

MOTOR VEHICLE AND TRAILER REGISTRATION

1.0 FIRST PERMANENT REGISTRATION REQUIREMENTS

- a. Zambia Revenue Authority Customs Clearance Certificate;
- b. Interpol clearance certificate;
- c. RTSA physical inspection report at a fee of K46.80;
- d. Copy of identity of owner or certificate of incorporation;
- e. Release order;
- f. Customs declaration form CE 20;
- g. Form CNV1 obtained from RTSA;
- h. Form RL3 obtained from RTSA.

Note that there is no fee for first registration

2.0 CHANGE OF MOTOR VEHICLE AND TRAILER PARTICULARS REQUIREMENTS

- i. General affidavit (from any commissioner of oath, for example a lawyer);
- j. RTSA physical inspection report at a fee of K46.80
- k. Police report from the anti-theft of motor vehicles department;
- l. Copy of identity of registered owner or certificate of incorporation;
- m. Original registration certificate (white book);
- n. Form MVR 2 obtained from RTSA;
- o. Fees payable is k 216.90 for new registration certificate and for every change k58.50.

NOTE: If the motor vehicle has an endorsement of absolute owner, proof of consent from absolute owner must be presented

3.0 CHANGE OF OWNERSHIP OF MOTOR VEHICLES AND TRAILERS REQUIREMENTS

- a. Letter of sale;
- b. ZRA tax clearance certificate for change of ownership;
- c. Copy of Identity for both the buyer and the seller -NRC copy or Certificate of registration or incorporation;
- d. Original motor vehicle registration certificate (White book);
- e. RTSA physical inspection report at fee of K46.80;
- f. Police report from anti-theft of motor vehicle department;
- g. General affidavit;
- h. Change of ownership certificate;
- i. Form MVR 1 obtained from RTSA;
- j. Fee payable is K433.80.

NOTE: The motor vehicle must have valid roadworthiness certificate and road tax. Insurance also ceases after change of ownership.

4.0 REQUIREMENTS FOR REPLACEMENT OF REGISTRATION CERTIFICATE

- a. General affidavit (from any commissioner of oath, for example a lawyer);
- b. RTSA physical inspection report at a fee of K46.80;
- c. Police report from the anti-theft of motor vehicle department;
- d. General affidavit;
- e. Copy of identity of registered owner or certificate of incorporation;
- f. Fee payable is K216.90.

Note: If the motor vehicle has an endorsement of absolute owner, proof of consent from absolute owner must be presented.

5.0 ADDITION OF ABSOLUTE OWNER REQUIREMENTS

- a. Original motor vehicle registration certificate;
- b. Copy of identity card or certificate of incorporation of registered owner;
- c. Copy of identity card or certificate of incorporation of new absolute owner;
- d. Letter of consent by current and absolute owner;
- e. Letter of interest by the Bank;
- f. Form MVR2 obtained from RTSA;
- g. Fee per motor vehicle is K433.80

6.0 VANITY (PERSONALISED) REGISTRATION REQUIREMENTS

- a. Registration certificate;
- b. Physical inspection Report at a fee of K46.80;
- c. Zambia Police Anti-Motor Vehicle Theft Clearance Report;
- d. Any other Sworn Affidavit;
- e. Copy of identity of registered owner or certificate of incorporation;
- f. Application form obtained from RTSA;
- g. Payable fee is K8, 333. 40.

7.0 VANITY (PERSONALISED) RETENTION REQUIREMENTS

- a. Registration certificate;
- b. Physical inspection Report at a fee of K46.80;
- c. Zambia Police Anti-Motor Vehicle Theft Clearance Report;
- d. Any other Sworn Affidavit;
- e. Copy of identity of registered owner or certificate of incorporation;
- f. Application form obtained from RTSA;
- g. Payable fee is K216.90.

8.0 DE-REGISTRATION REQUIREMENTS

- a. Registration certificate;
- b. Physical inspection Report at a fee of K46.80;
- c. Interpol clearance certificate
- d. Any other Sworn Affidavit;
- e. Copy of identity of registered owner or certificate of incorporation;
- f. Form MVR2 obtained from RTSA;

- g. Payable fee is K0.00.

9.0 RE-REGISTRATION REQUIREMENTS

- a. Registration certificate;
- b. Physical inspection Report at a fee of K46.80;
- c. Zambia Police Anti-Motor Vehicle Theft Clearance Report;
- d. Any other Sworn Affidavit;
- e. Copy of identity of registered owner or certificate of incorporation;
- f. Form MVR2 obtained from RTSA;
- g. Payable fee is K975.00.