

Temporary Registration of Motor Vehicles

The owner of a motor vehicle may apply to any registering authority or other prescribed authority to have the vehicle temporarily registered.

Such temporary registration shall be valid only for a month and it shall not be renewable.

1. Who can apply for Temporary Registration of Motor Vehicles?

Dealer should apply on behalf of the owner of the vehicle.

2. What are the documents to be given?

1. *Application in **Form-20** (in Duplicate – if it is with HP)*

2. *Sales certificate in Form-21*

3. *Pollution under control and road worthiness certificate in Form-22 from manufacturer*

4. *Pollution under control and road worthiness certificate in Form-22 A, where body is fabricated*

5. *Pan card or GIR or Form-60/61 of I.T. Department*

6. *Insurance Certificate*

7. *Proof of address (any one of the following):*

(a) **Ration Card**

(b) **Electoral Roll**

(c) **LIC Policy**

(d) **Passport size photo**

(h) **Affidavit sworn by the applicant before an Executive or First Class Judicial Magistrate or Notary public**

3. What is the amount of Fees payable?

(i) **2% of Life Time Tax**

(ii) **Rs.40/- + Service charges Rs.100/- with vehicle tax**

4. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II

5. Vehicle should be produced for inspection

Registration of Motor Vehicles

1. Who may apply for registration of a vehicle?

1. Dealer may apply on behalf of the owner of the vehicle.
2. If already registered temporarily, the owner may apply for registration.

2. What are the documents to be given?

1. *Application in **Form-20** (in Duplicate – if it is with HP)*
2. *Sales certificate in Form-21*
3. *Pollution under control and road worthiness certificate in Form-22 from manufacturer*
4. *Pollution under control and road worthiness certificate in Form-22 A, where body is fabricated*
5. *Pan card or GIR or Form-60/61 of I.T. Department*
6. *Insurance Certificate*
7. *Proof of address (any one of the following):*

- (a) Ration Card
- (b) Electoral Roll
- (c) LIC Policy
- (d) Passport size photo
- (e) Affidavit sworn by the applicant before an Executive or First Class Judicial Magistrate or Notary public.

- *Passport size photos 3 copies.*
- *Life Time Tax for Non Transport Vehicle.*
- *Unladen Weight Certificate for Transport Vehicle.*
- *Permit sanctioned proceedings for Transport Vehicle.*
- *Temporary Registration Certificate for temporarily registered vehicles.*

3. What is the amount of Fees payable?

- (i) Invalid Carriage Rs.20/-
- (ii) Motor Cycle Rs.60/-

1. Light Motor Vehicle –

- (i) Non Transport Vehicle Rs.200/-
- (ii) Commercial Vehicle Rs.300/-
- (iii) Medium Goods Vehicle – Rs.400/-
- (iv) M.P.M.V. - Rs.400/-
- (v) H.G.V. - Rs.600/-
- (vi) H.P.M.V. - Rs.600/-
- (vii) Imported Motor Vehicle – Rs.800/-
- (viii) Imported Motor Cycle – Rs.200/-

1. To whom one should apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

5. Vehicle should be produced for inspection

Change of Address in Registration Certificate

1. Who can apply for Change of address in Registration Certificate?

Owner of the vehicle should apply for change of address in the Registration Certificate.

2. What are the documents to be given?

(i) Intimation of change in address in [Form-33](#) in Duplicate (in Triplicate if it is covered by HP)

(ii) Registration Certificate

(iii) Insurance Certificate

(iv) *Proof of address* (any one of the following):

(a) Ration Card

(b) Electoral Roll

(c) LIC Policy

(d) Passport size photo

(e) Pay slip issued by Govt. Office or a Local Body

(f) School Certificate

(g) Birth Certificate

(h) Affidavit sworn by the applicant before an Executive or First Class Judicial Magistrate or Notary public.

(v) No objection certificate from the Financier, if the vehicle with Hire Purchase

(vi) Valid Tax

(vii) Valid Pollution under Control Certificate

3. What is the amount of Fees payable?

(i) Rs.20/-

(ii) Compounding Fee for belated application

(a) Upto 30 Days Rs.40/-

(b) Upto 60 Days Rs.75/-

(c) Above 60 Days Rs.100/- + Service charges Rs.50/-

1. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

Duplicate Registration Certificate

1. Who can apply for Duplicate Registration Certificate?
Owner of the Vehicle.
2. What are the documents to be given?
 1. Application in **Form-26**
 2. Police Certificate
 3. Valid Tax Token
 4. Last 4 Quarter Tax payment details
 5. Insurance Certificate
 6. No objection certificate from Financier
 7. Valid Pollution under Control Certificate
3. What is the amount of Fees payable?
 1. Invalid Carriage Rs.10/-
 2. Motor Cycle Rs.30/-
 3. LMV
 - (a) I.N.T.Vehicle Rs.100/-
 - (b) Commercial Vehicle Rs.150/-
 1. Medium Goods Vehicle Rs.200/-
 2. M.P.M.V. Rs.200/-
 3. Heavy Goods Vehicle Rs.300/-
 4. H.P.M.V. R.300/-
 5. Imported Motor Vehicle Rs.400/-
 6. Imported Motor Cycle Rs.100/-
 7. Any other vehicle not mentioned above Rs.25/-
4. To whom should one apply?
Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.
5. Vehicle should be produced for inspection.

Endorsement Hire Purchase Agreement in the Registration Certificate

1. Who can apply for endorsing Hire Purchase agreement in the Registration Certificate?

Owner of the vehicle.

2. What are the documents to be given?

1. Application in [Form-34](#) (in Duplicate).
2. Registration Certificate
3. Insurance Certificate
4. Valid Tax
5. Valid Pollution under Control Certificate

3. What is the amount of Fees payable?

Rs.100/- + Service charges Rs.25/-

4. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

Termination of Hire Purchase / Lease / Hypothecated

1. Who can apply for making an entry in the registration certificate regarding termination of the agreement for higher purchase/lease/hypothecation?

Owner of the Vehicle

2. What are the documents to be given?

1. Notice of termination of agreement in [Form-35](#) (in Duplicate).
2. Registration Certificate
3. Insurance Certificate
4. No objection certificate from Financier
5. Valid Tax
6. Valid Pollution under Control Certificate

3. What is the amount of Fees payable?

Rs.100/- + Service charges Rs.25/-

4. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

Renewal of Registration

1. Who can apply for renewal of Registration of a vehicle?

The owner of the Non transport vehicle should apply for renewal of Registration Certificate after Completion of 15 years from the date of original registration.

The registration should be renewed prior to 60 days of the expiry of the registration.

2. What are the documents to be given?

1. Application in [Form-25](#)
2. Registration Certificate
3. Valid Insurance Certificate
4. Emission Certificate
5. Valid Tax

3. What is the amount of Fees payable?

1. Invalid Carriage Rs.20/-
2. Motor Cycle Rs.60/-
3. Light Motor Vehicle
4. Non Transport Vehicle – Rs.200/-
5. Commercial Vehicle - Rs.300/-
6. M.G.V. - Rs.400/-
7. M.P.M.V. - Rs.400/-
8. H.G.V. - Rs.600/-
9. H.P.M.V. - Rs.600/-
10. Imported M.V. - Rs.800/-
11. Imported Motor Cycle - Rs.200/-
12. Any other vehicle not mentioned above Rs.300/-
13. Compounding Fee for belated application
14. Up to 30 days Rs.40/-
15. Up to 60 days Rs.75/-
16. Above 60 days Rs.100/- + Service charges Rs.50/-

4. To whom should one apply?

Regional Transport Officer /Motor Vehicle Inspector

5. Vehicle should be produced for inspection

Transfer of Ownership of the Vehicle

1. Who can apply for transfer of ownership of the vehicle?

Owner of the vehicle should apply

2. What are the documents to be given?

1. *Notice of transfer* in [Form-29](#) (in Duplicate).
2. *Application* in [Form-30](#) in Duplicate, if it is HP.
3. *PAN or GIR* or Form-60/61 of I.T. Department (other than two wheelers).
4. *Registration Certificate*
5. *Insurance Certificate*
6. *Proof of address* (any one of the following):
 - (a) Ration Card
 - (b) Electoral Roll
 - (c) LIC Policy
 - (d) Passport size photo
 - (e) Pay slip issued by Govt. Office or a Local Body
 - (f) School Certificate
 - (g) Birth Certificate
 - (h) Affidavit sworn by the applicant before an Executive or First Class Judicial Magistrate or Notary public.
7. No objection certificate from the Financier if the vehicle held with Hire Purchase
8. Valid Tax

3. What is the amount of Fees payable?

1. Invalid Carriage Rs.10/-
2. Motor Cycle Rs.30/-
3. LMV
 - (a) Non Transport Vehicle Rs.100/-
 - (b) Commercial Vehicle Rs.150/-
 - iv. M.G.V - Rs.200/-
 - v. M.P.M.V. - Rs.200/-
 - vi. H.G.V. – Rs.300/-
 - vii. H.P.M.V. – Rs.300/-
 - viii. Imported Motor Vehicle – Rs.400/-
 - ix. Imported Motor Cycle – Rs.100/-
 - x. Any other vehicle not mentioned above Rs.150/-
 - xi. Compounding Fee for belated application
 1. Up to 30 days Rs.40/-
 2. Up to 60 days Rs.75/-
 3. Above 60 days Rs.100/- + Service charges Rs.25/-

4. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

Re-Registration of Vehicle (or) Transfer of Ownership from Other State

1. **Who can apply for re-registration of vehicle?** Vehicle owner.
2. **What are the documents to be given?**
 - Application in [Form-20](#)
 - Application for new registration mark in [Form-27](#)
 - Application and grant of no objection certificate in [Form-28](#).
 - Notice of transfer of ownership in [Form-29](#)
 - Intimation of change of address in [Form-33](#)
 - Application for intimation and transfer of ownership in [Form-30](#) (Form-60/61 except 2 wheelers for T.O. only)
 - Registration Certificate
 - Police Certificate
 - Valid Insurance Certificate
 - Proof of address (any one of the following):
 - Ration Card
 - Electoral Roll
 - LIC Policy
 - Passport size photo
 - Pay slip issued by Govt. Office or a Local Body
 - School Certificate
 - Birth Certificate
 - Affidavit sworn by the applicant before an Executive or First Class Judicial Magistrate or Notary public.
 - Evidence for payment of Entry Tax
 - Valid Tax
 - Valid Pollution under Control Certificate
3. **What is the amount of Fees payable?**
 - Invalid Carriage Rs.20/-
 - Motor Cycle Rs.60/-
 - LMV -
 1. Non Transport Vehicle Rs.200/-
 2. Commercial Vehicle Rs.300/-
 - (iv) M.G.V. Rs.400/-
 - (v) M.P.M.V. Rs.400/-
 - (vi) H.G.V. Rs.600/-
 - (vii) H.P.M.V. Rs.600/-
 - (viii) Imported M.V. Rs.800/-
 - (ix) Imported Motor Cycle Rs.200/-
 - (x) Any other vehicle not mentioned above Rs.300/-
 - (1) Compounding Fee for belated application
 - (a) Up to 30 days Rs.40/-
 - (b) Up to 60 days Rs.75/-
 - (c) Above 60 days Rs.100/- + [Service charges](#)
 - (xi) 2 and 3 wheelers Rs.100/-
 - (xii) Above 3 wheelers Rs.200/-
4. **To whom should one apply?**

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.
5. **Vehicle should be produced for inspection**

No Objection Certificate

The vehicles, which are to be transferred from one State to another, required No Objection Certificate on form 28, to be applied in triplicate.

1. Who can apply and the eligibility criteria?

Owner of the vehicle

2. What are the documents to be given?

1. Application in [Form-28](#) (in 4 copies) if covered by HP
2. Tax Clearance for Transport Vehicles
3. Registration Certificate
4. Valid Insurance Certificate
5. Police Certificate
6. Valid Tax

3. What is the amount of Fees payable?

Rs.5/- Court Fee Stamp.

4. To whom should apply?

Registering Authority.

Advance Registration Number Allotted by the Regional Transport Officer within 1000 Numbers from Starting Number of that day

If the owner of the vehicle wants a particular Registration number for the vehicle and if that number falls within 1000 numbers from the current series of the concerned Regional Transport Office, he/she should give a requisition letter to the Regional Transport Officer along with the copy of the purchase invoice of the vehicle.

1. Who can apply?

Owner of the vehicle.

2. What are the documents to be given?

1. Sales certificate in Form-21.
2. Requisition letter.

1. What is the amount of Fees payable?

Requisition letter in Rs.5/- Court fee stamp

- (i) For Motor Cycle below 50 CC Rs.1, 000/-
- (ii) For Motor Cycle above 50 CC & Three wheelers including Auto rickshaw Rs.2, 000/-
- (iii) For vehicles whose cost / value exceeds Rs.4/- Lakhs – Rs.16, 000/-
- (iv) For other vehicles – Rs.10, 000/-

4. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

Alteration of Vehicle

1. Who can apply for the alteration of a vehicle?

- (i) Owner of the vehicle

2. What are the documents to be given?

1. Notice for alteration to a motor vehicle in [Form-NAMV](#) (in Duplicate).
2. Registration Certificate
3. Insurance Certificate
4. Valid Tax
5. Emission Certificate
6. Appropriate Certificate for alteration made

3. What is the amount of Fees payable?

1. Rs.50/- for each alteration
2. Permission granting fee Rs.40/-

4. To whom should one apply?

Regional Transport Officer (or) Motor Vehicle Inspector, Grade-I / II.

5. Vehicle should be produced for inspection.

Fitness Certificate for Transport Vehicle

1. Who can apply and the eligibility criteria?

1. Vehicle owner
2. Vehicle should be produced for inspection

2. What are the documents to be given?

1. *Application in [Form-CFA](#) (for new vehicle)*
2. *Application in [Form-CFRA](#) (for other vehicle)*
3. *Registration Certificate*
4. *Valid Insurance Certificate*
5. *Permit if covered*
6. *Pollution under control certificate*
7. *Trip sheet for the past 3 months*
8. *Valid Tax*

3. What is the amount of Fees payable?

- (i) 2/3 Wheeler Vehicle Rs.200/-
 - (ii) LMV Rs.300/-
 - (iii) MMV Rs.400/-
 - (iv) HMV Rs.500/- + Service charges for Auto rickshaw Rs.25/-
Service charges Rs.50/-
- Grant or renewal of certificate of fitness for motor vehicle Rs.100/-

1. To whom should one apply?

Motor Vehicle Inspector - Grade-I / II

5. Vehicle should be produced for inspection

Temporary Fitness Certificate

1. **Who can apply?**

Vehicle Owner

2. **What are the documents to be given?**

1. **Form-CF**
2. **Registration Certificate**
3. **Valid Insurance Certificate**
4. **Permit if applicable**
5. **Valid Tax**
6. **Valid Pollution under Control Certificate**

3. **What is the amount of Fees payable?**

1. **2/3 Wheeler Vehicle Rs.200/-**
2. **LMV Rs.300/-**
3. **MMV Rs.400/-**
4. **HMV Rs.500/-**
5. **Grant or renewal of certificate of fitness for motor vehicle Rs.100/-**

4. **To whom should one apply?**

State Transport Authority, Chennai-5

Revocation of C.F.X

1. **Who can apply for revocation of C.F.X?**

Owner of Transport Vehicle issued with C.F.X.

2. **What are the documents to be given?**

1. Requisition letter
2. Copy of C.F.X
3. Registration Certificate
4. Valid Insurance Certificate
5. Permit if applicable
6. Valid Tax

3. **What is the amount of Fees payable?**

Rs.75/- + Service charges Rs.50/-
C.F. for belated application

4. **To whom should one apply?**

Motor Vehicle Inspector Grade-I / II

5. **Vehicle should be produced for inspection**