

# 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

**1. REGISTRATION NUMBER**  Make/Model

Colour(s)  Chassis No.

Mr, Ms, etc  First Name(s)

Surname OR Company Name  Address at which vehicle is ordinarily kept (Enter "as across" if vehicle is kept at Address across)

Address

Town/City  Phone No.

County

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 & 11) YES  NO

**2. OFFICE USE ONLY**

VLC  RBK  DSC  INS  KG  PSV  SB  EXMT  VRT  VRC

Date Rec'd

**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> <input type="checkbox"/> P <i>Enter engine CC under</i> Engine CC <input style="width: 40px; border: 1px solid black;" type="text"/></p>	<p><b>Goods</b> <input type="checkbox"/> G <i>Enter details under</i> Unladen Weight (kg) <input style="width: 40px; border: 1px solid black;" type="text"/></p>
<p><b>Taxi</b> <input type="checkbox"/> T <b>Hackney</b> <input type="checkbox"/> H</p>	<p>Will vehicle be used to Carry other people's goods for reward? YES <input type="checkbox"/> 4 NO <input type="checkbox"/> 5</p>

<p><b>Large Public Service Vehicle</b> <input type="checkbox"/> L <i>Enter Seating capacity opposite</i></p>	<p>Seating capacity (excluding driver) <input style="width: 40px; border: 1px solid black;" type="text"/></p>
<p><b>Youth/Community Bus</b> <input type="checkbox"/> Y <i>Enter Seating capacity opposite</i></p>	<p>Seating capacity (excluding driver) <input style="width: 40px; border: 1px solid black;" type="text"/></p>
<p><b>Exempt Vehicle</b> <input type="checkbox"/> E <i>Indicate reason for exemption opposite</i></p>	<p><b>→</b></p>

Other - please specify

**REASON FOR EXEMPTION**  
Tick box, **ONLY IF** new tax class is Exempt

State Owned  SO 1

Fire Services  FS 2

Diplomatic  DP 3

Disabled Drivers/Passengers  DD

Other - please specify

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

Engine No.

Date Fitted    Day Month Year

Fuel Type  please specify  cc

TM   
 DD

THIS DECLARATION MUST BE COMPLETED BY A MAIN DEALER

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

Signature

Date

Main Dealer Stamp

**6. INSURANCE DETAILS**

Insurance Company Name (NOT Broker)

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

Insurance Policy no.

**READ NOTE C8 BEFORE COMPLETING THIS SECTION**

**7. MOTOR TAX RENEWAL DETAILS**

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

	<b>FROM FIRST DAY OF</b>		<b>TO LAST DAY OF</b>			
	Month Year		Month Year			Assessment
	→		→			Arrears 15/4
<b>7.1 Expiry date of Last Motor Tax Disc</b>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	Checked
<b>7.2 Past Owner Period (if applicable)</b>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	
<b>7.3 Non-Use Period (if applicable)</b>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	
<b>7.4 Arrears Period (if applicable)</b>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<b>7.5 Tax Disc Now Required:</b>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<b>7.6 Undercharge Due to Changes (if applicable)</b>						€ <input type="text"/>

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

I declare the particulars given on this form are correct. I acknowledge that any independent assessment required as part of this application is solely to determine the appropriate vehicle category, body type or rate of motor tax for the vehicle.

Signature

Date

**YOU MUST SIGN FORM**

**OFFICE USE ONLY**

CASH	€	PO	€	VLC FEE (IF ANY)	€	
CHQ	€	MO	€	TOTAL	€	
CR CARD	€			VLC	<input type="checkbox"/>	
Date Rec'd				INS	<input type="checkbox"/>	
				RBK	<input type="checkbox"/>	Disc Letter
				VRC	<input type="checkbox"/>	
				<b>Date Issued</b>		
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Day	Month	Year		

## 9. CARD PAYMENT OPTION (See Note C9)

Vehicle Registration No.	<input type="text"/>	Card type: Master Card	<input type="checkbox"/>	Visa Credit	<input type="checkbox"/>	Visa Debit	<input type="checkbox"/>
Card Account No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Card Expiry Date	<input type="text"/>
Cardholder's Name	<input type="text"/>						
Cardholder's Address	<input type="text"/>						
Cardholder's Signature	<input type="text"/>	Contact phone number	<input type="text"/>				

## 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)
- Your address
- Vehicle engine
- Unladen weight (goods vehicles only)
- Vehicle colour
- Seating capacity (large public service vehicles and youth or community buses only)
- Vehicle body type
- 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 or New Owner Details on the Vehicle Registration Certificate and send to Driver and Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon Town Centre, Co. Clare.

If sold to a MOTOR DEALER, complete Form RF105 (form is available from Motor Dealer) and send to

Driver and Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon Town Centre, Co. Clare. 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 1M new basic colour 01 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.
- 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 main dealer.
- C6** Enter details of your Insurance cover in Section 6 - 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.

**C7 If you are not renewing the Motor Tax ignore this section.**

Section 7 is used to calculate the amounts of Motor Tax and Arrears (if any) which are payable. Please allow the instructions at C7.1 to C7.6 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 7.4 below), unless a Change of Ownership or Non-Use period applies (see 7.2 or 7.3 below).

7.1 Enter the expiry month and year of the last Motor Tax Disc in the boxes at 7.1 on the form, e.g. if the Disc expired in September 2013 enter this as

0	9	2	0	1	3
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7.2 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 7.2 on the form.

7.3 If the vehicle is currently declared off the road enter the period of non-use in the boxes provided.

7.4 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 7.4 on the form. If the arrears period is broken, enter the details using the boxes at 7.4 on the form.

7.5 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 €119, in which case, only a renewal period of one year is available.

7.6 If the change to the vehicle took place during a current motor tax period and gave rise to all 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.

**C 8** The signature on the application must be that of the owner of the vehicle (defined in section 130 of the Finance Act 1992 as the keeper of the vehicle). In the case of companies registered under 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.

**C9** Complete this section if payment is being made by Credit Card or Debit Card. Cardholder's name - enter as it appears on the card.

**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:
  - The Vehicle Registration Certificate/Vehicle Licensing Certificate/Registration BookIn all other changes:
  - The Vehicle Registration Certificate/Vehicle Licensing Certificate/Registration Book
  - 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 / City 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 Vehicle Registration Certificate/Vehicle Licensing Certificate/Registration Book
  - 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 / City 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
- iv) If change of Seating Capacity:
  - All in (ii)
- v) If change 10 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
  - 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)
  - (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)
  - Vehicle Owner's Declaration of Conversion and related Suitably Qualified Individual Declaration of Conversion, notified to the Revenue Commissioners where required. These forms are available from [www.revenue.ie](http://www.revenue.ie).
- viii) If taxing the vehicle:
  - All in (ii)

**ADDITIONAL REQUIREMENTS**

A Certificate of Road worthiness (CRW) must be in force in order to tax Goods Vehicles, Trailers, Buses and Ambulances over one year old.

**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.