# **Vehicle - New Registration**

## **Transport Category Vehicles**

Users may follow the steps given below for the registration of Transport vehicles.

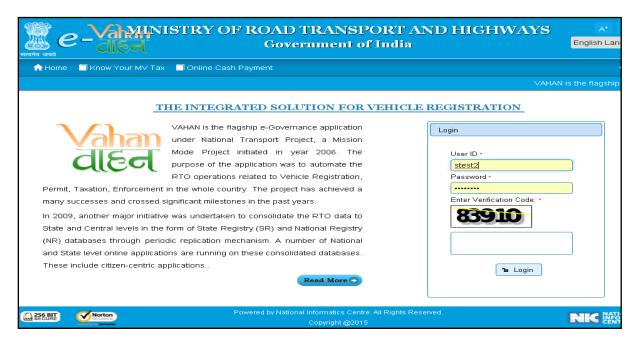
- 1. Application Inward
- 2. Fitness Fee Collection
- 3. Fitness / Inspection Details Entry
- 4. IMV Fees and BMV Taxes collection ( Single Receipt )
- 5. Data Verification
- 6. Data Approval and Allocation of Registration Mark.
- 7. RC Print

#### **Step 1 > Application Inward**

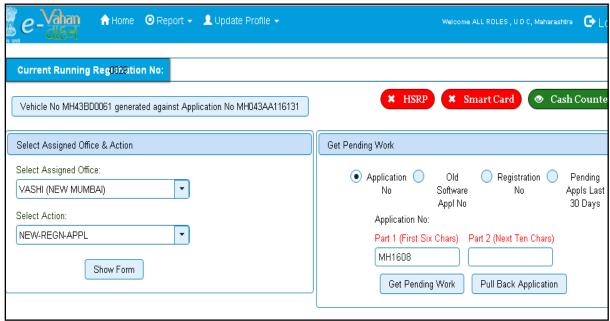
Application Inward is basically data entry of the vehicle and owner details. It can be done using RTO login credentials or by the automobile dealers using Dealer Point Registration module. RTO System administrator can create login credentials for all dealers under his jurisdiction.

In both the cases, vehicle technical information is readily made available from the homologation portal of vehicle manufacturers. Dealer or RTO authority only has to enter owner details, hypothecation details and insurance details.

Application inward is supposed to be done by data entry clerk at RTO and by data entry operator in the dealer's premises and should have privileges of the application inward entry.

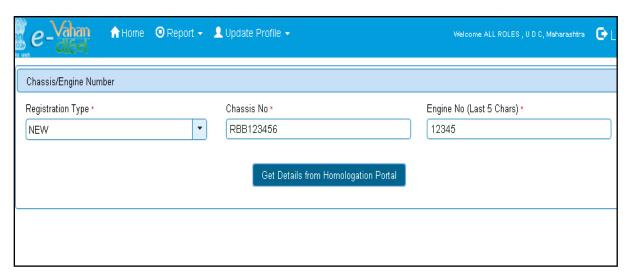


Once you are logged into the system, you need to select assigned office and ACTION to be carried out.



For Application inward, select the menu option **NEW-REGN-APPL** and click on button 'Show Form'

Select 'Registration Type' as NEW from dropdown, and then enter 'Chassis Number' and 'Engine Number' (Last 5 Chars)



After this click on the button 'Get Details from Homologation Portal'. This will take you to a new page, where you have to enter owner details, hypothecation and insurance details.

The form with **Owner Details**, **Vehicle Details** and **Hypothecation/Insurance Information** will be as shown below, please click on respective tab to fill the details.



If vehicle data is not available on Homologation portal, dealer is not allowed to register that motor vehicle. At the same time, in such cases, where vehicle data is not available on homologation portal, same can be registered using RTO login credentials and in this case system will allow entering vehicle technical details.

You can enter all these details as given below. Text with \* (Star) mark is mandatory.

If advance registration number is booked for this vehicle, select as YES and this will ask you to enter advance registration number receipt. Please ensure to enter (attach) this receipt here in order to avoid allocation of wrong (Currently running) registration number.

Form Information is divided in three parts as follows:

Owner Details
Vehicle Details
Hypothecation / Insurance Details.

Please enter owner details as given below. If Current Address of owner is same as that of permanent address then just fill the Current Address and Click on check Box (**Same as Current Address**).

After Filling Owner details, click on Vehicle details tab.

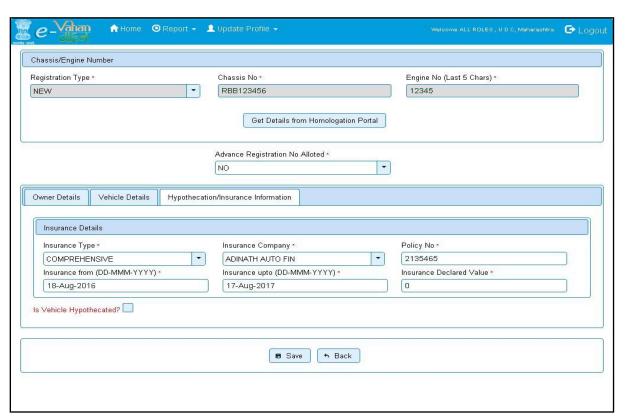
Please enter vehicle details as given below, if required.



After entering Vehicle details, click on Hypothecation/Insurance Information Tab.

Please enter hypothecation details and or insurance details as given below.

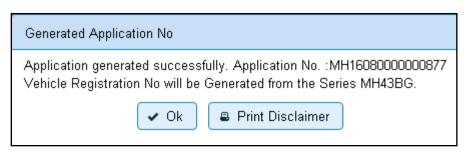
If vehicle is hypothecated, you have to check the box **IS VEHICLE HYPOTHICATED?** After this check, system will allow you to enter hypothecation details, otherwise not.



After filling Hypothecation and Insurance details, click on **SAVE** button, you will receive Confirmation Alert box. Click on **'Yes'**, if really want to save.



After confirmation, system will ask for the confirmation of sale amount, vehicle category, vehicle class and vehicle type as given below.

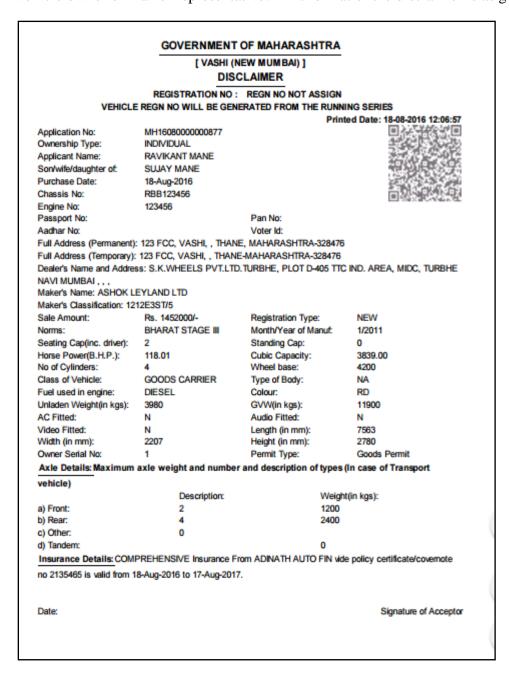


If data entered is correct in all respects then confirm the same to save this application inward entry of newly registering vehicle.

This will also show message of successful application generation and also show you the SERIES from which registration mark will be allotted to this vehicle, at the time of approval.

If Fancy/Choice number receipt is attached to this application, this message will also show you the actual registration mark to be allotted to this vehicle by the system itself.

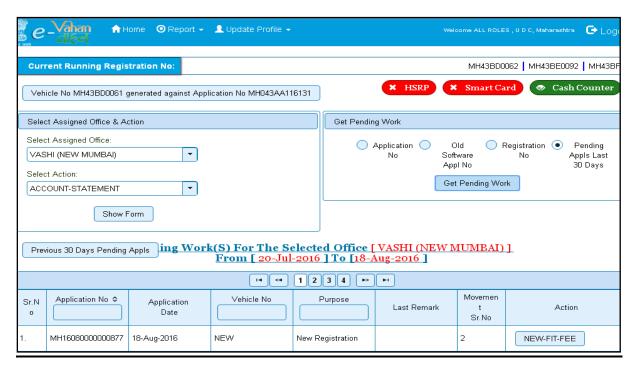
Now click on button **Print Disclaimer** to print entered data. Get the disclaimer signed by the vehicle owner or his/her representative. Print format of the disclaimer is as given below.



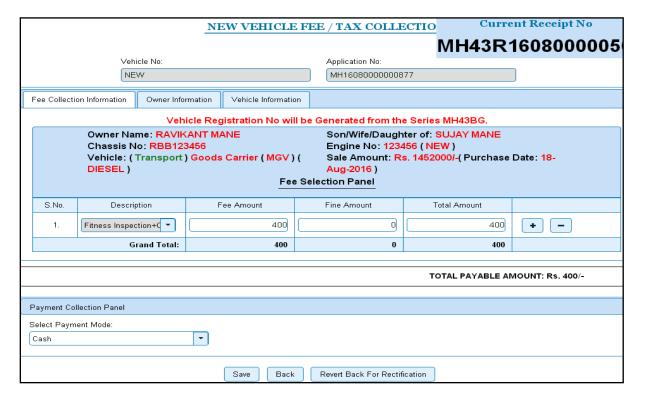
## **Step 2 > Fitness Fee Collection**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting fitness fees payment.

Once you login, enter Last 10 characters of application number or select 'Pending Appls Last 30 Days' radio button and click on 'Get Pending work' Button.



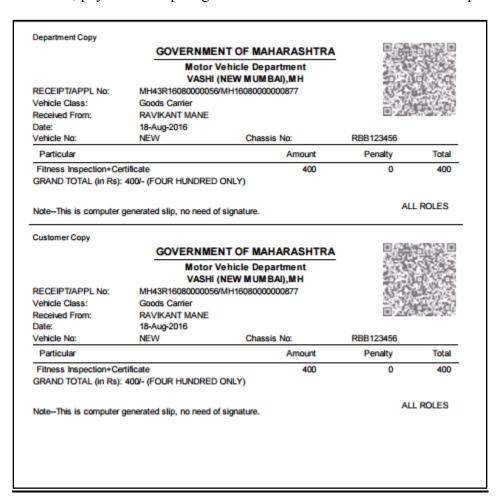
Click on 'NEW-FIT-FEE' button to view the fitness fee form and then click on SAVE button for payment.



The confirmation alert box will be shown as below click on 'Confirm Payment' to confirm the payment.

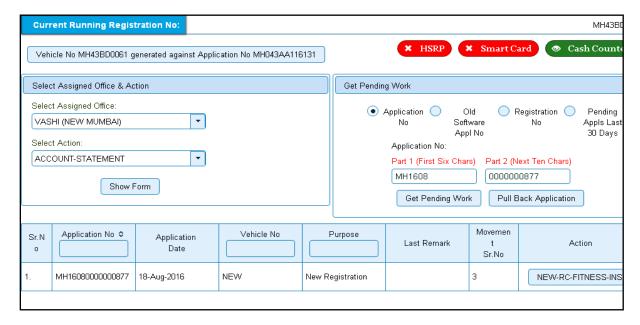


After this, payment receipt is generated as shown below. Print the receipt.

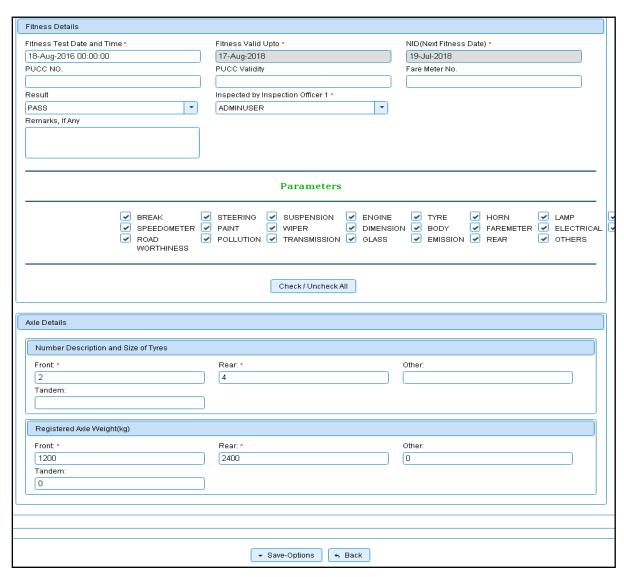


## **Step 3 > Fitness / Inspection Details Entry**

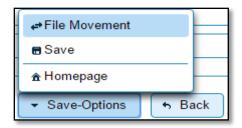
For Fitness/Inspection details entry, login with user having authority to enter vehicles fitness details. Once you login, enter Last 10 characters of application number or select 'Pending Appls Last 30 Days' radio button and then click on 'Get Pending work' Button. Pending applications will be displayed below.



Click on 'NEW-RC-FITNESS-INSPECTION' button for the respective application number to view the fitness/inspection data entry form as shown below. Enter fitness details with test result (PASS / FAIL) and also check all the checkbox's for passing the fitness test.



If all the details are correct and you are satisfied with it then click on the button **SAVE-OPTIONS** button. This will open following window to select any option from the three.

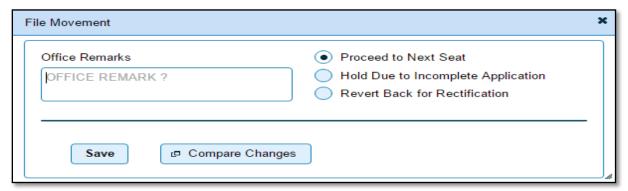


**File Movement**: Clicking on this will open one more window as given below.

- Select **Proceed to Next Seat**, to approve the inspection and to forward the application for payment of fees and taxes.
- Select Hold Due to Incomplete Application, if application is incomplete and
  missing some required documents. This will allow selecting the missing
  documents from the list. This will generate and print <u>disapproval</u> notice to be
  given to the vehicle owner which also contains remark of the inspecting
  authority.
- Select **Revert Back for Rectification** button to send application back to the data entry operator for required <u>corrections</u>.

Click on **SAVE** button to save the application without forwarding to the next seat for payment of fees and taxes.

Click on **Homepage** to navigate to the home page without saving the changes made in the application.



Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.



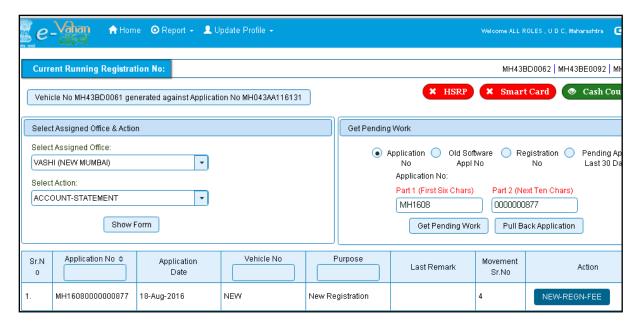
National informatics center

## **Step 4 > IMV Fees and BMV Taxes collection (Single Receipt)**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting payments.

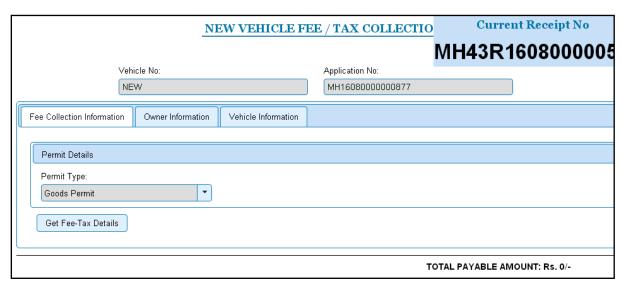
Fees and taxes can also be paid online by the dealers using SBI e-payment gateway integrated with dealers point registration module.

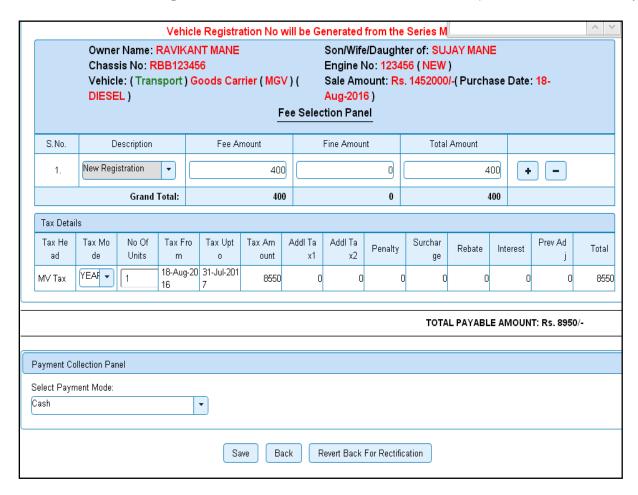
Fees and taxes can also be paid in RTO premises by the cashier. Once login to portal Enter Last 10 characters of application number or select 'Pending Appls Last 30 Days' radio button and click on 'Get Pending Work' Button.



Click on **NEW-REGN-FEE** button against your application no. It will take you to fee and taxpaying page where you need to select tax mode as Life Time.

From the dropdown select **Permit Type** and other details as shown below and click on **Get Fee-Tax Details.** 



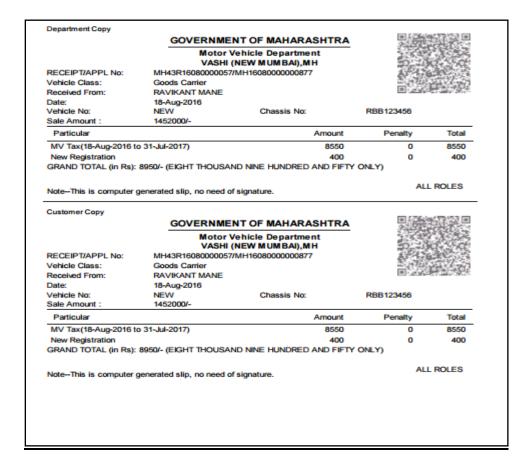


Check for the fees calculated by default and then select 'Tax Mode' as appropriate. On tax mode selection road tax will get calculated along with penalty, rebate and interest if any. Check for the taxes calculated and then click on **SAVE** button, if satisfied.

The alert box for confirmation will be shown, clicks on 'Confirm Payment' to proceed further.



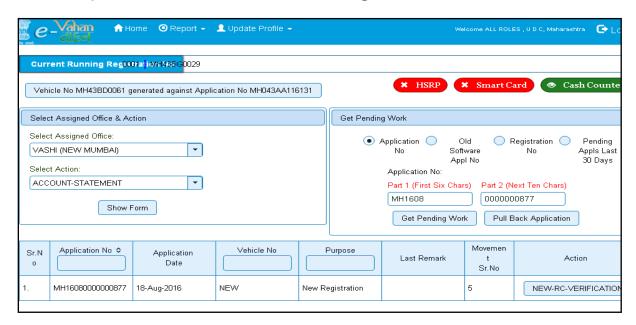
After click on confirm payment, receipt is generated along with QR code as given below and you can **print** the receipt.



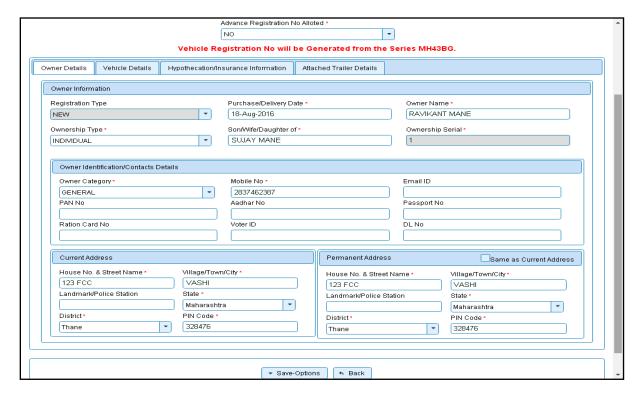
#### **Step 5>Data Verification**

Data entered by the data entry operator in step 1 need to be verified by the RTO authority. User having data verification privileges need to login for data verification. Data entered into the system is expected to cross checked with the records on original papers submitted by the vehicle owner for registering his vehicle.

Once you login, enter Last 10 characters of application number or select 'Pending Appls Last 30 Days' radio button and click on 'Get Pending work' Button.



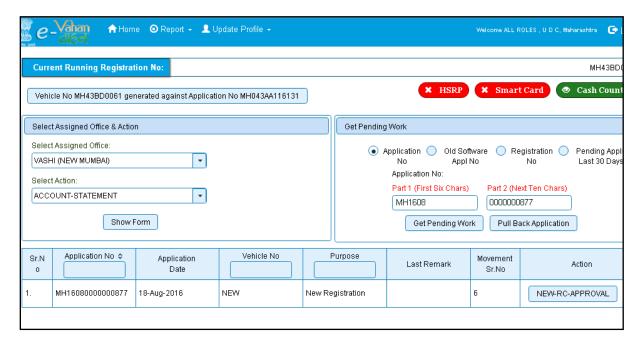
Click on 'NEW-RC-VERIFICATION' button, to verify the desired application. This will display entire application details. Verify these details and click on 'File Movement' button to forward the application for final approval and allocation of new registration number.



## **Step 6> Data Approval**

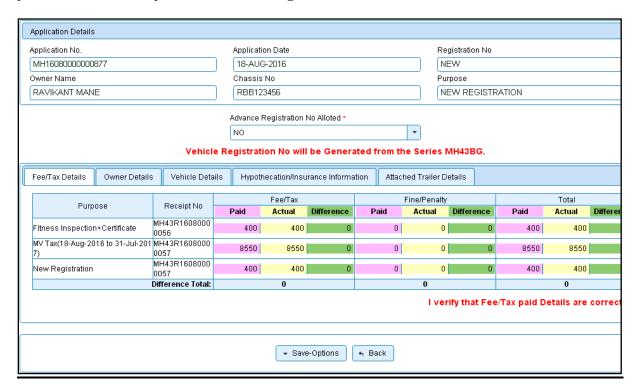
This is the last step of new vehicle registration process. The user having authority to approve the vehicle registration should log into the system.

Once you login, enter last 10 characters of application number or select 'Pending Appls Last 30 Days' radio button and click on 'Get Pending work' Button to get all pending applications for the approval.



Click on 'NEW-RC-APPROVAL' button, to approve the desired application. This will display entire application details. Click on 'File Movement' button for number allocation.

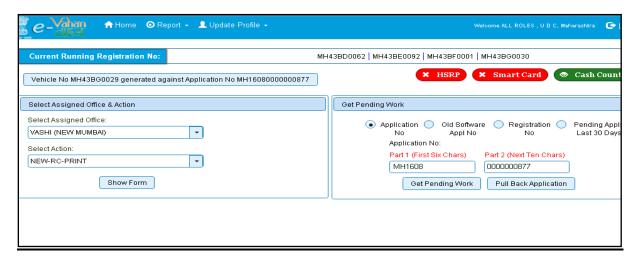
Once all the steps are completed you are redirected to a **homepage** where **at top left corner** you can see currently allotted vehicle registration number.



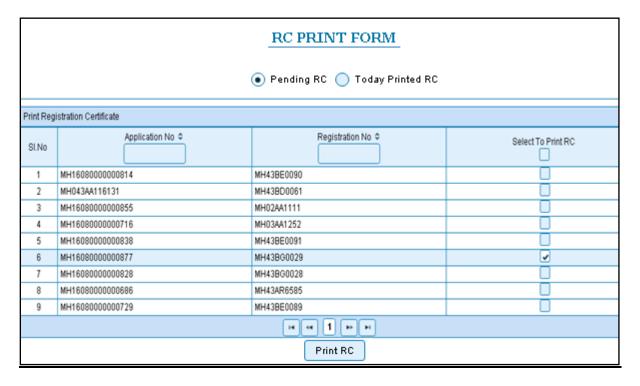
## **Step 7 > RC Print**

After Approval, you can print Registration Certificate (RC) of the newly registered vehicle. For this you need to login with user having duty of RC-PRINTING.

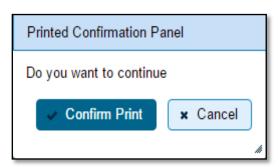
On home page select **Assigned Office** and **Action as NEW-RC-PRINT and** click on **Show Form** button.



This will display, the list of all RC's pending for printing. You can print RC either by entering the application number or Registration Number. Select Check boxes of the applications for which RC is to be printed. You can print multiple RC's at a time by multiple selections.



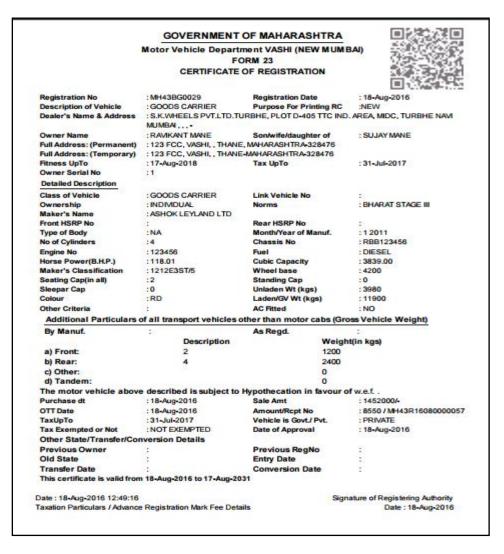
The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for RC printing.



This will generate RC on the screen as shown below, which you can print.

**Pending RC** radio button will show you all RC's pending for printing. **Today Printed RC** radio button will show you list of RC's printed today.

You can print multiple copies of RC's on the same day. But you can't take re-print of the RC on next day, once it is printed today.



Registration of Transport Vehicle is completed successfully.

## **Vehicle - New Registration – RTO Side**

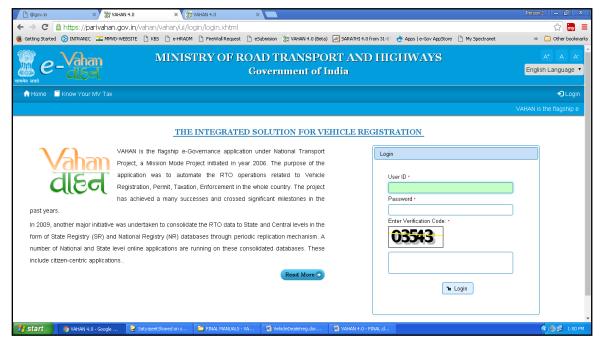
## **Non-Transport Vehicles**

These services are available on <a href="https://parivahan.gov.in">https://parivahan.gov.in</a> . For availing these services, RTO staff is supposed to contact office head to get user credentials of this Portal. RTO System administrator will create login credentials for all employees and give them necessary duties.

On Top Right corner you will find LOGIN option. Expand this and click on VAHAN LOGIN.



You will find LOGIN screen as given below. Login here with your own credentials as received from VAHAN administrator.



After successful login, RTO staff may follow the steps given below for the registration of Non-Transport and Special Purpose category vehicles.

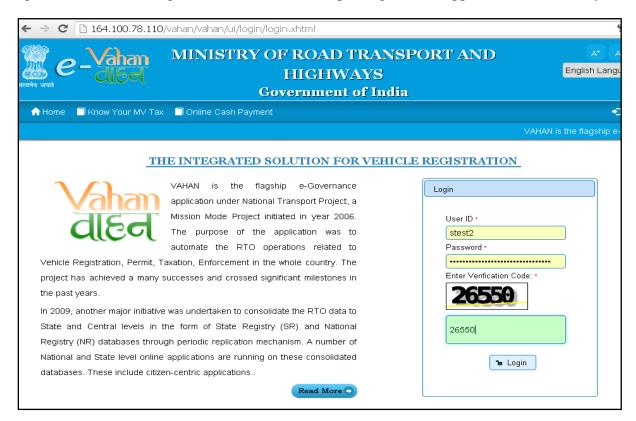
- 1. Application Inward
- 2. Fitness / Inspection Entry
- 3. Collection of IMV Fees and BMV Taxes (Single Receipt)
- 4. Data Verification
- 5. Approval and Allocation of Registration Mark.
- 6. RC Print

#### **Step 1 > Application Inward**

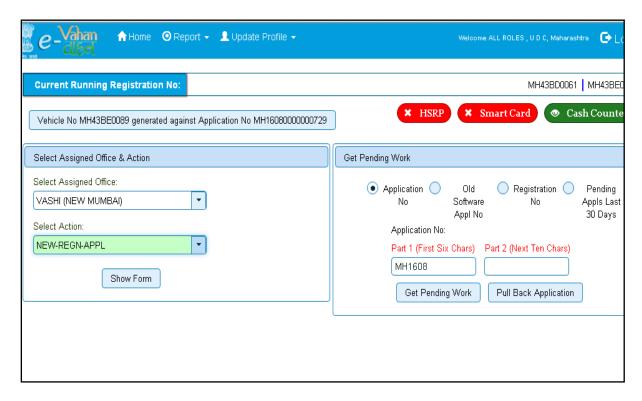
Application Inward is basically data entry of the vehicle and owner details. It can be done using RTO login credentials or by the automobile dealers using Dealer Point Registration module. RTO System administrator can create login credentials for all dealers under his jurisdiction.

In both the cases, vehicle technical information is readily made available from the homologation portal of vehicle manufacturers. Dealer or RTO authority only has to enter owner details, hypothecation details and insurance details.

Application inward is supposed to be done by data entry clerk at RTO and by data entry operator in the dealer's premises and should have privileges of the application inward entry.

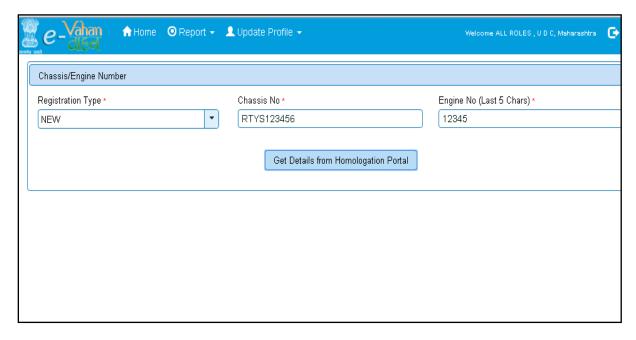


Once you are logged into the system, you need to select assigned office and ACTION to be carried out as given below.



For Application inward, select the menu option **NEW-REGN-APPL** and click on button 'Show Form'

On this form you need to select registration type as **NEW**, enter Chassis **no** and **last 5 characters of engine number** as given below.



After this click on the button 'Get Details from Homologation Portal'. This will take you to a new page, where you have to enter owner details, hypothecation and insurance details.

If vehicle data is not available on Homologation portal, dealer is not allowed to register that motor vehicle. At the same time, in such cases, where vehicle data is not available on

homologation portal, same can be registered using RTO login credentials and in this case system will allow to enter vehicle technical details.

You can enter all these details as given below. Text with \* (Star) mark is mandatory.

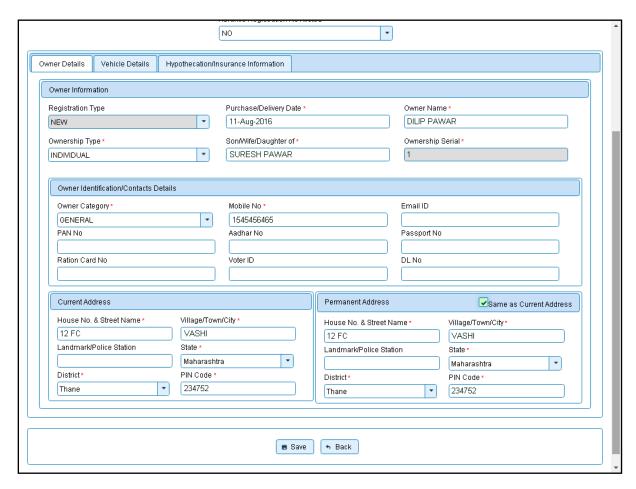
If advance registration number is booked for this vehicle, select as YES and this will ask you to enter advance registration number receipt. Please ensure to enter details of this receipt here, in order to avoid allocation of wrong (Currently running) registration number.



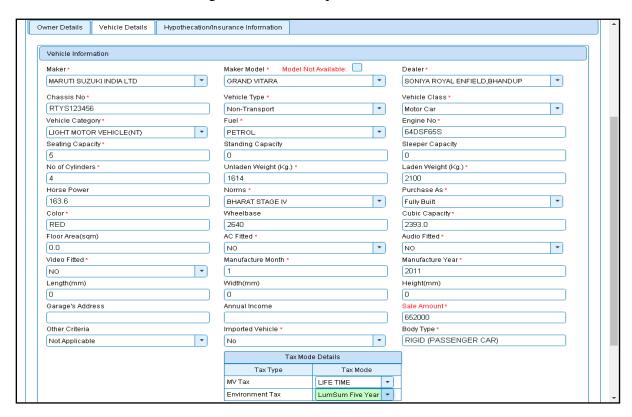
Form Information below is divided in three parts.

- 1. Owner Details
- 2. Vehicle Details
- 3. Hypothecation / Insurance Details.

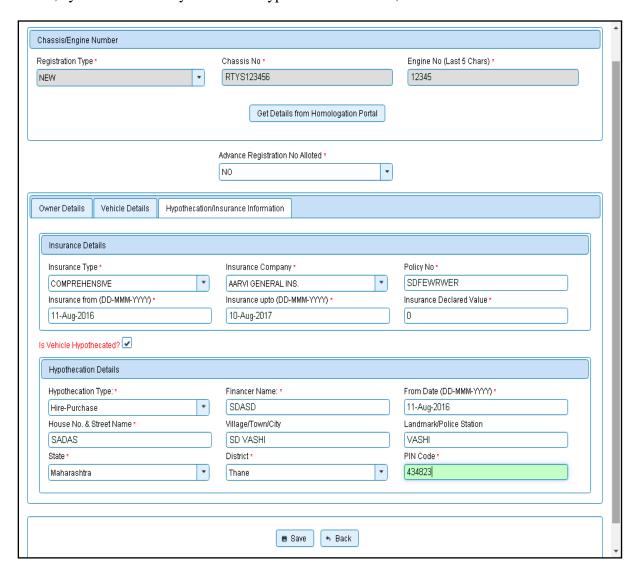
Please enter owner details as given below.



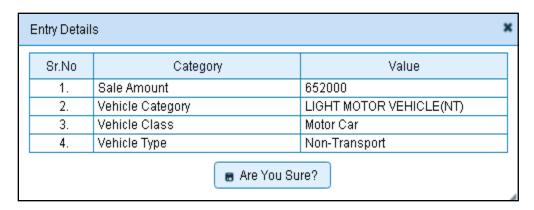
Please enter vehicle details as given below, if required.



Please enter hypothecation details and or insurance details as given below. If vehicle is hypothecated, you have to check the box **IS VEHICLE HYPOTHICATED?** After this check, system will allow you to enter hypothecation details, otherwise not.



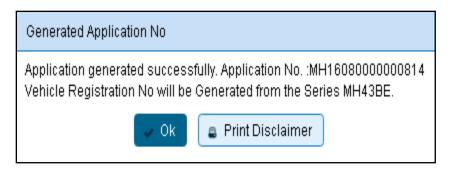
Click on **SAVE** button to save this application of new registration. System will ask for the confirmation of sale amount, vehicle category, and vehicle class and vehicle type as given below.



If data entered is correct in all respect then confirm the same to save this application inward entry of newly registering vehicle.

This will also show message of successful application generation and also show you the **NUMBER SERIES** from which registration mark will be allotted to this vehicle, at the time of approval.

If Fancy/Choice number receipt is attached to this application, this message will also show you the actual registration mark to be allotted to this vehicle by the system itself.



Now click on button **Print Disclaimer** to print entered data. Get the disclaimer signed by the vehicle owner or his/her representative. Print format of the disclaimer is as given below.

Printed Date: 11-08-2016 15:15:19

#### **GOVERNMENT OF MAHARASHTRA**

#### [ VASHI (NEW MUMBAI) ] DISCLAIMER

REGISTRATION NO: REGN NO NOT ASSIGN
VEHICLE REGN NO WILL BE GENERATED FROM THE RUNNING SERIES

Application No: MH16080000000814
Ownership Type: INDIVIDUAL
Applicant Name: DILIP PAWAR
Son/wife/daughter of: SURESH PAWAR
Purchase Date: 11-Aug-2016
Chassis No: RTYS123456
Engine No: 64DSF65S

Passport No: Pan No: Voter Id:

Full Address (Permanent): 12 FC, VASHI, , THANE, MAHARASHTRA-234752 Full Address (Temporary): 12 FC, VASHI, , THANE-MAHARASHTRA-234752

Dealer's Name and Address: SONIYA ROYAL ENFIELD, BHANDUP, SHOP NO.5, NEAR PANCHYATI GURUD,

MILTON SHOWROOM,L.B.S.MARG,BHA, , , Maker's Name: MARUTI SUZUKI INDIA LTD Maker's Classification: GRAND VITARA

Sale Amount: Rs. 652000/-Registration Type: NEW Norms: BHARAT STAGE IV Month/Year of Manuf: 1/2011 Seating Cap(inc. driver): 5 Standing Cap: 0 2393.00 Horse Power(B.H.P.): 163.60 Cubic Capacity: No of Cylinders: Wheel base: 2640

Class of Vehicle: MOTOR CAR Type of Body: RIGID (PASSENGER CAR)

Fuel used in engine: PETROL Colour: Unladen Weight(in kgs): 1614 GVW(in kgs): 2100 AC Fitted: Ν Audio Fitted: Ν Ν Video Fitted: Length (in mm): Height (in mm): Width (in mm): 0 0

Kit Manufacturer: Kit Type:
Kit Serial No: Workshop Name:
Hydro Validity: Installation Date:
Approval Date: Cylinder Serial No:
Approval Letter No: Owner Serial No:

Hypothecation Details: SDASD, SADAS, SD VASHI, VASHI, 517, Thane, MH, Maharashtra, 434823

Insurance Details: COMPREHENSIVE Insurance From AARVI GENERAL INS. vide policy certificate/covernote no SDFEWRWER is valid from 11-Aug-2016 to 10-Aug-2017.

#### Taxation / Fees Particulars:

Sr.No	Description	Amount	Fine	Total
1	New Registration	200	0	200
2	Hypothecation Addition	100	0	100
3	Inspection of Dealer Regn	200	0	200
4	Postal Fee	50	0	50
5	MV Tax	58680	0	58680

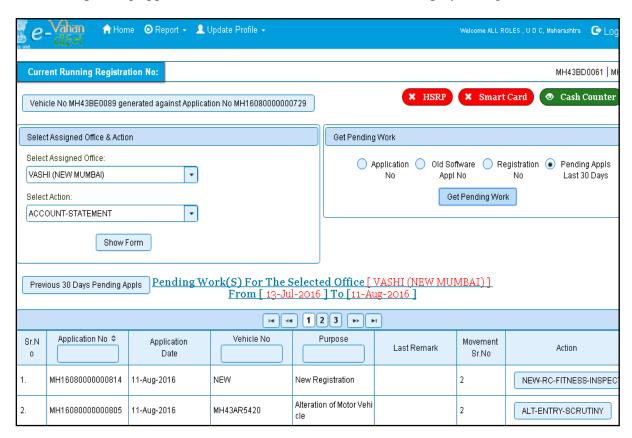
## **Step 2 > Fitness / Inspection Entry**

The user having authority to do inspection entries need to log into the system and it has to be carried out the inspector himself/herself who has actually inspected the vehicle.

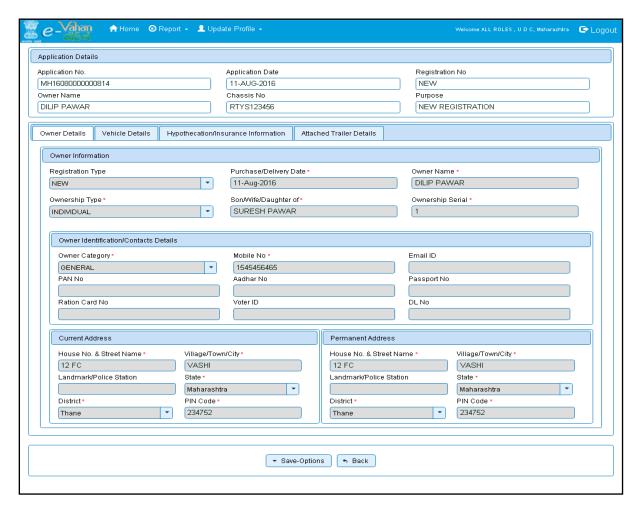


Now check radio button 'Pending Appls Last 30 Days' and click on the button 'Get Pending Work', to get list of all pending applications for inspection.

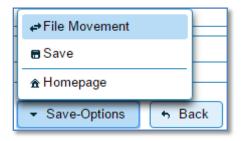
The list of pending applications for the selected office will be displayed as given below.



Choose the application and click on the button **NEW-RC-FITNES-INSPECTION.** This will take you to a page where all the details of vehicle owner, hypothecation, insurance etc are displayed. Please check all details for its correctness.

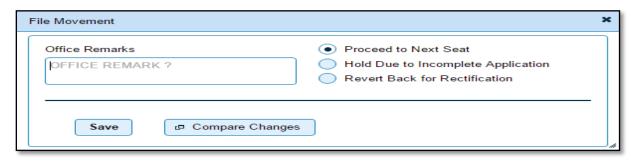


If all the details are correct and you are satisfied with it then click on the button **SAVE-OPTIONS**. This will open following window to select any option from the three.

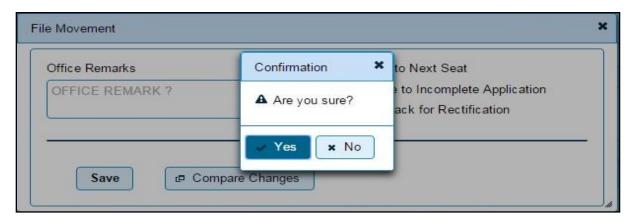


- 1. **File Movement**: Clicking on this will open one more window as given below.
  - a. Select **Proceed to Next Seat**, to approve the inspection and to forward the application for payment of fees and taxes.
  - b. Select **Hold Due to Incomplete Application**, if application is incomplete and missing some required documents. This will allow selecting the missing documents from the list. This will generate and print <u>disapproval</u> notice to be given to the vehicle owner which also contains remark of the inspecting authority.
  - c. Select **Revert Back for Rectification** button to send application back to the data entry operator for required <u>corrections</u>.
- 2. Click on **SAVE** button to save the application without forwarding to the next seat for payment of fees and taxes.

3. Click on **Homepage** to navigate to the home page without saving the changes made in the application.

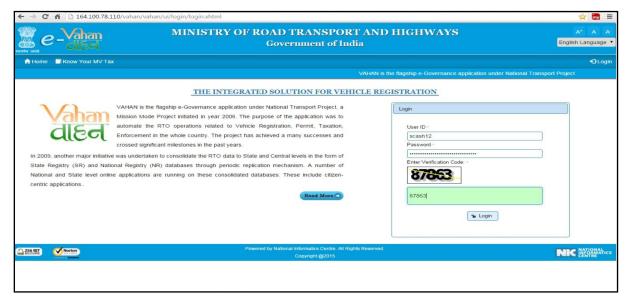


Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.



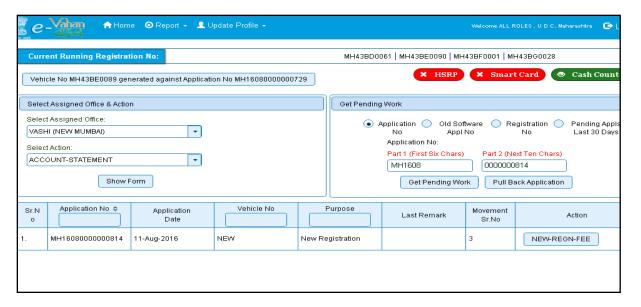
### **Step 3 > Collection of IMV Fees and BMV Taxes**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting payments. Fees and taxes can also be paid online by the dealers using SBIePay payment gateway integrated with dealers point registration module. Fees and taxes can also be paid in RTO premises by the cashier.



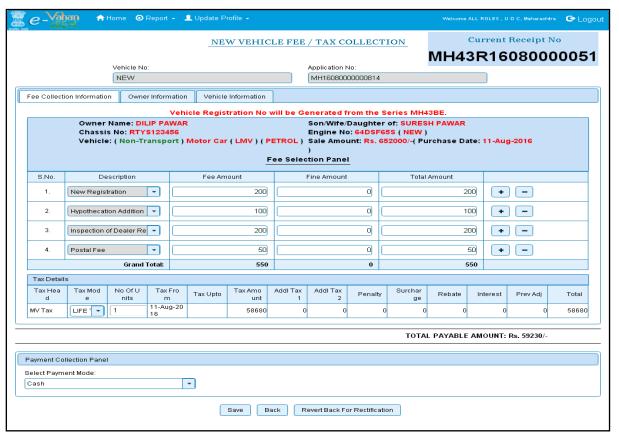
Now check radio button **Pending Appls Last 30 Days** and click on the button **Get pending work**, to get list of all pending applications for new registration fee.

The list of pending applications for the selected office will be displayed as given below.



Choose the application and click on the button **NEW-REGN-FEE**. This will take you to fee and tax payment page where you need to select tax mode as Life Time.

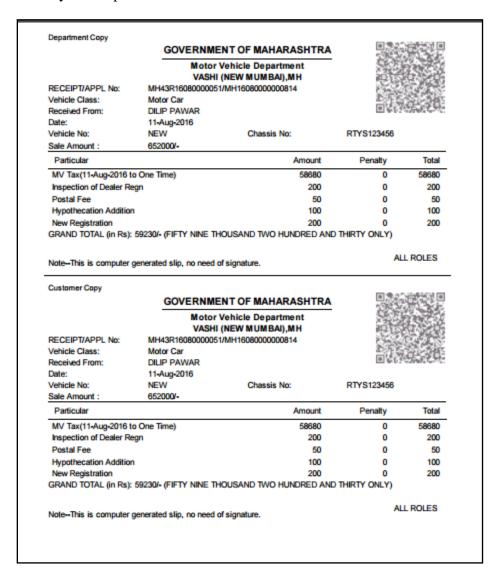
Check for the fees calculated by default and then select 'Tax Mode' as appropriate. On tax mode selection road tax will get calculated along with penalty, rebate and interest if any.



Check for the taxes calculated and then click on **SAVE** button, if satisfied, which will ask you to confirm your payment.



Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print.



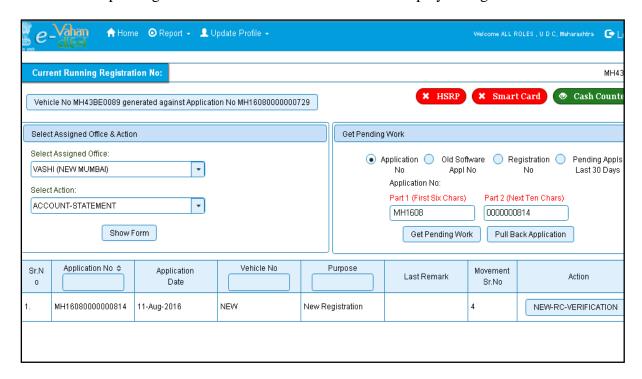
## **Step 4 > Data Verification**

Data entered by the data entry operator in step 1 need to be verified by the RTO authority. User having data verification privileges need to login for data verification. Data entered into the system is expected to cross checked with the records on original papers submitted by the vehicle owner for registering his vehicle.



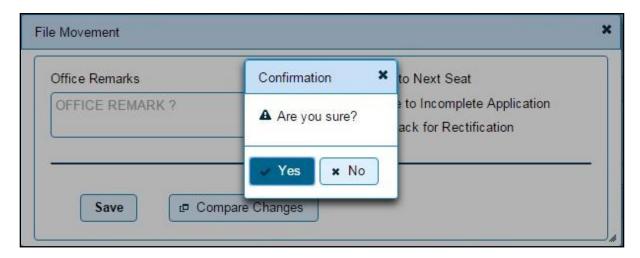
Now check radio button **Pending Appls Last 30 Days** and click on the button **Get pending work**, to get list of all pending applications for new registration verification.

All the list of pending works for the selected office will be displayed as given below.



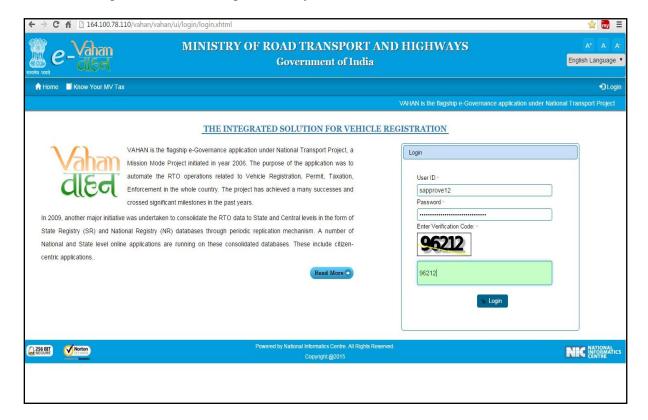
Click on the button **NEW-RC-VERIFICATION** for the desired RC application. This will take you to a page where all the details of vehicle owner, hypothecation, insurance etc are displayed. Please verify all details for its correctness.

If all the details are correct and you are satisfied with it then click on 'File Movement' button as explained earlier.



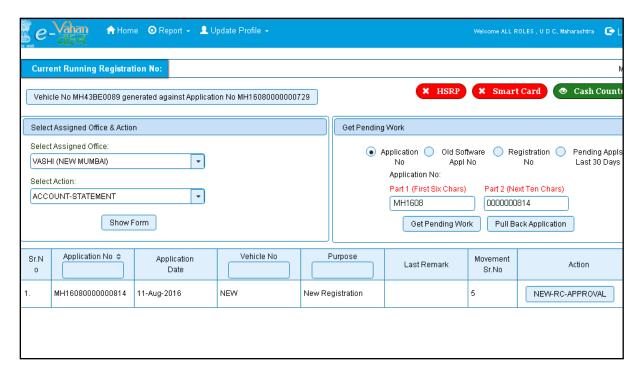
## **Step 5 > Approval and Allocation of Registration Mark.**

This is the last step of new vehicle registration process. The user having authority to approve the vehicle registration should log into the system.



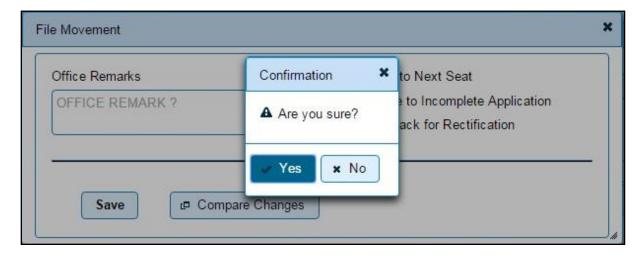
Now check radio button **Pending Appls Last 30 Days** and click on the button **Get pending work**, to get list of all pending applications for new registration approval.

The list of pending applications for the selected office will be displayed as given below.

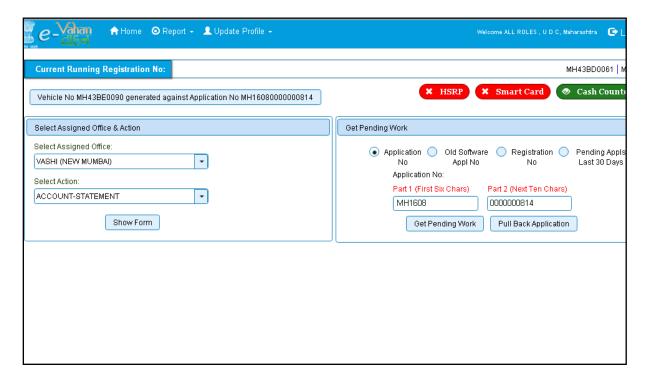


Choose the application and click on the button **NEW-RC-APPROVAL.** This will take you to a page where all the details of vehicle owner, hypothecation, insurance etc are displayed. Please check all details for its correctness.

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

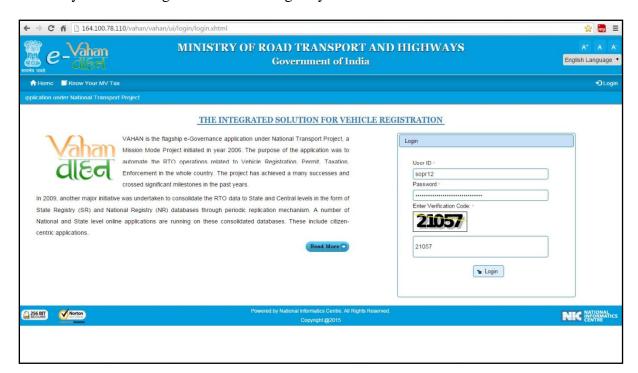


Once all the steps are completed you are redirected to a **homepage** where at top left corner you can see currently allotted vehicle registration number. In this you got **MH12AE0025** against your application number **MH16010000001234**.

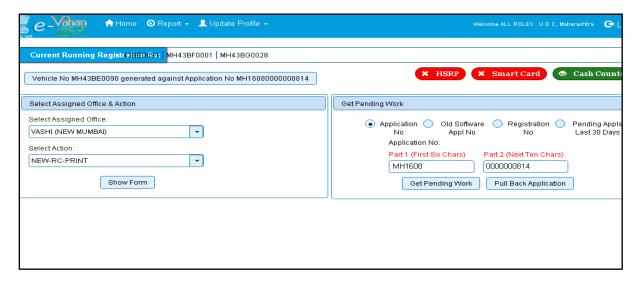


## **Step 6 > RC Print**

After Approval, you can print Registration Certificate (RC) of the newly registered vehicle. For this you need to login with user having duty of RC-PRINTING.

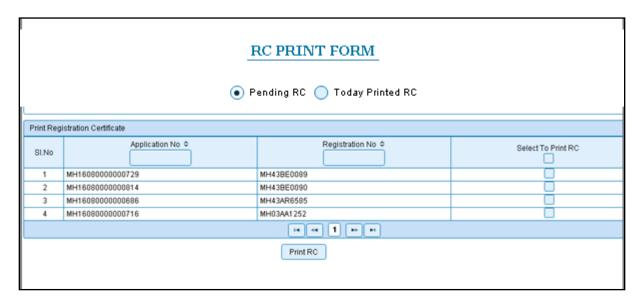


Once you are logged into the system, you need to select assigned office and ACTION to be carried out.



For RC Printing, select the menu option **NEW-RC-PRINT** and click on button '**Show Form**'

This will display, the list of all RC's pending for printing. You can print RC either by entering the application number or Registration Number. Select Check boxes of the applications for which RC is to be printed. You can print multiple RC's at a time by multiple selections.



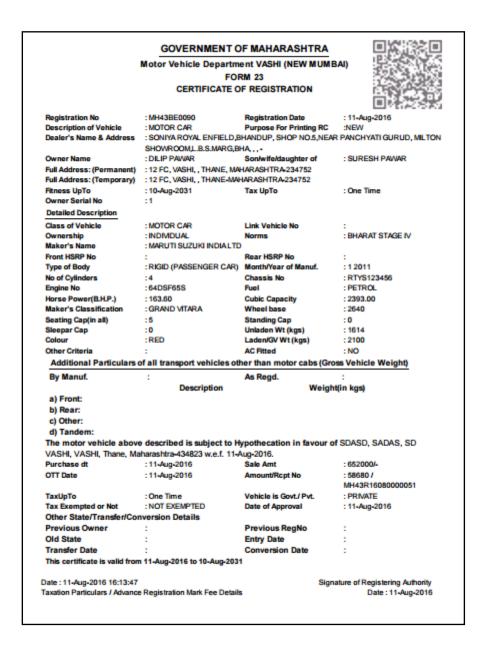
The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for RC printing.



This will generate RC on the screen as shown below, which you can print.

**Pending RC** radio button will show you all RC's pending for printing. **Today Printed RC** radio button will show you list of RC's printed today.

You can print multiple copies of RC's on the same day. But you can't take re-print of the RC on next day, once it is printed today.



Registration of NON-TRANSPORT vehicle is completed successfully.