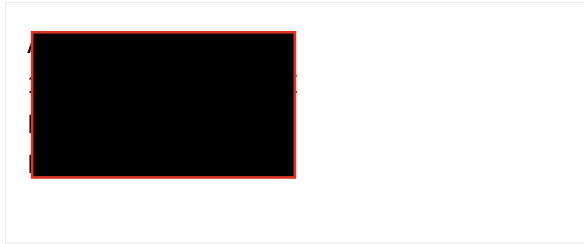




Request for Further Information



Department of Transport
Shannon,
Co. Clare.

Ref: RFFI 08042025 [REDACTED]

Date: 2025-04-08

Dear [REDACTED]

A change of vehicle ownership notification for registration no **05D [REDACTED]** was received in this office. However, some required information was either missing or requires clarification as detailed below.

Please provide the information requested below in the fields provided on the enclosed RFFI-01 form and post it using the enclosed prepaid envelope. The change of ownership can only be processed if all the requested information is returned on the provided form.

Your cooperation in this matter is appreciated.

Yours Sincerely,
Driver & Vehicle Computer Services Division,
Department of Transport

Information required:

- The **Date of Sale** must be:
 - Provided in the following format DD/MM/YYYY
 - Must be after the date of sale of the previous ownership and on or before the date the form was submitted.Please provide a valid **Date of Sale** in Field 02
- Please sign the form in Field 16

IMPORTANT NOTE: Please do not complete any other fields except those requested as they will not be processed

RF101

NOT FOR UPDATING

**NOTIFICATION OF CHANGE OF VEHICLE OWNERSHIP (except to a Motor Dealer)
OR CHANGE OF ADDRESS OR SURNAME (e.g. on Marriage)**

**FÓGRAÍ DTAOBH ÚINÉIREACHTA FEITHICIL (ech amháin le chais Ceannair Mótair)
NÓ ATHRU AR SIEOLADH NÓ AR SHLOINNE (m.sh. ar Phósadh)**

SEND THIS CERTIFICATE TO THE DEPARTMENT OF TRANSPORT, PO BOX 707, SHANNON, CO. CLARE, V14P29H
SEOL AN TEASTAS SEO CHUG AN BOINN IOMHAIR, BORDA PO 707, AN SIÓNNA CO. AN CHLAIR, V14P29H

NEW OWNER DETAILS / SONRAÍ AN ÚINÉARA NUA

✓ Tick as appropriate <i>Cuir ✓ ann é/ní cùl</i>	Change of Ownership <i>Athrú Úinéireachta</i>	Change of Address <i>Athrú Seoldh</i>	Change of Surname <i>Athrú Sloinne</i>
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Block Capitals Only / Bloicéirreacha Amháin

Section A. To be completed where the new owner is a private individual or a business. For a business, a first name and surname must be entered, with the business name included in line 1 of the address field in Section C.
Páirt A. Le críochnú nuair í slánu príobháideach, nó gnó, do t-ádhair nua. Le haghaidh gnó, cuirfear cead ainm agus sloinne a shloistheir le ainm an gnó le tabhairt i line 1 den seoldh i bPáirt C.

FIRST NAME <i>Cuid Ainm</i>	
SURNAME <i>Sloinne</i>	

Section B. (to be completed only where the new owner is a Company, registered by the Companies Registration Office (CRO)).
CRO No. *ní gá* be included.
*Páirt B. Le críochnú nuair amháin nuair is Comhlacht é an t-ádhair nua, cuirfear le líne 1 na gComhlachtaí Clárthaite (CRO).
Cuirfear Símh. CRO a shloistheir.*

COMPANY NAME <i>Ainm na Comhlachtaí</i>	
COMPANY REGISTRATION NUMBER (CRN) <i>Clárúcháir na Comhlachtaí (CRN)</i>	

Section C. (Address may be subject to validation. PO Box or "Care Of" address are not accepted).
Páirt C. (Le seas go gnáthfar an seoldh a bhailítear. Ní glactar le Boice PO ná le "Faoi Chaiream" in aon seoldh).

EIRCODE <i>Breid</i>	
LINE 1 <i>Line 1</i>	
LINE 2 <i>Line 2</i>	
TOWN/CITY <i>Bailte/Cathair</i>	
COUNTY <i>Contae</i>	
MOBILE PHONE NO. <i>Dlí. Fón Póca</i>	
EMAIL <i>Rianphost</i>	

We declare that the ownership of the vehicle was transferred to the new owner mentioned above on
Deimníonn muid gur athruigh úinéireacht na feithicil go dtí an t-ádhair nua lena hainm ar an

Date of Sale / *Dáta Dhiolachán*

10 02 25

Seller/Owner Signature
Síniú an Dioltóra/Úinéara

Buyer/New Owner Signature
Síniú an Ceannaitheora/Úinéara Nua

NOTES/NOTÁI
Details entered on this form may be used by the Department for communications regarding ownership of this vehicle.
I bhfad go n-ádhair na sonraí agfa ar an bhfoirm seo le haghaidh comarsáid i leith úinéireacht na feithicil.

Department of Transport, Driver & Vehicle Computer Services Division



RFFI-01

IMPORTANT NOTE: Please do not complete any other fields except those requested as they will not be processed

Transaction Details

01 Tick one option:

Change of Ownership: ☐

Change of Address: ☐

Change of Surname: ☐

02 Date of Sale:

DD/MM/YY

03 Owner is Deceased:

☐ Only tick this option if the current owner of the vehicle is deceased.

Private Buyer Details

04 First Name:

05 Surname:

Buyer Organisation Details

06 Organisation Name:

07 CRO Number:

For CRO registered companies you must provide your CRO number.

Buyer Address

08 Eircode:

09 Address Line 1:

10 Address Line 2:

11 Town/City:

12 County:

Buyer Contact Details

13 Mobile Number:

Enter digits only

14 Email Address:

Signatures

15 Buyer Signature:

16 Seller Signature:

In addition to the requested information, this form must always be signed by the seller of the vehicle.

Office Use Only. Do not write in this section.

REF: 13811466

REG:

FORM: RFFI-01-001

VIN: