ This section covers the option of transferring plates from a customer's (dealership's) existing vehicle to a new vehicle. It follows on from the beginning of the Registration detail section and once completed it takes you back to the Registration detail section on page 31.

**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

**PLATE TRANSFER**  
Use this to transfer the customers existing plate to the new vehicle.

**Plate Details**

Customers Existing Plate Number:

Customer Name:

[Validate](#)

[Back to Registration Details](#)

- Enter the *Customer's (Dealership) Existing Plate Number*.
- Enter the *Customer (Dealership) Name*. **TIP:** You only need to enter the first three characters of the customer name.
- If the information entered is correct, click *Validate* button.

If the plate number and customer (dealership) are correct a new field appears for the *Replacement Plate* as well as the *customer's (dealership's) full name*. Your dealership will use a general issue plate to replace the plate that is being transferred.

**NOTE:** If you entered incorrect information, DOL will not let you proceed until correct information is entered. If there is a problem call the DRIVES Help Desk on 1300 131 172.

**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

**PLATE TRANSFER**  
Use this to transfer the customers existing plate to the new vehicle.

**Plate Details**

Customers Existing Plate Number:

Customer Name:

[Validate](#)

Full Customer Name: PETER MITCHELL MONTGOMERY

**Replacement Details**

Replacement Plate:

[Validate](#)

[Back to Registration Details](#)

- Enter the replacement plate details in the *Replacement plate* field (for instance, using the details of a general issue stock plate held at your dealership).
- Click *Validate* button.

The replacement fee amount will be displayed along with credit card payment details.

**HTA** DEALER ONLINE APPLICATION GLOSSARY CONTACT US HELP Monday, 26 Oct

**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
 \* All fields with this symbol are mandatory.

Customer Vehicle **Registration** Payment Address Details Confirmation Print Certificate

**PLATE TRANSFER** [Back to Registration Details](#)  
 Use this to transfer the customers existing plate to the new vehicle.

**Plate Details**

Customers Existing Plate Number:  \*

Customer Name:  \*


Full Customer Name: PETER MITCHELL MONTGOMERY

**Replacement Details**

Replacement Plate:  \*

The replacement fee is \$35

**Payment Details**

Accepted credit cards: 

Credit card number:  \*

Expiry date:   \*

Card verification code:  (click [here](#) for help) \*

DOL plate transfers must be paid by credit card. Valid cards are Mastercard, Diners Club, Visa and American Express.

- Enter the *Credit card number* of your dealership.
- Enter the *Expiry date* of the card by using the drop-down lists (these fields may be automatically filled if credit card details have already been used in your session).
- Enter the *Card verification code*.
- Once you have entered the correct information click the *Pay and Transfer Plate* button.

## Plate transfer confirmation

The screen will provide confirmation details showing that your plate transfer has been completed and will display the receipt number and transaction amount in the bottom left-hand corner (as shown below).

**Confirmation Details**

Thank you. The plate transfer has been completed.

The receipt number is: **163426387**

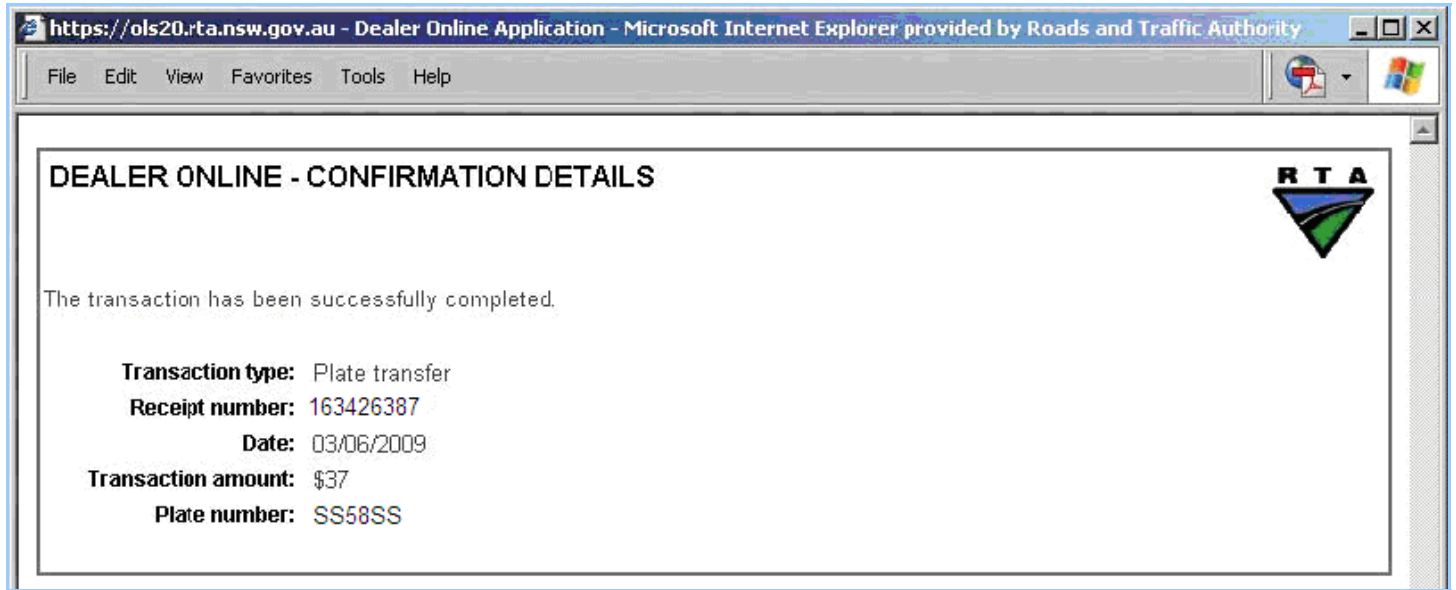
The transaction amount is: **\$37.00**

You may print this page as confirmation of your transaction or [click here](#) for a printer friendly version.

Record your receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

- To print the *Confirmation Details*, press [click here](#).
- **IMPORTANT:** You must now click on the *Continue* button to ensure the customer will receive their registration papers. Proceed to the *Print Certificate* screen.

## Print confirmation page



**DEALER ONLINE - CONFIRMATION DETAILS**

The transaction has been successfully completed.

**Transaction type:** Plate transfer  
**Receipt number:** 163426387  
**Date:** 03/06/2009  
**Transaction amount:** \$37  
**Plate number:** SS58SS

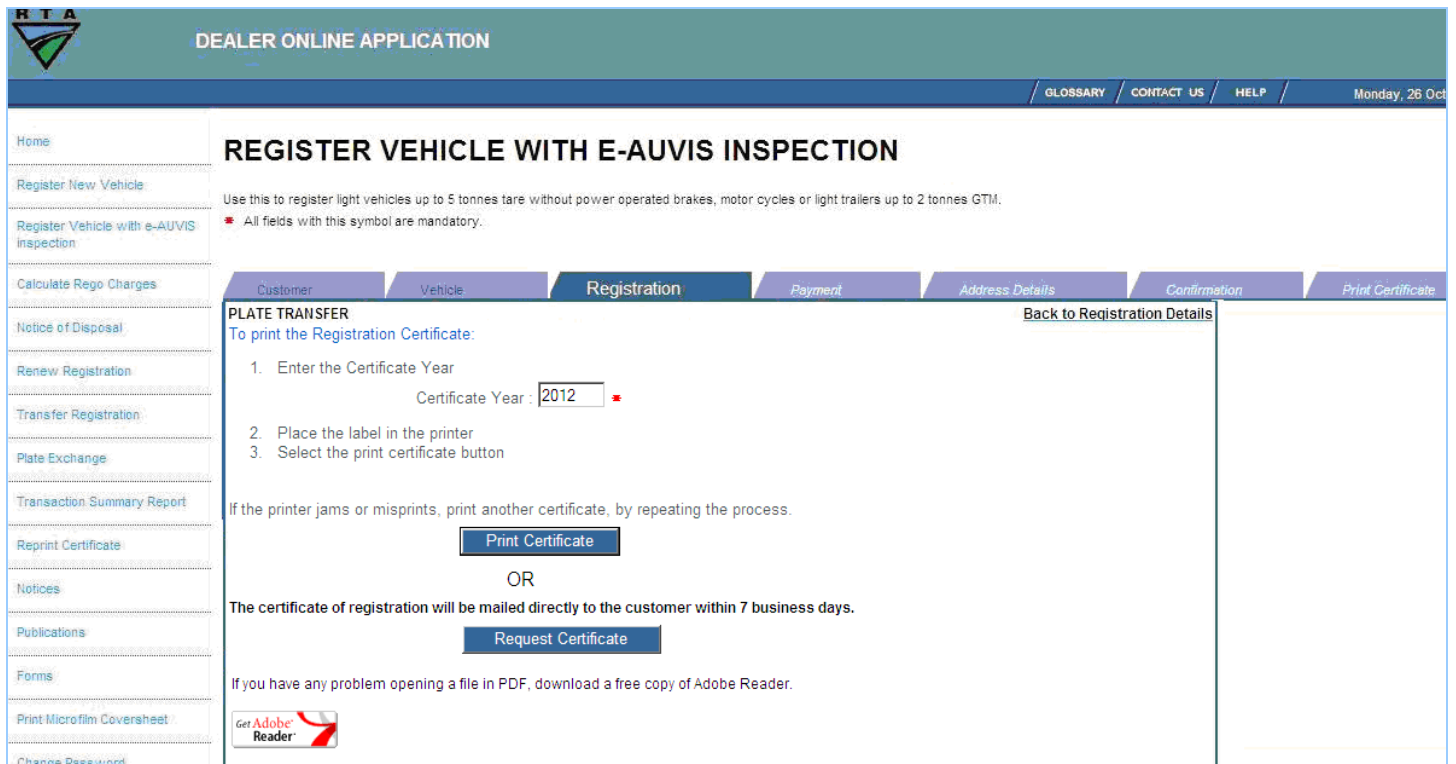
To print *Confirmation Details* use your browser menu settings to select *File* and then *Print*. Once printing is complete close the window by clicking on the close button (the cross button) in the top right-hand corner.

- Press the *Continue* button to proceed to the *Print Certificate* screen.

## Print Certificate of Registration

A new Certificate of Registration and label is required for the customer's (dealership's) existing vehicle after a plate transfer is completed. This screen allows you to enter the Certificate Label's expiry year and print the new registration certificate. It also gives you the option of having RMS create and post the certificate to the customer.

**NOTE:** Printing the registration label is explained in detail in Appendix A.



**REGISTER VEHICLE WITH E-AUVIS INSPECTION**

Use this to register light vehicles up to 5 tonnes tare without power operated brakes, motor cycles or light trailers up to 2 tonnes GTM.  
\* All fields with this symbol are mandatory.

Customer Vehicle **Registration** Payment Address Details Confirmation Print Certificate

**PLATE TRANSFER** [Back to Registration Details](#)

To print the Registration Certificate:

1. Enter the Certificate Year  
Certificate Year :  \*
2. Place the label in the printer
3. Select the print certificate button

If the printer jams or misprints, print another certificate, by repeating the process.

[Print Certificate](#)

OR

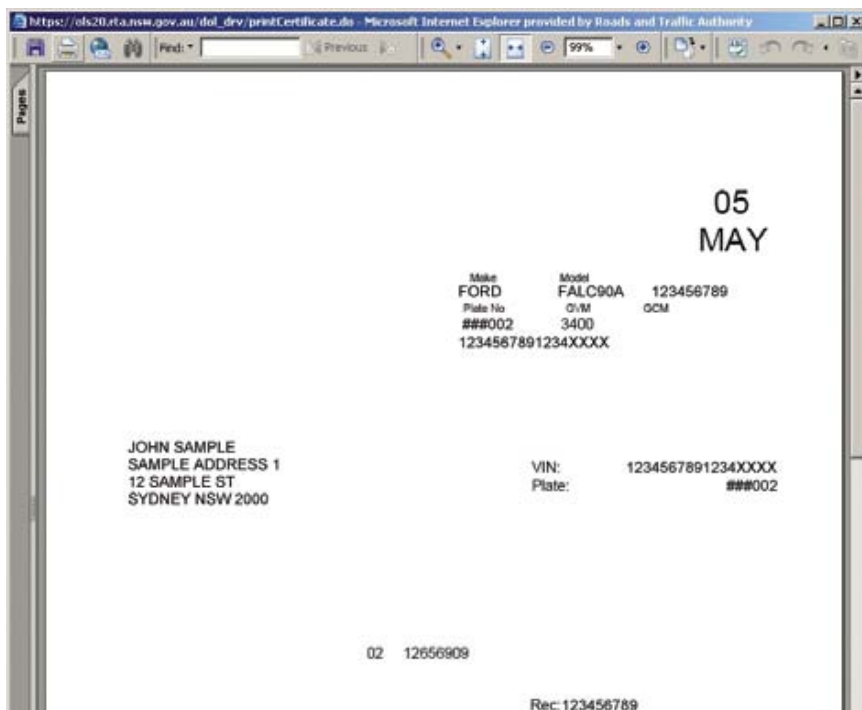
The certificate of registration will be mailed directly to the customer within 7 business days.

[Request Certificate](#)

If you have any problem opening a file in PDF, download a free copy of Adobe Reader.

[Get Adobe Reader](#)

- Enter the label's Expiry Year into the field (for details of the Registration Label refer to Appendix A).
  - Load the certificate into the printer tray so that it is correctly placed to print (see Appendix A for advice).
- Press the *Print Certificate* button to generate the information needed to print onto the registration certificate.



The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.
- Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like RMS to create and post the certificates directly to the customer.
- ↑ Now return to **Registration Detail** Section of *Register vehicle with e-AUVIS inspection* on page 49 to continue.



# Notice of disposal

A Notice of Disposal (NOD) is used when a customer tells RMS they have sold their vehicle. It ensures the seller is no longer responsible for the vehicle. To submit a NOD online, your dealership must be either buying or selling the vehicle.

## Identify vehicle

The first step is to identify the vehicle.

The screenshot shows the 'DEALER ONLINE APPLICATION' interface for a 'NOTICE OF DISPOSAL'. The page has a blue header with the RTA logo and navigation links for 'GLOSSARY', 'CONTACT US', and 'HELP'. A sidebar on the left lists various services, with 'Notice of Disposal' selected. The main content area features a breadcrumb trail: 'Identify Vehicle' > 'Confirm Seller' > 'Identify Buyer' > 'Record Notice of Disposal'. Below this, a form titled 'Please identify the vehicle you wish to record for the Notice of Disposal.' contains the following fields: 'Plate Number' (text input with 'ATC106'), 'Plate Type' (dropdown menu with 'Other vehicle'), 'Last 4 Digits of the VIN/Chassis' (text input with '1980'), 'Customer Name' (text input with 'SEN'), and 'Acquisition Date' (date input with '20/09/2011'). A 'Validate' button is positioned below the date field. A note at the top of the form states: '\* All fields with this symbol are mandatory.' The footer includes 'Conditions of Use | Privacy and Security' and 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

- Enter the *Plate Number*.
- Select the *Plate Type* – either *Other vehicle* (the default setting) or *Motorcycle*.
- Enter the Last 4 digits of the VIN/Chassis number.
- Enter the *Customer Name* of the seller. **TIP:** You only need to enter the first three characters of a surname or company name.
- Enter the *Acquisition Date* (the date of disposal) in the format dd/mm/yyyy, eg 04/03/2011. The disposal date can be backdated.
- Click the *Validate* button to display the Confirm Seller screen.

# Confirm seller

The vehicle seller details will be displayed on a validation screen.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home  
Register New Vehicle  
Register Vehicle with e-AUVIS inspection  
Calculate Rego Charges  
Notice of Disposal  
Renew Registration  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications

## NOTICE OF DISPOSAL

\* All fields with this symbol are mandatory.

Identify Vehicle **Confirm Seller** Identify Buyer Record Notice of Disposal

Please check the Vehicle and Seller details and confirm.

Plate Number: ATC106  
Plate Type: Other  
Make: FORD  
Model: FALCON  
VIN/Chassis Number: TESTCHASSLV1980  
Registration Expiry Date: 15/08/2012  
Registration Period: 1 Year  
Transfer Status: Establish  
Seller Name: AMATA SENG

[Confirm Details](#)

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

### ■ Check all the details to make sure they are correct:

- Plate number
- Plate type
- Make
- Model
- VIN/Chassis Number
- Registration Expiry Date
- Registration Period
- Transfer Status – this describes the vehicle’s registration/ownership status: Establish, Transferred to, Transferred from, Outstanding, Intermediate.
- Seller Name

■ If the details are not correct click on the *Identify Vehicle* screen to return to that page and change the incorrect details.

■ If the details are correct click the *Confirm Details* field to continue.



## Identify buyer

The vehicle is to be registered in the name of the buyer, either a person or an organisation.

### Where your Dealership is the Buyer

If your dealership is acquiring the vehicle your dealership's details will be entered automatically.

The screenshot shows the RTA Dealer Online Application interface. The top navigation bar includes the RTA logo, the title 'DEALER ONLINE APPLICATION', and links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Tuesday, 20 September 2011' is displayed on the right. A left-hand menu lists various services, with 'Notice of Disposal' selected. The main content area is titled 'NOTICE OF DISPOSAL' and includes a mandatory field warning. Below this, a progress bar shows four steps: 'Identify Vehicle', 'Confirm Seller', 'Identify Buyer' (the current step), and 'Record Notice of Disposal'. The main form area contains the text 'Please check the Buyer details and confirm.' followed by the pre-filled details: 'Motor Dealer Licence Number: 555' and 'Dealer Name: STINT INTERNET MOTOR DEALER PTY LTD'. A 'Confirm Buyer' button is located at the bottom of the form.

- Click *Confirm Buyer* to continue.

### Where your Dealership is the Seller

If your dealership is selling the vehicle you will need to enter the buyer details.

The screenshot shows the RTA Dealer Online Application interface for the 'Identify Buyer' step when the dealership is the seller. The layout is similar to the previous screenshot, but the main form area is titled 'Please identify the Buyer (Primary Owner Only)'. It contains several input fields: 'NSW Plate Number', 'Licence/Customer Number', and 'Motor Dealer Licence Number', each with an 'OR' label between them. Below these is a 'Dealer State Code' dropdown menu. Underneath is an 'AND' label, followed by a 'Customer Name' input field with a mandatory field warning symbol, and a 'Full Customer Name' input field. A 'Validate' button is positioned at the bottom of the form. The footer of the page includes links for 'Conditions of Use | Privacy and Security' and a copyright notice: 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

- Enter *NSW Drivers Licence Number*, or another *NSW Plate Number* belonging to that customer, or *Customer Number* or *Motor Dealer Licence Number*.
- Enter the *Customer Name* and select the *Validate* Button. **TIP:** You only need to enter the first three characters of a surname or company name.

On successful validation, the *Full Customer Name* is displayed.

- Check the Full Customer Name is correct. Click the Continue button to proceed.

# Record Notice of Disposal

The vehicle details, seller name and buyer name will be displayed. The Notice of Disposal (NOD) details need to be entered.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

## NOTICE OF DISPOSAL

\* All fields with this symbol are mandatory.

Identify Vehicle Confirm Seller Identify Buyer **Record Notice of Disposal**

Please enter the Notice of Disposal Details.

Plate number: ATC106  
Plate Type: Other  
VIN/Chassis Number: TESTCHASSLV1980  
Compliance Year: 1980  
Seller Name: AMATA SENG  
Buyer Name: STINT INTERNET MOTOR DEALER PTY LTD  
Disposal Date: 20/09/2011  
Market Value/Sale Price (\$):  \*

**Record NOD** **Cancel**

■ Enter the *Market Value/Sale Price* (\$) of the vehicle.

If you do not wish to submit this Notice of Disposal, select the *Cancel* button to exit.

■ Click on the *Record NOD* button.

# Confirmation page

A confirmation will be displayed when the NOD has been recorded successfully.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

## NOTICE OF DISPOSAL

\* All fields with this symbol are mandatory.

**i** The Notice of Disposal has been successfully recorded.

Identify Vehicle Confirm Seller Identify Buyer **Record Notice of Disposal**

Please enter the Notice of Disposal Details.

Plate number: ATC106  
Plate Type: Other  
VIN/Chassis Number: TESTCHASSLV1980  
Compliance Year: 1980  
Seller Name: AMATA SENG  
Buyer Name: STINT INTERNET MOTOR DEALER PTY LTD  
Disposal Date: 20/09/2011  
Market Value/Sale Price (\$): 8500

■ To print the confirmation page use your browser menu settings to select *File* and then *Print*.

# Renew registration

The Renew Registration process can be used to renew a vehicle in the dealership's name, or for a Common Expiry Date customer established in the last three months. A vehicle's registration can be renewed if it has been out of registration for less than three months, or if it has less than three months registration remaining.

## Identify vehicle

Identify the vehicle for the registration renewal.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY / CONTACT US / HELP / Monday, 19 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

### RENEW REGISTRATION

The vehicle must be registered to your dealership or a Common Expiry Date registration established in the last 3 months. You may change usage and registration term. Normal registration restrictions apply.

\* All fields with this symbol are mandatory.

Identify Vehicle / Vehicle Details / Payment Details / Confirmation / Print Certificate

Please identify the vehicle you wish to renew by inputting the plate number, then click Validate

Plate Number :  \*

Vehicle Type :  \*

Validate

Conditions of Use | Privacy and Security


Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- Enter the *Plate Number*.
- Select the *Vehicle Type*, either *Light Vehicle* (default) or *Motorcycle*.
- Click on the *Validate* button. Once this vehicle has been validated, the Vehicle Details screen is displayed.

# Vehicle Details

The vehicle details are displayed. If RMS has electronically received the CTP and e-safety check (if applicable) this will be indicated on the screen, as well as the renewal period as specified by the CTP.

The list of charges is displayed at the bottom of the screen.



DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 19 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

Logout

## RENEW REGISTRATION

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

Identify Vehicle **Vehicle Details** Payment Details Confirmation Print Certificate

### Vehicle Details

Plate Number : BC19XX  
Last 4 digits of VIN : 2496  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 247123XX  
Common Expiry Date : N/A  
Registration Start Date : 19/09/2011  
Usage : Business [Change Usage](#)

### Renewal Period

Registration Renewal Period : Annually  
CTP Green Slip Received : Yes  
Safety Check Received : Not applicable

### Charges

REGISTRATION FEE REGO CARS & WAGONS <= 2 TON ANN :	\$57.00
MOTOR VEHICLE TAX W/TAX ( 0- 2504) YR PASSENGER - BUS GEN :	\$403.00
Total :	\$460.00

[Continue to Payment](#)

**NOTE:** If the e-Safety Check for this vehicle has not been received the registration renewal cannot proceed and the message below will be displayed.

## RENEW REGISTRATION

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

**Transaction cannot proceed. E-safety check details have not been received for the vehicle.**

Identify Vehicle **Vehicle Details** Payment Details Confirmation Print Certificate

### Vehicle Details

Plate Number : STQ9\*\*  
Last 4 digits of VIN : 5696  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 247123\*\*  
Common Expiry Date : N/A  
Registration Start Date : 19/10/2008  
Usage : Sale

## Vehicle Usage

The Change Usage button is only displayed for vehicles owned by your dealership with a current usage of Business or Demonstrator.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 19 September 2011

Home

### RENEW REGISTRATION

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

Identify Vehicle **Vehicle Details** Payment Details Confirmation Print Certificate

**Vehicle Details**

Plate Number : BC19XX  
Last 4 digits of VIN : 2496  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 247123XX  
Common Expiry Date : N/A  
Registration Start Date : 19/09/2011  
Usage : Business **Change Usage**

Register New Vehicle  
Register Vehicle with e-AUVIS inspection  
Calculate Rego Charges  
Notice of Disposal  
Renew Registration  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate

- Click on the *Change Usage* button in the Vehicle Details screen to change the usage type displayed. The *Change Registration Usage* screen will be displayed.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 19 September 2011

### CHANGE REGISTRATION USAGE

Please select the registration usage from the list below, then click Continue.  
\* All fields with this symbol are mandatory.

Current Usage : Business  
New Usage :  \*

**Continue** **Cancel**

- Select a New Usage of *Sale*.
- Click on the *Continue* button to return to the Vehicle Details screen. The vehicle's usage has been updated.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 19 September 2011

Home

### RENEW REGISTRATION

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

Identify Vehicle **Vehicle Details** Payment Details Confirmation Print Certificate


**Vehicle Details**

Plate Number : BC19MT  
Last 4 digits of VIN : 2496  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 24712373  
Common Expiry Date : N/A  
Registration Start Date : 19/09/2011  
Usage : Sale

Register New Vehicle  
Register Vehicle with e-AUVIS inspection  
Calculate Rego Charges  
Notice of Disposal  
Renew Registration  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate

# Renewal Period

If RMS has received a CTP green slip for this vehicle, the Vehicle Details screen will display a renewal term that cannot be modified. This is determined by the CTP renewal term, either 3, 6 or 12 months.

**DEALER ONLINE APPLICATION**GLOSSARY CONTACT US HELP Monday, 19 September 2011

---

[Home](#)

## RENEW REGISTRATION

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

Identify Vehicle **Vehicle Details** Payment Details Confirmation Print Certificate

**Vehicle Details**

Plate Number : BC19MT  
Last 4 digits of VIN : 2496  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 24712373  
Common Expiry Date : N/A  
Registration Start Date : 19/09/2011  
Usage : Sale

**Renewal Period**

Registration Renewal Period : Annually  
CTP Green Slip Received : Yes  
Safety Check Received : Not applicable

**Charges**


REGISTRATION FEE REGO CARS & WAGONS <= 2 TON ANN :	\$57.00
MOTOR VEHICLE TAX W/TAX ( 0 - 2504 ) YR PASSENGER - SALE BY DEALER :	\$256.00
<b>Total :</b>	<b>\$313.00</b>

[Continue to Payment](#)

[Register New Vehicle](#)  
[Register Vehicle with e-AUVIS inspection](#)  
[Calculate Rego Charges](#)  
[Notice of Disposal](#)  
[Renew Registration](#)  
[Transfer Registration](#)  
[Plate Exchange](#)  
[Transaction Summary Report](#)  
[Reprint Certificate](#)  
[Notices](#)  
[Publications](#)  
[Forms](#)  
[Print Microfilm Coversheet](#)  
[Change Password](#)  
[Logout](#)

# No CTP green slip received

If RMS has not received a CTP green slip for this vehicle, you are required to enter the CTP details and renewal term.

**DEALER ONLINE APPLICATION**GLOSSARY CONTACT US HELP Monday, 19 September 2011

---

[Home](#)

## RENEW REGISTRATION

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

Identify Vehicle **Vehicle Details** Payment Details Confirmation Print Certificate

**Vehicle Details**

Plate Number : OVI8\*\*  
Last 4 digits of VIN : 3879  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 247123\*\*  
Common Expiry Date : N/A  
Registration Start Date : 21/11/2008  
Usage : Sale

**Renewal Period**

Registration Renewal Period : No CTP received [Add CTP Details](#)  
CTP Green Slip Received : No  
Safety Check Received : Not applicable

[Continue to Payment](#)

[Register New Vehicle](#)  
[Register Vehicle with e-AUVIS inspection](#)  
[Calculate Rego Charges](#)  
[Notice of Disposal](#)  
[Renew Registration](#)  
[Transfer Registration](#)  
[Plate Exchange](#)  
[Transaction Summary Report](#)  
[Reprint Certificate](#)  
[Notices](#)  
[Publications](#)  
[Forms](#)

- Click the *Add CTP Details* button. **NOTE:** The *Add CTP Details* button is only displayed if the CTP green slip has not been received.

**INPUT CTP DETAILS**

Please input the CTP details, then click Continue..

\* All fields with this symbol are mandatory.

Insurer :  \*

CTP Number :  \*

Check Digit :  \*

Renewal Term :  \*

- Select an *Insurer*.

Insurer :  \*

CTP Number :  \*

Check Digit :  \*

Renewal Term :  \*

- Enter the *CTP number*.
- Enter the *Check Digit*.
- Select the *Renewal Term* duration.

**INPUT CTP DETAILS**

Please input the CTP details, then click Continue..

\* All fields with this symbol are mandatory.

Insurer :  \*

CTP Number :  \*

Check Digit :  \*

Renewal Term :  \*

- Click the *Continue* button to return to the Vehicle Details screen.

## Multiple CTP green slips received

If RMS has received multiple green slips for this vehicle, the Vehicle Details screen will display a *Select CTP* button.

**RTA DEALER ONLINE APPLICATION**

GLOSSARY / CONTACT US / HELP / Monday, 19 September 2011

Home

**RENEW REGISTRATION**

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.

Identify Vehicle / **Vehicle Details** / Payment Details / Confirmation / Print Certificate

**Vehicle Details**

Plate Number : BC32FT  
 Last 4 digits of VIN : 9392  
 Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
 Customer Number : 24712373  
 Common Expiry Date : N/A  
 Registration Start Date : 19/09/2011  
 Usage : Sale

**Renewal Period**

Registration Renewal Period : Multiple CTP received, click Select for details **Select CTP**

CTP Green Slip Received : Yes  
 Safety Check Received : Yes

**Continue to Payment**

- Click on the *Select CTP* button. The **Select the Required CTP policy** screen is displayed.

**RTA DEALER ONLINE APPLICATION**

GLOSSARY / CONTACT US / HELP / Monday, 19 September 2011

**SELECT THE REQUIRED CTP POLICY**

Multiple CTPs have been received for this vehicle. Please select a renewal period from the list below , then click Continue.

Select	Insurer	Renewal Term	CTP Number	Purchase Date	CTP Expiry Date
<input type="radio"/>	ZURICH	Annually	3592153481	10/09/2011	10/09/2012
<input type="radio"/>	ALLIANZ	Quarterly	8501969807	10/09/2011	10/09/2012
<input type="radio"/>	NRMA	Half Yearly	86716325	10/09/2011	10/09/2012

**Continue** **Cancel**

- Select the Insurer from the list displayed.
- Click on the *Continue* button to return to the **Vehicle Details** screen.

**RTA DEALER ONLINE APPLICATION**

GLOSSARY / CONTACT US / HELP / Monday, 19 September 2011

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

Logout

**RENEWAL PERIOD**

Registration Renewal Period : Annually  
 CTP Green Slip Received : Yes  
 Safety Check Received : Not applicable

**Charges**

REGISTRATION FEE REGO CARS & WAGONS <= 2 TON ANN : \$57.00  
 MOTOR VEHICLE TAX W/TAX ( 0- 2504) YR PASSENGER - SALE BY DEALER : \$256.00  
 Total : \$313.00

**Continue to Payment**

- Check that the Vehicle Details, Renewal Period and Charges are correct.
- Click on the *Continue to Payment* button. The **Payment Details** screen will be displayed.



# Payment details

**RENEW REGISTRATION**

If the details below are correct please click Continue to Payment. If the details are incorrect you can go back to the Vehicle Search screen. For enquiries please call the DRIVES help desk on 1300 1311 72.  
\* All fields with this symbol are mandatory.

Identify Vehicle / Vehicle Details / **Payment Details** / Confirmation / Print Certificate

**Payment Details**

Plate Number : BC32FT  
Last 4 digits of VIN : 9392  
Make, model and variant : FOR/FALCON/AU2 4.0L 4SPA FUTURA SEDAN  
Registered in the name of : STINT INTERNET MOTOR DEALER PTY LTD  
Registration Start Date : 19/09/2011  
Registration period : Annually  
Amount Payable : \$447.00

Accepted credit cards:

Credit card number:  \*

Expiry date: Month  Year  \*

Card verification code:  (click [here](#) for help) \*

- This is your last chance to withdraw from the transaction – click on *Cancel* to leave the transaction.
- Enter the *Credit card number* for your dealership.
- Enter the *Expiry date* of the card using the drop-down lists (these fields may be automatically filled if credit card details have already been used in your session).
- Enter the *Card verification code* (CVC). Click on the help link to find out more about the card verification code - where it is found and what it is for. If you can't provide a card verification code you will be prevented from continuing the transaction.
- Once you have entered the correct information click on the *Pay and Register* button.

The screen now indicates that the vehicle has been registered and displays the receipt number and transaction amount in the bottom left-hand corner. Record your receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

Publications / Forms / Print Microfilm Coversheet / Change Password / **Logout**

Expiry date: 05 | 2015 \*

Card verification code: ●●● (click [here](#) for help) \*

Thank you. The vehicle has been registered.  
The receipt number is : 212189962  
The transaction amount is : \$447.00

- Click on the *Continue* button to proceed to the **Confirmation** page.

# Confirmation page

The Confirmation details will now appear.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 19 September 2011

Home

**RENEW REGISTRATION**

Register New Vehicle Payment processed successfully.

Register Vehicle with e-AUVIS inspection To proceed to print certificate please click Continue button

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

Logout

Identify Vehicle Vehicle Details Payment Details **Confirmation** Print Certificate

**Vehicle Details**

Plate Number : BC32FT  
Last 4 digits of VIN : 9392  
Customer Name : STINT INTERNET MOTOR DEALER PTY LTD  
Customer Number : 24712373  
Registration Start Date : 19/09/2011  
Usage : Sale  
Registration Renewal Period : Annually  
Common Expiry Date : N/A  
CTP Green Slip Received : Yes  
Safety Check Received : Not applicable

**Payment Details**

Receipt Number : 212189962  
Payment Date : 19/09/2011  
REGISTRATION FEE REGO CARS & WAGONS <= 2 TON ANN : \$57.00  
MOTOR VEHICLE TAX W/TAX ( 0- 2504) YR : \$390.00  
PASSENGER - SALE BY DEALER :  
Total Payment : \$447.00  
Credit Card Number : \*\*\*\*\*7001

You may print this page as confirmation of your transaction or [click here](#) for a printer friendly version.

- To print the Confirmation Details, select the print version at the top of the screen.
- **IMPORTANT:** You must click on the *Continue* button to proceed to the **Print Certificate** screen.

## Print version of confirmation page

To print the *Confirmation Details*, use your browser menu settings to select *File* and then *Print*. Once printing is complete, close the window by clicking on the close button in the top right-hand corner.

# Print Certificate of Registration

On this screen you are able to print the new registration certificate. It also gives you the option of having RMS print and post the certificate to the customer.

**NOTE:** Printing the registration label is explained in detail in Appendix A.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Monday, 26 October 2009

Home  
Register New Vehicle  
Register Vehicle with e-AUVIS inspection  
Calculate Rego Charges  
Notice of Disposal  
Renew Registration  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications  
Forms  
Print Microfilm Coversheet

## RENEW REGISTRATION

Use this to register light vehicles (ie. 4.5 tonnes GVW or less) and motorcycles. You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

Identify Vehicle Vehicle Details Payment Details Confirmation **Print Certificate**

To print the Registration Certificate:

1. Enter the Certificate Year  
Certificate Year : 2012 \*
2. Place the label in the printer
3. Select the print certificate button

If the printer jams or misprints, print another certificate, by repeating the process.

**Print Certificate**

OR

The certificate of registration will be mailed directly to the customer within 7 business days.

**Request Certificate**

If you have any problem opening a file in PDF, download a free copy of Adobe Reader.

Get Adobe Reader

- Add the Certificate Label's Expiry Year (for details of the Registration Label refer to Appendix A).
- Load the certificate into the printer tray so that it is correctly placed to print (see Appendix A for advice).
- Press the *Print Certificate* button to generate the information needed to print onto the registration certificate. This will be opened by Adobe Reader.

05  
MAY

Make: FORD Model: FALC90A Plate No: ###002 VIN: 1234567891234XXXX  
VIN: 1234567891234XXXX Plate: ###002

JOHN SAMPLE  
SAMPLE ADDRESS 1  
12 SAMPLE ST  
SYDNEY NSW 2000

02 12656909

The information will appear on your screen as a PDF file in Adobe Reader.

- Using the Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL..

# Transfer registration

A transfer of registration occurs when the responsibility for a particular vehicle passes from one registered operator to another. To perform a transfer of registration in Dealer Online the dealer must be either the buyer or the seller.

## Identify vehicle

Identify the vehicle for the registration transfer.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

### TRANSFER REGISTRATION

You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

Identify Vehicle Confirm Seller Identify Buyer Transfer Details Payment Address Details Confirmation Print Certificate

Please identify the vehicle you wish to transfer by completing the following.

Plate Number:  \*

Plate Type:  \*

Last 4 Digits of the VIN/Chassis:  \*

Customer Name:  \* (surname if person)

Acquisition Date:  \* (dd/mm/yyyy)

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- Enter the *Plate Number*.
- Select the Plate Type – Other vehicle (default) or Motorcycle.
- Enter the last four digits of the *VIN/Chassis* number.
- Enter the *Customer Name* of the seller. **TIP:** You only need to enter the first three characters of a surname or company name.
- Enter the *Acquisition Date* (the Transfer Date) in the format dd/mm/yyyy. This will be automatically displayed if a Notice of Disposal has previously been recorded. The Acquisition Date can be backdated, but if it is over 14 days you may incur a late fee.
- Click the *Validate* button. Once this has been validated, the Confirm Seller screen will be displayed.

# Confirm seller

The screenshot shows the RTA Dealer Online Application interface. The main heading is 'TRANSFER REGISTRATION'. A navigation bar includes 'Identify Vehicle', 'Confirm Seller' (active), 'Identify Buyer', 'Transfer Details', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The main content area displays the following details for confirmation:

- Plate Number : ATC106
- Plate Type : Other
- Make : FORD
- Model : FALCON
- VIN/Chassis Number : TESTCHASSLV1980
- Registration Expiry Date : 15/08/2012
- Registration Period : 1 Year
- Transfer Status : Transfer from
- Seller Name : AMATA SENG

A 'Confirm Details' button is located at the bottom of the details section. The left sidebar contains a menu with options like 'Home', 'Register New Vehicle', 'Register Vehicle with e-AUVIS inspection', 'Calculate Rego Charges', 'Notice of Disposal', 'Renew Registration', 'Transfer Registration' (selected), 'Plate Exchange', 'Transaction Summary Report', 'Reprint Certificate', 'Notices', and 'Publications'. The footer includes 'Conditions of Use | Privacy and Security' and 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

Check that all the details are correct.

■ Click *Confirm Details* to continue. One of two different screens will open depending on:

- if the buyer is your dealership.
- if the buyer is your customer.

## Identify buyer – dealership

Your dealership will be automatically displayed as the buyer because you have already entered your customer as the seller.

The screenshot shows the RTA Dealer Online Application interface. The main heading is 'TRANSFER REGISTRATION'. A navigation bar includes 'Identify Vehicle', 'Confirm Seller', 'Identify Buyer' (active), 'Transfer Details', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The main content area displays the following details for confirmation:

- Motor Dealer Licence Number: 555
- Dealer Name: STINT INTERNET MOTOR DEALER PTY LTD

A 'Confirm Details' button is located at the bottom of the details section. The left sidebar contains a menu with options like 'Home', 'Register New Vehicle', 'Register Vehicle with e-AUVIS inspection', 'Calculate Rego Charges', 'Notice of Disposal', 'Renew Registration', 'Transfer Registration' (selected), 'Plate Exchange', 'Transaction Summary Report', and 'Reprint Certificate'. The footer includes 'Conditions of Use | Privacy and Security' and 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

■ Click on *Confirm Details*.

# Calculate charges for transfer

When your dealership is the buyer, the *Registration Usage* will be set to **SALE**.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

## TRANSFER REGISTRATION

You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

Identify Vehicle Confirm Seller Identify Buyer **Transfer Details** Payment Address Details Confirmation Print Certificate

Please enter the Transfer Details.

Registration Usage: SALE  
Acquisition Date: 20/09/2011  
Purchase Price (\$): 8500 \*  
Odometer: 145880 \*  
Source Document: Transfer Application Form \*

Note: Calculate Charges will create a Notice of Disposal for the identified vehicle.

Calculate Charges

Conditions of Use | Privacy and Security  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- Enter the *Purchase Price*. This will be automatically entered if a Notice of Disposal has previously been recorded.
- Enter the *Odometer* reading. This will be automatically entered if a Notice of Disposal has previously been recorded.
- Select the *Source Document*. The source document refers to the form of notification you will be using to notify your controlling registry: either the Transfer Application Form or the Department of Fair Trading's Motor Dealer Warranty Form.

Source Document: Transfer Application Form \*


Note: Calculate Charges will create a Notice of Disposal to

Transfer Application Form  
Transfer Application Form  
Dept. of Fair Trading Form

Calculate Charges

- Click the *Calculate Charges* button. The Schedule of Fees will be displayed.

## The schedule of fees – transfer registration

**DEALER ONLINE APPLICATION**GLOSSARY / CONTACT US / HELP / Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

**Transfer Registration**

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

### TRANSFER REGISTRATION

You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

Identify Vehicle / Confirm Seller / Identify Buyer / **Transfer Details** / Payment / Address Details / Confirmation / Print Certificate

Please enter the Transfer Details.

Registration Usage:  \*

Acquisition Date: 20/09/2011

Purchase Price (\$):  \*

Odometer:  \*

Source Document:  \*

**Note:** Calculate Charges will create a Notice of Disposal for the identified vehicle.

TRN VEHICLES: \$29  
STAMP DUTY: \$345  
TOTAL CHARGES: \$374

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

The transfer fee is a standard fee, and the stamp duty is based on the value of the vehicle (see page 112 for a full explanation of stamp duty).

**NOTE:** Stamp duty is charged when transferring to customers, but not charged when transferring to your dealership. Refer to the [Motor Dealer's Guide to Vehicle Registration](#) for registration concessions.

- Click the *Ready for Payment* button to continue to the payment screen.
- ↓ Go to the **Payment** section on page 73.



# Identify buyer – customer

If your customer is buying the vehicle you will need to add their details. There are two types of customer: a person or an organisation.

The screenshot shows the RTA Dealer Online Application interface. The header includes the RTA logo, 'DEALER ONLINE APPLICATION', and navigation links for GLOSSARY, CONTACT US, and HELP, along with the date 'Tuesday, 20 September 2011'. A sidebar on the left lists various services, with 'Transfer Registration' highlighted. The main content area is titled 'TRANSFER REGISTRATION' and contains a sub-section 'Identify Buyer'. It features a form with the following fields: 'Register Vehicle in the name of:' with a dropdown menu set to 'A Person'; 'Enter licence/customer number:'; 'Surname:'; 'Full Customer Name:'; and 'Courtesy Name:'. A 'Validate' button is located below the form. A note states: 'You must ensure adequate Proof of Identity checks are performed. \* All fields with this symbol are mandatory.'

- Select *Register Vehicle in the name of* from the drop-down list to choose the customer type. This will either be *A Person* or an *Incorporated Organisation*.

For Customer type – *A Person* continue to next section.

↓ For Customer type – *Incorporated Organisation* go to the **Customer type – Incorporated Organisation** section on page 82.

## Customer type – A Person

If you selected *A Person* as the customer type, this screen will appear.

This screenshot is identical to the one above, showing the 'Identify Buyer' form. The dropdown menu for 'Register Vehicle in the name of:' is set to 'A Person'. The form fields and 'Validate' button are the same.

- Enter the customer's *Licence Number* or *Customer Number*.
- Enter the customer's surname, in the *Surname* field. **TIP:** You only need to enter the first three characters of a surname or company name.

■ **OPTIONAL:** You may enter a business or trading name into the *Courtesy Name* field. A courtesy name can only be the name of a business or organisation. It is a breach of privacy legislation to record a person's name in the *Courtesy Name* field. Refer to page 122 for more information on courtesy name.

■ Click the *Validate* button.

Once validated, the full customer name of the incorporated organisation will be displayed.

The full customer name will be displayed.

■ Check that the customer name is correct.

■ Click the *Continue* button to proceed to **Calculate charges for transfer** or enter other details and validate again.

↓ Go to **Calculate charges for transfer** section - see page 82.

## Customer type – Incorporated Organisation

■ Enter details, either the *Customer Number* or *Plate Number*. If the plate number option is selected you must also enter a *Plate Type* (either *Other vehicle* or *Motorcycle*).

■ Enter the organisation name in the *Customer Name* field. **TIP:** You only need to enter the first three characters of a surname or company name.

- **OPTIONAL:** You may enter a business or trading name into the *Courtesy Name* field. A courtesy name can only be the name of a business or organisation. It is a breach of privacy legislation to record a person's name in the *Courtesy Name* field. Refer to page 122 for more information on courtesy name.
  - Click the *Validate* button. This will display the *Full Customer Name* once validated.
- Once validated, the full customer name of the incorporated organisation will be displayed.

- Check that the customer name is correct.
- Click the *Continue* button to proceed to **Calculate charges for transfer** or enter other details and validate again.

## Calculate charges for transfer

- Select *Registration Usage* – either *Private* or *Business* from the drop-down list.
- Enter the *Purchase Price (\$)*. This will be automatically entered if a Notice of Disposal has previously been recorded.
- Enter the *Odometer* reading. This will be automatically entered if a Notice of Disposal has previously been recorded.
- Select the *Source Document*. This refers to the form of notification you will be using to notify your controlling registry. It will either be the Transfer Application Form or the Department of Fair Trading's Motor Dealer Warranty Form.

Source Document:  \*

Note: Calculate Charges will create a Notice of Disposal for the identified vehicle.

\*

\*

- Click the *Calculate Charges* button.
- The Schedule of Charges will be displayed.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY / CONTACT US / HELP / Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

## TRANSFER REGISTRATION

You must ensure adequate Proof of Identity checks are performed.

\* All fields with this symbol are mandatory.

Identify Vehicle / Confirm Seller / Identify Buyer / **Transfer Details** / Payment / Address Details / Confirmation / Print Certificate

Please enter the Transfer Details.

Registration Usage:  \*

Acquisition Date: 20/09/2011

Purchase Price (\$):  \*

Odometer:  \*

Source Document:  \*

Note: Calculate Charges will create a Notice of Disposal for the identified vehicle.

TRN VEHICLES: \$29

STAMP DUTY: \$345

TOTAL CHARGES: \$374

The Transfer Fee is a standard fee, and the Stamp Duty is based on the value of the vehicle (see page 112 for a full explanation of Stamp Duty).

**NOTE:** Stamp duty is charged when transferring to customers, but not charged when transferring to your dealership. Refer to the [Motor Dealer's Guide to Vehicle Registration](#) for registration concessions.

To continue click on the *Ready for Payment* button.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

## TRANSFER REGISTRATION

You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

Identify Vehicle Confirm Seller Identify Buyer Transfer Details **Payment** Address Details Confirmation Print Certificate

VIN/Chassis: TESTCHASSLV1980  
Make and Model: FORD FALCON  
Plate Number: ATC106  
Seller Name: STINT INTERNET MOTOR DEALER PTY LTD  
Buyer Name: AMATA SENG  
Total Payable: \$374

**Payment Details**

Accepted credit cards:

Credit card number:  \*

Expiry date:   \*


Card verification code:  (click [here](#) for help) \*

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

All online transactions must be paid by credit card. Valid cards are American Express, Diners Club, MasterCard and Visa.

- Enter the Credit card number.
- Enter the *Expiry date* of the card (this may be automatically displayed if credit card details have previously been entered during the session).
- Enter *Card verification code* (CVC). Click on the help link to find out more about the card verification code – where it is found and what it is for. If you cannot provide a card verification code you will be prevented from continuing the transaction.
- Once you have entered the credit card information click on the *Pay and Transfer* button.

# Payment – transfer registration

**DEALER ONLINE APPLICATION**/ GLOSSARY / CONTACT US / HELP / Tuesday, 20 September 2011





- Home
- Register New Vehicle
- Register Vehicle with e-AUVIS inspection
- Calculate Rego Charges
- Notice of Disposal
- Renew Registration
- Transfer Registration**
- Plate Exchange
- Transaction Summary Report
- Reprint Certificate
- Notices
- Publications
- Forms
- Print Microfilm Coversheet
- Change Password
- Logout

## TRANSFER REGISTRATION

You must ensure adequate Proof of Identity checks are performed.  
\* All fields with this symbol are mandatory.

Identify Vehicle | Confirm Seller | Identify Buyer | Transfer Details | **Payment** | Address Details | Confirmation | Print Certificate

VIN/Chassis: TESTCHASLV1980  
Make and Model: FORD FALCON  
Plate Number: ATC106  
Seller Name: STINT INTERNET MOTOR DEALER PTY LTD  
Buyer Name: AMATA SENG  
Total Payable: \$374

**Payment Details**  
Accepted credit cards:    

Credit card number:  \*  
Expiry date:   \*  
Card verification code:  (click [here](#) for help) \*

Thank you. The vehicle has been transferred.  
The receipt number is: **212190042**  
The transaction amount is: **\$374**

[Conditions of Use](#) | [Privacy and Security](#)  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- The receipt number for this transaction will be displayed. You may record the receipt number for future reference, or you can also refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

**IMPORTANT:** You must now click on the Continue button to ensure customers will receive their registration papers. This will take you to the Address Details screen which can be changed before you print a receipt.

# Address details

The primary, mailing and garaging addresses of the owner will be displayed. You must check the address details before continuing.

The mailing address will default to the primary address if there is no mailing address previously recorded. The garaging address will default to the primary address and can be changed if required. Changes to a customer's garaging address can only be done if authorised by the customer on the transfer application form.

The screenshot shows the RTA Dealer Online Application interface. The top navigation bar includes the RTA logo, the text 'DEALER ONLINE APPLICATION', and links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Tuesday, 20 September 2011' is displayed on the right. A left-hand menu lists various services, with 'Transfer Registration' highlighted. The main content area is titled 'TRANSFER REGISTRATION' and contains a progress bar with steps: 'Identify Vehicle', 'Confirm Seller', 'Identify Buyer', 'Transfer Details', 'Payment', 'Address Details' (current step), 'Confirmation', and 'Print Certificate'. Below the progress bar, a message reads: 'Please confirm the Customers Address Details are correct.' The address details are as follows: Customer Name: AMATA SENG; Primary Address: LEVEL 10, 101 MILLER ST, NORTH SYDNEY NSW 2060; Mailing Address: 160-162 ELIZABETH ST, SYDNEY NSW 2000; Garaging Address: Same as Primary Address. There are 'Change' and 'Continue' buttons. At the bottom, there are links for 'Conditions of Use | Privacy and Security' and a copyright notice: 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

- If you do not need to change the garaging address click on *Continue*.
- ▼ Go to the Receipt confirmation page – transfer registration section on page 89.
- To change the *Garaging Address* click on the *Change* button. Then click on the *Continue* button to the next section.



## Change garaging address

A new garaging address must be recorded if requested by the customer.

HTA  
DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 23 April 2009

Home  
Register New Vehicle  
Calculate Rego Charges  
Notice of Disposal  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications  
Forms  
Print Microfilm Coversheet  
Change Password  
Logout

**TRANSFER REGISTRATION**

Use this to register light vehicles (i.e. 4.5 tonnes GVM or less) and motorcycles. You must ensure adequate Proof of Identity checks are performed.  
All fields with this symbol are mandatory.

Change the garaging address for the vehicle.

**Change Garaging Address**

Unit Type: Select..  
Unit Number:   
Property Name:   
Street Number:   
Street Name:   
Street Type: Select..  
Street Suffix:   
Suburb:   
PostCode:   
State: NSW

Search  
Confirm Change  
Cancel

Information in this screen must be accurately entered. The addresses are referenced from Australia Post to prevent fraudulent addresses being used.

Change Garaging Address

Unit Type: Select..  
Unit Number:   
Property Name:   
Street Number:   
Street Name:   
Street Type:   
Street Suffix:   
Suburb:

Search

- Select the *Unit Type* from the drop-down list.
- Enter the Unit Number, Property Name (if supplied), the Street Number and Street Name.
- Select the *Street Type* from the drop-down list.

Street Type: Select..  
Street Suffix: Select..  
Suburb:   
PostCode:   
State:

Search  
Cancel

Conditions of Use | Privacy and Security  
Copyright © 2001 Roads and Traffic Authority NSW v4.11.2

Enter the *Street Suffix* (this is usually North, South, East, West, Laneway, etc).

- Select the customer's *Suburb* by clicking on the *Search* button to find the Suburb on the database.

## Find a suburb

The *Find A Suburb* screen will appear.

- Enter the *Suburb Name* and/or *Postcode* and click on the *Find* button.
- The first 10 suburbs matching the entry will be displayed. If the suburb is not in the list, you will need to perform a more detailed search by entering the full suburb name or suburb name and postcode.

Suburb Name	Postcode	State	Click to Select
BARANGAROO	2000	NSW	Select
DAWES POINT	2000	NSW	Select
HAYMARKET	2000	NSW	Select
MILLERS POINT	2000	NSW	Select
PARLIAMENT HOUSE	2000	NSW	Select
SYDNEY	2000	NSW	Select
SYDNEY SOUTH	2000	NSW	Select
THE ROCKS	2000	NSW	Select

- Click the *Select* button beside the correct suburb.

This information will now be displayed on the **Register New Vehicle – Change Garaging Address** screen.

The screenshot shows the 'TRANSFER REGISTRATION' section of the Dealer Online Application. The page title is 'DEALER ONLINE APPLICATION' and the date is 'Thursday, 23 April 2009'. The main heading is 'TRANSFER REGISTRATION'. Below the heading, there is a note: 'Use this to register light vehicles (ie. 4.5 tonnes OVM or less) and motorcycles. You must ensure adequate Proof of Identity checks are performed.' and a red asterisk indicating that all fields with this symbol are mandatory. The form is titled 'Change Garaging Address' and contains the following fields: Unit Type (dropdown menu), Unit Number (text input), Property Name (text input), Street Number (text input, value: 26), Street Name (text input, value: Sample), Street Type (dropdown menu, value: Street), Street Suffix (text input), Suburb (text input, value: SYDNEY), PostCode (text input, value: 2000), and State (text input, value: NSW). There are 'Search', 'Confirm Change', and 'Cancel' buttons. The page footer includes 'Conditions of Use | Privacy and Security' and 'Copyright © 2003 Roads and Traffic Authority NSW v4.11.2'.

- To save the new garaging address, select the *Confirm change* button.
- To exit without saving changes, select the *Cancel* button.

The screenshot shows the 'TRANSFER REGISTRATION' section of the Dealer Online Application. The page title is 'DEALER ONLINE APPLICATION' and the date is 'Monday, 1 June 2009'. The main heading is 'TRANSFER REGISTRATION'. Below the heading, there is a note: 'Use this to register light vehicles (ie. 4.5 tonnes OVM or less) and motorcycles. You must ensure adequate Proof of Identity checks are performed.' and a red asterisk indicating that all fields with this symbol are mandatory. The form is titled 'Please confirm the Customers Address Details are correct.' and contains the following information: Customer Name: SAMPLE BUSINESS NAME, Primary Address: SAMPLE ADDRESS 1, 24 SAMPLE STREET, SYDNEY NSW 2000, Mailing Address: SAMPLE ADDRESS 2, SAMPLE PO BOX, SYDNEY NSW 2000, and Garaging Address: 26 SAMPLE STREET, SYDNEY NSW 2000. There are 'Change' and 'Continue' buttons. The page footer includes 'Conditions of Use | Privacy and Security' and 'Copyright © 2003 Roads and Traffic authority NSW v4.11.2'.

Once this has been confirmed, the new garaging address details will be displayed.

- You may modify the garaging address again by clicking on the *Garaging Address Change* button.
- Click the *Continue* button when you no longer need to modify the garaging address details.

# Confirmation page

→ The Confirmation page is displayed after you have confirmed the owner's address or after you have changed the garaging address.

The screenshot shows the RTA Dealer Online Application interface. The top navigation bar includes the RTA logo, the text 'DEALER ONLINE APPLICATION', and links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Tuesday, 20 September 2011' is displayed on the right. A left-hand menu lists various services, with 'Transfer Registration' highlighted. The main content area is titled 'TRANSFER REGISTRATION' and contains a confirmation message: 'The transaction has been processed successfully.' Below this, transaction details are listed: Receipt number: 212190042, Date: 20/09/2011, Transaction amount: \$374, Plate number: ATC106, and Acquisition Date: 20/09/2011. A 'Continue' button is visible at the bottom of the confirmation box. A footer contains 'Conditions of Use | Privacy and Security' and 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

These details should be retained for your records.

- Press on *click here* for a print version of the Confirmation page.

The screenshot shows a Windows Internet Explorer browser window titled 'Dealer Online Application - Windows Internet Explorer provided by Roads and Traffic Authority'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area displays 'DEALER ONLINE - CONFIRMATION DETAILS' with the RTA logo in the top right corner. The message reads: 'The transaction has been successfully completed.' The transaction details are: Transaction type: Transfer registration, Receipt number: 212190042, Date: 20/09/2011, Transaction amount: \$374, Plate number: ATC106, and Acquisition Date: 20/09/2011.

- To print *Confirmation Details*, use your browser menu settings to select *File* and then *Print*. Close the print screen by clicking in the close button in the top right-hand corner.
- Press the *Continue* button to proceed to the *Print Certificate* screen.

# Print certificate

For transfers, the certificate of registration does not require a full label so you can use a registration certificate without label. This is called an interim certificate (which is not to be confused with an interim label).

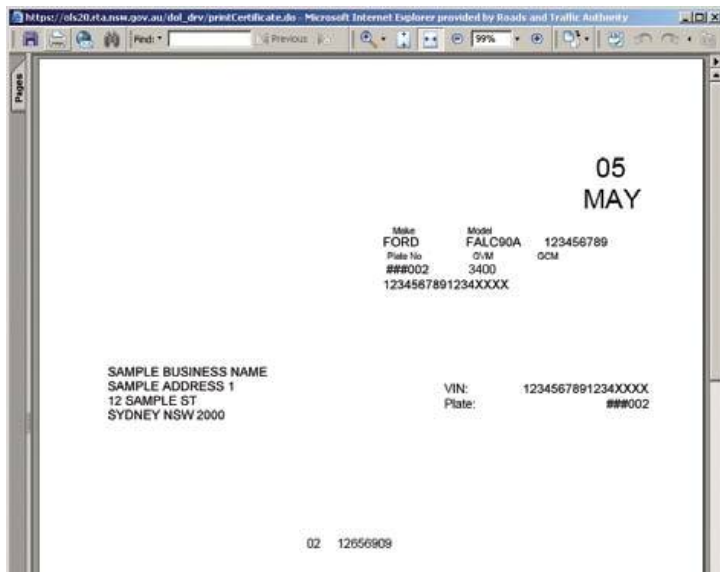
The screenshot shows the RTA Dealer Online Application interface. The main heading is 'TRANSFER REGISTRATION'. Below it, there are instructions: 'You must ensure adequate Proof of Identity checks are performed.' and a note: '\* All fields with this symbol are mandatory.' The interface includes a navigation menu on the left with options like 'Home', 'Register New Vehicle', 'Transfer Registration', etc. The main content area has a progress bar with steps: 'Identify Vehicle', 'Confirm Seller', 'Identify Buyer', 'Transfer Details', 'Payment', 'Address Details', 'Confirmation', and 'Print Certificate'. The 'Print Certificate' step is active, showing instructions: '1. Enter the Certificate Year', '2. Place the label in the printer', and '3. Select the print certificate button'. A form field for 'Certificate Year' is set to '2012'. Below the instructions, there are buttons for 'Print Certificate' and 'Request Certificate'. A note states: 'The certificate of registration will be mailed directly to the customer within 7 business days.' At the bottom, there are links for 'Conditions of Use | Privacy and Security' and a copyright notice: 'Copyright © 2001 Roads and Traffic Authority NSW v6.0.2'.

The registration certificate without label does not have an expiry year but the DOL application will ask you to provide one.

- In the *Certificate Year* field enter the expiry year of the registration
- Place the interim certificate into the printer tray so that it is correctly placed to print

**NOTE:** Printing the registration certificate is explained in detail in Appendix A.

- Press the *Print Certificate* button to generate the information needed to print onto the registration certificate.

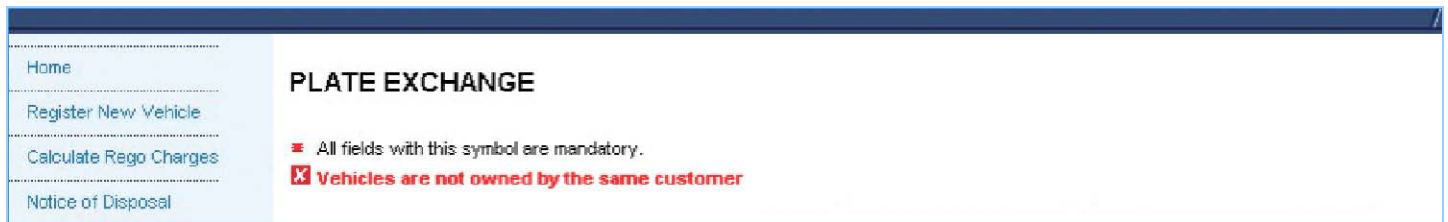


The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader, click the *Print* button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.
- Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like the RTA to create and post the certificate directly to the customer.
- If you have another transaction click on it in the left-hand menu.
- If you have finished transactions for your dealership click on *Logout* in the left-hand menu.

# Plate exchange

A plate exchange is the swapping of sets of plates between two currently registered vehicles. Fees are applicable, and you can only exchange plates between vehicles registered to the same customer number. If the vehicles are owned by different owners the DOL application will inform you as below:



When customers trade vehicles with a dealer and want to keep their existing number plates the order in which you make the transactions is important. A customer has a Right to Display on their existing plates.

**NOTE:** It is important in the plate exchange that this Right to Display is not lost by transferring the vehicle with its plates to the dealership before the plates have been exchanged. If the car's ownership then is transferred with the plates' ownership the accuracy of the customer's Right to Display will be affected.

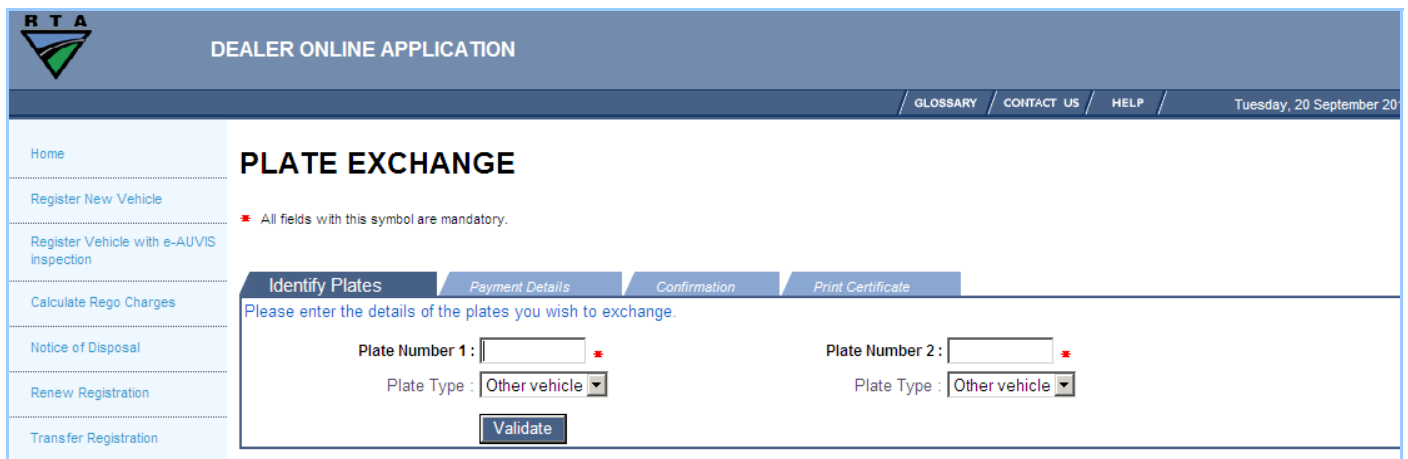
For a plate exchange between a trade-in vehicle and a newly purchased vehicle, it is important you follow these steps – in order:

1. Transfer the purchased vehicle to the customer.
2. Undertake the plate exchange.
3. Transfer the traded vehicle to the dealership.

By following these steps in the correct order, the Right to Display never leaves the customer.

## Identify plates

You must identify both sets of plates involved in the plate exchange. It does not matter which plate you choose as Plate Number 1 or 2.



- Enter the *Plate Number 1* for the first vehicle and select *Plate Type* from the drop-down list (Other vehicle or Motorcycle).
- Enter the *Plate Number 2* for the second vehicle and select *Plate Type* from the drop-down list (Other vehicle or Motorcycle).
- Click the *Validate* button.

If all information is correct the fee will be calculated. It will result in either a *fee payable* or a *refund due*. See the relevant section below.

If the information is not correct or the vehicles and plate statuses have not been updated in the system, several error messages may be shown:



- *Invalid Transfer Status for Vehicle 1 or 2.*
- *Unable to proceed – please attend your parent registry with the relevant details.*
- *You are not authorised to transfer these plates.*

These probably indicate that the vehicles are not registered to the same customer number.

To resolve this you need to make sure both vehicles have been correctly transferred and are listed to an owner under the same customer number. If both vehicles are registered to the same customer number and the error messages are still coming up you should ring the DRIVES Help Desk on 1300 131 172.

↓ If there is a **fee payable**, skip the next section and go to the **Plate Exchange with fees** section on page 95.

If there is a **refund due** go to the **Plate Exchange with a Refund** section immediately below.

## Plate exchange with a refund

Where the plate exchange is a refund, the amount refunded will be displayed on the lower left-hand side of the screen.

**HTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 21 April 2009

Home  
Register New Vehicle  
Calculate Rego Charges  
Notice of Disposal  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications  
Forms  
Print Microfilm Coversheet  
Change Password  
Logout

**PLATE EXCHANGE**

All fields with this symbol are mandatory.

Identify Plates | Payment Details | Confirmables | Print Certificate

Please enter the details of the plates you wish to exchange.

Plate Number 1: #0003  
Plate Type: Other vehicle  
Validate

Plate Number 2: #0004  
Plate Type: Other vehicle

Plate Number 1: #0003  
Vehicle: FORD FALC98A  
Registration Expiry Date: 03/09/2009

Plate Number 2: #0004  
Vehicle: FORD COUR78A  
Registration Expiry Date: 03/09/2010

The refund for the plate exchange is: \$ 320

Confirm Details

Conditions of Use | Privacy and Security  
Copyright © 2003 Roads and Traffic Authority NSW v4.11.2

- Click on the *Confirm Details* button to continue.



## Confirmation page

The transaction will be processed and the receipt number will be displayed. Record the receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.



The screenshot shows the 'DEALER ONLINE APPLICATION' interface. The main heading is 'PLATE EXCHANGE'. Below it, a progress bar indicates the current step is 'Confirmation'. The main content area displays the following information:

- The transaction has been processed successfully.
- Receipt number: 123456789
- Date: 03/09/2009
- Plate number: ###003, ###004

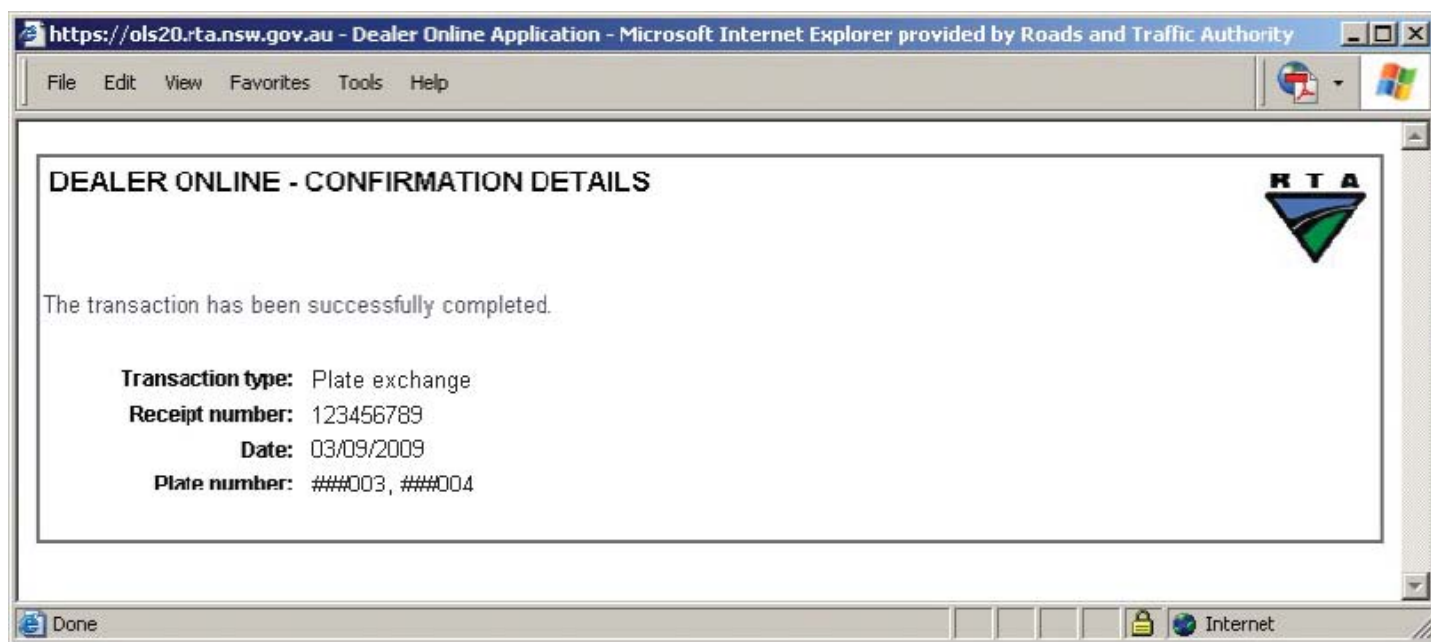
Below this information, there is a message: "You may print this page as confirmation of your transaction or [click here](#) for a printer friendly version." and a 'Continue' button.

At the bottom of the page, there are links for 'Conditions of Use | Privacy and Security' and a copyright notice: 'Copyright © 2006 Roads and Traffic Authority NSW v4.11.2'.

**NOTE:** The refund payable by RMS will be shown on the *Transaction Summary Report* as a negative amount within brackets.

- Press on *click here* to create a print version of the confirmation page.

## Print confirmation page – plate exchange – refund



The screenshot shows a browser window displaying the 'DEALER ONLINE - CONFIRMATION DETAILS' page. The page content is as follows:

- The transaction has been successfully completed.
- Transaction type: Plate exchange
- Receipt number: 123456789
- Date: 03/09/2009
- Plate number: ###003, ###004

The browser window title is 'https://ols20.rta.nsw.gov.au - Dealer Online Application - Microsoft Internet Explorer provided by Roads and Traffic Authority'. The browser menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The status bar at the bottom shows 'Done' and 'Internet'.

To print this confirmation page use your browser menu settings to select *File* and then *Print*. Once printing is complete close the confirmation page window by clicking on the close button in the top right-hand corner.

- Press the *Continue* button to proceed to the *Print Certificate* screen.
- ↓ Skip the next section and go to the *Print Certificate* section on page 97.

## Plate exchange with fees

→ The system will display the vehicles' makes, models and expiry dates and calculate the fee for the plate exchange. There is a standard fee for the plate exchange. Also, any annual fees for the plates will be recalculated on a pro-rata basis, based on the expiry date of each vehicle.

The screenshot shows the 'PLATE EXCHANGE' section of the RTA Dealer Online Application. The 'Identify Plates' step is active, showing two plates to be exchanged: ATC107 (Toyota TRDG07) and XZA196 (Ford Falcon). The fee for the exchange is \$50. A 'Confirm Details to Pay' button is visible at the bottom.

RTA DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

### PLATE EXCHANGE

\* All fields with this symbol are mandatory.

Identify Plates Payment Details Confirmation Print Certificate

Please enter the details of the plates you wish to exchange.

Plate Number 1 :  \* Plate Number 2 :  \*

Plate Type :  Plate Type :

Plate Number 1 : ATC107 Plate Number 2 : XZA196  
Vehicle : TOYOTA TRDG07 Vehicle : FOR FALCON  
Registration Expiry Date : 24/08/2012 Registration Expiry Date : 14/08/2012

The fee for the plate exchange is \$ 50

Click on the *Confirm Details to Pay* button to continue.

## Payment details

All online transactions must be paid by credit card. Valid cards are American Express, Diners Club, MasterCard and Visa.

The screenshot shows the 'PLATE EXCHANGE' section of the RTA Dealer Online Application. The 'Payment Details' step is active, showing the amount to be paid (\$50) and the accepted credit cards (VISA, MasterCard, Diners Club, American Express). Fields for credit card number, expiry date, and card verification code are present, along with 'Pay & Exchange Plates' and 'Cancel' buttons.

RTA DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

### PLATE EXCHANGE

\* All fields with this symbol are mandatory.

Identify Plates Payment Details Confirmation Print Certificate

Please enter the payment details.

The amount to be paid for the plate exchange is \$50.

Payment Details

Accepted credit cards:

Credit card number:  \*

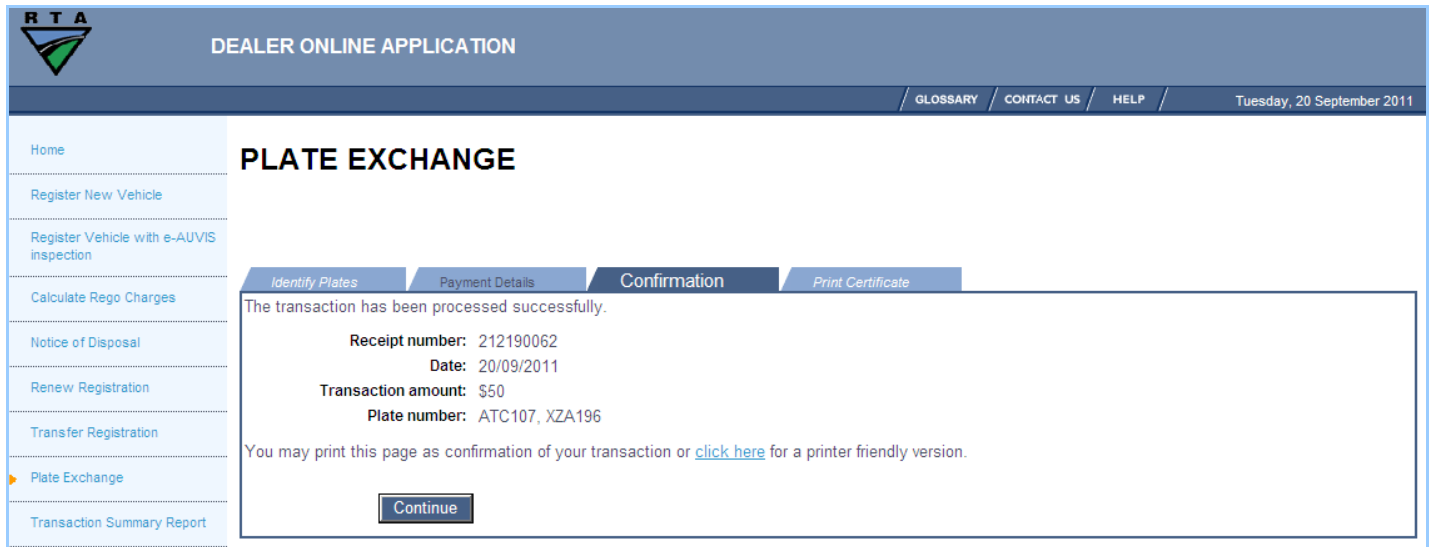
Expiry date:   \*

Card verification code:  (click [here](#) for help) \*

- Enter the dealer *Credit card number*.
- Enter the *Expiry date* of the card (this may already be automatically entered if credit card details have already been entered in the session).
- Enter the *Card verification code (CVC)*. Click on the *help* link to find out more about the card verification code – where it is found and what it is for. If you can't provide a card verification code you will be prevented from continuing the transaction.
- Click on the *Pay & Exchange Plates* button.
- If you do not want to continue the transaction, click the *Cancel* button. This will take you back to the beginning of the process.

## Confirmation page

The receipt number for this transaction will be displayed. Record the receipt number for future reference, or refer to your daily Transaction Summary Report. This is essential for record keeping in accordance with your dealer agreement.

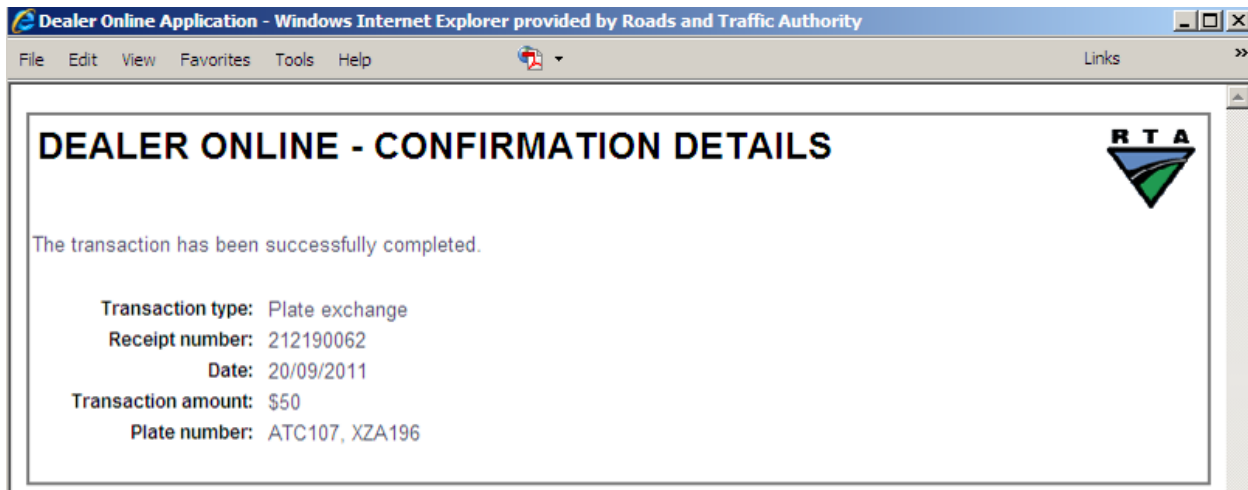


The screenshot shows the 'DEALER ONLINE APPLICATION' interface. The top navigation bar includes 'GLOSSARY', 'CONTACT US', 'HELP', and the date 'Tuesday, 20 September 2011'. A left-hand menu lists various options, with 'Plate Exchange' selected. The main content area is titled 'PLATE EXCHANGE' and features a progress bar with four steps: 'Identify Plates', 'Payment Details', 'Confirmation' (the current step), and 'Print Certificate'. The confirmation message states: 'The transaction has been processed successfully.' Below this, the following details are listed: Receipt number: 212190062, Date: 20/09/2011, Transaction amount: \$50, and Plate number: ATC107, XZA196. A note suggests printing the page for confirmation or using a printer-friendly version. A 'Continue' button is located at the bottom of the confirmation box.

■ Press on [click here](#) to create a print version of the confirmation details.

**IMPORTANT:** You must now click on the Continue button to ensure customers will receive their registration papers.

## Print confirmation page



The screenshot shows a browser window titled 'Dealer Online Application - Windows Internet Explorer provided by Roads and Traffic Authority'. The browser's address bar and menu bar are visible. The main content area is titled 'DEALER ONLINE - CONFIRMATION DETAILS' and features the RTA logo. The confirmation message states: 'The transaction has been successfully completed.' Below this, the following details are listed: Transaction type: Plate exchange, Receipt number: 212190062, Date: 20/09/2011, Transaction amount: \$50, and Plate number: ATC107, XZA196.

■ To print the confirmation details use your browser menu settings to select *file* and then *print*. Once printing is complete close the confirmation page window by clicking on the close button in the top right-hand corner.

■ Press the *Continue* button to proceed to the *Print Certificate* screen.

# Print certificate

→ This screen allows you to enter the *year of registration expiry* and print the certificates. New Certificates of Registration with label are required after the plates are exchanged. Two certificates are required, as this transaction is a plate exchange between two vehicles.

**NOTE:** Printing the registration labels is explained in Appendix A.

**RTA** DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home  
Register New Vehicle  
Register Vehicle with e-AUVIS inspection  
Calculate Rego Charges  
Notice of Disposal  
Renew Registration  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications  
Forms  
Print Microfilm Coversheet  
Change Password  
Logout

## PLATE EXCHANGE

\* All fields with this symbol are mandatory.

Identify Plates Payment Details Confirmation **Print Certificate**

To print the registration certificate:  
Plate Number 1: XZA196  
Vehicle: TOYOTA TRDG07  
Note : Registration Expiry Date = 24/08/2012

1. Enter the Certificate Year  
Certificate Year:  \*
2. Place the label in the printer.
3. Select the print certificate button.

If the printer jams or misprints, print another certificate, by repeating the process.

**Print Certificate**

Plate Number 2: ATC107  
Vehicle: FOR FALCON  
Note : Registration Expiry Date = 14/08/2012

1. Enter the Certificate Year  
Certificate Year:  \*
2. Place the label in the printer.
3. Select the print certificate button.

If the printer jams or misprints, print another certificate, by repeating the process.

**Print Certificate**

OR

The certificate of registration will be mailed directly to the customer within 7 business days.

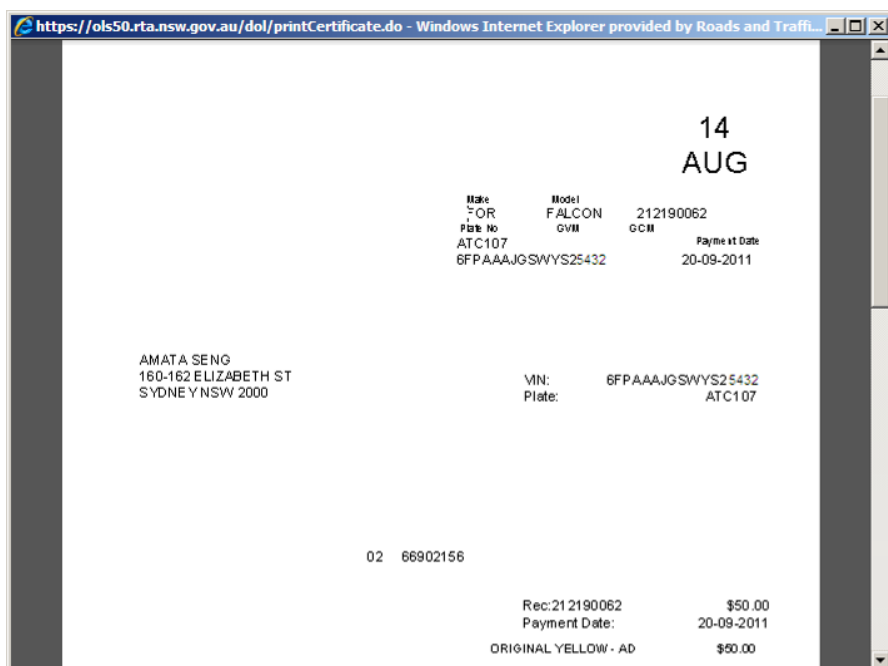
**Request Certificate**

- For **Plate Number 1** note the *Registration Expiry Year* and choose a label for that year.
- Add the *Registration Expiry Year* into the field under **Plate Number 1** (for details of the Registration Label refer to Appendix A).



- Load the certificate into the printer tray so that it is correctly placed to print (see Appendix A for advice).
- Press the *Print Certificate* button. The information will appear on your screen as a PDF file in Adobe Reader.
- Using Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.

- For **Plate Number 2** note the Registration Expiry Year and choose a label for that year.
- Add the *Registration Expiry Year* into the field under *Plate Number 2* (for details of the registration label refer to Appendix A).
- Load the certificate into the printer tray so that it is correctly placed to print (see Appendix A for advice).
- Press the *Print Certificate* button.



The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader click the print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.
- Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like RMS to create and post the certificates directly to the customer.
- You can choose to perform another plate exchange by clicking on the *Plate Exchange* link from the left-hand menu.

# Transaction summary report

The DOL Transaction Summary Report provides a record of the registration transactions undertaken by the individual DOL user. It also provides RMS with a record of dealer activities and the paperwork to support it.

Each DOL user must provide their own copy of the daily Transaction Summary Report (new print or photocopy). It must be signed and dated by the DOL user.

The individual user's Daily Transaction Summary Report should then be attached to the top of the DOL user's work (B&C) bundle and forwarded to your controlling motor registry within five business days, as per your dealer agreement.

DOL does not store transaction details for extended periods. To make sure all transactions are recorded and verified Transaction Summary Reports must be printed from the system every day.

Choosing the Transaction Summary Report from the left-hand menu will allow you to create and print a list of the daily transactions for your dealership.

**DEALER ONLINE APPLICATION**

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

## TRANSACTION SUMMARY REPORT

Please specify the required report criteria for the Transaction Summary Report.

Date:  \* (dd/mm/yyyy)

Select report:  \*

Transaction type:  \*

■ Enter the *Date*.

■ *Select report* - defaults to current user, or you can choose from the drop-down list another DOL user within your dealership.

■ *Select Transaction type* – defaults to All transactions or you can choose individually from the drop-down list

■ Click the *Submit* button

■ Click the *Cancel* button to leave the page.

**NOTE:** The reports can be retrieved for up to 90 days only. It is recommended that you print the report at the end of each day.

The list of transactions performed by the DOL user on the nominated date will be displayed.

**DEALER ONLINE APPLICATION**

Home

Register New Vehicle

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Report Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

Logout

## TRANSACTION SUMMARY REPORT

Please enter the date and select the type of report for the Transaction Summary Report.

Date:  \* (dd/mm/yyyy)

Select report:  \*

**Transaction Summary Report for 1 July 2011 for STINT INTERNET MOTOR DEALER PTY LTD**

Please note: This report will only display transactions related to the dealership that you logged in with.

User	Time	Transaction Type	Status	Plate No.	Receipt No.	Amount(\$)
AMAUJ01	08:41	Establish	Paid	AS000	212190688	150.00
DEALER13	16:15	Plate Transfer	Paid	HH101	212190935	39.00
DEALER15	11:09	Establish	Paid	KXF968	212190772	513.00
DEALER15	11:10	Establish	Paid	S00000	212190774	53.00
DEALER15	11:15	Establish	Paid	KXF333	212190778	533.00
WLDLR6	15:44	Establish	Paid	HYC39	212190911	461.00
WLDLR6	15:52	Plate Transfer	Paid	HYC40	212190914	200.00
<b>Total Debits:</b>						<b>1,948.00</b>

Conditions of Use | Privacy and Security

Copyright © 2011 Roads and Traffic Authority NSW v6.0.1

Amounts to be refunded by RMS will be shown as negative amounts in brackets, as in the example below.

**TRANSACTION SUMMARY REPORT**

Please enter the date and select the type of report for the Transaction Summary Report.

Date:  (dd/mm/yyyy)

Select report:

**Transaction Summary Report for 1 July 2011 for STINT INTERNET MOTOR DEALER PTY LTD**

Please note: This report will only display transactions related to the dealership that you logged in with.

User	Time	Transaction Type	Status	Plate No.	Receipt No.	Amount(\$)
AMAUV01	08:41	Establish	Paid	AS000	212190688	150.00
DEALER13	16:15	Plate Transfer	Paid	HH101	212190935	39.00
DEALER15	11:09	Establish	Paid	KXF988	212190772	513.00
DEALER15	11:10	Establish	Paid	S00000	212190774	53.00
DEALER15	11:15	Establish	Paid	KXF333	212190778	533.00
WLDLR6	15:44	Establish	Paid	HVC39	212190911	461.00
WLDLR6	15:52	Plate Transfer	Paid	HVC40	212190914	(200.00)
<b>Total Debits:</b>						<b>1,949.00</b>

■ Click the *Display in Printable Format* button to print the report. This will open a new window and display the payment summary report.

**NOTE:** The plate number will only be shown once in the *Plate No.* column when additional transactions occur.

**Transaction Summary Report for 20 September 2011 for STINT INTERNET MOTOR DEALER PTY LTD**

User	Time	Transaction Type	Status	Plate No.	Receipt No.	Amount(\$)
AMAUV01	10:18	Establish	Paid	PCC90K	212190022	313.00
AMAUV01	10:42	Notice of Disposal		ATC106		0.00
AMAUV01	10:46	Registration Transfer	Paid	ATC106	212190023	29.00
AMAUV01	11:00	Registration Transfer	Paid	ATC106	212190042	374.00
AMAUV01	11:12	Notice of Disposal		XZA196		0.00
AMAUV01	11:16	Registration Transfer	Paid	XZA196	212190043	626.00
AMAUV01	13:04	Plate Exchange	Paid	ATC107	212190062	50.00
AMAUV01	13:04	Plate Exchange	Paid	XZA196	212190062	0.00
<b>Total Debits:</b>						<b>1,392.00</b>

I certify that all AMAUV01 work is attached, complete and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

■ To print this *Confirmation page* use your browser menu settings to select *File* and then *Print*.

■ Once printing is complete close the confirmation page window by clicking on the close button in the top right-hand corner.



# Reprint certificate

This screen allows you to reprint the *Certificate of Registration* if information has not been properly printed, was misaligned or unreadable. You must reprint the certificate on the same day as the transaction or it cannot be reprinted.

RTA  
DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

## REPRINT CERTIFICATE

You can reprint your certificate for an establish, renewal or transfer of registration, as well as for plate transfers or exchanges. This facility is only available on the same day of performing the action.  
\* All fields with this symbol are mandatory.

Plate Number:  \*

Plate Type:

Validate

- Enter the *Plate Number*.
- Select the *Plate Type* (either Other vehicle or Motorcycle).
- Click the *Validate* button.

Once validated, you will be prompted to enter additional information.

RTA  
DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Tuesday, 20 September 2011

Home

Register New Vehicle

Register Vehicle with e-AUVIS inspection

Calculate Rego Charges

Notice of Disposal

Renew Registration

Transfer Registration

Plate Exchange

Transaction Summary Report

Reprint Certificate

Notices

Publications

Forms

Print Microfilm Coversheet

Change Password

## REPRINT CERTIFICATE

You can reprint your certificate for an establish, renewal or transfer of registration, as well as for plate transfers or exchanges. This facility is only available on the same day of performing the action.  
\* All fields with this symbol are mandatory.

Certificate Year:  \*

Certificate Type:  \*

Plate Number: ATC107

Plate Type: Other vehicle

Reason:  \*

Print Certificate

If the printer jams or misprints, print another certificate, by repeating the process.

OR

The certificate of registration will be mailed directly to the customer within 7 business days.

Request Certificate

Get Adobe Reader

Conditions of Use | Privacy and Security  
Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

- Enter the Registration *Certificate Year* (for details of the Registration Label refer to Appendix A).

- Select the *Certificate Type* from the drop-down list selection, as shown below.

Certificate Year: 2012 \*

Certificate Type: Select a value \*

Plate Number: Select a value

Plate Type: Establish

Reason: Registration Transfer

Reason: Plate Exchange

Reason: Plate Transfer

Reason: Renew Registration

- Select the *Reason*, either Printer Problem or Application Error.

Plate Type: Other vehicle

Reason: Select a value \*

Reason: Select a value

Reason: Printer Problem

Reason: Application Error

If the printer jams or misprints, print another certificate, by repeating the process.

- Press the *Print Certificate* button to generate the information needed to print onto the registration certificate.

Certificate Year: 2012 \*

Certificate Type: Plate Exchange \*

Plate Number: ATC107

Plate Type: Other vehicle

Reason: Printer Problem \*

Print Certificate

If the printer jams or misprints, print another certificate, by repeating the process.

- Load the registration certificate into the printer tray so that it is correctly placed to print (**NOTE:** Printing the registration label is explained in detail in Appendix A).



The information will appear on your screen as a PDF file in Adobe Reader.

- Using Adobe Reader click the Print button to print this information onto the registration certificate that you have placed in your printer tray.
- Once printed click on the window close button in the top right-hand corner to return to DOL.
- Press the *Request Certificate* button if you do not have the facilities or correct certificates and would like RMS to create and post the certificates directly to the customer.
- If you have another transaction click on it in the left-hand menu.
- If you have finished transactions for your dealership click on *Logout* in the left-hand menu.

# Notices

Notices are displayed when you open DOL. These notices provide important information and announcements about updates in the DOL system. You should read all notices before clicking the *Confirm read* button.

If you want to re-read notices they can be found by selecting **Notices** from the menu on the left-hand menu. It will open a page listing recent notices.

The screenshot shows the Dealer Online Application (DOL) interface. At the top left is the RTA logo. The main header is "DEALER ONLINE APPLICATION". On the right side of the header, there are links for "GLOSSARY", "CONTACT US", and "HELP", along with the date "Wednesday, 12 October 2011".

On the left side, there is a vertical menu with the following items: Home, Register New Vehicle, Register Vehicle with e-AUVIS inspection, Calculate Rego Charges, Notice of Disposal, Renew Registration, Transfer Registration, Plate Exchange, Transaction Summary Report, Reprint Certificate, Notices, and Subscriptions.

The main content area is titled "NOTICE BOARD". It contains a table with two columns: "Effective Date" and "Title / Description".

Effective Date	Title / Description
8/10/2011	*****Dealer Online Update - October 2011 ***** The information provided in Publications Dealer Online Update - August 2011 has been extended. Dealer Online (DOL) users can now submit confirmation detail printouts advising the transaction has been successful, for Notice of Disposal (NOD) or Registration Transfer applications for: Dealer to customer (person) - (NOD) Customer (person) to Dealer - (Registration Transfer) See Publications for full details Dealer Online Update - October 2011
23/9/2011	DOL Unavailable 8.15am 23/09/2011 - unexpected system error message appearing UNTIL FURTHER NOTICE ALL TRANSACTION may be AFFECTED. Notification will be published as soon as these issues are resolved.

Below the table, there is a text box with the message: "I have read and acknowledge the new bulletins." and a "Confirm" button.

At the bottom of the page, there are links for "Conditions of Use" and "Privacy and Security", and a copyright notice: "Copyright © 2011 Roads and Traffic Authority NSW v6.0.2".

# Publications

DOL publications are available on line from the Publications page accessed from the left-hand menu. These publications are available to help you use the DOL application.

- Click on the publication and the document will open.
- If you do not have a copy of Adobe Reader it is available as a free download – you can find the link in the **Print Microfilm Coversheet** page on page 106.
- Other programs may be needed to read some of the documents (such as MS PowerPoint).

DEALER ONLINE APPLICATION

[GLOSSARY](#) / [CONTACT US](#) / [HELP](#) / Wednesday, 12 October 2011

<ul style="list-style-type: none"> <li>Home</li> <li>Register New Vehicle</li> <li>Register Vehicle with e-AUVIS inspection</li> <li>Calculate Rego Charges</li> <li>Notice of Disposal</li> <li>Renew Registration</li> <li>Transfer Registration</li> <li>Plate Exchange</li> <li>Transaction Summary Report</li> <li>Reprint Certificate</li> <li>Notices</li> <li style="background-color: #e6f2ff;">Publications</li> <li>Forms</li> <li>Print Microfilm Coversheet</li> <li>Change Password</li> <li>Logout</li> </ul>	<h2 style="margin: 0;">PUBLICATIONS</h2> <p style="margin: 5px 0 0 20px;">Select a publication/form from the list below</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="text-align: left; padding: 5px;">Title</th> <th style="text-align: left; padding: 5px;">Document type</th> <th style="text-align: left; padding: 5px;">Size</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><a href="#">August 2011 - DOL Enhancement from Monday 22/08/2011</a></td> <td style="padding: 5px;"> Microsoft Doc (requires Microsoft Word)</td> <td style="padding: 5px;">33 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">DOL Printer Settings and Maintenance, choosing a new printer.</a></td> <td style="padding: 5px;"> Microsoft Doc (requires Microsoft Word)</td> <td style="padding: 5px;">24 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">DOL Register New Light Trailer DRAFT MANUAL</a></td> <td style="padding: 5px;"> PDF (requires Acrobat Reader)</td> <td style="padding: 5px;">2046 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">DOL Renew Registration includes trailers DRAFT MANUAL Feb 2010</a></td> <td style="padding: 5px;"> PDF (requires Acrobat Reader)</td> <td style="padding: 5px;">1488 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">DOL User Manual Sept 2009</a></td> <td style="padding: 5px;"> External Link</td> <td style="padding: 5px;">N/A</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Dealer Online Instructional Flash Video's - includes Register New Vehicle, transfer rego etc...</a></td> <td style="padding: 5px;"> External Link</td> <td style="padding: 5px;">N/A</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Dealer Online Update - October 2011</a></td> <td style="padding: 5px;"> Microsoft Doc (requires Microsoft Word)</td> <td style="padding: 5px;">29 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Frequently asked question's - DOL Trading as Name, Courtesy Name.</a></td> <td style="padding: 5px;"> Microsoft Doc (requires Microsoft Word)</td> <td style="padding: 5px;">40 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">From 1st JULY 2011, Rate Cards and Schedules</a></td> <td style="padding: 5px;"> PDF (requires Acrobat Reader)</td> <td style="padding: 5px;">75 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Motor Dealer's Guide to Vehicle Registration</a></td> <td style="padding: 5px;"> External Link</td> <td style="padding: 5px;">N/A</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Road Vehicle Descriptor Online</a></td> <td style="padding: 5px;"> External Link</td> <td style="padding: 5px;">N/A</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Single Registered Operators for light vehicles - Vehicles to be registered in one name from 19 May 2008</a></td> <td style="padding: 5px;"> Microsoft Doc (requires Microsoft Word)</td> <td style="padding: 5px;">33 KB</td> </tr> <tr> <td style="padding: 5px;"><a href="#">Vehicle standards information sheet VSI 58 Number Plate Visibility - see also the RTA website for all VSI</a></td> <td style="padding: 5px;"> PDF (requires Acrobat Reader)</td> <td style="padding: 5px;">209 KB</td> </tr> </tbody> </table>	Title	Document type	Size	<a href="#">August 2011 - DOL Enhancement from Monday 22/08/2011</a>	Microsoft Doc (requires Microsoft Word)	33 KB	<a href="#">DOL Printer Settings and Maintenance, choosing a new printer.</a>	Microsoft Doc (requires Microsoft Word)	24 KB	<a href="#">DOL Register New Light Trailer DRAFT MANUAL</a>	PDF (requires Acrobat Reader)	2046 KB	<a href="#">DOL Renew Registration includes trailers DRAFT MANUAL Feb 2010</a>	PDF (requires Acrobat Reader)	1488 KB	<a href="#">DOL User Manual Sept 2009</a>	External Link	N/A	<a href="#">Dealer Online Instructional Flash Video's - includes Register New Vehicle, transfer rego etc...</a>	External Link	N/A	<a href="#">Dealer Online Update - October 2011</a>	Microsoft Doc (requires Microsoft Word)	29 KB	<a href="#">Frequently asked question's - DOL Trading as Name, Courtesy Name.</a>	Microsoft Doc (requires Microsoft Word)	40 KB	<a href="#">From 1st JULY 2011, Rate Cards and Schedules</a>	PDF (requires Acrobat Reader)	75 KB	<a href="#">Motor Dealer's Guide to Vehicle Registration</a>	External Link	N/A	<a href="#">Road Vehicle Descriptor Online</a>	External Link	N/A	<a href="#">Single Registered Operators for light vehicles - Vehicles to be registered in one name from 19 May 2008</a>	Microsoft Doc (requires Microsoft Word)	33 KB	<a href="#">Vehicle standards information sheet VSI 58 Number Plate Visibility - see also the RTA website for all VSI</a>	PDF (requires Acrobat Reader)	209 KB
Title	Document type	Size																																									
<a href="#">August 2011 - DOL Enhancement from Monday 22/08/2011</a>	Microsoft Doc (requires Microsoft Word)	33 KB																																									
<a href="#">DOL Printer Settings and Maintenance, choosing a new printer.</a>	Microsoft Doc (requires Microsoft Word)	24 KB																																									
<a href="#">DOL Register New Light Trailer DRAFT MANUAL</a>	PDF (requires Acrobat Reader)	2046 KB																																									
<a href="#">DOL Renew Registration includes trailers DRAFT MANUAL Feb 2010</a>	PDF (requires Acrobat Reader)	1488 KB																																									
<a href="#">DOL User Manual Sept 2009</a>	External Link	N/A																																									
<a href="#">Dealer Online Instructional Flash Video's - includes Register New Vehicle, transfer rego etc...</a>	External Link	N/A																																									
<a href="#">Dealer Online Update - October 2011</a>	Microsoft Doc (requires Microsoft Word)	29 KB																																									
<a href="#">Frequently asked question's - DOL Trading as Name, Courtesy Name.</a>	Microsoft Doc (requires Microsoft Word)	40 KB																																									
<a href="#">From 1st JULY 2011, Rate Cards and Schedules</a>	PDF (requires Acrobat Reader)	75 KB																																									
<a href="#">Motor Dealer's Guide to Vehicle Registration</a>	External Link	N/A																																									
<a href="#">Road Vehicle Descriptor Online</a>	External Link	N/A																																									
<a href="#">Single Registered Operators for light vehicles - Vehicles to be registered in one name from 19 May 2008</a>	Microsoft Doc (requires Microsoft Word)	33 KB																																									
<a href="#">Vehicle standards information sheet VSI 58 Number Plate Visibility - see also the RTA website for all VSI</a>	PDF (requires Acrobat Reader)	209 KB																																									

Conditions of Use | Privacy and Security

Copyright © 2001 Roads and Traffic Authority NSW v6.0.2

# Dealer Online user forms

Selecting *Forms* from the left-hand menu will open a page listing the Dealer Online (DOL) forms used to administer the system. These are also described at the beginning of the manual under **Administering DOL** on page 7.

Title	Document type	Size
<a href="#">DOL - DEALER AUTHORISATION (rta form 1330)</a>	PDF (requires Acrobat Reader)	252 KB
<a href="#">DOL - ADD CHANGE NEW SECURITY ADMINISTRATOR (RTA Form 1386)</a>	PDF (requires Acrobat Reader)	256 KB
<a href="#">DOL - DEALER PLATE SCHEDULE (rta form 1092)</a>	PDF (requires Acrobat Reader)	261 KB
<a href="#">DOL - GENERIC COVER SHEET (rta form 45062623)</a>	PDF (requires Acrobat Reader)	240 KB
<a href="#">DOL - NEW USER AUTHORISATION (rta form 1332)</a>	PDF (requires Acrobat Reader)	252 KB
<a href="#">DOL - REQUEST FOR PASSWORD RESET/EXTEND/EXPIRE USER (rta form 1331)</a>	PDF (requires Acrobat Reader)	250 KB
<a href="#">form 1</a>	External Link	N/A

The forms available are:

- *Dealer Authorisation (RMS Form 1330)*
  - *Add/Change New Security Administrator (RMS Form 1386)*
  - *Dealer Plate Schedule (RMS Form 1092)*
  - *Generic Operator Cover Sheet (RMS Form 45062623)*
  - *New User Authorisation (RMS Form 1332)*
  - *Request for Password Reset/Extend/Expire User (RMS Form 1331)*
- Click on the form and a PDF document will open using Adobe Reader.
  - All printing on DOL relies on Adobe Reader which is a freely available software package for reading PDFs. If you have problems printing from DOL try downloading a current version of Adobe. A link is provided on the **Print Microfilm Coversheet** page of DOL (see page 120 in Appendix A for more detail).

# Print microfilm coversheet

## Microfilm coversheet

The Dealer Online coversheet provides your user ID, the registry number and the day's date as bar codes to be easily scanned by RMS. The microfilm coversheet is necessary for filing and for recovery of source documents during audits, investigations and corrections to RMS records.

It is good practice to print the coversheet when you first log on to DOL but they can be printed at any time during the day. All DOL transactions need to be lodged with your controlling registry within five business days. Each day's transactions are sorted into two bundles and the microfilm coversheets attached. It is important that each of the bundles contain the correct source documents.

Each DOL user must print out and fill in two microfilm coversheets each day that they are processing transactions via DOL. The transaction bundles are sorted and then identified using the coversheets labelled B and C (A is used only by RMS):

The 'B' bundle will comprise:

- Application for Transfer of Registration forms
- Notice of Disposals (which should be secured attached to the coversheet or to a blank piece of paper)
- Registration Plate forms
- Renewals (only if CTP has been manually entered)

The 'C' bundle will hold only Application for Registration forms.

Click on the left-hand menu to open the introductory page which explains the requirements.



The screenshot shows the 'DEALER ONLINE APPLICATION' interface. The top navigation bar includes the RTA logo, the title 'DEALER ONLINE APPLICATION', and links for 'GLOSSARY', 'CONTACT US', and 'HELP'. The date 'Friday, 30 September 2011' is displayed in the top right corner. A left-hand menu lists various services, with 'Print Microfilm Coversheet' selected and highlighted. The main content area features the heading 'PRINT MICROFILM COVERSHEET' and a detailed description of its purpose: 'The microfilm coversheet is used to identify the Dealer user and the work processing date. It is a vital tool for the filing and recovery of source documents when investigation and correction of DRIVES records is required.' Below this, instructions state that each user must print two (2) coversheets, one labeled 'B' and the other 'C'. A prominent 'Print Coversheet' button is visible. At the bottom of the main content area, there are links for 'Conditions of Use' and 'Privacy and Security', and a copyright notice for 2001 Roads and Traffic Authority NSW v6.0.2.

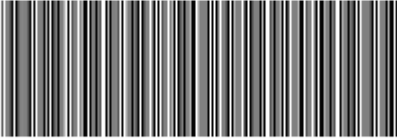
- Click on the *Print Coversheet* button to print a cover sheet.
- Repeat to print a second sheet.
- Label one coversheet with a 'B' and the other with a 'C' (in the square at the top of the coversheet).

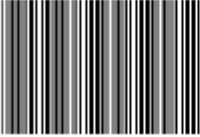
## Sample of a microfilm coversheet

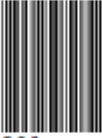
[https://myrta.com/dol/PrintCoversheetEvt.do?Action=display\\_barcodes\\_pdf&dummy=...](https://myrta.com/dol/PrintCoversheetEvt.do?Action=display_barcodes_pdf&dummy=...)


[https://myrta.com/dol/PrintCoversheetEvt.do?Action=display\\_barcodes\\_pdf&dummy=0.03361144310795](https://myrta.com/dol/PrintCoversheetEvt.do?Action=display_barcodes_pdf&dummy=0.03361144310795)

  Type of Docs (A, B or C)

  
787875-29082011

  
787875

  
200

  
29082011

**THESE BARCODES ARE USED TO CATALOGUE YOUR WORK FOR LATER RETRIEVAL  
ALWAYS PRINT NEW COVERSHEETS FOR EACH DAY'S WORK BUNDLES**

# Generic operator coversheet

If you are unable to print a microfilm coversheet on a particular day, a generic operator coversheet can be printed on following days (remembering that you have to lodge your transactions within five business days). The generic operator coversheet should be filled in with **your user ID**, and the **date of the day's transactions**.

**NOTE:** the date on the coversheet is the date that the transactions were processed via DOL.

A generic operator coversheet is available from DOL from the left-hand menu under Forms.

45062823 X 07X08  
Roads & Traffic Authority of NSW  
**DEALER ONLINE WORK COVER SHEET**

Complete section A of this form if original DOL coversheet is not available. Complete section B of this form if paperwork has been extracted from an operator's bundle, that has already been sent to Iron Mountain, this will be interfiled into operator's bundle from the date which the work, was transacted in DRIVES. Please cross out section not applicable.

**A** Only to be used if original DOL coversheet is not available. Coversheet must reflect the paperwork to which it is attached.

Type of Docs (B or C)

User ID in format alpha and numeric

Registry No.

Work date (ddmmyyyy)

**B** Only to be used if the Operator's paperwork has been extracted from the bundle that has already been forwarded onto Iron Mountain.

Tick box if this paperwork is to be interfiled into operator's work.

**MOTOR REGISTRY USE ONLY**

Type of Docs (B or C)

User ID in format alpha and numeric

Registry No.

Work date (ddmmyyyy)

Iron Mountain is RMS' archive centre. These details will be filled in by RMS staff.

## No coversheet

If you are unable to print a microfilm coversheet or a generic operator coversheet you must submit the transactions with a note on the bundles to inform your controlling registry of your operator number and work date.

**NOTE:** if no coversheet is included with the work it may be returned.



# Online registration fee calculator

To assist dealers to determine registration and stamp duty charges for light vehicles, a fee calculator has been provided as part of DOL. It can be accessed from the left-hand menu.

Fee calculations to establish, renew, transfer and renew, and transfer of registration (based on generic vehicle details) are available, as well as the option of entering an existing/previous registration number to calculate vehicle fees.

To access the calculator click on the *Calculate Rego Charges* link on the left-hand menu.

RTA DEALER ONLINE APPLICATION

GLOSSARY CONTACT US HELP Thursday, 23 April 2009

Home  
Register New Vehicle  
Calculate Rego Charges  
Notice of Disposal  
Transfer Registration  
Plate Exchange  
Transaction Summary Report  
Reprint Certificate  
Notices  
Publications  
Forms  
Print Microfilm Coversheet  
Change Password  
Logout

Welcome TEST TEST from ANVIS

Two microfilm coversheets must be printed daily for each user accessing the Dealer Online application. To ensure the barcode can be scanned, the microfilm coversheet must be printed on a laser printer.

Please select a transaction from the menu on the left.

**Privacy Statement**  
I am aware that the improper use or disclosure or any offer to supply personal information, contrary to the NSW Privacy and Personal Information Protection Act 1998 and the RTA's Code of Conduct and Ethics could result in disciplinary action being taken or criminal charges being laid (or both) against me.

**Browser Requirements**  
We recommend that you use [Microsoft Internet Explorer 7.0](#) to view this site.

Conditions of Use | Privacy and Security  
Copyright © 2001 Roads and Traffic Authority NSW v4.11.2

**Operating Hours**  
Monday - Saturday  
6:00am - 11:00pm  
Sunday  
9:00am - 11:00pm

The first screen shows the *Terms & conditions* of use.

Roads and Traffic Authority, NSW

myRTA.com Contact us Help Thursday, 23 April 2009

→ myRego  
→ Renew registration  
→ Rego calculator  
→ myE-Toll  
→ myPlates  
→ myTests  
→ myAddress  
→ myRecords  
→ myResources  
→ Elect good behaviour  
→ Vehicle history check  
→ Free registration check

## myRego

### Terms & conditions

Please indicate your acceptance of the terms and conditions below by clicking on the "I Accept" button. If you do not accept these terms and conditions, click on the "I Decline" button - you will be unable to use the Rego Calculator website.

- 1: The RTA does not guarantee that the Rego Calculator website will be free from any delay in operation or transmission, virus, communications failure, internet access difficulties or malfunction in equipment or software nor does the RTA guarantee that the Rego Calculator website will be continuously available.
- 2: Use of the Rego Calculator website, including all content, data, tools, software and other features distributed by, downloaded or accessed from or through the Rego Calculator website, is at your sole risk. You understand and agree that you will be solely responsible for any damage caused to you, your computer system or loss of data, that result from the download of such content, data and/or software.

→ I ACCEPT → I DECLINE

Conditions of use | Privacy & security  
© Roads and Traffic Authority (NSW) 4.4.16

Read the 12 points carefully before you accept the terms and conditions by clicking on the *I ACCEPT* button.

This will bring up a screen that allows you to choose a transaction to calculate fees.

myRego

Roads and Traffic Authority, NSW

myRTA.com

Contact us Help Thursday, 23 April 2009

### Registration charges enquiry

Please select the type of enquiry you would like to do:

**New registration**

- New vehicle
- Previously registered vehicle
- New fleet vehicle

**Registration renewal**

- For an existing number plate
- General enquiry

**Registration transfer**

- For an existing number plate
- General enquiry

**Registration transfer & renewal**

- For an existing number plate
- General enquiry

[CONTINUE](#)

See below for an example of how to calculate one of the transactions.

- To select *New Registration* for a *New vehicle* click in the circle to select *New vehicle* and click on the *CONTINUE* button.
  - Click on the drop-down list to show the selection of body type.
- Once a *Body type* is selected, more drop-down selections appear.

myRego

Roads and Traffic Authority, NSW

myRTA.com

Contact us Help Thursday, 23 April 2009

### New registration > New vehicle

Please note: All fields must be completed

**Body type:** Car, station wagon or small bus

[Select your vehicle from the Green Guide](#)

**Registration usage:** Private


**Tare weight:** Small (Up to 975 kg)

**Market value/Purchase price:** 10000 \* whichever is greater

[CALCULATE](#) [NEW ENQUIRY](#)

- For the *Registration usage* select from the drop-down list.
- For the *Tare weight* select from the drop-down list.
- Add the *Market value/Purchase price* (whichever is greater) into the field.
- Click on the *Calculate* button.

This shows the details of the vehicle and itemises the charges.

myRego


Roads and Traffic Authority, NSW
myRTA.com
Contact us Help
Thursday, 23 April 2009

- myRego
  - Renew registration
  - Rego calculator
- myE-Toll
- myPlates
- myTests
- myAddress
- myRecords
- myResources
- Elect good behaviour
- Vehicle history check
- Free registration check

## New registration > New vehicle > Registration charges

**Body type:** Car, station wagon or small bus  
**Registration usage:** Private  
**Tare weight:** Small (Up to 975 kg)  
**Market value/Purchase price:** \$ 10,000

Charges	Annual	Half-yearly	Quarterly
Registration Fee Rego Cars & Wagons <= 2 Ton Ann	\$ 52.00	\$ 26.00	\$ 13.00
Motor Vehicle Tax W/tax (0- 2504) Yr Passenger - Pri Gen	\$ 171.00	\$ 86.00	\$ 43.00
S Yello-issue Fee	\$ 36.00	\$ 36.00	\$ 36.00
Stamp Duty	\$ 300.00	\$ 300.00	\$ 300.00
<b>Total</b>	<b>\$ 559.00</b>	<b>\$ 448.00</b>	<b>\$ 392.00</b>

Where this service involves a taxable supply, the fees charged include GST.

**Note:**

- Additional fees may apply if vehicle has special number plates.**

Disclaimer: The information provided by the RTA in response to this query is intended to provide an indicative guide only and is subject to confirmation by the RTA.

→ NEW ENQUIRY

■ Click on the *New Enquiry* button for further enquiries.

# Questions and answers

## How do I establish registration for a customer with a Common Expiry Date (CED)?

To establish registration for a customer with a CED follow the instructions in **Register New Vehicle** as usual on page 15.

At the registration screen, select the *Common Expiry Date* from the drop-down list. DOL will calculate the fees up to the common expiry date. The CTP insurance (green slip) should use the same expiry date.

If the vehicle has a short registration period up to the CED it then needs to be renewed separately.

## What are the proof of identity (POI) requirements?

Authorised dealer staff must see original POI documents when registering a vehicle for a person. Only the POI documents listed in the RMS information brochure *Proof of Identity – How to prove who you are to RMS* can be accepted. Photocopies and faxed documents must not be accepted.

For more information, refer to [http://www.rta.nsw.gov.au/licensing/proofidentity/proof\\_list12.html](http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html)

If a vehicle is to be registered in the name of a person who has not previously done business with RMS, they must visit a motor registry, present their POI documents and be issued with an RMS customer number.

## What if I work for multiple dealers?

Your organisation may have more than one dealer number. If you are authorised to access multiple dealer numbers you must select one from the list displayed on the screen. Refer to page 13 for more information.

## What is an interim certificate?

An interim certificate is a registration certificate without a label which is mainly used for transfer of registration transactions. Refer to page 91 for more information.

## How do I dispose of a badly printed label?

Secure disposal methods for labels must be used. These include shredding or returning to RMS for disposal. Documents must not be disposed of in the normal waste paper streams. Garbage disposal or recycling of intact documents are not considered by the Privacy Act as secure methods of disposal.

## Why are some fields in DOL already filled in?

Some information is already stored in DOL from RMS database, for instance some vehicle details and customers' address details.

## What is stamp duty, and how is it calculated?

Stamp duty is a tax the customer must pay when they establish or transfer a registration. It is a percentage of the market value of a vehicle. RMS acts as an agent for the Office of State Revenue (OSR) to collect stamp duty on registrations. RMS has no other involvement in stamp duty and customers enquiring about stamp duty refunds or waivers must be referred to the OSR.

The figure on which stamp duty is calculated for new vehicles includes: sale price including GST, accessories and options, delivery, dealer charges, freight and any other charges or fees that the customer has to pay (excluding RMS charges and CTP insurance). Premiums paid for extended warranty insurance should not be included when calculating stamp duty. Any discount due to trade-in does not reduce the market value of the vehicle for stamp duty purposes.

The market value of a second-hand vehicle is the price the vehicle is available on the open market including GST, without subtracting trade-ins. If the receipt for the purchase of a second-hand vehicle includes an administrative or processing fee, this is to be included in calculating stamp duty.

The rate of stamp duty for a passenger vehicle worth up to \$45,000 is \$3 for every \$100 or part of \$100. The rate of stamp duty for a vehicle worth over \$45,000 is \$5 for every \$100 or part of \$100 of the value over \$45,000. Trucks, trailers and plant vehicles pay \$3 per \$100, whatever their market value.

A stamp duty calculator is available on the Office of State Revenue website:  
[www.apps05.osr.nsw.gov.au/erevenue/calculators/motorsimple.php](http://www.apps05.osr.nsw.gov.au/erevenue/calculators/motorsimple.php)

## How can I request a customer number for a person?

Customer numbers of individuals will not be released under any circumstances as it is a breach of privacy legislation.

## How can I request a customer number for an organisation?

To request an organisation's customer number from your controlling registry or the RMS contact centre (T: 13 22 13) you must provide:

- Your dealer licence number
- Your dealership's name
- The organisation's name, address and Australian Company Number (ACN)

The dealer is responsible for providing a copy of the ACN and for the validity of the certificate or printed extract from ASIC.

If a customer number does not validate, the DOL representative should notify the business representative that they must attend a registry in person and provide the business' POI to obtain an RTA customer number.

## What paperwork must I take to the registry?

Your Transaction Summary Report should be completed with your signature and date in the certification section, and attached to the top of all your paperwork for your day's transactions,

Next would be your microfilm coversheet (B and/or C) with the day's relevant paperwork attached.

Every transaction (except renewals with electronically transmitted CTPs) appearing on your Transaction Summary Report must be accompanied by the relevant paperwork (in your B&C bundles).

For **Transfers of Registration** – if the transfer is to a person then the usual relevant form must still be completed and submitted in your B bundle. For any other type of transfer you may submit the DOL printed confirmation pages for these transactions.

For **Notice of Disposals**– if you submit a Notice of Disposal on behalf of a customer (i.e. your customer is selling their vehicle to your dealership) then the usual relevant form must still be completed and submitted in your B bundle. For any other Notice of Disposal you may submit the DOL printed confirmation page in your B bundle.

Your paperwork should be submitted to the registry within five business days, as per your dealer agreement.

## My customer is a pensioner. How can they purchase a currently registered vehicle and keep their existing plates?

Follow the process for a Plate Exchange from page 92. Keep in mind that the usage for the vehicle the customer is purchasing will be private, but the registration charges have already been paid. When it is time to renew the vehicle, the pensioner can change their usage when they renew their registration online (at <http://www.myrta.com>). Alternatively, they may visit a motor registry when they renew their registration. The registry will then change the usage to pensioner, provided they don't have another vehicle with pensioner usage.

## When registering a vehicle, the suburb sold defaults to Sydney. Should I change it to the dealer's suburb or town?

Yes. This is important for statistical purposes.

## Why is there sometimes a plate number missing from my Transaction Summary Report?

If there is another transaction for that plate on the same day by the same dealer, the plate number will be omitted from your report.



## What fields must be completed on the Application for Registration form?

Please refer the [Motor Dealer's Guide to Vehicle Registration](#) available on the RMS website, or in the Publications menu on Dealer Online.

## How do I register a caravan with a different tare weight from the certification sheet?

If your dealership has a current dealer agreement, you may record a tare mass up to 5 per cent greater than the certified tare mass on the trailer certification sheet. If the weight varies by more than 5 per cent or the actual weight is less than on the certification sheet, you will be unable to register the vehicle via Dealer Online. Check with RMS Technical Enquiries on 1300 137 302.

## How do I register a vehicle for an organisation that is claiming exemption from stamp duty?

Please refer to the [Motor Dealer's Guide to Vehicle Registration](#), available on the RMS website, or in the Publications menu in Dealer Online.

## What is the Statement of Business Ethics?

Roads and Maritime Services' *Statement of Business Ethics* (see Appendix C on page 123) sets out standards for doing business with RMS. It provides guidelines on what to expect from RMS and explains the obligations and roles of all parties and the constraints imposed. All individuals and organisations that deal with RMS must adopt these standards. They comply with NSW Government guidelines for procurement, contracting and market testing.

## What is the RMS Code of Conduct?

The RMS Code of Conduct and Ethics sets out the ethical principles and professional standards of conduct for RMS employees. It is available from the RMS website: [www.rta.nsw.gov.au/aboutus/code\\_of\\_conduct.html](http://www.rta.nsw.gov.au/aboutus/code_of_conduct.html).

# Glossary

<b>ACN</b>	Australian Company Number – a unique identifying number assigned to incorporated companies by the Australian Securities Commission.
<b>Acquisition date</b>	The date that a vehicle is sold (ie the date the customer takes delivery of a vehicle) or the date that a vehicle passes from the responsibility of the current operator to a new operator.
<b>Buyer</b>	Term used in DOL to describe the person who accepts responsibility for a vehicle through a transfer of registration.
<b>CED</b>	Common Expiry Date – an expiry date given to a business that has a fleet of vehicles so that all their vehicle registrations fall due for renewal on the same day.
<b>Certificate of Registration</b>	This is the certificate issued to a customer which displays the: <ul style="list-style-type: none"> <li>• Registered operator details.</li> <li>• Registration details.</li> <li>• Vehicle details.</li> <li>• Payment details.</li> </ul>
<b>Courtesy name</b>	The courtesy name is a new registration data field that may be used to record the name of a business or an organisation, but not a person's name. It is in breach of privacy legislation to record the name of a person. Refer to page 122 for more information.
<b>CTP</b>	Compulsory Third Party insurance, also known as a green slip – insurance that every motor vehicle must have in order to be driven on public roads. CTP covers personal injury to a third party, for example, other road users such as drivers, passengers, pedestrians, pedal cyclists, motorcyclists and pillion passengers. See also green slip.
<b>Customer</b>	RMS has two types of customer – the individual and the organisational customer. In most cases the individual is also a licence holder and is easily identified by a NSW licence number. See also Organisation customer.
<b>Customer number</b>	RMS allocates a unique number to each customer (individuals or organisations).
<b>Dealer Agreement</b>	The terms and conditions of the <a href="#">Dealer Vehicle Registration Scheme (DVRS)</a> agreement including the schedules.
<b>Dealer Online</b>	Dealer Online is an internet application that enables authorised dealers with a dealer agreement to record, establish registrations and related transactions directly onto the DRIVES database.
<b>Disposal date</b>	The date a vehicle is sold or the date the responsibility for a vehicle passes from the current operator to a new operator.
<b>DVA/Veterans' Affairs</b>	Department of Veterans' Affairs – a Federal Government department which administers pensions, allowances and other benefits, medical treatment and other services to veterans and other entitled persons.
<b>Establish registration</b>	Registering a new vehicle or a vehicle whose registration has lapsed or been cancelled, or was registered in another state or country.

<b>Fleet manager</b>	Fleet manager 1. Internal to the organisation – is the contact person for a vehicle in an organisation's fleet. 2. External to the organisation – is an organisation external to the organisation or person named as the registered operator of the vehicle which administers and manages the vehicle, eg a leasing company.
<b>Garage address</b>	Defined as the vehicle's depot, principal base of operations or where the vehicle is normally kept (eg for most family cars, it is the registered operator's residential address). This must be a street address within NSW. In most cases, the garage address and the residential address for a vehicle will be the same. The garage address appears in the main address field on the certificate of registration.
<b>Green slip</b>	Also called CTP slip. The document issued by an insurance company when a person takes out CTP insurance. The green slip is a mandatory requirement for registration. See also CTP.
<b>GVM</b>	Gross Vehicle Mass – the maximum laden weight at which the manufacturer recommends the vehicle to be operated. The GVM is stamped on the vehicle's compliance plate.
<b>Incorporated organisation</b>	Incorporated organisation is a business that exists as a legal entity through the process of incorporation. Most corporate bodies have the words 'Limited' or 'Proprietary Limited' after their name. All incorporated organisations must use their Australian Company Number (ACN) or Australian Registered Body Number (ARBN) to prove their identity. See also ACN and ARBN.
<b>Lease manager</b>	Leasing manager is an organisation external to the organisation or person named as the registered operator of the vehicle which administers and manages the vehicle.
<b>Light vehicle</b>	A motor vehicle (eg sedan, station wagon, light goods vehicle) with a gross vehicle mass (GVM) up to and including 4.5 tonnes.
<b>Long-term registration</b>	RMS has recently allowed fleet owners (not private individuals) the facility to register vehicles for periods of either two or three years.
<b>Mailing address</b>	This is the address to which renewal advices and correspondence can be sent. It can be a post office box anywhere in Australia. On DRIVES the mailing address is attached to a customer.
<b>Mandatory fields</b>	Fields on the DOL screen that require input from the user. Users must complete all mandatory fields in order to progress to the next screen or next section. Mandatory fields on DOL are marked with a red asterisk.
<b>Market value</b>	The worth of a vehicle as sold with all accessories not just its cash price. In a transfer of registration, stamp duty is calculated on the sale price or market value of a vehicle, whichever is higher.
<b>Microfilm coversheet</b>	A coversheet that accompanies all online transactions. It provides your user ID, the registry number and the day's date as bar codes for scanning by RMS.
<b>Notice address</b>	This is the address to which legal documents such as summonses will be served in the event of traffic offences, warrants etc. It should be a NSW street address, except for organisations which may have an interstate address. On DRIVES the notice address is attached to a customer.
<b>Notice of disposal/NOD</b>	Written advice to RMS that a person has disposed of a vehicle usually by selling it to another. This action ensures the seller is no longer responsible for the vehicle.
<b>Odometer</b>	Records the kilometres travelled by a vehicle. This value should be captured when recording a Notice of Disposal or when processing a Transfer of Registration.



<b>Personal plates</b>	Plates which the customer chooses according to a preset format combining letters and numbers. The customer pays a fee for the right to display their chosen plate.
<b>Plate transfer</b>	A customer's personal or existing plate can be transferred on to a new vehicle being established in the customer's name. Standard Content plates are placed on the old vehicle. The plate transfer can only be performed if the customer number with the right to display the plate is the same as the customer number already validated for the new vehicle. A fee is charged for plate transfers.
<b>Plate type</b>	Codes used to identify the type of plate according to the vehicle on which it can be displayed i.e. Motorcycle plate or Other Vehicle plate.
<b>POI</b>	Proof of Identity – RMS requires customers to produce POI before processing many transactions. This is to ensure that the customer is the person and/or organisation they say they are. See the POI brochure for a list of acceptable POI.
<b>Primary address</b>	Same as the Notice address. This is the address to which legal documents will be served in the event of traffic offences, warrants etc. It should be a NSW street address, except for organisations which may have an interstate address. On DRIVES the notice address is attached to a customer.
<b>Primary producer</b>	Defined under the Motor Vehicles Taxation Act, 1988 as a person who cultivates or uses land for agricultural produce; animal farming or fish culture, a nursery, grazing or rearing of horses, cattle or sheep. A concession is applicable to any vehicle that is used mainly for purposes connected with primary production.
<b>Private use</b>	DRIVES code PRIV. Usage of a vehicle is substantially for social or domestic purposes or for recreation.
<b>Public vehicle</b>	A motor vehicle built principally to carry people; which conveys passengers for hire or reward.
<b>Re-establish registration</b>	Registering a vehicle whose registration has lapsed or been cancelled, or was registered in another state or country.
<b>Registration expiry date</b>	The end date of the registration period for a vehicle. Most registration periods are for 12 months, eg if a start date of a registration period is 1 April, the expiry date is 31 March.
<b>Renewal</b>	A renewal is continuing a registration without allowing it to lapse.
<b>Representative</b>	A representative is a person who conducts business on behalf of another person or organisation.
<b>Responsible operator</b>	The person who is responsible for a vehicle while it is in use on public roads. The responsible operator is the person who is held responsible for the vehicle under law for traffic infringements, whether they are driving the vehicle or not.
<b>Right to display</b>	The privilege given to a responsible operator to display a set of number plates on a vehicle. The right to display plates may be transferred.
<b>Road Vehicle Descriptor Online</b>	An online tool for users of vehicle inspection and registration schemes to retrieve and print Road Vehicle Descriptors (RVDs) for light vehicles and motorcycles.
<b>Sale price</b>	The price for which a vehicle is sold; it includes the cash price and the trade-in value, if any. In a transfer of registration, stamp duty is calculated on the sale price or market value of a vehicle, whichever is higher.

<b>Sale usage</b>	Sale usage is applied to vehicles held for resale by a motor dealer. It exempts the dealer from paying stamp duty on the transfer.
<b>Security administrator</b>	Is the person nominated by the Dealer and authorised by RMS as the person responsible for administering the DOL application on behalf of the Dealer.
<b>Seller</b>	Term used in DOL to describe the person who disposes of a vehicle.
<b>Source document</b>	Forms and other paperwork including receipts which justify the DOL transaction. All source documents must be bundled in date and user order and each bundle must be prefaced by a microfilm coversheet.
<b>Stamp duty</b>	<p>Stamp duty is a tax the customer must pay when they establish or transfer a registration. It is a percentage of the market value of a vehicle.</p> <p>Stamp duty is calculated on various inclusions that make up the market value for New vehicles and Second-hand vehicles.</p> <p>RMS acts as an agent for the Office of State Revenue (OSR) to collect stamp duty on registrations. RMS has no other involvement in stamp duty, and customers enquiring about stamp duty refunds or waivers must be referred to the OSR.</p>
<b>Start date</b>	First date of the registration period. For a new vehicle the start date of the registration is the date the plates and label are attached to the new vehicle.
<b>Tare weight</b>	The unladen weight of the vehicle.
<b>Transaction summary report</b>	Provides a summary of transactions processed for a given date for the dealership. The report can be backdated up to 90 days.
<b>Transfer of registration</b>	Transfer of registration is a transaction which records the transfer of responsibility for a particular vehicle from one operator to another. Fees and charges collected can include a transfer fee, stamp duty, additional tax and surcharge on a late transfer.
<b>Transfer status</b>	RMS code which refers to the vehicle's registration history.
<b>Transfer surcharge</b>	RMS allows customers 14 days from the acquisition date in which to apply and pay for a transfer. Late application and payment incurs a surcharge. The surcharge, if applicable, must be paid at the time of the transfer.
<b>Unincorporated organisation</b>	Unincorporated organisation refers to a business or trading name. It does not exist as a legal entity by itself and must be represented by either a private individual or an incorporated company.
<b>User</b>	Is the person nominated by the dealer and authorised by RMS as the person authorised to use the DOL application.
<b>User ID</b>	A unique coded identifier created by RMS for each authorised user.
<b>VIN</b>	Vehicle Identification Number – A 17 digit identifier stamped onto the frame or body of a vehicle by the manufacturer.
<b>Year of manufacture</b>	The year of manufacture of a motor vehicle appearing on the compliance plate.

# Appendix A – Printing certificates

## About the certificates

Your dealership will have a number of certificates of registration forms called Registration Renewal Notices. However, if you do not have the facilities or correct certificates you can request that RMS create and post the certificates directly to the customer.

**Before you pay your registration:**

- purchase a Compulsory Third Party (CTP) insurance green slip unless the vehicle is a trailer
- obtain an inspection report if required (see above)

**Payment methods:**

- Visit [myRTA.com](http://myRTA.com) to make a credit card payment.
- To obtain BPAY reference details visit [myRTA.com](http://myRTA.com) or call 1300 360 732.
- By phone: call 1300 360 732.
- By mail: to RTA, PO Box 21, Parkes NSW 2615.
- In person: at your nearest motor registry.

myRTA billing number is 12345678.

## Registration Renewal Notice 2010

Do not fold or bend this label, peel from rear. See icon.

Label not required to be reprinted when renewed online or over the phone.

---

**Six month registration for light vehicles is available only at [myRTA.com](http://myRTA.com) or by phoning 1300 360 732. It is not available at Motor Registries.**

**Postholders – To renew your registration you MUST obtain a receipt number using one of the above payment methods.** If any DETAILS have changed on this certificate advise staff at any registry contact the RSN on 13 22 13 or 139 350 21 – 412 (for the hearing impaired).

**Renew registration on or before the expiry date. It is an offence to drive an unregistered vehicle.**

### Certificate of Registration

NOT VALID UNTIL RECEIPT NUMBER ISSUED

The certificate of registration identifies the registered operator of the vehicle. It is not proof of vehicle ownership. The colour or operating address is shown below.

Customer Number	Plate Number	Expiry Date	Licence

Year	Make	Model	Vehicle	Shape	Engine Capacity	VHC/Chassis Number
Sea Weight	GWR	GCM	Seating Capacity	Engine Number		

Conditions

Registration renewal form FRONT

**How to attach this label**

Do not peel this label from the paper until you have been issued with a receipt number. Remove the old label, making sure the glass is clean and dry. Carefully peel the new label from the paper and stick it on to the inside of the windscreen or a fixed glass panel on the left hand side of the vehicle and smooth out to the edges. The details of the label are not to be obscured - DO NOT stick the label to anywhere else or the front section of the glass. For motorcycles and trailers, peel the label in a label holder and attach the holder on or next to your vehicle's number plate without obscuring the number plate details. For cars and other trailers, with a rear facing window, you may stick the label to the inside of the window as close to the number plate as possible.

Peel the label slowly to prevent tearing, the paper backing of the label is yellow but the panel on the front must stay with the label.

← Peel here slowly

**When selling this vehicle:**

- Complete and sign the Notice of Disposal and the Registration transfer details.
- Tear off the Certificate of Registration and give it to the buyer.
- Lodge the Notice of Disposal immediately online at [myRTA.com](http://myRTA.com) or mail to the RTA, PO Box 21, Parkes NSW 2615 or drop off at the motor registry.
- Keep a record of the sale or disposal.
- If you have an S-Tag you should also update your number plate with your S-Tag provider.
- Perform a **Vehicle History Check** at [myRTA.com](http://myRTA.com) before you purchase your next vehicle.

**Notice of Disposal**

Sale date:  /  /     Sale price/market value: \$     Buyer's license/customer no.:     Buyer's date of birth:  /  /

Seller's M name (please print):     Buyer's address (please print):

Seller's full name (please print):     Seller's signature:

Date:  /  /     Do not use on the front to transfer the registration. Lodge Notice of Disposal as soon as possible. Until the RTA records the new registered operator you may be held liable for traffic infringements or offences committed by the buyer.

**When buying this vehicle:**

- To check the details of a vehicle you are thinking of buying go to **Vehicle History Check** at [myRTA.com](http://myRTA.com)
- Complete and sign the Registration transfer details.
- Check the seller has also signed.
- Obtain an Application for Transfer of Registration from a motor registry, RTA, agency or online at [myRTA.com](http://myRTA.com)
- Take the Certificate of Registration and the Application for Transfer of Registration to the motor registry within 14 days of purchase.
- If you have an S-Tag you should also update your number plate with your S-Tag provider.

Failing to transfer registration is an offence. An on the spot fine of at least \$29 may be applied. If the matter goes to court a fine of up to \$2,000 may be imposed. A late fee of at least \$52 will also apply to vehicles not transferred within 14 days.

**Registration transfer details**

Sale date:  /  /     Sale price/market value: \$     Buyer's license/customer no.:

Seller's M name (please print):

Seller's signature:

Seller's declaration: I declare these details to be correct and authorize transfer of the registration to the person named above.

Seller's signature:     Both signatures are required if the vehicle is registered in two names.

Seller's signature:     Date:  /  /

**Important privacy information**

Information supplied in connection with registration may be disclosed inside and outside NSW to any other joint registered operator of the vehicle, for the purposes of law enforcement, verification and validation of information with registration and licensing authorities, revocation of a fee concession entitlement with Carerlink, and DVA, public research processors, public safety NSW compulsory insurance, enquiries relating to motor accidents or abandoned vehicles or which would be relevant to any suspension of the vehicle throughout Australia.

Information and prices are correct at time of printing but may change at any time without notice.

Registration renewal form BACK

**IMPORTANT:** Make sure you use the right label for the period of the registration. Each year, the label is a different colour.

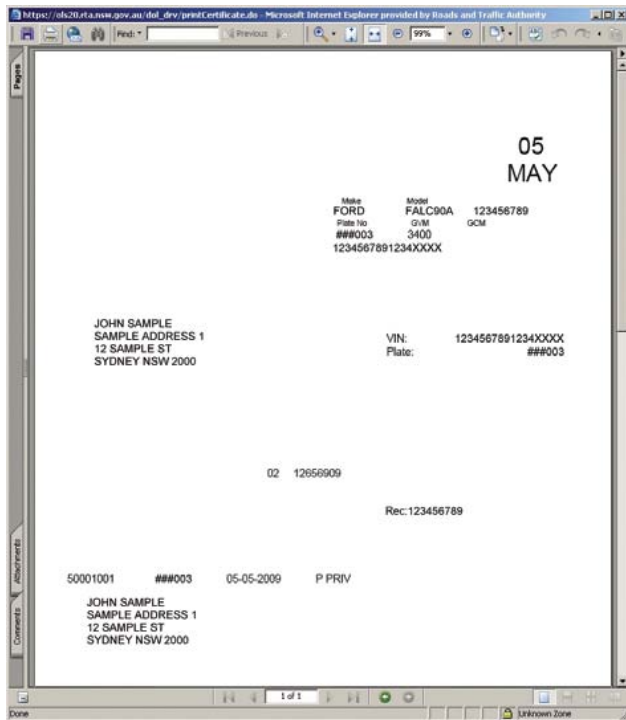
## Print format

All printing on DOL is from PDF (portable document format) which can be opened by Adobe Reader, a freely available software package for reading PDF files. If you have problems printing from DOL try downloading a current version of Adobe (a link is provided in the Print Microfilm Coversheet section of DOL).



## Print using Adobe Reader

When a document is opened as a PDF file in Adobe Reader, printing is managed through that application.



To print click the print button icon on the top menu bar.

Once printed, click on the window close button in the top right-hand corner and return to DOL.



## Printing the certificate

- Load the certificate into the printer tray so that it is correctly placed to print. Your printer's paper tray or manual feed tray should display small icons that show which way to put paper into the printer.
- Press *Print Certificate* button to print the certificate.
- Check that the information prints in the in the appropriate place on the certificate and does not print over the edge.
- If information is not properly printed, misaligned or unreadable, you should reprint the certificate. (Alternatively you may request that the certificate is posted to the customer by clicking *Request Certificate*. The certificate will be mailed to the customer within seven days).
- There is also a link to download Adobe PDF reader if you are having problems with reading the PDF.

## Printer settings and maintenance

We recommend the following settings and actions to properly print the registration labels.

- Only **laser printers** should be used for the printing of labels.
- Your printer must be operating to its manufacturer's specification and serviced to its maintenance schedule.
- Adobe Reader should be installed on the initiating computer. It can be downloaded for free.
- Paper size should be set to **A4**.
- Page scaling should be set to **None**.
- Paper Orientation should be set to **Portrait**.
- Print environment temperature should be between **8°C and 24°C**.
- Print environment humidity should be between **40 per cent and 60 per cent**.

**WARNING:** if the registration label is exposed to temperatures above 200°C during a printer malfunction it may melt.

# Appendix B – Courtesy name

Vehicles can no longer be registered in joint names, trading names, names of unincorporated bodies or various combinations of names. The **Courtesy name** is a new registration data field of 40 characters, and is available if an operator elects to record an additional name, such as the name of an organisation or business, but not an individual's name. This will be printed on the Certificate of Registration.

## Correct use of the courtesy name

Courtesy name may be used to record the name of a business or organisation, but **not an individual's name**. It is a breach of privacy legislation to record the name of an individual.

## Examples

Registered operator	Courtesy Name	
	Acceptable	Unacceptable
Browns Trucks Pty Ltd	✓ Westend Storage	✗ Dave's truck
Statefleet Services	✓ Bellambi Admin	✗ Les Messina's Vehicle
Tamworth Shire Council	✓ Community Relations Unit	✗ Vehicle operator is Mick Oates
Paul Brown	✓ Mudgee Sailing Club	✗ Boat @ Paul's house
Jane Citizen	✓ Flowers 4 U	✗ Trading as Flowers 4 U
Stephen McPherson	✓ Stephen McPherson Cleaning	✗ Stephen and Maree McPherson
Jack Spratt	✓ J Spratt and Sons	✗ JJ and JC and JM Spratt
John Fletcher	✓ Fletcher Smith Catering	✗ Fletcher-Smith Catering

## NOTE:

- Dashes/Hyphens should not be used.
- Be sure to Validate AFTER entering the Courtesy name.
- Existing registrations with more than one name recorded will continue until the registration is transferred or re-established.

## Changing a courtesy name

The Courtesy name may be added, deleted, or an existing courtesy name changed, at any time, at a motor registry or by phone via the RMS Contact Centre, T: 13 22 13.

# Appendix C – Statement of business ethics

Required in dealings between RMS and the private sector.

## Chief Executive's message

Dealings between RMS and the private sector, including purchasing goods and services, joint ventures and the complete contracting out of activities must be undertaken with transparency and integrity. To facilitate this, RMS and private sector employees must always be aware of the ethical standards the public demands when RMS money is used either directly or indirectly. This statement sets out the appropriate standards for doing business with RMS. It provides guidelines on what to expect from the RMS and explains the mutual obligations, roles and constraints of all parties. These ethical standards are not an additional requirement but an integral part of sound commercial practices. All individuals and organisations that deal with RMS must adopt these standards of ethical behaviour. The standards comply with NSW Government guidelines for procurement, contracting and market testing. The likely reward for maintaining ethical business dealings is enhanced public confidence and repeat business. If you need more information about these guidelines or any ethical issue, please contact the RMS Ethics Information Line on 1800 043 642.

## Business ethics for RMS and the private sector

### The role of all parties

The NSW Government now relies on the private sector to perform many tasks it once carried out. This means that RMS employees are involved in purchasing goods and services from the private sector. RMS expects both its permanent and contract employees to behave ethically and comply with its *Code of Conduct and Ethics*. RMS also relies on industry and its employees to maintain similar standards of ethical conduct in their dealings with RMS.

A common understanding between the RMS and the private sector on ethical issues will help us develop a productive and mutually beneficial working relationship.

## RMS business principles

Three key principles form the basis of RMS business agreements.

- Obtain the best possible value for public money
- Impartiality through all stages and processes
- Fairness

These principles enable suppliers to promote their interests effectively but avoid unproductive and potentially questionable activities. All potential providers of goods and services are subject to the same ethical operating environment and must comply with these guidelines.

## Value for money

Value for money is determined by considering the impact of factors such as quality, reliability, timeliness, service, initial and ongoing costs. It does not mean 'lowest price'. However, the lowest price might offer the best value if it meets other essential criteria such as quality and reliability.

## Impartiality

Impartiality means trying to be objective and even-handed. For example, an impartial person will try to objectively establish the criteria for determining best value for money and then assess each bid against these criteria. Being impartial includes taking account of practicalities. For example, the principle of impartiality does not entail publicly advertising for bids for items of low monetary value or inviting bids from firms that have performed poorly in the past.

## Fairness

Fairness overlaps with impartiality in the sense of being even-handed. In some circumstances fairness can also entail taking into account the effects of actions on others. For example, it would be unfair to call tenders when there is no serious intent to award a contract, even if a satisfactory or exceptional offer was received. Fairness does not mean pleasing everyone. If people are adversely affected by a decision, it is unfortunate but not necessarily unfair.



## RMS requires its employees and contract staff to:

- Comply with RMS and government policies and procedures.
- Show fairness in their treatment of all individuals or organisations that supply goods or services to RMS.
- Encourage fair and open competition while seeking value for money.
- Try to minimise costs to suppliers participating in the procurement process.
- Protect commercial-in-confidence information.
- Deal honestly with suppliers and pay accounts on time.
- Always be accountable and act in the public interest.
- Avoid situations where private interests conflict with public duty.
- Not solicit or accept financial or other benefits from a supplier for performing official duties.
- Respond to reasonable requests for advice and information without delay.

## Tenderers, suppliers, consultants and contractors are expected to:

- Respect the conditions and requirements stated in documents supplied by the RMS.
- Present information concisely.
- Comply with any codes of tendering and practice that apply.
- Respect the obligation of RMS staff to comply with government procurement policies.
- Not act fraudulently or secretively.
- Prevent the unauthorised release of privileged or confidential information, such as commercial-in-confidence information.
- Not discuss RMS dealings with the media, without consulting RMS first.
- Respond to reasonable requests for advice and information.
- Not offer RMS employees or contract staff any financial or other inducements which may lead to, or be seen as leading to, gaining an unfair advantage in dealings with RMS.
- Comply with RMS post separation employment guidelines.

## Some practical guidelines

### Communications between parties

To avoid misunderstandings it is important to use written correspondence (letter, fax or email) for communications involving a business related decision. Telephone communications in this regard should be followed up with written confirmation of any decisions or commitments made. Unless good reasons exist, all meetings should be either on RMS premises or on-site. A written record of commitments given at meetings must be made and endorsed by all parties.

### Confidentiality

Information which is marked confidential, or which a reasonable person would expect to be confidential, should be treated as such. The information could be in various formats such as hardcopy documents or electronically stored. Intellectual property rights must be negotiated. No individual or organisation is entitled to acquire any intellectual property rights because they are employed by or have a contract with RMS.

### Entertainment

Suppliers should not pay for any form of entertainment for RMS employees. Likewise, RMS employees are generally not entitled to use government funds to pay for entertainment.

### Lunches etc

RMS employees are expected to pay for all their own meals. RMS discourages external parties from providing RMS employees with benefits such as social lunches. Employee participation is permitted only if a clear underlying business purpose exists and the value and frequency of such functions is not excessive.

### Gifts

Gifts should not be given to RMS staff or its agencies and there should be no expectation that any gifts will be provided.

**Travel and accommodation**

RMS meets all business travel and accommodation costs for its employees. Any variation to this policy must first be agreed with RMS, not the individual employee affected, and approved by a senior employee. Public liability and insurance requirements must also be considered.

**Contracting former RMS employees**

Former employees are generally not employed as contractors for at least 12 months after they have left RMS. Any organisation intending to use a current or former RMS employee for contract work with the RMS should first discuss this with RMS. This policy protects RMS, the individual and the organisation from any potential charge of impropriety or conflict of interest.

## RMS Ethics Information Line

**Contact the Ethics Information Line 1800 043 642 (free call):**

- For advice on any related issues.
- If you are concerned that a breach of the law or unethical conduct may have occurred. This could include fraud, corrupt conduct, maladministration, or serious or substantial waste.

# Notes

# Notes