



# WA BRANCH INFO SHEET - No 4

## SELLING A TRAILER OR MOTOR VEHICLE

### Introduction:

To assist in the updating of Scoutrak inventory records and to help Scout Groups manage their property, the WA Branch office has instigated the following process for selling or disposing of a registered trailer or M/V.

### Scout Group actions - Selling or disposing of a Trailer or M/V

1. The Scout Group must complete the Sellers section of the Notification of Change of Ownership -Vehicle License Transfer Form. (Department of Transport (DoT) Form MR9
2. The Scout Group must ensure the new owners details have been completed on both the Sellers and Purchasers section of the transfer form with the Scout Associations recorded as the seller:

**The Scouts Association of Aust (WA) B7724**  
**PO Box 467**  
**West Perth WA 6872**

3. The Scout Group must forward the completed Sellers Copy of the transfer form to the Branch Office immediately (1-2 days) after selling or disposing of the trailer or M/V or risk an Infringement of \$100. Please send the sellers copy to:

**Trailer & M/V registrations**  
**Scouts WA**  
**PO Box 467**  
**West Perth WA 6872**

### Branch Office actions

On receiving the completed Sellers Copy from the Scout Group the Branch Office will complete the following actions,

1. Remove the trailer or M/V from the Scout Groups equipment record in Scoutrak
2. Forward the Seller Copy of the transfer form to the DoT Bulk Billing Department.

### Matters Groups need to consider:

- If the Scout Group is disposing of a trailer or M/V (Not to be re-registered) then the license plates and the seller's copy of the transfer form must be forwarded to the Branch Office so the trailer can be removed from the Fleet Schedule and Scoutrak.
- A \$100 DoT Infringement will apply to any Scout Group that does not forward the Sellers Copy of the Transfer Form to the Branch Office within 1 - 2 days of selling their trailer or M/V