



Registration Transfer's

1. Both the seller and the purchaser need to complete and sign the back of the original registration paper ensuring that the sale date is noted (**please note that a late transfer fee will apply if not completed within 30 days of sale/purchase**)
2. Once both parties have completed and signed the paper the new owner can send over a copy of the original registration paper (both front and back) along with the payment sheet located in the forms section of the SHCA website
3. Email all relevant paperwork to rego@shca.org.au
4. Once this has been emailed, please post the **original** registration certificate to SHCA postal address: PO BOX 776, RICHMOND NSW 2753.
5. New original certificates **will not** be sent out until the old one has been received back
6. If the original certificate cannot be located by the previous owner, please contact the SHCA office 4588 5005.