Online Document Details Entry

The first step in Online Document Details Entry Process is to create the Username and Password for the user. To create a login go to 'http://www.keralaregistration.gov.in' and, click on 'Online Application' link.



for submitting an application, click the "*Online Application*" link in the home page

Now, click on

Online Document Details Entry- User Registration ' at the middle of the screen

OR

'New User' option given at the top portion of the screen

Three types of users can submit the document, viz Advocates, Doc.Writers and Others



New User Registration

*User Role	Document Writer	-	*Login Name	Vaerkey		
*First Name	Varkey		*Last Name	Ittoop		
*License Type	State		*License No	KL567567/2	23	
*District	Kollam	-	*Sub District	Anchal	-	
Licence Issue Date	18/05/1995	-	*Licence Expiry Date	31/05/2019	-	
Adhar Number			*Date of Birth	24/05/1975		
*Password			*Confirm Password	•••••		
*Address	Ittoop House		*Pincode	691306		
Phone		(10 digits)	*Mobile	(10 digits)		
*Security Question	What is your favorit	te car? 💌	*Your Answer	BMW		
*ID Type	Id card(State/centra	al Govt) 💌	*ID No.	HKI234234		
* Email	varkey.i@gmail.com	m	* Photo Upload	Browse_	Ani.jpg	
* Upload ID	Browse_ bg-ligh	nts copy.p	* Upload Licence	Browse_	ibps.png	
			DECET			

After successful registration the user will get a message as shown below.

Click on the button 'Log In' to login



<u>Login</u>

*Login Name	doc
*Password	•••••
9 <mark>9</mark> 4 _{m5} 8	994m58
	Enter the text of the above image!
Create Log	Login

Forget Password

Login Name	varkey	
Security Question	What is your favorite car?	•
Your Answer	BMW	
Date of Birth	29/05/1974	
Your Email	varkey@gmail.com	

On login, user will get the page for navigation.

		GOVI	ERNMENT OF K	EPARII Erala	MENT	PEARL NE
Home	Querle	s Doc. Regl	stration Spec	lal Marriage	Certificate	es Gahan
er: doc ureday, Jun 05, 2014 User Menu	Home			н	one Logot	ContactUs Finglish Version
Change Paceword Update Profile Loçout	W You Ker	ELCOME doc, a have successfully loc rate.	ged into the online	application center	r of <mark>Registrati</mark>	on Department, Govt of
How to Apply for Encumbrance Certificate Certified Copy List Certificate Marriage Registration Gahan Filing	Use	the following icon for	navigation in Online	Document Detail	ls Entry.	
Help Registration Act Special Marriage Act Install ng Ma ayalam Tool						
	Itala	Town & Con Diana	Coovright Doligy	Drivacy Dolicy	Disclaimer	Siteman

Steps for submitting application for document registration are : Selection of available time slot (Token) Enter Presentation details, Document details, Claimant details etc Submit the application and get the acknowledgement slip.

Search For Available Token

Search for available token includes searching and selecting convenient timeslot for presenting document in Sub Registrar office. After filling mandatory fields click on 'View Token'. The list will give timeslots from the day before and after the selected date. Choose one available slot and click on it.

	RE	GISTRATIO governmen	N T OF	DEPART	MENT		PEARL	Net
Home	Queries	Doc. Registration	S	pecial Marriage	Certificates		Gahan	
		Online Token Registrati	on 📍	Available Token		-		
User: doc Thursday, May 29, 2014		Document Details	Þ	My Tokens	lome Lagout C	ContactUs	English Version	•

			Search for	Available Token		
	*District	Kollam	•	*Sub-Registrar Office	Anchal	•
	*Taluk	Pathanapura	am 💌	*Presenting Date	29/05/2014	-
		Ī	View Token	Reset		
			Availab	le Time slots		
No.	Time Slo	ot	29/05/2014	30/05/2014	1	31/05/2014
1	10):00 am	Not Available	Available		Available
2	10):30 am	Not Available	Available	Available	
3	11	L:00 am	Not Available	Available		Available
4	11	L:30 am	Available	Available		Available

Now, Transaction type Selection window will appear. In this window choose appropriate transaction type carefully, since it can't be modify later. After selecting the transaction type click on 'Submit' button.

Selected Token	2014-05-30@11:30:00		
*Transaction Type	Sale - Conveyance *Bo	ok No 1	

Presentation Details

Presentation details include details of the person presenting the document and other important details. Starred(*) fields are mandatory. Local boy type, Document Amount and No. of filing sheet should be given correctly. Fees and Stamp duty will differ according to the given data. The validation in the form will differ according to the transaction type.

	5017 D	FORM		Handalor	y 1 160
	EDIT P	RESEN	TATION DETAILS		
*Token No	T55	-			
*District	Trivandrum	*	*Taluk	Thiruvananthapuram	
*Sub-Registrar Office	Chala	-	* Village	Thaikkad	-
Desam	- Select	-	Block	001	
*Transaction Type	0702-Sale - Conveyance	-	*Book No	1	
Details Regarding Prese	nter				
*Nativity	●Keralite ◎Non-Keralite	9			
* Presenter	Executant	-	*Presenting Date	29/08/2013	
* Presenter Name	Test		* Age	23	
* Profession	Nil		* Relative's Name	Test	
* Relation Type	Others	•	* Present Address	Test	
* Previous Address	Tvm		* Place & Post Office	Tvm	
* Pincode	690000		Email ID		
Phone No(incl code)			* ID Type	Id card(State/central Go	vt)
* ID No.	123		Issued Date	01/01/2011	
Expiry Date	01/01/2019	-	* Issuing Authority	Ero	
etails Regarding Docum	nent				
Remark			Licence Number of Document Writer(if Any)	33434	
* Local Body	Corporation	-	* Document Amount	12000000	
Vhether authentication required in payment of consideration?	🛇 Yes 🖲 No		Consideration Amount		
Place Presented other than SRO	🔿 Yes 🖲 No		Place Presented	Select	-
Duplicate?	🛇 Yes 🧕 No		*No of Filing sheet	2	
Unvalued Agreement?	🛇 Yes 🖲 No		Transfer of Revenue Recovery(Application)	🛇 Yes 💿 No	
Presentation Type	General	•			
	Reset	U	pdate Next		

After successful submission of Presentation Details, the data entry can be continued by entering the previous document details **OR** You can continue the entry at **ANY TIME** as the token will be listed out in 'My Token' window.

‡ ^{Token} No	* Registration Date	Presenter Name	+ Presenting Date	Presenting Time	\$ Status	
T34	2013-07-05	Tester	2013-07-05	15:40:00	Registration Pending	Print
T35	2013-07-05	Tester	2013-07-05	15:50:00	Registration Pending	Print
Т37	2013-07-09	Anil	2013-08-08	10:00:00	Registration Pending	Print
Т38	2013-07-09	Anil	2013-08-13	10:00:00	Registration Pending	Print
T42	2013-07-10	Joy	2013-08-28	10:00:00	Doc. Impounded	Print
T50	2013-08-02	Ааааа	2013-08-03		Submission Pending	View
T51	2013-08-03		2013-08-06		Submission Pending	View
T52	2013-08-03	Јоу	2013-08-15		Submission Pending	View
T53	2013-08-03	Vijay	2013-09-02	10:00:00	Registration Pending	Print
T55	2013-08-05	Test	2013-08-29		Submission Pending	View

N ↓ N 1 - view all

10 - Entries Per Page Page 1 of 7

Click on the 'View' button, the presentation details will appear. Necessary editing can be done . We can proceed to the next form 'Previous Document Details' by clicking 'Next' button in the 'Presentation Details'.

Previous Document Details

Previous document details used to store PR details of the document to be registered. After saving correct PR details, the Executant Details will be stored automatically.

							*	Mandatory Field	
		PREVI	ous pocu	MENT DETAILS				_	
Token	No	T55			Year	2013			
Book	No	1			1				
*Type of Docum	ent	Registered Docume	nt 💌						
*Dis	rict	Trivandrum	•	*Sub-Registrar Office			Chala		
* Ye	ar :	2012			*Book No	k No 1			
*Document/Pattayam	No 2	23		Volume Page To					
Page F	om								
Rem	ark								
		Back	Upda	te Skip/Ne	ext				
SINo Property SI No		Pattika No	Docome	nt/Pattyam No		Year	0		
1 1		1	23			2012	(Edit)	Delete	
2 1		1	222			2011	Edit	Delete	

<u>Claimant Details</u>

Enter the Claimant details(buyer's details) here. The added claimant will be displayed just below the form. 'Edit' button can be used to edit the claimant details. *Claimant details entry is mandatory.*

2013	*Year		T55	*Token No
1	*SINo		1	*Book No
●Keralite ◎Non-Keralite	*Nativity		©Yes ●No	*Is Company?
				*Name
	*Relative's Name	•	Select	*Relation Type
	*Profession			* Age
	* Previous Address			* Present Address
	*Pincode			* Place & Post Office
Thiruvananthapuram	*Taluk		Trivandrum	*District
	Phone No(incl code)	•	Thaikkad	*Village
	Thandaper SubDiv Number			Thandaper Number
	*PAN No./ Form-60 Decl. Name	*	PAN Card	*ID Type
	Expiry Date			Issued Date
	Email ID			*Issuing Authority

Executants Details

Enter Executants details(seller's details). The added Executants will be displayed just below the form. The 'Edit' button can be used to edit the Executants details. Power of Attorney details can be entered by clicking 'Power of Attorney' check box. The Executants details entry is mandatory.

											* Manda	tory Field
					EDIT EX	ECUT	ANT DETAII	LS			_	
	*Toke	n No	T55						*Year	2013	2013	
	*Boo	k No	1					*SINo		1		
	*Is Compa	any?	OYes (No				*Nativity			Non-Kera	lite
	*N	ame	കെകെ	സുന്ദരേ	തന്തര			*Age				
	*Relation	Туре	Sele	ct		-		*Re	lative's Name			
	* Present Add	ress	റ്റി സി 1	/1676	- ൽ		*	Prev	ious Address			
	* Place & Post O	ffice							*Pincode			
	*Dis	strict	- Sele	ct		-		*Taluk		Select		•
	*Vil	lage	Select		-	Email ID						
	Phone No(incl c	ode)				*Profession						
	Thandaper Nur	nber	0				Thandap	er Su	ubDiv Number			
	*ID Type		PAN Card			*	*ID No.					
	Issued I	Date				-			Expiry Date			-
	*Issuing Auth	ority										
	Power of Atto	rney										
			Reset		Back		Update		Skip/Next			
SiNo	Name	Re	. Name	Hou	se Name			Pla	ce	Thandaper Number		
1	കെ കെ സുന്ദരേശൻ			റ്റി സ്	ດີ <mark>19/1676-</mark> ໔	ත්				0	Edit	Delete
2	കൃഷ്ണകമാർ			TC4	1/1810(1)				0	Edit	Delete	
3	സെക്രട്ടറി			സർവ്വീസ് മുടവൻമുകൾ		സപ	ഗകരണബാങ്ക്	നബാങ്ക് റ്റി.847		0	Edit	Delete
4	ടി.താനാട			ടിസി	.49/2931					0	Edit	Delete
5	സൂനിൽ സഭൻ	പാർ കമാ	പ്പതി തി	TC 2	23/161					0	Edit	Delete
		-										

Property Details

Enter the details of property here. At least one of the transactions should be same as the transaction code in the presentation details. If the property is having well or building, then tick 'Yes' on corresponding fields. The added Property will be displayed just below the form. The 'Edit' button can be used to edit the Property details.

_			PROPE	RTY DE	TAILS ENTRY			
	*Token No	T55				*Year	2013	
	*Book No	1				*SINo	3	
	*Pattika No	h				*District	Trivandrum	-
	Sub-Registrar Office	Chala		F		*Taluk	Thiruvananthapuran	, –
	*Village	Thaikkad		-		Desam	Select	•
	*Local Body Type	Select		•	Lo	ocal Body Name	Select	•
	Ward No							- Com
	ReSurvey BlockNo					Resurvey No		
	ReSurvey SubDivNo					Old Survey No		
C	old Survey Subdiv No					Land Type	Select	-
	Thandaper Number				Thandaper	SubDiv Number		
	Unit	M		-				
TOTAL P	ROPERTY INHAND							
	*Hecter	0				*Are		
	*Sqmtr							
PROPERT	Y FOR TRANSACTION	Í.						
	*Hecter	0				*Are		
	*Sqmtr							
	*Transaction Type	Sale - Conv	veyance	-		*Land Value		
	Details of Property							
FAIR VA	LUE							
© Sel	ect Fair Value				© Enter Fa	air Value		
BOUNDA	RIES							
	*East	et				*North	nt	
	*West	wt				*South	st	
Is	well in the Property?	OYes ONo			Is Lease in	n the Property?	©Yes ●No	
Is	Building in Property?	©Yes ●No						
		Reset	Back		Save	Skip/Next		
SINo	Village Sy.N	sy.Sd	/n.No	Old	.Sy.No	Old.Sy.Sdvn.No	\sim	
1	24			24				lete
2	24			185	9		Edit De	lete

Note: Total cost of 'Amount of Land' and 'Amount of building' should be less than or equal to the document amount

Building Details

This form will only be displayed if 'Is Building in Property' is tick to 'Yes' in Property Details Entry form.

*Property SI No 2 • *Pattika No 1 • *Building SI No 1 *Building Type Select • Building No Ward No • • *Local Body Corporation • Building Name • Dimensions(in Sq) Terrace • Building Tax • Built Year • No: of Floors •		BUIL	DING DETAILS		
*Building SI No 1 *Building Type Select • Building No Ward No Ward No *Local Body Corporation Building Name Dimensions(in Sq) *Nature of Building Type Residential Building • *Roof Type Terrace Building Tax Built Year No: of Floors Image: Select •	*Property SI No	2	*Pattika No	1	-
Building No Ward No *Local Body Corporation Building Name Dimensions(in Sq) *Nature of Building Residential Building *Roof Type Terrace Building Tax Built Year No: of Floors Image: Corporation	*Building SI No	1	*Building Type	Select	-
*Local Body Corporation Building Name Dimensions(in Sq) *Nature of Building Residential Building *Roof Type Terrace Building Tax Built Year No: of Floors Image: Corporation	Buliding No		Ward No		
Dimensions(in Sq) *Nature of Building Residential Building *Roof Type Terrace Building Tax Built Year No: of Floors	*Local Body	Corporation	Building Name		
*Roof Type Terrace Building Tax Built Year No: of Floors	Dimensions(in Sq)		*Nature of Building	Residential Building	-
Built Year No: of Floors	*Roof Type	Terrace	Building Tax		
	Built Year		No: of Floors		
/aluation of Building Remark	Valuation of Building		Remark		

View & Edit will appear here

The Property serial No. has to select to determine the property in which the building is situated.

Note: Total cost of 'Amount of Land' and 'Amount of building' should be less than or equal to the document amount

Claimant-Property Link

The Claimant-Property Link form is used to mention which property is attached to which owner. It is applicable when no. of properties and no. of owners are more than one

						* Mandatory Fields
CLAIMAN	IT DETAILS			PROPERTY	DETAILS	
				SINo		Sch. No
SINo		Name		1		1
				2		1
		CLAIMANT -P	ROPERTY LINK			
Select	▼ *Pro	SI No	ect	Sch. No	Select	•
	Reset	Back	Save	Skip/Next	1	
	CLAIMAN SINo Select	CLAIMANT DETAILS	CLAIMANT DETAILS SINo Name CLAIMANT - PI Select Reset Back	CLAIMANT DETAILS SINo Name CLAIMANT - PROPERTY LINK Select Reset Back Save	CLAIMANT DETAILS PROPERTY SINo Name 1 SINo Name 1 CLAIMANT - PROPERTY LINK 2 2 CLAIMANT - PROPERTY LINK *Sch. *Sch. SINo Save Skip/Next	CLAIMANT DETAILS PROPERTY DETAILS SINo SINo SINo Name 1 2 CLAIMANT - PROPERTY LINK Select Image: Select Reset Back Save Skip/Next Skip/Next

No Claimant-Property Link Found

Enclosures

Enclosures form store the list of documents has to provide before Sub Registrar at the time of Presentation.

			ENCLO	SURES		
	*Token No	T55			*Book No	1
* Enclosure	•:					
Check A	A <i>ll</i> 🔲					
IT Clear	ance of Executant					
		Reset	Back	Save	Skip/Next	
SINo	Code and Nar	me of Enclosure				Action
1	06-Form for L	ocal Body Trans	fer			Delete
2	09-Form 58					Delete

Witness Details

Enter details of individuals who will be the witness at the time of registration of document. At least two witness are mandatory.

		EDIT WIT	NESS DETAILS	* Mandatory Fie
	*Token No	T55	*Ye	ar 2013
	*Book No	1	*SI	No 1
*	Witness Type	WB-Witness for both Pres	*Witness Nan	ne Martha
*	Relation Type	Mother	*Relative's Nan	ne Manu
*Ho	ouse No/Name	No 21 KLM	*Villag	ge Attingal
	*Place	Attingal	*Professio	on Farmer
		Back Update	Reset	Next/Skip
l No	Name	Address	Profession	Type of Witness
	Martha	No 21 KLM , Attingal , Attingal	Farmer V	

Note : User can "Edit/Delete" Witness Details.

Stamp Paper Details

			DETAILS ENTRY	STAMP PAPER		
3	2013	*Year			T55	*Token No
	1	*SINo			1	*Book No
		Stamp Paper	*Value o			Serial Number of Stamp Paper
]		*Stamp Date				*Stamp Paper Number (Vendor)
		rchaser Name	*Pu			*Name of Vendor/ Sub-treasury
						Remark
	1			1		

Enter details of stamp paper used to write the document.

Extra Note

Extra Note is used to store extra details regarding the document.

*Token No T55 *Year 2013
*Book No 1 *SINo 1
*Extra Note Boudaries

Submit to SRO

It is the final step in On-line Token Presentation. In this form we can choose another slot if the selected one is not convenient by clicking 'View Token'. Then click on 'Accept & Submit to SR' for submit the application.

Selected time slot betuils.	
Date : 29/08/2013	
Time : 10:07 am	
You can continue to submit the Please Choose Another Slot if Yo	application using selected time slot or reselect the new one. <i>u need Else Submit to SRO</i> .

Now, the summary of the entered details will be shown. Go through the details and make necessary changes to avoid problems at the time of Registration. Click on 'Accept & Continue'.

Summary of Online	Token Registration		
lease go through the details yo	ou have entered. Make necessary o	changes if needed to avoid prob	lems in Registration.
	REGISTRATION Govt. of [Report of Online To	DEPARTMENT Kerala	
	Token I	Details	
Token No	T55	Year	2013
Book No	1	SRO	Chala
	Presentatio	on Details	
District	Trivandrum	Taluk	Thiruvananthapuram
Sub-Registrar Office	Chala	Village	Thaikkad
Desam		Block	001
Transaction Type	0702-Sale - Conveyance	Book No	1
Presenter	E01-Executant	Presenting Date	29/08/2013
Presenter Name	Test	Age	23
Profession	Nil	Relative's Name	Test
Relation Type	Others	House No/Name	Test
Post Office	Tvm	Place	Tvm
Pincode	690000	Email ID	
Phone No(incl code)		ID Type	Id card(State/central Govt)
ID No.	123	Issued Date	01/01/2011
Expiry Date	01 00:00:00/01/2019	Issuing Authority	Ero
Remark		Licence Number of Document Writer(if Any)	33434
TRR	No		

Back	Print	Accept&Continu

•

A confirmation box will appear. Now, press on OK button to submit the application to the SRO.

Mode of Payn	nent	
· ·	Stamp Duty : Rs. 840000/-	
	Fees: Rs. 240000/-	
	e_stamping? OYes ONo	
		SACK GO

A box mentioning the 'Mode of Payment' will appear. It shows the Stamp Duty and Fees to be paid for Register the Document. Click on 'Go' button to continue.

If click the "Yes", the user can do the payment using online payment system.

An Acknowledgement slip will appear. It contains Dept. Ref. No., Date of Presentation, Time of Presentation and Place of Presentation. Click on 'Report' to view the detailed report.

Dept. Reference No : 6	20000T145
Date of Presentation : 2	29/12/2012
Time : 12:10 pm	
Place : Sub Registrar O	ffice, Sasthamangalam .
Note: You have Succe of the Report along with per the details mention	ssfully submitted your application. For Registration, submit printon n related documents in original to the Sub Registrar Office in time a ed above.
To view or take printou	t of the report, click on Report. For taking printout later, you hav
to login, choose your to	ken and take printout.
	Close Print Acknowledgment

After click the link you will get the following report.

	REGISTRATION Govt. ol [Report of Online T	DEPARTMENT f Kerala oken Registration]	
	Token	Details	
Token No	тъз	Year	2013
Book No	1	SRO	Sasthamangalam
	Presentati	on Details	
District	Trivandrum	Taluk	Thiruvananthapuram
Sub-Registrar Office	Sasthamangalam	Village	Sasthamangalam
Desam Transaction Type		Block Book No	
mansaction type	E07-Personal Capacity and	BOOKING	
Presenter	as Guardian of minor	Presenting Date	13/08/2013
Presenter Name	Vijay	Age	44
Relation Type	Ng	House No/Name	JK Ib
Post Office	Jhj	Place	Jjk
Pincode	786767	Email ID	
Phone No(incl code)	al de la	ID Type	Driving License
Expiry Date	JKKJ	Issued Date	Kibk
Remark		Licence Number of Document	33434
TRO		Writer(if Any)	
Whether authentication required in payment of consideration?	No	Consideration Amount	NA
Place Presented other than	No	Place Presented	NA
SRO Bresentation Type	No		
Presencedon Type	Executer	t Details	
SINo	1	Name	Hbushi
Age	78	Relation Type	Others
Relative's Name	Uytu	House No/Name	Uytu
Post Office	Uytu	Pincode	666666
Email ID	Invandrum	Phone No(incl code)	Thiruvananthapuram
Profession	Gfdg	Thandaper Number	0
Thandaper SubDiv Number		ID Type	Id card(State/central
ID No.	odfafa	Issued Date	Govt)
Expiry Date	00-0	Issuing Authority	Gfdgfg
Power of Attorney	No		
	Property	y Details	
SINo	1		
Pattika No Sub Registrar Office	1 Castleannanalann	District	Trivandrum
Village	Sasthamangalam	Desam	milovarianciapurani
Local Body	Corporation	Local Body Name	Thiruvananthapuram (C)
Ward No			
Resurvey SubDivNo		Old Survey No	178
Old Survey Subdiv No		Land Type	
Thandaper Number	0	Thandaper SubDiv Number	
OTAL PROPERTY IN HAND	Sq.Meter		
Hecter	0	Are	1
Sqmtr	1.00		-
ROPERTY FOR TRANSACTION			
Hecter	0	Are	1
Sentr Details of Property	1.00		
OUNDARIES			
East	e	North	n
West	w	South	s
Fair Value	1000 No	Is Building in Property?	No
SINO	2		95177
Pattika No	1	District	Trivandrum
Sub-Registrar Office	Sasthamangalam	Taluk	Thiruvananthapuram
Local Body	Corporation	Local Body Name	Thiruvananthapuram (C)
Ward No			
ReSurvey BlockNo		Resurvey No	4.000
Old Survey Subdiv No		Land Type	178
Thandaper Number	0	Thandaper SubDiv Number	
Unit	Sq.Meter		
OTAL PROPERTY IN HAND	-		
Hecter	1.00	Are	1
ROPERTY FOR TRANSACTION			
Hecter	0	Are	1
Sqmtr	1.00		
Details of Property			
Fast	-	North	8
West	w	South	3
Fair Value	20000	Is well in the Property?	No
Is Lease in the Property?	No	Is Building in Property?	No
< monantes annen ker	Witness	Details	
SINO	1		
Witness Type	Witness not Required	Name	
Relation Type		Name	
Place		Profession	

For Registration, submit printout of the Report along with related documents to the Sub Registrar Office in exact time and date which displayed in your Acknowledgement slip.

SINO 1 Extra Note NIL Extra Note

Print