

## MTCTE Flowchart for Fresh Application

### Stage I: New User Registration

Visit [www.mtcte.tec.gov.in](http://www.mtcte.tec.gov.in)

Click Login

Click on Register an Account

Enter details like Username, Name, Password, Email etc. to register on MTCTE portal. (Please keep a note of Username and Password)

User has now been registered on MTCTE Portal

Login with Registered Username & Password

Go to *Profile Details*, enter company details, select Indian OEM or AIR and upload documents namely Authorization letter, AOA, MOA, Registration Letter & Proof of Registration Letter or equivalent documents.

Whether Indian OEM?

NO

Enter Foreign OEM details and upload MOU between AIR & FOEM, and AIR Authorization letter.

YES

Submit for Profile Acceptance

Profile Accepted?

NO

Email notification sent for Rejection of Profile

YES

Applicant/OEM profile created on MTCTE Portal

**OEM:** Original Equipment Manufacturer

**AIR:** Authorized Indian Representative

**ER:** Essential Requirement

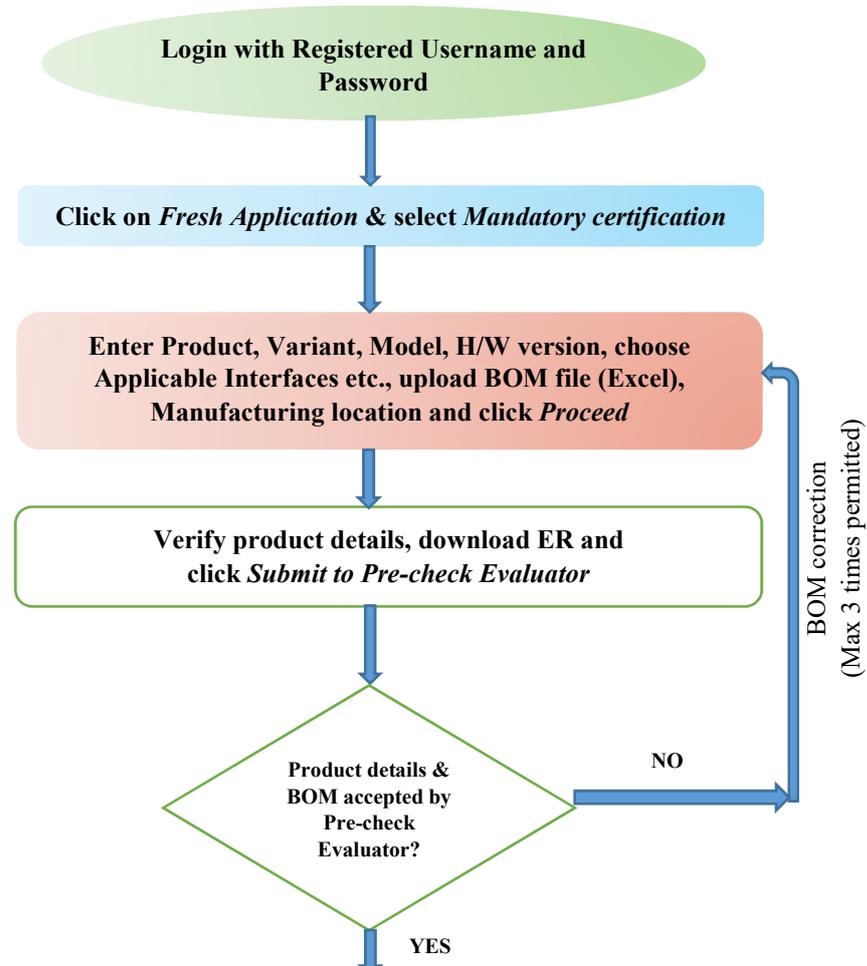
**GCS:** General Certification Scheme

**SCS:** Simplified Certification Scheme

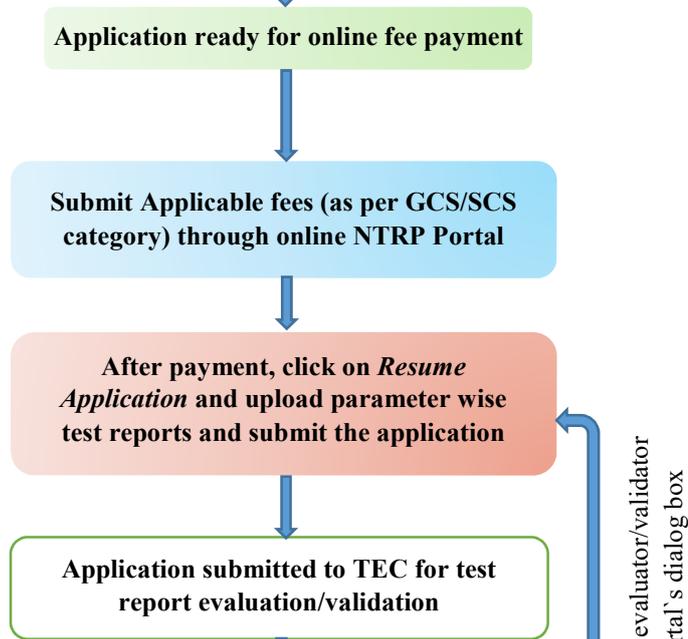
**BOM:** Bill of Materials

### Stage II: Applicant/OEM Profile Registration

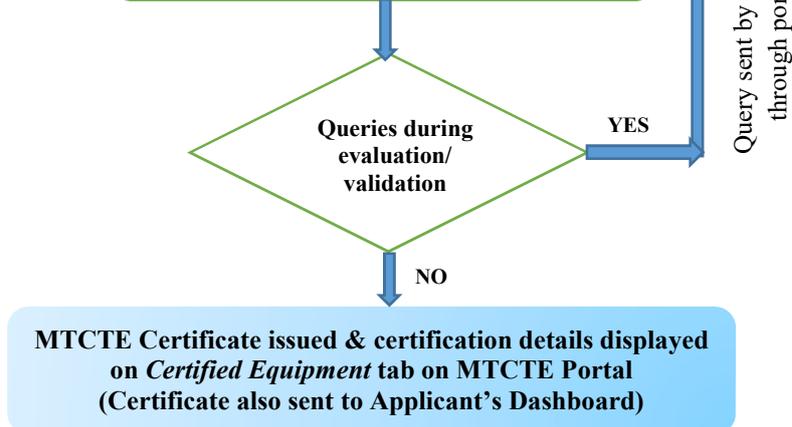
Stage III: Product Details & BOM for Pre-Check



Stage IV: Application Submission



Stage V: MTCTE Certification



**Note:** For detailed application procedure, download *MTCTE user instructions* from **Download** tab on MTCTE Portal [www.mtcte.tec.gov.in](http://www.mtcte.tec.gov.in).