

Vehicle Transfer Request Form

Non-Financial Asset Management System (NFAMS)

Only the scanned PDF copy of dully filled this form should be uploaded to the NFAMS by the Data Entry Officer of the Transferor in NFAMS (Institution which records the vehicle in the NFAMS) and verified by the Data Verification Officer of the Transferor in NFAMS, to obtain the approval from the Comptroller General's Office:

- a. to transfer the vehicle to another institution and accordingly in NFAMS; and
- b. to initiate the transfer of registered ownership through Department of Motor Traffic.

01. Vehicle No:

02. Transferor in NFAMS (Institution which records the vehicle in the NFAMS)

Name of the Institution:

Name of the Owner (as mentioned in the Certificate of Registration of Motor Vehicle):

I hereby request to grant the approval to transfer the vehicle mentioned in 01 above to the institution mentioned in 03 below, and hence transfer in NFAMS as well as the registered ownership.

Remarks, if any:

.....
Head of the Institution

Date- / /

Official Stamp

03. Transferee

Name of the Institution:

Justification for the Transfer:

I hereby request to grant the approval to transfer the vehicle mentioned in 01 above to this institution and hence in NFAMS. Accordingly, I agree to take necessary actions to get transferred the registered ownership of this vehicle as per the instructions given by the Assets Management Circulars No. 02/2017 and 03/2018 and the Public Finance Circular No. 01/2020 (Part II Section 8).

Remarks, if any:

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Head of the Institution

Date- / /

Official Stamp