

TRANSFER OF OWNERSHIP – DEATH CASE - INSTRUCTION

1. Insurance certificate to be transferred in the name of the succeeding owner and attached to the registration certificate.
2. Valid Pollution Certificate
3. Form no. 29 (Rule 55 (1) in duplicate to be filled and signed by the succeeding owner.
4. Form No. 30 & 31 to be filled and signed by the succeeding owner.
5. Evidence of Address : Any one (xerox copy) of the following is to be submitted *

1. Ration Card 2. Electoral roll 3. LIC Policy
4. Passport 5. Aadhar card

* In case of Non - Availability of any of these Affidavit issued by Magistrate can be accepted.

6. Original and xerox copy of death certificate.
7. Original and xerox copy of legal heirship certificate issued by the Thasildar.
8. A letter to RTO Chennai requesting to return the original legal heirship certificate and death certificate after verification .
9. An affidavit to be executed on a stamp paper for the value of Rs.20/- by all the legal heirs of the family stating that they have no objection to transfer the vehicle to the succeeding owner attested by Notary Public each separately.
10. Fee: Rs.375/- (for Two wheeler) and Rs.500/- (for Four wheeler) [+ AASI Surcharge]
Late fee : Submission after 15 days of date of insurance certificate or date mentioned in the form 29

- 15 – 30 days Rs. 40/-
- 30 – 60 days Rs. 75/-
- 60 and above days Rs. 100/-

11. AASI addressed envelope.
12. Authorisation letter for AASI.