

Registration of Transfer of Motor Vehicle

Step 1: Registered Owner should Obtain M.T.A. 6 and M.T.A. 8 Application Forms from either:

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

Step 2: Registered owner should retain and duly complete Form A & A1 of M.T.A. 6

Step 3: Registered owner should handover Form B & B1 of M.T.A. 6 and Form C & C1 of M.T.A. 8 to the New Owner

Step 4: Registered owner should send Form A of M.T.A.6 to the Commissioner of Motor Traffic by Registered Post or by hand and retain A1 of M.T.A.6 with him.

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

Step 5: New Owner should Pay the registration fee at a bank and obtain the voucher.

Step 6: New Owner should handover the payment voucher, Form B of M.T.A.6 along with duly completed Form C of M.T.A.8 with all support documents to Department of Motor Traffic.

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

Step 7: New Owner should obtain a receipt Form CMT 52 Main office at Colombo (priority service)

Step 8: The New Owner should retain Form B1 of M.T.A.6 and Form C1 of M.T.A.8

Step 9: When relevant documents are found to be accurate, Department issues the transferred Certificate of Registration.

Note: If relevant documents submitted by New Owner are found Inaccurate:

Reject Request for Transfer and the New Owner should Re-submit all relevant documents.

Eligibility

Anyone who holds all the relevant support documents are eligible to obtain this service. Mostly the signatures and the previous registration Documents should be accurate.

Note:

Any applicant who is not able to meet with above conditions will be considered disqualified from obtaining the service

Submission Procedure

All the applications should be directed to the. Commissioner of Transferring Division

Addl. Commissioner – Department of Motor Traffic (Vehicle Transfer),
P.O Box 533, 581-341,
Elvitigala Mawatha,
Colombo 5.

Note 1: Applicants are given the facility of obtaining registration of transfer through:

- Relevant divisional secretariat office to applicant's residential area. (Normal service)
- One day/ Normal service can be obtained only by the Main office (Colombo -5)

Note 2: For further details please Refer "Support Documents Required" and "Time Line"
Application Forms

1. Statement of Change of possession of a Motor Vehicle. M.T.A. 6
2. Application for Registration of Motor Vehicle on Transfer. M.T.A.8
3. Statement of Hire-Purchase Agreement Relating to Motor Vehicle M.T.A.3 (Finance)
4. Application for registration of Motor Vehicles consequent on Death of Registered Owner. M.T.A.7 / M.T.A.5 (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 Transfer Registrations- One day Counter at Department of Motor Traffic, he /she can obtain Transferred Certificate of Registration and vehicle identification card within that day.

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

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 Transferred Certificate of Registration after 3:30 pm, within the same day of submitting forms.

Validity Time Line

Transferred Certificate of Registration is Valid forever, Except 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	Transferring	
	Normal	Priority
Motor Cars	Rs. 950.00	Rs. 1750.00
Dual Purpose Vehicles	Rs. 950.00	Rs. 1750.00
Motor Lorries	Rs. 950.00	Rs. 1750.00
Busses	Rs. 950.00	Rs. 1750.00
Land Vehicles	Rs. 950.00	Rs. 900.00
Tractor Trailers	Rs. 400.00	-
Three Wheelers	Rs. 400.00	Rs. 900.00
Motor Bicycles	Rs. 200.00	Rs. 400.00

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Subject	Fees to be Levied	To the Provincial Council	To the Central Government
Amendment of particulars in the	Rs. 100.00	-	Rs. 100.00

certificate of Registration			
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			

The above Service Fee has to be paid in a bank and the bank payment voucher has to submit while submitting the forms.

Penalty

No penalties involved in this service.

Surcharge

1. If any changes have to be made in the Certificate of Registration, an amount Rs150.00 has to be paid and the voucher has to be submitted at New Registration Counter.
2. 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.
3. A Special Transfer (Sales) Tax of Rs.3, 000 has to be paid in the first transfer of a motor vehicle, which has not been lapsed for a period of 07 years from its first registration.

Support Documents Required

- Notice of the change of possession, M.T.A.6 (Form A) and the application M.T.A.8 (Form C).
 - Two photographs of the transferee 3.5x2.5 c.m. one of the photographs should be certified by the Grama Niladhari of the area concerned/justice of peace/an executive officer.
 - Revenue License of the year of transfer and a photocopy of same if it a notice of non-user has been given, a certificate issued by the Licensing Authority.
 - A certificate issued by this Department to the effect that Sri Tax has been paid.(only for the first transfer in respect of 1Sri to 15 Sri Cars and 31 Sri, 32Sri Vehicles)
 - Certificate of the Registration of Vehicle.
 - If a Mortgage/Absolute Ownership/Lease has been registered a letter from the relevant institute for it's cancellation,
1. If the Registered owner or the New owner is limited Company, signature on M.T.A.forms to be placed with the Embossed Seal If the embossed seal is not available, a letter issued by that company to prove it, in a letter head.
 2. Certificate of Business Registration. (with a photocopy)
- If the vehicle belongs to a Partnership Company, a letter of consent from the other partners and the Certificate of business Registration.(with a photocopy)
 - If conditions are given in the Certificate of Registration, consent letter from the relevant institute to cancel them.

- On occasions when imports have been made free of customs duty, a receipt to the effect that customs duty is paid-- a letter from the relevant institution to prove that is no objection for the vehicle.
- For Diesel Motor Vehicles (Motor Cars and Dual Purpose Vehicles), Diesel Tax/Luxury Tax receipts with photocopies.

Service Responsibility Matrix

Designation	Name	Division	Address	Telep
Addl.Commissioner	Mr. Senarathana	Vehicle Transfer	No: 581-341, Elvitigala Mavatha+94-Colombo-05	
Addl.Commissioner	Mr.Wimal. Rubasighe	Vehicle Transfer (Normal)	No: 581-341, Elvitigala Mavatha+94-Colombo-05	
Asst Commissioner	Mr. W. Amarasighe	Vehicle Transfer (One Day)	No: 581-341, Elvitigala Mavatha+94-Colombo-05	

Special Cases

No Special Cases involved to this service.

Sample Form with Dummy Data

Form "M.T.A. 6 example"

Form "M.T.A. 3 example"

Form "M.T.A. 7 example"

Organization Information.

Department of Motor Traffic

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

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Fax Nos: 011-2694338

Email: e.dmts@sltnet.lk

Website: www.dmt.gov.lk

Warahara Office Mr Ranjith Gunawardane Deputy Commissioner

T.P 0112545891

District secretariat office Gampaha chief examiner

T.P 0332222900

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 041222234

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 066222234

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