

# Online High Security Embossed Vehicle Number Plate Application System

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## 1. New Application for Embossed Plate

१. इम्बोस्ट नम्बर प्लेटको लागी नयां निवेदन

**Step 1:** For online application open the link [WWW.hsenp.dotm.gov.np](http://WWW.hsenp.dotm.gov.np) or you can link form DOTM website [WWW.dotm.gov.np](http://WWW.dotm.gov.np)  
You will need to click on the “**Get Started**” link.  
प्रकृया शुरु गर्न "Get started" थिच्नुहोस

DoTM Embossed Number Plate Application System

DoTM Embossed Number Plate Application System

Have you collected new Embossed Number Plate for your Vehicle ?

**Apply for new Embossed Number Plate**  
If you do not have Embossed Number Plate, then you can apply for a new one by clicking **Get Started**.

**Get Started**

**Have collected Embossed Number Plate but no account ?**  
If you already have Embossed Number Plate, then you can claim your account by clicking **Claim Your Account**.

**Claim Your Account**

**Login with Password**  
If your account is Password protected, login here with Registration Number and Password

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mbery

Enter the text as shown in the Image

**Login** **Forgot Password**

**Get Started**

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## Step 2: Enter your Vehicle Information

### A. Registration Number,

क. सवारी दर्ता नम्बर ,

### B. Registration Date

ख. सवारी दर्ता मिति

DoTM Embossed Number Plate Application System

New Application

Registration Number

If you do not have Embossed Number Plate, you can apply for a new one by following some simple steps.

Registration Date

Enter the text as shown in the image

Cancel Continue

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सवारी साधन दर्ता नम्बर

सवारी साधन दर्ता मिति

निवेदन प्रकृया जारी राख्न

Fill in the Captcha and click on **“Continue”** button.  
दिइएको Captch भर्नेस र **“Continue”** थिच्नुहोस ।

## Step 3: Enter your Mobile Number

DoTM Embossed Number Plate Application System

New Application

Mobile Number

Please provide a Mobile Number you are currently using. This Number is required for further usage. You may use a Mobile Number of someone you trust.

Valid Mobile Number

Cancel Send SMS

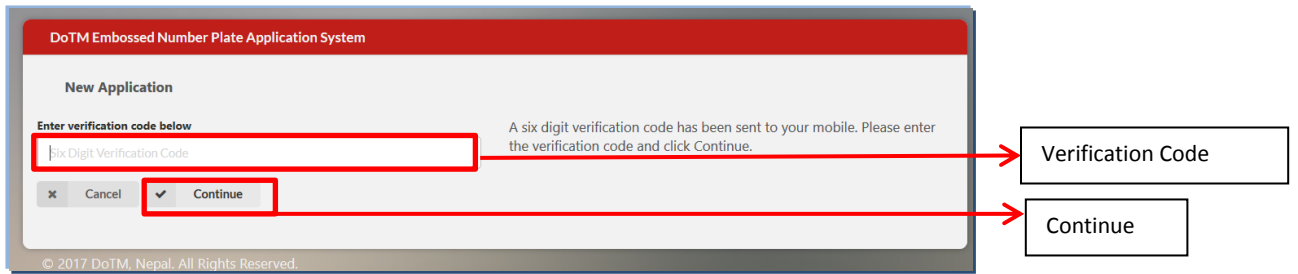
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मोबाइल नम्बर

SMS प्राप्त गर्नको लागि

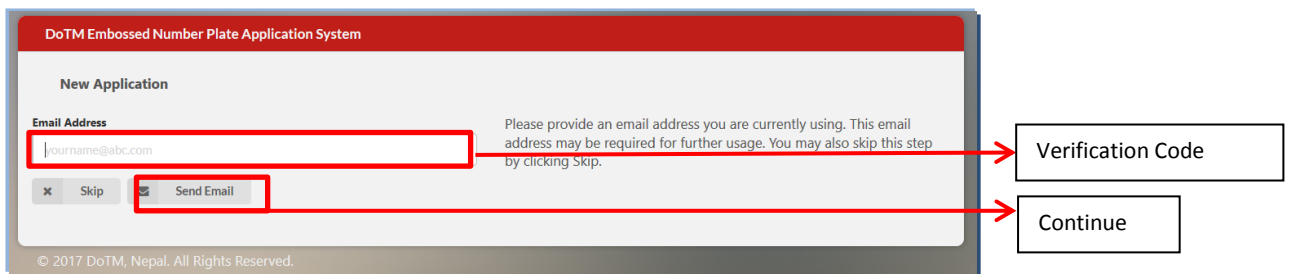
**Step 4:** Once you fill up the number click on Send SMS. You will receive a code on that phone via SMS. Enter the verification code and click on continue.

नम्बर भरि सकेपछी Send SMS थिच्नुहोस । तपाईंले यो फोन नम्बरमा SMS मार्फत एउटा कोड प्राप्त गर्नु हुने छ । स्क्रीनमा भेरिफिकेसन कोड भर्नु होस् र Continue थिच्नुहोस ।



If the code is correct it will bring up a field to enter your email address.

### Step 5: Enter your Email Address.



If you do send email, you should receive an email shortly with a verification code. Enter the code the same way you did for the SMS notification. This is optional, So If you do not wish to enter your email, you may click on the “Skip” button

यदि निवेदकले इमेल भरेको खण्डमा निवेदकले तुरुन्तै भेरिफिकेसन कोड सहितको एउटा ईमेल प्राप्त गर्नु हुनेछ । उक्त कोडलाई माथि SMS भरे जस्तै उल्लेखित कोठामा भर्नुहोस् ।

### Step 6: Enter Vehicle Information.

This will bring up the application data entry screen with the Registration number and Registration date already filled in an unchangeable.

यस पश्चात निवेदकले आफुले भरेको रजिस्ट्रेशन नम्बर र रजिस्ट्रेशन मिति सहितको फारम देख्न सक्नु हुनेछ ।

DoTM Embossed Number Plate Application System मे-१२-क-४२२१ Exit

1 Edit Edit Information 2 Documents Provide Document(s) 3 Confirm Confirm and Submit

Vehicle Information Owner Information Payment Information Mobile/Email

Registration Number मे-१२-क-४२२१ Date of registration १२/१२/२०६० Date of manufacture YYYY MM

Name of vehicle manufacturer Model of vehicle Engine model

Engine/Electric Motor Number Frame/Chassis Number Weight in KG (GVW)

Engine Displacement (CC) Ownership Type -- Select One -- Vehicle Type -- Select One --

Max power RPM

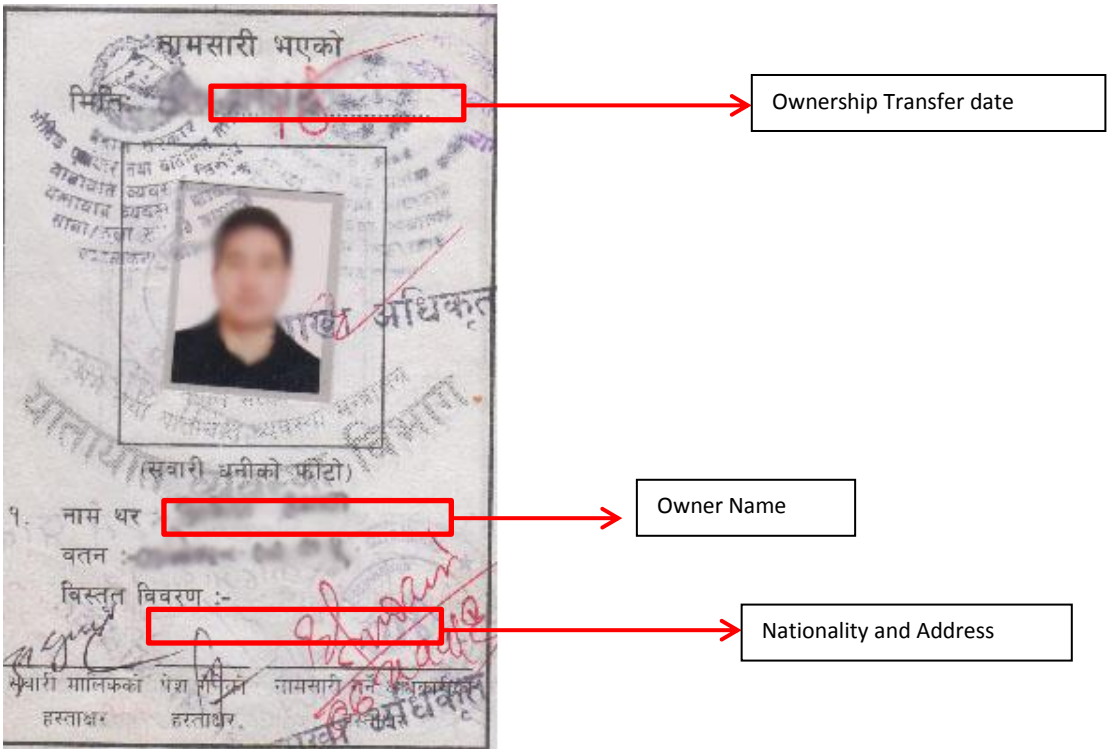
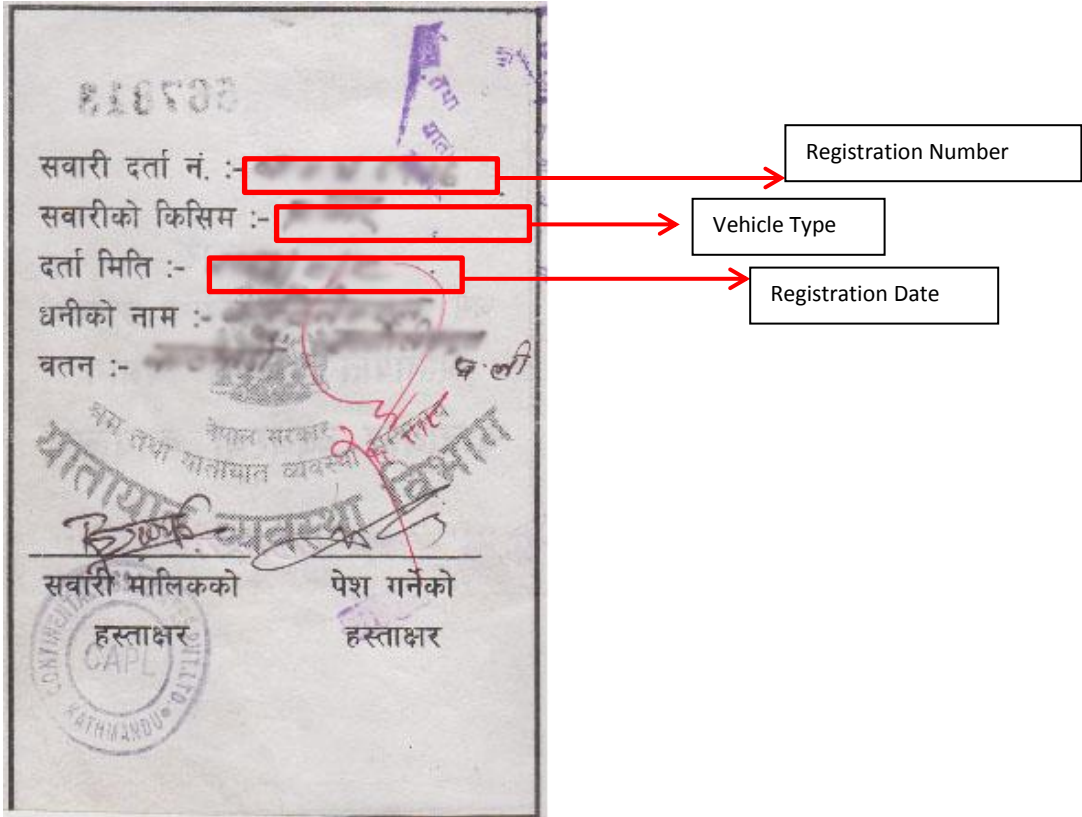
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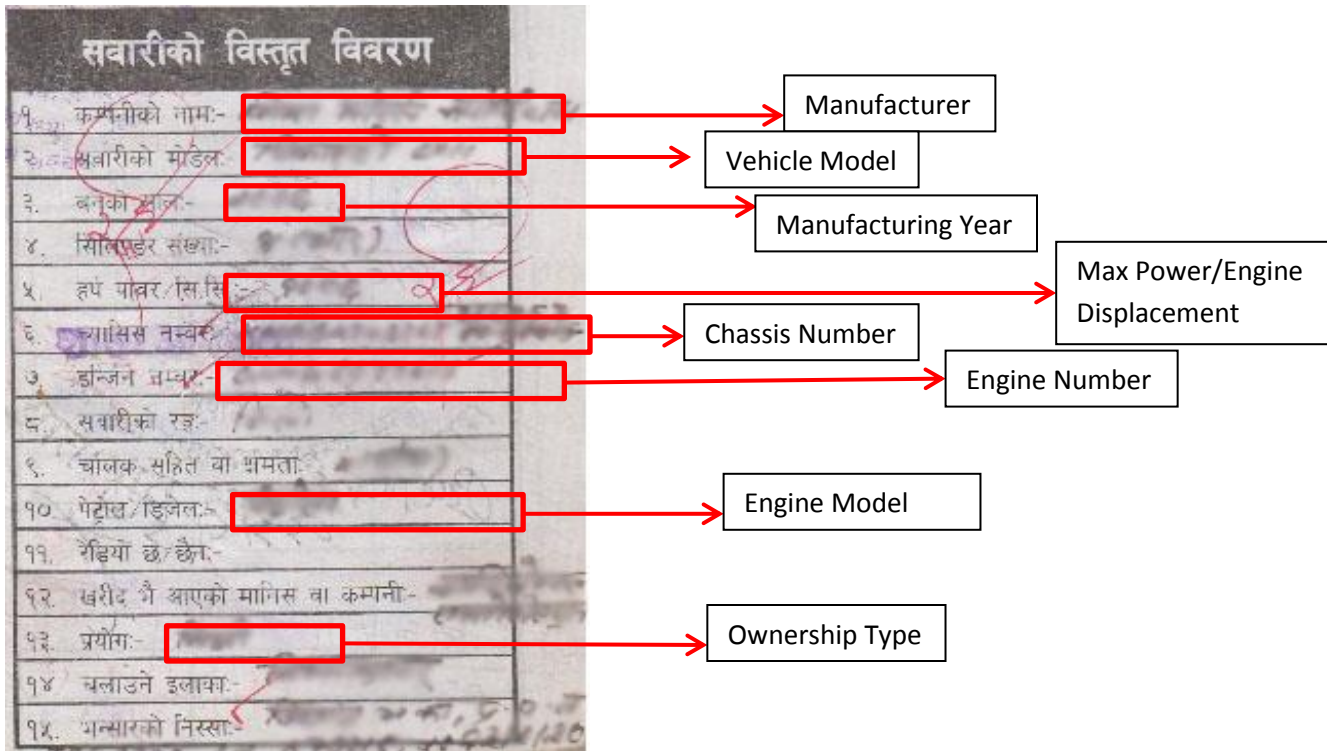
**Vehicle Information:** The first tab is for the vehicle information. You will need to fill the information according to the bluebook.

**सवारीको अभिलेख:** पहिलो खण्ड सवारी साधन अभिलेखसंग सम्बन्धित हुनेछ । निवेदकले सम्बन्धित सवारीको ब्लुबुकमा भए अनुरूप अभिलेख भर्नु पर्नेछ ।

**Note:** *The previous owner information in the Bluebook is not required. You will need to use the information of the current owner only.*

**नोट:** यस खण्डको फरम भर्दा आफु भन्दा अगिल्लो सवारी धनीको अभिलेख आवश्यक हुने छैन । निवेदकले हालको सवारी धनीको सूचना मात्र प्रयोग गर्नुहोस ।





**Owner Information:** There are two types of owners.

सवारी धनी सम्बन्धित सूचना: दुई प्रकारका सवारी धनी हुन्छन् ।

- A. Individual.**  
क. व्यक्तिगत ।
- B. Organization.**  
ख. संस्थागत ।

Please select the type of owner before filling up the rest of the information.  
कृपया बाकी अभिलेख भर्नु भन्दा पहिले सवारी धनीको विवरण भर्नुहोस् ।

Department of Transport Management बा-०१-क-१११० Exit

[Next](#)

1 **Edit**  
Edit Information

2 **Documents**  
Provide Document(s)

3 **Confirm**  
Confirm and Submit

• First Name cannot be empty.

Vehicle Information **Owner Information** Mobile/Email

**Owner Type**

Individual  Organization → **Ownership Type**

**First Name, Middle Name**

**Last Name**

**Nationality**

**Citizenship Issuing Date**

**Citizenship Issuing District**

**Citizenship/Passport Number**

**Pan Number**

**Company/Organization Name**  → **Organization name**

**VAT/PAN Number**

**Address**

**Financed by (If purchased with loan)**  → **Bank Name**

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(If your vehicle is purchased in loan, then need to mention the name of the Bank by which the vehicle is Financed. )

DoTM Embossed Number Plate Application System मे-१२-क-४३२१ Exit

[Back](#) [Next](#)

✓ **Edit**  
Edit Information

2 **Documents**  
Provide Document(s)

3 **Confirm**  
Confirm and Submit

**Provide necessary document(s)**

To submit this application to TMQ, please attach below listed the document(s) with the application :-

- 1 Vehicle Tax Payment Receipt
- 2 Money Receipt
- 3 Blue Book Page1
- 4 Blue Book Page2
- 5 Citizen ID or Passport

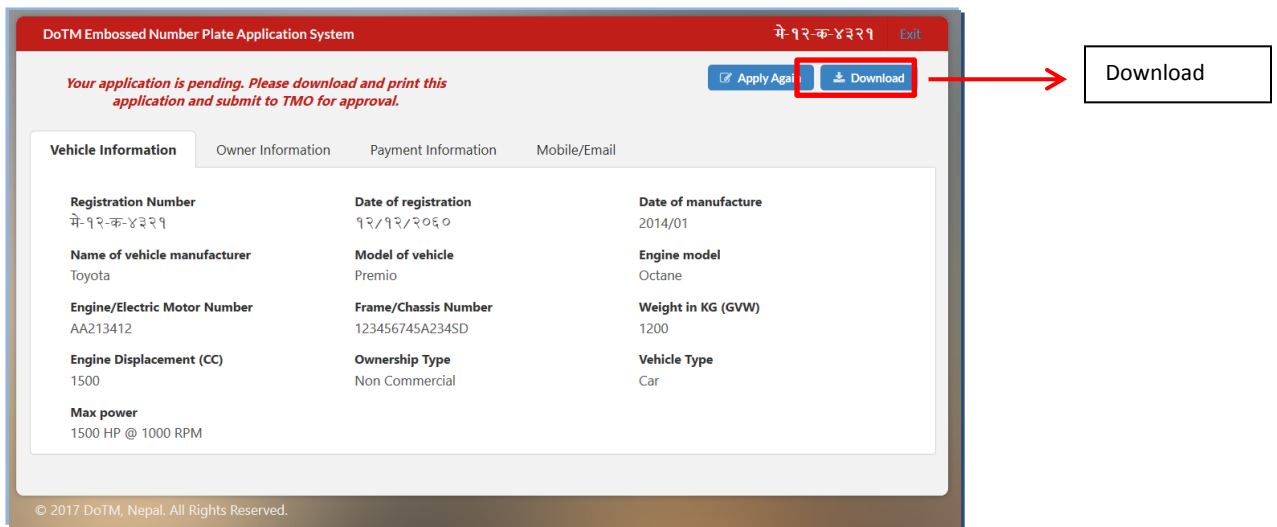
→ **List of Documents**  
बुझाउन आवश्यक कागजात

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Clicking on the “Next” button again will take you to the Submit screen where you can check the information you have entered before clicking on the “Submit” button located on the top right corner.

फेरी “Next” थिचेपछी निवेदकले आफ्नो अभिलेख हेर्न सक्नु हुनेछ, र निवेदन बुझाउनको लागि “Submit” थिचन सक्नुहुनेछ ।

## Step 8: Download the Application form



Click on the “Download” button to download the application form which you will need to print out and submit to the TMO office along with the documents to attach.

निवेदन डाउनलोड गर्नको लागि “Download” थिचनुहोस जसको एक प्रति आवश्यक कागजात सहित यातायात कार्यालयमा बुझाउनु पर्नेछ ।

At this point, if you feel that the information you have provided needs correction, in which case you will need to click on the “Apply Again” button. This will cancel the current application and open the form in editable mode. Correct the information as required by editing it and submit by downloading and printing the application again.

यदि निवेदकलाई आफुले भरेको विवरण सच्याउनु परे “Apply Again” थिचनुहोस जसले साविकको निवेदनलाई रद्द गरि संशोधन गर्न सकिने रुपमा खुल्ने छ । आवश्यक विवरण सच्याए पछि माथिकै प्रकृयाद्वारा डाउनलोड गरि एक प्रति निवेदन सहित कागजात पेश गर्नुहोस् र अन्त्यमा “Exit” थिचेर प्रक्रियाबाट बाहिर निस्कन सक्नु हुनेछ ।



Once done, you may click the “**Exit**” link on the top right to exit.  
अन्तमा, दाहिने माथि रहेको **Exit** थिचेर यो प्रक्रियाबाट बाहिरिनोस ।