

Sr. No.

₹ 50/-*

Registering & Licensing Authority



U.T., CHANDIGARH

TRANSFER OF OWNERSHIP WITHIN STATE

*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

TRANSFER OF OWNERSHIP

WITHIN STATE

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. 29 (In duplicate) (Form of transfer of ownership of a motor vehicle)	4
2	Copy of PAN card (Self attested) (Of both Seller & Purchaser)	6
3	Form No. 60 (In duplicate, if Seller & Purchaser don't have a PAN card)	7
4	Seller's Undertaking (Alongwith latest photograph, self attested)	9
5	Purchaser's Undertaking (Alongwith latest photograph, self attested)	10
6	Chassis & Engine Pencil Print (Plate prints not acceptable)	11
7	Copy of valid Insurance Certificate (Self attested, with address as on RC)	12
8	Copy of Address Proof (Instructions)	13
9	Copy of Purchaser's Address Proof (Self Attested)	14
10	Affidavit for Address Proof (If applicable)	15
11	Copy of Purchaser's Date of Birth Proof (Self attested)	16
12	Signature Identification of Seller (Showing the signatures in Driving Licence/PAN card/Identity card or specimen signatures attested by Gazetted Officer/Executive Magistrate alongwith latest photograph)	17
13	Authorization, in case of Proprietorship/ Private Limited/ Limited/ Partnership Firms (If applicable, for details, refer concerned page)	18
14	Registration Certificate (In original)	19
15	Old Registration Certificate Report (In case of old/ laminated Registration Certificate, from the concerned counter)	20
16	Authority Letter (If applicable)	21

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 29
[See rules 55(1)]
NOTICE OF TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE

(To be made in duplicate and the duplicate copy with the endorsement of the Registering Authority to be returned to the transferor or immediately on making entries of transfer of ownership in certificate of Registration and Form 24)

To

The Registering Authority (in whose jurisdiction the Transferee resides)

I/We resident of
have on the day of the year sold and delivered my/our Vehicle No. make
Chassis No. [Engine number or motor number in the case of Battery Operated Vehicles] to Shri/Smt. (Name) Son/wife/daughter of residing at
(House No./Street Village /Town Distt. and State) under an agreement of hire purchase/lease/hypothecation with

The Registration Certificate and Insurance Certificate have been handed over to him/her/them.

To the best of my/our knowledge and belief the vehicle is not superdari and free from all encumbrances and information furnished is true. I/we undertake to hold my/our self-responsible for any inaccuracy or suppression of information.

Signature of the Financier
(as his consent)

Date

.....
Signature or thumb impression of the
Registered Owner (Transferor)
Date

I/We (Transferee)

Copy to the Registering Authority in whose jurisdiction the transferor resides.

Note - To be sent to the Registering Authority by Registered Post Acknowledgment Due.

OFFICE ENDORSEMENT

Ref. No. Office of the
The ownership of the vehicle has been transferred to the name of
with the note of the abovesaid agreement with effect from (date).

Date

.....
Signature of the Registering Authority
with Office seal

* Strike out whichever is inapplicable.

To

The Transferor

(To be sent by Registered Post Acknowledgement Due)

FORM 29
[See rules 55(1)]
NOTICE OF TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE

(To be made in duplicate and the duplicate copy with the endorsement of the Registering Authority to be returned to the transferor or immediately on making entries of transfer of ownership in certificate of Registration and Form 24)

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Signature of the Financier
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Date

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Date

.....
Signature of the Registering Authority
with Office seal

* Strike out whichever is inapplicable.

To

The Transferor

(To be sent by Registered Post Acknowledgement Due)

COPY OF PAN CARD (Self Attested)
(Of Both Seller & Purchaser)
(PASTE HERE)

FORM 60

[See third provision to of Rule 114B]

Form of Declaration to be filled by a person who does not have either permanent account number or general index Register Number and who makes payment in respect of transaction specified in clauses (c) to (f) of rule 114B of the Income Tax Act, 1962.

1. Full Name and Address of the declarant
.....
.....
.....

2. Particulars of transaction
Account Type Number

3. Amount of the transaction Rs.

4. Are you assessed to tax ? Yes / No

5. If yes,
i) Details of Ward / Circle / Range where the last return of income was filed.
ii) Reasons for not having permanent account number / General Index Register Number

6. Details of document being produced in support of address in column (1)
.....

Verification

I, do hereby declare that what is stated above is true to the best of my knowledge and belief.

Date

Place

.....
Signature of the declarant

Instructions: Documents which can be produced in support of the address are:

- (a) Ration Card
- (b) Passport
- (c) Driving License
- (d) Identity Card issued by any institution
- (e) Copy of Electricity bill or Telephone bill showing residential address.
- (f) Any document of communication issued by authority of Central Government or local bodies showing residential address.
- (g) Any other documentary evidence in support of his address given in the declaration.

Note: Amendment with effect from 1st November, 1998 as per Income Tax Act, 1962 Rule 114 B: para (c) A time deposit exceeding Rs. 50,000/- with a banking company : para (f) opening an account with a Banking Company.

FORM 60

[See third provision to of Rule 114B]

Form of Declaration to be filled by a person who does not have either permanent account number or general index Register Number and who makes payment in respect of transaction specified in clauses (c) to (f) of rule 114B of the Income Tax Act, 1962.

1. Full Name and Address of the declarant
.....
.....
.....

2. Particulars of transaction
Account Type Number

3. Amount of the transaction Rs.

4. Are you assessed to tax ? Yes / No

5. If yes,
i) Details of Ward / Circle / Range where the last return of income was filed.
ii) Reasons for not having permanent account number / General Index Register Number

6. Details of document being produced in support of address in column (1)
.....

Verification

I, do hereby declare that what is stated above is true to the best of my knowledge and belief.

Date

Place

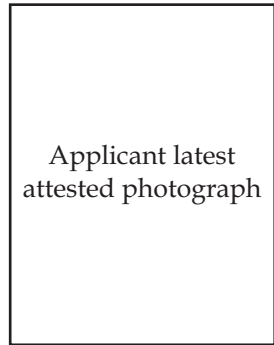
.....
Signature of the declarant

Instructions: Documents which can be produced in support of the address are:

- (a) Ration Card
- (b) Passport
- (c) Driving License
- (d) Identity Card issued by any institution
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Note: Amendment with effect from 1st November, 1998 as per Income Tax Act, 1962 Rule 114 B: para (c) A time deposit exceeding Rs. 50,000/- with a banking company : para (f) opening an account with a Banking Company.

SELLER 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 Make
2. That I have sold the said vehicle to
S/o R/o
and have received the full and final payment from purchaser.
3. That I will be responsible for all kinds of challans, accidents, theft, court or Police cases etc. of the vehicle
before the date of sale.

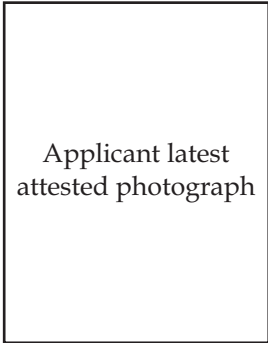
DEPONENT

VERIFICATION :

Verified that the above information is correct to the best of my knowledge and belief and that nothing 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

PURCHASER UNDERTAKING



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

1. That I have purchased of the vehicle No. Engine No.
Chassis No. Model Make from
..... S/o
R/o Chandigarh.
2. That I have paid the full and final payment to the owner of vehicle.
3. That the vehicle may be transferred in my name on the liability and risks.
4. That I will be responsible for all kinds of Challans, accidents, theft, court or Police cases etc. of the vehicle before the date of transfer of the vehicle to said purchaser.

DEPONENT

VERIFICATION :

Verified that the above information is correct to the best of my knowledge and belief and that 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

CHASSIS & ENGINE PENCIL PRINT

(Plate prints not acceptable)

(PASTE HERE)

COPY OF VALID INSURANCE CERTIFICATE

(Self attested, with address as on RC)

(PASTE HERE)

COPY OF ADDRESS PROOF **(INSTRUCTIONS)**

Attach on the next page **any one** of the following documents for Address Proof:-

A) Address Proof as per Motor Vehicles Act, 1988 (Self attested)

1. Electoral Roll (Certified copy issued by the Election Department, Chandigarh Administration)
2. Life Insurance Policy (At least 6 months old with latest receipt of payment)
3. Valid Passport
4. Pay slip/Employer Certificate showing address with official stamp, dispatch number & date (In original) along with Identity Card issued by any office of the Central or State Government or a local body/Nationalized Bank/Government Undertaking

OR

B) Address Proof other than those stated in the Motor Vehicles Act, 1988 (Alongwithan Affidavit duly attested by an Executive Magistrate/ First Class Judicial Magistrate/ Notary Public)

1. Voter Card
2. Aadhar Card
3. Latest Telephone Bill (Landline/Post-paid mobile Bill) (BSNL Only)
4. Rent Deed/Rent Agreement/Lease Deed (Registered with Sub-Registrar of U.T., Chandigarh)
5. Income Tax Return of previous three years (Showing the address with photocopy of PAN card duly certified by the CA or Income Tax Department, Chandigarh Administration)
6. House Allotment letter issued by the Chandigarh Administration/ Government Department/Local body/Nationalized Bank/Government Undertaking
7. Ownership Letter/Transfer Letter issued by the Estate Office/Chandigarh Housing Board/Municipal Corporation,U.T.,Chandigarh
8. Senior Citizen Identity Card issued by the Social Welfare Department, U.T., Chandigarh
9. Identity Card issued to the Ex-Servicemen, by the ZilaSainik Board, U.T., Chandigarh
10. Marriage Certificate issued by the Registrar of Marriages, U.T., Chandigarh
11. Residence Certificate issued by SDM, U.T., Chandigarh
12. Certificate issued by the Hostel Wardens in case of student residing in Hostels with Identity-card photocopy
13. Parent's address proof in case of applicant is minor/dependent only
14. Certificate of Registration of Firm/VAT Certificate issued by the Sales Tax Department showing address/ VAT Form 4/Service Tax certificate issued by the Excise & Custom Department, Chandigarh

COPY OF PURCHASER'S ADDRESS PROOF

(Self attested)

(PASTE HERE)

Judicial
Stamp

AFFIDAVIT FOR ADDRESS PROOF
(IF APPLICABLE)
(SPECIMEN)

Applicant
latest
photo
attested

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

1. That I/we have enclosedas the address proof.
2. That I/we do not have any other address proof i.e., Passport, LIC, etc. except the above stated document.
3. That the enclosed address proof is true and genuine and I/we shall be fully responsible for submitting any fake document.

DEPONENT

Verification :

Verified that the application is correct to the best of my knowledge and belief and that nothing has been concealed by me. In case of any concealment or misrepresentation, legal action may be taken against me. Such action can be taken under Sections 182 & 415 of IPC read with Sections 417 & 420 of IPC as the case may be.

DEPONENT

COPY OF PURCHASER'S
DATE OF BIRTH PROOF

(Self attested)

(PASTE HERE)

SIGNATURE IDENTIFICATION OF SELLER

(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)

REGISTRATION CERTIFICATE

(In Original)

(PASTE HERE)

OLD REGISTRATION CERTIFICATE REPORT

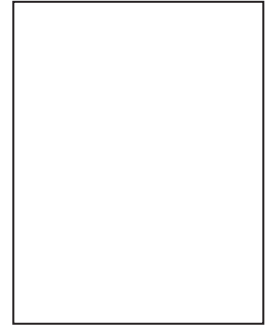
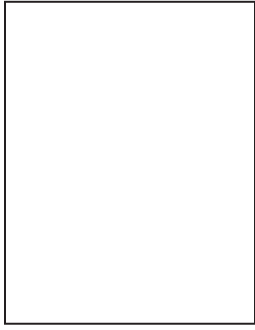
**(In case of old / laminated Registration Certificate,
from the concerned counter)**

(PASTE HERE)

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 प्रतिबन्धित BULLOCK CART & HAND CART PROHIBITED	बैलगाड़ी, प्रतिबन्धित BULLOCK CART PROHIBITED	तांगा प्रवेश निषेध TONGA PROHIBITED	हथगोड़ी प्रवेश निषेध HAND CART PROHIBITED			
साइकिल प्रवेश निषेध CYCLE PROHIBITED	पैदल यात्री 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 बजाना 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) टेडमेटा 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 GUARDED RLY CROSSING			
वाई 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 अन्त 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 संकीरी सड़क NARROW ROAD AHEAD	आगे चौड़ी सड़क ROAD WIDENES AHEAD	डिवाइडर के बीचकट है GAP IN MEDIAN	ऊनड़-खाबड़ सड़क HUMP OR ROUGH ROAD	आगे बैरियर है BARRIER AHEAD	घोड़ा HORSES	गार्ड रेलवे ऑफिस GUARDED RLY 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 है 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.