

Guidelines on Submission of Bank Guarantee & Affidavit for VLTD Manufacturers, Franchisees & Approval by RTO

The guidelines mentioned in this document shall be followed by the VLTD Manufacturers and their Franchisees for the submission of Bank Guarantee. The approval of the submission will be done by the respective RTO as per the guidelines mentioned in this document.

VLTD Manufacturers

- VLTD Manufacturers are required to submit the original of Bank Guarantee with 3 year validity and affidavit to C-DAC, Trivandrum for verification.
- Upon successful verification, the option for Franchisee Management (Add Franchisee Menu) will be activated in the application for the VLTD Manufacturer.
- VLTD Manufacturer using this option should add/update minimum 4 franchisees (1 franchisee for each zone) including the bank guarantee, GST and other details as shown below (Image of BG should be uploaded).

Add Franchise ×

[Franchisee](#) [Contact](#) [Bank Guarantee](#) [Approval Details](#)

GST No: *	<input type="text" value="Enter GST No:"/>
Bank Guarantee No: *	<input type="text" value="Enter Bank Guarantee No:"/>
BG Valid From: *	<input type="text" value="Enter Bank Guarantee Start C"/>
BG Valid Upto *	<input type="text" value="Enter Valid Upto Date"/>
Bank Name: *	<input type="text" value="Enter Bank Name"/>
Bank Guarantee Image: (Max size 1 MB) *	<input type="button" value="Choose File"/> No file chose <input type="button" value="Upload"/>

- VLTD Manufacturer should select the correct Approval RTO and Franchisee Zone and Save the details as shown below.

The screenshot shows a web application window titled "Edit Franchise". It has four tabs: "Franchisee", "Contact", "Bank Guarantee", and "Approval Details". The "Approval Details" tab is active. It contains three fields: "Approval RTO:" with a dropdown menu showing "SRT0, Kazhakuttom"; "Franchisee Zone:" with a dropdown menu showing "Select" and a list of options: "North Zone, Kozhikode", "Central Zone-I, Thrissur", "Central Zone-II, Ernakulam", and "South Zone, Thiruvananthapuram"; and "VLT Models:" which is currently empty. At the bottom right, there are three buttons: "Save" (green), "Clear" (orange), and "Close" (red).

- VLTD Manufacturer should inform the respective franchisee/dealer the Application Details and should direct the franchisee/dealer to submit the originals of Bank Guarantee with 3 year validity and Affidavit to the Approval RTO.

VLTD Franchisees

- VLTD Franchisee should submit the originals of the following documents to the Approval RTO for getting the franchisee approved.
 - Application Form
 - Bank Guarantee with 3 year validity
 - Affidavit
 - GST Certificate

RTO

- RTO should receive and file all the original documents including the Bank Guarantee and Affidavit from VLTD Franchisees.
- RTO should Search for the application by entering the Application No in the Search bar.
- Select the application from the list and Click on Verify Button
- RTO should then verify all the details in the application submitted against the original documents including the Bank Guarantee, GST and Affidavit details.
- RTO shall approve the application if all the requirements are met. The following Checks should be enabled before approval as shown below and Approve button shall be clicked for approval.
 - Verified Bank Guarantee Details submitted by franchisee
 - Office Visited/Meets all the minimum requirements for franchisee

Verify Franchise details

Franchisee Contact **Bank Guarantee** Manufacturer Approve

GST No: *	3456
Bank Guarantee No: *	1234
BG Valid From: *	21/08/2023
Bg Valid Upto *	21/08/2026
Bank Name: *	ICICI Bank
Bank Guarantee Image:	doc_3967_21_08_2023_16_23_25_470.jpeg
Verified Bank Guarantee Details submitted by franchisee: *	<input checked="" type="checkbox"/>

Approve Reject Close

Verify Franchise details ✕

FranchiseeContactBank GuaranteeManufacturerApprove

License Date: *

Valid Upto: *

Office Visited/Meets all the minimum requirements for franchisee: *

Approve Reject Close

- RTO shall reject the application by clicking the Reject button. The Reason for Rejection shall be entered and Save.