The National Transport and Safety Authority (NTSA) wishes to inform members of the Public that you can now Transfer your vehicle at your convenience through the Transport Integrated Management Systems (TIMS).

SIMPLE STEPS TO GUIDE IN TRANSFER OF MOTOR VEHICLES

**STEP 1: Register your details in TIMS**
- Open the NTSA web portal using this link [https://tims.ntsa.go.ke/login_csp.jsp](https://tims.ntsa.go.ke/login_csp.jsp).
- Both buyer and seller must register an account to transfer a motor vehicle.
- Click on Register an Account to input your details and follow the process to complete registration. Ensure you click on Subscribe SMS at the top right hand side of your screen to receive a security code and other notifications involved in the transfer of motor vehicle process.
- NB: You can register as an Individual, dealers, financial institution or Company.

**STEP 2: Transfer of a Vehicle**
- After you have registered, use the link [https://tims.ntsa.go.ke/login_csp.jsp](https://tims.ntsa.go.ke/login_csp.jsp) and sign into your account.
- Input the login details depending on the login method indicated using either ID number for individuals and Username or Certificate of incorporation for companies, followed by your password. Then, key in the pop up Security Code sent to your mobile phone via SMS.
- Click on the Sign In button to log into the system.

**ACCEPTANCE/DECLINE OF OWNERSHIP OF VEHICLE BY A BUYER**
- Once the seller clicks on SUBMIT, the buyer will receive an SMS notification, to notify them that a vehicle has been transferred to them and they are required to accept the ownership. To ACCEPT or DECLINE transfer, the buyer logs in to the web portal [https://tims.ntsa.go.ke/login_csp.jsp](https://tims.ntsa.go.ke/login_csp.jsp) and clicks ACCEPT or DECLINE on the transfer.
- Fill in the verification code sent to your mobile phone into the field and click Accept or Decline on the transfer. Once you select Decline, the vehicle reverts back to the seller.
- Once you ACCEPT, you are required to fill out all the relevant information required. Then, click SUBMIT for the application to be forwarded to NTSA for processing and issuance of logbook within seven working days.
- Enquiries can be sent through the free NTSA APP which is available on google play store.

**PLEASE NOTE**
1. Buyer and seller MUST have an account on TIMS
2. Both buyer and seller MUST Subscribe to receive an SMS Code
3. Those with an e-citizen account can use their usernames and passwords to log on to TIMS and to update accordingly.

**Security Verification**
- To access the transfer menu click on the VEHICLE REGISTRATION (1) button then proceed to APPLY FOR TRANSFER OF OWNERSHIP (2).
- Under NEW VEHICLE OWNERS (3), the seller should select Individual/Non Individual/Financier then, enter buyer’s details and the buyer can either be an individual, company or a financial institution. For Individuals enter National ID/Non ID and PIN; and for Company/Financial Institutions enter PIN and click on the ADD button (7). Then go to SECURITY VERIFICATION (8), select Mobile, click send verification code, and then enter the verification code sent to your Mobile Number. Tick on disclaimer displayed (9).
- Fill in the verification code sent to your mobile phone into the field and click Accept or Decline on the transfer. Once you select Decline, the vehicle reverts back to the seller.
- Once you ACCEPT, you are required to fill out all the relevant information required. Then, click SUBMIT for the application to be forwarded to NTSA for processing and issuance of logbook within seven working days.

**Subscribe to receive an SMS**
- Those with an e-citizen account can use their usernames and passwords to log on to TIMS and to update accordingly.

**Processing**
- After you have registered, use the link [https://tims.ntsa.go.ke/login_csp.jsp](https://tims.ntsa.go.ke/login_csp.jsp) and sign into your account.
- Input the login details depending on the login method indicated using either ID number for individuals and Username or Certificate of incorporation for companies, followed by your password. Then, key in the pop up Security Code sent to your mobile phone via SMS.
- Click on the Sign In button to log into the system.

**Acceptance/Decline of Ownership of Vehicle by a Buyer**
- Once the seller clicks on SUBMIT, the buyer will receive an SMS notification, to notify them that a vehicle has been transferred to them and they are required to accept the ownership. To ACCEPT or DECLINE transfer, the buyer logs in to the web portal [https://tims.ntsa.go.ke/login_csp.jsp](https://tims.ntsa.go.ke/login_csp.jsp) and clicks ACCEPT or DECLINE on the transfer. Fill in the verification code sent to your mobile phone into the field and click Accept or Decline on the transfer. Once you select Decline, the vehicle reverts back to the seller.
- Once you ACCEPT, you are required to fill out all the relevant information required. Then, click SUBMIT for the application to be forwarded to NTSA for processing and issuance of logbook within seven working days.
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