

INSTRUCTIONS ON HOW TO SCAN DOCUMENT (FOR EXAMPLE: CAMSCANNER)

1. Download and Install

- Go to **Google Play Store** (Android) or **App Store** (iPhone).
- Search for **CamScanner** and install the app.

CamScanner- scanner, PDF maker

INTSIG PTE
Contains ads

4.8★
4.94M reviews

500M+
Downloads

Rated for 3+
©

Install

Share

Add to wishlist

This app is available for your device

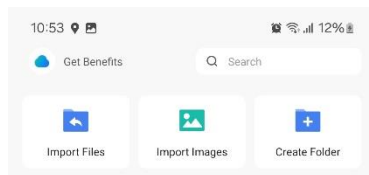


2. Open the App

- You can **sign up or skip** login for basic use.

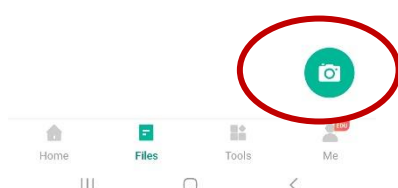
3. Scan a Document

1. Tap the **camera icon** on the main screen.

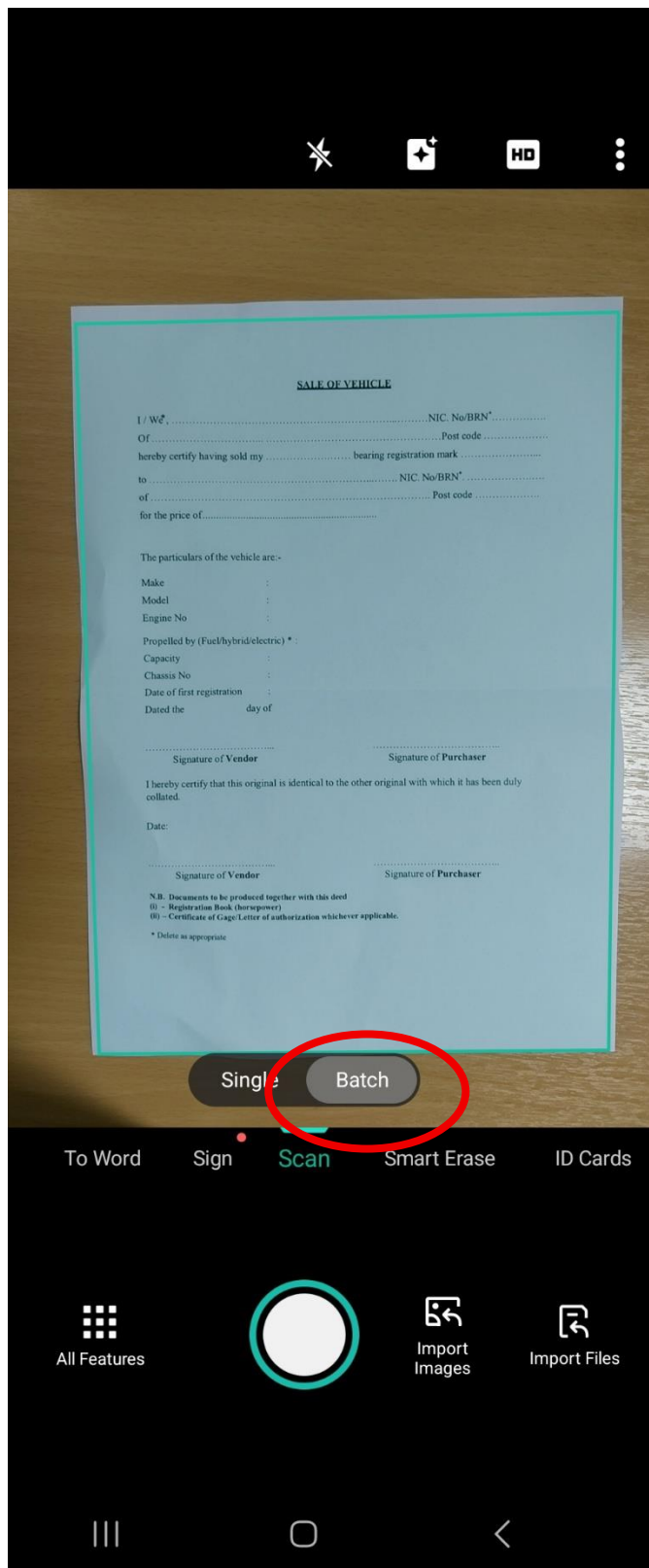


Scan or import for streamlined document management.

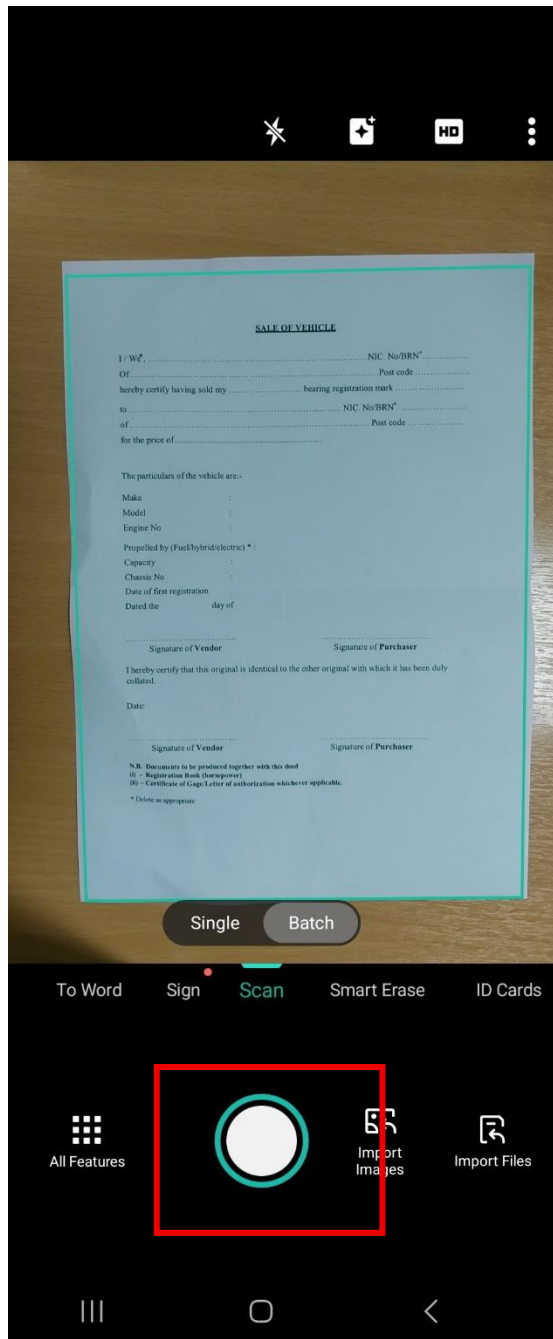
Documents



2. Select **Batch mode** to scan multiple pages in a single pdf.



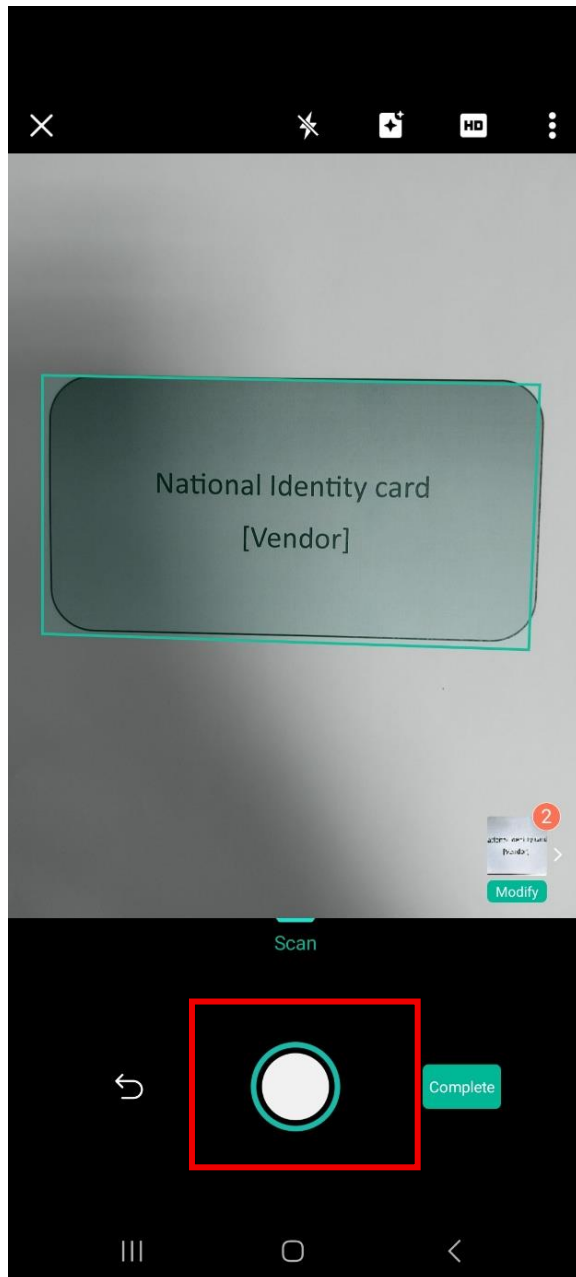
3. Place your **document on a flat, well-lit surface**.
4. Align it properly in the camera frame and ensure it is within the **green** grid as shown below.
5. Tap the **shutter button** to capture **deed of sale**.

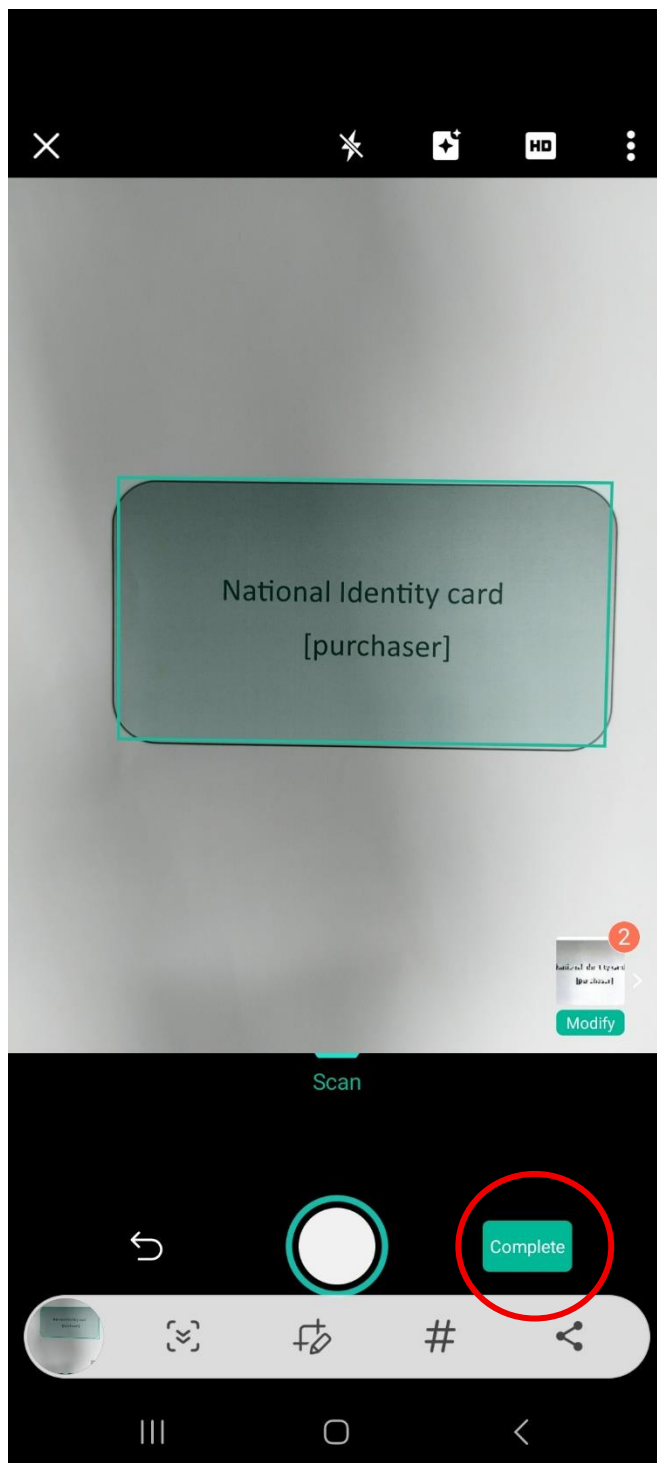


6. Continue to capture **horsepower**



7. Then **National Ids** of **vendor** and **purchaser**

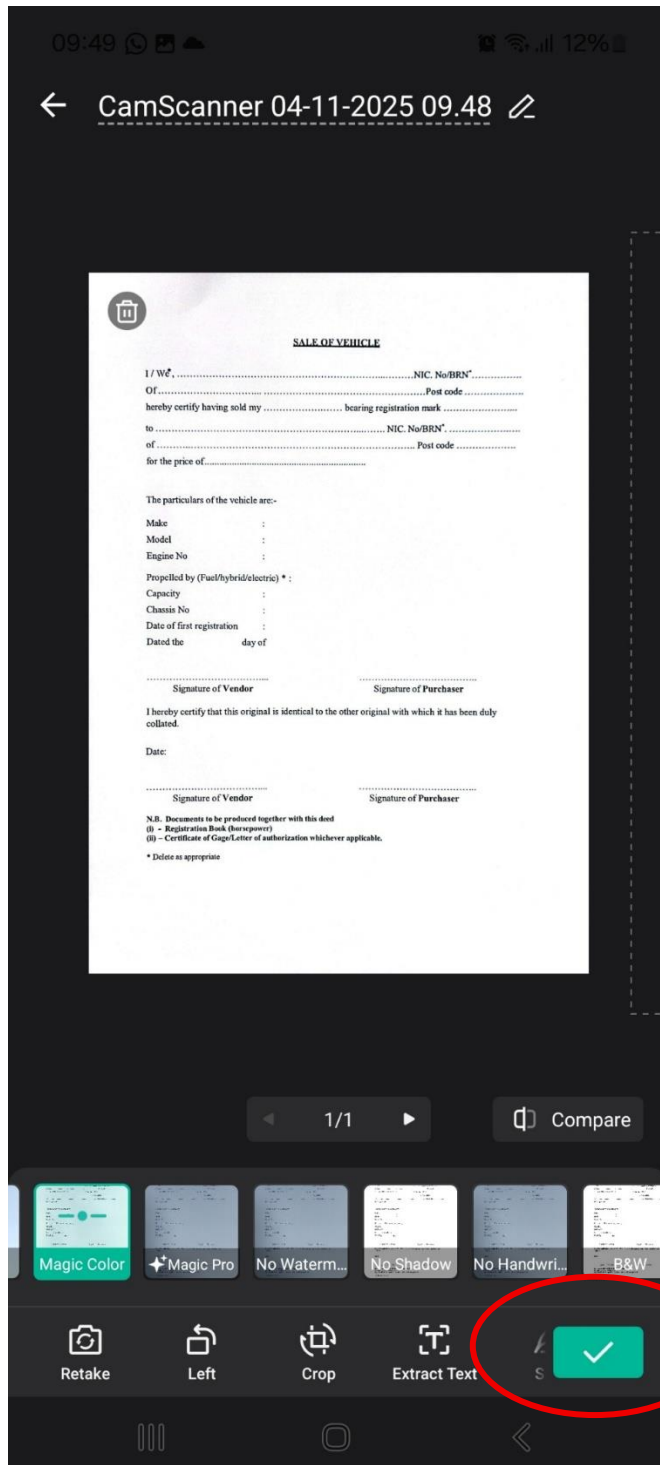




8. Once all documents have been scanned, Click on '**Complete**' as shown above.

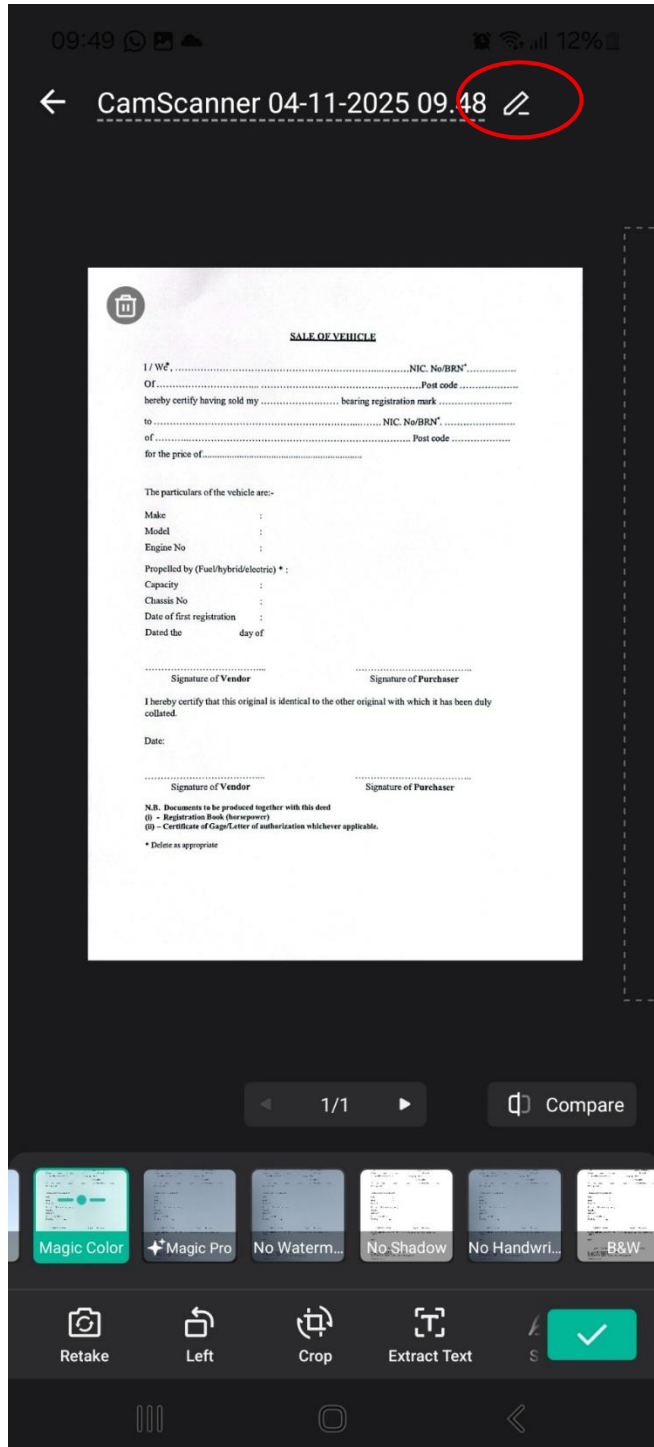
✂ 4. Adjust and Crop

- Verify each page (Adjust if required).
- Then Tap the **green** checkmark ("✓") as shown below.



6. You can **Rename** by clicking on the pen icon:

- Rename the file (e.g., *RegistrationMV_Nov2025*)



7. Save as PDF

13:56 N 19%

19%

← CamScann...2025 13.40 Tags +

1/2

SALE OF VEHICLE

I / We NIC. No/BRN*
Of Post code
hereby certify having sold my bearing registration mark
to NIC. No/BRN*
of Post code
for the price of

The particulars of the vehicle are:-

Make :
Model :
Engine No :

Propelled by (Fuel/hybrid/electric) * :

Capacity :
Chassis No :
Date of first registration :
Dated the day of

Signature of Vendor

Signature of Purchaser

I hereby certify that this original is identical to the other original with which it has been duly collated.

Date:

Signature of Vendor

Signature of Purchaser

N.B. Documents to be produced together with this deed
(i) - Registration Book (horsepower)
(ii) - Certificate of Gage/Letter of authorization whichever applicable.

* Delete as appropriate

Ask AI

HORSEPOWER



Add



Edit



Share

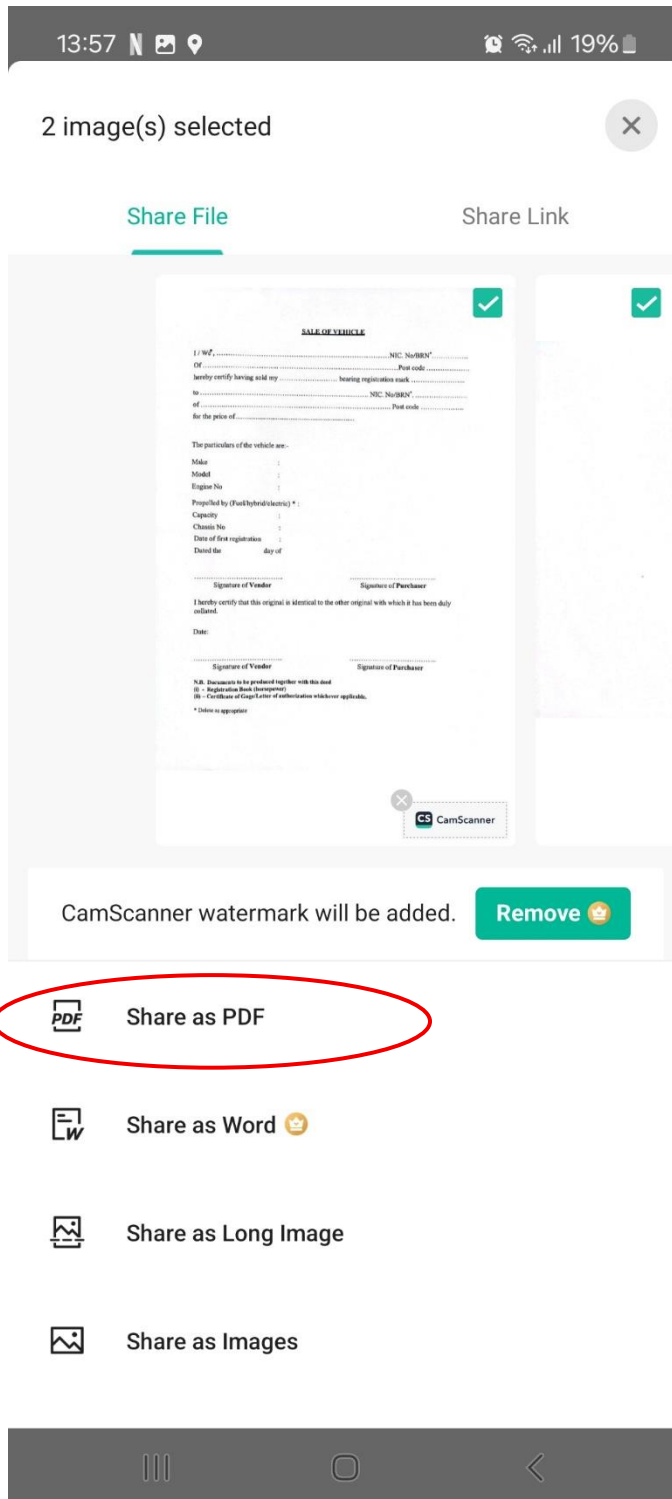


To Word

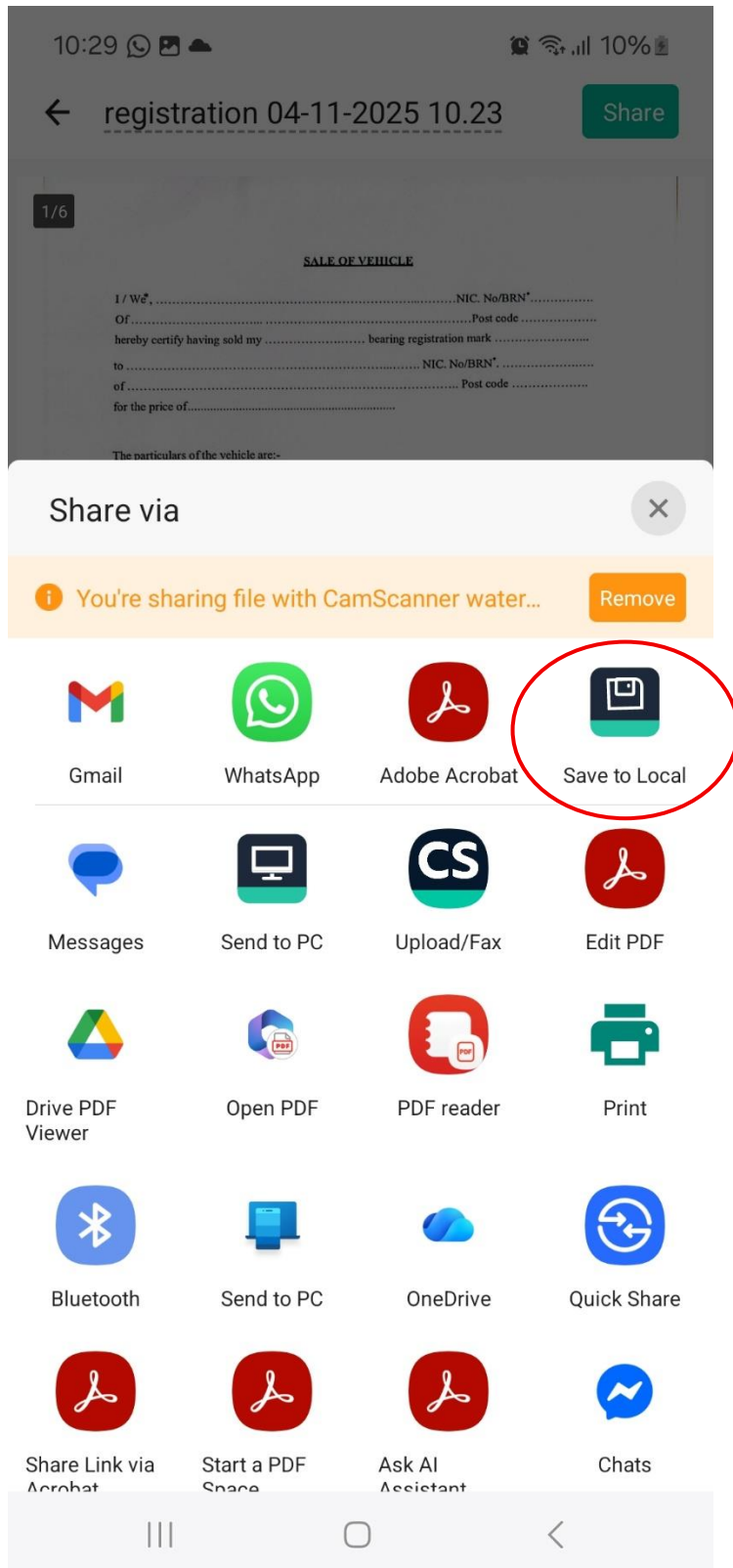


Sign

- Click **Share** → choose:
 - **PDF or JPEG** format



- Select **'Save to local'** to download pdf file



Important information

- Always scan in **good lighting** (no shadows).
- Keep the **camera steady** for clear text.
- **Avoid** unnecessary borders
- Scan as one PDF file in **A4 portrait** format and upload in the following order:
 1. **Deed of sale**
 2. **horsepower,**
 3. **ID of all parties followed by other applicable documents.**