

No. C1/B2/8278/TC/2002

Transport Commissionerate,
Kerala, Thiruvananthapuram.
Dated: 22.07.2008.

Circular No. 19/2008

Sub: - Motor Vehicles Department - Procedure to be adopted for the disposal of pending applications for assignment of new Registration Mark under Section 47 of Motor Vehicles Act - Revised instruction issued - Reg.

**Ref: - 1. Circular No. 8/2005 of Transport Commissioner dated 07.05.2005
2. Circular No. 5/2006 of Transport Commissioner dated 23.08.2006**

It is noticed that inordinate delay is occurring in disposing applications for 'Assignment of fresh Registration Mark' for vehicles brought from other States. As per the standing instructions, the Registering Authorities have to ascertain the genuineness of the NOC by addressing the Original Registering Authority. In majority of cases, the Original Registering Authorities do not respond to the letter resulting in inordinate delay in disposing the application. In order to avoid such delays which have been noticed and have also caused complaints the following instructions are issued for, in disposing off applications for assignment of new registration marks for vehicles brought from other States.

1. Application for assignment of fresh registration mark in form 27 shall be accompanied by the following.
 - (a) Registration Certificate
 - (b) Insurance Certificate
 - (c) Pollution Under Control Certificate.
 - (d) NOC in Form -28 issued by the original Registering Authority.
 - (e) Proof of present address attested by a Gazetted Officer
 - (f) Two copies of Passport size photograph attested by a gazetted officer of the Central or State Government.
 - (g) An indemnity bond [As per Annexure enclosed]

(h) Duly filled in and signed form 33 for noting change of address. In the case of Transfer of ownership instead of form 33, duly filled in form 29 (2 copies) and 30 signed by both transferor and transferee along with the copy of PAN card of the Transferee or declaration in Form 60 (No PAN card or form 60 is needed for the transfer of ownership of a motorcycle.)

(i) Proof of citizenship viz Passport, SSLC Book etc.

(j) Proof of legal presence in India in addition to proof of residence in case of foreigners.

(k) Receipts for remittance of prescribed fee

2. The application along with the above documents and vehicle should be presented to RTO/JtRTO who shall entrust the same to the Motor Vehicles Inspector/AMVI concerned on the same day
3. The vehicle shall be presented before the Motor Vehicles Inspector, Assistant Motor Vehicles Inspector along with application for inspection.
4. After scrutiny of application the Motor Vehicles Inspector/AMVI shall scrutinize the documents produced and if he is satisfied that application is in order and complete in all respects and there is no reason to suspect the genuineness of the document, he shall inspect the vehicle along with the records during which of the comparison of the on engine no. and chassis no. on the vehicle and the Registration Certificate should be done and also with the pencil print affixed on the NOC.
5. If the chassis number and engine number on the vehicle are tallying with those in the Registration Certificate and No Objection Certificate, and the vehicle is complying with all the provisions of the Act and Rules, he shall certify the same and issue acknowledgement of acceptance of the application. This inspection should be completed and report submitted by the Motor Vehicle Inspector/Assistant Motor Vehicles Inspector to the RTO/JtRTO on the day of receipt of the application itself.
6. If any discrepancy is found in the vehicle or records the same shall be specifically reported in writing to the Registering Authority/Additional Registering Authority and the Registering Authority/Authority shall reject the application by issuing

proceedings clearly stating reason. The tax already remitted shall be refunded to the applicant on request as per Rule 15 of the Kerala Motor Vehicle Tax Rules 1975.

7. On receipt of the application from the inspecting officer the Registering Authority/Additional Registering Authority shall direct the applicant for a personal hearing within 7 days from the date of filing of such application; by registered post acknowledgment due.
8. After the hearing if the registering Authority is satisfied from the documents and the certificate that the application is in order and the vehicle is complying with the provisions of the Act and rules the vehicle shall be assigned with a new Registration number and new R/C issued on the next day itself
9. Registering Authority shall also address the original registering authority simultaneously calling for objection or confirming the assignment within 3 months. Registration certificate and all the records shall be returned to the owner immediately. In cases where objections are raised by the Original Registering Authority action will be initiated against the R/C owner according to rules.
10. The photograph of the applicant should be scanned and added to the data in the computer.
11. The confirmation letter received shall be added to the application file and kept in bundles of 25 or 50 application. The Senior Superintendent of Regional Transport Officer and HA or HC of the sub Regional Transport Office shall be the custodian of such bound volume of closed files and shall be retained for one year.

Sd/-
Transport Commissioner

Approved for Issue,

Senior Superintendent

ANNEXURE
FORM OF AFFIDAVIT SUBMITTED ALONG WITH RMA APPLICATION

Affidavit filed by.....

..... (Name & address) before the registering authority under section 47 of MV Act 1988.

I have purchased a Motor Car, Motor Cycle bearing registration Number With Chassis No.....and Engine No. fom Sri.(Name & address) and brought to this state on.....(In the case of Transfer of ownership)

The vehicle stands registered in my name by Registering AuthoritywefSince I have changed my place of residence to.....and thereby producing the vehicle to office for inspection.

(In case of change of address)

The following documents also produced.

1. Application for assignment for new registration mark to a motor vehicle in form 27 duly filled and signed.
2. NOC in form 28 with pencil print of chassis affixed therein issued from registering authority.....
3. Notice of transfer of ownership of motor vehicle in form 29 notice of change of address in form 33 with duplicate duly filled and signed.
4. Application for intimation and transfer of ownership in form 30 duly filled and signed.
5. Valid certificate of registration
6. Valid certificate of Insurance
7. Pollution Under Control Certificate.
8. Copy of PAN card or form 60 declaration (Not needed in the case of 2 wheeler or change of motor car)
9. Proof of Residence.
10. Proof of legal presence in India in addition to proof of Residence in the case of foreigners.

I hereby solemnly affirm and declare that I am the legal owner of the vehicle and its above documents and the vehicle are genuine.

I hereby declare that there are no departmental or any other action pending against this vehicle and the vehicle is not involved in any theft or superandi casee.

I unconditionally hereby undertake that I will be responsible and bound to clear any dues or any other actions regarding theft or forged documents if found later on and to suffer any action taken against me relating to this vehicle even prior to the date of purchase/removal to this state.

To the best of my knowledge and belief, I have not suppressed any facts or information. All facts, information and details furnished above and in the forms and documents produced are true and genuine and also I undertake to hold myself responsible for any inaccuracy of documents, information and for all kinds of losses to the Government.

Read over and what is stated above is true and correct.

Photograph

(Attested by
Notary Public)

(Affix Notary Stamp)

Signature of the applicant
Address:

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