

Sr. No.

₹ 50/-*

Registering & Licensing Authority



U.T., CHANDIGARH

RENEWAL OF 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

RENEWAL OF 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>Get your Vehicle Inspection (Passing) conducted by the Motor Vehicle Inspector [See Page No. 3 for Vehicle Inspection (Passing) location & timings]</p>
Step 5	<p>Obtain a Token from the RC counter at the R&LA Office [See Page No. 3 for File Submission location & timings]</p>
Step 6	<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 7	<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. 25 (Application for renewal of certificate of registration)	4
2	Fitness Certificate (In original, issued by an authorized dealer)	6
3	Registration Certificate (In original)	7
4	Old Registration Certificate Report (In case of old/ laminated Registration Certificate, from the concerned counter)	8
5	Chassis & Engine Pencil Print (Plate prints not acceptable)	9
6	Copy of valid Insurance Certificate (Self attested, with address as on RC)	10
7	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)	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

VEHICLE INSPECTION (PASSING)

The Vehicle Inspection (Passing) is conducted by the Motor Vehicle Inspector (MVI) at the following location & timings:-

LOCATION	TIMINGS
SDM (South) Office, Sports Complex, Sector 42, Chandigarh	9:30 AM to 11:00 AM (Monday to Friday)

FILE SUBMISSION

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

LOCATION	TIMINGS
Registering & Licensing Authority Office, Near Municipal Corporation, Sector 17, Chandigarh	9:30 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 Vehicle Inspection (Passing) and File Submission can be done on **Saturdays** (except Gazetted Holidays) at the following location and timings:-

	LOCATION	TIMINGS
VEHICLE INSPECTION (PASSING)	Backside of R&LA Office, Sector 17, Chandigarh	10:00 AM to 11:00 AM (Saturday)
FILE SUBMISSION	R&LA Office, Sector 17, Chandigarh	10:00 AM to 1:00 PM (Saturday)

FORM 25

[See Rule 52(1)]

FORM OF APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION OF A MOTOR VEHICLE, OTHER THAN A TRANSPORT VEHICLE

To

The Registering Authority,

.....

.....

I hereby apply for the renewal of the certificate of registration which is attached, the particulars of which are as follows :-

- (a) Register No.
- (b) Date of issue
- (c) Date of expiry
- (d) Registering Authority by
which the certificate was issued/last renewed

My present address is If this address is not entered in the certificate of registration, I do/do not wish that it should be so entered. The renewal of the certificate has not been refused by any Registering Authority.

I hereby declare that the certificate of registration has not been cancelled or suspended by any Registering Authority.

- 1. Class of vehicle
- 2. The motor vehicle was registered as
 - (a) a new vehicle
 - (b) ex-army vehicle
 - (c) imported vehicle
- 3. Type of body
- 4. Maker's name
- 5. Month and year of manufacture
- 6. Number of cylinders
- 7. Cubic capacity/Horse power
- 8. Maker's classification
- 9. Chassis No. Affix pencil print
- 10. [Engine number or motor number in
the case of Battery Operated Vehicles]
- 11. Seating capacity (including driver)

12. Unladen weight

13. Fuel used

I enclosed the certificate of insurance for perusal and return.

I have paid the fee of Rs.
.....

Date [Signature or thumb impression of the Applicant]

Note - The motor vehicle above described is not subject to an agreement of hire-purchase, lease or hypothecation.

The vehicle is :

*(i) Subject to hire-purchase agreement/lease agreement with

** (ii) Subject to hypothecation in favour of

*Strike out whichever is inapplicable

.....
[Signature or thumb impression of the Registered Owner]

[Specimen signature or thumb impression of the Registered Owner]:

- 1.
- 2.
- 3.

CERTIFICATE]

Inspected the vehicle - verified the chassis number and engine number.

Certified that the particulars contained in the application and the corresponding particulars declared in the certificate of registration of the vehicle are true and that the vehicle complies with the requirements of the Motor Vehicles Act, 1988, and Rules made thereunder.

.....
Signature of Inspecting Authority
Name
Designation

FITNESS CERTIFICATE

(In Original, issued by an authorized dealer)

(PASTE HERE)

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)

COPY OF VALID INSURANCE CERTIFICATE

(Self attested, with address as on RC)

(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.

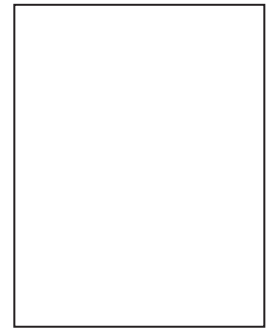
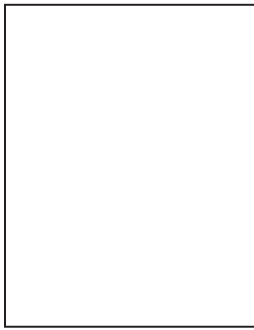
2.

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

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 भार 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	भार 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) टेढ़मेढ़ा मोड़ (LEFT) REVERSE BEND	चौराहा CROSS ROAD	(बायें) खड़ी सड़क (दायें) SIDE ROAD	मुख्य सड़क दोनो ओर T-INTERSECTION	गोल घुंकर 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 संकीरी सड़क NARROW ROAD AHEAD	आगे चौड़ी सड़क ROAD WIDENS AHEAD	डिवाइडर के बीचकट है GAP IN MEDIAN	ऊँच-खाँब 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.**