

## **Instructions to be followed by applicants:**

- Any query seeking status of application (on telephone or email) should be sent only after 15 days of submission of application.
- After sending any query email, wait for 3-4 days for reply. If reply is not received, then only re-send the email. Avoid sending same email again and again.
- Any Editing request should be sent within 3 days of submission of application.
- Before filling the details of dealer in application form, confirmation from dealer, regarding his familiarity with the concession procedure, should be obtained.
- Before filling the details of RTO in application form, confirmation from RTO should be received regarding registration fee concession.
- Avoid uploading any password protected documents. Documents should be clearly scanned and readable.
- This is a system generated certificate. All the details should be carefully filled and checked before submission.

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