

Handover Protocol with Payment Receipt

Private vehicle handover in Switzerland – supplement to the purchase agreement

Complete this protocol together with the other party at the moment of handover: it records what changes hands and in what condition, and doubles as the receipt for the purchase price. Each party keeps a signed copy.

1. Reference

This protocol relates to the purchase agreement stated below and supplements it; it does not replace it.

Purchase agreement dated

Place of handover

Seller (surname, first name, address)

Buyer (surname, first name, address)

Make and model

Licence plate (if still mounted)

Matriculation number (Stammnummer)

Chassis number (VIN)

shown on the vehicle registration document

17 characters, e.g. in the door frame or below the windscreen

2. Documents handed over

Without the original vehicle registration document (Fahrzeugausweis) the buyer cannot register the vehicle in their name – this document is essential.

Vehicle registration document, ORIGINAL

Service booklet / service records

Roadworthiness (MFK) inspection reports

Invoices / warranty documents

COC (EC certificate of conformity)

3. Accessories

Number of keys

Summer wheels (number, on rims yes/no)

Winter wheels (number, on rims yes/no)

including spare and emergency keys

Roof/rear/bicycle carrier

Warning triangle

Jack / breakdown kit

Other accessories

e.g. charging cable, rubber mats, towbar accessories, code cards

4. Condition at handover

Record briefly and honestly what both parties observe together. Photos protect both sides in the event of later disputes.

Bodywork / paint (scratches, dents, stone chips)

Tyres (condition, approx. tread depth)

Interior (seats, controls, odour)

Handover photos taken: yes

Handover photos taken: no

5. Mileage, fuel level, time of handover

Odometer reading at handover

Fuel level / battery charge

Date of handover

read jointly from the odometer

e.g. ¾ full or 80 %

Time of handover

relevant for liability and insurance questions

6. Receipt

This section serves as confirmation of payment. It is signed separately by the seller.

The seller hereby confirms receipt of the full purchase price of CHF ____ for the vehicle described above. This settles the purchase-price claim under the purchase agreement dated ____, except as noted under section 7. The buyer's rights under the purchase agreement – in particular any warranty claims and warranted characteristics – remain unaffected by this receipt.

Amount received (CHF)

Payment method

Date payment was received

cash / bank transfer / TWINT

Place, date and signature of the seller

handwritten signature

7. Outstanding items / subsequent deliveries

Anything still pending belongs here – for instance a second key to be sent later or an outstanding balance.

Outstanding items / objects or amounts still to be delivered

To be settled by

Responsible party (seller/buyer)

8. After the handover

Information block – to be read by both parties.

The buyer registers the vehicle in their name without delay at the road traffic office (Strassenverkehrsamt) of their canton of residence; whether the change of keeper can also be initiated online depends on the instructions of the competent cantonal road traffic office. The seller deregisters the vehicle and informs their insurer so that the existing third-party liability cover is cancelled or transferred. Until the change of keeper is completed, the vehicle legally remains registered to the previous keeper – in both parties' interest, this step should therefore not be postponed.

Ort / Datum

Ort / Datum

Seller

Buyer

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