



NOTIFICATION

No. SOIV(TAXES)ET&NCD/1(91)2024: In continuation of this Department's Notification of even number dated **14.11.2024**, the following **Guidelines / Standard Operating Procedure (SOP)** are hereby notified for **transfer of vehicles in cases of untraceable seller** (except where the seller's biometric data is not available in the Motor Registration Authority system). These guidelines are issued to facilitate the general public, prevent fraudulent transfers, and ensure effective implementation of **NADRA biometric verification of purchasers** during transfer of ownership of old vehicles in such exceptional circumstances:-

1. Application by Purchaser:

- The applicant/purchaser, who is in possession of the vehicle, shall submit a written application seeking exemption from biometric verification of the seller due to non-availability of the seller, along with the following:-
 - a) Proof of purchase, such as sale agreement or any other supporting documents;
 - b) Publication of notice in **any one leading newspaper** inviting objections, if any, within the prescribed period;
 - c) An **indemnity bond/affidavit**, as per prescribed format, to safeguard the Government against any future claims or litigation.

2. NADRA Biometric Verification (Purchaser):

- The purchaser shall submit a valid **fingerprint/biometric thumb impression verification slip** issued by NADRA, within its validity period of **fifteen (15) days**.

3. Responsibilities of the Motor Registration Authority (MRA):

- The Motor Registration Authority shall ensure the above & following verifications before processing the case:
 - a) Original CNIC and signature of the purchaser (who is in possession of the vehicle).
 - b) Original vehicle file/documents of the concerned vehicle.
 - c) Physical verification of the vehicle, including chassis and engine numbers.
 - d) Capture and record photographs of the purchaser and the vehicle.
 - e) Obtaining an **undertaking from the Motor Dealer License (MDL) holder** in cases processed through an MDL, or from the purchaser where applicable, as per prescribed format.
 - f) Issuance of **two (02)** notices to the recorded owner of the vehicle at the address available in the MRA system.

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g) Recording a clear remarks in the registration record stating:

"Transfer approved due to untraceable seller under SOP dated 19.12.2025".

- h) The concerned staff of the MRA shall submit a final inspection report, duly signed and stamped, to the ETO/DD concerned
- i) After completion of all prescribed requirements, the concerned ETO / Senior ETO / Deputy Director (Admn) shall submit the case for formal written permission of the concerned Director for change of ownership in the record.
- j) In case of any dispute arising in future regarding transfer of the ownership of the vehicle, the Excise, Taxation & Narcotics Control Department shall take appropriate action in accordance with the Motor Vehicle Ordinance, 1965, and other applicable laws, rules, and SOPs.

Muhammad Saleem Rajput-PAS
Secretary to Govt. of Sindh

NO: SOIV(TAXES)/ET&NCD/1(91)/2024

Karachi, dated the 19th December, 2025

A copy is forwarded for information and necessary action to: -

1. The Director General, Excise & Taxation, Sindh Karachi.
2. The Director (Admn/MVR) Excise & Taxation, Karachi.
3. The Director Excise & Taxation (All in Sindh).
4. The Deputy Director (Admn) Motor Registration Wing, Karachi.
5. The Sr.ETO/Deputy Directors, Motor Registration Authority (all).
6. The P.S. to Minister ET&NC Department, Karachi.
7. The P.S. to Secretary ET&NC Department, Karachi.
8. The Excise & Taxation Officers (All).
9. Office order file.



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(AIJAZ AHMED SOOMRO)
SECTION OFFICER-IV (TAXES)
19/12/25

"UNDERTAKING"

(To be submitted by the Motor Dealers License / Applicant)

This Undertaking-cum-Indemnity Bond is executed on this ____ day of _____, **202**, at _____.

I/We/**Motor Dealers License (MDL)** having License No. _____ and office at _____, do hereby solemnly affirm and undertake as under:

1. That Mr./Ms. _____ S/o, D/o, W/o _____, CNIC No. _____, purchaser of vehicle bearing Registration No. _____, Make/Model _____, Chassis No. _____, Engine No. _____ is known to us and is a bona fide purchaser of the said vehicle.
2. That the said vehicle was purchased through lawful means, and to the best of my/our knowledge and belief, the transaction was carried out in good faith.
3. That the previous owner/seller of the above-mentioned vehicle is presently **untraceable**, despite best efforts having been made to contact him/her at the available address and contact details.
4. That I/we am/have verified, to the extent possible, the credentials of the purchaser and the relevant vehicle documents, and no discrepancy, forgery, or suspicious activity has come to my/our notice.
5. That I/we undertake full responsibility to cooperate with the Excise & Taxation Department / Motor Registration Authority in case any objection, dispute, claim, or litigation arises in future regarding the ownership, transfer, or registration of the said vehicle.
6. That in the event of any false statement, concealment of facts, or misrepresentation coming to light at any stage, I/we shall be liable for legal action under the relevant laws, rules, and regulations.

That this undertaking is being furnished in support of the purchaser's request for transfer of the vehicle under the **SOP for transfer due to untraceable seller**, and shall not be treated as a precedent for routine cases.

I/We solemnly affirm that the contents of this undertaking are true and correct to the best of my/our knowledge and belief.

Authorized Signatory

Name: _____

Designation: _____

Motor Dealers License No (in case of MDL process/submit the case): _____

CNIC No.: _____

Signature: _____

Official Stamp: _____

Date: _____

Place: _____

