

**NOTIFICATION OF TRANSFER OF TRAILER OWNERSHIP**

PLEASE READ NOTES OVERLEAF BEFORE COMPLETING THIS FORM

This Form must be completed by both parties at the same time

**PART A**

**TO BE COMPLETED BY SELLER**

Trailer Mark

Make/Model  Colour(s)

Chassis Number

**SELLER'S NAME AND ADDRESS**

Mr, Ms, etc  First Name(s)

Surname OR

Company Name

Address

Town/City

County  Phone No.

**DECLARATION**

I/We declare that ownership of the above trailer was transferred to the new owner mentioned in Part B below on

The  day of  and the Trailer Licence Card  is enclosed  
 (DD) (MM,YY)  Is not  
 available see Note E

**PART B**

**TO BE COMPLETED BY BUYER**

**BUYER'S NAME AND ADDRESS**

Mr, Ms, etc  First Name(s)

Surname OR

Company Name

Address

Town/City

County  Phone No.

Address where vehicle is ordinarily kept (Enter 'As Above' if vehicle kept at above address)

**DECLARATION**

I/We declare that (i) ownership of the above trailer was transferred to me/us,  
 (ii) I/We have entered my/our name(s) and address in the Trailer Licence Card

Buyer's Signature  Date   Date Received

**PART C**

**TO BE COMPLETED BY SELLER**

**THIS PART SHOULD BE DETACHED AND RETAINED BY BUYER**

I/We have on this date sold/traded-in trailer index mark  to

Seller's Signature  Buyer's name and address

Date

## NOTES

### IMPORTANT

It is in the interest of the person selling the trailer to ensure that:

- (i) If the buyer is a Company registered under the Companies Act (1963) the name and address of the Company as stated in its Certificate of Incorporation should be used and the signature must be that of the Managing Director or Secretary.
- (ii) If the Buyer is a Private Firm the name by which it is ordinarily known together with the full name(s) of the Owner/ Partner(s) should be used and the signature must be that of the Owner/Partner.
- (iii) Form completed and sent to your local motor tax office as soon as possible.

### **OTHERWISE YOUR NAME WILL CONTINUE TO APPEAR AS THE LICENSED OWNER OF THE TRAILER**

#### A. When to use this form

This form should be used when any person or body has sold, traded-in or otherwise disposed of a trailer or semi-trailer. The completed form must be sent to your local Motor Tax Office

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

Do NOT use this form to licence (First or Renew) a trailer or semi-trailer with a maximum permissible weight exceeding 3,500 kg or to register any change in trailer particulars—you must use a Licensing or Change of Particulars Form (TF100).

#### C. How to complete this form

Parts A and C of this form must be completed by the person SELLING the trailer. Part B of this form must be completed by the person BUYING the trailer.

#### D. What to do next

When the Seller and the Buyer have completed the form:

- The SELLER should detach Part C of the form and hand it to the BUYER
- The BUYER (IF NOT A MOTOR DEALER) should enter his/her name and address in the “Next Owner” section of the trailer’s Licence Card.
- The SELLER should IMMEDIATELY forward Parts A and B of this form WITH the Licence Card to the local Motor Tax Office.
- In cases where the BUYER is a Motor Dealer, the SELLER should IMMEDIATELY forward Parts A and B of this form to the Motor Tax Office. However, the LICENCE CARD should NOT be sent to the Motor Tax Office but should be handed to the Motor Dealer to be held by the Motor Dealer until the Trailer is sold on.

#### E. Trailer Licence Card Unavailable

Where the SELLER is unable to provide the Trailer Licence Card, an Application for Replacement Documents, Form (RF134) should be completed by the Seller and sent to the local Motor Tax Office with the appropriate fee.

### WARNING—PENALTIES

ANY PERSON INVOLVED IN THE TRANSFER OF OWNERSHIP OF A TRAILER AND WHO FAILS TO CARRY OUT THE ABOVE INSTRUCTIONS IS LIABLE TO PROSECUTION AND POSSIBLE HEAVY PENALTIES.

### **PRIVACY STATEMENT**

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department’s data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection).

Details of this policy are also available in hard copy upon request by emailing [dataprotection@dttas.gov.ie](mailto:dataprotection@dttas.gov.ie) or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin 2 D02 TR60.