

Sr. No.

₹ 50/-*

Registering & Licensing Authority



U.T., CHANDIGARH

ADDITION OF FINANCE / HYPOTHECATION AGREEMENT

*Note : This is a downloaded File. In order to deposit the same, the applicant has to collect the 'File receipt' from the R&LA File Sale Counter after depositing the concerned File Fee.

Name

Address

Ph./Mobile No.

Vehicle No.

Inquiry Contact No.: 0172-2700341
Official Website: www.chdtransport.gov.in

INDIAN RED CROSS SOCIETY
U.T., CHANDIGARH BRANCH

ADDITION OF FINANCE/ HYPOTHECATION AGREEMENT

PROCEDURE

Step	Process
Step 1	Purchase this File from the R&LA File Sale Counter OR Download this File/ requisite Forms from the official website of Transport Department, Chandigarh Administration - www.chdtransport.gov.in
Step 2	Read the instructions mentioned in the File/Forms carefully
Step 3	Complete and attach all the required Forms/Documents as per the Checklist [See Page No. 2 for the Checklist of all Forms/Documents]
Step 4	Obtain a Token from the RC counter at the R&LA Office [See Page No. 3 for File Submission location & timings]
Step 5	Submit your complete file & fees at the concerned counter (as per your Token No.) and collect your Fee Receipt [Refer - www.chdtransport.gov.in for the Fee Structure]
Step 6	Your Registration Certificate (RC) will be dispatched to you via Speed Post , and delivered at your given address.

DISCLAIMER

All instructions mentioned in this file, including the procedure, checklist, locations, timings & fees are indicative in nature and meant to assist the applicants. However these are subject to change from time to time as per orders of the competent authority.

CHECK LIST

Sr. No.	Form/ Document	Page No.
1	Form No. 34 (In duplicate) (Application for making entry of an Agreement of Hire-Purchase, Lease, Hypothecation)	4-5
2	Registration Certificate (In original)	6
3	Old Registration Certificate Report (In case of old/ laminated Registration Certificate, from the concerned counter)	7
4	Chassis & Engine Pencil Print (Plate prints not acceptable)	8
5	Signature Identification of owner (Showing the signatures in driving licence/PAN card/Identity card or specimen signatures attested by Gazetted Officer/Executive Magistrate alongwith latest photograph)	9
6	Authorization, in case of Proprietorship/ Private Limited/ Limited/ Partnership Firms (If applicable, for details, refer concerned page)	10
7	Form No. 33 (If applicable, in case of change of address)	11-12
8	Authority Letter (If applicable)	13

I hereby certify that I have enclosed all the above-mentioned documents correctly to the best of my knowledge and that nothing has been concealed by me.

(Signature of the applicant)

Dated:

NOTE - Please bring the original documents whose attested photocopies have been attached with the file

GENERAL INSTRUCTIONS

FILE SUBMISSION

The location and timings for file submission are as follows:-

LOCATION	TIMINGS
Registering & Licensing Authority Office, Near Municipal Corporation, Sector 17, Chandigarh	9:00 AM to 1:00 PM & 2:00 PM to 4:00 PM (Monday to Friday)

SENIOR CITIZENS/DEFENCE PERSONNEL/HANDICAPPED

For the convenience of Senior Citizens/Defence Personnel/Handicapped Persons, the File Submission can be done on **Saturdays** (except Gazetted Holidays) at the following location and timings:-

LOCATION	TIMINGS
Registering & Licensing Authority Office, Near Municipal Corporation, Sector 17, Chandigarh	10:00 AM to 1:00 PM (Saturday)

FORM 34

[See Rule 60]

**APPLICATION FOR MAKING ENTRY OF AN AGREEMENT OF
HIRE-PURCHASE / LEASE / HYPOTHECATION SUBSEQUENT TO REGISTRATION**

(To be made in duplicate and in triplicate where the Original Authority is different, the duplicate copy and the triplicate copy with the endorsement of the Registering Authority to be returned to the Financier and the Registering Authority simultaneously on making the entry in the certificate of Registration and Form 24).

To

Registering Authority

.....
.....

The Motor vehicle bearing registration number is the subject of an agreement of hire-purchase/lease/hypothecation between the registered owner/person to be registered as owner* and

(fill the name and full address of the financier)

We request that an entry of the agreement be made in the certificate of registration and the relevant records in your office.

The certificate of Registration together with the fee is enclosed.

Date

.....

Signature or thumb impression
of Registered Owner

Date

.....

Signature of the Financier

*State out whichever is inapplicable

OFFICE ENDORSEMENT

Ref. Number

Office of the

The entry of the agreement of hire-purchase/lease/hypothecation as requested above is recorded in this office Registration Record in Form 24 and certificate of Registration on (date).

Date

.....

Signature of the Registering Authority

To

The Financier

.....

The Registering Authority

.....

(To be sent to both the above parties by Registered Post Acknowledgement Due)

Specimen Signature of the Financier are to be obtained in original Application for affixing and attestation by the Registering Authority with official seal in Forms 23 & 24, in such a manner that part of impression of the seal or a stamp and attestation shall fall upon each signature :

Specimen signature of the Financier

- 1.
- 2.

FORM 34

[See Rule 60]

**APPLICATION FOR MAKING ENTRY OF AN AGREEMENT OF
HIRE-PURCHASE / LEASE / HYPOTHECATION SUBSEQUENT TO REGISTRATION**

(To be made in duplicate and in triplicate where the Original Authority is different, the duplicate copy and the triplicate copy with the endorsement of the Registering Authority to be returned to the Financier and the Registering Authority simultaneously on making the entry in the certificate of Registration and Form 24).

To

Registering Authority

.....
.....

The Motor vehicle bearing registration number is the subject of an agreement of hire-purchase/lease/hypothecation between the registered owner/person to be registered as owner* and

(fill the name and full address of the financier)

We request that an entry of the agreement be made in the certificate of registration and the relevant records in your office.

The certificate of Registration together with the fee is enclosed.

Date

.....

Signature or thumb impression
of Registered Owner

Date

.....

Signature of the Financier

*State out whichever is inapplicable

OFFICE ENDORSEMENT

Ref. Number

Office of the

The entry of the agreement of hire-purchase/lease/hypothecation as requested above is recorded in this office Registration Record in Form 24 and certificate of Registration on (date).

Date

.....

Signature of the Registering Authority

To

The Financier

.....

The Registering Authority

.....

(To be sent to both the above parties by Registered Post Acknowledgement Due)

Specimen Signature of the Financier are to be obtained in original Application for affixing and attestation by the Registering Authority with official seal in Forms 23 & 24, in such a manner that part of impression of the seal or a stamp and attestation shall fall upon each signature :

Specimen signature of the Financier

- 1.
- 2.

REGISTRATION CERTIFICATE

(In Original)

(PASTE HERE)

OLD REGISTRATION CERTIFICATE REPORT

(In case of old / laminated Registration Certificate,
from the concerned counter)

(PASTE HERE)

CHASSIS & ENGINE PENCIL PRINT

(Plate prints not acceptable)

(PASTE HERE)

SIGNATURE IDENTIFICATION OF OWNER

(Showing the signatures in Driving Licence / PAN Card /
Identity Card or specimen signatures attested by
Gazetted Officer / Executive Magistrate alongwith latest photograph)

(PASTE HERE)

AUTHORIZATION, IN CASE OF
PROPRIETORSHIP / PRIVATE LIMITED /
LIMITED / PARTNERSHIP FIRMS
(If applicable, for details, see below)
(PASTE HERE)

Note

1. In case of **Proprietorship firm**, attach any Government document showing Proprietorship of the firm along with duly signed crossed letterhead of the firm
2. In case of **Private Limited/Limited company**, attach Memorandum along with Resolution from Board of Directors (In original)
3. In case of **Partnership firm**, attach photocopy of partnership deed (Self attested)and NOC from other partners on letterhead (In original)

FORM 33

(See Rule 59)

**INTIMATION OF CHANGE OF ADDRESS FOR RECORDING IN THE
CERTIFICATE OF REGISTRATION AND OFFICE RECORDS**

(To be made in triplicate if the vehicle is held under agreement of hire-purchase/lease/hypothecation, the duplicate copy and the triplicate copies with the endorsement of the Registering Authority to be returned to the Financier and the Registering Authority (from whose jurisdiction the vehicle is removed) simultaneously, on making the entry of change of address in the certificate or Registration and Form 24).

To

The Registering Authority

.....

.....

I/We

Son/wife/daughter of (full address)

Registered Owner of motor vehicle No. have ceased to reside, do not have the place of business at the address recorded in the certificate of Registration with effect from

The present address is given below (evidence to be enclosed).

.....

.....

*The vehicle is not held under any agreement of hire-purchase/lease/hypothecation.

*The vehicle is held under an agreement of hire-purchase/lease/hypothecation with

.....

(Name and full address of the Financier)

The certificate of Registration is enclosed. I/We request that the change of address may be recorded in the certificate of Registration and Form 24.

.....

Date

Signature or thumb impression of the
Registered Owner of the vehicle

*Strike out whichever is inapplicable.

CONSENT OF THE FINANCIER IN THE CASE OF MOTOR VEHICLE HELD UNDER AN AGREEMENT

I/We, being a party to an agreement of hire-purchase/lease/hypothecation in respect of the abovesaid vehicle, hereby:

(1) Give consent for effecting the above change of address with the note of an agreement in my/our favour in Forms 23 and 24 by the Registering Authority.

(2) Refuse to give consent for effecting the above change of address by the Registering Authority, due to the reasons furnished hereunder :

.....

.....

Date

.....

Signature of Financier

OFFICE ENDORSEMENT

Ref. Number Office of the

The above change of address has been entered with the note of agreement of hire-purchase/ lease/hypothecation in favour of the Financier in the Certificate of Registration and in Form 24.

Date

Signature of the REGISTERING AUTHORITY

To

The Financier

The Registering Authority

(To be sent to both the above parties by Registered Post Acknowledgement Due)

Specimen Signatures or thumb impressions of the Registered Owner and Financier are to be obtained for affixing and attestation by the Registering Authority with official seal in Forms 23 and 24 in such a manner that part of impression of the seal or stamp and attestation shall fall upon each signature :

Specimen Signature of the Financier

Specimen Signature of the Registered Owner

1.

1.

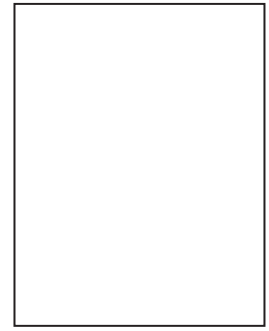
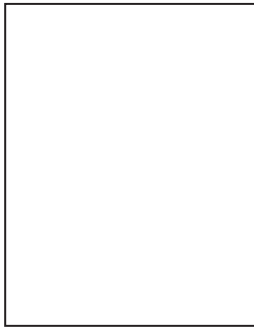
2.

2.

Owner Photo

AUTHORITY LETTER

Authorized Person Photo



To
The Registering & Licensing Authority,
U.T., Chandigarh

I,, owner of the said vehicle, hereby
authorize Mr./ Ms. for my file submission.

Relation/ Association of authorized person with owner:

Reason for absence of owner:

PARTICULARS OF THE OWNER:

Full Name: Father's Name:

Full Address:

..... Mobile No.:

Vehicle No./ Temp. No.: Engine No.: Chassis No.

Photo Id Proof enclosed: Voter Card/ Aadhar Card/Driving License/PAN Card/Id-Card

PARTICULARS OF THE AUTHORIZED PERSON:

Full Name: Father's Name:

Full Address:

..... Mobile No.:

Photo Id Proof enclosed: Voter Card/ Aadhar Card/Driving License/PAN Card/Id-Card

(Specimen Signatures of the authorized person)

1. 2. 3.

Owner (Signature/ Stamp)

**** For office use only ****

Authority Letter with ID Proof Accepted: Yes/No

Branch Incharge

R&LO

R&LA

**** For office use only ****

OBJECTIONS

A) The following Forms/Documents have NOT been attached/completed in the file:

Sr. No.	Form/ Document
1	
2	
3	
4	
5	
Any other objections/ observations:	

(Signature of the Data Entry Operator)

Dated:

OR

B) Certified that I have checked the file and the same is fit for submission.

(Signature of the Data Entry Operator)

Dated:

Branch Incharge

