



## TRANSFER GUIDELINES - METRO TAXIS

### *DOCUMENTS REQUIRED TO TRANSFER TAXI PLATES*

Transfer of taxi plate ownership, must be approved by the Director General of the Department of Transport.

To facilitate the transfer, please provide the necessary documents as set out below and follow the steps as set out on reverse of this page:

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#### DOCUMENTS REQUIRED OF SELLER:

- Application For Transfer Of Taxi Plate Ownership.**
- Ownership Certificate.**
- A letter from bank/financier** if there is a financial encumbrance over your taxi plate ownership. The letter needs to confirm they have no further interest and no objection to the transfer (please ensure the relevant plate number is quoted)

*After the transfer application has been processed and approved, please provide*

- Payment confirmation letter** stating i.e. 'I have received payment in full for the sale of taxi plate number 000 and as a result, I have no objection to my taxi plates being transferred.'

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#### DOCUMENTS REQUIRED OF BUYER:

- Buyer To Return To Transport** (Buyer's transfer application form)

*Before Lodging Application with Passenger Services, please provide*

- Proof of stamp duty** as having been assessed and paid to the Department of Treasury & Finance, Office of State Revenue, is required (Plaza Level, Mt Newman House, 200 St Georges Terrace. Perth, Phone 9262 1100)

**IMPORTANT:** *Application cannot be accepted at Passenger Services if unable to produce proof of payment.*

- National Police Certificate (or 'T' extension on a W.A drivers licence).** Application forms are available from any Post Office. (fee: \$51.00). **NOTE:** the certificate is not required if you are a current holder of a 'T' extension.

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**STEPS TO TRANSFERRING TAXI PLATES:** Please see reverse side for details .....



## Company, trust or deceased estate?

Please see attached page for details.....

### STEPS TO TRANSFERRING TAXI PLATES

- 1) Complete application forms for both Buyer and Seller
- 2) Contact Office of State Revenue (9262 1100) to have stamp duty assessed and paid;
- 3) Lodge transfer application with Passenger Services and allow 7 days for processing;
- 4) If there is a financial interest over the plate ownership, Seller to arrange for bank to provide a fax to Licensing Officer.
- 5) If application is approved, the Licensing Officer will contact the Buyer. The Buyer can then contact the Seller to agree on date and time for settlement;
- 6) Contact Licensing Officer to discuss mutual date and time for settlement, to plan for both parties to attend Passenger Services office;

### At Settlement

- 7) At settlement Buyer to hand over cheque to Seller for (balance of) sale of plates. Seller to provide 'payment confirmation letter' to the Licensing Officer (a pre-typed letter is available at Passenger Services);
- 8) Transfer fee is calculated. Buyer to pay transfer fee;
- 9) Transfer is effected in taxi plate database and transfer fee receipted. New owner is issued with transfer fee receipt, Ownership Certificate and Ownership Conditions.

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**\*IMPORTANT:** Full payment of balance owing to the vendor (Seller) should not be paid to the vendor until application is 'approved' by General Manager of Passenger Services.

Appointment- Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

## TRANSFER FEE

Please be aware that a transfer fee, payable to the Department of Transport, applies. The fee is calculated by identifying the total average of the last 10 plate transfer values and also the value of the plate being transferred at the time. A percentage of 2.5% is then calculated against whichever is the greater value.

For further information please contact the Licensing Officer on 1300 660 147

Buying or purchasing in the name of a:

## Company, trust or deceased estate?

Please see attached page for details.....

## Companies, trusts and deceased estates



## COMPANY

### 1. If plates are being transferred to a company, please supply:

- Memorandum and articles of association or, a certified copy.
- Recent company extract from Australian Securities Commission.
- National Police Certificate, for each of the directors.

### 1a. If plates are being transferred from a company, please supply:

- Recent company extract from Australian Securities Commission

## TRUST

### 2. If plates are being transferred to a trust, please supply:

- The trust deed or, a certified copy.
- National Police Certificate, for each of the trustees.

**NOTE:** if the trustee of the trust is a company, all of the above documents (as described in 1.& 2. above) are required.

## DECEASED ESTATE

### 3a. If the owner dies leaving a will, and the taxi plates are being transferred by the executor of the estate, please supply:

- A certified copy or, the original probate documents, together with the transfer application forms

A set transfer fee of \$100 (in accordance with Section 19 of the Taxi Regulations 1995) applies where the taxi plate ownership is left to a spouse, son, daughter, parent, brother or sister who is also the beneficiary of the will.

### 3b. If the owner dies intestate, and the taxi plates are being transferred by the administrator of the estate, please supply:

- A Grant of Letters of Administration of the estate, or certified copy, together with the transfer application forms.

A full transfer fee applies.

## AFTER LODGING APPLICATION, PLEASE ALLOW 7 DAYS FOR PROCESSING

- Appointment-** Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ Once the transfer is approved, it is advisable to arrange an appointment with the Licensing Officer to effect the transfer.

**IMPORTANT NOTE:** Please be aware that a transfer fee will be payable to the Department of Transport to effect the transfer.

For further information please telephone the Licensing Officer on 1300 660 147