

Documents Required for DVRS Application

Applicants are required to upload the following documents while applying for a **Dealer Vehicle Registration System (DVRS) License** through the eBiz Portal:

1. Copy of valid **Computerized National Identity Card (CNIC)**.
2. Recent **passport-size photograph**.
3. **Proof of business premises** (Ownership documents or valid Rent Agreement).
4. **National Tax Number (NTN) Certificate**.
5. **Federal Board of Revenue (FBR) Income Tax Returns** for the last **three (03) years**.
6. **Excise Clearance Certificate (Professional Tax)** can be obtained from the concerned **Excise & Taxation Office in Punjab**.
7. **Original Dealership Certificate** (where applicable).
8. **Bank Statement** for the last **six (06) months** demonstrating a minimum closing balance of **Rs. 3,000,000** in each month, along with the **original Account Maintenance Certificate** issued by the bank.
9. **Character Certificate** issued by the concerned Police Department.
10. **Copy of Partnership Deed** along with **No Objection Certificate (NOC)** from all other partners (applicable only in case of a partnership firm).

Important Note

Before submitting the DVRS application on the **eBiz Portal**, applicants must ensure that:

- All the above-mentioned documents are **scanned clearly**.
- Each document is uploaded as a **separate PDF file**.
- All documents are valid, complete, and legible to avoid delays in processing the application.

eBiz Portal – DVRS Application Submission Process

Follow the steps below to submit your **Dealer Vehicle Registration System (DVRS)** application through the **eBiz Punjab Portal**:

Step I – Registration

Visit the **eBiz Punjab Portal** at <https://ebiz.punjab.gov.pk/> and register yourself by clicking on **"Citizen Login"**.

Step II – Login

Log in to the eBiz Portal using your registered credentials. A **6-digit verification code** will be sent to your registered email address. Enter the verification code to complete the login process.

Step III – Search for the Service

Click on **"Search for Business"** and search for **"Dealer for Vehicle Registrations"**.

Step IV – Land Use Conversion

When prompted with **"Land Use Conversion Required"**, select **"No"**. Upload proof of your business premises (ownership documents or rent agreement) and click **"Next"**.

Step V – Construction Requirement

When asked **"Is Construction Required for Business?"**, select **"No"** and click **"Next"**.

Step VI – Review Required Documents

A list of required documents will be displayed. Ensure that all required documents are available in **scanned PDF format** for uploading. You may also review the **Common Mistakes** and **FAQs** provided on this page before clicking **"Next"**.

Step VII – Draw and Upload KML File

Click **"Draw Your KML File"** to mark the location of your showroom on Google Maps. Draw the boundary of your business premises, save the KML file, and upload it to the portal.

Step VIII – Enter Showroom Area

Provide the **total area** and **covered area** of your showroom, then click **"Next"**.

Step IX – Enter Applicant & Business Details

Verify your email address, then provide the required **Owner Details** and **Business Details**. After completing the information, click "**Next**".

Step X – Provide License & Business Information

Complete the following information:

- Select the vehicle category/categories for which the license is required:
 - Motorcycle
 - Motor Cars
 - Commercial Vehicles*(Multiple categories may be selected.)*
- Provide details of the person in charge.
- Enter the applicant's educational qualification.
- Provide details of relevant business experience.
- Enter bank account information.
- Indicate whether the applicant has ever been disqualified or convicted of any offence (Yes/No).

Click "**Next**" after completing all required fields.

Step XI – Upload Documents

Upload all the required documents in the prescribed format and click "**Next**".

Step XII – Review Application & Pay Fee

Review all the information and uploaded documents carefully. Generate the **PSID** for the application processing fee of **Rs. 500/-** and pay the fee through any online banking application or other available payment channels.

Step XIII – Submit Application

Read and accept the **Undertaking**, then click "**Submit**" to complete your DVRS application.

Important Notes

- Upload each required document as a **separate PDF file**.
- Ensure that all uploaded documents are clear, valid, and legible.
- Keep a copy of the paid PSID receipt for your record.
- Applications with incomplete or incorrect information may be delayed or rejected during scrutiny.