



CHANGE OF OWNERSHIP REQUIREMENTS

When ownership of a motor vehicle is changed, the registered owner must, within 14 days, inform the Licensing Officer and must deliver the Registration Certificate of the motor vehicle to the new owner. The new owner must, within 14 days, deliver the Registration Certificate to the Licensing Officer to be re-registered in their name with the requirements below

1. **ORIGINAL LETTER OF SALE OR OFFER** (If one of or both parties are an organization, the letter/s must be printed on headed paper and must be signed and stamped)
2. **ORIGINAL REGISTRATION CERTIFICATE (WHITE BOOK)**
3. **PHYSICAL INSPECTION REPORT** (from any RTSA motor vehicle inspection center, for example MIMOSA for Lusaka residents. The application form is issued at K47)
4. **POLICE REPORT FROM THE ANTI-THEFT OF MOTOR VEHICLES DEPARTMENT** (for Lusaka residents, this report may only be obtained from Central Police in Room E13 at K112)
5. **I.D. COPIES OF BOTH SELLER AND BUYER** (Certificate of Incorporation if seller or buyer is an organization)
6. **TAX CLEARANCE CERTIFICATE FROM ZRA** (the Tax Clearance will be issued specifically for the purpose of change of ownership and that will be mentioned on the certificate/letter)
7. **CHANGE OF OWNERSHIP APPLICATION FORM WELL COMPLETED** (this application form must be completed by both buyer and seller. In case of organizations, an official stamp must be endorsed)
8. **ENSURE THAT ROAD TAX IS VALID**
9. **REQUIRED PAYMENT IS K433** (Please note that electronic point of sale machines are available at the RTSA Lumumba Station in case cash payment is not preferred)