

# Motor dealers and chattel auctioneers Form 9



Queensland  
Government

## Appointment of motor dealer or chattel auctioneer

Motor Dealers and Chattel Auctioneers Act 2014

This form is effective from 1 October 2015

ABN: 13 846 673 994

### Part 1—Client details

#### Client 1

Note: The client is the registered owner of the motor vehicle, or chattel. It can be either a company or an individual.

Client name .....

ABN

Address .....

Suburb ..... State  Postcode

Phone..... Fax..... Mobile.....

Email address .....

#### Client 2

Note: Annexures detailing additional clients may be attached if required.

Client name .....

ABN

Address .....

Suburb ..... State  Postcode

Phone..... Fax..... Mobile.....

Email address .....

### Part 2—Licensee details

#### Licensee details

Motor dealer  Chattel auctioneer

Agency name (if applicable) .....

Licensee name .....

Licence number  Expiry date  /  /   
D D / M M / Y Y Y Y

Address .....

Suburb ..... State  Postcode

Phone..... Fax..... Mobile.....

Email address .....

### Part 3—Details of motor vehicles or chattels to be sold or auctioned

<p><b>Section 1</b>  <b>Details of motor vehicle to be sold or auctioned</b></p> <p>Note: Annexures detailing additional motor vehicles may be attached if required.</p>	<p>Make and model .....</p> <p>Built date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <small>M M / Y Y Y Y</small></p> <p>VIN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Engine number.....</p> <p>Registration number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Type (wagon, ute, sedan, 4x4 etc) .....</p> <p>Odometer reading <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Colour .....</p> <p>The client appoints the licensee to perform the following service (please tick).</p> <p><input type="checkbox"/> Sell a used motor vehicle by private treaty</p> <p><input type="checkbox"/> Sell a used motor vehicle by auction</p> <p>Other (specify) .....</p>
<p><b>Section 2</b>  <b>Details of goods to be sold or auctioned</b></p> <p>Note: Annexures detailing additional goods may be attached if required.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

### Part 4—Appointment of motor dealer or chattel auctioneer

<p><b>Section 1</b>  <b>Performance of service</b></p> <p>Annexures detailing the performance of service may be attached if required.</p>	<p>The client appoints the agent to perform the following service/s:</p> <p><input type="checkbox"/> Sale      <input type="checkbox"/> Purchase</p> <p><input type="checkbox"/> Auction      Anticipated auction date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <small>D D / M M / Y Y Y Y</small></p> <p><input type="checkbox"/> Other (please specify).....</p>
<p><b>Section 2</b>  <b>Term of appointment</b></p> <p>Note: Details of a continuing appointment should be listed in Part 5 Performance of service.</p>	<p><input type="checkbox"/> Single appointment for a particular service or services</p> <p>Start <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> End <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <small>D D / M M / Y Y Y Y D D / M M / Y Y Y Y</small></p> <p><input type="checkbox"/> Continuing appointment for a service or a number of services over a period</p> <p>Start <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <small>D D / M M / Y Y Y Y</small></p>
<p><b>Section 3</b>  <b>Price</b></p> <p>State the price for which the motor vehicle/s or good/s are to be sold.</p> <p><b>Notes:</b> Annexures detailing reserve prices or sale prices for additional goods may be attached if required. Where there are no reserve prices set for particular times, please nominate 'clearing sale'.</p>	<p><input type="checkbox"/> Reserve      <input type="checkbox"/> Sale</p> <p>\$.....</p>
<p><b>Section 4</b>  <b>Termination of appointment</b></p>	<p>This appointment may be revoked by either party giving the other party at least 30 days written notice, unless the parties agree, in writing, to an earlier day for the appointment to end.  s82(1)(i) – motor dealers, s126(1)(i) – chattel auctioneers.</p>

## Part 5—Performance of service/s

### Instructions/conditions

Licensee and client to agree on and outline here how the service/s will be performed and list any instructions, conditions or restrictions on the performance of the service (e.g. detailing, vehicle servicing or other preparatory work for sale or auction, details of continuing appointment etc).

Note: Annexures detailing instructions/conditions may be attached if required.

Client signature ..... Date   /   /

## Part 6—Commission

### To the client

The commission is negotiable. You will have to pay Goods and Services Tax (GST) on any commission charged under this appointment.

Make sure you know when the commission is payable. For example, in some situations commission may be payable even if a sale does not fully complete.

The client and the licensee agree that the maximum commission plus GST payable for the service to be performed by the responsible licensee is:

	Dollar amount (where known)	Percentage
Total commission		
GST		10% of commission
Total payment		

**Percentage:** Commission expressed as a percentage is worked out only on the actual sale price.

**Amount:** Commission expressed as an amount represents the commission payable if the vehicle/s or good/s are sold at the reserve or listing price. The amount of commission payable may vary from the amount stated.

When commission is payable to the responsible licensee .....

.....

.....

## Part 7—Authorisation to incur fees, charges and expenses

The client authorises the licensee to incur the following expenses in relation to the performance of the service/s. Annexures may be attached if required.

### Section 1

#### Advertising/marketing

##### To the client

Your agent may either complete this section or attach annexures of marketing/advertising activities. In either case, the *authorised amount* must be written here.

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.....

.....

.....

.....

Authorised amount \$ .....

When payable   /   /

## Part 7—Authorisation to incur fees, charges and expenses continued

<p><b>Section 2</b> <b>Other</b> <b>Description of fees and charges.</b></p> <p>Expenses may include travel expenses, cost of preparing a vehicle (if applicable) and incidental expenses such as administration costs, bank charges, postage etc.</p> <p>The licensee may either complete this section or attach annexures if required.</p>	<p><b>Description</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><b>Dollar amount</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><b>When payable</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Section 3</b> <b>Licensee's rebate, discount, commission or benefit incurred in the provision of or performance of the service.</b></p> <p><b>Note:</b> This refers to benefits the licensee will receive as part of expenses they incur as part of the service ie. advertising.</p>	<p><b>Source</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><b>Estimated amount (\$) or value (%)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p><b>* Buyer's premium means the amount payable to the chattel auctioneer by a buyer on the purchase of goods.</b></p>	<p><b>Auction of goods only</b></p> <p>The client agrees <input type="checkbox"/> does not agree <input type="checkbox"/> for the auctioneer to charge the buyer a buyer's premium*.</p> <p>Amount of premium agreed to be charged.....</p> <p>.....</p>		

## Part 8—Assignment of appointment

<p><b>Assignment clause</b></p> <p>Tick whether you agree or disagree with the assignment.</p> <p>In the absence of a tick and initials, it is taken that the client does not agree to this assignment clause.</p>	<p>The client agrees that the licensee may at any stage throughout the appointment; assign the appointment to another licensee without changing the terms of the appointment.</p> <p><input type="checkbox"/> I agree with the assignment clause.</p> <p><input type="checkbox"/> I disagree with the assignment clause.</p> <p>Client to initial .....</p> <p>Note: if the client agrees to an assignment, the client will receive written notice from the licensee of the assignment at least 14 days before the assignment. The notice must state:</p> <ul style="list-style-type: none"> <li>• name of the licensee being assigned the appointment</li> <li>• that the appointment is assigned without changing terms</li> <li>• client may agree or disagree to proposed assignment</li> <li>• date proposed assignment is to take effect.</li> </ul>
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## Part 9—Signatures

### **WARNING: THE CLIENT IS ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE SIGNING THIS FORM.**

This form enables a person (the 'client') to appoint a motor dealer or chattel auctioneer for the sale or auction of motor vehicles or goods. This form must be completed and a signed copy given to the client before the motor dealer or chattel auctioneer sells the client's vehicle or goods. Failure to do so may result in a penalty and loss of commission for the motor dealer or chattel auctioneer.

If you are unclear about any aspect of this form, or the fees you will be charged, do not sign it. Seek legal advice. If you need more information about this form including what an agent needs to disclose, you can visit the Office of Fair Trading website at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or phone on **13 QGOV** (13 74 68).

<b>Client 1</b>	Full name..... Signature ..... Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D / M M / Y Y Y Y
<b>Client 2</b>	Full name..... Signature ..... Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D / M M / Y Y Y Y
<b>Licensee</b> A registered salesperson working for a dealership can sign this form on behalf of the licensed motor dealer.	Full name..... Signature ..... Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D / M M / Y Y Y Y

**This is the end of the approved form. Please note, any annexures/schedules form part of the appointment contract.**