

## **Addition of Hypothecation**

**Steps to be followed:**

- Visit the URL:

<https://vahan.parivahan.gov.in/vahanservice/vahan/ui/statevalidation/homepage.xhtml>

- Application Submission with Aadhar authentication or Mobile authentication.
- Make Payment.
- Print the Forms and Receipts.
- Upload the Documents.
- Final Submit.

## Procedure to Apply Change Of address:

Step 1: Please visit the URL

<https://vahan.parivahan.gov.in/vahanservice/vahan/ui/statevalidation/homepage.xhtml>

Step 2: Enter Your Vehicle Number and Proceed

VAHAN CITIZEN SERVICES  
Government of India  
MINISTRY OF ROAD TRANSPORT & HIGHWAYS

Choose option to avail Services

Vehicle Registration No. KA52HA0001

REGISTERING AUTHORITY

SELECT STATE

SELECT RTO

Proceed

Shri Nitin Jairam Gadkari  
Honorable Minister for Road Transport & Highways, Minister of Shipping and the Minister of Micro, Small and Medium Enterprises in the Government of India.

Step 3: List of Available Services shown below

VAHAN CITIZEN SERVICES  
TRANSPORT DEPARTMENT, GOVERNMENT OF KARNATAKA, RTO, NELAMANGALA

Home Services Appointment Other Services Download Document Status User Login (For bulk tax payment Only)

ONLINE SERVICES

Pay Your Tax

Apply for Transfer of Ownership, Change of Address, Hypothecation [Addition/Continuation/Termination], Duplicate RC

Apply for Fitness

Pay Balance Fees Fine

Application for No Objection Certificate

Duplicate Fitness Certificate

Renewal of Registration

Conversion Of Vehicle

Re-Assignment Of Vehicle

Alteration Of Vehicle

RC Particulars

RC Cancellation

RC Surrender

RC Release

Mobile number Update

Withdrawal of Application

#### Step 4: Enter last Five digits of Chassis number and click verify details.

The screenshot shows the VAHAN 4.0 Citizen Services web application. The header includes the VAHAN logo, the text "VAHAN CITIZEN SERVICES", and "TRANSPORT DEPARTMENT, GOVERNMENT OF KARNATAKA, RTO, NELAMANGALA". Below the header is a navigation bar with buttons for Home, Services, Appointment, Other Services, Download Document, and Status. A "User Login" button is also present. The main content area displays the "Vehicle Registration No: KA52HA0001". Below this, there is a form titled "Apply for - Transfer of Ownership, Change of Address, Hypothecation [Addition/Continuation/Termination], Duplicate RC". The form has two input fields: "Vehicle Registration No." with the value "KA52HA0001" and "Chassis Number (Last 5 characters)" with the value "CDGER". A "VERIFY DETAILS" button is located at the bottom of the form.

#### Step 5: Authenticate the service Using Aadhaar or mobile OTP:

The screenshot shows the VAHAN 4.0 Citizen Services web application. The header and navigation bar are the same as in the previous step. The main content area displays the "Vehicle Registration No: KA52HA0001". Below this, there is a form titled "Apply for - Transfer of Ownership, Change of Address, Hypothecation [Addition/Continuation/Termination], Duplicate RC". Below the form, there is a large blue icon of a person. Below the icon, the text "AUTHENTICATE YOURSELF" is displayed. At the bottom, there are two buttons: "USING MOBILE OTP" and "USING AADHAAR".

**Step 6: if You are Using Aadhar number authentication, Enter Aadhaar Number and Click get OTP.**

The screenshot shows the VAHAN Citizen Services portal for the Transport Department, Government of Karnataka, RTO, Nelamangala. The vehicle registration number is KA52HA0001. The user has selected 'Aadhaar Number' for authentication. A form is displayed with a text input field for the Aadhaar number, a checkbox for consent, and a 'Get OTP' button. The consent text states that the user agrees to provide their Aadhaar number and OTP for authentication and that the OTP will be used only for this transaction. A note at the bottom states that the OTP is valid for 10 minutes and can be generated/retrieved by sending an SMS to 1947.

VAHAN CITIZEN SERVICES  
TRANSPORT DEPARTMENT, GOVERNMENT OF KARNATAKA, RTO, NELAMANGALA

Home Services Appointment Other Services Download Document Status User Login (For bulk tax payment Only)

Vehicle Registration No: KA52HA0001

☒ Aadhaar Number ☐ Virtual Aadhaar ID

Biometric Aadhaar ☐

Aadhaar Number  
\*\*\*\*\*

☒ 1. I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the RC related Services.  
2. I understand that the OTP I provide for authentication and eKYC shall be used only for authenticating my identity through the Aadhaar Authentication system for that specific transaction and for no other purposes.  
3. I understand that the Transport Department shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

Get OTP

Please note that OTP for entered Aadhaar will be valid for 10 mins. Generate/Retrieve your VID by sending SMS to 1947. For more into visit uidai.gov.in.

Back

**Step 7: OTP will be generated registered Aadhar mobile number and validate OTP.**

The screenshot shows the same VAHAN Citizen Services portal as in Step 6. A modal window titled 'Aadhar OTP' is displayed over the main form. The modal contains a text input field for the mobile OTP, a message asking the user to enter the OTP sent to their registered mobile number, and two buttons: 'Resend mobile otp' and 'Validate OTP'. The background form is dimmed.

VAHAN CITIZEN SERVICES  
TRANSPORT DEPARTMENT, GOVERNMENT OF KARNATAKA, RTO, NELAMANGALA

Home Services Appointment Other Services Download Document Status User Login (For bulk tax payment Only)

Vehicle Registration No: KA52HA0001

☒ Aadhaar Number ☐ Virtual Aadhaar ID

Biometric Aadhaar ☐

Aadhar OTP

Enter Your Mobile OTP  
837170

Please enter OTP send on your Aadhar registered Mobile Number

Resend mobile otp Validate OTP

Get OTP

Please note that OTP for entered Aadhaar will be valid for 10 mins. Generate/Retrieve your VID by sending SMS to 1947. For more into visit uidai.gov.in.

Back

## Step 8: Select the Addition of Hypothecation.

Vehicle Registration No: KA52HA0001

Important !!! Please take NOC by [CLICK HERE](#) , if applying for TO/CA outside state OR if anywhere within state is not allowed as per State Guidelines.

**APPLICATION ENTRY FORM**

☐ Transfer of Ownership ☐ Termination of Hypothecation ☐ Duplicate RC ☐ Change of Address ☒ Addition of Hypothecation ☐ Continuation of Hypothecation

**Disclaimer**

- The selected service is faceless hence you need not required to visit RTO for same. The acceptance of application is subjected to successful scrutiny of uploaded data/documents in accordance with legal provision.
- Application status can be tracked online using Status>>Know Your Application Status.

**HYPOTHECATION ADDITION DETAILS**

**Hypothecation Details**

S.No.	Type	Financer Name	Address:	From Date	Update
No records found.					
<a href="#">+</a>					

\*\*\*Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

## Step 9: Click add (+) symbol and Fill the Hypothecation details and save the details.

Vehicle Registration No: KA52HA0001

Important !!! Please take NOC by [CLICK HERE](#) , if applying for TO/CA outside state OR if anywhere within state is not allowed as per State Guidelines.

**APPLICATION ENTRY FORM**

☐ Transfer of Ownership ☐ Termination of Hypothecation ☐ Duplicate RC ☐ Change of Address ☒ Addition of Hypothecation ☐ Continuation of Hypothecation

**Disclaimer**

- The selected service is faceless hence you need not required to visit RTO for same. The acceptance of application is subjected to successful scrutiny of uploaded data/documents in accordance with legal provision.
- Application status can be tracked online using Status>>Know Your Application Status.

**HYPOTHECATION ADDITION DETAILS**

**Add New Record**

Hypothecation Type:  Financer Name:  From Date (DD-MMM-YYYY):

**Financer Address**

House No. & Street Name:  Village/Town/City:  Landmark/Police Station:

State:  District:  PIN Code:

[Save](#)

[+](#)

\*\*\*Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

## Step 10: Click on save to draft

VAHAN 4-47-3

History

VAHAN 4.0 (Citizen Services)-ND

+

staging.parivahan.gov.in/vahanservice/vahan/ui/eapplication/form\_eApplicationHome.xhtml

Hypothecation Details

S.No.	Type	Financer Name	Address:	From Date	Update
1.	Hypothecation	HDFC	BANGAKLORE , BANGALORE , BANGALOR , Bangalore , Kamataka - 560000	15-Oct-2021	<button>Edit</button>

\*\*\*Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

Insurance Details

Insurance Type  
THIRD PARTY

Insurance from (DD-MMM-YYYY)  
12-Oct-2021

Insurance Company  
ADINATH AUTO FIN

Insurance upto (DD-MMM-YYYY)  
11-Oct-2022

Policy Number  
GFDGDFGDF5594

Insurance Declared Value  
0

Declaration: Insurance details entered by me here are correct.

Fee Panel

S.No.	Description	Due Date	Fee Amount(In Rs)	Fine Amount(In Rs)	Total Amount In Rupee
1.	Hypothecation Addition		500.0	0.0	500.0
GRAND TOTAL (in Rs):			500.0	0.0	500.0

User/Service Charges: 0

☒ Pay Now ☐ Pay at RTO Counter

Total Payable Amount (In Rs): 500.0

Save to Draft

Reset

Owner Vehicle/Tax Details

## Step 11: Application number will be generated

VAHAN 4-47-3

History

VAHAN 4.0 (Citizen Services)-NE

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staging.parivahan.gov.in/vahanservice/vahan/ui/eapplication/form\_eApplicationHome.xhtml

Hypothecation Details

S.No.	Type	Financer Name	Address:	From Date	Update
1.	Hypothecation	HDFC	BANGAKLORE , BANGALORE , BANGALOR , Bangalore , Karnataka - 560000	15-Oct-2021	<button>Edit</button>

\*\*\*Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

Insurance Details

Insurance Type

THIRD PARTY

Insurance Company \*

Policy Number \*

Insurance from (DD-MMM-YYYY) \*

12-Oct-2021

Declaration: Insurance details entered by me here are

Info!!

Application for Hypothecation Addition saved successfully in Draft with application number KA211016V0222638

OK

Fee Panel

S.No.	Description	Due Date	Fee Amount(In Rs)	Fine Amount(In Rs)	Total Amount in Rupee
1.	Hypothecation Addition		500.0	0.0	500.0
GRAND TOTAL (in Rs):			500.0	0.0	500.0

User/Service Charges: 0

☒ Pay Now ☐ Pay at RTO Counter

Total Payable Amount (In Rs): 500.0

Save to Draft Reset

Owner Vehicle/Tax Details

## Step 12: Click on pay now.

VAHAN 4~47~3

History

VAHAN 4.0 (Citizen Services)~ND

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☐ Transfer of Ownership ☐ Termination of Hypothecation ☐ Duplicate RC ☐ Change of Address ☒ Addition of Hypothecation ☐ Continuation of Hypothecation

**Disclaimer**

- The selected service is faceless hence you need not required to visit RTO for same. The acceptance of application is subjected to successful scrutiny of uploaded data/documents in accordance with legal provision.
- Application status can be tracked online using Status>>Know Your Application Status.

**HYPOTHECATION ADDITION DETAILS**

**Hypothecation Details**

S.No.	Type	Financer Name	Address:	From Date	Update
1.	Hypothecation	HDFC	BANGAKLORE , BANGALORE , BANGALOR , Bangalore , Kamataka - 560000	15-Oct-2021	<button>Edit</button>

\*\*\*Note : Transfer of ownership (TO) is used in case of SALE, AUCTION, SUCCESSION

**Insurance Details**

Insurance Type  
THIRD PARTY

Insurance Company \*  
ADINATH AUTO FIN

Policy Number \*  
GFDGDFGDFTS594

Insurance from (DD-MMM-YYYY) \*  
12-Oct-2021

Insurance upto (DD-MMM-YYYY) \*  
11-Oct-2022

Insurance Declared Value \*  
0

Declaration: Insurance details entered by me here are correct.

☒ Pay Now ☐ Pay at RTO Counter

Save to Draft Pay Now Reset

**+Owner Vehicle/Tax Details**



### Step 13: Click on confirmation Detail.

VAHAN 4~47~3

History

VAHAN 4.0 (Citizen Services)~ND

staging.parivahan.gov.in/vahanservice/vahan/ui/eapplication/form\_eApplicatonHome.xhtml

☐ Transfer of Ownership ☐ Termination of Hypothecation ☐ Duplicate RC ☐ Change of Address ☒ Addition of Hypothecation ☐ Continuation of Hypothecation

**Disclaimer**

- The selected service is faceless hence you need not required to visit RTO for same. The acceptance of application is subjected to successful scrutiny of uploaded data/documents in accordance with legal provision.
- Application status can be tracked online using Status>>Know Your Application Status.

**HYPOTHECATION ADDITION DETAILS**

**Hypothecation Details**

**Fees Collection Details**

Kindly ensure that the information entered here is correct. once moved forward, you won't be able to correct it. In case incorrect application is submitted then only provision is there to withdraw the application and submit new application. In this case all the fee submitted for same will be forfeited.

HYPOTHECATION ADDITION DETAILS			
HP type:	Hypothecation	Financer Name:	HDFC
From Date:	15-Oct-2021	Financer Address:	BANGAKLORE , BANGALORE BANGALOR, Karnataka, Bangalore, 560000

☒ I have read the instructions and checked the information carefully.

✓ Confirm Details

✕ Edit Details

Insurance from (DD-MMM-YYYY) *	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *
12-Oct-2021	11-Oct-2022	0

Declaration: Insurance details entered by me here are correct.

☐ Pay Now ☐ Pay at RTO Counter

Save to Draft

Pay Now

Reset

**+Owner Vehicle/Tax Details**

## Step 14: Payment page.

### i) Select Payment gate way.

← → ↻ 🏠 🔒 https://vahan.parivahan.gov.in/vahanpgi/faces/ui/payment.xhtml?xml: 110% 🔍 Search

**e-VAHAN** *MINISTRY OF ROAD TRANSPORT & HIGHWAYS*  
*Government of India*

**PAYMENT GATEWAY**

Payment ID: KA200925V1831034  
Amount: Rs. 437/-  
Select Payment Gateway: KHAJANE

Once payment process is completed, no automatic refund is permissible from this site.  
For manual refund of un-availed service or double payment cases, user can approach respective Transport Department/ RTO.  
☐ I accept terms and conditions.

Continue

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### ii)

← → ↻ 🏠 🔒 https://k2.karnataka.gov.in/wps/portal/Khajane-II/Department/DepartmentGateway 🔍 Search

Home 🏠

ase note that, aggregator service charges may be applicable .

**ಪಾವತಿ ವಿವರಗಳು \ Payment Details**

ಪಾವತಿ ವಿಧ   
Mode of Payment \*

ಎ-ಪಾವತಿ ವಿಧ   
Type of E-Payment \*

Enter CAPTCHA Code

☒ I understand that my transaction does not qualify for any Charge back claims.  
☒ I accept that any chargeback is not automatic & for any chargeback claim the concerned government department shall be approached.

## Step 15 a) After **Successful Payments Print Forms and Receipts**

The screenshot shows a web browser window with the address bar displaying `https://staging.parivahan.gov.in/`. The page title is "VAHAN 4~47~3". The browser's address bar shows the URL `staging.parivahan.gov.in/vahanservice/vahan/ui/eapplication/formFeeRecieptPrintReport.xhtml?response=c4fceac5bfcd8264957b0083cff2051f5...`. The page content includes a "Home" button at the top center. Below it, a light blue box contains three instructions:

1. Kindly upload all the mandatory documents via >> UPLOAD DOCUMENT button which is given below. Kindly ensure that all the documents you uploaded here are correct.
2. Please Print CMV form\_29 and CMV form\_30 and in case of hypothecated vehicle, CMV form\_34 and CMV form\_35 also. Obtain required signatures and eSign CMV form\_30 prior uploading.
3. Click Final Submit after uploading documents. Application will be processed only after this.

Below the instructions, there are three steps listed with corresponding buttons:

- Step-1** Print CMV form\_34 Print Receipt
- Step-2** Upload Document
- Step-3** Final Submit

The page also shows a timestamp "Print on 16-Oct-2021 18:15:34" in the top right corner.

## b) Forms.

VAHAN 4~47~3

History

https://staging.parivahan.gov.in/


Form 34

+

staging.parivahan.gov.in/vahanservice/vahan/ui/eapplication/formFeeRecieptPrintReport.xhtml

Back

Print



FORM 34

(SEE RULE 60)

APPLICATION FOR MAKING AN ENTRY OF AN AGREEMENT OF HIRE PURCHASE/ LEASE/HYPOTHECATION SUBSEQUENT TO REGISTRATION

Application No: KA211016V0222838

(To be made in duplicate and in triplicate where the original Registering Authority is different, the duplicate copy and the triplicate copy with the endorsement of the Registering Authority to be returned to the Financier and Registering Authority simultaneously on making the termination entry in the certificate of the registration and Form 24).

To  
THE REGISTERING AUTHORITY,  
RTO, NELAMANGALA, Karnataka

The motor vehicle bearing Registration Number: **KAS2HA0001** is the subject of an agreement of hire-purchase/hypothecation between **RAJU V** the registered owner/person to be registered as Owner\* and **HDFC 1,HT,HDFC,BANGAKLORE ,BANGALORE,Pincode-560000**.  
(fill the name and full and address of the financial)

We request that an entry of the agreement be made in the Certificate of Registration and the relevant records in your office. My/Our mobile number is **8978897897**.

The Certificate of Registration together with the fee is enclosed.

Date \_\_\_\_\_  
Date \_\_\_\_\_

\*Strike out whichever is inapplicable

Signature or thumb impression of Registered Owner  
Signature of Financier

OFFICE ENDORSEMENT

Ref. No \_\_\_\_\_ Office of the RTO, NELAMANGALA, Karnataka

The entry of the agreement of Hire-Purchase/Lease/Hypothecation as requested above is recorded in this office Registration Record in Form 24 and Certificate of Registration on \_\_\_\_\_ (date).

Date \_\_\_\_\_

Signature of the Registering Authority

To  
THE FINANCIER, HDFC  
THE REGISTERING AUTHORITY.....  
RTO, NELAMANGALA, Karnataka  
(To be sent to both the above parties by registered post acknowledgment due)

Specimen signature or thumb impression of the owner of the Financier are to be obtained in original application for affixing and attestation by the Registering Authority with his Office seal in Forms 23 and 24 in such a manner that the part of Impression of seal or a stamp and attestation shall fall upon each signature:  
Specimen signature of the financier  
1.  
2.

Enclosed Documents:  
1. Original Registration Certificate  
2. Self Attested copy of valid vehicle Insurance certificate  
3. A Letter from Financier for Addition of Hypothecation  
4. Self Attested copy of address proof of the registered vehicle owner  
5. Self Attested copy of valid pollution certificate

## Step 16 a) Click on Upload documents.

The screenshot shows a web browser window with the URL `https://staging.parivahan.gov.in/`. The page has a header with a "Home" button. A light blue box contains three instructions:

1. Kindly upload all the mandatory documents via >> UPLOAD DOCUMENT button which is given below. Kindly ensure that all the documents you uploaded here are correct.
2. Please Print CMV form\_29 and CMV form\_30 and in case of hypothecated vehicle, CMV form\_34 and CMV form\_35 also. Obtain required signatures and eSign CMV form\_30 prior uploading.
3. Click Final Submit after uploading documents. Application will be processed only after this.

Below the instructions, there are three steps with corresponding buttons:

- Step-1**: Print CMV form\_34, Print Receipt
- Step-2**: Upload Document
- Step-3**: Final Submit

b)

The screenshot shows the same web browser window as above, but with a disclaimer modal displayed over the "Upload Document" button. The modal has a red header with the title "Disclaimer". The text inside the modal reads:

I declare that I am registered owner/ license owner and details provided is best of my knowledge. I am aware that providing false information or uploading forged document is an offence under respective legal provision.

I hereby state that I have no objection and providing consent in uploading aadhaar card (hide the aadhaar number before uploading).

I understand that the Transport Department shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar card as one of document.

☒ I agree to terms and conditions

At the bottom of the modal are two buttons: "OK" and "Cancel".

## Step 16: c) Click Upload to every documents.

VAHAN 4-47-3 x History x https://staging.parivahan.gov.in/ x https://staging.parivahan.gov.in/ x +

staging.parivahan.gov.in/vahandocumentsystem/dms/ui/uploadDoc/uploadDocumentxhtml?dmsRequest=wUmjHUIR8BT30gcRKnS6AboYi9dT...

Vahan Citizen Service

### Document Management System

(Vehicle No: KA52HA0001 , Application Number: KA211016V0222638, Purpose Description: [Hypothecation Addition])

#### Upload Documents

\*\*\*\* Size of single file should be upto 200KB.

Sr.No.	Document Type	Document Name	Select File	Upload Document	View Document
1	Form 34	Issued by Bank or Financier with Seal and Sign	+ Choose 24739391-logout-button-or-user-or-member-logout-banner.jpg	Upload	
2	Valid Registration Certificate	Smart Card or Book RC	+ Choose 24739391-logout-button-or-user-or-member-logout-banner.jpg	Upload	
3	Pan Card or Form 60 for LMV only	Mandatory For All LMV	+ Choose		

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## Step 17 : Click final submit.

VAHAN 4-47-3 x History x https://staging.parivahan.gov.in/ x https://staging.parivahan.gov.in/ x +

staging.parivahan.gov.in/vahanservice/vahan/ui/eapplication/formFeeReceiptPrintReportxhtml?src=dms

Print on 16-Oct-2021 18:18:11

Home

1. Kindly upload all the mandatory documents via >> UPLOAD DOCUMENT button which is given below. Kindly ensure that all the documents you uploaded here are correct.

2. Please Print CMV form\_29 and CMV form\_30 and in case of hypothecated vehicle, CMV form\_34 and CMV form\_35 also. Obtain required signatures and eSign CMV form\_30 prior uploading.

3. Click Final Submit after uploading documents. Application will be processed only after this.

Step-1 Print CMV form\_34 Print Receipt

Step-2 Upload Document

Step-3 Final

Uploaded Documents Confirm Message

Application is submitted successfully. No need to visit RTO. Application is under process at RTO where you have applied.

Home