Transport Department
Government of Punjab
Prerequisites for Dealer Point Registration System

Dealer as Registering Authority (by STC)
- Agreement between Department and dealer per terms of notification
- Undertaking as required by Transport Department

Creating digital identity of dealer
- Approval from STC / DTO
- Creation of User ID & password

Dealer’s end
- PC with broadband connection
- SBI’s internet banking account
Process flow of System

Open the site www.punjabtransport.nic.in / www.punjabtransport.org

Click on link “Dealer point registration System”

Log on with the User Name & password as provided
For Registration of Vehicle

Click on “New Vehicle” under “Registration” to initiate process.

Select “DTO” for which the Registration of the Vehicle is sought.

Note: Dealers are authorized to register vehicle in all the districts.
Starting of Vehicle Enrollment – selecting DTO

Registering RTO

Note:
1. Vehicle has to be registered at the RTO of the district in which the buyer resides.
2. You are authorized to register vehicle in all the districts of P.B.
3. Please select the RTO where the vehicle is to be registered. This should be the district which is address of the buyer.

RTO: Rupnagar

Continue
Detailed entry for Registration

**Owner Details**
- Name
- Address
- Mobile number, PAN etc.

**Vehicle Details**
- Vehicle Class & Manufacturer (auto filled)
- Model (only of relevant manufacturer)
- Technical specifications like color, engine & chassis no., horse power & cc, seating capacity etc.

**Insurance Details**
- Insurance Company
- Insurance Type
- Cover note / Policy Number & insurance validity period

**Financiers Details**
- Financier Name
- Address of financier
- Hypothecation period
Step I – Vehicle Owner’s details entry

Owner Details

- Ownership Type: INDIVIDUAL
- Owner Category: GENERAL
- Owner Name: MANPREET SINGH
- Relationship: S/O
- Relative Name: GURJEET SINGH
- Gender: Male
- Date of Birth: 02/04/1976
- Educational Qualification: GRADUATE

Postal Address
- Address1: HOUSE NO. 461
- Address2: PHASE-II
- City/Village: RUPNAGAR
- District: Rupnagar
- Pin: 140001

Permanent Address
- Address1: HOUSE NO. 461
- Address2: PHASE-II
- City/Village: RUPNAGAR
- District: Rupnagar
- Pin: 140001

- Same as Postal address

- Mobile No: 8337473092
- Annual Income (Rs): 300000
- PAN No: ABCDE1234F

* Fields are mandatory
* Please enter valid 10 digit mobile number.
* Without country code for SMS Service.
**Step II – Vehicle details entry**

### Vehicle Enrollment & Tax System

#### Vehicle Details

<table>
<thead>
<tr>
<th><em>Vehicle Class</em></th>
<th>PRIVATE VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Vehicle Class Type</em></td>
<td>MOTOR CYCLE</td>
</tr>
<tr>
<td><em>Manufacturer</em></td>
<td>HERO HONDA MOTORS</td>
</tr>
<tr>
<td><em>Model</em></td>
<td>HERO HONDA SPLENDOR</td>
</tr>
<tr>
<td><em>Fuel</em></td>
<td>PETROL</td>
</tr>
<tr>
<td><em>Color</em></td>
<td>A. MARINE</td>
</tr>
<tr>
<td><em>Steering</em></td>
<td>N/A</td>
</tr>
<tr>
<td><em>Engine No.</em></td>
<td>MBLHA21212J</td>
</tr>
<tr>
<td><em>Chassis No.</em></td>
<td>0440762ABCD</td>
</tr>
<tr>
<td><em>Gross Weight</em></td>
<td>109 Kg</td>
</tr>
<tr>
<td>Registered Weight</td>
<td>169 Kg</td>
</tr>
<tr>
<td><em>Vehicle Price</em></td>
<td>47000</td>
</tr>
</tbody>
</table>

*Body Type* | SOLO |
*Horse Power* | 2 bhp |
*Cubic Capacity* | 97 cc |
*Seating Capacity* | 2 Nos |
*Standing Capacity* | 0 Nos |
*Date Of Manufacture* | 01/05/2010 |

*Unladen Weight* | 109 Kg |
*Laden Weight* | 239 Kg |
*ToolKit No.* | |
*Tank No.* | |
*Wheel Base* | 1230 |
*No. Of Cylinder* | 1 |

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*Fields are mandatory*
Step III – Insurance details entry

**Vehicle Enrollment & Tax System**

**Insurance Details**

- **Company**: BAJAJ ALLIANZ GENERAL INSURANCE CO. LTD
- **Branch Code**: RP003
- **Branch**: RUPNAGAR
- **Place**: RUPNAGAR
- **Insurance Type**: COMPREHENSIVE
- **Cover Note/Policy No.**: 00111112
- **Insurance From**: 01/07/2011
- **Insurance To**: 30/06/2012

*Fields are mandatory*

Vehicle finance is optional. You can skip vehicle finance by clicking save and detail view button in this page.
Step IV – Finance details entry (for hypothecated vehicles)

Vehicle Enrollment & Tax System

**Hypo Details**

- **Financer Name:** BAJAJ AUTO FINANCE LTD
- **Financer Address1:** RUPNAGAR
- **Address2:** RUPNAGAR
- **City:** Rupnagar
- **Pin:** 140001
- **Lease / HP From:** 01/07/2011
- **Lease / HP To:** 30/06/2012

*Fields are mandatory*

- Click here to save hypothecation details.
- Click here to save details and switch to full view.
- Click here to switch to full view without save.

**Save**  **Save & Detail View**  **Detail View**
## Saving registration record & making payment

### When record is saved
- Next incremental number will be shown
- Fees and Tax amount Payable will be shown
- System redirects the Dealer to SBI Internet Banking portal

### SBI’s internet banking portal
- User ID and password provided by SBI to be entered
- Total amount Payable will be shown at SBI portal
- Payment to be confirmed at SBI portal

### After confirmation of payment
- Dealer is redirected to Transport Department portal
- Payment confirmation done after receipt of data from SBI
Step VI – proceed to payment (SBI Internet Banking)

Registration No Allocation

Registration No: PB12 - ME - 0114

The displayed reg no. is an automatic sequential no.

Payment Details

Owner Name: SHYAM GUPTA
Fees Head: 0041-00-1010762
Smart Card Fees Head: 0041-00-8000577
Life Time Tax Head: 0041-00-1020871
Series Fees Head: 0041-00-1010762

Department Fees Amount: 60
Smart Card Fees Amount: 200
Tax Amount: 2800
Special No Fees Amount: 0
Total Transaction Amount: 3060

*Please make payment within 2 days otherwise allotted registration no. will be released.
Step VI – proceed to payment (SBI Internet Banking)
Post Payment confirmation

- Payment fees & tax receipts for the vehicle
- Registration mark is generated for vehicle
- Provisional registration mark certificate handed over to vehicle owner
- Generation of Form 20 (application for Registration of vehicle)
- Generation of Form 21 (sale certificate)
- Generation of Form 34 [in case of hypothecated vehicle]
List of documents to be sent

- Form 20 (application for Registration)
- Form 21 (Sale certificate)
- Form 22 (Road worthiness certificate)
- Address proof of the owner
- Copy of vehicle insurance policy / cover note
- Address proof at which vehicle is to be registered
- Form 34 duly signed by owner & financer (in case of financed vehicle)
- Receipt for the one time road tax & fee for registration
- PAN Card or ITR Form 60 & 61 (as applicable)
- Dealer invoice along with manufacturer invoice
At District Transport Office

Verification & Authorization
- Physical documents verification
- Digital record verified against received documents

Approval & generation of RC
- Digital record approved by DTO
- Registration Certificate Generated
END OF PRESENTATION