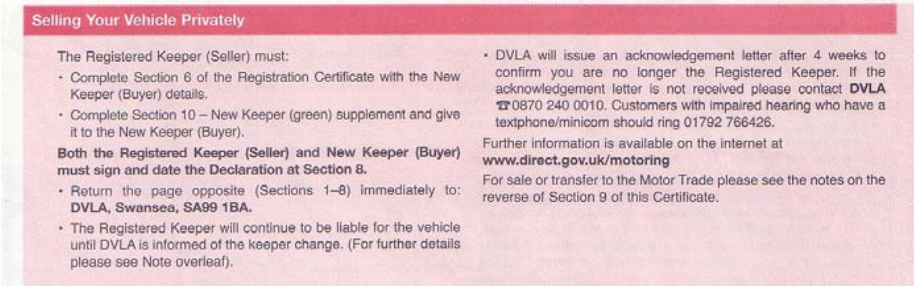
Notifying DVLA of a sale

Following the sale and purchase of the car, the **seller** as the Registered Keeper must complete **Section 6** (the New Keeper Details) of the V5C vehicle registration certificate with the buyer's details as the New Keeper and complete **Section 10** (the New Keeper Supplement) and then remove Section 10 and give it to the buyer.



Selling Your Vehicle Privately

The Registered Keeper (Seller) must:

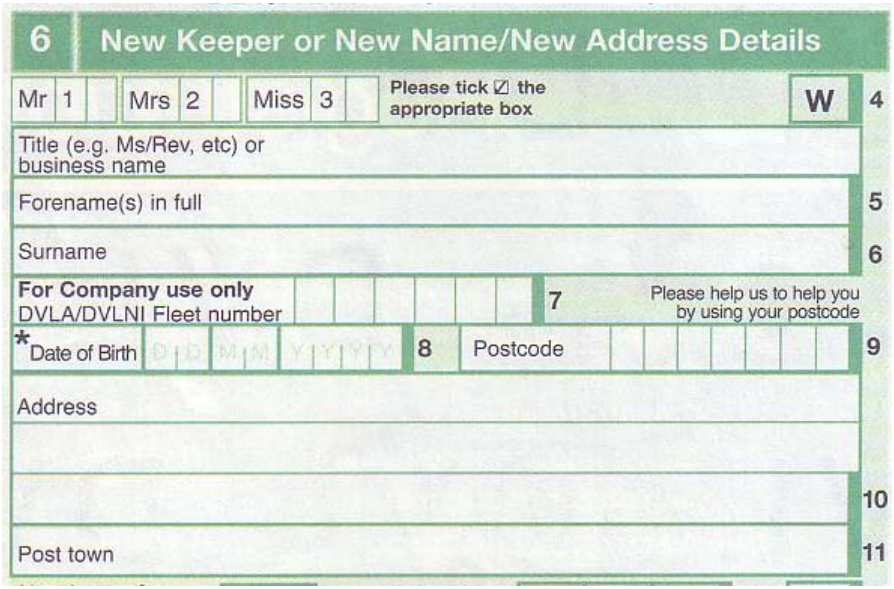
- Complete Section 6 of the Registration Certificate with the New Keeper (Buyer) details.
- Complete Section 10 – New Keeper (green) supplement and give it to the New Keeper (Buyer).

Both the Registered Keeper (Seller) and New Keeper (Buyer) must sign and date the Declaration at Section 8.

- Return the page opposite (Sections 1–8) immediately to: **DVLA, Swansea, SA99 1BA.**
- The Registered Keeper will continue to be liable for the vehicle until DVLA is informed of the keeper change. (For further details please see Note overleaf).
- DVLA will issue an acknowledgement letter after 4 weeks to confirm you are no longer the Registered Keeper. If the acknowledgement letter is not received please contact **DVLA** ☎0870 240 0010. Customers with impaired hearing who have a textphone/minicom should ring 01792 766426.

Further information is available on the internet at **www.direct.gov.uk/motoring**

For sale or transfer to the Motor Trade please see the notes on the reverse of Section 9 of this Certificate.



6 New Keeper or New Name/New Address Details

Mr 1 | Mrs 2 | Miss 3 | Please tick ☑ the appropriate box | W | 4

Title (e.g. Ms/Rev, etc) or business name

Forename(s) in full — 5

Surname — 6

For Company use only DVLA/DVLNI Fleet number — 7 — Please help us to help you by using your postcode

*Date of Birth D D M M Y Y Y Y — 8 — Postcode — 9

Address

10

Post town — 11

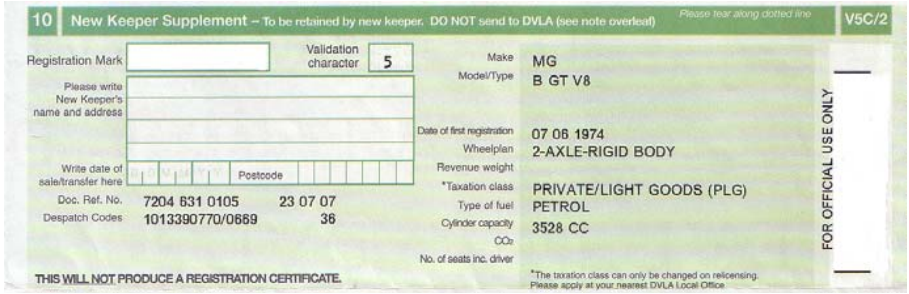
10 New Keeper Supplement – NEW KEEPER (BUYER) TO KEEP THIS SLIP UNTIL NEW REGISTRATION CERTIFICATE IS RECEIVED — V5C/2

Please complete this Section by:

Entering the name and full postal address of the New Keeper (Buyer). **Please note that PO BOX addresses are only acceptable for companies and corporate bodies.**

- Ensure that Section 6 of the Registration Certificate has been completed correctly with the name, address and date of birth of the Buyer and date of sale or transfer. **If the Buyer does not have a GB** (NI in the case of the V5CNI) **address please refer to Question 5a and 5b on page 17 of the Guidance Notes (INS160).**
- Ensure that the Registered Keeper (Seller) and the New Keeper (Buyer) both **sign and date the Declaration at Section 8.**
- The Registered Keeper (Seller) must return Sections 1–8 of this Certificate to: **DVLA, Swansea SA99 1BA,** detach Section 10 and give **this section ONLY** to the Buyer.
- **This Section is valid for the New Keeper (Buyer) to re-license the vehicle for up to 2 months from the date of purchase. If the Registration Certificate is not received after 6 weeks, please contact DVLA on ☎0870 240 0010.**
- **The New Keeper (Buyer) can use this Section in place of the full Registration Certificate to obtain a vehicle excise licence at any licence issuing Post Office® or DVLA Local Office.**
- For further details you can contact DVLA on ☎0870 240 0010. Customers with impaired hearing who have a textphone/minicom should ring 01792 766426.

Further information is available on the internet at **www.direct.gov.uk/motoring**



10 New Keeper Supplement – To be retained by new keeper. DO NOT send to DVLA (see note overleaf) — Please tear along dotted line — V5C/2

Registration Mark — Validation character 5

Please write New Keeper's name and address

Write date of sale/transfer here — Postcode

Doc. Ref. No. 7204 631 0105 — 23 07 07

Despatch Codes 1013390770/0669 — 36

Make: MG

Model/Type: B GT V8

Date of first registration: 07 08 1974

Wheelplan: 2-AXLE-RIGID BODY

Revenue weight:

*Taxation class: PRIVATE/LIGHT GOODS (PLG)

Type of fuel: PETROL

Cylinder capacity: 3528 CC

CO2:

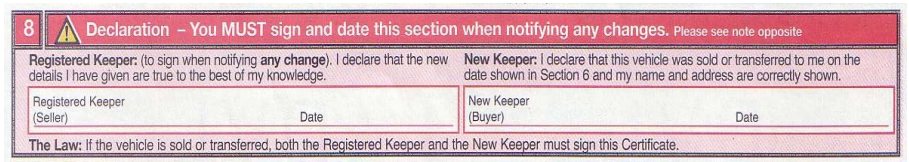
No. of seats inc. driver:

FOR OFFICIAL USE ONLY

THIS WILL NOT PRODUCE A REGISTRATION CERTIFICATE.

*The taxation class can only be changed on relicensing. Please apply at your nearest DVLA Local Office

Then **both the seller and buyer** must sign and date the declaration at **Section 8**. The first page of the VRC (Sections 1 to 7) must be sent immediately to the DVLA. This is particularly important for the seller because if the seller does not notify the DVLA that they have sold the car, they will continue to be responsible for licensing the car and ensuring it has a current MOT certificate and motor insurance cover. You will find most sellers will insist, not unreasonably, that they attend to this and ensure the first page of the VRC is mailed to the DVLA immediately. It is wise to have with you a C5 envelope and a stamp for that purpose.



8 Declaration – You MUST sign and date this section when notifying any changes. Please see note opposite

Registered Keeper: (to sign when notifying **any change**). I declare that the new details I have given are true to the best of my knowledge.

New Keeper: I declare that this vehicle was sold or transferred to me on the date shown in Section 6 and my name and address are correctly shown.

Registered Keeper (Seller) Date

New Keeper (Buyer) Date

The Law: If the vehicle is sold or transferred, both the Registered Keeper and the New Keeper must sign this Certificate.