

PROCEDURE FOR HOMOLOGATION ID APPLICATIONS:

- 1) Engine Dealer who has a valid dealership, PAN/TAN Certificate, MSME Certificate is eligible to apply for the login credentials.
- 2) The applicant needs to apply through Engine manufacturer & address his/her application only in the name of the Joint Secretary/Additional Secretary, MoRTH
- 3) To obtain login credentials, the applicant needs to submit the application along with the details mentioned as per Annex A- Homologation check list along with a request letter (on letter head, duly signed with name and designation) and documents as per check list shall be submitted online on homologation-rth@gov.in, in one pdf
- 4) The applicant needs to check his/her email id regularly for further communication and for clarifications.
- 5) Only those application that are in the prescribed application format and fulfils the above conditions will be entertained for issuance of homologation id and password.

Sr. No	Documents Details	Document submitted Yes/No
1.	Applicant Dealer Type / Name Importer /Domestic	
2.	Copy of CIN Certificate (If applicable)	
3.	Copy of MSME Certificate	
4.	Copy of GST Certificate	
5.	Copy of PAN/TAN	
6.	Application form	
7.	Application letter to JS/AS (MVL) on official letterhead.	
8.	Authorization Letter from Engine manufacturer	
9.	Other relevant documents if applicable any to support government orders. e.g : GST Exemption Certificate if applicable	 If Applicable

Format of application for Login Id creation for the

“Homologation Portal (<https://parivahan.gov.in/makermodel/>)”

REQUESTING: ☒ New Login Id Creation		☐ Modify Information	
1. Name of Applicant Organization*:			
2. Name of Officer Applying			
3. Designation of Officer*:			
4. Office Address*:			
5. City & PIN Code*:			
6. Telephone No:	(O)*	(M)*	
7. E-Mail Id*:			
8. FAX No:			
9. Current/Prior Login ID (if any):			
10. User required for	Homologation		
*Mandatory Fields			
Note			
1. The application should be submitted by the Head office on official letter head to the Joint Secretary (T), Transport Bhawan, 1 Parliament Street, New Delhi-110003. 2. Ministry will verify and approve the applications. Once approved, the applications will be sent to NIC for creation of User ID and Password. 3. Only one user id/ password will be issued to an organization by NIC. The organization may, in turn, create sub-user ids and passwords, if required, for its constituents/branches etc. Document accepting prescribed terms and conditions are attached.			
		Signature of Applicant Date Seal	
For MoRTH/NIC Use the given			
information verified and login id created on the https://parivahan.gov.in/makermodel/			
Log in Id Given:	Application No:		
Signature of MoRTH Official with date and seal	Signature of NIC Official with date and seal		

TERMS AND CONDITIONS

1. Users are requested to keep the given Login id and password a secret.
2. Please change your password immediately. Thereafter change the password as frequently as possible, at least once in every three months.
3. Not doing 1 & 2 above may compromise security on account of hackers. Hackers can use the same account for getting vehicle information. **NIC is neither responsible nor accountable for this type of misuse of the compromised user accounts. Detection of misuse by automated monitoring tools may result in deactivation of the account.**
4. Users are requested, if possible, to install the personal firewall software to secure their machine.
5. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
6. NIC, will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
7. Applicant shall maintain the security and integrity of information received. **NIC is neither responsible nor accountable for this type of misuse of the compromised user accounts.**
8. Applicant shall maintain and update current list of persons and entities authorized to access the information or to whom such information may be disclosed. This list shall be made available to MoRTH/NIC upon request.
9. Applicant shall not use, sell, retain, distribute, provide, or transfer any restricted information or portion of such information accessed except as authorized by the Department/NIC.
10. The Department on behalf of MoRTH reserves the right to audit Applicant's compliance with set rules /acts.
11. The applicant understands and agrees that Department/NIC shall not be liable for any damages arising out of or in any way connected with applicant's access or use of information.

We accept the above terms and conditions.

Signature: _____

Name: _____

Date: _____

Seal: _____

Enclosure

1. Copy of CIN Certificate (if applicable)
2. Copy of MSME Certificate
3. Copy of GST Certificate
4. Copy of PAN/TAN Certificate
5. Application letter on Official Letterhead of Engine Dealer
6. NOC from Engine manufacturer
7. Other Supporting documents if applicable e.g: GST Exemption Certificate if Applicable

UNDERTAKING

I/Wehereby give an undertaking that the data and information given in the application and enclosures are true to the best of my knowledge and belief and I am aware that if any part of the data and information submitted is found to be false or misleading at any stage I/we shall be held solely responsible.

Authorized Signatory

(Name & Seal of the Signatory)

Format of Request Letter

Letter No: xxx

Date: xx/xx/2023

TO,

Joint /Additional Secretary (MVL),
Ministry of Road Transport & Highways
Transport Bhawan, 1, Parliament Street
New Delhi-110001.

Subject: Application for Homologation login credentials

1. The documents required to be submitted along with those mentioned in checklist Annxuere-A, above:
 - a. CIN certificate;
 - b. GST Certificate;
 - c. MSME certificate, if applicable; and
 - d. Check sheet along with necessary documents.
- any other document as deemed applicable.