

Online Registration Process Flow Portal

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

The screenshot shows the homepage of the Online Registration Process Flow Portal. At the top, there is a header with the Tamil Nadu Government logo, the Registration Department name in Tamil and English, and contact details. A navigation bar contains links for Home, Registration, E-Services, Circulars, Document Status, Draft Listing, Guideline Value, Sitemap, Help, Support, More, and About Us. A dropdown menu is open under 'Registration', listing various document types and services. The main content area is divided into three sections: 'KNOW YOUR JURISDICTION' with search fields for 'Street Name' and 'Village Name', 'WELCOME TO ePAYMENT SYSTEM' with a 'Read more' button, and a footer with icons for different services.

- 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' . .

The screenshot shows a form for document registration. The 'Nature of Document*' dropdown is set to 'Deposit Of Title Deeds'. The 'Document Description' field contains 'Deposit Of Title Deeds'. Below the form, there is a list of prerequisites and a 'Proceed' button.

Nature of Document*
Deposit Of Title Deeds

Document Description
Deposit Of Title Deeds

- Aadhar Number as Identification proof is mandatory for all Executing Parties and Witness.
- Photo and Biometric capture and validation with UIDAI is mandatory.
- Registration of Biometric/ Iris Device is required for UIDAI Validation.
- Only after completion of E-Payment and successful Biometric/ Iris validation with UIDAI, the Application will be considered as Submitted and will be available for Verification and Registration at Sub Registrar Office.
- If in case of failure in Biometric/ Iris validation for any of the Parties, the Document will not be processed Online. Kindly proceed with Normal Registration.
- For Lease Deed, with Purpose of Lease as Residential (> 5 Years) or Other than Residential then it should be processed through Normal Registration.
- [Click here for supporting files for device integration.](#)

Link Previous Document

Copy Data from Previously Created Document (Eg: TP/20431/2018 or R/Gooduvancheri/BOOK 1/9099/2018)

Proceed

- 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.

Personal Details (Name fields accept @,.;:)

<p>Salutation *</p> <p>Mrs. <input type="text"/></p>	<p>Name *</p> <p>STEFFI MALAR <input type="text"/></p>
	<p>Name (in Tamil)*</p> <p>ஸ்டீபி மலர் <input type="text"/></p>
<p>Relation Type *</p> <p>Wife of <input type="text"/></p>	<p>சுட்டிப்பி மலர் First Relationship Name*</p> <p>AJITH <input type="text"/></p>
	<p>First Relationship Name(i .. *</p> <p>அஜித் <input type="text"/></p>
<p>Second Relation Type</p> <p>- Select - <input type="text"/></p>	<p>Second Relative Name</p> <p><input type="text"/></p>
	<p>Second Relative Name(in T ..</p> <p><input type="text"/></p>



<p>Date of Birth (DD-MMM-YYY ..</p> <p><input type="text"/></p>	<p>Age *</p> <p><input type="text"/></p>	<p>Gender *</p> <p>Male <input type="text"/></p>
<p>Marital Status</p> <p>- Select - <input type="text"/></p>	<p>Identification Type</p> <p>Udai-Aadhaar <input type="text"/></p>	<p>Identification No. *</p> <p>..... <input type="text"/></p>
<p>Profession</p> <p>- Select - <input type="text"/></p>		

I hereby give my consent to Registration Department, Government of Tamil Nadu to obtain my Aadhaar Number, Name, Date of birth, Mobile Number, Address and Finger print/Iris for Authentication with UIDAI. Registration Department, Government of Tamil Nadu has informed me that my identity information would be used for identification of the persons at the time of Registration of Documents under Tamil Nadu Registration (Identity Verification for the Registration of Documents) Rules, 2018 and Aadhaar Number, name and phone number will be shared with Revenue Department for mutation and also informed that my biological information will not be stored/ shared and will be submitted to CIDR only for the purpose of authentication.

Address Details

<p>Country*</p> <p>India <input type="text"/></p>	<p>State*</p> <p>Tamil Nadu <input type="text"/></p>	<p>District*</p> <p>Kancheepuram <input type="text"/></p>
<p>Taluk</p> <p>CHENGALPATTU <input type="text"/></p>	<p>Village</p> <p>GUDUVANCHERI <input type="text"/></p>	

Door no, Street & Others*



- 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
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Please add minimum two Execution Witness with aadhaar number as Identification type

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- 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.

Personal Details (Name fields accept @,;:)

Salutation *	Name *	
<input style="width: 95%; height: 25px;" type="text" value="Mr."/>	<input style="width: 95%; height: 25px;" type="text" value="AJITH M"/>	
Relation Type *	AJITH M First Relationship Name*	
<input style="width: 95%; height: 25px;" type="text" value="Son of"/>	<input style="width: 95%; height: 25px;" type="text" value="MAARIMUTHU K"/>	
Second Relation Type	Second Relative Name	
<input style="width: 95%; height: 25px;" type="text" value="- Select -"/>	<input style="width: 95%; height: 25px;" type="text"/>	
Date of Birth (DD-MMM-YYY ..)	Age * (Major)	Gender *
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text" value="26"/>	<input style="width: 95%; height: 25px;" type="text" value="Male"/>
Marital Status	Identification Type *	Identification No. *
<input style="width: 95%; height: 25px;" type="text" value="- Select -"/>	<input style="width: 95%; height: 25px;" type="text" value="Ration Card"/>	<input style="width: 95%; height: 25px;" type="text" value="RATION123"/>
Profession	Please provide Aadhar as identification	
<input style="width: 95%; height: 25px;" type="text" value="- Select -"/>		

- 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

The screenshot shows a navigation bar with tabs: Party Details (active), Property Details, Mortgage and Security Details, Details of Documents of Titles Deposited, and Possession Remarks. Below it is a secondary navigation bar with tabs: Mortgagee, Representative Details, Witness Details, Photo biometric capture (active), and Presenter/Return to party Details. The main content area is titled "Photo biometric capture" and includes the instruction "Please Provide Aadhar of STEFFI MALAR". There are "Previous" and "Next" buttons.

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- In Photo biometric capture, click on the “Capture” button. Capture photo and biometric and validate aadhaar for all the Parties.

The screenshot shows the same navigation as the previous image. The main content area displays a table with the following data:

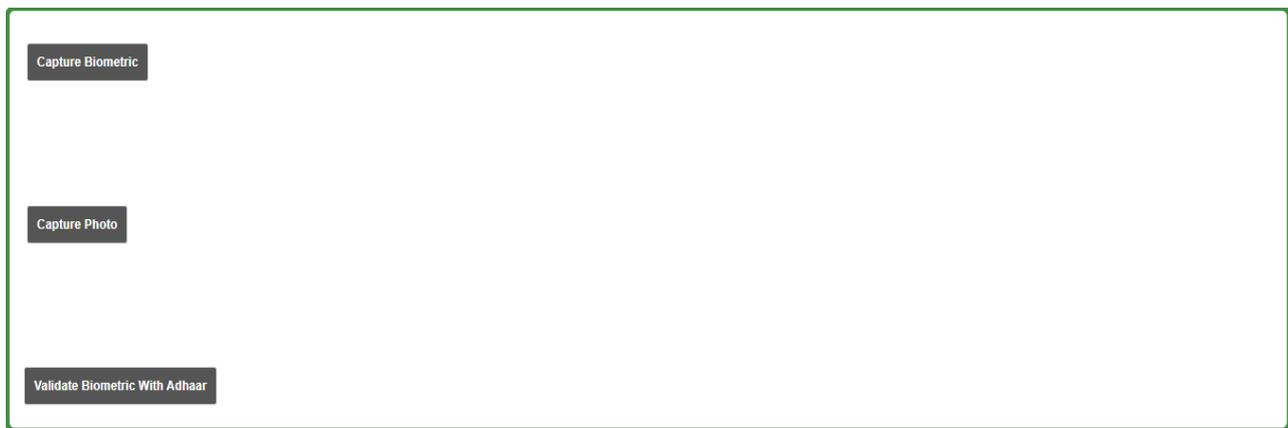
Sr.No	Party Type	Name	Photo	Biometric	Action
1	Mortgagor	AJITH	---	---	Capture
2	Mortgagee	STEFFI MALAR	---	---	Capture
3	Execution Witness	AJITH M	---	---	Capture
4	Execution Witness	SHAUN ALAN	---	---	Capture

There are "Previous" and "Next" buttons at the bottom of the table.

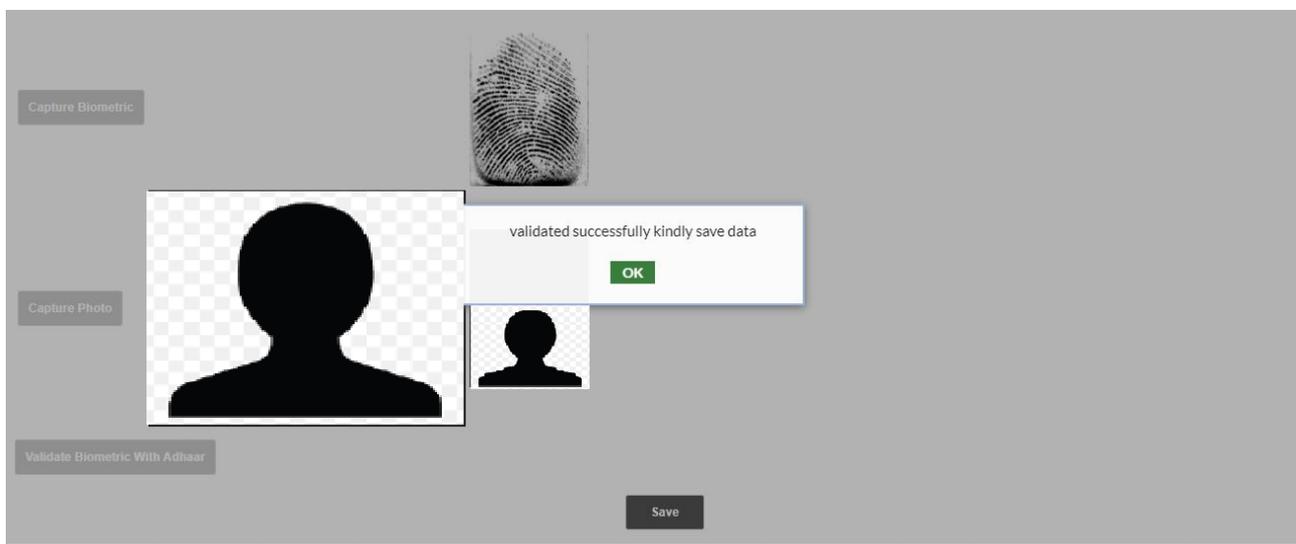
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Save as Draft

Save and Continue



- 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 Details Property Details Mortgage and Security Details Details of Documents of Titles Deposited Possession Remarks

Mortgagee Representative Details Witness Details Photo biometric capture Presenter/Return to party Details

Photo biometric capture All fields marked with * are mandatory

Sr.No	Party Type	Name	Photo	Biometric	Action
1	Mortgagor	AJITH			Capture
2	Mortgagee	STEFFI MALAR			Capture

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

UIDAI Portal

Date of Birth (DD-MMM-YYY ..) Age (Major) Gender

Marital Status Identification Type Identification No.

Profession Designation Designation(in Tamil)

I hereby give my consent to Registration Department, Government of Tamil Nadu to obtain my Aadhaar Number, Name, Date of birth, Mobile Number, Address and Finger print/Iris for Authentication with UIDAI. Registration Department, Government of Tamil Nadu has informed me that my identity information would be used for identification of the persons at the time of Registration of Documents under Tamil Nadu Registration (Identity Verification for the Registration of Documents) Rules, 2018 and Aadhaar Number, name and phone number will be shared with Revenue Department for mutation and also informed that my biological information will not be stored/ shared and will be submitted to CIDR only for the purpose of authentication.

Person Name Copy the Address

Address Details Country State District

MergedPreview_D...pdf Show all

- Select the Presenter in presenter screen.

Titles Deposited

[Mortgagee](#)
[Representative Details](#)
[Witness Details](#)
[Photo biometric capture](#)
[Presenter/Return to party Details](#)

Presenter/Return to party Details All fields marked with * are mandatory

[Click here to view User Manual.](#)

Presenter*

AJITH

Previous

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

- Enter the required Property details in property details tab.

Home Registration E-Services Circulars Document Status Draft Listing Guideline Value Sitemap Help Support More About Us

[Party Details](#)
[Property Details](#)
[Mortgage and Security Details](#)
[Details of Documents of Titles Deposited](#)
[Possession Remarks](#)

List of all added property

Property Type*

- Select -

Add

List of all added property

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.	Market Value (₹)	Action
1	Agricultural Land	Joint Sub Registrar - 6 - Gooduvancheri	Chennai South	Guduvancheri	No	1 Hectares	1 Hectares	1/1B1	11	 

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- Enter the Mortgage and Security Details.

All fields marked with * are mandatory

Mortgage and Security Details

Loan Amount (₹)*
Purpose of Loan*

Period of Repayment

Rate of Interest
Frequency of Interest Pay ..
Years
Months
Days

Does the property given as security belongs to the Mortgagor?
 Yes
 No

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- In Supporting details, “Place of Execution” is Mandatory.

N

Other Details

Place of Execution

Please Enter Execution Place

Place of Execution in Tam ..

SRO Selection

Sub Registrar Office*

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

- In Document Valuation screen upon clicking on “Create Document” button, Temporary number will be generated.

Loan Amount (₹)	: 111
Stamp Duty (₹)	: 1
Registration Fees (₹)	: 2

Other Fees Details

Sr. No.	Particulars	Amount
1	Computer Fees (Upto 10 pages)	100
2	DW Welfare fee	30
Total (₹)		130

Amount payable

Deficit Stamp Duty (₹)	Total Registration Fees (₹)
1	132

Note : System calculated value may differ based on the recital of the document and Previous Records available.

[Back](#)

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

[Back](#)
[Save as Draft](#)
[Create Document](#)

REGISTRATION DEPARTMENT

75
75th Anniversary
75

9498452110 / 9498452120 / 9498452130
(Monday to Friday 10 AM to 5.45 PM, excluding Government holidays)

1800 102 5174
(Monday to Friday 8 AM to 8 PM, Saturday 10 AM to 5 PM excluding Government holidays)

Welcome : TNIGRS Citizen

Last Sign-in : 11-Jul-2022 02:57 PM

[Sign-out](#)

The information provided Online is updated and no physical visit is required for the Services provided Online.

[Home](#)
[Registration](#)
[E-Services](#)
[Circulars](#)
[Document Status](#)
[Draft Listing](#)
[Guideline Value](#)
[Sitemap](#)
[Help](#)
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Acknowledgement

Document Created Successfully!

Please note the Temporary Document Number for future reference: **TP/32621/2022**

Once Epayment is done, Document cannot be modified

[Preview Document Details](#)

- Note:** It is mandatory to preview the details before payment.

	Kancheepuram District, 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 whereof the Executant(s)/Claimant(s) has set his hand and signature on 11/07/2022 in the presence of: -			
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".

19,930 items found, displaying 1 to 10.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
<input checked="" type="radio"/>	TP/32621/2022	Deposit Of Title Deeds	--	11-Jul-2022	-	Document Created	-	
<input type="radio"/>	TP/32619/2022	Sale deed	--	11-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32618/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32617/2022	Sale deed	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32616/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32615/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32614/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32613/2022	Partnership deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32611/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	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.

19,930 items found, displaying 1 to 10.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
<input checked="" type="radio"/>	TP/32621/2022	Deposit Of Title Deeds	--	11-Jul-2022	-	Document Created	-	
<input type="radio"/>	TP/32619/2022	Sale deed	--	11-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32618/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32617/2022	Sale deed	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32616/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32615/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32614/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32613/2022	Partnership deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32611/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32609/2022	Sale deed	--	08-Jul-2022	-	Document Created	-	

[Upload BankId For Mortgagee](#) [View Document Valuation](#) [Print](#) [Email Verification](#) [Upload Reference Document](#) [Pay](#) [View Signed Document](#)

Note: Scanned copy of signed application to be uploaded.

Supporting Details

Upload Document type *

- Select -

Upload Documents

[Choose File](#) No file chosen [Upload Document](#)

Note:
1.Maximum 1 Attachment of 10MB allowed (Only PDF,JPEG,PNG,GIF,TIFF,TIF,JPG,XLS,XLSX are allowed)
2.Kindly do not upload Corrupted file, Check whether you are able to open uploaded file or not

[Add](#) [Reset](#)

[Submit](#)

Note: Scanned copy of signed application to be uploaded.

Supporting Details

Upload Document type *

- Select -

- Select -
- Reference Original Document
- Reference Bank Certificate
- Reference Land Approval Copy
- Reference Land Regularization Copy
- Reference Others

Note:
1.Maximum 1 Attachment of 10MB allowed (Only PDF,JPEG,PNG,GIF,TIFF,TIF,JPG,XLS,XLSX are allowed)
2.Kindly do not upload Corrupted file, Check whether you are able to open uploaded file or not

[Add](#) [Reset](#)

- 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
<input checked="" type="radio"/>	TP/32621/2022	Deposit Of Title Deeds	--	11-Jul-2022	-	Document Created	-	
<input type="radio"/>	TP/32619/2022	Sale deed	--	11-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32618/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32617/2022	Sale deed	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32616/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022	-	Under Verification	-	
<input type="radio"/>	TP/32615/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32614/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32613/2022	Partnership deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32611/2022	Sale deed	--	08-Jul-2022	-	Under Processing	-	
<input type="radio"/>	TP/32609/2022	Sale deed	--	08-Jul-2022	-	Document Created	-	

1,...pdf ^

Home > Registration > Document Registration > My Documents

E-Payment All fields marked with * are mandatory

Applicant Type*

Applicant Name*

Office Name *

Address Details

Country

State

District

Village Name

Door no, Street & Others

Pincode

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

Application Type*
Service Type*
Application Number

Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
<input checked="" type="checkbox"/>	Stamp Duty on System Calculated Value	<input type="text" value="1"/>	-
<input checked="" type="checkbox"/>	Registration Fee on System Calculated Value	<input type="text" value="2"/>	-
<input checked="" type="checkbox"/>	Computer Fee	<input type="text" value="100"/>	-
<input checked="" type="checkbox"/>	DW Welfare fee	<input type="text" value="30"/>	-
Total		133	

Payment of Amount/excess amount against wrong Service will not be accepted for Registration. So please carefully enter the required amount against each service. For eg., For Sale deed of Value Rs. 1,00,000/- Stamp Duty at the rate of 7% ie., Rs.7000/- Registration fees at the rate of 4% ie., Rs. 4000/- have to be entered against the correct service. Paying the Total Amount of Rs. 11000/- by selecting either one of the Service will not be accepted for Registration.

Submit

- 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

One item found.
1

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
<input checked="" type="radio"/>	TP/32541/2022	Deposit Of Title Deeds	--	30-Jun-2022	-	Submitted Online	-	

Kindly take Colour Printout of the Document within 30 Days For Online flow.

Hide Advanced Search ▾

From Date

To Date

Draft Document No.

Status

You Cannot update the Document

One item found.

1

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
<input checked="" type="radio"/>	TP/32541/2022	Deposit Of Title Deeds	--	30-Jun-2022	-	Submitted Online	-	

Refusal Process

- Office official 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.