## **Online Registration Process Flow Portal**

- Using the registered credentials, login to the application
- Go to Registration --> Document Registration --> Create Document Online Flow.

R		த்துறை FRATION DEPA	RTMENT	949 (Monday to nation provided O	please contact 8452110 / 949844 9498452130 Friday 10 AM to 5.4 Government holida nline is updated	5 <b>2120 /</b> 5 PM, excluding (Mond AM tr ys) I and no physical v	CC 1800 lay to Friday 8 5 PM excludir isit is requir	ontact: 102 5174 AM to 8 PM, S ng Governmen red for the S	aturday 10 holidays) ervices pro	Wei Las	Icome : TNIGRS Citizen It Sign-in : 11-Jul-2022 02:57 PM Ie.	Sign-out
Home	<ul> <li>Registration</li> </ul>	• E-Servi	ces Circulars	Document Status	Draft Listing	Guideline Value	Sitemap	• Help	Support	- More	About Us	
GUIDE	Document Regist	tration 🕨	Create Document	KNC	W YOUR JUR	ISDICTION			WELC	OME TO	PAYMENT SYSTEM	
	Marriage Registra	ation 🕨	Online Flow	Create Document O		ICES				STAR ha	as been facilitated with the online	payment of
Zone'	Firm Registration	•	Create Document	- Sur	eet Name					secured	manner. The Government ha	is accorded
Sub F	Society Registrat	ion 🕨	Create Document Usin			OR				sanction offices,	through Demand draft for the	amount upto
Villag	Adjudication		My Documents	Vill	age Name					Rs.5000 payment	/- and no monetary restriction t. For the payment upto Rs.1,000	for online V-, it can be
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- Select the required nature of the document from the dropdown .
- All the Pre-requisite details for the Online process registration are listed.
- Necessary device integration files are provided in the Link 'Click here for supporting files for device Integration'.

Deposit Of Title Deeds	✓ Deposit Of Title Deeds	
Distant Manual Administration proof is manually for an e	Encountry Fundoo una Frincoo.	
Proto and Biometric capture and validation with UIDAI is M Registration of Biometric/ ins Device is required for UIDAI \ Only after completion of E-Payment and successful Biomet for Verification and Registration at Sub Registrar Office. If in case of failure in Biometric/ Ins validation for any of the For Lease Deed, with Purpose of Lease as Residential (> 5 Click here for supporting files for device integration.	Iandatory. /alidation. /ric/ Iris validation with UIDAI, the Application will be considered as Submitted and will t Parties, the Document will not be processed Online. Kindly proceed with Normal Reg § Years) or Other than Residential then it should be processed through Normal Registra	be available istration. ation.
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- Enter all the required party details and witness details.
- Identification type, for all the applicable parties, representatives, and execution witness, is mandatorily the Aadhaar Number.

Salutation *	Name *	
Mrs. 🗸	STEFFI MALAR	
	Name (in Tamil)*	
	ச்டெகப்கபி மலர்	
Relation Type *	ச்டெஃப்ஃபி மலர் First Relationship Nan	ne*
Wife of 🗸	AJITH	
	First Relationship Name(i *	
	அஜித்	
Second Relation Type	Second Relative Name	
- Select -		
	Second Relative Name(in T	
Date of Birth (DD-MMM-YYY	Age *	Gender *
Date of Birth (DD-MMM-YYY	Age *	Gender * Male ~
Date of Birth (DD-MMM-YYY	Age *	Gender * Male ✓ Identification No. *
Date of Birth (DD-MMM-YYY Marital Status - Select - V	Age *	Gender * Male ✓ Identification No. *
Date of Birth (DD-MMM-YYY Marital Status - Select - Profession	Age * Identification Type Uidai-Aadhaar  v	Gender * Male ✓ Identification No. *
Date of Birth (DD-MMM-YYY Marital Status - Select -  V Profession - Select -  V	Age *	Gender * Male ✓ Identification No. *
Date of Birth (DD-MMM-YYY Marital Status - Select - Profession - Select - 2 I hereby give my consent to Registration I and Finger print/iris for Authentication with UI for identification of the persons at the time of and Finger print/iris for Authentication with UI for identification of the persons at the time of will not be stored/ shared and will be submitted	Age *	Gender * Male Identification No. * Identification No. * Identification No. * Identification for the Registration of Docume that my identity verification for the Registration of Docume that my biological information and also informed that my biological information and also information and
Date of Birth (DD-MMM-YYY  Marital Status  Select -  Profession  Select -  I hereby give my consent to Registration If and Finger printifis for Authentication with UI Address Details	Age *	Cender * Male Identification No. * Identification No. * Understand State of birth, Mobile Number, A du has informed me that my identify information would on (Identify Verification of the Registration of Docume
Date of Birth (DD-MMM-YYY Marital Status - Select - Profession - Select - 2 I hereby give my consent to Registration IC and Finger print/iris for Authentication with UI for identification of the persons at the time of Rules, 2018 and Aadhaar Number, name and will not be stored/ shared and will be submitte Address Details Country*	Age * Identification Type Uidai-Aadhaar Department, Government of Tamil Nadu to obtain my Aad IDAI. Registration Department, Government of Tamil Nadu Registration of Documents under Tamil Nadu Registration a phone number will be shared with Revenue Department ed to CIDR only for the purpose of authentication. State* Tamil Nadu	Gender * Male Identification No. * Identification No. * Identification No. * Identification for the Registration of Docume that my identity verification for the Registration of Docume that my biological in District* Kancheenuram
Date of Birth (DD-MMM-YYY    Marital Status  - Select -   Profession  Select -   I hereby give my consent to Registration If and Finger printl/ins for Authentication with UI and Finger printl/ins for Authentication with UI and Address Details  Address Details  Country*  India	Age * Identification Type Uidai-Aadhaar Department, Government of Tamil Nadu to obtain my Aad DAI. Registration Department, Government of Tamil Nad Registration of Documents under Tamil Nadu Registration to Phone number will be shared with Revenue Departmen ed to CIDR only for the purpose of authentication. State* Tamil Nadu	Gender *         Male         Identification No. *
Date of Birth (DD-MMM-YYY	Age * Identification Type Uidai-Aadhaar Department, Government of Tamil Nadu to obtain my Aac IDAI, Registration Department, Government of Tamil Nad Registration of Documents under Tamil Nadu Registration DIDAI, Registration of Documents under Tamil Nadu Registration do CIDR only for the purpose of authentication. State* Tamil Nadu Village	Gender * Male Identification No. * Identification No. * Identification No. * Identify terrification of birth, Mobile Number, A dua has informed me that my identity information would on (identity Verification of the Registration of Docume the for mutation and also informed that my biological inf District* Kancheepuram

- Two Execution witnesses are mandatory and consenting witness can be selected if required.
- If consenting witness is selected , Aadhaar number is mandatory for identification type.

Door no Street & Others*			
			—
Pincode*			
Contact Details			
Landline No.	Cell No.	Email	
	Add Reset		
Please add minimum two Execution Witness with aadha	ar number as Identification type		
Previous			Next
Draft Number: Draft/Deposit Of Title Dee	de/46123/2022		

• If Aadhaar is not given for any in executive parties and Witness then upon entering the details, an alert 'Please provide Aadhaar as Identification' will be displayed.

	Name *		
Mr.	✓ AJITH M		
Relation Type *	AJITH M First Relationship Nam	ie*	
Son of	✓ MAARIMUTHU K		
Second Relation Type	Second Relative Name		
- Select -	~		
Date of Birth (DD-MMM-YYY	Age * (Major)	Gender *	~
Date of Birth (DD-MMM-YYY	Age * (Major) 26 Identification Type *	Gender * Male Identification No. *	~
Date of Birth (DD-MMM-YYY Marital Status	Age * (Major) 26 Identification Type * Ration Card Disce specific dustria to interfination	Gender * Male Identification No. * RATION123	~ 
Date of Birth (DD-MMM-YYY Marital Status Select -	Age * (Major) 26 Identification Type * Ration Card Please provide Aadhar as identification	Gender * Male Identification No. * RATION123	~ 

• If Aadhaar is not given for any of the executive party, then an alert message "Please provide Aadhaar of <Name>" will be displayed in the Photo Biometric Capture page

Party Details	Property Details	Mortagage and Security Details	Details of Documents of Titles Deposited	Possession Remarks
Mortgagee Re	epresentative Details	Witness Details	Photo biometric capture	Presenter/Return to party Details ?
Photo biometric captur	e			All fields marked with * are mandatory
Please Provide Aadhar of S	TEFFI MALAR			
Previous				Next

- Draft Number: Draft/Deposit Of Title Deeds/46123/2022
- In Photo biometric capture, click on the "Capture" button. Capture photo and biometric and validate aadhaar for all the Parties.

Mart		Deserve and the Destrike					n Datalla 🛛
hoto bi	ometric cap	ture	Witness Details	Photo biometric ca	pture Pre	All fields marked with *	are mandatory
Sr.No	Party Type		Name		Photo	Biometric	Action
1	Mortgago	r	AJITH				Capture
2	Mortgage	9	STEFFI MALAR				Capture
3	Executior Witness	I	AJITH M				Capture
4	Execution Witness		SHAUN ALAN				Capture
	Previous						Next

Draft Number: Draft/Deposit Of Title Deeds/46123/2022

Save as Draft

Save and Contin

Capture Biometric
Capture Photo
Validate Biometric With Adhaar

- On Clicking Capture, New Window will be opened and Photo and biometric has to be captured
- Capture Biometric and Photo for the executive parties.



- On clicking 'Validate Biometric with Aadhaar', upon successful Validation, an alert 'Validated Successfully. Kindly save data' will be displayed.
- Biometric validation can be done three times.
- In case of biometric failure, Iris validation will be allowed. Iris validation can be done three times.
- Note: In case of Biometric and Iris failure of any one party, Online Registration will not be applicable, and the document should be created using the Normal Registration process.
- Click on "ok" button and Save.
- All captured data will display as below.

Party D	Petails	Property Details	Mortagage and Security Details	Details of Documents of Titles Deposited	Possession Remarks	?	
K Mortg	Jagee	Representative Details	Witness Details	Photo biometric capture	Presenter/Retur	rn to party Detail	
Photo bio	ometric cap	oture			All fields mar	ked with * are man	datory
Sr.No	Party Type		Name	Photo	Biome	tric Actio	n
1	Mortgagor	r	AJITH	1		Cap	ure
2	Mortgagee	e S	TEFFI MALAR	1		Cap	

• If Aadhaar is validated, the identification type box becomes disabled.

Date of Birth (DD-N	MM-YYY	Age (Major)	Gender
	(111) (111)	34	Male ~
Marital Status		Identification Type	Identification No.
- Select -	*	Uidai-Aadhaar 💊	
Profession		Designation	Designation(in Tamil)
Select -     Intereby give my and Finger print/link to     Ser Kinglending the	consent to Registration Dep     or Authentication with UIDA     or acrossr at the line of Ba	rep partment, Government of Tamil Nadu to obtain in A. Registration Department, Government of Tami particular in a Concurrent under Tamil Madu Rec	Gig L g Aadhaar Number, Name, Date of birth, Mobile Number, Address II Nadu has informed me that my identity information would be us include ultractivity addications of the Beal-printing of Documental
Select -     I hereby give my and Finger print/lifs 1 for identification of th Rules, 2018 and Aac will not be stored ( she	consent to Registration Dep or Authentication with UID4 e persons at the time of Re hear Number, name and pi aced and will be submitted	rep partment, Government of Tamil Nadu to obtain in 4. Registration Department, Government of Tam gistration of Documents under Tamil Nadu Reg hone number will be shared with Revenue Dep to CIDR oek for the numbers of authorization.	Igui ny Aadhaar Number, Name, Date of bith, Mobile Number, Addres Il Nadu has informed me that my identity information would be us straton (identity Vertification of Documents) riment for mutation and also informed that my biological informat
Select -     Increby give my     and Finger print/lifs 1     for identification of th     Rules, 2018 and Aac     will not be stored/ sh     Person Name	to Registration Dep or Authentication with UID/ e persons at the time of Re haar Number, name and pl ared and will be submitted	rep partment, Government of Tamil Nadu to obtain n U. Registration Department, Government of Tar gistration of Documents under Tamil Nadu Reg hone number will be shared with Revenue Dep to CIDR only for the purpose of authentication.	Girjú ny Aadhaar Number, Name, Date of birth, Mobile Number, Addres II Nadu has informed me that my identity information would be us stration (identity Verification for the Registration of Documents) ritment for mutation and also informed that my biological informat
Select -     I hereby give my     and Finger printlins     for identification of th     Rules, 2018 and Aas     Will not be stored'sh     Person Name     Select -	consent to Registration Dep or Authentication with UID/ e persons at the time of Re haar Number, name and pl ared and will be submitted	rep partment, Government of Tamil Nadu to obtain o 4. Registration Department, Government of Tam gistration of Documents under Tamil Nadu Reg hone number wil be shared with Revenue Dep to CIDR only for the purpose of authentication. Copy the Address	Igui ny Aadhaar Number, Name, Date of bith, Mobile Number, Addres ni Nadu has informed me that my identity information would be us stration (identity Vertication of Documents) riment for mutation and also informed that my biological informat
Select -     I hereby give my and Finger printlins i for identification of the Rules, 2018 and Aac Will not be stored/ sh Person Name     Select - Address Details	v consent to Registration Dep or Authentication with UED e persons at the time of Re haar Number, name and p ared and will be submitted	rep partment, Government of Tamil Nadu to obtain i A. Registration of Documents under Tamil Nadu Reg Igistration of Documents under Tamil Nadu Reg hone number will be shared with Revenue Dep to CIDR only for the purpose of authentication.	GipL ny Aadhaar Number, Name, Date of birth, Mobile Number, Addres II Nadu has informed me that my identity information would be us stration (identity Verification of Documents) ritment for mutation and also informed that my biological informat
Select -     I hereby give my and Finger printlins i for identification of the Rules, 2018 and Aac Will not be stored/ sh Person Name     Select -     Address Details Country	consent to Registration Dep or Authentication with UED e persons at the time of Re haar Number, name and p ared and will be submitted	rep continent, Government of Tamil Nadu to obtain o 4. Registration Department, Government of Tam gistration of Documents under Tamil Nadu Reg hone number wil be shared with Revenue Dep to CIDR only for the purpose of authentication. Copy the Address	Gipú ny Aadhaar Number, Name, Date of birth, Mobile Number, Addres ni Nadu has informed me that my identity information would be us stration (identity Verification of Documents) ritment for mutation and also informed that my biological informat District

• Select the Presenter in presenter screen.

Mortg	agee Repres	entative Details	Witness Details	Photo biometric	capture Present	er/Return to party Details
Presente	/Return to party De	etails			All fie	lds marked with * are mandatory
					Clic	k here to view User Manual.
AJIT	ter*	~				
	revious					

• Enter the required Property details in property details tab.

Verty Details       Property Details       Mortagage and Security Details       Details of Documents of Titles Deposited       Possession Remarks       Image: Commerce Co	stration - E-S	ervices Ci	rculars Docum	ent Status	Draft Listing G	uideline Value	Sitemap -	Help 🔹	Support •	More	About Us	
List of all added property.         Property Type*         - Select -       ✓         Add         List of all added property         List of all added property         Sr.       Property       Sub Registrat Office       Registration District       Undivided Share(UDS) Property       Total Survey Extentiof Survey No.       Mortgaged Survey No.       Survey No.       Market Value (R)       Action         1       Agricultural Benistrat - 6 -       Chennai       Guduwancheri       No.       1 Hectares       1/181       11       Total	$\langle\!\langle$	Party Detail	s Prope	erty Details	Mortag Securit	age and y Details	Deta Docum Titles D	ails of nents of eposited	Pos Re	session marks		?
Sr. No.         Property Type         Sub Registrar Office         Registration District         Registration Village         Undivided Share(UDS) Property         Total Survey Extent/of Survey No.         Mortgaged Survey Extent/of Survey No.         Survey No.         Market Value (7)         Action           1         Agricultural Registration Survey No.         Joint Sub Registration Survey No.         Chennai Guduyancheri         No.         1 Hectares         1 Hectares         1/181         11         Total Survey No.	List of Pro	all added pro	operty .	•	Add							
Agricultural Joint Sub Chennai Guduvancheri No 1 Hectares 1 Hectares 1/181 11 🍞 🚍	Sr. No.	Property Type	Sub Registrar Office	Registration District	Registration Village	Undivided Share(UDS) Property	Total Survey Extent(of Survey No.)	Mortgaged Survey Extent	Survey No.	Marke Value (i	t A	ction
Land Gooduvancheri South Countering the Process Process of the South Countering of the Counter o	1	Agricultural Land	Joint Sub Registrar - 6 - Gooduvancheri	Chennai South	Guduvancheri	No	1 Hectares	1 Hectare	s 1/1B1	11	2	Ť

Draft Number: Draft/Deposit Of Title Deeds/46123/2022

• Enter the Mortgage and Security Details.

lortgage and Security De	etails		All field	ds marked with * are mand	atory
Loan Amount (₹)*	Purpose of Loan*				
111	Others	~			
Rate of Interest	Frequency of Interest Pay	Period of Repay	yment Months	Days	
0.0	- Select - 🗸 🗸				
).0	- Select - 🗸 🗸				

Draft Number: Draft/Deposit Of Title Deeds/46123/2022

• In Supporting details, "Place of Execution" is Mandatory.

Please Enter Execution Place Place of Execution in Tam		
RO Selection		
Joint Sub Registrar - 6 - Gooduvar 🗸		
·		

• In Document Valuation screen upon clicking on "Create Document" button, Temporary number will be generated.

	Loan Amount (₹) Stamp Duty (₹) Registration Fees (₹ Other Fees Detai	₹) ils	: 111 : 1 : 2								
	Sr. No.				Particulars				Amount	(00	
	2	Computer Fee DW Welfare fe Total (₹)	es ( Upto 10 pages ee	)						100 30 1 <b>30</b>	
	Amount payable										
		Defici	t Stamp Duty (₹)			1	Total Registratio	n Fees (₹)			
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	Back	alculated va	de may unter bas	eu on me recita	for the document		rus available.				
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0	Draft Number: <mark>Draft</mark>	/Deposit Of	Title Deeds/461	23/2022							
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• Note: It is mandatory to preview the details before payment.

	Tamil Nadu, Pincode - 600000, India	,
Claimant	Mrs. STEFFI MALAR bryant nagar 3rd street, GUDUVANCHERI, CHENGALPATTU Taluk, Kancheepuram District, Tamil Nadu, Pincode - 600000, India	
In witness v 11/07/2022 i	hereof the Executant(s)/Claimant(s) has set his hand and signature in the presence of: -	on
Execution Witness	Mr. AJITH M bryant nagar, Kancheepuram District, Tamil Nadu, Pincode - 600000, India	

• Once the document is created, status will be updated to "Document Created".

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
۲	TP/32621/2022	Deposit Of Title Deeds		11-Jul-2022	-	Document Created	-	2
0	TP/32619/2022	Sale deed		11-Jul-2022	-	Under Verification	-	2
0	TP/32618/2022	Lease Deed /Agreement of Lease		08-Jul-2022	•	Under Verification		
0	TP/32617/2022	Sale deed		08-Jul-2022	•	Under Verification	1	2
0	TP/32616/2022	Lease Deed /Agreement of Lease		08-Jul-2022	-	Under Verification		
0	TP/32615/2022	Sale deed		08-Jul-2022	•	Under Processing	1	2
0	TP/32614/2022	Sale deed		08-Jul-2022	-	Under Processing		
0	TP/32613/2022	Partnership deed		08-Jul-2022		Under Processing	1	2
0	TP/32611/2022	Sale deed		08-Jul-2022	-	Under Processing		
0	TP/32609/2022	Sale deed		08-Jul-2022	•	Document Created	•	

• Before making the payment, upload the required Reference Document. In case of Receipt Deed, uploading bank representative Id proof is mandatory.

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
۲	TP/32621/2022	Deposit Of Title Deeds		11-Jul-2022	-	Document Created	-	2
0	TP/32619/2022	Sale deed		11-Jul-2022	-	Under Verification	-	
0	TP/32618/2022	Lease Deed /Agreement of Lease		08-Jul-2022	-	Under Verification	-	2
0	TP/32617/2022	Sale deed		08-Jul-2022	-	Under Verification	-	
0	TP/32616/2022	Lease Deed /Agreement of Lease		08-Jul-2022	-	Under Verification	-	
0	TP/32615/2022	Sale deed	-	08-Jul-2022	-	Under Processing	-	
0	TP/32614/2022	Sale deed		08-Jul-2022	-	Under Processing	-	
0	TP/32613/2022	Partnership deed	-	08-Jul-2022	-	Under Processing	-	
0	TP/32611/2022	Sale deed		08-Jul-2022	-	Under Processing	-	
0	TP/32609/2022	Sale deed		08-Jul-2022	-	Document Created	-	

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Upload Document type *				
- Select -	~			
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Note:				
1.Maximum 1 Attachment of 10MB allow 2.Kindly do not upload Corrupted file, Ch	ed (Only PDF, JPEG, PNG, GIF, TIFF, TIF, JPG, eck whether you are able to open uploade	XLS,XLSX are allowed) d file or not		
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2.Kindly do not uploa	Corrupted file, Check whether you are able to open uploader	d file or not	

• Once Document is uploaded, Click on "Pay" and make the payment.

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
۲	TP/32621/2022	Deposit Of Title Deeds		11-Jul-2022	-	Document Created	-	2
0	TP/32619/2022	Sale deed		11-Jul-2022	-	Under Verification	•	2
0	TP/32618/2022	Lease Deed /Agreement of Lease		08-Jul-2022		Under Verification		2
0	TP/32617/2022	Sale deed		08-Jul-2022	-	Under Verification		
0	TP/32616/2022	Lease Deed /Agreement of Lease		08-Jul-2022	-	Under Verification		
0	TP/32615/2022	Sale deed		08-Jul-2022		Under Processing		
0	TP/32614/2022	Sale deed		08-Jul-2022		Under Processing		
0	TP/32613/2022	Partnership deed		08-Jul-2022	•	Under Processing	•	
0	TP/32611/2022	Sale deed		08-Jul-2022		Under Processing		
0	TP/32609/2022	Sale deed		08-Jul-2022	•	Document Created	•	

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Applicant Type*	Applicant Name*		Office Name *	
Mortgagor 🗸 🗸	AJITH	~	Joint Sub Registrar - 6 - Gooduv	ar 🗸
Address Details				
Country	State		District	
India 🗸 🗸	Tamil Nadu	~	Kancheepuram	~
Village Name				
GUDUVANCHERI				
Door no, Street & Others				
bryant nagar 3rd street				

• All the fee details calculated will be autopopulated and fields will be disabled.

Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
	Stamp Duty on System Calculated Value	1	] -
~	Registration Fee on System Calculated Value	2	] -
	Computer Fee	100	] -
	DW Welfare fee	30	
	Total	10	3

- Once payment is done, status will be updated to "Submitted Online". After that document details cannot be updated.
- No Token Booking is required for Online Registration Application.
  Only after successful E-Payment of all the required Stamp duty and Fees, the document will be moved to SRO Queue in Back Office.

Status -Select-		~						
			I	Search Reset				
One item foun 1	d.							
Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remark	s Action
۲	TP/32541/2022	Deposit Of Title Deeds		30-Jun-2022	-	Submitted Online	•	2
	ıkld For Mortgagee	View Document Va	luation Print	Email Verification	Upload Refer	ence Document	Pay	

From Date			To Date			Draft Document No.		
Status -Selec	-	<b>`</b>	You Canno	t update the Docum	ent			
1	Iu.	Nature of	Registration	Created Date	View	Status	Remarks	Action
Select	Temporary Deed Number	Deed	Mumber					
Select	Temporary Deed Number TP/32541/2022	Deed Deposit Of Title Deeds		30-Jun-2022	•	Submitted Online	÷	Z

## **Refusal Process**

- Office offical has the provision to refuse the document.
- SMS notification will be sent to user in case a checkslip has been generated.
- Once document is refused, E-payment number generated can be used for both Normal Registration or against the same Online Document.
- User can Re-Submit the same document Within 10 days of Checkslip generated.
- The User can modify all the details except party details.
- When updating the same Online Document the previously entered E-Payment reference number needs to be entered again.