

(Reference Chapter XV, Para A.1(a))

**Application for Registration of Motor Vehicles of Foreign Representations and their entitled members**

(To be filled in quadruplicate)

1. Full Name, designation and address of the : \_\_\_\_\_  
Diplomatic Officer /entitled Officer  
OR  
The Foreign Representation
2. Name & address of the person / company from : \_\_\_\_\_  
whom the vehicle was purchased / imported
3. In case of an imported car, Name of the port : \_\_\_\_\_  
through which the vehicle was imported  
( attach a copy of the Bill of Lading )
4. Number & date of the Customs/Excise Duty : \_\_\_\_\_  
Exemption Certificate (attach a copy)
5. If imported, Country from which imported : \_\_\_\_\_
6. Class of vehicle (Passenger/Commercial) : \_\_\_\_\_
7. Type of vehicle (Saloon/Coupe/Hatchback) : \_\_\_\_\_
8. Make : \_\_\_\_\_
9. Model : \_\_\_\_\_
10. Year of Manufacture : \_\_\_\_\_
11. Number of Cylinders : \_\_\_\_\_
12. Horse Power/Engine Capacity : \_\_\_\_\_
13. Chassis Number : \_\_\_\_\_
14. Engine Number : \_\_\_\_\_
15. Seating Capacity (including driver) : \_\_\_\_\_
16. Unladen Weight ; \_\_\_\_\_
17. Particulars of previous registration, if any : \_\_\_\_\_  
(attach a copy of the Registration Certificate)
18. Exhaust Emission Standards : Euro/Bharat Stage III/IV  
(attach a copy of the initial certificate of \_\_\_\_\_  
compliance with pollution standards, safety \_\_\_\_\_  
Standards of components and road worthiness  
issued by the manufacturer)
19. Details of the insurance policy : Type : Third Party/ Comprehensive  
( attach a copy )  
Value : Rs. \_\_\_\_\_  
Valid up to : \_\_\_\_\_

- 20.\* Colour or colours of body, wings and front end : (i) Front Axle : \_\_\_\_\_  
(ii) Rear Axle : \_\_\_\_\_  
(iii) Any other Axle : \_\_\_\_\_
- 21.\* Number, description and size of tyres : (i) Front Axle : \_\_\_\_\_  
(ii) Rear Axle : \_\_\_\_\_  
(iii) Any other Axle : \_\_\_\_\_
- 22.\* Maximum laden weight : \_\_\_\_\_
- 23.\* Maximum Axle weight : (i) Front Axle : \_\_\_\_\_  
(for heavy motor vehicles only) (ii) Rear Axle : \_\_\_\_\_  
(iii) Any other Axle : \_\_\_\_\_

### Certificate

I hereby declare that this vehicle has not been registered in any other State in India and that no information has been withheld or suppressed.

Place: \_\_\_\_\_

Date :DD/MM/YYYY

\_\_\_\_\_  
*(Signature of the applicant/authorized person )*

\_\_\_\_\_  
*(Name and Designation)*

### Countersignature of the FR

The above particulars are verified.

Place: \_\_\_\_\_

**Seal of  
FR**

Date :DD/MM/YYYY

\_\_\_\_\_  
*( Signature of the Head of FR  
or the Officer authorized to sign for this purpose)*

\_\_\_\_\_  
*(Name and Designation)*

**(For use in the Ministry of External Affairs (Protocol Division)/ Protocol Department of the State Government concerned/ MEA Branch Secretariat)**

Certified that \_\_\_\_\_ *(Name of the Foreign Representation*  
*/Name and designation of the Entitled Member of the Foreign Representation)* is recognised by the Government of India and that it/he/she is entitled to exemption from payment of registration fee. The vehicle whose particulars are given above has been assigned registration number \_\_\_\_\_.

Place: \_\_\_\_\_

**Official seal**

Date :DD/MM/YYYY

\_\_\_\_\_  
*(Signature of the Protocol Officer)*

\*Information at S.Nos. 20, 21, 22 & 23 are to be provided only for a rigid frame heavy motor vehicle of two or more axles.

## Certificate of inspection of the vehicle

Certified that the particulars contained in the application are correct and the vehicle complies with requirements of the Motor Vehicle Act, 1988 and the Rules made there under.

Date : DD/MM/YYYY

\_\_\_\_\_  
(Signature of the Inspecting Authority)

\_\_\_\_\_  
(Name and Designation)

### Office Endorsement

Ref. Number

Office of the \_\_\_\_\_  
\_\_\_\_\_

Dated DD/MM/YYYY

The vehicle \_\_\_\_\_ (Make/Model) bearing Chassis number \_\_\_\_\_ and Engine number \_\_\_\_\_ has been registered in the name of \_\_\_\_\_ under registration number \_\_\_\_\_.

\_\_\_\_\_  
(Signature of the authorized officer)

To,

The Protocol Officer Special  
Ministry of External Affairs,  
Room No. 1099, B Wing,  
Jawaharlal Nehru Bhawan,  
23-D Janpath, New Delhi-110011

***Please note the information in the box  
for completion of Form 19***

*Abbreviations used:*

**FR** for Foreign Representation

**EC** for Customs Duty Exemption Certificate

**PP** for Privileged Person

**MEA** for Ministry of External Affairs

**This Form is to be submitted in quadruplicate (4 identical copies) with the following documents:-**

1. An accompanying Note Verbale of the FR (with the first copy only).
2. A copy of the **Prior Approval** of the Protocol Special Section of MEA/ State Government Protocol/MEA Branch Secretariat for the purchase of the right hand drive vehicle by the FR/ PP.
3. In case of **second hand purchase** from another FR/ PP, a copy of the **sale permission** issued by the Protocol Special Section of MEA/ State Government Protocol/MEA Branch Secretariat to the seller of the vehicle.
4. A Copy of the **Registration Certificate** of the vehicle (in case of a second hand vehicle).
5. Document showing availment of Excise Duty exemption (if availed) or Customs Duty Exemption Certificate (in case of an imported vehicle). (**Reference Serial No.4 of Form19**).
6. A copy of the **Bill of Entry** with endorsement in the name of the current owner (in case of an imported vehicle).
7. A copy of the **Invoice** of the vehicle (not mandatory for old vehicles).
8. A copy of the **Bill of Lading** of an imported vehicle (**Reference Serial No. 3 of Form19**).
9. A copy of **valid insurance policy** of the vehicle.
10. A copy of the **certificate of compliance** with the prescribed Exhaust Emission Control