

# CHANGE OF PARTICULARS

RF111

**Use this form if details relating to you or your vehicle have changed since the vehicle was last taxed  
DO NOT USE THIS FORM TO REGISTER CHANGES OF OWNERSHIP (See Note B)**

IT IS NOT NECESSARY TO COMPLETE ALL SECTIONS - READ NOTE C - SECTION 1 MUST BE COMPLETED

<b>1. REGISTRATION NUMBER</b>	<input style="width: 100%;" type="text"/>	Make/Model	<input style="width: 100%;" type="text"/>
Colour(s)	<input style="width: 100%;" type="text"/>	Chassis No.	<input style="width: 100%;" type="text"/>
Mr, Ms, etc	<input style="width: 100%;" type="text"/>	First Name(s)	<input style="width: 100%;" type="text"/>
Surname OR Company Name	<input style="width: 100%; height: 20px;" type="text"/>		Address at which vehicle is ordinarily kept (Enter "as across" if vehicle is kept at Address across)
Address			
Town/City	<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>
County	<input style="width: 100%; height: 20px;" type="text"/>		Phone No. <input style="width: 100%; height: 20px;" type="text"/>
Has your name/address changed (e.g. on marriage) since the vehicle was last taxed? (If this is the only change and there is no renewal of tax, simply complete Sections 1 & 9)			YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>2. OFFICE USE ONLY</b>	VLC <input type="checkbox"/>	RBK <input type="checkbox"/>	DSC <input type="checkbox"/>	INS <input type="checkbox"/>	KG <input type="checkbox"/>	PSV <input type="checkbox"/>	SB <input type="checkbox"/>	EXMT <input type="checkbox"/>	VRT <input type="checkbox"/>	CRW <input type="checkbox"/>	Date Rec'd. <input style="width: 100%;" type="text"/>
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**2. NEW COLOUR(S)**  
Tick NO MORE THAN TWO Boxes.

Beige <input type="checkbox"/> D	Orange <input type="checkbox"/> F
Black <input type="checkbox"/> A	Pink <input type="checkbox"/> L
Blue <input type="checkbox"/> J	Purple <input type="checkbox"/> K
Bronze <input type="checkbox"/> P	Red/Maroon <input type="checkbox"/> M
Brown <input type="checkbox"/> E	Silver <input type="checkbox"/> R
Gold <input type="checkbox"/> Q	Cream/White <input type="checkbox"/> C
Green <input type="checkbox"/> H	Yellow <input type="checkbox"/> G
Grey <input type="checkbox"/> B	Multicoloured (3 or more colours) <input type="checkbox"/> N

Is new colour metallic? YES  NO

**3. NEW BODY TYPE**  
Tick box or write description in space provided. See Note C3.

Saloon <input type="checkbox"/> 1	Minibus <input type="checkbox"/> 3
Hatchback <input type="checkbox"/> 40	Bus <input type="checkbox"/> 5
Estate <input type="checkbox"/> 77	Open Lorry & Container <input type="checkbox"/> 7
Jeep <input type="checkbox"/> 76	Open Lorry Only <input type="checkbox"/> 8
Hearse <input type="checkbox"/> 21	Excavator/Digger <input type="checkbox"/> 19
Van <input type="checkbox"/> 6	Recovery Vehicle <input type="checkbox"/> 60

Other - please specify:

**4. NEW TAX CLASS/BASIS OF ASSESSMENT**  
Tick one box

**IMPORTANT**

See tax class definitions at Motor Tax Office and ensure that the vehicle is eligible to be Taxed in the class selected. See Note C4.

<p><b>Private</b> Enter engine CC under <input type="checkbox"/> P</p> <p>Engine CC <input style="width: 40px;" type="text"/></p>	<p><b>Goods</b> Enter details under <input type="checkbox"/> G</p> <p>Unladen Weight (kg) <input style="width: 40px;" type="text"/></p>	<p>Will vehicle be used to Carry other people's goods for reward?</p> <p>Yes <input type="checkbox"/> 4</p> <p>NO <input type="checkbox"/> 5</p>
<p><b>Taxi</b> <input type="checkbox"/> T</p> <p><b>Hackney</b> <input type="checkbox"/> H</p>		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>REASON FOR EXEMPTION</b></p> <p style="text-align: center; margin: 0;">Tick box, ONLY IF new tax class is Exempt</p> <p>State Owned <input type="checkbox"/> SO 1</p> <p>Fire Services <input type="checkbox"/> FS 2</p> <p>Diplomatic <input type="checkbox"/> DP 3</p> <p>Disabled Drivers/Passengers <input type="checkbox"/> DD</p> <p>Other-please specify <input style="width: 100%;" type="text"/></p> </div>
<p><b>Large Public Service Vehicle</b> <input type="checkbox"/> L</p> <p>Enter Seating capacity opposite <input style="width: 40px;" type="text"/> (excluding driver)</p>		
<p><b>Youth/Community Bus</b> <input type="checkbox"/> Y</p> <p>Enter Seating capacity opposite <input style="width: 40px;" type="text"/> (excluding driver)</p>		
<p><b>Exempt Vehicle</b> <input type="checkbox"/> E</p> <p>Indicate reason for exemption opposite </p>		
<p>Other - please specify <input style="width: 100%; height: 30px;" type="text"/></p>		

**5. DETAILS OF REPLACEMENT ENGINE FITTED TO VEHICLE**

	TM	
	DD	

Engine No.

Date Fitted  Day  Month  Year  Fuel Type  please specify  cc

**THIS DECLARATION MUST BE COMPLETED BY A GARAGE**

I certify that the engine described above has been (fitted to/inspected in) the vehicle.

Signature

Date

Garda Stamp

**6. CERTIFICATE OF ROADWORTHINESS/NCT Certificate** (See Note C6 and D)

Number  Expiry Date  Day  Month  Year

**7. INSURANCE DETAILS**

Insurance Company Name (NOT Broker)

Expiry date of Insurance Certificate under Road Traffic Act 1961, as amended  Day  Month  Year

**8. MOTOR TAX RENEWAL DETAILS**

**READ NOTE C8 BEFORE COMPLETING THIS SECTION**

All months between expiry of the last Motor Tax Disc and start of new Disc must be covered by a Past Owner, Non-User or Arrears Period.

	FROM FIRST DAY OF			TO LAST DAY OF		
	Month	Year		Month	Year	
8.1 Expiry date of Last Motor Tax Disc	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>	Assessment
8.2 Past Owner Period (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>	Arrears 15/4
8.3 Non-Use Period (if applicable, see Section 10)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>	Checked
8.4 Arrears Period 1 (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
8.5 Arrears Period 2 (if applicable)	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
8.6 Tax Disc Now Required:	<input type="text"/>	<input type="text"/>	TO	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
8.7 Undercharge Due to Changes (if applicable)						€ <input type="text"/>

**9. CARD PAYMENT OPTION**

Master Card  Visa  Amex  Laser

Cardholder Signature  Expiry Date  Month  Year

Card Account No.

**OFFICE USE ONLY**

CASH	€ <input type="text"/>	PO	€ <input type="text"/>	CRW Fee (if any)	€ <input type="text"/>
CHQ	€ <input type="text"/>	MO	€ <input type="text"/>	TOTAL	€ <input type="text"/>
CR CARD	€ <input type="text"/>	VLC	<input type="checkbox"/>	RBK	<input type="checkbox"/>
		INS	<input type="checkbox"/>	CRW/NCT	<input type="checkbox"/>
				Date Issued	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year

Date Rec'd

Disc Letter

**10. DECLARATION OF NON USE**

Complete only if relevant (See Note C10)  
I declare that the vehicle has not been used by me or with my consent in a public place in the period

FROM first day of  Month  Year

TO last day of  Month  Year

Signature

Garda Signature

**11. DECLARATION (See Note C11)**

I declare that the particulars given on this form are correct.

Signature

Date

**YOU MUST SIGN FORM**

## NOTES

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

### A. When to use this form

This form should be used when any of the following listed items have changed since the vehicle was last taxed. The form should be brought or posted to your local Motor Tax Office as soon as possible after the change has occurred.

- Your names (e.g. on marriage)
- Vehicle engine
- Vehicle colour
- Vehicle body type
- Your address
- Unladen weight (goods vehicles only)
- Seating capacity (large public service vehicles and youth or community buses only)
- Vehicle tax class

### B. When NOT to use this form

Do NOT use this form to register changes of ownership of a vehicle. This should be done using either:

#### Vehicles Registered BEFORE 1/1/93:

- If sold PRIVATELY, a completed Change of Ownership form (RF200) AND the Registration (Log) Book should be brought/sent to your local Motor Tax Office.
- If sold to a MOTOR DEALER, a completed Change of Ownership form (RF200) should be brought/sent to the Motor Tax Office and the Registration (Log) Book should be given to the Motor Dealer.

#### Vehicles Registered ON OR AFTER 1/1/93:

- If sold PRIVATELY, Complete Part B of the Vehicle Licensing Certificate and sent to the Vehicle Registration Unit, Department of the Environment, Heritage and Local Government, Shannon Town Centre, Co. Clare.
- If sold to a MOTOR DEALER, Complete form RF105 (form is available from Motor Dealer) and sent to the Vehicle Registration Unit, Department of the Environment, Heritage and Local Government, Shannon Town Centre, Co. Clare and give the Vehicle Licensing Certificate to the Motor Dealer.

### C. How to complete this form

- C1** You must complete Section 1. NOTE that Section 1 CANNOT be used to register a change of ownership of any kind - see Note B above. Enter the name and address of the person in whose name the vehicle is to be licensed. If the vehicle is not being licensed in the name of a person but rather a trader / registered company special attention is required to ensure that the company name and not the trading name is used. The company name must be the same as that stated on the company's certification of registration and will in most cases have "Limited" in the name. If the trader is not a registered company, the form must be completed and signed in the name of a person.
- C2** Complete Section 2 if the colour of the vehicle has been changed. Tick the colour nearest to the new basic colour of the vehicle. If the vehicle has a secondary colour, tick this also. If the car has more than two colours, tick the MULTICOLOURED box.
- C3** Complete Section 3 if the **body type** of the vehicle has been changed. If the new body type is not listed in Section 3, write the body type in the box provided. A full list of body types is available from the Motor Tax Office. If the new body type is "Recovery Vehicle", you must complete a Recovery Vehicle Declaration (RF111B) (available from the Motor Tax Office). You must show evidence that the Revenue Commissioners have been informed of this change.
- C4** Complete Section 4 if you are changing the **tax class or basis of assessment** of the vehicle. Tick the tax class under which you want to tax the vehicle. You must provide all information for the selected tax class as requested in italics. If the required tax class is not listed, enter the tax class in the box marked Other. You must include all necessary documentation for the selected tax class with this application:  
**Goods:**
- If the vehicle weighs more than 1,524kg, include a Weight Docket from an Authorised Weighbridge, with this application
  - If vehicle weighs less than 1,524kg. complete a Goods Only Declaration (RF111A) (available from the Motor Tax Office) and have it stamped at a Garda Station.
- Exempt:**
- Include appropriate Certificate of Exemption (e.g. Certificate of Approval from the Revenue Commissioners for Disabled Driver/Passengers)
- C5** Complete Section 5 if the **engine** in the vehicle has been changed. The engine number, cubic capacity and fuel type must be certified by a Garage.
- C6** **A Certificate of Roadworthiness (CRW)** is required for:
- Goods vehicles with an unladen weight over 1,524kg, which are over 1 year old
  - Goods vehicles with an unladen weight up to 1,524kg, which are over 4 years old
  - Buses (with seating capacity of 9 or more, excluding driver) and Ambulances over 1 year old
- If you do not have a current CRW, you must include a Pass Statement issued by an Authorised Tester, together with the appropriate fee with this application and a CRW will be issued to you.
- C7** Enter details of your **Insurance** cover in Section 7 - Your Insurance must be current on the first day of the renewal period or the renewal date, whichever is later and the Insurance must be appropriate to the declared use of the vehicle.
- C8** **If you are not renewing the Motor Tax ignore this section.** Section 8 is used to calculate the amounts of **Motor Tax and Arrears** (if any) which are payable. Please follow the instructions at C8. 1 to C8.7 below. Note that 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. ARREARS must be paid for elapsed months after the expiry of the last Motor Tax disc (see 8.4 below), unless a Change of Ownership or Non-Use period applies (see 8.2 or 8.3 below).
- 8.1** Enter the expiry month and year of the last Motor Tax Disc in the boxes at 8.1 on the form, e.g. if the Disc expired in June 2003 enter this as
- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 6 | 2 | 0 | 0 | 3 |
|---|---|---|---|---|---|
- 8.2.** If ownership of the vehicle has changed since it was last taxed, you are not liable for the arrears period from the expiry of the last tax disc to the end of the month immediately preceding the date of sale Enter these dates at the boxes provided at 8.2 on the form.
- 8.3** If you are declaring non-use of the vehicle, you must complete Section 10 at a Garda station. Enter the period of non-use declared in Section 10 in the boxes provided at 8.3 on the form.

- 8.4/ 8.5** If there are elapsed months since the expiry of the last Motor Tax disc, which are not covered by a past owner period or a Declaration of non-use, arrears are due. Enter a continuous period of arrears in the boxes provided at 8.4 on the form. If the arrears period is broken, enter the details using the boxes at 8.4 and 8.5 on the form.
- 8.6** Enter the renewal period you require and the relevant fee in the boxes provided. Renewal options of 3 months, 6 months or one year are available **unless** the annual fee is less than €114, in which case, only a renewal period of one year is available.
- 8.7** If the change to the vehicle took place during a current motor tax period and gave rise to an increase in the rate of motor tax payable, you are required to pay the difference between the original fee paid and the higher rate of motor tax due, from the start of the month in which the change took place.

**C9** Complete this section if payment is being made by Credit Card or Debit Card.

**C10** Complete Section 10 at a Garda Station if you are declaring non-use of the vehicle.

**C11** You **MUST** complete Section 11.  
The **signature** on the application must be that of the owner (defined in Section 130 of the Finance Act, 1992 as the Keeper) of the vehicle. In the case of the companies registered the Companies Act 1963, the signature must be that of the Managing Director or Secretary. Where a private firm is concerned, one of the partners' signatures must be inserted.

#### **D. What must accompany this form**

When completed this Form may be brought or posted to your local Motor Tax Office together with the following:

- i) If change of Name/Address only:  
In all other changes:
- The Registration Book or Vehicle Licensing Certificate
  - The current Tax disc
  - The Fee (if applicable) - include a cheque or postal order for the correct fee (including arrears and undercharge where appropriate), made payable to the appropriate County Council / Borough Council and crossed "Motor Tax Account". Do not send cash through the post. Contact your Motor Tax office for clarification of the appropriate fees and other payment methods.
- ii) If change of Unladen Weight:
- The Registration Book or Vehicle Licensing Certificate
  - The current Tax disc
  - The Fee (if applicable) - include a cheque or postal order for the correct fee (including arrears and undercharge where appropriate), made payable to the appropriate County Council / Borough Council and crossed "Motor Tax Account". Do not send cash through the post. Contact your Motor Tax office for clarification of the appropriate fees and other payment methods.
- iii) If change of Unladen Weight
- All in (ii)
  - Weight Docket
  - Certificate of Roadworthiness (CRW) or Pass Statement issued by an Authorised Tester (see Note C6)
- iv) If change of Seating Capacity:
- All in (ii)
  - Current Irish Certificate of Roadworthiness (CRW) or Pass Statement
- v) If change of Goods Class
- All in (ii)
  - Current Irish Certificate of Insurance under the Road Traffic Act 1961, as amended. You must provide the original Certificate and not a copy
  - Certificate of Roadworthiness (CRW) or Pass Statement
  - Goods only Declaration - goods vehicles with unladen weight under 1.524kg
  - Weight Docket - goods vehicles with unladen weight over 1.524kg
- vi) If change to other Tax Classes (e.g. Public Service Vehicle (PSV), School Bus or Exempt):
- All in (ii)
  - Certificate of Roadworthiness (CRW)
- {and whichever is appropriate}
- PSV (Plate Licence)
  - Article 60 School Bus Licence
  - Certificate of Approval from the Revenue Commissioners for Motor Tax Exemption
- vii) If significant change in Body type:
- All in (ii)
  - Evidence that the Revenue Commissioners have been informed of the change
- viii) If **taxing the vehicle**:
- All in (ii)
  - Certificate of Roadworthiness (CRW) or Pass Statement
  - National Car Test (NCT) certificate where necessary ie. 4 year old cars and all liable older cars.

#### **DISCLOSURE OF DATA**

Computer data based on this document may be subject to disclosure under Section 60 of the Finance Act, 1993 (No. 13 of 1993) as amended by Section 86 of the Finance Act, 1994 (No. 13 of 1994) and regulations made thereunder. List of disclosees is registered with the Data Protection Commissioner - REF 0721/A

#### **WARNING - FALSE DECLARATIONS**

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