**Template - Record of general goods disposed**

**Disposal record of general goods**

*Disposal of Uncollected Goods Act 2020*

The *Disposal of Uncollected Goods Act 2020* requires businesses to keep a record of the disposal of any uncollected goods.

* You are required to record transactions involving the issuing of a disposal notice and the disposal of goods.
* You must prepare the record within seven days after disposing of any uncollected goods.
* The record must be made available on request; either by the provider of the goods, the owner of the goods, or any other person claiming an interest in the goods.
* For low value goods, the record must be retained for two years from the date of disposal of the goods.
* For goods of medium and higher values, the record must be retained for six years from the date of disposal of the goods.

| **Date of goods disposal notice and how it was given** | **Name and address of person the notice was sent to** | **Disposal date** | **How goods were disposed of:**  **(sale, auction, appropriation)** |  | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purchaser’s name and address** | **Sale price** | **Amount retained by the business for its charges and costs** | **Auctioneer’s name and business address**  **(only if auctioned)** |
|  |  |  |  |  | $ | $ |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**IMPORTANT:** Do **not** use this template if you are disposing of an **uncollected motor vehicle** as there are different record keeping requirements. You will find information on selling vehicles at [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au/)