

CHANGE OF ADDRESS/RE-REGISTRATION/T,O (OF OTHER STATE VEHICLE) - INSTRUCTION

R.C. with relevant documents should be forwarded to RTO within 12 months from the date on which change of address is effected.

Forms to be filled :

1. Form 33 - HP continuous (in duplicate is required)
2. Form 20 - (chassis pencil print to be taken in the form.) H.P. continues in Duplicate is required.
3. Form 27 (court fee stamp for the value of Rs.6/- should be affixed in this form and if hypothecation continues this form should be given in duplicate)
4. HP continuous - No objection letter from financier is required to RTO chennai & also Form 33 & Form 20 Financier signature & Seal is required in duplicate.

Other requirements :

1. Two xerox copies of PAN (Permanent Account Number) card or GIR no. of the Income Tax department. If the above is not available, Form 60 of I.T. Dept. has to be filled in duplicate.
2. Xerox copy of School / College certificate or Passport or Birth certificate as proof of age.
3. Xerox copy of Ration card, Electoral Roll Card, LIC policy, Passport, Pay slip issued by Central or State Government or local body as proof of address.*
* In case of Non - Availability of any of these, Affidavit issued by Magistrate may be accepted.
4. Current valid Insurance certificate with the address in which vehicle has to be re-registered.
5. Self addressed envelope to ORA & self with postal stamp for the value of Rs. 76/-
6. Current valid Pollution certificate.
7. NOC of the original Registering Authority. (Form 28) " - 2 Copies"
8. Passport size photograph - 4 nos.
9. A declaration in Rs. 20/- stamp paper duly attested by Notary Public with photograph. (Format enclosed)
10. Entry Tax clearance certificate in Tamilnadu or Original Entry Tax challan (if the vehicle has been originally registered and brought to the state within 18 months from the Date of Registration.)
11. Authorisation letter for AASI, to collect the documents from the RTO office (court fee stamp for the value of Rs. 6/- to be affixed)
12. Police Clearance Certificate from 'Assistant Commissioner of Police, Crime Record Bureau, Egmore, Chennai- 600 008.'

Note:

2 sets of Xerox copies are required for the Following:

- (1) R.C. Book
- (2) Insurance Certificate
- (3) No Objection Certificate
- (4) Police Clearance Certificate

Fee to be paid for Re-Registration :

Rs.160/- in case of Two wheeler
Rs.400/- in case of Four wheeler.
Rs.100/- penalty in case of late submission. *
Rs.240/- in case of Imported vehicle of Two wheelers
Rs.800/- in case of Imported vehicle of Four wheelers

[+ AASI Surcharge]

T.O. fees:

Rs. 30/- for Two wheeler
Rs. 100/- for Four wheeler.

[+ AASI Surcharge]

Imported Vehicle

Rs. 120/- for Two wheeler
Rs. 400/- for Four wheeler.

[+ AASI Surcharge]

Change of address fee : Rs. 20/- [+ AASI Surcharge]

Penalty for late T.O / COA in R.C. * *

15 – 30 days Rs. 45/-
30 – 60 days Rs. 75/-
60 and above days Rs.100/-

Note :

* Submission after 13 months of change of address is considered late for Re-Registration.

** Submission after 30 days of NOC is considered as late for TO & COA

SPECIAL NUMBER FOR VEHICLES

Motorcycle below 50cc - Rs.1000/-
Motorcycle above 50cc - Rs.2000/-

Light Motor Vehicle:

Upto the value of Rs.4,00,000/- - Rs.5000/-
Above the value of Rs.4,00,000/- - Rs.8000/-
(from RTO itself the special number can be obtained)
Govt. Number(Fancy Number – Rs.15,000/- upto first 4 Series, beyond from 4th Series Rs.25,000/-
(only through Home Dept., Fort St. George, Chennai 600 009)

To Be Executed on a Stamp paper For the Value of Rs.20/-

AFFIDAVIT

To

The Regional Transport Officer,
Chennai City (--- ---).

I / We ----- residing at ----- do hereby solemnly affirm and declare that we are the owners of the vehicle ----- and brought to Chennai on ----- by Road. The Chassis Number of the above vehicle is ----- and Engine Number is ----- .

I / We further solemnly affirm that this vehicle belongs to us and it was not involved in any theft or criminal case in any state of India.

I / We hereby declare that we will keep this vehicle in the state of Tamilnadu for a period not less than one year and we shall not sell it to any one also without prior permission from your office. I / We declare that NOC produced by me / us is a genuine one.

I / We hereby declare to undertake all responsibility and undergo punishment besides cancellation of the Rgeistration of on a later date it is found that therefore said vehicle was involved in any theft or criminal case.

The particulars furnished in the application form are genuine to the best of our knowldge.

Thanking You,

Yours Faithfully,

Signature

Solemnly affirmed and signed
before me at Chennai

Before me
(Notary)