

Sr. No.

₹ 50/-*

Registering & Licensing Authority



U.T., CHANDIGARH

TRANSFER OF OWNERSHIP IN DEATH CASE

*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 IN DEATH CASE 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. 31 (In duplicate) (Application for transfer of ownership of vehicle)	4
2	Copy of Successor's PAN card (Self attested)	8
3	Form No. 60 (In duplicate, if applicant doesn't have a PAN card)	9
4	Copy of Death certificate (Self attested)	11
5	Declaration by Applicant (By the successor, including detail of all other Legal Heirs on non judicial stamp paper with latest passport size photograph duly attested by Executive Magistrate)	12
6	Declaration by all other Legal Heirs of the deceased (On non judicial stamp paper with latest passport size photograph duly attested by Executive Magistrate)	13
7	Chassis & Engine Pencil Print (Plate prints not acceptable)	14
8	Copy of valid Insurance Certificate (Self attested)	15
9	Copy of Successor's Address Proof (Self attested)	16
10	Copy of Successor's Date of Birth Proof (Self attested)	19
11	Signature Identification of Successor (Showing the signatures in Driving Licence/PAN card/Identity card or specimen signatures attested by Gazetted Officer/Executive Magistrate alongwith latest photograph)	20
12	Authorization, in case of Proprietorship/ Private Limited/ Limited/ Partnership Firms (If applicable, for details, refer concerned page)	21
13	Registration Certificate (In original)	22
14	Old Registration Certificate Report (In case of old/ laminated Registration Certificate, from the concerned counter)	23
15	Authority Letter (If applicable)	24

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 31
[See rule 56(2)]

**APPLICATION FOR TRANSFER OF OWNERSHIP IN THE NAME OF THE PERSON
SUCCEEDING TO THE POSSESSION OF THE VEHICLE**

(To be made in duplicate if the vehicle is held under an agreement of hire-purchase/lease/hypothecation and the duplicate copy with an endorsement of the Registering Authority to be returned to the financier simultaneously on making the entry of Transfer of Ownership in the Certificate of Registration and Office Record in Form 24)

To

The Registering Authority

.....
.....

1. Vehicle Registration No.
Make and model
Chassis No.
[Engine number or motor number in the
case of Battery Operated Vehicles]
Type of Vehicle
2. Name of the deceased registered owner
3. Name and age of the person succeeding
to the possession of the vehicle
Son/ wife/ daughter of
Full postal address (proof of address to be
enclosed)
4. Relationship with the deceased
registered owner
5. Proof of his succession

Certificate of registration is enclosed herewith. Kindly transfer the ownership of the vehicle in my name.

.....

Date

Signature of the Applicant

**CONSENT OF THE FINANCIER IN THE CASE OF MOTOR VEHICLE HELD
UNDER ANY OF THE AGREEMENTS**

I/We being a party to an agreement of hire-purchase/lease/hypothecation in respect of the motor vehicle specified above, consent to the transfer of ownership of the said motor vehicle in the name of the applicant named above, with whom I/We have entered into an agreement of Hire-Purchase/Lease/Hypothecation.

.....
.....
.....

.....

(Full name & address of the Financier)

Signature of the Financier

Date

OFFICE ENDORSEMENT

Ref. No. Office of the
The transfer of ownership of the Motor Vehicle under continuation of an endorsement of hire-purchase/
lease/hypothecation agreement has been recorded with effect from in the
certificate of registration of the vehicle and the registration record of this office in Form 24.

Date

Signature of the Registering Authority

*Strike out whichever is inapplicable

To

The Financier

(To be sent 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 Registering Authority with the office seal in Forms 23 and 24, in
such a manner that the part of impression of seal or stamp and attestation shall fall upon each signature.

Specimen signature of the Financier

Specimen signature of the Registered Owner

- 1.
- 2.

- 1.
- 2.

FORM 31
[See rule 56(2)]

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(To be made in duplicate if the vehicle is held under an agreement of hire-purchase/lease/hypothecation and the duplicate copy with an endorsement of the Registering Authority to be returned to the financier simultaneously on making the entry of Transfer of Ownership in the Certificate of Registration and Office Record in Form 24)

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Make and model
Chassis No.
[Engine number or motor number in the
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Son/ wife/ daughter of
Full postal address (proof of address to be
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I/We being a party to an agreement of hire-purchase/lease/hypothecation in respect of the motor vehicle specified above, consent to the transfer of ownership of the said motor vehicle in the name of the applicant named above, with whom I/We have entered into an agreement of Hire-Purchase/Lease/Hypothecation.

.....
.....
.....

.....

(Full name & address of the Financier)

Signature of the Financier

Date

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The transfer of ownership of the Motor Vehicle under continuation of an endorsement of hire-purchase/
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certificate of registration of the vehicle and the registration record of this office in Form 24.

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Specimen signature of the Financier

Specimen signature of the Registered Owner

- 1.
- 2.

- 1.
- 2.

COPY OF SUCCESSOR'S PAN CARD

(Self Attested)

(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

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i) Details of Ward / Circle / Range where the last return of income was filed.
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Place

.....
Signature of the declarant

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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.

COPY OF DEATH CERTIFICATE

(Self Attested)

(PASTE HERE)

DECLARATION BY APPLICANT

(By the successor, including detail of all other Legal Heirs,
on non judicial stamp paper with latest passport
size photograph duly attested by Executive Magistrate)

(PASTE HERE)

**DECLARATION BY ALL OTHER
LEGAL HEIRS OF THE DECEASED**

**(On non judicial stamp paper with latest passport size
photograph duly attested by Executive Magistrate)**

(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)

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 SUCCESSOR'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 SUCCESSOR'S DATE OF BIRTH PROOF

(Self attested)

(PASTE HERE)

SIGNATURE IDENTIFICATION OF SUCCESSOR

(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

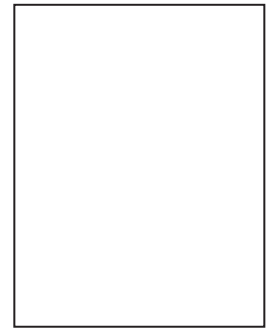
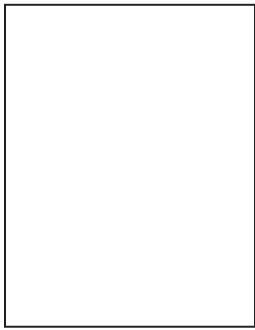
(In case of old / laminated Registration Certificate,
from the concerned counter)

(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

