

To

**The Excise And Taxation Officer,  
ICT, Islamabad**

Subject: **Application for transfer of ownership of vehicle**.

Sir,

- 1) Applicant purchased a vehicle, which is registered in Islamabad city and bearing the registration mark/Number \_\_\_\_\_ and applicant request to transfer the subjected vehicle in the name of the applicant.
- 2) The required documents for the transfer of ownership are attached along with this application, which are as under :
  - a. Form “ F “
  - b. Copy of CNIC.
  - c. Bank Challan (s)
  - d. Purchase Receipt
  - e. Transfer Letter attested (If applicable)
- 3) I shall be highly grateful to you, if you allow transferring the above mentioned vehicle to my name.

**Applicant's Signature :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Father Name:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_



(To be filled the Motor Registration Authority / Excise & Taxation Department)

Verification by Inspector

Certificate that vehicle has been inspected and the particulars mentioned overleaf are correct.

Signature of Inspector

Vehicle Registration No. \_\_\_\_\_ Date of Registration: \_\_\_\_\_

Motor Tax: \_\_\_\_\_ Annual Rs. \_\_\_\_\_

Quarterly Rs. \_\_\_\_\_ Recoverable (w.e.f): \_\_\_\_\_

Verification

Verification received from \_\_\_\_\_

Vide letter No. \_\_\_\_\_ Dated: \_\_\_\_\_

Fitness allowed by Motor Vehicle Examiner upto: \_\_\_\_\_

Stamp & Signature of M.V.E

The above particular / documents are checked and verified.

MRC: \_\_\_\_\_ Inspector: \_\_\_\_\_

MRA/ETO  
ICT, Islamabad

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

To: **The Motor Vehicle Registration Authority**

It is requested that my vehicle, which has particular mentioned below:

**Registration No.** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Maker / Make:** \_\_\_\_\_

Transfer to:

**Mr.** \_\_\_\_\_ **S/D/W/O** \_\_\_\_\_

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

I shall be highly grateful to you.

**Your truly,**

**Name:** \_\_\_\_\_ **S/D/W/O** \_\_\_\_\_

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

**Dated:** \_\_\_\_\_

*(Note: Transfer letter should be attested.)*



## CHECK LIST

### Transfer of Ownership

S No.	Check	Description of Documents
1	<input type="checkbox"/>	Application from Applicant to MRA
2	<input type="checkbox"/>	Copy of CNIC of Seller and Purchaser
3	<input type="checkbox"/>	Form "F"
4	<input type="checkbox"/>	Transfer Letter – TO form
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	Letter from concerned Bank for Hire-Purchase Termination (Incase of HPA deletion).

Excise & Taxation Department  
ICT, Islamabad