Conversion of Vehicle

Process Flow of Conversion of Vehicle

- **Step 1** Home Page - Enter Vehicle Registration Number

  Applicant Enter the Vehicle Registration number to avail “Conversion of Vehicle” service. And move the application to next stage.
➢ Step 2 Click on Proceed button

Applicant click on the proceed button and enter the next stage.

➢ Step 3 To Avail Application “Conversion of Vehicle”

Applicant selects the “Conversion of Vehicle” service from the drop down “Online Services” menu.
Step 4 Confirmation Message Box Appear

Click on the “Yes/No”, button and you can proceed further.
➤ **Step 5 Enter Chassis Number and Mobile Number**

After selecting "Conversion of Vehicle", service applicant has to fill Chassis number and mobile number.

➤ **Step 6 Click on Generate OTP**

Click on the "Generate OTP", button and you can proceed further.
➢ **Step 7 OTP Generation**

Here, OTP will be generated and sent to mobile number provided by applicant, also pop up message will be shown.

![Step 7 OTP Generation](image1.png)

➢ **Step 8 Enter Generated OTP**

Applicants enter the received OTP as given below.

![Step 8 Enter Generated OTP](image2.png)
➢ **Step 9 Clicks on Show Details**

Click on the show details button to proceed further.
### Step 10 Owner Details

Now, Verify the Owner details.

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<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Owner Name</th>
<th>Sex/With Daughter of</th>
<th>Date of Birth</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>Male</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Details</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>Engine No</th>
<th>Body Type</th>
<th>Seat Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fitness Test Information</th>
<th>Test Date</th>
<th>Test Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
<td>XxxxxxXxxxxx</td>
</tr>
</tbody>
</table>

---

### Fee Details

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Fee Amount</th>
<th>Fine Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conversion of Vehicle</td>
<td>Xxxxxx</td>
<td>0.0</td>
<td>Xxxxxx</td>
</tr>
<tr>
<td>2</td>
<td>Smart Card Fee</td>
<td>Xxxxxx</td>
<td>0.0</td>
<td>Xxxxxx</td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td><strong>Xxxxxx</strong></td>
<td><strong>0.0</strong></td>
<td><strong>Xxxxxx</strong></td>
</tr>
</tbody>
</table>

**Note:** Please ensure to pay all due taxes in advance to avoid any kind of penalty and late fees.

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**Total Payable Amount (in Rs.):** Xxxxxx
### Step 11: Insurance Details

Verify insurance details, Edit if insurance expire.

#### Conversion of Vehicle

**Owner Details**

- **Insurance Details**
  - Insurance Type: XXXXXXXX
  - Insurance Company: XXXXXXXX
  - Policy No.: XXXXXXXX
  - Insurance from (DD-MM-YYYY): XX-XX-XXXX
  - Insurance to (DD-MM-YYYY): XX-XX-XXXX

  *Declaration: Insurance details entered by me here are correct*

**Tax Details**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Description</th>
<th>Tax Amount</th>
<th>Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conversion of vehicle</td>
<td>XXXX</td>
<td>0.00</td>
<td>XXXX</td>
</tr>
<tr>
<td>2</td>
<td>Smart Card Fee</td>
<td>XXXX</td>
<td>0.00</td>
<td>XXXX</td>
</tr>
</tbody>
</table>

**Grand Total**: XXXX

*Note: Users are required to enter the exact tax details for the vehicle being converted. The conversion process must be completed online before proceeding.*

**Tax Details**

<table>
<thead>
<tr>
<th>Tax Head</th>
<th>Tax Mode</th>
<th>Tax From</th>
<th>Tax Upto</th>
<th>Tax Amount</th>
<th>Penalty</th>
<th>Surcharge</th>
<th>Interest</th>
<th>Amount1</th>
<th>Amount2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Tax</td>
<td>Select</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Road Safety Tax</td>
<td>Select</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Environment Tax</td>
<td>Select</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Payable Amount (In Rs)**: XXXX

**Payment** | **Cancel**
**Step 12 Conversion Details**

Now, provide the vehicle conversion details as per your requirement.
➢ Step 13 Application Payment

Now click on payment button to proceed the online payment through payment gateway.
➢ **Step 14 Successful Message Box Appear**

Confirm to move the application to next stage.
Step 15 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

Make payment button will allow you to select payment gateway. Select “SBlePAY” payment gateway for the e-payment.

Step 16 Click on the Checkbox “I accept terms and conditions” and Continue

Now, Accept terms and conditions by selecting the checkbox and then click on “Continue” button.
➢ Step 17  Payment Gateway: Selecting Bank

Now, this will open new page containing list of banks associated with SBIePAY.

➢ Step 18  Proceed further

Select your bank and then click on “proceed” button.
➢ Step 19 Proceed further as per the gateway

In this sample page, select “Pay Now” option.

➢ Step 20 Proceed Transaction

In this sample page, select “Successful” option.
➢ Step 21 Successful Transaction Fee Receipt
If bank status is success then transactions get approved and fee receipt will be

Customer Copy
E-FEE RECEIPT
Transport Department, Government Of Maharashtra
Registration Authority VASHI (NEW MUMBAI), MH

<table>
<thead>
<tr>
<th>Particular</th>
<th>Amount</th>
<th>Penalty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee</td>
<td>XXX</td>
<td>0</td>
<td>XXX</td>
</tr>
<tr>
<td>Conversion of Vehicle</td>
<td>XXX</td>
<td>0</td>
<td>XXX</td>
</tr>
<tr>
<td>VAT Tax</td>
<td>XXX</td>
<td>0</td>
<td>XXX</td>
</tr>
</tbody>
</table>

GRAND TOTAL (in Rs): 1900 (ONE THOUSAND NINE HUNDRED ONLY)

For further query, please go to this zone RTO: VASHI (NEW MUMBAI), MH
Note: This is computer-generated slip, no need of stamp.
Please submit the print copy of all applications form along with original RC and other original documents concerned by Regional Transport Office

Use this link to verify receipt by clicking Status>Veh. Receipt on Vahan Online Services portal at https://vahan.nic.in/vehancarservice

➢ Step 22 Print Application letter
Application letter generated, now applicant can take the Print as required.
Thank You