

SYNOD OF NSW AND THE ACT
MOTOR VEHICLE PROCUREMENT AND DISPOSAL PROCESS
ANNEXURE 1 – MOTOR VEHICLE CHANGE FORM

- 1. To be completed and signed by the authorized representative of the organisation.
- 2. Copies of the certificate of Registration and Purchase invoice must be attached for all **NEW** vehicles.
- 3. Copies of RMS/RTA Notification Slip with buyer details and odometer reading, and the sales invoice if not traded-in for a replacement vehicle must be attached for all **DELETED** vehicles
- 4. Completed form and accompanying documentation is to be sent to:

Risk & Compliance – NSW & ACT Synod Office
PO Box A2178 Sydney South NSW 1235 / [E] motorV@nswact.uca.org.au

Organisation name: _____ **ABN:** _____

NEW VEHICLE

Purchased Leased Date of purchase or lease: _____

Value: \$ _____ Year _____ Make _____ Model _____

Registration No: _____ Engine Capacity: _____

Driver/Custodian Name: _____

Driver's Address (as noted on licence) _____

Driver's Licence No: _____ Cost Centre: _____

Garage Address/Location: _____

CHANGE OF DRIVER/CUSTODIAN/GARAGE ADDRESS

Vehicle Registration No: _____ Old Driver/Custodian Name: _____

New Driver/Custodian Name: _____

New Driver's address: _____

New Driver's Licence No: _____ Date of Birth: _____

New Garage Address/Location: _____

VEHICLE - TO BE DELETED

Date of disposal: _____ Disposal Value: \$ _____ Registration No: _____

LEASED Y / N *If traded-in, details of the replacement vehicle are to be included under New Vehicle Section*

Name : _____ **Signature** _____ **Date:** _____