



**OWNERSHIP TRANSFER
REQUEST ONLINE**





INTRODUCTION

The RRA set an online system of transferring ownership of Motor vehicle, as follow

1.

LOG IN

- Enter the RRA website (www.rra.gov.rw)
- Click on **“Pay domestic taxes here”**
- Log in using your **TIN** (as user name) and **your password**

N.B. If you don't have a password

a) You forgot your password

- ✓ Click on **“Get password”**
- ✓ Fill in the correct Telephone number(in Format: 25078...) that you provided at the time of registration (Web registration).
- ✓ You will get your new password on your telephone provided

b) You never had a password (not registered for password)

- ✓ Click on **“ Sign up”**
- ✓ Fill in your **TIN** and your **telephone number** provided at the time of your tin registration (**Tin registration**)
- ✓ You will get your **new password** on your telephone .

2.

OWNER TRANSFER REQUEST

After you have logged in;

- Click on **“Motor vehicle”**
- Click on **“ Ownership transfer”**
- Fill in the **plate Number**
- Click on **“submit”**

After you have logged in;

- Complete the following information :

✓ **Tax Office** (Where you need the transfer to be proceeded)

✓ **Reason type**

✓ **Date of sale**

✓ **Date of transfer**
(Where you need the transfer to be proceeded)

- Upload **required attachments**, which are

For individuals:

- Contract of sale(Notarized)
- Copy of NID for both seller and buyer(Rwandans)*
- Copy of passport if Non Rwandans*
- Copy of all motor vehicle insurances(merged into one pdf)

For companies:

- Contract of sale(Notarised)
- Copy of Registration certificate
- Copy of Board resolution
- Copy of all motor vehicle insurances(merged into one pdf)

✓ **Fill in the Buyer's tin:** You will receive an sms of your OTP

✓ **Fill in The OTP** (Number sent on your mobile number) and **submit**

✓ After submission you will get a **Payment Stub** for the transfer fees and after payment you will get an Sms inviting to go for RRA motor vehicle inspection.

Checking/Inspection:

- For inspection purpose, the motor vehicle is physically checked as usual. Requests addressed to Kigali are inspected at Masoro (Industrial park) RRA Office (RIED)
- If the inspection (checking) is approved you receive an sms asking you to wait for feedback on your transfer request.

3.

APPROVAL OF THE TRANSFER REQUEST

✓ Once your transfer request is approved, you get an approval notification. You are required to go to the RRA tax office of your choice (the one you filled in the transfer request) to pick the new registration card (Yellow card) and the plates numbers

✓ Otherwise, an sms of rejection is sent to you, explaining next requirements.

✓ Requests addressed to Kigali are concluded at Masoro (Industrial park) RRA Office (RIED)





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Rwanda Revenue Authority



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TO SERVE