File No :

Name :_____ Age: _____

Father's Name :_____

Address :_____

_____

_____

Sub :_____

_____

Vehicle No :_____

Chassis No :_____

Engine No : _____

From :

.....

.....

Place:.....

Date:.....

To :
The Regional Transport Authority

.....

Sir,

Sub: ISSUE OF CLEARANCE CERTIFICATE

I have sold my vehicle .....

bearing Registration No .....

to Smt / Sri .....

Son of Sri .....

residing at .....

.....

Please issue a "Clearance Certificate" in favor Regional Transport Authority.....

..... enable him / her to do Re-Registration of transfer of ownership to pay road tax and oblige.

Thanking You,

Yours Faithfully

AUTHOTISATION LETTER

From :

.....

.....

To :

The Regional Transport Authority

.....

Sir,

I here by authorize Sri .....

file an application and act as representative on my behalf in respect of .....

..... No .....

I certify that sri ..... is an employee

without firm.....
or a relative of me.

I request you to deliver the same to him after done with. The specimen signature of the bearer of this authorization is attested by me

specimen signature of the representative

1.
2.
3.

ATTESTED
Registered Owner
Received the Documents

signature of the holder
Letter of Authority

Yours Faithfully

DELIVERY NOTE

Place :.....

Date :.....

Time :.....

I /We hereby confirm having taken delivery from Mr / Mrs .....

.....

one used / new ..... Model..... Vehicle

bearing vehicle Regn No .....Engine No.....

Chassis No.....together with the available tools and

equipments in good order and condition as seen , tried and approved for

rupees..... after having part/full payment of Rs.....

The Entire risk is born by me/us from this moment

Witness :

Name.....

Address.....

.....

.....

Yours Faithfully

SALE RECEIPT

Recived with thanks the sum of rupees .....

.....

.....

from .....

.....

towards the sale of .....

.....

Chassis No.....Engine No.....

Bearing Registration No ..... sold and delivered to him this day, received by cash / credit in full and final.

settlement .....

Date: .....

Witness :

1)..... Name .....

..... Address .....

2)..... .....

....

Transfer of Insurance

From : ..... Date:.....

.....

.....

To : .....

.....

.....

Sir,

Certificate No .....

Covering.....

Motor Vehicle bearing Regn No.....

I/We wish to inform you that I/We have sold the vehicle bearing the above registration number to.....

.....

.....

together with the insurance.

Please have the interest of the policy transfered in his/her/their favour.

Thanking you,

Yours Faithfully

FORM 29

see rule 55(1)

FORM OF NOTICE OF THE TRANSFER OF OWNERSHIP OF THE MOTOR VEHICLE

(to be made in duplicate and the duplicate copy with the endorsement of the registering authority to be returned of the transfer immediately on making entries of the transfer of owner ship)

To

The Registering Authority,

_____ (in whose jurisidication the transferee resides)

I / We .....resident at.....

.....

.....

have on the .....day of the year..... sold and delivered my/ our vehicle

no ..... make ..... chassis no..... engine no .....

to Sri /Smt .....(name) son /wife / daughter

of ..... residing at .....

.....

.....

(House no, street , village, district and state) the registration certificate and insurance certificate have been handed over to him / her / them

Signature Of the registered owner
(transferor)

Date.....

---

copy of the registering authority in whose jurisidication the transferor resides
NOTE: to be sent to the both registering authority by registered post acknowledgement due

---

OFFICE ENDORSEMENT

No..... Date..... Office of the.....

the ownership of the vehicle has been transferred to the name.....

..... of with effect from ..... (date)

To

.....

.....

.....

.....

Registering Authority
With Office Seal

(the transfror)by registered post or delivered under proper acknowledgement
strike out which ever is in applicable

FORM 30

See rule 55(2) and (3)

Report of Transfer of Ownership of a Motor Vehicle

To be made in duplicate if the vehicle is held under an agreement of hire purchase / lease / hypothecation and the duplicate copy wit the endorsement if the registering authority to be returned to the financier simultaneously on making the entries if the transfer of ownership in the certificate of registration

To,

The Registering Authority,

.....

Name of the transferor .....

Son / Wife / Daughter of .....

Full address .....

.....

.....

I hereby declare that I / we on this .....day of the year

.....sold my / our vehicle bearing Registering No to

Sri / Smt .....son / wife / daughter of

..... residing at .....

.....

.....

.....(full address) and handed

over to the certificate of registration and the certificate of insurance to him / her / them.

I / we hereby declare that to the best of my / our knowledge the certificate of registration of the vehicle has been / has suspended* or cancelled.

+ I enclose the 'No Objection Certificate' issued by the registering authority
* If the 'No Objection Certificate' from the registration authority is no enclosed , the transfer should file along with this application a declaration as required under sub-section(1) of section 50

DATE:

Signature Of the Transferor

** Details suspension or cancellation*
+ Strike out whichever is inapplicable

Part - II For The Use If The Transferee

To,

The Registering Authority

.....

Name of the Transferee : .....

Son / Wife / Daughter of : .....

Residing at (Proof Of address to be enclosed) .....

.....

I hereby declare that I / we on this .....day of the year

.....purchase from the motor vehicle registration No .....

from .....

.....(Name and full address) and request that necessary entries regarding the transfer of ownership of the vehicle in my / our name may be recorded in the certificate of the insurance is enclosed.

The certificate of Insurance is enclosed.

Specimen Signature of the Transferee

1)

2)

Signature of Transferee

consent of the financier in the case of the motor vehicle subject to an agreement of Hire / Purchase / Lease / hypothecation.

I / we being a party to an agreement of the hire-purchase / lease / hypothecation in respect of motor vehicle ..... give consent to the transferee of ownership of the said vehicle so Sri / Smt / kumari ..... with whom I / we have enter into an agreement of Hire purchase/ lease/ Hypothecation.

DATE:

Signature of the Financier

OFFICE ENDORSEMENT

No .....Dated ..... Office of the.....

the transfer ownership vehicle has been recorded with effect from .....on the registration certificate of the vehicle .....and in the registration.

To,

.....

.....

(Name and the address of the financier)
by registered post of delivered under proper acknowledgment

Registering authority

FORM 35

[See Rule 61(1)]

Notice of Termination Of An Agreement Of Hire Purchase / Lease / Hypothecation

(to be made in duplicate and the duplicate copy with the endorsement of the registering authority to be returned to financier simultaneously on making the entry in the certificate of registration)

To

The Registering Authority

.....

.....

We hereby declare that the agreement of Hire - Purchase / Lease / Hypothecation between us has been terminated. We, therefore , request that the note endorsed in the certificate of the vehicle no .....

.....in respect of the said agreement between us has been cancelled

The certificate of the registration together with the fee is enclosed

Date: Signature of the registerd owner

Date: Signature of the Financier

**strikeout whichever is inapplicable*

OFFICE ENDORSEMENT

No..... Dated ..... Office of the .....

the cancellation entry of the agreement of Hire-Purchase/lease/ hypothecation as requested above is recorded in this office registration record in Form 24 and the certificate of registration on .....

.....

Dated:

To

Name and address Of the financier

.....

.....

..... Signature Of the Registering Authority

.....