TRANSFER OF OWNERSHIP (TO) THROUGH EPAY

1) Citizen will **log in** the website of ePay Punjab.

2) The Citizen will **navigate** to Excise & Taxation Dept. from the sidebar menu and then click on "**Transfer of Ownership for Motor Vehicle**".

3) Citizen will enter the desired registration No.

4) In response of citizen request following particulars from Excise Data Base will be returned (Application status and vehicle status will be verified at this stage) if **OK** then

   a. Vehicle Registration Number.

   b. Vehicle Maker Make.

   c. Vehicle Chassis Number.

   d. Name of Current owner

   e. Tax position of the vehicle

5) The Citizen will be prompted asking if he / she want to proceeds.

6) If the Citizen selects **NO**, then no any further action, application will be closed.

7) If the Citizen, selects **YES**, then a new form displayed to enter Buyer/Purchaser Information

   a. Owner Type   1. Individual 2. Organization

   b. Owner CNIC / NTN (in case of Organization)

   c. Owner name

   d. Owner Father Name

   e. Owner Address

   f. Owner City

   g. Owner Cell no

   h. Transaction District (where Citizen desire further process of transaction)

8) The Citizen will be prompted asking for hire Purchase (Yes/No).

9) If the user selects **NO**, then no any further action

10) The user will click "generate challan" and a 17-Digit PSID will be generated amounting to the actual amount of transfer of motor vehicle and token tax amount (in case of defaulter vehicle) which can be paid via any online banking channels.

11) If the Citizen selects yes, then following information will also be required.

    a. Name of Sponsoring Agency

    b. NTN of Sponsoring Agency

12) The user will click "generate challan" and a 17-Digit PSID will be generated amounting to the actual amount of transfer of motor vehicle and token tax amount (in case of defaulter vehicle) and HPA amount which can be paid via any online banking channels.

13) After Payment Data will be inserted into MVR in "EV" "Bio-Pending" Phase.

14) After Biometric following flags will be updated in database against this application.

15) Biometric of First owner/Seller = "Y"

16) Biometric of 2nd owner/Purchaser/Owner = "Y"

17) In case of HPA Biometric of authorized representative of sponsored Agency will also be required.

18) After Biometric application phase will be updated as "Pending" In EV phase and ETI will require to be approved

    a. Verify/Confirm Biometric

    b. Electronic data

19) After EV application move in PA phase (In PA phase MRA will require to be approved

    a. Verify/Confirm Biometric

    b. Electronic data

20) After "PA" application status will be DELIVERED.