

Issue of Encumbrance Certificate – Standard Operating Procedures

	Submission of Application
Process Description	<ol style="list-style-type: none"> 1. Visit https://pearl/registration.kerala.gov.in 2. Select >>Certificates>> Application for Encumbrance Certificates. 3. Enter Captcha/ OTP as required. 4. Enter the form details - Address/ document details 5. Save the entered data for each section. 6. Enter the Property Details – enter the survey details as per the original document- If Survey number as per tax receipt is given, enter the resurvey with block and old survey as the case may be . 7. Select the unit according to area of the property; (FPS – Foot, Pound Second; MKS – Metre Kilogram, Second) 8. Enter the Search Period 9. If wish to get priority select Yes/No. 10. For priority application, double the rate of normal fee has to be paid. 11. Specify the language in which Certificate needed (Malayalam or English) 12. Submit the application to SRO (submitted application cannot be edited once it is submitted) 13. If more details are required for processing the application, the applicant will be informed through an SMS for more information if the given details are wrong or mismatch. 14. If additional ownership is found during the process, the applicant will be informed through SMS/ Web portal to remit the required additional fee; 15. Once the certificate is ready, applicant will be informed through SMS. 16. Visit the portal – check the status through <i>Application Status/ Download</i> 17. Click the download link to get the Digitally Signed Certificate.
Procedure for Fees payment	e-payment only
List of Reference Documents	Previous Registration documents / Property Tax

Time line for completing the process	Minimum 3 Working days for digitized periods and minimum 14 Working days for for non-digitized periods.
Checking of Application Status	Applicant will get an SMS on submission of application with a transaction id which can be used for verifying the present status of application through >> <i>Application Status/Download</i>
Key Contact Person from department	<P.K.Sajan Kumar, Joint Inspector General, 9496428824,
Departmental Work Flow	<ol style="list-style-type: none"> 1. The remitted fee will be defaced and accounted by the Supervising Officer; 2. The Clerk will select the application for performing the first search; 3. Another Clerk will select the application for performing a Second Search to confirm the search results. 4. After Second Search EC will be moved to verification window where it is verified whether entries in both searches are same 5. If any mismatches found, procedures 2 to 4 will be repeated; 6. If both search results are found to be matching, the EC application will be moved to EC Generation mode where it is generated by Head Clerk/Junior Supet/Sub Registrar. 7. SR's/Superintendents'/ Head Clerk will apply the Digital Signature; 8. The Digitally Signed Certificate will be issued by SR/Superintendents/ Head Clerk 9. An SMS will be delivered to the applicant's mobile number on issue of the Certificate; <p>The applicant can visit the portal and download the certificate through >> <i>Application Status/Download</i> http://pearl.registration.kerala.gov.in</p>
Help Desk Whatsapp Number	854 7344357 (Dial >> 854REGHELP << from key pad)