




**Guidelines
for
Registration
of
Private /
Transport
Vehicles**



A vehicle Registration Certificate is an official document providing proof of registration of a motor vehicle. It is used primarily by the government as a means of ensuring that all road vehicles are on the national vehicle register.

Necessity for Registration Certificate

Under the provisions of the Motor Vehicles Act, 1988 in India, no person can drive any motor vehicle and no owner of a motor vehicle shall permit the vehicle to be driven in any public place unless the vehicle is registered by a Registering Authority.

Eligibility

The applicant must be the owner of the vehicle himself.

Where to Apply

For the registration of the vehicle you need to apply in the prescribed forms to District Transport Office in your region within seven days of purchase, during public dealing hours, preferably between 10:00am to 2:00pm.

Documents Required

1. Form No. 20 (Application for Registration of a Motor Vehicle) available in the office/download from website.
2. Form No. 21 (Sale Certificate) available in the office/download from website.
3. Form No. 22/ 22A (Road Worthiness Certificate) issued by the dealer.
4. Valid Insurance Certificate
5. Two copies of recent passport size photograph.
6. Physical production of vehicle.
7. Invoice(Money Receipt) issued by Dealer/ Agency
8. Temporary Registration (**Required only in cases where Temporary Registration is available**)
9. Customs' Clearance Certificate along with the license and bond (**Required only in cases of imported vehicle**).
10. Bank or financial institution documents (**Required only in cases where the vehicle is under Hire Purchase or Lease Agreement**).
11. Oath Letter (**Required only in cases of private vehicles Omni Bus with seating capacity of 6 to 12 persons**)
12. Receipt of payment for entry tax deposited in the commercial tax department and Form VIII issued by them (**Required only in cases of vehicles purchased from other states**)
13. Original sale certificate from the concerned officer (**Required only in cases of registration of ex-army's vehicles**)

14. Copy of approval of design by the State Transport Commissioner (**Required only in cases of application for trailer and semi trailer**)

15. Copy of PAN Card (**Required only when vehicle cost is more than 4.00lakhs**)

16. Copy of VISA (**Required in the case of foreigners**)

Enclosure:

17. Residence Proof (attested copy)

18. Age Proof (attested copy)

19. Citizen Proof (attested copy)

Remember to bring the originals of the documents whose attested copies are enclosed.



Procedure

On submission of the application and after proper verification of the documents furnished therewith, you will be asked to produce the new vehicle in the District Transport Office premises for inspection purpose.

The Inspecting Authority at the District Transport Office will then inspect the vehicle physically for its particulars. Finally when all the verification is done, the Registering Authority shall issue to the owner of the motor vehicle a vehicle registration number and a receipt. The receipt can be retained as registration proof till registration certificate is not delivered. You will be then asked to collect your Registration Certificate on any subsequent working day on the receipt.

Expected Time for Disposal

The maximum time for disposal of Registration Certificate is of 30 working days.

Assignment of Registration Mark

A distinguishing mark referred to as Registration Mark will be assigned to your vehicle by the Registering Authority for display thereon, consisting of one of the groups of such of those letters and followed by such letters and figures as are allotted to the State by the Central Government.

Plate Approval

The owner must get the registration mark on the plate to be displayed on the motor vehicle approved by the Registering Authority within 30 days of the assignment of such registration mark.

Validity

The validity period of Registration Certificate depends on whether the vehicle is a private vehicle or a transport vehicle.

Private Vehicles	Valid for a period of 15 years from its date of issue.
Transport Vehicles	Valid till the expiry date of its Fitness Certificate.

Renewal

An applicant should apply for renewal of a certificate of registration within 30 days of its expiry period.
