



- Carefully read all the information on the other side of this form.
- Answer all questions and supply details where asked.
- If you have any questions, please ask a Customer Service Officer for assistance.
- **If you are cancelling the registration of a notifiable written-off vehicle and the Registrar of Motor Vehicles has not been advised you are also required to complete a 'Notification of a Written-off Vehicle' form.**

**1. ABOUT THE OWNER**

Please write clearly in **BLOCK LETTERS**

SURNAME/ BODY CORPORATE NAME		GIVEN NAMES	LICENCE/ CLIENT NUMBER
<b>Residential (Home)/Business Address</b>			
NUMBER AND STREET	SUBURB/TOWN	POSTCODE	YOUR DAYTIME PHONE NUMBER (only if convenient)
<b>Postal Address (if different to above address)</b>			
NUMBER AND STREET	SUBURB/TOWN	POSTCODE	

**2. ABOUT THE VEHICLE**

Make	<input type="text"/>	Engine Number	<input type="text"/>	Plate Number	<input type="text"/>
Body	<input type="text"/>	Unregistered Vehicle Permit Number		<input type="text"/>	
Plate(s) surrendered with this application	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, One <input type="checkbox"/> or Two <input type="checkbox"/>	Will you be registering this vehicle again? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**3. APPLICATION FOR REFUND**

I hereby apply for refund of the unexpired portion of Registration and Compulsory Third Party Insurance for the vehicle described above.  
(Please see other side for refund details)

- The vehicle has been (laid up, stolen, written-off etc.)
- If vehicle is written-off, has the Registrar of Motor Vehicles been advised? Yes  No

**If you answered No and the vehicle is a Notifiable Vehicle, you must complete a 'Notification of a Written-Off Vehicle'.**

PERSONAL SIGNATURE OF REGISTERED OWNER/OPERATOR	DATE / /
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**WRECKED AND WRITTEN-OFF VEHICLES**

**Notifiable Vehicle**  
Is a vehicle less than 15 years old at the time declared to be a write-off and is a motor vehicle with GVM not greater than 4.5 tonnes, a motorbike, a caravan or a trailer with a GVM greater than 4.5 tonnes.

**Written-off Vehicle**  
Is a vehicle that has been damaged by accident, collision, demolition, dismantling, fire, flood, trespass or other event to the extent that its fair salvage value, when added to the cost of repairing it for use on a road or road related area, would be more than its fair market value immediately before the event that caused the damage or it is to be, or has been, wrecked, or sold or acquired for wrecking or disassembling for salvage.

(Refer Motor Vehicles Act, 1959 for a more detailed definition)

OATHS ACT, 1936 - 1969

<b>• VEHICLE HAS BEEN STOLEN</b>	The vehicle was stolen on:- <input type="text"/>	Report or Reference Number <input type="text"/>
Has the vehicle been recovered Yes <input type="checkbox"/> No <input type="checkbox"/>	SIGNATURE OF APPROVED CUSTOMER SERVICE CENTRE OFFICER	
If Yes, evidence of label (FIRS vehicles) destruction is required.	DATE / /	

## **HOW TO CANCEL THE REGISTRATION ON YOUR MOTOR VEHICLE**

To cancel a South Australian registration you must surrender the number plates to a Service SA centre. If your vehicle has now been re-registered interstate a copy of the Interstate Certificate of Registration must be provided. If you are not the last registered owner applying to cancel the registration a Procuration Order is required to be submitted with this application form.

### **SURRENDER OF NUMBER PLATES**

- In most cases, **the number plate(s) must be surrendered with this application.** Penalties for failure to surrender plates can be \$2,500. For exceptions, ask a Service SA Centre Officer or contact a Service SA Centre on telephone 13 10 84.  
N.B. If the vehicle is later re-registered after a cancellation and surrender of number plate(s) a new plate number will be issued.

### **STOLEN VEHICLE**

- If your vehicle has been stolen, the "VEHICLE HAS BEEN STOLEN" section on the front of this form must be **COMPLETED AND AUTHORISED BY AN APPROVED SERVICE SA CENTRE OFFICER.**

### **REFUNDS**

- A refund is calculated on your vehicle's annual registration fee.
- A pro-rata refund is provided on the Compulsory Third Party Insurance premium.
- A cancellation fee is deducted from any refund due.
- All refunds will be forwarded by cheque.
- A refund will not be issued on the cancellation of an Unregistered Vehicle Permit.
- No refund is issued on the stamp duty on the Compulsory Third Party insurance or the Emergency Services Levy.
- The Administration fee charged for a renewal of registration or a new registration is not refundable.

A statutory declaration is only required in certain circumstances, for example if the date of request for cancellation is not the same as the application date. For further clarification, please call Service SA on 13 10 84.

### **STATUTORY DECLARATION**

I.....of.....  
(Full Name) (Address)

In the State of South Australia, do solemnly and sincerely declare that:  
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Effective date of cancellation of registration:.....

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act, 1936 - 1969.

Personal signature.....Declared and subscribed at.....

in the State by the said.....

Dated this.....day of.....year.....

Before me -

.....JP

NOTE - This Declaration must be signed before a Justice of the Peace, a Commissioner for Taking Affidavits, or a Notary Public. Any alteration made must be initialled by both the applicant and the Justice of the Peace.