***TEMPLATE*** *for Notification Letter for Change of Company/Organization Chop*

*on Vehicle Registration Document*

***Please use the letterhead of your company/organization***

Commissioner for Transport

Licensing Section

*[Date]*

Dear Sir/Madam,

**Change of Company/Organization\* Chop**

**on Vehicle Registration Document (VRD)**

I am writing to inform you that our company/organization\* has changed/will change\* our company/organization\* chop stamped on the VRD with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The reason for such change is that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The new/and the old\*[[1]](#footnote-1) chop(s) is/are\* stamped below for your reference –

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  | |
| New chop | |  | Old chop | |
|  |  | | |
| Signature of Authorized Person: |  | | |
| Full Name (in BLOCK letters): |  | | |
| Post Title: |  | | |
| Name of Company/Organization: |  | | |
| Contact Phone Number: |  | | |
| Date: |  | | |

1. If the old chop has been lost/stolen/damaged, stamping of the old chop on this letter is not required. [↑](#footnote-ref-1)