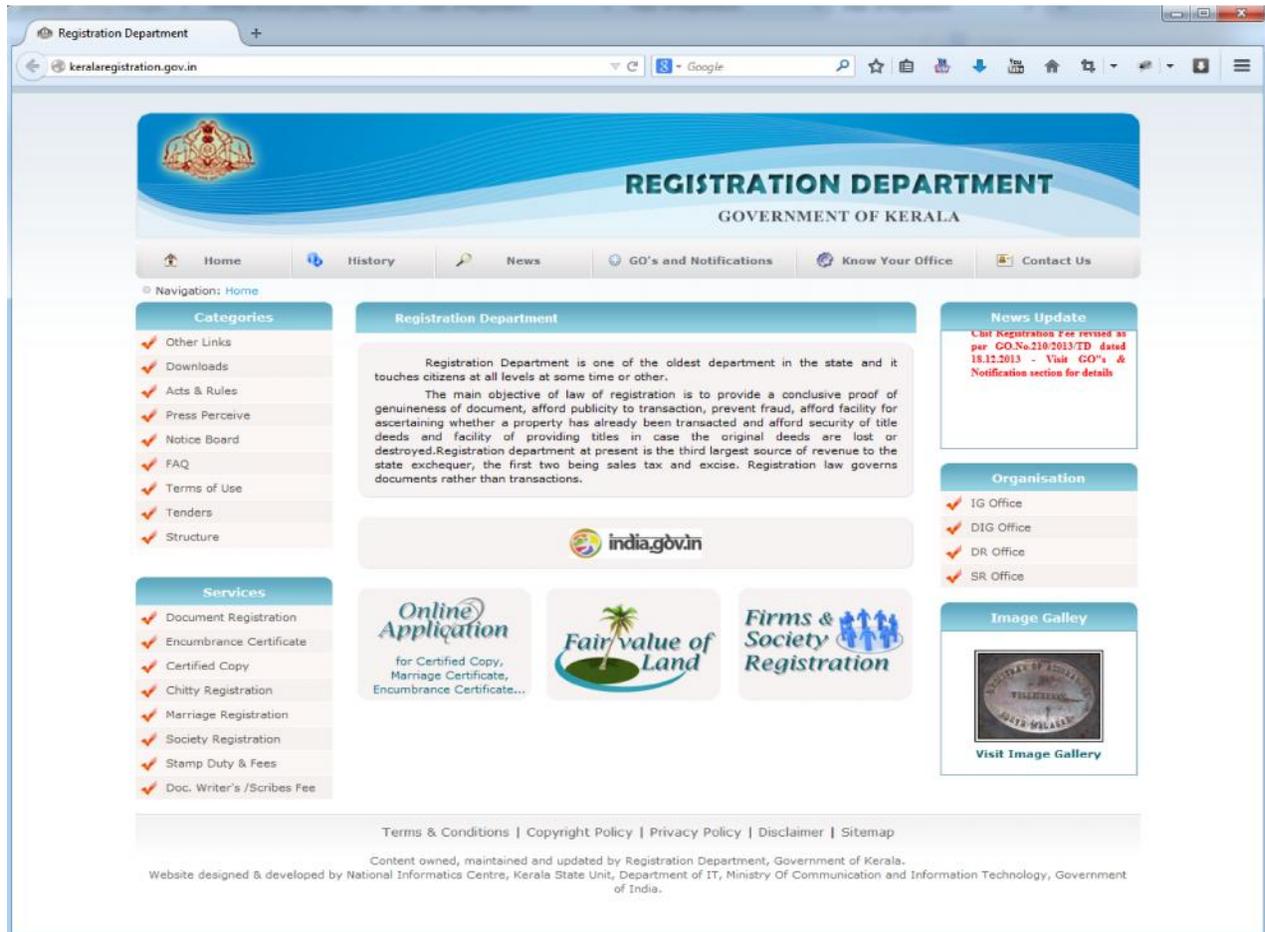# Online Document Details Entry

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

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

Click on the button 'Log In' to login

Login

Forget Password

On login, user will get the page for navigation.

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.

REGISTRATION DEPARTMENT
GOVERNMENT OF KERALA

| Home | Queries | Doc. Registration | Special Marriage | Certificates | Gahan |

Online Token Registration ▸ | **Available Token**
Document Details ▸ | My Tokens

User: **doc**
Thursday, May 29, 2014

Home | Logout | ContactUs

English Version

Search for Available Token

| *District | Kollam | *Sub-Registrar Office | Anchal |
| *Taluk | Pathanapuram | *Presenting Date | 29/05/2014 |

View Token   Reset

Available Time slots

No.	Time Slot	29/05/2014	30/05/2014	31/05/2014
1	10:00 am	Not Available	Available	Available
2	10:30 am	Not Available	Available	Available
3	11:00 am	Not Available	Available	Available
4	11:30 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.

Transaction Type Selection

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

Back   Submit

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.

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.

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.

Claimant Details

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.*

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.

Mandatory Fields

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.

> ➕ *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.

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

Enclosures

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

Witness Details

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

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

Stamp Paper Details

Enter details of stamp paper used to write the document.

Extra Note

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

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.

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

Please go through the details you have entered. Make necessary changes if needed to avoid problems in Registration.

REGISTRATION DEPARTMENT
Govt. of Kerala

[Report of Online Token Registration]

Token Details			
Token No	T55	Year	2013
Book No	1	SRO	Chala

Presentation 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		

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Back	Print	Accept&Continue

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

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.

After click the link you will get the following report.

REGISTRATION DEPARTMENT
Govt. of Kerala
[Report of Online Token Registration]

Token Details			
Token No	T53	Year	2013
Book No	1	SRO	Sasthamangalam

Presentation Details			
District	Trivandrum	Taluk	Thiruvananthapuram
Sub-Registrar Office	Sasthamangalam	Village	Sasthamangalam
Desam		Block	
Transaction Type	0702-Sale - Conveyance	Book No	1
Presenter	E07-Personal Capacity and as Guardian of minor	Presenting Date	13/08/2013
Presenter Name	Vijay	Age	44
Profession	Klj	Relative's Name	Jk
Relation Type	Mother	House No/Name	Jh
Post Office	Jhj	Place	Jjk
Pincode	786767	Email ID	
Phone No(incl code)		ID Type	Driving License
ID No.	jkkj	Issued Date	
Expiry Date		Issuing Authority	Kjhk
Remark		Licence Number of Document Writer(if Any)	33434
TRR	No		
Whether authentication required in payment of consideration?	No	Consideration Amount	NA
Place Presented other than SRO	No	Place Presented	NA
Presentation Type	NA		

Executant Details			
SlNo	1	Name	Hhuybj
Age	78	Relation Type	Others
Relative's Name	Uytu	House No/Name	Uytu
Post Office	Uytu	Pincode	666666
District	Trivandrum	Taluk	Thiruvananthapuram
Email ID		Phone No(incl code)	
Profession	Gfdg	Thandaper Number	0
Thandaper SubDiv Number		ID Type	Id card(State/central Govt)
ID No.	gdfgfg	Issued Date	
Expiry Date		Issuing Authority	Gfdgfg
Power of Attorney	No		

Property Details			
SlNo	1		
Pattika No	1	District	Trivandrum
Sub-Registrar Office	Sasthamangalam	Taluk	Thiruvananthapuram
Village	Sasthamangalam	Desam	
Local Body	Corporation	Local Body Name	Thiruvananthapuram (C)
Ward No			
ReSurvey BlockNo		Resurvey No	
ReSurvey SubDivNo		Old Survey No	178
Old Survey Subdiv No		Land Type	
Thandaper Number	0	Thandaper SubDiv Number	
Unit	Sq.Meter		

TOTAL PROPERTY IN HAND

Hecter	0	Are	1
Sqmtr	1.00		

PROPERTY FOR TRANSACTION

Hecter	0	Are	1
Sqmtr	1.00		
Details of Property			

BOUNDARIES

East	e	North	n
West	w	South	s
Fair Value	1000	Is well in the Property?	No
Is Lease in the Property?	No	Is Building in Property?	No
SlNo	2		
Pattika No	1	District	Trivandrum
Sub-Registrar Office	Sasthamangalam	Taluk	Thiruvananthapuram
Village	Sasthamangalam	Desam	
Local Body	Corporation	Local Body Name	Thiruvananthapuram (C)
Ward No			
ReSurvey BlockNo		Resurvey No	
ReSurvey SubDivNo		Old Survey No	178
Old Survey Subdiv No		Land Type	
Thandaper Number	0	Thandaper SubDiv Number	
Unit	Sq.Meter		

TOTAL PROPERTY IN HAND

Hecter	0	Are	1
Sqmtr	1.00		

PROPERTY FOR TRANSACTION

Hecter	0	Are	1
Sqmtr	1.00		
Details of Property			

BOUNDARIES

East	e	North	n
West	w	South	s
Fair Value	20000	Is well in the Property?	No
Is Lease in the Property?	No	Is Building in Property?	No

No Enclosures added yet

Witness Details			
SlNo	1		
Witness Type	Witness not Required	Name	
Relation Type		Name	
House No/Name		Desam	
Place		Profession	

Extra Note			
SlNo	1		
Extra Note	NIL		

[Print]

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.