

DECLARATION FOR REGISTRATION OF A NEW VEHICLE (OTHER THAN A MOTOR CYCLE)

(Please read notes overleaf before completing this form)

Birth Cert. Number (where applicable)

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A. VEHICLE PARTICULARS						
1. Make						
2. Model						
3. Further Description						
4. Colour/s		CODE	5. Engine Capacity (cc)			
6. Engine Number						
7. Chassis Number						
8. Engine/Fuel/Power Source/Type		CODE	9. CO2 Emissions (g/km)			
10. Statistical Code						
11. EU Type-Approval Directive/s	M1 Vehicles only	Non M1 Vehicles Noise / Emissions				
12. Number of seats		13. Number of Windows				
14. Registration Number and Date of First Registration in the State.				Day	Month	Year
Receipt No. (where applicable)						
B. REGISTRATION TAX PARTICULARS						
Note: Where VAT is payable on a new vehicle at the time of registration, a Form VAT 4 should also be completed.						
15. Extras/Options CODES ONLY (factory-fitted or distributor-fitted) (Please insert OMSP VALUE of Options/Extras in Box 17 below).						
16. Basic OMSP €		17. Extras/Options €		18. Total OMSP €		
19. VRT Vehicle Category		20. Rate of VRT (%)		21. VRT Payable €		
22. Method of Payment (CODE ONLY)						
C. ACCOUNTING PARTICULARS						
DISTRIBUTOR DETAILS						
23. Name						
(a) T.A.N.		(b) Invoice No.				
DEALER DETAILS						
24. Name						
(a) T.A.N.		(b) Sales Invoice No.				
25. Actual Selling Price (ASP) of Vehicle		€				
PAYER DETAILS						
26. Name and Address						
(a) VAT Number		(b) T.A.N.				

D. OWNER PARTICULARS		
27. Name or Company Name		
Title: (Mr., Mrs., Miss, Dr., Rev., etc.)		
First Name(s)		
Address		
Town/City		
County		28. Index Mark of County/Borough
VAT No.		T.A.N. (where applicable)
29. VRT Exemption (Please state, if any)		
VRT Exemption Code (where appropriate).		
E. TRANSACTION TYPE PARTICULARS		
30. Type of Transaction (Please tick <input checked="" type="checkbox"/> appropriate box/boxes)		
Cash Sale	<input type="checkbox"/>	Demonstration Vehicle <input type="checkbox"/>
Trade-in included	<input type="checkbox"/>	Special Discount, e.g. fleet etc. <input type="checkbox"/>
Short-Term Car-Hire	<input type="checkbox"/>	Driving School <input type="checkbox"/>
Leasing	<input type="checkbox"/>	
F. REPAYMENT PARTICULARS		
31. If an application for repayment of VRT is to be made in respect of this vehicle please quote the repayment T.A.N.		
Repayment T.A.N.		
G. PAYER'S DECLARATION		
32. I, _____ (BLOCK CAPITALS)		
declare that the details given above relate to this vehicle and are, to the best of my knowledge and belief, true and correct.		
Signature: _____		Date: _____
H. OFFICIAL USE ONLY		
33. Officer's Signature and VRO Date-Stamp		
Signature: _____		

NOTES

These NOTES are intended to be an aid to completing this form. In cases of difficulty consult with any official in your local Revenue Vehicle Registration Office. The numbers below refer to the corresponding box numbers on the form. In certain boxes codes are required - a comprehensive list of all codes is available from any Revenue Vehicle Registration Office. These codes **must** be inserted - not to do so will result in a delay in your registration. VAT will **only be payable** at the time of registration where a new vehicle has been acquired in another Member State by a person/company/institution not entitled to a deduction of VAT under section 12 of the VAT Act, 1972.

SECTION A - VEHICLE PARTICULARS

1. Only the manufacturer's marque is to be inserted here.
- 2/3. Enter the model name and remainder of model description.
4. Either one colour or the appropriate combination should be entered here + CODE.
5. Cubic Centimetres.
8. As appropriate (e.g. petrol only, LP gas only, petrol/LP gas, diesel, electricity, hybrid, steam etc.) + CODE.
9. As per Type Approval Certificate or Certificate of Conformity.
10. This Code will be available from the Central Vehicle Office, Rosslare, Co. Wexford. Telephone No: (053) 61200.
11. As per 1st Schedule to European Communities (Passenger Car Entry into Service) Regulation, 2001 (S.I. 373/01) and in the case of non M1 category vehicles as per 2nd Schedule to European Communities (Mechanically Propelled Vehicles Entry into Service) Regulations, 2001. (S.I. 374/01)
13. A window is defined as including a sheet of glass or other material capable of admitting light, whether or not encased in a frame or channel and whether or not forming a door or part of a door, but does not include a windscreen or sunroof.
14. If you use the distance registration facility to register the vehicle you must insert the registration number in box 14 of the FR 100 form. If you have reserved a number the receipt number should be entered in the sub-box provided - the receipt itself should accompany this application.

Section B - Registration Tax Particulars

Your vehicle will be classified in either Category A, Category B, Category C or Category D. The Vehicle Registration Tax rate applicable to each of these categories is available from any Vehicle Registration Office.

15. Complete if appropriate - in this box the CODES referred to are manufacturer/distributor codes.
16. The basic price is the price as declared to the Commissioners in the prescribed manner by the manufacturer or distributor.
17. Enter the value of options/extras here.
18. The sum of box 16 + box 17.
19. Enter A, B, C or D.
20. The rate or sum appropriate to Category A, B, C or D.
21. The sum of box 18 by the percentage in box 20 or the specific sum involved. Where you are claiming that your vehicle is exempt from Vehicle Registration Tax, you must enter the appropriate CODE in sub-box 29.
22. Payment may be made by cash (including guaranteed cheque and bank draft deferred) (if approved), FACT or Other Public Department.

Payment by:	
CASH	A
DEFERRED	E
FACT	D
OPD	J
EXEMPT	X
UNSECURED CASH	U
LONG DEFERRED	L

SECTION C - ACCOUNTING PARTICULARS

- 23/24. Not to be completed in the case of registration by a private individual.
25. Actual Selling price means the price including the allowance for a trade-in where applicable and the cost of delivery. Where no sale has taken place for instance in the case of a vehicle registered to demonstration purposes, "N/A" should be quoted while "Demonstration" should be ticked in box 30.
26. Where the Payer is the same as the individual/company in Section D it is sufficient to note this here.

SECTION D - OWNER PARTICULARS

27. As appropriate. If the owner has a VAT number or a Trader Account Number it should be entered in the appropriate box.
28. A list of these index marks may be obtained from any Revenue Vehicle Registration Office.
29. Where you are entitled to an exemption from VRT please state the exemption and insert the appropriate CODE.

SECTION E - TRANSACTION TYPE PARTICULARS

30. This box need not be completed in the case of registration by a private individual. In all other cases the type of transaction involved should be ticked by the dealer.

SECTION F - REPAYMENT PARTICULARS

31. This box need not be completed in the case of registration by a private individual. In all other cases the vehicle being declared will be the subject of a repayment claim under the various repayment schemes i.e. short term car-hire, demonstration etc. the repayment T.A.N. must be inserted.

SECTION G - PAYER'S DECLARATION

32. This box should be signed and dated by the person named in box 24 or, in the case of a company, by an authorised person.

Any changes of owner prior to **first licensing** of a vehicle should be notified to the Central Vehicle Office, Freeport, Rosslare Harbour, Co. Wexford without delay, as the owner will be held liable for any "on the spot" fines for parking offences until the Revenue Commissioners are notified and their "register" amended.

MOTOR TAX APPLICATION FOR A NEW VEHICLE

Application: I apply for a licence (Tax Disc) for the vehicle described

A. VEHICLE PARTICULARS				
1. Make				
2. Model				
3. Further Description				
4. Colour/s		C O D E	5. Engine Capacity (cc)	
6. Engine Number				
7. Chassis Number				
8. Engine/Fuel/Power Source/Type		C O D E	9. CO2 Emissions (g/km)	
10. Statistical Code				
11. EU Type-Approval Directive/s	M1 Vehicles only	Non M1 Vehicles Noise / Emissions		
12. Number of seats		13. Number of Windows		
14. Registration Number and Date of First Registration in the State.			Day	Month
			Year	
If any of the vehicle particulars printed in Section A have changed, or are incorrect, you must inform the Revenue Commissioners				

B. OWNER PARTICULARS	
Block Capitals Only	
Title: Mr., Ms. etc.	
First Name(s)	
Surname / Company Name	
Address	
Town / City	
County	
Phone No.	

1. OFFICE USE ONLY											
INS <input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CASH</td> <td>€</td> </tr> <tr> <td>CHQ</td> <td>€</td> </tr> <tr> <td>PO</td> <td>€</td> </tr> <tr> <td>BD</td> <td>€</td> </tr> <tr> <td>OTHER</td> <td>€</td> </tr> </table>	CASH	€	CHQ	€	PO	€	BD	€	OTHER	€
CASH	€										
CHQ	€										
PO	€										
BD	€										
OTHER	€										
KG PSV* <input type="checkbox"/> <input type="checkbox"/>	Change <input type="checkbox"/>										
SB EXMT <input type="checkbox"/> <input type="checkbox"/>	Date Received <input style="width: 100px; height: 20px;" type="text"/>										
Disc Letter <input type="checkbox"/>	Date Issued <input style="width: 100px; height: 20px;" type="text"/>										

C. MOTOR TAX PARTICULARS - TAX CLASS	
(Please Tick, As Appropriate)	
PRIVATE <input type="checkbox"/>	AGRICULTURAL TRACTOR <input type="checkbox"/>
GOODS Unladen Weight (kg) <input style="width: 40px; height: 20px;" type="text"/>	LARGE PUBLIC SERVICE VEHICLE Seating capacity (excluding driver) <input style="width: 40px; height: 20px;" type="text"/>
Will vehicle be used to carry other people's goods for reward? YES <input type="checkbox"/> NO <input type="checkbox"/>	EXEMPT (state reason) <input type="checkbox"/>
	State-Owned <input type="checkbox"/>
	Fire Service <input type="checkbox"/>
HACKNEY TAXI <input type="checkbox"/>	Diplomatic <input type="checkbox"/>
	Driver/Passenger with a Disability <input type="checkbox"/>
SMALL DUMPER Skip Capacity (m ³) <input style="width: 40px; height: 20px;" type="text"/>	Other (Please Specify) <input style="width: 100px; height: 20px;" type="text"/>
OTHER TAX CLASS (Please Specify) <input style="width: 100%; height: 20px;" type="text"/>	

D. INSURANCE PARTICULARS							
Name of Insurance Company (NOT Broker)							
<input style="width: 100%; height: 20px;" type="text"/>							
Expiry date of insurance certificate under Road Traffic Act, 1961, as amended	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px;">Day</td> <td style="width: 30px;">Month</td> <td style="width: 30px;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Day	Month	Year					
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>					
Policy No.	<input style="width: 100%; height: 20px;" type="text"/>						

E. MOTOR TAX PERIOD	
NON-USE PERIOD (If applicable Complete Declaration Overleaf) MONTH YEAR to MONTH YEAR <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> to <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
ARREARS PERIOD (If applicable) MONTH YEAR to MONTH YEAR € <input style="width: 100px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> to <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
TAX DISC: From first day of <input style="width: 40px; height: 20px;" type="text"/>	
TAX DISC PERIOD 3 months <input type="checkbox"/> € <input style="width: 100px; height: 20px;" type="text"/> REQUIRED (Tick one box only) 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> Total € <input style="width: 100px; height: 20px;" type="text"/>	

F. CARD PAYMENT OPTIONS	
(Please Tick, as appropriate)	
Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>
Amex <input type="checkbox"/>	Laser <input type="checkbox"/>
Cardholder Signature: _____	
Expiry Date: _____	
Card Account No: _____	

G. DECLARATION	
I declare that the particulars given on this form are correct.	
Signature: _____	Date: _____
(See Note G)	

NOTES [To the completion of the RF100]

Please contact your local Motor Tax Office if you need any assistance completing this form

1. When to use this form

This form may be used to apply for a Motor Tax Disc for a vehicle which has already been registered by the Revenue Commissioners. This form should be brought or posted to the Motor Tax Office of the District where the vehicle is ordinarily kept.

2. Before completing this form

- Ensure that the REGISTRATION MARK AND NUMBER assigned to the vehicle have been inserted clearly and legibly at Section A, item 14 on the form.

3. How to complete this form

Section A All the vehicle information in this Section should already have been completed by the motor dealer or the person who paid the Vehicle Registration Tax (VRT) to the Revenue Commissioners.

Section B If not already completed enter the name and address of the registered owner i.e. the keeper in whose name the vehicle is being licensed (taxed). In the case of a LEGAL ENTITY, the full and correct legal title must be given, e.g. in the case of a registered company, the name should be stated as per the Certificate of Incorporation. In the case of a private firm, the name by which it is ordinarily known and the names of the partners must be given, e.g. "John and Mary Murphy trading as J & M Suppliers".

Section C Tick the box opposite the Tax Class under which you wish to tax the vehicle. If the class required is not listed, please write the required class in the box provided. You must provide all required information and include any necessary documentation as detailed in Note 4 below. **IMPORTANT** See tax class definitions at your local Motor Tax Office and ensure that the vehicle is eligible to be taxed in the class selected.

Section D Enter details of your Insurance i.e. Name of Insurer, Policy No. and Date of Expiry of cover - Your Insurance must be current when the tax disc comes into force and the Insurance must be appropriate to the declared use of the vehicle.

Section E First Licence (Tax Disc) - Liability For Motor Tax

(i) Road Tax liability arises from the date the vehicle is first used in a public place after registration with the Revenue Commissioners. If your application for motor tax does not commence from the date of registration because of non-use of the vehicle in a public place, this must be covered in the application. (See (ii)). Motor Tax Discs are issued for periods of 3, 6 or 12 whole calendar months and are not issued in respect of months already elapsed. Vehicles with an annual Tax of €129 or less can only be taxed for a 12 month period;

(ii) If you are declaring non-use of the vehicle, you must complete the declaration of non-use below at a Garda Station. Enter the period of non-use in the boxes provided, starting with the date of registration of the vehicle e.g. if vehicle registered with the Revenue Commissioners in June, 2004, enter as:

06 04

Additional evidence in relation to non-use may also be required by the Motor Tax Office.

(iii) If arrears are due, enter in the boxes the start and end month of the arrears period and the relevant amount of money;

(iv) Inset the commencement month/year and tick the relevant box for the tax disc period required. Insert the amount of the fee and complete the total box.

Section F Complete this section if payment is being made by Credit Card or Debit Card.

Section G The signature on the application must be that of the keeper of the vehicle. (Under section 130 of the Finance Act, 1992, the 'Owner' is the 'Keeper').

4. What must accompany this form

You **MUST** include the following:

- Fee - You must include a cheque or postal order for the correct fee, made payable to the appropriate County/City Council and crossed "Motor Tax Account". Do not send cash through the post. Contact your local Motor Tax Office for clarification of the appropriate fees and other payment methods.
- In cases where the Goods Tax Class is required and the vehicle does not exceed 1524 kg unladen weight, a declaration should be made on the appropriate form available from the Motor Tax Office stating that the vehicle will not be used for non-commercial (private) purposes. A weight docket from an approved weighbridge is required if the vehicle exceeds 1524 kg unladen weight.
- PSV (plate) Licence - only applies to public service vehicles
- Article 60 licence - only applies to school buses
- Certificate of Exemption (e.g. Certificate of Approval from the Revenue Commissioners for Drivers/Passengers with Disabilities) - only applies to vehicles exempt from Motor Tax.

5. Change of Ownership Prior to First Taxing

On the sale of the vehicle to a new owner (other than to a motor dealer) the registered owner selling the vehicle must forward this form RF100 and details in writing of the name /address of the new owner and date of transfer of ownership to the Department of the Environment, Heritage and Local Government, Shannon, Co. Clare. (If sale is to a motor dealer completed form RF105 must be forwarded).

WARNING - FALSE DECLARATIONS

Any person making a false declaration, or who subsequently fails to notify any changes in the licensing particulars now furnished, including disposal of the vehicle, is liable to heavy penalties. A licensing authority may require appropriate evidence as to the accuracy of particulars declared.

DECLARATION OF NON-USE - Complete this section at a Garda station if you are claiming non-use of the vehicle in any public place for any period between the date of registration and commencement of the tax period.

(i) I declare that the vehicle bearing the registration number has not been used by me or with my consent in a public place in the period

FROM first day of TO last day of
Month Year Month Year

Signature Date

(ii) The foregoing declaration was completed in my presence by the applicant.

Garda Signature Date

Garda Station Stamp