

Standard Operating Procedure and Checklist

Name of Department	Motor Vehicles Department
---------------------------	----------------------------------

1. Standard Operating Procedure for Applicant

Application for	<i>Transfer of Ownership of Vehicles</i>
Mandatory supporting documents required	<ul style="list-style-type: none"> a. Address proof of the purchaser b. NOC from the financier, if the vehicle is under Hire Purchase Agreement c. Original Registration Certificate d. Self-Addressed Stamped envelope to send back the new Registration certificate
Process description	<ul style="list-style-type: none"> a. Visit https://parivahan.gov.in/parivahan/ b. Application for Transfer of ownership of a vehicle has to be submitted online jointly by both seller and purchaser. c. OTP received in the mobile of both seller and purchaser is to be entered d. Fee payment should be done through online e. Upload the documents a and b mentioned in previous column f. Upload the signed copy of the applications in Form 29 and Form30 g. Documents c and d mentioned in previous column need to be submitted in office or send through registered post. (The original Registration Certificate is a certificate of possession of the movable property. Hence it is to be surrendered at the MVD office on a transfer. New Rules are to be framed, to avoid the production of original Registration Certificate)
Procedure for Fees payment	Fee in accordance with CMV Rules and service charge in accordance with the GoK orders are automatically calculated by the system. The applicants should remit the fee through online, as a continuous process of application submission. The parivahan software is integrated with kerala etreasury software for the applications relating to Kerala based vehicles
List of Reference Documents	MVACT, CMVRules, CMCR Rule 32, Service charge, Circular directions, circular 14/2020
Time line for completing the process	Application for transfer of ownership should be submitted within one month of transfer of a vehicle. Otherwise there will be fine for every month

Checking of Application Status	Facility for checking the application status is provided in the parivahan software. It is linked to Kerala mvd website also.
Key Contact Person from department	Public Relation officer of each Regional transport office and sub Regional Transport office is the key contact person for the enquiry related to transfer of ownership.

2. Standard Operating Procedure for Approver

Application for	<i>Transfer of ownership of a vehicle</i>
Mandatory supporting documents required	<ul style="list-style-type: none"> a. Address proof of the purchaser b. NOC from the financier, if the vehicle is under Hire Purchase Agreement c. Original Registration Certificate d. Self-Addressed Stamped envelope to send back the new Registration certificate
List of Reference Documents	MVACT, CMVRules, CMCR Rule 32, Service charge, Circular directions, circular 14/2020
Time line for completing the process	Application for transfer of ownership shall be processed and despatched within Ten working days.
Departmental Work Flow	<ul style="list-style-type: none"> <i>a. Inwarding and scrutiny at clerical level</i> <i>b. Verification and supervisory level</i> <i>c. Approval at authority level</i> <i>d. Printing, laminating</i> <i>e. and Despatching</i>

3. Verification/Inspection Procedure: Application forms, Fee payments, Hypothecation details address proof of the purchaser etc will be verified

Transfer consequent on the death of a vehicle owner, need additional documents to prove the legal heirship and requires personal hearing

4. Checklist of Documents

- a. Form 29**
- b. Form 30.**
- c. NOC from financier**
- d. Original RC**
- e. Self Addressed cover**
- f. Valid Insurance (Server verification)**
- g. Uptodate tax payment (Server verification)**
- h. Prescribed fee payment**