

## Registration

Process flow for Registration of Documents									
#	Action Item	Step		Delivery by	Verification	Verifier	Documents needed	Time Line	Contact Person
1	Submission of document/deed	A	Preparation of document	Document Writer/ Advocate/Buyer/Seller	User	User	Previous Deed/ Land Tax/ID Proof	Not Fixed	Document Writer/ Advocate
		B	Purchase of Stamps @ 8% of the Consideration setforth in the Documents/ Value of the property	Registration Portal/ Stamp Vendors	Yes	User	Internet Banking details/ e-challan if direct remittance to Treasury	Same Day	Online Portal /Stamp vendor
		C	Payment of Registration Fee @ 2% of the consideration setforth/Value of the property	E-payment service by online Portal	Yes	user	Internet Banking details/ e-challan if direct remittance to Treasury	Same Day	For Technical Issues – 854 7344357
		D	Slot Booking	Online Portal	Yes	Sub Registrar	Nil	Same Day	854 7344357
		E	Online Submission	User has to submit	Yes	Sub Registrar	Copy of the deed	Same Day	Sub Registrar Concerned
2	Appearance before Sub Registrar	A	In person appearance of the parties to the document	User	Yes	Sub Registrar Concerned	ID Proof , documents as per Checklist published/slot booking acknowledgement	Same Day	Sub Registrar Concerned
		B	Verification of the documents	User	Yes	Office Staff concerned	Original Deed with replica of the deed in filing sheet issued by the Sub Registrar	Same Day	Sub Registrar Concerned
		C	Registration of Document	Sub Registrar Concerned	Yes	Sub Registrar Concerned		Same Day	Sub Registrar Concerned
		D	Scanning of Registered Deed	Sub Registrar Concerned		Office Staff concerned		Same if Registered before 12 PM	Sub Registrar Concerned
3	Delivery of Registered Document	A	Acknowledgement slip for Registration	Sub Registrar Concerned	Yes	user	Acknowledgement slip for Registration	Same Day	Sub Registrar Concerned