Duplicate Fitness Certificate

Process Flow of Duplicate Fitness Certificate

➢ Step 1 Home Page-Enter Vehicle Registration Number

Applicant Enter the Vehicle Registration number to avail “Duplicate Fitness Certificate” service.
➤ Step 2 Click on Proceed Box

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

➤ Step 3 To Avail Duplicate Fitness Certificate Service

Applicant selects the “Duplicate Fitness Certificate” service from the drop down “Online Services” menu.
➤ Step 4 Enter Chassis Number and Mobile Number

After selecting “Duplicate Fitness Certificate”, applicant has to fill Chassis number and mobile number.

➤ Step 5 Click on Generate OTP

Click on the “Generate OTP”, button and you can proceed further.
➢ Step 6 OTP Generation

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

➢ Step 7 Enter Generated OTP

Applicants enter the received OTP as given below.
➢ Step 8 Clicks on Show Details

Click on the show details button to proceed further.
➢ Step 9 Application Data Entry

Select the required application to which applicant want to apply. Now filled the all details required by the application form as given below.
➤ Step 10 Application Payment

Now click on payment button to proceed the online payment through payment gateway.
➤ Step 11 Successful Message Box Appear

Confirm to move the application to next stage.
➢ Step 12 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

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

➢ Step 13 Click on the Checkbox “I accept terms and conditions”

Now, Accept terms and conditions by selecting the checkbox and Click on button Payment.
➤ Step 14 Click on Continue

Select your bank and then click on “Continue” button.

➤ Step 15 Payment Gateway: Selecting Bank

Now, this will open new page containing list of banks associated with SBlePAY.
Step 16 Proceed further
Select your bank and then click on “proceed” button.

Step 17 Proceed further as per the gateway
In this sample page, select “Pay Now” option.
➢ Step 18 Proceed Transaction
In this sample page, select “Successful” option.

![SBIePAY Test Bank]

➢ Step 19 Successful Transaction Fee Receipt
If bank status is success then transactions get approved and fee receipt will be generated.

![E-Fee Receipt]

For further query, please go to the zone RTO, KOLHAPUR MH.
Note: This is computer-generated slip, no need of signature.
Please submit the print copy of all applications form along with original RC and other original documents to concerned Dy. Regional Transport Office.
➤ Step 20 Print Application letter

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