

# OFFICIAL RECEIPT

Date : \_\_\_\_\_

Re. \_\_\_\_\_

Received with thanks from \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

the sum of \_\_\_\_\_ (Rupees) \_\_\_\_\_

\_\_\_\_\_ in full and final settlement being the

value of my M/Car, M/Cycle, Scooter No. \_\_\_\_\_

sold to him / her / them this day.

The said vehicle is my personal property and free from any encumbrances. The liabilities such as arrears of tax of Government and Municipality traffic offences prior to this day will be borne by me.

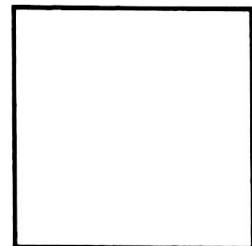
**SELLER'S NAME AND ADDRESS :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**S**



Mumbai \_\_\_\_\_ 2012.

**Insurance Letter**

To,

The Manager

**Ref. Car No.** \_\_\_\_\_

Insurance Cover Note No. \_\_\_\_\_

As I have this day sold my M/Car, Cycle, Scooter

No. \_\_\_\_\_

to

of

shall thank you to transfer the interest vested in the policy covering the above to the name of the buyer.

The relatives insurance certificate and transfer fee are sent herewith.

Yours faithfully,

**S**

**FORM 28**  
**[ See Rule 54, 58 (1), (3) and (4) ]**  
**Form of application for 'No Objection Certificate'**  
**and grant of Certificate**

(To be made in triplicate, the duplicate and the triplicate copy with endorsement of the Registering Authority to be returned to the Owner of the vehicle and the Registering Authority in whose jurisdiction the vehicle is to be removed, respectively)

**PART - I**

To,  
The Registering Authority,

\_\_\_\_\_

I/We intend to transfer the vehicle to the jurisdiction of the Registering Authority \_\_\_\_\_

I / We intend to sell the vehicle to Shri / Smt. / Kumari \_\_\_\_\_

who resides in the jurisdiction of the Registering Authority \_\_\_\_\_ of  
the State of \_\_\_\_\_

I / We therefore request for the issue of a no objection  
certificate for my / our vehicle the particular of which are furnished below :-

1. Name and address :
2. Son / Wife / Daughter of :
3. Registration Number of vehicle :
4. Class of vehicle :
5. Registering Authority which originally  
registered the vehicle :
6. Engine No. :
7. Chassis No. - Affix pencil print :
8. Period of stay in the state :
9. Period upto which Motor Vehicle Tax has been paid :
10. Whether the demand for tax is pending, if so, give details :
11. Whether the vehicle is involved in any theft cases, if so  
give details :
12. Whether any action under section 53, 54 or 55 of the Motor  
vehicle Act, 1988 is pending before any Registering  
Authority or other prescribed authority, if so give details :
13. Whether the vehicle is involved in any case of transport of  
prohibited goods, if so, give details :

I / We solemnly declare that the above statements are true.

**S**

Date : \_\_\_\_\_

Signature of the owner of the vehicle

(P. T. O.)

**Office Endorsement**

**PART II**

**(Grant / refusal of 'No Objection Certificate' under sub section 3 of section 48 of M. V. Act. 1988)**

- \* (i) No objection Certificate in respect of the vehicle, the detailed particulars whereof recorded overleaf is hereby granted under section 48 (3) of M. V. Act. 1988
  - \* (ii) No Objection Certificate in respect of the Motor vehicle, the detailed particulars whereof recorded overleaf is hereby refused under section 48 (3) of M. V. Act 1988 for the reasons recorded as under :-
- 
- 

Date \_\_\_\_\_

Signature with seal of Registering Authority

Address : \_\_\_\_\_

To

\_\_\_\_\_ (Registered Owner)

Copy to the Registering Authority (By registered post or delivered under proper acknowledgment)

\_\_\_\_\_

\* Strike out whichever is inapplicable

**PART III**

**Office Endorsement**

No. \_\_\_\_\_ date \_\_\_\_\_ Office of the \_\_\_\_\_

Acknowledgment for the receipt of application for 'No Objection Certificate'.

The application dated \_\_\_\_\_ from \_\_\_\_\_

\_\_\_\_\_ (name and address)

for the grant of a 'No Objection Certificate' in respect of vehicle number \_\_\_\_\_  
has been received on \_\_\_\_\_ and is under consideration.

Date \_\_\_\_\_

Signature of Registering Authority  
of the person authorised by him

Office seal \_\_\_\_\_

To

\_\_\_\_\_ (Registered Owner)

By registered post or delivered under

# FORM 29

[ See Rule 55 (1) ]

## Form of 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 immediately on making the entire transfer of ownership)

To,

The Registering Authority,

\_\_\_\_\_ (in whose jurisdiction the transferee resides)

I/We \_\_\_\_\_

resident of \_\_\_\_\_

have on the \_\_\_\_\_ day \_\_\_\_\_ of the year \_\_\_\_\_ sold

and given delivery of my / our Vehicle No. \_\_\_\_\_ Make \_\_\_\_\_

Chassis No. \_\_\_\_\_ Engine No. \_\_\_\_\_ to

to Shri/Smt. \_\_\_\_\_ (name)

son/wife/daughter of \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_  
(House No Street, Village/Town, District & State)

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

Date \_\_\_\_\_

**S**

Signature of the Registered Owner  
(Transferor)

**P**

\_\_\_\_\_ (Transferee)

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

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

## Office Endorsement

No. \_\_\_\_\_ Dated \_\_\_\_\_ Office at the \_\_\_\_\_

\_\_\_\_\_

The ownership of the vehicle has been transferred to the name of \_\_\_\_\_

\_\_\_\_\_ with effect

from \_\_\_\_\_ (date)

To, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(The Transferor)

Registering Authority

(Official Seal)

By registered post or delivered under proper acknowledgment

Strike out whichever is inapplicable

# FORM 30

[ See Rule 55 (2) and (3) ]

## Report of Transfer of Ownership of a Motor Vehicle

### PART I - For the use of Transferor

(To be made Duplicate if the vehicle is held under an agreement of hire purchase / lease / hypothecation and the duplicate copy with the 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.)

To,

The Registering Authority,

\_\_\_\_\_  
\_\_\_\_\_

Name of the Transferor : \_\_\_\_\_

Son / Wife / Daughter of : \_\_\_\_\_

Full Address : \_\_\_\_\_

\_\_\_\_\_

I, hereby, declare that I / We have on this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_  
sold my / our Motor Vehicle bearing registration mark \_\_\_\_\_  
to Shri / Smt. \_\_\_\_\_  
son / wife / daughter of \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ (full address) and handed over the certificate of registration and the  
certificate of insurance to him / her / them.

I / We hereby declare that to the best of my/our knowledge the Certificate of Registration of the  
vehicle has been / has not been suspended\* or cancelled.

\*\* I enclose the "No Objection Certificate" issued by the Registering Authority.

\*\* If the "No Objection Certificate" from the Registering Authority is not enclosed, the transferor  
should file along with this application a declaration as required under sub-section (1) of Section 50.

Date : \_\_\_\_\_

\* Details of suspension or cancellation.

\*\* Strike out whichever is inapplicable

S

\_\_\_\_\_  
Signature of the Transferor

**PART II - For the use of Transferee**

To,  
The Registering Authority,

\_\_\_\_\_  
Name of the Transferee : \_\_\_\_\_  
Son/Wife/Daughter of : \_\_\_\_\_  
Full Address : \_\_\_\_\_  
(Proof of address to be enclosed \_\_\_\_\_)

I, hereby, declare that I / We have on this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_ purchased the Motor, Vehicle bearing registration number \_\_\_\_\_ from \_\_\_\_\_

\_\_\_\_\_ (name and full address) and request the necessary entries regarding the transfer of ownership of the vehicle in my/our name may be recorded in the Certificate of registration / certificate of fitness of the vehicle, which is enclosed.

The Certificate of Insurance is also enclosed.

**P**

**Signature of the Transferee**

**Consent of the Financier in the case of Motor Vehicle subject to an agreement of hire purchase / lease / hypothecation.**

I / We being a party to an agreement of hire purchase / lease / hypothecation in respect of Motor Vehicle \_\_\_\_\_ give consent to the transfer of ownership of the said vehicle to Shri/Smt./Kumari \_\_\_\_\_ with whom I / We have entered into an agreement of hire purchase / lease / hypothecation.

Date :

**Signature of the Financier**

**Office Endorsement**

No. \_\_\_\_\_ Dated \_\_\_\_\_ Office at the \_\_\_\_\_

The transfer of ownership of vehicle has been recorded with effect from \_\_\_\_\_ on the Registration Certificate of the vehicle \_\_\_\_\_ and the registration record of this office.

To \_\_\_\_\_  
(Name and address of the Financier)

**Registering Authority**

By registered post or delivered under proper acknowledgement.

Specimen Signature of the Transferee

**P**

**P**

1) \_\_\_\_\_ 2) \_\_\_\_\_



# DELIVERY NOTE

I have this day taken delivery of Scooter, Motor Cycle, Car Motor bearing

M. V. No: \_\_\_\_\_

from Shri / Smt. \_\_\_\_\_

of \_\_\_\_\_

The said vehicle has been duly approved by me and found to my entire satisfaction.

I am from today onwards, responsible to pay all types of Traffic offence, Police Legal Litigation accident and R.T.O. (Municipal including Octroi) Wheel Taxes and premium of Insurance including the pollution rider of the said vehicle.

Time \_\_\_\_\_

Date \_\_\_\_\_

Tel. No. \_\_\_\_\_

Lic. No. \_\_\_\_\_

**From - Name & Address :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Faithfully,

**P**

-----  
Signature

Date: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Foreclosure for loan a/c no:** \_\_\_\_\_

Respected Sir / Madam,

I / We, Mr. / Mrs. / Ms. \_\_\_\_\_ have  
availed a loan from your bank. I / We, authorize Mr. \_\_\_\_\_  
bearer of this letter, to foreclose the above mentioned loan on my behalf.

I / We, am / are foreclosing the loan via pay order no: \_\_\_\_\_ dtd \_\_\_\_\_  
drawn on \_\_\_\_\_ bank, for the amount of Rs. \_\_\_\_\_

Kindly issue the **NO OBJECTION CERTIFICATE & FORM 35** to the bearer of this letter,  
as soon as possible.

Please expedite into the above matter, looking forward for a positive & early response.

Regards,

Thanking you,

\_\_\_\_\_  
(Owner)