

OFFICE OF STATE TRANSPORT COMMISSIONER, PUNJAB
towards:

Group Registration and Licensing Authorities, State of Punjab

Letter No:-142-53

Date:- 12-1-23

Subject- Regarding issuance of SOP (Standard Operating Procedure) for vehicle modification

In connection with the said subject, it is to be noted that in continuation of this office's letter No. 12924-13022 dated 21.05.2021, the following guidelines are issued regarding modification:-

1. Cases in which modification is not to be approved:-
Vehicles belonging to BS-4 are eligible for modification after completion of BS4-4 enquiry, registered after vehicle 4.0 launch, data of these vehicles has been entered in vehicle 4.0 through homologation.
2. Such cases which have been informed by the NIC that the other option in the dealer field was frozen in the month of November, after that modification of the registered vehicles is not required.
3. In such a case only the old registered vehicles whose data was wrongly recorded during the backlog are being considered for modification to correct the vehicle data, in other cases where the vehicle data is different from the invoice/sale certificate, In such cases, the application for modification is readable after the physical inspection of the vehicle by the Motor Vehicle Inspector (MVI).

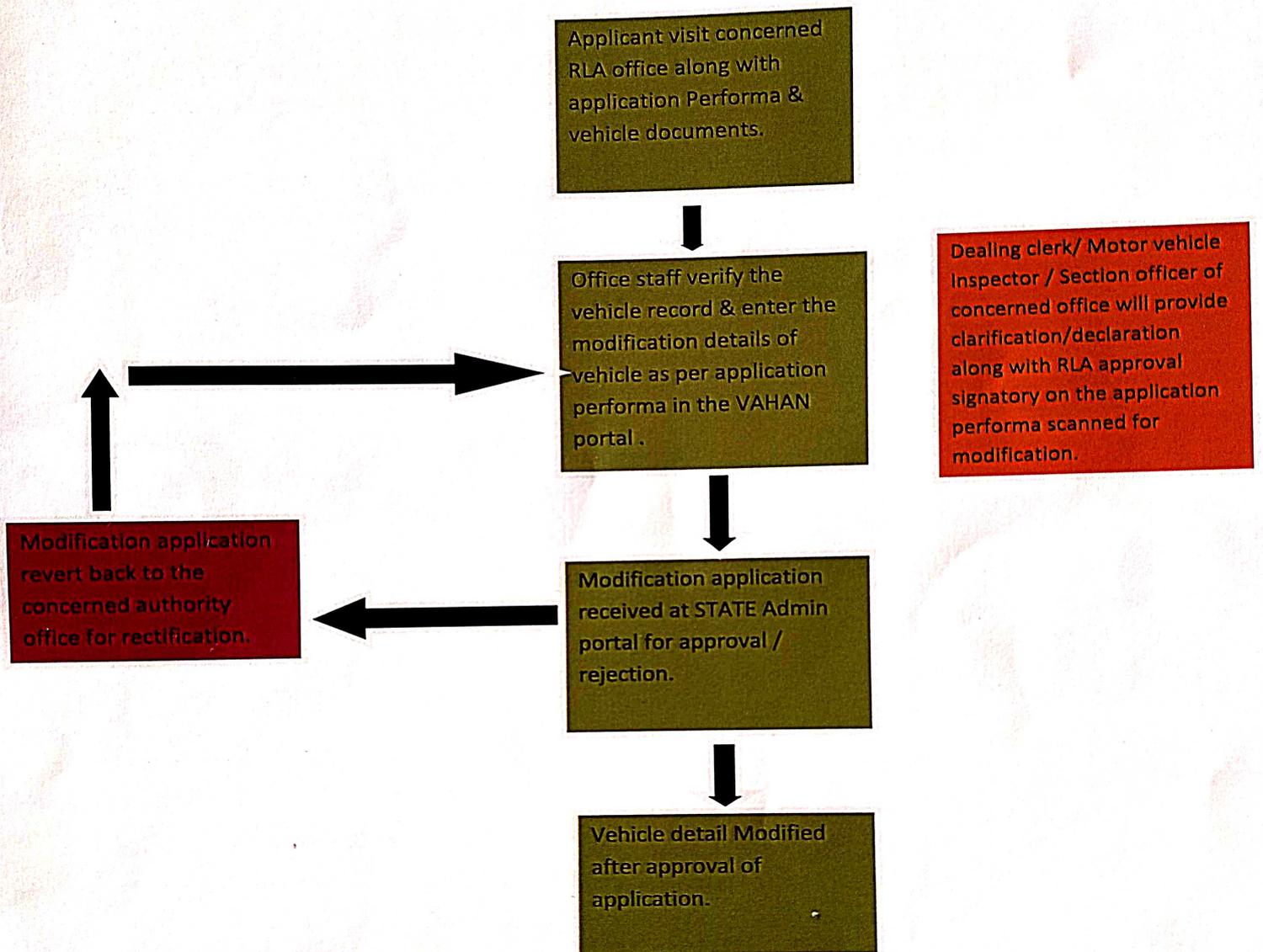
The owner of the vehicle concerned has to upload his vehicle documents along with the proforma to the concerned registering authority while applying for modification.

(Process Flow Chart attached).

Additional State Transport Commissioner, (In)
Punjab

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FLOW CHART OF VEHICLE MODIFICATION STATE ADMIN.



Application Performa for correction in Vehicle owner /vehicle details

To

Licensing and Registering Authority

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Punjab

Subject: Application for correction in Vehicle owner/ vehicle details.

- 1. Name of the Vehicle Owner
- 2. Email ID.....Mobile number.....
- 3. Registration Mark.....Engine Number of vehicle.....
- 4. Chassis Number of Vehicle.....
- 5. Details where correction required:

Present details on Registration Certificate	Details required to be updated on Registration certificate

Note:- Only above mentioned modifications details will be considered for approval.

6. List of documents required to attach with application:(Please tick Attached)

a) Registration Certificate(Copy) b) Chassis trace

c) Vehicle Owner address proof

Self-Declaration/Verification

I do hereby solemnly affirm and declare that the information furnished here and document uploaded by me are true to the best of my knowledge. If the information given me is proved false at any point of time I will have to face punishment as per provision of law.

Dated:.....

Name of Applicant:.....

Place:.....

Signature of Applicant:.....

For Office Use

- 1. Application No:.....
- 2. Modified Vehicle Registration Number:-
- 3. Date of Receipt:.....
- 4. Whether the above application accepted or rejected (Yes/No):.....

Checklist:

- (i) The taxes & Fees for above Registration Marks are fully paid(Yes/No).....
- (ii) Report from MVI for physical fitness of the vehicle Yes/No.....
- (iii) Any court order regarding vehicle Norms (BSII/III/IV/VI) not violated(Yes/No).....
- (iv) All documents submitted are verified and are in place as per requirement Yes/No.....
- (v) Tax receipt & date of deposit.....
 - a. If No, Reasons for rejection:.....

Signatures of the Verifying Staff

Signatures of Section officer

Signature of the MVI

/MTC

/MTC

(if required)

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Signature of the Approving Authority.

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Date.....