



Application for the purchase of a motor vehicle under privilege

The release of a motor vehicle from Customs control

This form is to be used for the purchase of motor vehicles that are subject to Customs control.

It is also to be used when purchasing vehicles for which a refund of Goods and Services Tax (GST) and, if applicable, Luxury Car Tax (LCT), is being claimed under the Indirect Tax Concession Scheme (ITCS).

IMPORTANT INFORMATION

- All imported vehicles released from Customs control and purchased in Australia will be subject to GST and, if applicable, LCT. You should refer to the Australian Taxation Office (ATO) website (www.ato.gov.au/itcs) for advice about LCT on imported vehicles before you make your purchase.
- Please note that this application form will not be accepted unless all required information has been supplied and the form is signed. Amendments and corrections are not permitted. If you need to change the information contained in the form, please complete and submit a new application.
- The completed application form should be submitted to the Department of Foreign Affairs and Trade (DFAT), either at the following address or by email:

Protocol Branch
Department of Foreign Affairs and Trade
R G Casey Building, John McEwen Crescent
BARTON ACT 0221
EMAIL: protocol.branch@dfat.gov.au

DFAT will then email the approved application to Australian Border Force (ABF). Please allow 5 working days for processing.

- Once the application has been approved by DFAT and ABF, it will be returned to your mission address. Please forward the form, together with your completed and signed ATO Motor Vehicle Claim form (NAT 3155) and original tax invoice, to the ATO at the following address for a refund of GST and, if applicable, LCT:

ITCS Claims Processing Team
Australian Taxation Office
PO Box 9977, BRISBANE QLD 4001

[https://www.ato.gov.au/forms/application-for-refund-under-indirect-tax-concession-scheme-\(itcs\)---motor-vehicle-claim/](https://www.ato.gov.au/forms/application-for-refund-under-indirect-tax-concession-scheme-(itcs)---motor-vehicle-claim/)

Refunds of GST and, if applicable, LCT, will depend on the entitlements of the individual mission, post or organisation under the ITCS.

<https://www.ato.gov.au/General/Indirect-tax-concession-scheme/>

- Application form may be downloaded from the following website:
<https://dfat.gov.au/about-us/publications/corporate/protocol-guidelines/Pages/7-2-purchasing-a-motor-vehicle-under-privilege.aspx>

If you require further information concerning this application, please telephone Protocol Branch on (02) 6261 2915.

Application for the purchase of a motor vehicle under privilege

Mission/Post/Organisation & contact person details

Name of Mission/Post/Organisation

Name of Contact Person

Phone Number

Email

Please complete this section if the vehicle is for official use

Address of Mission/Post/Organisation

Number of privileged vehicles
currently owned

Mission Customs Identification No.

Please complete this section if the vehicle is for personal use

Family Name

Given Name

Position

Date of Birth

Date of Arrival

Residential Address

Phone Number

Accompanied

☐ YES ☐ NO

Number of privileged vehicles
currently owned

Personal Customs Identification No.

I agree*/I agree on behalf of the mission/ post/organisation*, that if the motor vehicle is sold or otherwise disposed of in Australia (or an external territory of Australia) within three years after the date of entry of the vehicle for home consumption under the *Customs Act 1901*, or purchase in Australia, I shall pay to the Commonwealth of Australia an amount equal to any customs duty, taxes and related charges that, but for the relevant exemptions provided for under an international convention or relevant Australian legislation, would have been payable in respect of this vehicle.

(* delete whichever is not applicable)

Signature of Applicant

Date

To be completed by Head of Mission/Post/Organisation or Authorised Person

Signature

Date

Mission Stamp

Name

Position

Vehicle details

☐ **New Imported Vehicle**

☐ **Second-hand Vehicle (for GST claim only)**

☐ **Transfer of Vehicle (from another privileged officer.
Requires B791 Disposal of Motor Vehicle form).**

Make

Model

Year of Manufacture

Body Type

Engine Number

VIN/Chassis number

Name of Motor Vehicle Dealer

Phone Number

OFFICIAL USE ONLY

DFAT Use Only

Status of applicant:

- | | | |
|---------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Diplomatic Officer | <input type="checkbox"/> Consular Employee | <input type="checkbox"/> Mission/Official Vehicle |
| <input type="checkbox"/> A&T staff member | <input type="checkbox"/> Consular Officer | <input type="checkbox"/> Overseas Mission or International Organisation Member |

DFAT confirms that the applicant is entitled to purchase a privileged motor vehicle, subject to the requirements of the ITCS package applicable to the mission/post/organisation.

PRIVILEGED ENTITLEMENTS:

- ☐ APPROVED within privileged entitlements
- ☐ APPROVED for Customs duty exemption only

Comments	
Signature	Date / /

Official Stamp (DFAT)

ABF Use Only

Supplementary Provisional item

--

Validity Date

--

Approval Number

--

Comments	
Signature	Date / /

Official Stamp (ABF)
