



## 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](mailto: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.