



**DEALER
PREPAREDNESS**

**Annexure 2
Trade Certificate**



FRIENDLY



Trade Certificate

What is Trade Certificate

A trade certificate allows a dealer to receive exemption from registering the motor vehicle owned by the vehicle owner. A dealer cannot sell a motor vehicle to another purchaser without the vehicle's temporary or permanent registration. Such certificate is issued by the registering authority and is valid only for a period of 12 months from the date it is issued.

What is the procedure to apply for a trade certificate?

Applicant is required to apply for a trade certificate via the Form 16. Next, you will have to pay the charge to the registering authority to issue your trade certificate. The fee is to be paid as per Rule 81 written under the Central Motor Vehicles Act 1989.

What are the documents required for getting Trade Certificate(TC)?

Below mentioned documents are required while applying for TC:

- Form 16 (application for trade certificate)
- Dealership letter from manufacture or any other appointing letter
- The map of your workplace
- Photographs of your workplace
- PAN number of the trade owner
- Any valid address proof (such as Voter ID etc.)
- GST Number of your business/firm
- Documents of your workplace (documents of the place where you run your business or the Rent agreement if your run your business on rent)
- Fire NOC for the workplace
- Photographs of Fire Extinguisher set-up at Workplace
- DD for Application Fee
- Aadhar Card



Form 16

FORM 16

[See Rule 34(1)]

FORM OF APPLICATION FOR GRANT OR RENEWAL OF TRADE CERTIFICATE

To The Registering Authority,

.....

I / We hereby apply for issue of / renewal of a trade certificate(s):

1. Applicant's name:

2. Son / Wife / Daughter of:

3. Applicant's full address (proof to be attached)

4. Whether the applicant is a manufacturer or dealer of automobiles or automobile ancillary or a test agency specified under rule 126 of the said rule in motor vehicles, approved repairer of vehicles, engaged in building bodies to vehicles, engaged in the business of hire purchase / lease / hypothecation of vehicles.:

.....
.....
.....

5. Number of certificates required:

6. Class of motor vehicle(s) in respect of which each certificate(s) is required:

.....

7. Amount of fee paid:

8. If the application is for renewal, indicate the trade certificate No., date of issue and date of expiry in respect of which renewal is applicable :

Declaration

I / We do hereby declare that the trade certificate(s) is / are required by me / us for bona fide trade purpose.

Place.....

Date.....

Signature of the Applicant

*Strike out whichever is inapplicable.

