

## **Guidelines - Ownership Transfer in Case of Death of Owner**

When the registered owner of a vehicle dies, transfer of ownership is affected in favour of the legal heirs of the deceased registered owner. Where the owner of a motor vehicle dies, the person succeeding to the possession of the vehicle may for a period of three months, use the vehicle as if it has been transferred to him where such person has, within thirty days of the death of the owner informs the registering authority of the occurrence of the death of the owner and of his own intention to use the vehicle

### **Guidelines**

- Apply in Form 31 within the period of three months to the registering authority for the transfer of ownership of the vehicle in your name.
- Pay appropriate fee and tax as specified in Rule 81 of the Central Motor Vehicle Rules 1989

### **Documents required**

- Form 31
- Certificate of registration
- Certificate of insurance
- Death certificate in relation to the registered owner
- Certificate of pollution under control\*
- PAN card (successor) or Form 60\*
- Chassis & Engine Pencil Print\*
- Proof of Date of Birth of successor\*
- Proof of address\*
- Signature Identification of Seller\*
- Declaration by the applicant and all other Legal Heirs of the deceased\*
- Verification of vehicle on Form 20\*
- R.C. Book
- Passport size photograph\*
- Proof of succession\*

### **References**

- **The Motor Vehicles Act 1988 (Section 50 of Chapter IV)**
- **The Central Motor Vehicles Rules 1989 (Rule 55, 56, 57)**
- State transport official websites

Documents marked with asterisk (\*) may be required in some states.

**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 Records 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. Number..... 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 Acknowledgment Due)

Specimen signatures 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 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.....

1.....

2.....

2.....

**FORM 20**

[See Rule 47]

**APPLICATION FOR REGISTRATION OF A MOTOR VEHICLE**

(To be made in duplicate if the vehicle is held under an agreement of Hire-Purchase/Lease/Hypothecation and duplicate copy with the endorsement of the Registering Authority to be returned to the Financier simultaneously on Registration of motor vehicle)

To

The Registering Authority,

.....

1. Full name of person to be registered as : .....  
Registered owner
- Son / Wife / Daughter of : .....
2. Age of person to be registered as : .....  
Registered owner
3. Permanent address : .....  
(Electoral Roll / Life Insurance Policy /  
Passport / Pay Slip issued by any office of the  
Central Government/State Government or a  
local body/Any other document or documents  
as may be prescribed by the State  
Government/Affidavit sworn before an  
Executive Magistrate or a First Class Judicial  
Magistrate or a Notary Public to be enclosed)
4. Temporary address/Official address, if any : .....  
.....  
.....  
.....
5. Duration of stay at the present address : .....
6. PAN Number (Optional) : .....
7. Place of birth : .....
8. If place of birth is outside India, when : .....  
migrated to India
9. \*\*\*\*
10. Name and address of the Dealer or : .....  
Manufacturer from whom the vehicle was  
purchased (sale certificate and certificate of  
road worthiness issued by the manufacturer to  
be enclosed)
11. If ex-army vehicle or imported vehicle, : .....  
enclose proof. If locally manufactured  
Trailer/Semi-Trailer, enclose the approval  
of design by the State Transport Authority

and note the proceedings number and date of approval.

- 12. Class of vehicle : .....  
(If motor cycle, whether with or without gear)
- 13. The motor vehicle is : .....
  - (a) a new vehicle, : .....
  - (b) ex-army vehicle, : .....
  - (c) imported vehicle : .....
  - (d) in-use E-rickshaw or E-cart : .....
- 14. Type of body : .....
- 15. Type of vehicle : .....
- 16. Maker's name : .....
- 17. Month and year of manufacture : .....
- 18. Number of cylinders : .....
- 19. Horse power : .....
- 20. Cubic capacity : .....
- 21. Maker's classification or if not known, : .....  
wheel base
- 22. Chassis No. (Affix pencil print) : .....
- 23. Engine Number or Motor Number in case : .....  
of Battery Operated Vehicles
- 24. Seating capacity (including driver) : .....
- 25. Fuel used in the engine : .....
- 26. Unladen weight : .....
- 27. Particulars of previous registration and : .....  
registered number (if any)
- 28. Colour or colours of body wings and : .....  
front end

I hereby declare that the motor vehicle has not been registered in any State in India.

**ADDITIONAL PARTICULARS TO BE COMPLETED ONLY IN THE CASE OF TRANSPORT VEHICLES  
OTHER THAN MOTOR CAB**

- 29. Number, description, size and ply rating of : .....  
tyres, as declared by the manufacturer
  - (a) Front axle = .....
  - (b) Rear axle = .....
  - (c) Any other axle = .....
  - (d) Tandem axle = .....
- 30. Gross vehicle weight : .....
  - (a) As certified by manufacturer : .....Kgms
  - (b) To be registered : .....Kgms
- 31. Maximum axle weight : .....
  - (a) Front axle = .....Kgms
  - (b) Rear axle = .....Kgms

- (c) Any other axle = .....Kgms
- (d) Tandem axle = .....Kgms
- 32.(a) Overall length : .....
- (b) Overall width : .....
- (c) Overall height : .....
- (d) Over hang : .....

The above particulars are to be filled in for a rigid frame motor vehicle of two or more axles for an articulated vehicle of three or more axles or, to the extent applicable, for trailer, where a second semi-trailer or additional semi-trailer are to be registered with an articulated motor vehicle. The following particulars are to be furnished for each such semi-trailer.

- 33. Type of body : .....
- 34. Unladen weight : .....
- 35. Number, description and size of tyres on each axle : .....
- 36. Maximum axle weight in respect of each axle : .....
- 37. The vehicle is covered by a valid certificate of Insurance under Chapter XI of the Act : Insurance Certificate or Cover Note No..... dated..... of..... (Name of company) valid from..... to.....
- 38. The vehicle is exempted from insurance. The relevant order is enclosed. : .....
- 39. I have paid the prescribed fee of Rs. : .....

Date.....

Signature or thumb impression of the person to be registered as registered owner.

**Note.-** The motor vehicle above described is –

- (i) Subject to Hire-purchase agreement/lease agreement with.....
- (ii) Subject to Hypothecation in favour of.....
- (iii) Not held under Hire-purchase agreement, or lease agreement or subject to Hypothecation.

Strike out whatever is inapplicable. If the vehicle is subject to any such agreement the signature of the Financier with whom such agreement has been entered into is to be obtained.

.....  
Signature of the financier with whom an Agreement of Hire-purchase, Lease or Hypothecation has been entered into

.....  
Signature or thumb impression of the registered owner

CERTIFICATE OF INSPECTION OF MOTOR VEHICLE

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

Date.....  
Ref.No.....

Signature of the Inspecting Authority  
Name.....  
Designation.....

OFFICE ENDORSEMENT

Office of the.....

The above said motor vehicle has been assigned the Registration number..... and registered in the name of the applicant and the vehicle is subject to an agreement of Hire-purchase/ Lease/ Hypothecation with the Financier referred above.

Date.....

Signature of the Registering Authority

To

The Financier.....

.....

(To be sent by Registered Post Acknowledgment Due)

Specimen signature or thumb-impression of the person to be registered as Registered Owner and Financier are to be obtained in original application for affixing and attestation by the Registering Authority with office seal in Forms 23 and 24 in such a manner that the part of impression of seal or a stamp and attestation shall fall upon each signature.

Specimen signature of the Financier

Specimen signature of the Registered Owner

(1).....

(1).....

(2).....

(2).....

# FORM 60

(See third proviso to rule 144 B )

Form of Declaration to be filled by a person who does not have either a permanent Account number or General Index Register Number and who makes payment in cash In respect of transaction specified in clauses (a) to (h) of rule 114 B

1. Full name and address
  
2. Particulars of transaction
  
3. Amount of transaction
  
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 the document being produce in support of address in column ( i )

---

## Verification

I \_\_\_\_\_  
do hereby declare that what is stated above is true to best of my knowledge and belief

Verified today , the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

\_\_\_\_\_  
Signature of the declarant

---

Instruction :- Documents which can be produced in support of the address are :

- a) Ration card
- b) Passport
- c) Driving licence
- d) Identity card issued by any institution
- e) Copy of electricity bill showing residential address
- f) Any document or communication issued by any authority of central government state government



or local bodies showing residential address

- g) Any other documentary evidence in support of his address given in the declaration .