

Sr. No.

₹ 50/-*

Registering & Licensing Authority



U.T., CHANDIGARH

DUPLICATE REGISTRATION CERTIFICATE

*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

DUPLICATE REGISTRATION CERTIFICATE PROCEDURE

Step	Process
Step 1	<p style="text-align: center;">Purchase this File from the R&LA File Sale Counter</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Download this File/requisite Forms from the official website of Transport Department, Chandigarh Administration - www.chdtransport.gov.in</p>
Step 2	<p>Read the instructions mentioned in the File/Forms carefully</p>
Step 3	<p>Complete and attach all the required Forms/Documents as per the Checklist [See Page No. 2 for the Checklist of all Forms/Documents]</p>
Step 4	<p>Obtain a Token from the RC counter at the R&LA Office [See Page No. 3 for File Submission location & timings]</p>
Step 5	<p>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]</p>
Step 6	<p>Your Registration Certificate (RC) will be dispatched to you via Speed Post, and delivered at your given address.</p>

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. 26 (Application for the issue of Duplicate Certificate of Registration) (Stamp signed, in case the vehicle is still financed)	4
2	Police Report/ DDR (In original, or self attested photocopy)	6
3	Chassis & Engine Pencil Print (Plate prints not acceptable)	7
4	Copy of valid Insurance Certificate (Self attested, with address as on RC)	8
5	Owner's Undertaking (for Duplicate Registration Certificate alongwith latest photo, self attested)	9
6	Old Registration Certificate Report (In case of old/ laminated Registration Certificate, from the concerned counter)	10
7	Signature Identification of owner (Showing the signature in driving licence/pan card/Identity card or specimen signatures attested by Gazetted Officer/Executive Magistrate with latest photo attested)	11
8	Authorization, in case of Proprietorship/ Private Limited/ Limited/ Partnership Firms (If applicable, for details, refer concerned page)	12
9	Form No. 33 (If applicable, in case of change of address)	13
10	Authority Letter (If applicable)	15

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 26

(See Rule 53)

APPLICATION FOR THE ISSUE OF DUPLICATE CERTIFICATE OF REGISTRATION

(To be made in duplicate if the vehicle is held under an agreement of hire-purchase/lease/hypothecation and in triplicate if the Original Registering Authority is different, the duplicate copy and the triplicate copy with the endorsement of the Registering Authority to be returned to the Financier and Registering Authority simultaneously on issue of duplicate certificate)

To

The Registering Authority,

.....

.....

The certificate of registration of my/our motor vehicle, the registration mark of which is
has been lost/destroyed/completely written-off/soiled/torn/mutilated in the following circumstances :-

.....

.....

*I/We hereby declare that to the best of my/our knowledge the Registration of the Vehicle has not been suspended or cancelled under the provisions of the Act or Rules made thereunder and the circumstances explained above are true.

I/We do hereby apply for the issue of a duplicate Certificate of Registration.

The written-off/soiled/torn/mutilated Certificate of Registration is enclosed.

The vehicle is not held under any agreement of Hire-Purchase/Lease/Hypothecation. The vehicle is also not superdari and free from all encumbrances.

I/We hereby declare that I/We on(date) have filed a complaint (copy enclosed) with the police about the loss of Certificate of Registration immediately after the loss has been noticed.

Date

Signature/thumb impression of Applicant

*Strike out whichever is inapplicable.

The vehicle is held under hire-purchase/lease/hypothecation agreement with
and the "No Objection Certificate" has been granted/refused by the financier hereunder: Where "No Objection Certificate" is refused, applicant shall make a declaration as required under sub-section (8) of section 51.

.....

Signature or thumb impression of the Owner

Name

Full address

Date

Note : (1) Full particulars of the circumstances shall be furnished in the case of loss or destruction of the Registration Certificate.

(2) Strike out whichever is inapplicable.

CONSENT OF THE FINANCIER FOR GRANT OF 'NO OBJECTION
CERTIFICATE' UNDER SECTION 51(6)

I/We, being a party to an agreement of hire-purchase/lease/hypothecation in respect of motor vehicle specified above:

(1) have "No Objection" in issue of the duplicate certificate of registration of the said vehicle.

(2) have "Objection" in issue of the duplicate registration certificate of the said vehicle, for the reasons given hereunder

Date

.....

Signature of Financier

OFFICE ENDORSEMENT

Ref. Number Office of the

A duplicate certificate of registration as requested above is issued with the note of agreement of hire-purchase /lease/hypothecation on and is noted in the original registration records 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 signature or thumb impression of the Registered Owner and Financier are to be obtained in original application for affixing and attestation by the Registration Authority with the Office seal in Forms 23 and 24 in such a manner that the part of impression of seal or a stamp and attestation shall fall upon each signature :

Specimen Signature of the Financier

Specimen Signature of the Registered Owner

1.

1.

2.

2.

POLICE REPORT / DDR
(In original, or self attested photocopy)
(PASTE HERE)

CHASSIS & ENGINE PENCIL PRINT

(Plate prints not acceptable)

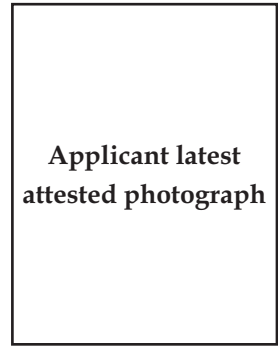
(PASTE HERE)

COPY OF VALID INSURANCE CERTIFICATE

(Self attested, with address as on RC)

(PASTE HERE)

OWNER'S UNDERTAKING



I/We S/o
R/o Chandigarh do hereby solemnly affirm and declare as under:-

1. That I am the owner of Vehicle No. Engine No.
Chassis No. Model which was financed by
.....
2. That I have lost my Registration Certificate and have lodged DDR for the same.
3. That I will be responsible if Registration Certificate found in any Challan, accident, theft, court or Police cases etc.

DEPONENT

VERIFICATION:

Verified that the above information is correct to the best of my knowledge and belief and noting has been concealed by me. In case of my concealment or misrepresentation, legal action may be taken against me. Such action can be taken under Section 182 IPC, Section 415 read with Section 417 and 420 as the case may be.

DEPONENT

OLD REGISTRATION CERTIFICATE REPORT

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

(PASTE HERE)

SIGNATURE IDENTIFICATION OF OWNER

(Showing the signature in driving licence /
PAN Card / Identity Card or specimen signatures
attested by Gazetted Officer / Executive Magistrate
with latest photo attested)

(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.

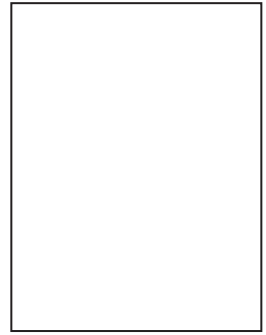
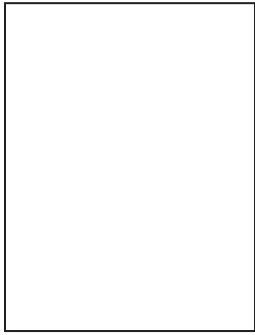
2.

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

ट्रैफिक नियमों का पालन करें

Obey Traffic Rules

यातायात संकेत

ROAD SIGNS



आदेशात्मक
MANDATORY

रुकिये STOP	रास्ता दीजिये GIVE WAY	प्रवेश निषेध NO ENTRY	आने का रास्ता ONE WAY	दोनों वाहन प्रवेश निषेध VEHICLES PROHIBITED IN BOTH DIRECTIONS	सभी वाहन प्रवेश निषेध ALL MOTOR VEHICLES PROHIBITED	ट्रक प्रवेश निषेध TRUCK PROHIBITED	बैलगाड़ी, हथगोड़ी प्रतिषेधित BULLOCK CART & HAND CART PROHIBITED	बैलगाड़ी, प्रतिषेधित BULLOCK CART PROHIBITED	तांगा प्रवेश निषेध TONGA PROHIBITED	हथगोड़ी प्रवेश निषेध HAND CART PROHIBITED	
साइकिल प्रवेश निषेध CYCLE PROHIBITED	पैदल यात्रा प्रवेश निषेध PEDESTRIAN PROHIBITED	दायें मोड़ निषेध RIGHT TURN PROHIBITED	बायें मोड़ निषेध LEFT TURN PROHIBITED	यू मोड़ निषेध U TURN PROHIBITED	ओवर टैक करना मना है OVERTAKING PROHIBITED	हॉर्न बजाइये मना है HORN PROHIBITED	गति सीमा SPEED LIMIT	चौड़ाई सीमा 2 मी. WIDTH LIMIT 2m.	ऊँचाई सीमा 3.5 मी. HEIGHT LIMIT 3.5m.	एक्सल मार क्षमता 4 टन AXLE LOAD LIMIT	प्रतिबंध समाप्त RESTRICTION ENDS
लंबाई सीमा LENGTH LIMIT	पार्किंग निषेध NO PARKING	रुकना मना है NO STOPPING	हॉर्न बजाइये COMPULSORY SOUND HORN	बाएं मोड़ COMPULSORY TURN LEFT	सीधे जाएं COMPULSORY AHEAD ONLY	दायें मोड़ COMPULSORY TURN RIGHT	सीधे या दायें मुड़े COMPULSORY AHEAD OR TURN RIGHT	सीधे या बायें मुड़े COMPULSORY AHEAD OR TURN LEFT	बायें रहिये COMPULSORY KEEP LEFT	साइकिल मार्ग COMPULSORY CYCLE TRACK	मार क्षमता 5 टन LOAD LIMIT



चेतावनी
WARNING

दायें मोड़ RIGHT HAND CURVE	बायें मोड़ LEFT HAND CURVE	(दायें) हेयरपिन मोड़ (RIGHT) HAIR PIN BEND	(बायें) टेडमेडा मोड़ (LEFT) REVERSE BEND	चौराहा CROSS ROAD	(बायें) खड़ी सड़क (दायें) SIDE ROAD	मुख्य सड़क दोनो ओर T-INTERSECTION	गोल घुमकर जाएं ROUND ABOUT	खतरनाक खाई DANGEROUS DIP	स्पीड ब्रेकर SPEED BREAKER	गार्ड रेलवे ऑफिस UNGUARDED RAIL CROSSING												
बाईं तिरछी सड़क Y INTERSECTIONS	दोनों तरफ तिरछी सड़क STAGGERED INTERSECTIONS	आगे मुख्य सड़क MAJOR ROAD AHEAD	आपूर्ति मार्ग SUPPLY ROAD	फिसलन भरी सड़क LOOSE GRAVEL	साइकिल क्रॉसिंग CYCLE CROSSING	बैल CATTLE	पैदल यात्री क्रॉसिंग PEDESTRIAN CROSSING	दोहरे मार्ग का अंत DUAL CARRIAGE WAY ENDS	विद्यालय SCHOOL	आदमी काम पर MEN AT WORK	गिरती चट्टान FALLING ROCKS	नाव घाट FERRY	चढ़ाई STEEP ACCENT	उतार STEEP DESCENT	संकीर्ण पुल NARROW BRIDGE	आगे संकरी सड़क NARROW ROAD AHEAD	आगे चौड़ी सड़क ROAD WIDENS AHEAD	डिवाइडर के बीचकट है GAP IN MEDIAN	ऊनड़-खांब सड़क HUMP OR ROUGH ROAD	आगे बैरियर है BARRIER AHEAD	घोड़ा HORSES	गार्ड रेलवे ऑफिस GUARDED RAIL CROSSING



सूचनात्मक
INFORMATORY

सार्वजनिक दूरभाष PUBLIC TELEPHONE	पेट्रोल पंप PETROL PUMP	अस्पताल HOSPITAL	प्राथमिक चिकित्सा केन्द्र FIRST AID POST	खाने की जगह EATING PLACE	जलपान LIGHT REFRESHMENT	विश्राम स्थल RESTING PLACE	बाजू से रास्ता नहीं NOT THROUGH SIDE ROAD
सड़क नहीं है NO THROUGH ROAD	दायीं ओर पार्किंग PARKING THIS SIDE	दोनों तरफ पार्किंग PARKING BOTH SIDES	टू व्हीलर पार्किंग SCOOTER AND MOTOR CYCLE STAND	साइकिल स्टैंड CYCLE STAND	टैक्सी स्टैंड TAXI STAND	ऑटो रिक्शा स्टैंड AUTO-RICKSHAW STAND	साइकिल रिक्शा स्टैंड CYCLE RICKSHAW STAND

सड़क पर लगे मार्ग संकेत आपके मार्गदर्शक हैं
सदैव उनका पालन करें। वे आपकी सुरक्षा के लिये हैं

ROAD SIGNS GUIDE YOU ON THE ROAD.

ALWAYS FOLLOW THEM. THEY ARE FOR YOUR SAFETY.

Printed at : BANSAL GRAPHICS

136-140/28, Industrial Area, Phase-1, Chandigarh

Phone : 0172-5052214, 5018214