

## Registering a New Motor Vehicle

Step 1: Applicant obtains the application form “M.T.A. 2” from either:

- Main office at Colombo (priority service)
- Relevant District office (normal service)

Step 2: Applicant submits the filled form directed to Commissioner of Registering Division at:

- Main office at Colombo (priority service)
- Relevant District office (normal service)

Step 3: Applicant pays the registration fee to the bank and obtains the voucher

Step 4: Applicant submits the voucher to the counter of the:

- Main office at Colombo (priority service)
- Relevant District office (normal service)

Step 5: Department issues the approval for the insurance policy and road tax

Step 6: Applicant obtains the insurance policy and the road tax from the insurance company

Step 7: Applicant submits the insurance policy and the road tax to the:

- Main office at Colombo (priority service)
- Relevant District office (normal service)

Step 8: Department checks for the accuracy of the documents provided

Step 9: Department sends the application to a new registration counter

Step 10: Department issues the Vehicle Identification Card

Step 11: Department issues the number plate for the applicant

If relevant documents submitted by Applicant are found Inaccurate:

Reject Request for Registration and the Applicant should Re-submit all relevant documents.

### Eligibility

Following are the relevant vehicles that can be Registered:

1. Car
2. Lorry
3. Motor Coach
4. Three Wheeler
5. Land Vehicle
6. Motor

The Motor vehicle should hold all complete customs documents which contain all details such as make, Engine No, chassis No, Color, Engine capacity, cylinder capacity, seating capacity.

### Note:

Any applicant who is not able to meet with above conditions will be considered disqualified from obtaining the service. The new Motor vehicle is not liable for registration when the person who is registering has imported the vehicle for sale. He/She can only register the vehicle if the vehicle remains unsold and is not used on any highway.

## Submission Procedure

The registering person should handover relevant applications with all support documents as mentioned below to New Registration Division at Department of Motor Traffic.

Payment for Registration should be made at bank and payment voucher should be submitted to New Registration Division at Department of Motor Traffic.

Once an approval is issued by New Registration Division, the registering person can obtain the Insurance Policy and Road Tax.

Vehicles Identification Card is issued, After the Road Tax & Insurance Policy Documents are submitted to New Registration Division at Department of Motor Traffic.

The Registering Person can also obtain the number plate using the Vehicle Identification Number.

Note 1: Applicants are given the facility of obtaining licenses through:

- All district secretarial offices (normal service)
- Main office in Colombo (priority service)

## Application Forms

- Application for Registration of Motor Vehicle. M.T.A 2 .
- Application of a certificate of weight of a motor vehicle. C.M.T.130
- Application for Registration of Motor Vehicle. M.T.A 3 (If a used vehicle is imported from another country).
- Statement of Hire-Purchase Agreement Relating to Motor Vehicle M.T.A.3 (When a vehicle owner lets his vehicle to another person)
- Change of Licensing Authority /Change of Other Particulars in the Certificate of Registration. C.M.T 72 (when particulars such as Licensing authority and other particulars need to be changed in the certificate of Registration)
- Application for a Duplicate Certificate of Registration C.M.T 65 (If vehicle registration certificate is lost / damaged/ destroyed)
- Application for registration of Motor Vehicles consequent on Death of Registered Owner. M.T.A.7 (To transfer registration after the death of Registered Owner)

## Time Line

### Process Time Line

#### One Day:

If applicants submit applications and support documents within one day to New Registrations- One day Counter at Department of Motor Traffic, he /she can obtain their Vehicle identification Card and Certificate of Registration within that day.

#### Normal:

If applicants submit applications and support documents to New Registrations- Normal Counter at Department of Motor Traffic, applicant will be able to obtain their vehicle identification card within that day itself. Certificate of Registration will be issued within 2 months through post.

Note: Application can also be sent by Registered Post for Normal Processing.

## Submission Time Line

For Obtaining & Submitting Application Forms:

Working days	Mondays to Fridays
Counter open hours	9:30 am to 3:30 pm (Normal)

Counter open hours	9:30 am to 12:30 pm (Priority)
Holidays	All Public and Mercantile Days

Note: One Day Processing Applicants can obtain their Vehicle Identification Card & Certificate of Registration after 3:30 pm, within the same day of submitting forms.

#### Validity Time Line

Vehicle Identification Card is Valid for 1 Year.

Certificate of Registration is Valid forever, Except for Heavy vehicles where the registration is valid only for 3 years.

#### Costs Related to Service

##### Cost of Obtaining Application Forms

No Cost Involved in obtaining Application Forms.

##### Fee:

Type of Vehicle	Registering	
	Normal	Priority (One Day)
Motor Cars	Rs. 3550.00	Rs. 4250.00
Dual Purpose Vehicles	Rs. 3350.00	Rs. 4050.00
Motor Lorries	Rs. 3350.00	Rs. 4050.00
Busses	Rs. 1950.00	Rs. 4050.00
Land Vehicles	Rs. 2050.00	-
Tractor Trailers	Rs. 2075.00	-
Three Wheelers	Rs. 1400.00	Rs. 2175.00*
Motor Bicycles	-	Rs. 1475.00

Subject	Fees to be Levied	To the Provincial Council	To the Central Government
Amendment of particulars in the certificate of Registration	Rs.100.00	-	Rs. 100.00
To obtain a duplicate of the certificate of Registration	Rs.150.00	-	Rs. 100.00
Registration of a Temporary owner	Rs. 100.00	-	Rs. 100.00
Permission to Export a Vehicle	Rs. 100.00	-	Rs. 100.00
Issue of license to conductors	Rs. 100.00	-	Rs. 100.00
Registration of absolute ownership (first time)	Rs. 700.00	-	Rs. 700.00
Registration of absolute ownership (second time)	Rs. 350.00	-	Rs. 350.00
Cancellation of absolute owner	Rs. 150.00	-	Rs. 150.00
Registration of a mortgage	Rs. 100.00	-	Rs. 100.00
Cancellation of a mortgage	Rs. 100.00	-	Rs. 100.00
Issue of weighting certificates	Rs.75.00	-	Rs.75.00
1. Motor cycles	Rs.250.00	-	Rs. 250.00
2. others			

Note: The above Charges are inclusive of Inspection Charges.

The above Charges have to be paid in a bank and the bank payment voucher has to be submitted while submitting the forms.

#### Penalty

Fine for Motor Bicycles on late payments: Rs. 600.00

Fine for all vehicles without garage numbers: Rs. 600.00

#### Surcharge

If any changes have to be made in the Certificate of Registration, an amount Rs.150.00 has to be paid and the voucher has to be submitted at New Registration Counter.

If an owner requires a specific number (a number of choice) for number plate, an extra amount of Rs.7500.00 has to be paid at the New Registration Counter and then submit the voucher to obtain his number plate.

#### Support Documents Required

- 2 copies of the owner's photograph (size 3.5\*2.5cm) should be endorsed overleaf by Grama Sevaka or Importer. If the owner personally produces the application, the photograph could be endorsed by Supervising Officer of the relevant section on producing is Identity Card.
- Photocopy of the Owner's Identity Card/Driving License/Passport.
- Custom Clearance Documents.
- Original Payment Receipt of Custom Duty.
- In respect of a Brand New Vehicle, the relevant Invoice.
- Regarding a used vehicle, the Foreign Registration Certificate, (with the English language translation)
- If the vehicle is imported under an Import License, such Import License.
- For the Registration of Absolute Ownership with the new registration M.T.A 3 Form.
- In case of a vehicle bought at an auction by Customs or Armed forces, the letter issued by the relevant authority, and the payment receipt.
- Certificate of Inspection (C.M.T 75) issued by an examiner of Motor Vehicle.

(In case of Motor Cycles, instead of the Weight Certificate, the Chassis and the Engine Numbers are Examined and Certified by Examiner of Motor vehicles)

#### Service Responsibility Matrix

Designation	Name	Division	Address	Telephone
Deputy Commissioner	M.Rajapaksa	New registration division	No: 581-341, Elvitigala Mavatha Colombo-05	+94-11-2692994
Asst Commissioner	Pradeep Ratnayake	New registration division	No: 581-341, Elvitigala Mavatha Colombo-05	+94-11-5363592

#### Special Cases

Foreign citizen's number plate differs from Sri Lankan citizen's number plate.

3 Months Valid Duplicate Registration Certificate will be issued for people who had lost/damaged their Registration Certificate due to Tsunami.

#### Sample Form with Dummy Data

Form "M.T.A. 2\_example"

Form "C.M.T. 130\_example"

Form "C.M.T. 72\_example"

Form "M.T.A. 3\_example"

Form "C.M.T. 65\_example"

Form "M.T.A. 7\_example"

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#### Organization Information.

Department of Motor Traffic

No: 581-341,  
Elvitigala Mavatha,  
Narahenpita,  
Colombo 05. .

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District secretariat office Kaluthara chief examiner

T.P 0342222621

District secretariat office Galle chief examiner

T.P 0912222972

District secretariat office Mathara chief examiner

T.P 0412222234

District secretariat office Hambantota chief examiner

T.P 0412220244

District secretariat office Kandy chief examiner

T.P 0812233186

District secretariat office Nuwara-eliya chief examiner

T.P 0522222610

District secretariat office Mathale chief examiner

T.P 0662222234

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