

WORLD HEALTH ORGANIZATION
Regional Office for South-East Asia

ADMINISTRATIVE SERVICES

Briefing Note for the Import of a Motor Vehicle by a WHO Staff Member

1. Time limit for the import of a motor vehicle by a Staff Member

Staff members, wishing to import a motor vehicle, should submit their requests to Administrative Services Officer (ASO) for the import of a motor vehicle within four months from their date of arrival in India. This rule has been established by the Government of India but does not apply for local vehicle purchase.

2. How to obtain prior permission to buy a local motor vehicle or imported motor vehicle

- (i) Prior permission from the Ministry of External Affairs, Government of India, New Delhi is mandatory to facilitate local and imported motor vehicle purchase by a WHO staff member. To initiate this permission a Staff Member should send a request to ASO to arrange prior approval from the Ministry of External Affairs, Govt. of India, New Delhi. A proforma invoice, EURO IV certificate, and copy of the Government of India identity card of the staff member should be attached to the request. (Copies are sufficient)
- (ii) ASO will, on receipt of such a request, prepare a letter with the above-mentioned documents, requesting the Ministry of External Affairs to grant prior approval for the staff member to import or purchase a local motor vehicle.
- (iii) After receiving prior permission from the Ministry of External Affairs, staff members may proceed with the purchase and payment of their motor vehicle. An imported motor vehicle should be brought into India within three months from the date of the permission letter issued by the Ministry of External Affairs to the staff member. In respect of local motor vehicles, all purchase formalities should be completed within one month from the date of the permission letter issued by the Ministry of External Affairs to the staff member. These time lines are established by the Government of India and failure to adhere to them may result in sanction from the Government of India.
- (iv) Staff Members, who are retiring within 4 years of the purchase of a motor vehicle, and are planning to settle in India, are reminded that taxes may be due to the Government of India, on their vehicle, after their retirement.

3. How to obtain a duty-free exemption certificate from the Ministry of External Affairs

With respect to imported motor vehicles, staff members must provide the Original Bill of Lading, cargo arrival notice, invoice of the motor vehicle and EURO III certificate to the Central Stores (CS) unit so that the necessary duty free exemption certificate may be

obtained and customs formalities cleared. This approval is facilitated by the CS unit simultaneously with the permission to import a motor vehicle.

4. Documents required from the local motor vehicle dealer

In the case of a locally purchased motor vehicle, staff members are advised to obtain a complete file of the original registration papers in respect of their motor vehicle from their dealer. The file must contain the following documents:

- (i) Invoice of the motor vehicle
- (ii) Insurance of the motor vehicle
- (iii) Form 22
- (iv) Form 20
- (v) Form 21
- (vi) Form 17
- (vii) A copy of the manufacturing invoice of the motor vehicle

5. How to obtain a UN registration number for a personal motor vehicle

To obtain a UN registration number, staff members should send a request to the Administrative Services Officer (ASO) with the documents referred to in item 4 above. The Central Stores (CS) unit prepares the request on Form No. 19 from the Ministry of External Affairs. The Ministry of External Affairs, New Delhi, takes 10-15 days to grant permission to use a UN number.

6. How to register a motor vehicle

After obtaining permission from the Ministry of External Affairs, the motor vehicle is taken to the Road Transport Authority by the staff member (accompanied by a CS staff member.) Following inspection and approval of the motor vehicle by the Motor Licensing Officer, the motor vehicle is registered with a UN number. The number is assigned by ASO according to the current availability, the physical number plate is arranged by the staff members themselves.

7. How to sell the motor vehicle

Staff members wishing to sell an imported motor vehicle should send a request to ASO. Permission to sell is required from the Ministry of Foreign Affairs, Government of India before any sale can be completed. The granting of permission usually takes:

Imported Motor vehicle	-	6 to 12 weeks
Local Motor vehicle	-	15 days

Following receipt of permission from the Ministry of Foreign Affairs, a staff member may complete the sale transaction. Staff members are advised to retain copies of the sale permission document. Staff members must deposit their UN Licence plate with the CS unit before handing over the motor vehicle to the new owner. Failure to do so may affect the clearance and payment of terminal emoluments.

8. Replacement of an imported motor vehicle

In accordance with the procedures laid down in the Government of India Protocol Handbook, Staff members can only replace an imported or local motor vehicle after the completion of five years from the import or purchase date of the motor vehicle.

9. Insurance of a motor vehicle

Staff members are reminded of the need to purchase adequate insurance. Third party cover is mandatory in India.

10. Driving Licence

Staff members are reminded that an Indian driving licence is a legal requirement in India. Staff members are invited to contact CS unit for assistance in this regard.