

## Selling Church Motor Vehicles Steps

1. Ensure you read ‘*Selling Church Motor Vehicles Information*’ and contact the Director of Admin Services if you have any further questions before purchasing a vehicle at [dapa@qb.org.au](mailto:dapa@qb.org.au) or 07 3354 5648
2. Complete “Registration Transfer – Letter of Authority Request” and email to [dapa@qb.org.au](mailto:dapa@qb.org.au). Please be aware that it may take a day or so to complete this letter, so allow plenty of time prior to wanting to complete the Department of Transport and Main Roads paperwork to obtain this letter.
3. Download (or collect from a Department of Transport and Main Roads office) and complete “Transfer of vehicle registration application (F3520)”, filling in all information, but noting that you will need to include QB’s CRN and information in section 3.
4. Once the church has sold the vehicle, please email [dapa@qb.org.au](mailto:dapa@qb.org.au) and advise of the change.

## Selling Church Motor Vehicles Information

When a church is considering selling a vehicle, please ensure you read the following information, complete and return the following correspondence and contact the Director of Admin Services to discuss the issue.

### ***Transferring Registration***

In order to be able to transfer the registration of a vehicle in the name of The Baptist Union of Queensland we will need to provide you with a letter of authority and further information regarding our CRN. Church representatives are not able to sign the Department of Transport and Main Roads paperwork without this letter. The letter of authority will need to be in the name of the person who is submitting the paperwork to the Department of Transport and Main Roads. **Please contact us prior to this process as any mistakes made regarding the CRN are VERY hard to rectify and so that you are not delayed at the Department of Transport Office.**

### ***Advising QB of your vehicle details***

Once a church has sold a vehicle in the name of The Baptist Union of Queensland, we require the following details to be supplied for our records (*see attached 'Motor Vehicle Register Details'*).

### ***Insurance***

Contact your insurance provider to cancel your insurance. If you have insured with Baptist Insurance Service, please contact Ken Conwell – [ken.conwell@qb.org.au](mailto:ken.conwell@qb.org.au) or 07 3354 5600.

## Selling Church Motor Vehicle

# Registration Transfer

## Letter of Authority Request – Church

When a church wishes to sell a vehicle which is owned under QB's CRN, they will need a letter of authority to allow them to complete the transfer paperwork with the Department of Transport and Main Roads. You will need to present this letter at the time of submitting the other papers at the Department of Transport and Main Roads.

Please complete the following information and contact the Director of Admin Services to discuss the issue, and to obtain the letter of authority.

Church Details	
<i>Name</i>	
<i>Address</i>	
<i>Phone</i>	
<i>Email</i>	
Person submitting the paperwork to the Dept of Transport and Main Rds	
<i>Name</i>	
<i>Phone</i>	
<i>Email</i>	
Description of Vehicle	
<i>Make</i>	
<i>Model</i>	
<i>Body Type</i>	
<i>Accessories/Extras</i>	
<i>Year of Manufacture</i>	
<i>Engine Number</i>	
<i>Chassis Number</i>	
Use of Vehicle	
<i>Primary Use</i>	