

TRANSFER *GUIDE*

Now that you have agreed a sale price, you can now prepare to transfer the ownership of the vehicle!

As a Buyer, you should now have received the Sellers’ contact information. Once you have familiarised yourself with the transfer process, you should **contact them within the next 48 hours**.

If you are a Seller, you should make sure to check your registered phone and email during this period. As a Seller, you should also familiarise yourself with the transfer process before speaking with the Buyer.

Required Documentation

Before meeting to transfer the ownership of the vehicle, it will help if you ensure you have the following documents

For Sellers

- Original Emirates ID
- Vehicle Registration Card (Mulkiya)
- Proof of Cleared Fines and Liabilities

For Buyers

- Original Emirates ID
- Valid UAE Driving License
- Active Car Insurance Policy
- Passport and Residency Visa Copies

Note: If the car is under a loan, a No Objection Certificate (NOC) from the bank is required.

TRANSFER *PROCESS*

STEP 1



Vehicle Inspection

If the vehicle is **older than three years**, it must pass an **RTA inspection** to verify roadworthiness.

This inspection can be done at any RTA-approved vehicle testing center, such as Tasjeel, Aber or TAMM.

The inspection fee is approximately AED 170.

If the vehicle fails the inspection, necessary repairs **must be completed** before reattempting.

STEP 5



Visit an RTA Center or Authorized Service Provider

Both parties must be present to complete the transfer.

Transfers can be processed at any RTA Customer Happiness Center or approved vehicle registration service centers such as Tasjeel, Aber or TAMM.

Some service centers allow scheduling an appointment online to avoid long wait times.

The seller will need to **provide the vehicle's original registration card (Mulkiya)**.

STEP 2



Clear Outstanding Fines

The seller must **settle all outstanding traffic fines** before proceeding with the transfer.

Fines can be paid via RTA smart kiosks, the Dubai Police website/app, the RTA website, or in person at an RTA service center.

STEP 6



Pay Fees

The buyer is responsible for paying the following fees:

Vehicle Inspection Fee: ~AED 170 (if required)

Transfer Fee: AED 350 for light vehicles

Knowledge & Innovation Fees: AED 20 each

Additional Costs: Any pending fines or loan clearance charges

Payments can be made via credit/debit card or cash at the RTA center.

Some service centers allow scheduling an appointment online to avoid long wait times.

The seller will need to provide the vehicle's original registration card (Mulkiya).

STEP 3



Obtain Insurance

The buyer **must purchase a valid car insurance policy** before transferring ownership.

Insurance can be obtained from any licensed provider in the UAE and should be valid for at least one year.

Buyers are recommended to compare quotes from multiple insurers to get the best rate.

The insurance policy **must be active before visiting the RTA center** for the transfer.

STEP 7



Receive New Registration (Mulkiya)

Once all fees are paid, the buyer will be issued a new registration card (Mulkiya) under their name.

The seller will receive an SMS confirming the transfer, after which they are no longer responsible for the vehicle.

If the vehicle has a Salik tag, the seller should remove it before handing over the car to avoid unnecessary charges.

STEP 4



Prepare a Sale Agreement

While not mandatory, having a written contract (Bill of Sale) is highly recommended.

This agreement should include:

Vehicle details (Make, Model, Year, VIN, Plate Number), Sale price and payment terms, Buyer and seller details (Full Name, Emirates ID, Contact Info), Date and time of transfer, Confirmation that the car is free of liabilities (fines, loans) and Signatures of both parties

The contract serves as proof of the transaction and helps avoid disputes.

STEP 8

Transfer of Funds

Once the vehicle has been transferred from the Seller to the Buyer, the funds can then be sent.

We advise that any transfer is made whilst both parties are at the registration centre.

The Seller may wish to request a proof of transfer from the Buyer before leaving if the money is not immediately credited into their account.

Both parties are also advised to keep a copy of the Sale Agreement should they need to refer to it at any point thereafter.



Costs Involved

Vehicle Inspection Fee: ~AED 170

Transfer Fee: AED 350 for light vehicles

Knowledge & Innovation Fees: AED 20 each

Insurance Costs: Varies based on the vehicle and coverage

Additional Costs: Any outstanding fines or loan clearance fees

Timelines

The process can be completed within a few hours if all documents are in order.

If fines need to be settled or the vehicle requires inspection, expect delays of 1-2 days.

Buyers should ensure insurance is secured in advance to avoid delays at the RTA center.

Do's & Dont's

DO:

- Verify all documents before proceeding.
- Ensure all fines are cleared before the transfer.
- Conduct transactions at official RTA centers.
- Retain copies of all documents for future reference.

DON'T:

- Exchange money before completing the transfer.
- Rely on verbal agreements alone.
- Skip the vehicle inspection process.
- Ignore discrepancies in documentation.

Additional Safety Tips

Meet in Public Places: Always meet in well-lit, public areas or official centers for safety.

Avoid Cash Transactions: Use bank transfers or certified checks for security.

Be Cautious of Scams: Deals that seem too good to be true often are. Always verify the other party's identity.

Check for Loans: Ensure the car is not under a bank loan before completing the transaction.

Remove Personal Items: Sellers should remove personal belongings and reset infotainment systems before handing over the vehicle.

Please note, this document acts as a guide to enable the safe transfer of vehicle ownership and does not constitute legal advice. While we advise on the best course of action to take based on current regulation, government guidelines, and our own research, we advise all customers to do their own research into best practices. Carabia rejects all liability for any issues, disputes, or claims arising from the use of this document or reliance on its contents. By using this guide, you acknowledge that Carabia is not responsible for any errors, omissions, or outcomes resulting from actions taken based on the information provided. We recommend consulting legal or professional advisors if you have any concerns regarding vehicle ownership transfer processes.