

DO NOT WRITE OR STAPLE  
IN THIS SPACE

# Transfer/Tax Form

Insurance Corporation  
of British Columbia



Motor Vehicle Act  
Commercial Transport Act  
Consumption Tax Rebate and Transition Act  
Excise Tax Act  
Motor Vehicle (All Terrain) Act  
Motor Dealer Act

This form must be fully completed and presented to an Autoplan Broker with identification within ten days of the sale

## VEHICLE DESCRIPTION

REGISTRATION NO.	COLOUR	FUEL SEE REVERSE	YEAR	MAKE	MODEL	BODY STYLE		
VEHICLE IDENTIFICATION NO. (VIN)		SEATING CAPACITY	NET WEIGHT (kg)	GROSS WEIGHT (kg)	DISP (CC)	VEHICLE STATUS A - ALTERED D - NON-REPR R - REBUILT S - SALVAGE	FLOOD <input type="checkbox"/> No <input type="checkbox"/> Yes	VEHICLE HAS CURRENT/ CONDITIONAL AIRCARE PASS <input type="checkbox"/> No <input type="checkbox"/> Yes
Complete this line only if the vehicle was constructed new by a primary manufacturer and a secondary manufacturer and has 2 vehicle identification numbers (e.g. motor homes, school buses). (see reverse)			YEAR FRAME / BODY	MAKE	FRAME / BODY	VEHICLE IDENTIFICATION NO. (VIN)	FRAME / BODY	

## SELLER INFORMATION AND VEHICLE DECLARATION

PREVIOUS VEHICLE HISTORY HAS VEHICLE EVER BEEN USED FOR ANY OF THE FOLLOWING: <input type="checkbox"/> Rental <input type="checkbox"/> Lease <input type="checkbox"/> Emergency or Police <input type="checkbox"/> Taxi <input type="checkbox"/> None of these	VEHICLE PREVIOUSLY REGISTERED OUTSIDE BC <input type="checkbox"/> No <input type="checkbox"/> Yes	PREVIOUS VEHICLE DAMAGE - SUSTAINED IN ANY ONE INCIDENT New vehicle where damage exceeded 20% of purchase price <input type="checkbox"/> No <input type="checkbox"/> Yes Used vehicle damage over \$2,000 <input type="checkbox"/> No <input type="checkbox"/> Yes	ODOMETER READING <input type="checkbox"/> ODOMETER REPLACED/BROKEN _____, ____ km <input type="checkbox"/> mi	
NAME (SURNAME followed by given names (no initials) or registered company name(s))		SELLER'S BC DRIVER'S LIC. NO.	SELLER'S BC DRIVER'S LIC. NO.	DATE OF SALE (ddmmyyyy)
RESIDENTIAL ADDRESS OF SELLER		I/we the seller(s) certify that we are the registered owner(s) of the described vehicle and that I/we are entitled to sell it, and that the information above is true.		
PROVINCE		POSTAL CODE		
SIGNATURE OF SELLER(S) (Print name and title if other than an individual.)		SIGNATURE OF SELLER(S) (Print name and title if other than an individual.)		

## PURCHASER INFORMATION AND TAX DECLARATION

- Stated purchase price below market value? <input type="checkbox"/> No <input type="checkbox"/> Yes	- Stated trade-in value more than market value? <input type="checkbox"/> No <input type="checkbox"/> Yes	- Exemption from tax being claimed? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Tax Calculation</b>	
Comments:			<b>OTHER THAN DEALERS</b>	<b>DEALERS/VENDORS ONLY</b>
LESS TRADE (if applicable)			PURCHASE PRICE \$ _____	HST REG. NO.
YEAR	MAKE	MODEL	NET PURCHASE PRICE \$ _____	DEALER REG. NO. OR ICBC APP. NO.
If the Autoplan Broker determines the purchase price is below current market value or that a trade-in vehicle is more than current market value, or if an exemption is being claimed, the purchaser may be required to provide supporting documentation to the Autoplan Broker. <b>The purchaser should retain all documents supporting the tax payable or claimed exemption for tax audit purposes.</b>			SST/TDP PAYABLE (if applicable) \$ _____	<b>CTB AUTHORIZING STAMP (WHERE REQUIRED) (ALL COPIES)</b>
A signed Vehicle Registration (APV250) must accompany this document (for licensed dealers an APV250 or APV9 is acceptable)			HST (BC) PAYABLE (if applicable) \$ _____	
NAME (SURNAME followed by given names (no initials) or registered company name(s))			PURCHASER'S BC DRIVER'S LIC. NO.	PURCHASER'S BC DRIVER'S LIC. NO.
RESIDENTIAL ADDRESS OF PURCHASER			I/we the purchaser(s) being <b>18 Years</b> of age or older or having obtained parents' consent apply to the Insurance Corporation of British Columbia for vehicle registration or transfer of registered ownership of the vehicle described above and by my/our signature(s), I/we declare that the information included above is true.	
PROVINCE			POSTAL CODE	
SIGNATURE OF PURCHASER(S) (Print name and title if other than an individual.)			SIGNATURE OF PURCHASER(S) (Print name and title if other than an individual.)	
<b>Consent of parent or legal guardian for applicant under 18 years of age</b>				
I, _____ PRINT NAME OF PARENT OR LEGAL GUARDIAN		_____ PRINT ADDRESS IN FULL		_____ SIGNATURE OF PARENT OR LEGAL GUARDIAN
consent to the registration and licencing in the name of the applicant(s), of the vehicle described hereon.				

## WARNING TO PURCHASER AND SELLER

This form is not valid if the information shown is inconsistent, changed or altered. Any false information regarding the purchase price and trade-in (if applicable) or tax payable may result in fines and penalties.

## AUTOPLAN AGENT TO COMPLETE For all new registrations, and rebuilt or altered vehicles - Check applicable boxes

<b>Canadian Import</b> <input type="checkbox"/> Canadian vehicle - previous jurisdiction _____ Vehicle purchased from GST/HST registrant? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VIN sighted and confirmed <input type="checkbox"/> IPRE confirmed <input type="checkbox"/> BC Vehicle Inspection Report(s) <input type="checkbox"/> Vehicle Import Form - Form 1	<b>Proof of ownership</b> <input type="checkbox"/> NVIS/Certificate of Origin <input type="checkbox"/> Vehicle Registration <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Bill of Sale <input type="checkbox"/> Salvage Invoice <input type="checkbox"/> Broker Enquiry confirmed ownership	<b>Physical Damage</b> (except BC dealer with NVIS) <input type="checkbox"/> Windshield <input type="checkbox"/> Body location <input type="checkbox"/> None visible	
<b>Foreign Import</b> <input type="checkbox"/> P - may not be sold or disposed of in Canada at any time without authorization from Canada Border Services Agency <input type="checkbox"/> T - may not be sold on or before _____ <input type="checkbox"/> N - not subject to a disposal restriction	No. of plates surrendered 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	<b>NOT VALID UNLESS STAMPED BY AUTHORIZED ISSUING OFFICE</b>		
TYPE OF IDENTIFICATION	IDENTIFICATION NUMBER	TYPE OF IDENTIFICATION	IDENTIFICATION NUMBER	LEGAL ENTITY NUMBER (other than individual)
I have viewed the purchaser's identification or confirmed legal entity and verified the "Autoplan Agent to complete" information.		NAME OF AGENT (PRINT)		SIGNATURE OF AGENT

## COMPLETION OF TRANSFER/TAX FORM (APV9T)

- The purchaser is advised to check for liens and encumbrances with the Personal Property Registry, Victoria, BC before finalizing the sale.
- The seller completes the 'Seller' section of the form including information from the Vehicle Registration, and signs the Seller's Certification.
- The purchaser completes and signs the 'Purchaser' section.
- The seller retains the Seller copy of the form with the 'Seller' and 'Purchaser' sections completed.
- The purchaser must present the remaining copies of the Transfer/Tax Form (APV9T) and the Vehicle Registration (APV250 only, signed by the registered owner) to an Autoplan Broker for registration within 10 days of sale.

**Signatures** - where the seller or purchaser is a registered company, the signatures required are of signing officer(s) with official title(s) with the company.

**Note:** Business names not registered with the Corporate Registry, Victoria, BC, may not be used.

### TAX OWING:

#### Vehicles Purchased prior to July 1, 2010

- Social Service Tax (SST) is owing. For vehicles purchased July 1, 2010 or later, follow the instructions below under "Vehicles purchased in BC" and "Vehicles Purchased Outside BC," as applicable.

#### Vehicles Purchased in BC

1. Dealer and Vendor Sales: HST will be collected by the dealer or vendor. The dealer's or vendor's HST registrant number is required.
2. Private Sales: Tax on Designated Property (TDP) is payable on the net purchase price.

#### Vehicles Purchased Outside BC

1. *Purchased in Canada, HST Paid:* no tax is owing. The dealer's or vendor's HST registrant number is required.
2. *Purchased in Canada, GST Paid:* the provincial portion of HST (HST(BC)) is owing. Proof of payment of GST is required.
3. *Private Sales in Canada:* Tax on Designated Property (TDP) is payable on the net purchase price.
4. *Purchased Outside Canada:* the provincial portion of HST (HST(BC)) is owing. Proof of payment of GST is required.

The purchaser must provide supporting documentation if claiming an exemption, and may be asked to provide documentation if the purchase price is lower than current market value, or if the trade-in value is more than the current market value.

### NEW VEHICLE REGISTRATIONS - TWO VINs ON NEW VEHICLE INFORMATION STATEMENT (NVIS)

The year, make and vehicle identification numbers recorded on the NVIS will be entered on the Transfer/Tax Form as follows:

**School Bus - Year and Make:** Always record year and make of secondary manufacturer on the first line of the Transfer/Tax document. Record the year and make of the primary manufacturer on the third line of the Transfer/Tax document, circling the word "Frame".

**VIN:** Record the secondary manufacturer's VIN on the second line of the Transfer/Tax document only if the VIN is 17 digits long, otherwise record the primary manufacturer's VIN. Record the alternate VIN on the third line of the Transfer/Tax document and circle "Frame" or "Body".

**Motor Home Class A:** Follow **Year and Make** and **VIN** instructions as for school bus.

**Motor Home Class C:** **Year and Make:** Record year, make and VIN of primary manufacturer on the first line of the Transfer/Tax document. Record year and make of the secondary manufacturer on the third line of the Transfer/Tax document, circling the word "Body".

### SUBSTITUTE VEHICLE:

An owner of a BC licensed and insured vehicle may transfer the number plates to a newly purchased BC vehicle and operate the vehicle for a maximum period of ten days from the date the vehicle has been purchased if:

1. the newly purchased vehicle is of the same type (eg. passenger vehicle replaced by passenger vehicle) and corresponding number plates are compatible;
2. the newly purchased vehicle is a BC registered vehicle or is a new vehicle purchased from a BC registered dealer;
3. title or interest in the original vehicle has been transferred;
4. during the ten day period and before the agent has validated the necessary forms, the operator shall carry and produce to a Peace Officer upon request,
  - a. Purchaser's copies of completed and signed Transfer/Tax Form (APV9T)
  - b. **Purchaser's Owner's Certificate of Insurance and Vehicle Licence** valid for the transferred original vehicle
  - c. **Previous Owner's Certificate of Registration** for the new vehicle, or a signed and dated Bill of Sale if brand new vehicle purchased from a BC Registered Dealer
5. the plates are not compatible or the title to or the interest in the original vehicle has not been transferred, the necessary forms must be completed by an agent and new plates issued **before the new vehicle can be operated on a highway** and until that form is completed and new plates issued, no insurance is in force on the new vehicle.

To have the newly purchased vehicle registered in the name of the holder of the licence, the application for transfer of registered ownership must be presented to an agent within ten days of purchase, along with the documents mentioned in paragraph 4.

### VEHICLES BROUGHT INTO BRITISH COLUMBIA FROM ANOTHER JURISDICTION:

Passenger vehicles, including small pickup trucks, motorcycles and trailers used for personal/pleasure use, must be registered by the owner within 30 days of entering the province. Cars, motor homes, vans and small trucks with a net weight of 3,500 kgs or less that have been previously registered, titled or licensed in another jurisdiction must pass a certified safety inspection before they can be registered and licenced in BC.

Commercial vehicles (except for commercial trailers) used for commercial purposes must be registered immediately. Commercial trailers that are licensed in compliance with their home jurisdiction may be operated on a BC highway.

All vehicles imported by the owner into BC must be taken to an Autoplan Broker by the owner, where the ownership, description of the vehicle, body style, vehicle identification number and odometer reading will be verified. Tax is payable unless the owner qualifies under the settlers' effects exemption contained in the Consumption Tax Rebate and Transition Regulations.

Present Vehicle Registration, Certificate of Title and plates - **must be surrendered**. Owner(s) of a vehicle from another country must also produce a Vehicle Import Form - Form I and **surrender it at the time of registration**.

	Code	Fuel Type	Code	Fuel Type	Code	Fuel Type	Code	Fuel Type
<b>FUEL</b>	A	Alcohol	F	Diesel - Butane	N	Natural Gas	T	Diesel - Propane
<b>TYPE</b>	B	Butane	G	Gasoline	P	Propane	U	Gasoline - Natural Gas
<b>CODES</b>	D	Diesel	H	Gasoline - Alcohol	R	Diesel - Natural Gas	W	Gasoline - Propane
	E	Electric	L	Gasoline - Electric	S	Propane - Natural Gas	Y	Hydrogen
							Z	Multi-Fuel

### PRIVACY NOTICE:

The personal information on this form is collected: (a) by ICBC for the purpose of considering the application by seller and purchaser of the initial vehicle registration or transfer of vehicle ownership and is authorized by the *Motor Vehicle Act*, the regulations thereunder and other related legislation; (b) by ICBC for the purpose of administering the *Excise Tax Act* and the regulations thereunder, and (c) by the Ministry of Finance ("Ministry") for the purpose of administering the *Consumption Tax Rebate and Transition Act* and the regulations thereunder. Each of ICBC and the Ministry may use and disclose this information in accordance with the provisions of Part 3 of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information can be directed to: (a) for ICBC, to the Manager, Information and Privacy, by phone 604-661-2800 or to this address: ICBC, PO Box 5050 Station Terminal, Vancouver BC V6B 4T4; for the Ministry, to the Information and Privacy Analyst, at, Ministry of Finance, by phone in Victoria at (250) 953-3671, or in Vancouver at (604) 660-2421, elsewhere in BC at 1-800-663-7867 and ask to be re-directed, or to this address: PO BOX 9432, Stn Prov Govt, Victoria, BC V8W 9N6.