

## **TRANSFER OF OWNERSHIP- INSTRUCTION**

### **Time limit :**

Registration certificate to be forwarded to the RTO office within 14 days from the date of purchase.

### **Preliminary requirement :**

Insurance Certificate should be given with R.C. and sale letter  
Permanent Account Number of Income Tax or G.I.Register No. with xerox copy should be given. Where both are not available, Form 60 of Income Tax Department has to be filled up and given.

### **Forms to be filled :**

**Form 29 :** In duplicate to be filled and signed by the seller ( transferor )

**Form 30 :** To be filled and signed both by the seller and buyer ( if, hypothecation continue Form 30 to be submitted in duplicate and a no objection letter from the financier to RTO required)

**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 \*

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

**Fee :** Rs.375/- ( for Two wheeler ) , Rs.565/- ( for Four wheeler ) [+ AASI Surcharge]

### **Penalty fee for late T.O. :**

Submission after 15 days of date of Insurance certificate or date mentioned in the form 29 will be considered as late.

15 – 30 days Rs. 40/-

30 – 60 days Rs. 75/-

60 days and above Rs. 100/-

### **Documents required :**

1. R.C. Book- original & 2 xerox copies.
2. Insurance certificate – original & 2 xerox copies.
3. Form 29 & 30 original & one set of additional Xerox.
4. \* P.A.Number card or G.I.R.- 2 xerox copies
5. \* Form 60 – 2 xerox copies. ( in case P.A. Number is not produced )
6. Four passport size photographs of Transferee ( Buyer ).
7. Emission Under Control Certificate.

**Note :** \* Required only in case of Four wheeler