

මෝටර් වාහනයක් පැවරීමේ දී අනුගමනය කළ යුතු ක්‍රියා පිළිවෙල හා භාරදිය යුතු ආකෘති පත්‍ර
මොட்டාර් වාහනம் உடைமை மாற்றம் செய்யும்போது கடைப்பிடிக்க வேண்டிய செயற்பாடுகளும் ஒப்படைக்க வேண்டிய
தஸ்தாவேஜுகளும்

Procedure to be followed in the transfer of a Motor Vehicle and the forms to be presented

මෝටර් රථ ප්‍රවාහන දෙපාර්තමේන්තුව, ඇල්විටිගල මාවත, කොළඹ 05.
மோட்டார் போக்குவரத்துத் திணைக்களம், எல்விட்டிகல மாவத்தை, கொழும்பு 05.
Department of Motor Traffic, Elvitigala Mawatha, Colombo 05.

දුරකථන අංක
தொலைபேசி
Telephone No. } 2694331-7

ෆැක්ස් අංකය
பெக்ஸ்
Fax No. } 2694338

**MATTERS WHICH WOULD BE IMPORTANT TO YOU IN TRANSFERRING THE
REGISTERED OWNERSHIP OF A VEHICLE**

PROCEDURE TO BE FOLLOWED IN ONE DAY SERVICE TRANSFERS

- Applications for one day service transfers will be received only at the one day service transfer section of the Head Office of the Department of Motor Traffic from 9.00 a.m. to 12.00 noon on working days. The Certificate of Registration will be issued only to the transferees after 2.00 p.m. on the same day.
- The transferees should personally hand over the application and the other connected documents to the one day service section.
- Transfers beyond 6 months on the date of handing over will not be accepted for one day service.
- When transferring ownership of a vehicle among close relatives in one day, both the transferor and the transferee should be present personally.
- In case of Vihara, Dewala property, no-objection letter of the Commissioner of Buddhist Affairs should be produced.
- In the case of vehicles belonging to the Government and statutory Corporations, ownership will not be transferred to individuals in the one day service.
- Regarding a vehicle imported under import permit issued to Government Officers and registered, the person who purchases it from the permit holder within 5 years of registration should pay to this Department a levy of 10% of the CIF value of the vehicle.
- The transferee should activate the transfer within 14 days of the transfer lest a delayed fee of Rs. 100 per day shall be levied after 14 days.

**Documents required when transferring registered ownership rights of motor
vehicles in one day**

1. MTA-6 (2 Notices of transfer)
2. MTA-8 (Application)
3. The national identity card/valid driving license or valid Passport of the transferor with copy and a letter declaring that there is no objection to transfer the vehicle to the new owner. This letter should confirm the identity of the new owner and it should be attested and signed by the Grama Niladari of the Division/a Justice of the Peace of the area / a Commissioner of Oaths/Attorney-at-law or a Government Officer of Staff Grade to the effect that the Transferor signed before him, and place the official frank. A photocopy of the Identity Card should also be certified and the signature and the official frank with name also should be placed.
4. If the transferor or the new owner is a limited Company, signature in transfer documents should be placed with the embossed seal. If there is no embossing seal, a letter in a letter-head of the establishment to that effect should be produced. If the transferor is a limited liability or general company, a letter signed (with name and position) by two members of the Board of Directors confirming the transfer is required.
5. When transferring a vehicle belonging to a Company a photocopy of the certificate of Registration of the Company with the names of the Board of Directors should be produced.
6. Two colour or black and white photographs 2.0"x 2.5" in size of the transferee obtained within 6 months of the date of application (reverse of one photograph certified by the Grama Niladari of the area/Justice of the Peace or a Staff Officer) the National Identity Card, vehicle driving license/valid Passport with photocopy.
7. Revenue License of the year relevant to the date of transfer with photocopy.
8. Registration Certificate of the vehicle.
9. If there is a mortgage, absolute ownership or lease, the letter cancelling same.
10. If there is any luxury tax, the original payment receipts and photocopies.

In transferring ownership under the normal service, the documents referred to at 03 and 04 above are not necessary.

**Documents to be produced by an heir to get the ownership of a motor vehicle on
the death of the registered owner**

1. Valid Registration Certificate.
2. Death Certificate and a photocopy.
3. Marriage Certificate and photocopy.
4. Letters of consent of the members of the family to the effect that they have no objection to the transfer (confirmed by the Grama Niladari and the Divisional Secretary of the Division).
5. Letter of the Grama Niladari / Divisional Secretary confirming the numbers of members of the deceased's family, there is no property sufficient for testamentary action and that there are no testamentary proceeding.
6. Two photographs (2x2 1/2 inches) of the bust of the transferee obtained within 6 months - one to be certified by the Grama Niladari / a Justice of the Peace or Attorney-at-law/Commissioner of Oaths or a Government Staff Officer.
7. Duly completed forms - MTA 5, MTA 7.
8. Photocopy of transferee's National Identity Card.
9. Revenue license valid on the date of death.
10. If the vehicle is transferred on a Court Order, the relevant Court Order/Probate Order/Letter of Administration/Last Will and the final Statement of Accounts filed in Court (Originals with photocopies).
 - The heir should get the vehicle transferred within 06 months of the death of the owner. After 06 months a delayed charges at the rate of Rs. 100 per day will be levied.
 - On the death of a married person, the wife/husband should get the vehicle transferred to him/her. If the transfer is to a child, letters of consent of the parents and the other brothers and sisters are necessary.
 - If there are minor children, an Order of the District Court protecting their rights. If no such order is available, a temporary claim should be obtained.
 - If the owner is married but without children, letters of consent of the parents of the deceased should be obtained.
 - If the deceased has no children and the parents are dead, letters of consent should be obtained from the brothers and sisters.
 - Every letter referred to above should be certified by the Grama Niladari/Divisional Secretary of the area.