

Sl. No	Description of service	Eligibility of applicant	Forms prescribed	Documents to be enclosed	Fees to be paid	Whom to apply	Competent (sanction/grant) authority	Duration of disposal	Appellate authority
1	2	3	4	5	6	7	8	9	10
3.	Change of address in registration certificate	Owner of the vehicle	Form 33	i.Registration certificate. ii.Insurance certificate iii.Address proof. iv.NOC from the Financier if the vehicle with HP v.Valid tax	i.Rs.20/- ii.Compounding fee for belated application- a.upto 30 days Rs.40/- b.upto 60 days Rs.75/- c.above 60 days Rs.150/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
4.	Duplicate Registration certificate	Owner of the vehicle	Form 26	i.Police certificate ii.Valid tax token. iii.Insurance certificate iv.NOC from Financier.	i.M/Cyl - Rs.30/- ii.LMV(NT) – Rs.100/- iii.LMV (Tr) – Rs.150/- iv.MMV – Rs.200/- v.HMV-Rs.300/- vi.Imported vehicle(M/Cycle) – Rs.100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
5	Endorsing Hire Purchase Agreement	Owner of the vehicle	Form 34 in duplicate	i.Registration certificate ii.Insurance certificate iii.Valid tax.	Rs.100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
6.	Hire-Purchase Termination	Owner of the vehicle	Form 35 in duplicate	i.Registration certificate ii.Insurance certificate iii.NOC from financier. iv.Valid tax.	Rs.100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
7	Renewal of registration	On completion of 15 yrs. from the date of original registration of Non-transport vehicles (by the owner)	Form 25	i.Registration certificate ii.Insurance certificate iii.Emission certificate (the registration can be renewed within 60 days before the expiry of the registration). iv.Valid tax	i.M/C Rs.60/- ii.LMV Rs.200/- iii.Imported vehicle Rs.800/- iv.Imported motor/cyl. Rs200/- Compounded fee for belated renewal- Rs.50/- per month.	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-