

## **A. DOCUMENTS REQUIRED FOR NEW REGISTRATION TRANSACTION**

### **(LOCALLY MANUFACTURED VEHICLES)**

#### **(a) In case of registration in the name of original purchaser**

- i. Application for registration of vehicle - Form-F.
- ii. Copy of National Identity Card of Owner (In case of individual).
- iii. Original Sales Certificate of Vehicle.
- iv. Original Sales Invoice of Vehicle.
- v. Proof of payment of registration fee and other leviable taxes, if any.

#### **(b) In case the original purchaser disposes of the vehicle unregistered.**

- i. Application for Registration of Vehicle – Form-F.
- ii. Copy of National Identity Card of Owner (in case of individuals).
- iii. Original Sales Certificate of Vehicle.
- iv. Original Sales Invoice of Vehicle.
- v. Proof of payment of registration fee and other leviable taxes, if any.
- vi. T.O. (Transfer Order) Form.
- vii. Documents showing sale of vehicle by original purchaser.
- viii. Copy of National Identity Card of original purchaser (In case of individual).

### **IMPORTED VEHICLES**

#### **(a) In case of registration in the name of Importer:**

- i. Application for Registration of Vehicle in Form-F.
- ii. Copy of National Identity Card of Owner (in case of individual) .
- iii. Copy of Import Permission issued by Customs Authorities.
- iv. Triplicate copy of Bill of Entry in original showing payment of all taxes/duties.
- v. Copy of Invoice ( In case of direct purchase from manufacturer).
- vi. Copy of Bill of Lading.
- vii. Proof of payment of registration fee and other leviable taxes, if any.

#### **(b) In case the Importer disposes of vehicle unregistered:**

- i. Application for Registration of Vehicle in Form-F.
- ii. Copy of National Identity Card of Owner (In case of individual).
- iii. T.O (Transfer Order) Form.
- iv. Document showing sale of vehicle by Importer.
- v. Copy of National Identity Card of Seller (In case of individual).
- vi. Copy of Import Permission issued by Customs Authorities.
- vii. Triplicate copy of Bill of Entry in original showing payment of all taxes/duties.
- viii. Copy of Invoice (In case of direct purchase from manufacturer).
- ix. Copy of Bill of Lading.
- x. Proof of payment of registration fee and other leviable taxes, if any.

## **B. DOCUMENTS REQUIRED FOR POST REGISTRATION TRANSACTION**

### **1 Transfer of Ownership**

- xi. Transfer Deed (prescribed)
- xii. T.O. Form (prescribed)
- xiii. Photo copies of Seller's CNIC.
- xiv. Photo copy of Purchaser's CNIC.
- xv. Photocopies of Witnesses.
- xvi. Original Registration Certificate containing update payment of Token Tax.
- xvii. Original Registration File in case of vehicles registered under "File Return Scheme"

### **2 Duplicate Registration Certificate.**

- i. Application on Prescribed Form
- ii. In case of misplace "Rapat Gumshudgi".
- iii. In case the R.C. has been damaged or torn, the same will be enclosed with application mentioned at Sr.No.i
- iv. Photo copy of Applicant's CNIC
- v. Update Token Tax Certificate in case of Non-Tie-up vehicles (except Motorcycles)
- vi. Original Registration File in case of vehicles registered under "File Return Scheme"

### **3 Termination of Hire Purchase Agreement.**

- i. Application for termination of HPA on simple paper from Lessee
- ii. NOC/Clearance Certificate from Lesser
- iii. Photo copy of Applicant's CNIC
- iv. Original Registration Certificate containing
- v. Update payment of Token Tax
- vi. Original Registration File in case of vehicles registered under "File Return Scheme"

### **4 Change of Engine Number (Alteration)**

- i. Receipt regarding purchase of New Engine
- ii. Photocopy of Applicant's CNIC
- iii. Form "F" containing particulars of vehicle including New Engine Number
- iv. Original Registration Certificate containing
- v. Update payment of Token Tax
- vi. Original Registration File in case of vehicles registered under "File Return Scheme"

### **5 Ownership Certificate**

- i. Application from recorded owner on white paper
- ii. Photocopy of Applicant's CNIC.
- iii. Original Registration File in case of vehicles registered under "File Return Scheme"
- iv. Original Registration Certificate containing
- v. Update payment of Token Tax.

**6 Conversion.**

- i. Form "F" containing particulars of vehicle containing an endorsement about nature conversion from Motor Vehicle Examiner
- ii. Photocopy of Applicant's CNIC
- iii. Original Registration Certificate containing update payment of Token Tax
- iv. Original Registration File in case of vehicles registered under "File Return Scheme"
- v. Fitness Certificate from Motor Vehicle
- vi. Examiner in case of Tie-up Vehicles.