

Top RTO Mahasamund (CG06) Documents Required

Handling vehicle-related formalities can feel overwhelming if you are not aware of the paperwork involved. When it comes to Top [RTO Mahasamund](#) (CG06) Documents Required, having the correct set of documents ensures a smooth and hassle-free experience at the Regional Transport Office. Whether you are registering a new vehicle, applying for a driving licence, transferring ownership, or renewing your RC, documentation plays a crucial role.

The Regional Transport Office Mahasamund, operating under code CG06, regulates vehicle registration, driving licences, permits, and other transport-related services in Mahasamund district of Chhattisgarh. Understanding the document checklist beforehand can save time, prevent rejection, and help you stay legally compliant under the Motor Vehicles Act.



1. Documents Required for New Vehicle Registration at RTO Mahasamund (CG06)

Registering your vehicle is mandatory before driving it on public roads. Below are the essential documents you need:

Mandatory Documents:

- Form 20 (Application for Registration of a Motor Vehicle)
- Sales Certificate (Form 21) issued by the dealer
- Road Worthiness Certificate (Form 22)
- Valid Motor Insurance Policy
- Pollution Under Control (PUC) Certificate
- Address Proof (Aadhaar Card, Voter ID, Passport, Utility Bill, etc.)
- Identity Proof
- Passport-size photographs
- Temporary Registration details (if applicable)
- Invoice of the vehicle
- Road tax payment receipt

For Financed Vehicles:

- Form 34 (Hypothecation Agreement)
- NOC from the financier (if required)

Ensuring your vehicle insurance policy is active is especially important, as registration cannot proceed without valid third-party insurance.

2. Documents Required for Driving Licence (DL) Application

If you are applying for a learner's licence (LL) or permanent driving licence (DL), you must submit the following:

For Learner's Licence:

- Form 2 (Application for Learner's Licence)
- Age Proof (Birth Certificate, PAN Card, Passport)
- Address Proof
- Passport-size photographs
- Medical Certificate (Form 1A for applicants above 40 years or commercial licences)
- Application fee receipt

For Permanent Driving Licence:

- Learner's Licence copy
- Form 4 (Application for Driving Licence)
- Driving test slot confirmation
- Passport-size photographs
- Valid ID and address proof

Make sure all documents are valid and updated. Any mismatch in details can delay the licence approval process.

3. Documents Required for RC Transfer (Ownership Transfer)

Ownership transfer is required when buying or selling a used vehicle.

Required Documents:

- Form 29 (Notice of Transfer of Ownership)
- Form 30 (Application for Transfer of Ownership)
- Original Registration Certificate (RC)
- Valid Insurance Policy
- PUC Certificate
- Address proof of buyer
- Passport-size photographs of buyer
- PAN Card (for high-value transactions)
- Sale affidavit (if required)
- Road tax clearance

If the vehicle is under loan, a No Objection Certificate (NOC) from the financier is mandatory.

4. Documents Required for RC Renewal

RC renewal is mandatory after 15 years for private vehicles.

Required Documents:

- Form 25 (Application for Renewal of RC)
- Original RC
- PUC Certificate
- Valid Insurance Policy
- Vehicle fitness certificate
- Address proof
- Renewal fees payment receipt

The vehicle may be inspected physically before renewal approval.

5. Documents Required for Duplicate RC or DL

In case your Registration Certificate or Driving Licence is lost or damaged:

For Duplicate RC:

- Form 26
- FIR copy (if lost)
- Insurance copy
- PUC Certificate
- Address proof
- Applicable fee

For Duplicate DL:

- Application Form LLD
- FIR copy (if lost)
- Photocopy of old DL (if available)
- Passport-size photographs
- Address proof
- Prescribed fee

Prompt application is advisable to avoid penalties during vehicle checks.

6. Documents Required for Address Change in RC or DL

If you have shifted residence within or outside Mahasamund district, updating your address is essential.

Documents Needed:

- Application form (Form 33 for RC)
- Original RC or DL
- New Address Proof
- Insurance certificate (for RC update)
- PUC certificate
- Fee payment receipt

Failure to update address details may lead to issues during vehicle verification or insurance claims.

7. Documents Required for Vehicle Hypothecation Addition/Termination

If you have taken a vehicle loan or cleared it:

For Hypothecation Addition:

- Form 34
- Loan agreement copy
- Original RC
- Insurance copy

For Hypothecation Termination:

- Form 35
- NOC from financier
- Original RC
- Insurance copy

Timely updating ensures clear ownership status in official records.

8. Documents Required for Commercial Vehicle Permits

For transport and commercial vehicles, additional documents are required:

- Permit application form
- Vehicle RC
- Insurance policy
- Fitness certificate
- Tax payment proof
- Driver's licence
- Pollution certificate

Commercial vehicles undergo stricter compliance checks.

Why Proper Documentation Matters

Incomplete or incorrect documentation can lead to:

- Application rejection
- Repeated visits to the RTO [CG06](#)
- Financial penalties
- Delayed vehicle usage
- Insurance claim complications

Accurate documentation also supports smooth insurance issuance, renewal, and claim processing.

Frequently Asked Questions (FAQs)

Q1. Is insurance mandatory for vehicle registration at RTO Mahasamund (CG06)?

Yes, a valid third-party motor insurance policy is compulsory for vehicle registration.

Q2. Can I apply online for RTO services in Mahasamund?

Yes, several services such as DL application, slot booking, and status tracking can be initiated online, but document verification may require a physical visit.

Q3. What happens if documents are incomplete?

Your application may be rejected or kept on hold until complete documentation is submitted.

Q4. Is PUC certificate compulsory for RC renewal?

Yes, a valid Pollution Under Control certificate is mandatory.

Q5. How long does ownership transfer take?

It generally takes 2–4 weeks, depending on document verification and processing time.

Conclusion

Understanding the Top RTO Mahasamund (CG06) Documents Required helps you complete vehicle and licence-related services efficiently and without unnecessary stress. Whether you are registering a new vehicle, renewing your RC, transferring ownership, or applying for a driving licence, keeping your documents ready ensures faster approvals and legal compliance.

Proper documentation is equally important for maintaining uninterrupted motor insurance coverage. Managing insurance policies alongside vehicle documentation becomes easier with digital platforms like Square Insurance, where you can track, renew, and manage policies conveniently.

Please Note: – Manage your policies easily with [Square Insurance POS Apps](#) on Google Play- online anytime, anywhere.