To

The Excise And Taxation Officer,
ICT, Islamabad

Subject: **Application for registration of new vehicle**.

Sir,

It is requested that;

1) Applicant is the resident of the Islamabad city and desires to register his/her new model motor _____ in Islamabad. Therefore, please give your permission to register my vehicle in Islamabad.

2) The required registration documents are attached along with this application, which are as under :

a. Form “F”
b. Vehicle Sale Certificate / Bill of Entry
c. Vehicle Sale Invoice / Invoice / Auctioned Invoice
d. Copy of CNIC.
e. Purchase Receipt
f. Residential proof
g. Transfer Letter attested (If applicable)

3) I shall be highly grateful to you if you allow to register the subjected vehicle to my name.

Applicant Name : _____

Address : _____

_____

Contact No : _____ **Signature :** _____

CNIC:

Inspector Signature: _____

FORM "F"

OFFICE OF THE MOTOR REGISTRATION AUTHORITY / EXCISE & TAXATION DEPATMENT ISLAMABAD CAPITAL TERRITORY

Please do not write in this box

Name of Owner: _____

Father/ Husband Name: _____

Present Address: _____

Permanent Address: _____

New NIC No. | | | | | | | | | | | | | | | **N.T. No.** _____

(For multi-colors mention two dominating colors)

Old NIC No. | | | | | | | | | | | | | | **Color:** 1. | 2.

Passport No. _____ **City:** _____ **Country:** _____

Type of Ownership: 1. ☐ Commercial 2. ☐ Private 3. ☐ Government / Semi Government

Class of Vehicle: 1. ☐ Motorcycle/Scooter 2. ☐ Light Transport Vehicle 3. ☐ Heavy Transport Vehicle

Type of Body: 1. ☐ Motorcycle/Scooter 2. ☐ Motor Car 3. Station Wagon-Jeep 10. ☐ Tractor
4. ☐ Mini Bus 5. ☐ Pick-up 6. Mini Truck 11. ☐ Oil Tanker
7. ☐ Bus 8. ☐ Truck 9. Mini Tractor 12. ☐ Trailer
13. ☐ Others

Maker's Name: _____ **Year of Manufacture:** _____ **No. of Cylinder:** _____

Chassis No. _____ **Engine No.** _____

Horse Power / HP 1. | 2.

Seating Capacity: _____ **Laden Weight:** _____ **Unladen Weight:** _____

Particulars of last Registration (if any):

Registration No. _____ **City / Province:** _____ **Date of Registration:** _____

Registration Fee Recovered:	Amount Rs.		Amount Rs.	
	Challan No.		Challan No.	
Transfer Fee Recovered:				
C.V.T (If recovered):	Amount Rs.		Amount Rs.	
	Challan No.		Challan No.	

Imported Vehicle	Locally Manufactured Vehicle	Auctioned Vehicle
Bill of Lading/Entry/IGM No. __	Sale Invoice No. _____	Auctioned By: _____
_____	Sales Invoice Date: _____	_____
Place: _____	Sales Certificate No. _____	Lot/Vocher No. _____
Date: _____	Sale Certificate Date: _____	Place of Auction: _____
Custom Office: _____	Name of Company: _____	Auctioned Date: _____
_____	_____	

Date: _____ **Signature of Applicant:** _____

(Note: The Form should be filled in Block letters, clean/readable/legible and without over-writing)

PTO

(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: _____

CHECK LIST

New Registration

S No.	Check	Description of Documents
1	☐	Application from Applicant to MRA
2	☐	Copy of CNIC of Applicant (If applicable)
3	☐	Form "F"
4	☐	Residence Proof
5	☐	Transfer Letter – TO form (If applicable)
		Incase of Locally Manufactured Vehicles:
6	☐	Sale Certificate(s) of the Vehicle
7	☐	Sale Invoice of the Vehicle
		Incase of Imported Vehicles:
8	☐	Bill of Entry / GD
9	☐	Bill of Lading
10	☐	Photocopy of old registration Book/Invoice.
11	☐	Copy of Importer passport/CNIC
		Incase of Auctioned Vehicles:
12	☐	Auction letter from concerned company/department.
13	☐	*Voucher of auction vehicle.*
14	☐	Laboratory report (If chassis No. unreadable)
15	☐	Letter from concerned Bank for Hire-Purchase Agreement. (If applicable)

Excise & Taxation Department
ICT, Islamabad

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.)