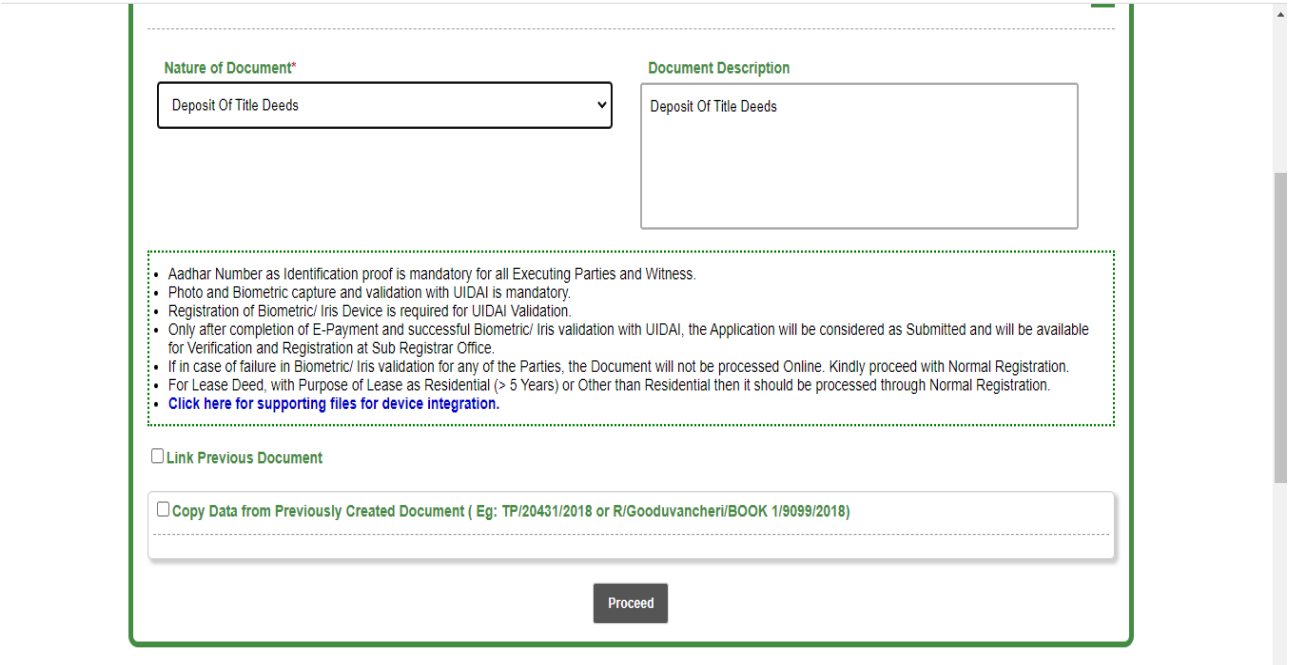
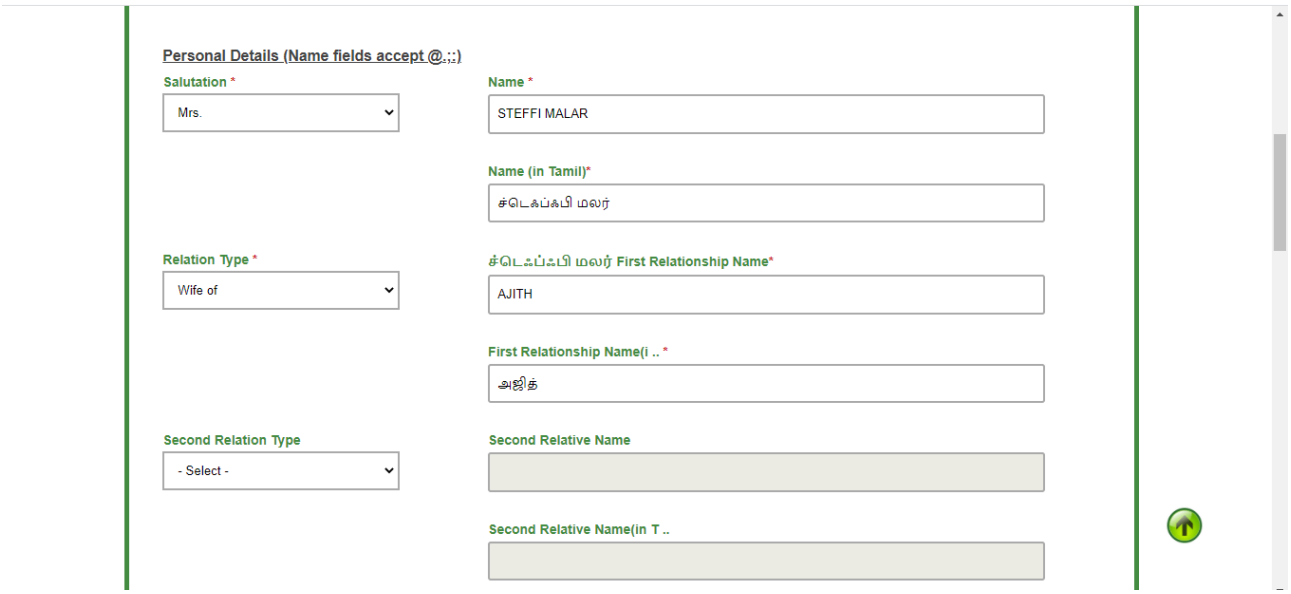
Online Registration Process Flow Portal

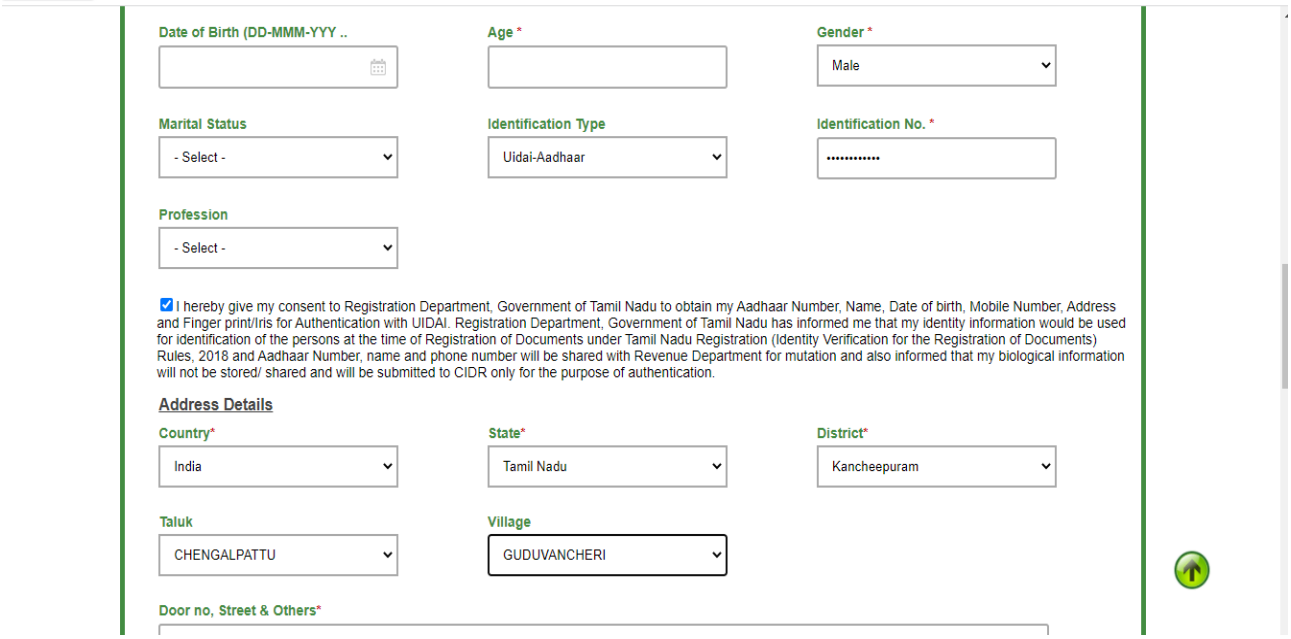
- Using the registered credentials, login to the application
- Go to Registration --> Document Registration --> Create Document Online Flow.

- 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'. .

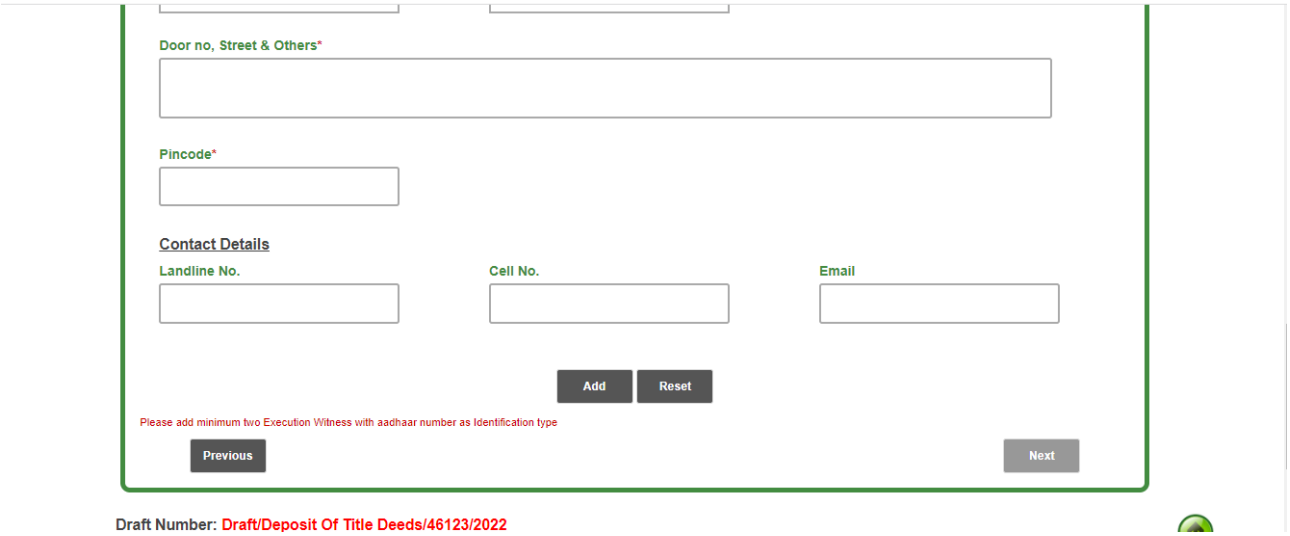


- Enter all the required party details and witness details.
- Identification type, for all the applicable parties, representatives, and execution witness, is mandatorily the Aadhaar Number.

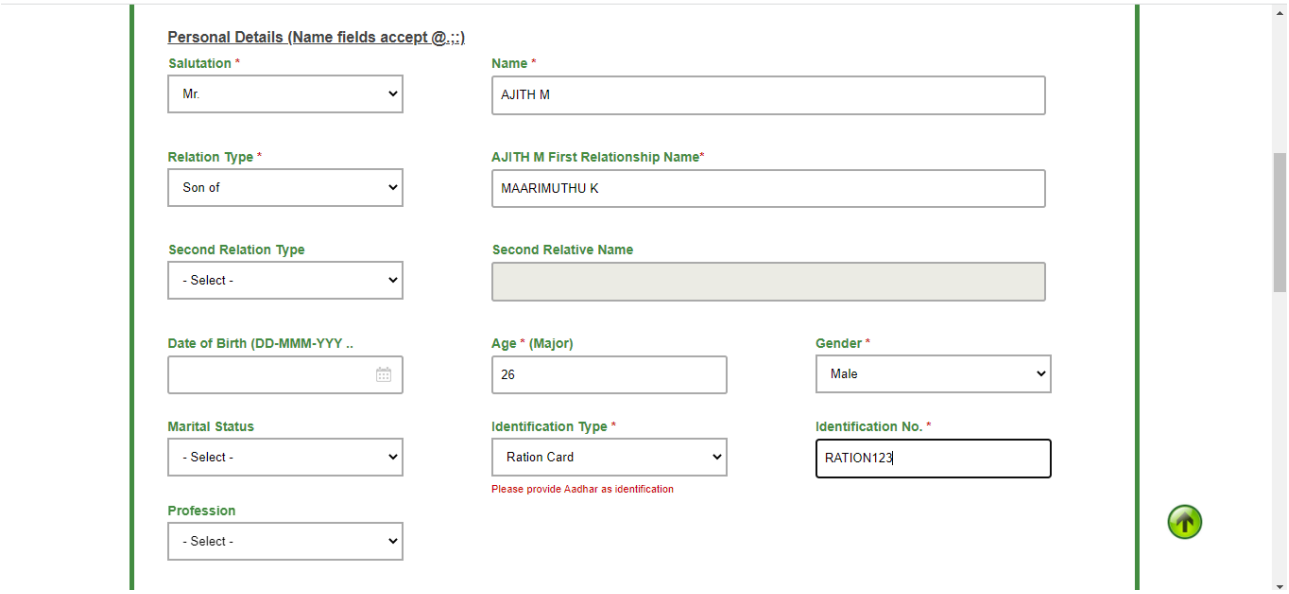




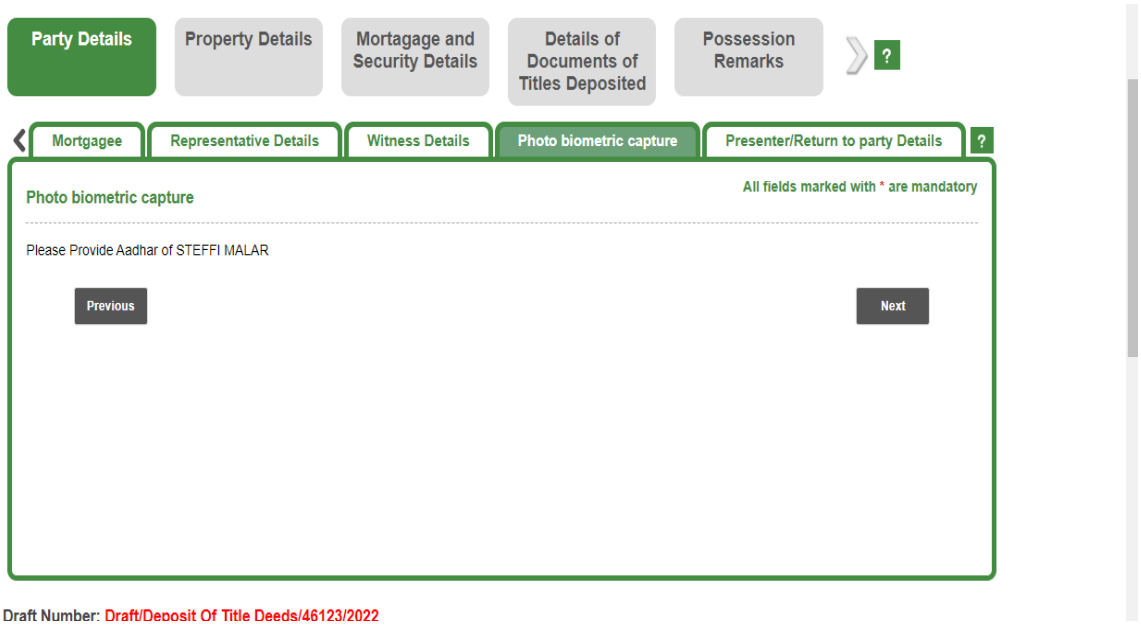
- Two Execution witnesses are mandatory and consenting witness can be selected if required.
- If consenting witness is selected , Aadhaar number is mandatory for identification type.



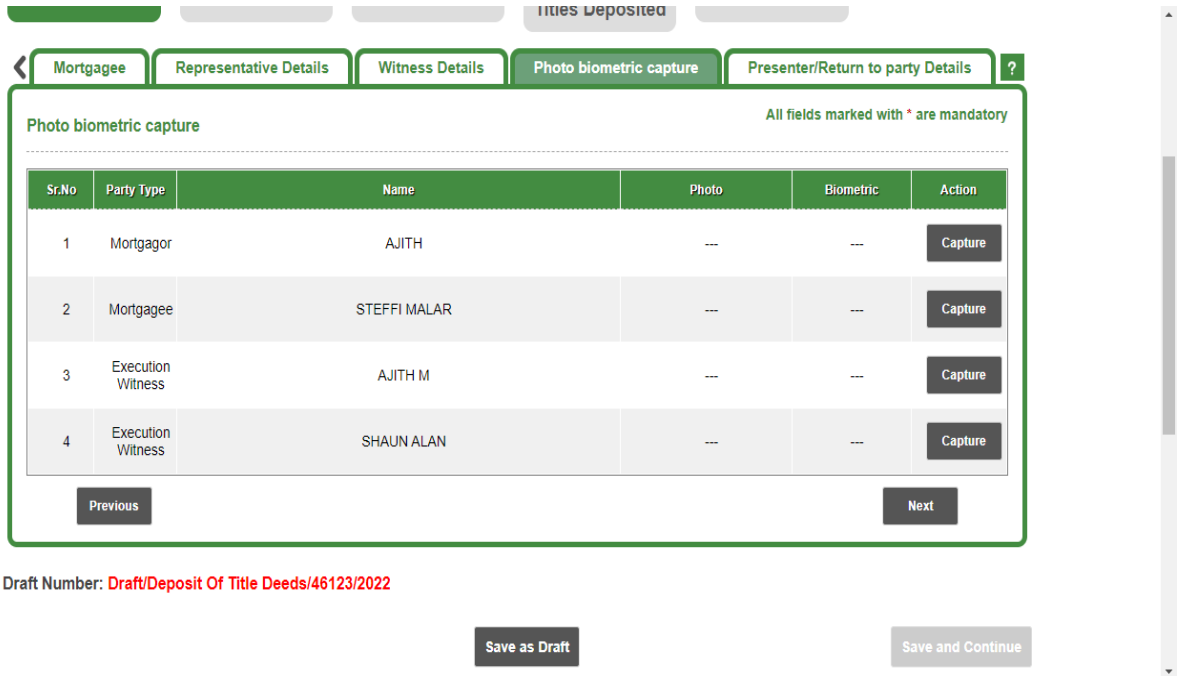
- If Aadhaar is not given for any in executive parties and Witness then upon entering the details, an alert 'Please provide Aadhaar as Identification' will be displayed.



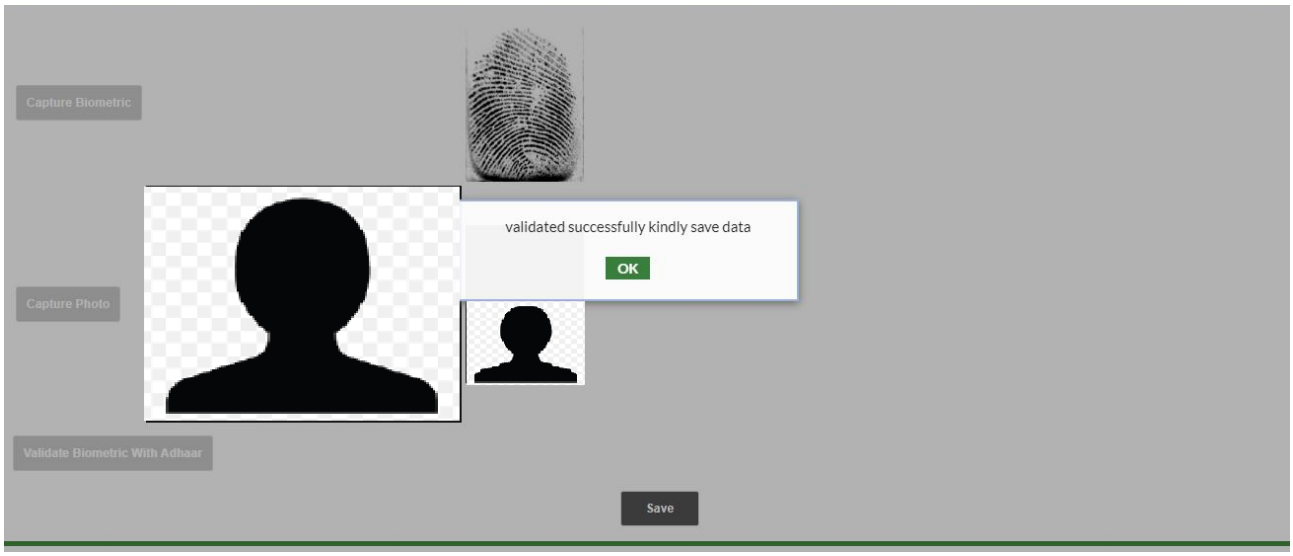
- If Aadhaar is not given for any of the executive party,then an alert message “Please provide Aadhaar of <Name>” will be displayed in the Photo Biometric Capture page



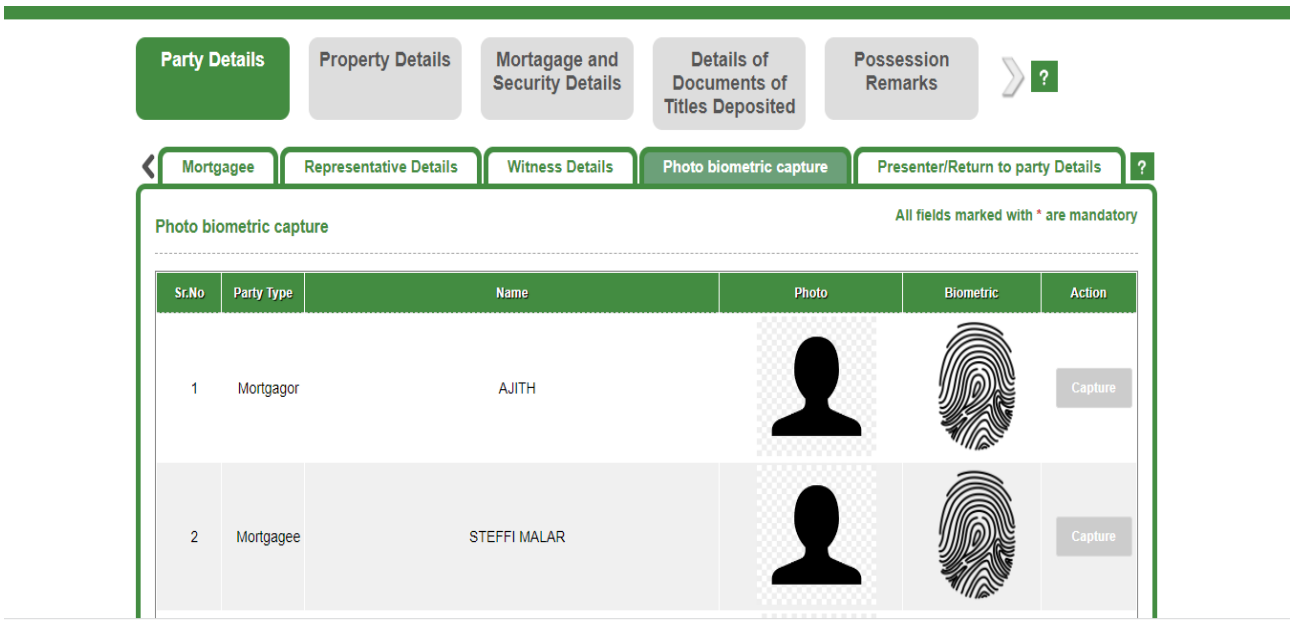
- In Photo biometric capture, click on the “Capture” button. Capture photo and biometric and validate aadhaar for all the Parties.



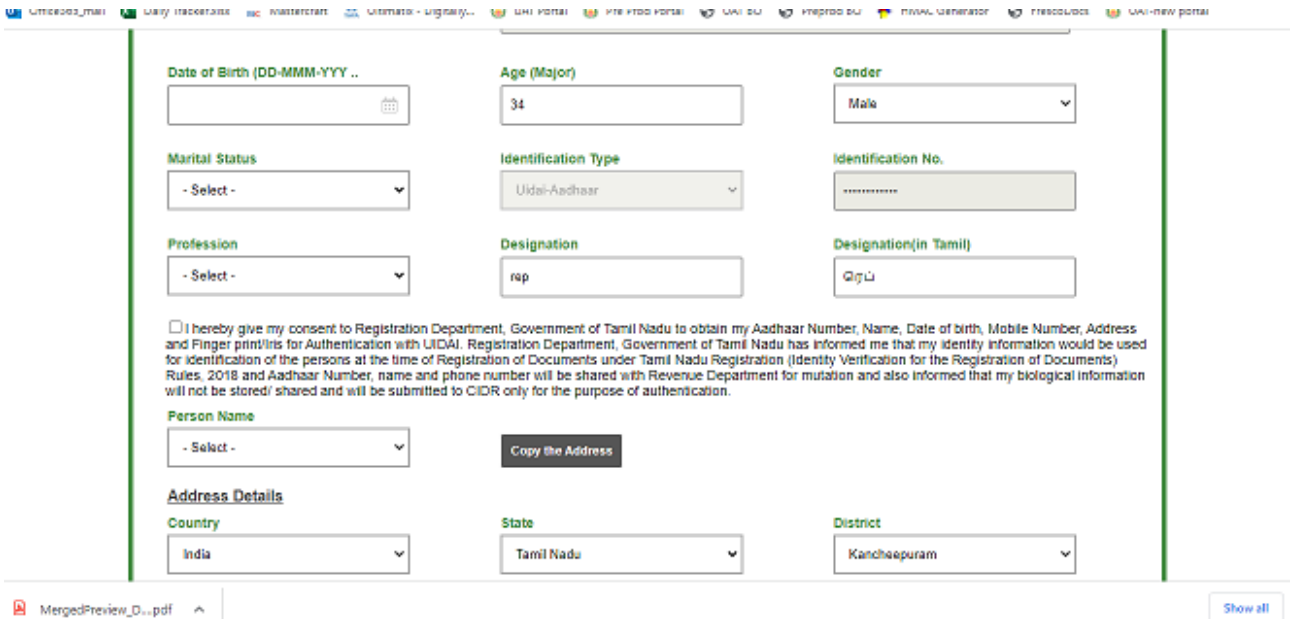
- On Clicking Capture, New Window will be opened and Photo and biometric has to be captured
- Capture Biometric and Photo for the executive parties.



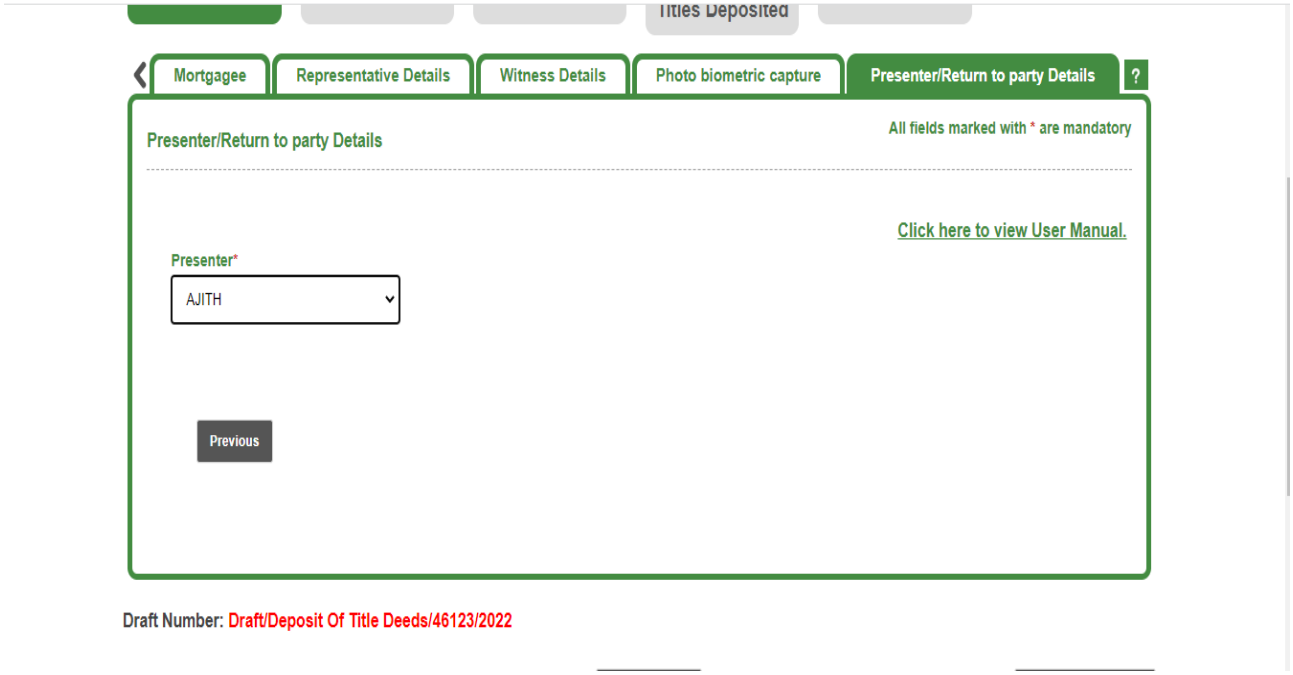
- On clicking 'Validate Biometric with Aadhaar' , upon successful Validation, an alert 'Validated Successfully. Kindly save data' will be displayed.
- Biometric validation can be done three times.
- In case of biometric failure, Iris validation will be allowed. Iris validation can be done three times.
- **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.



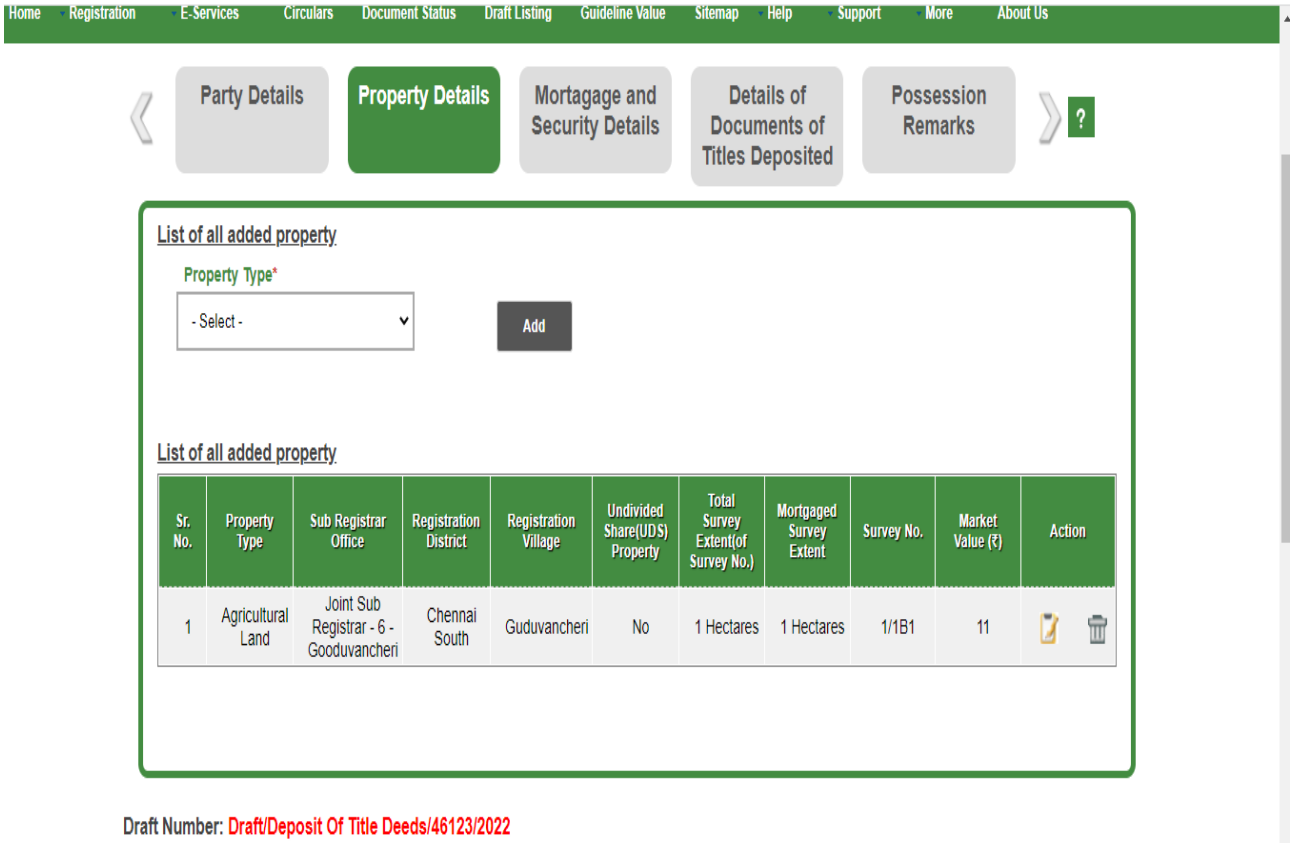
- If Aadhaar is validated, the identification type box becomes disabled.



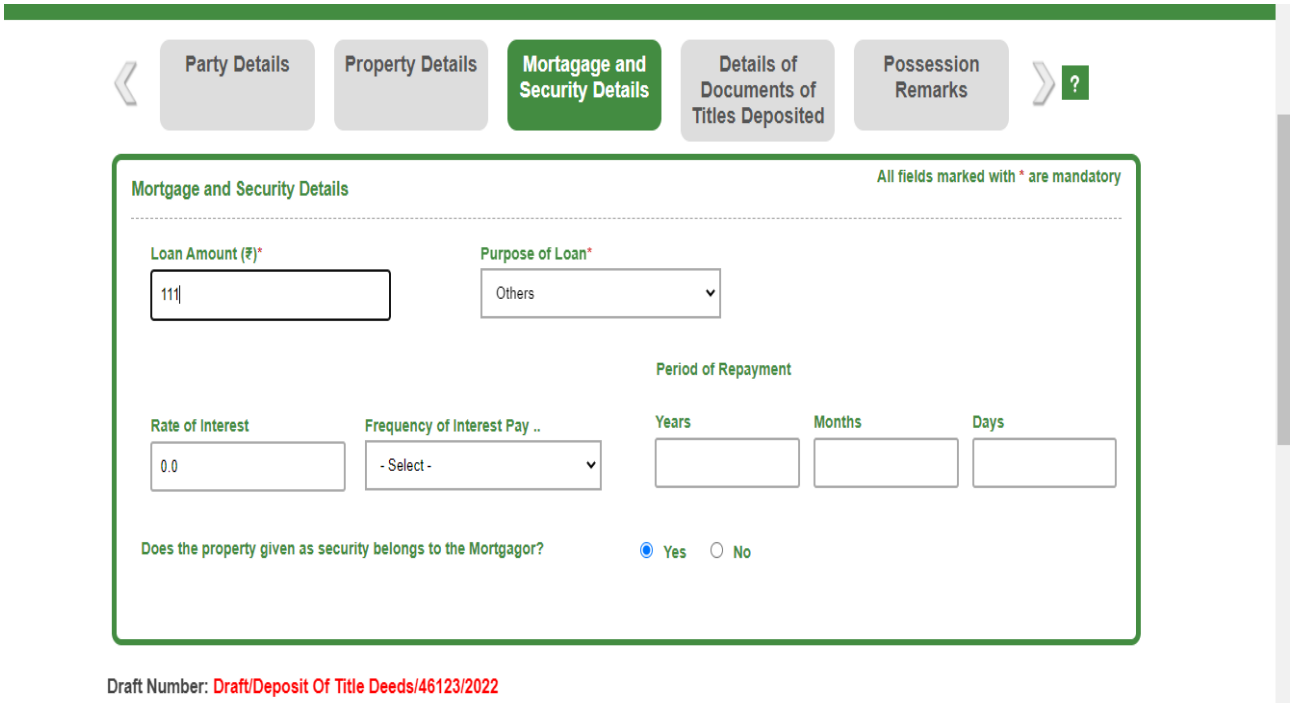
- Select the Presenter in presenter screen.



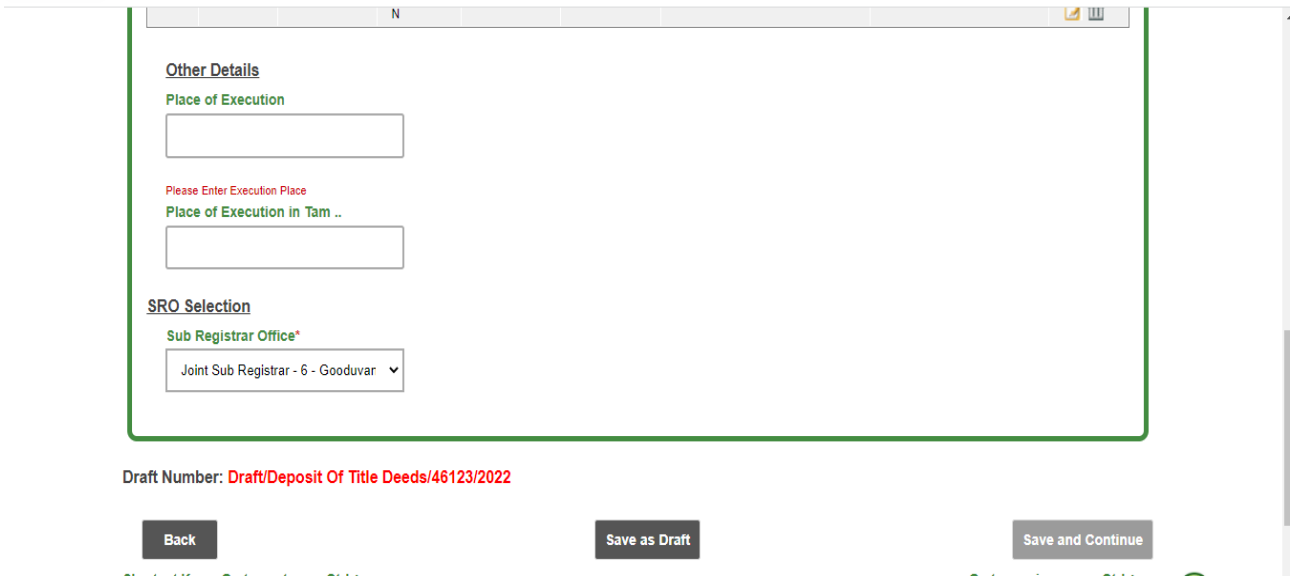
- Enter the required Property details in property details tab.



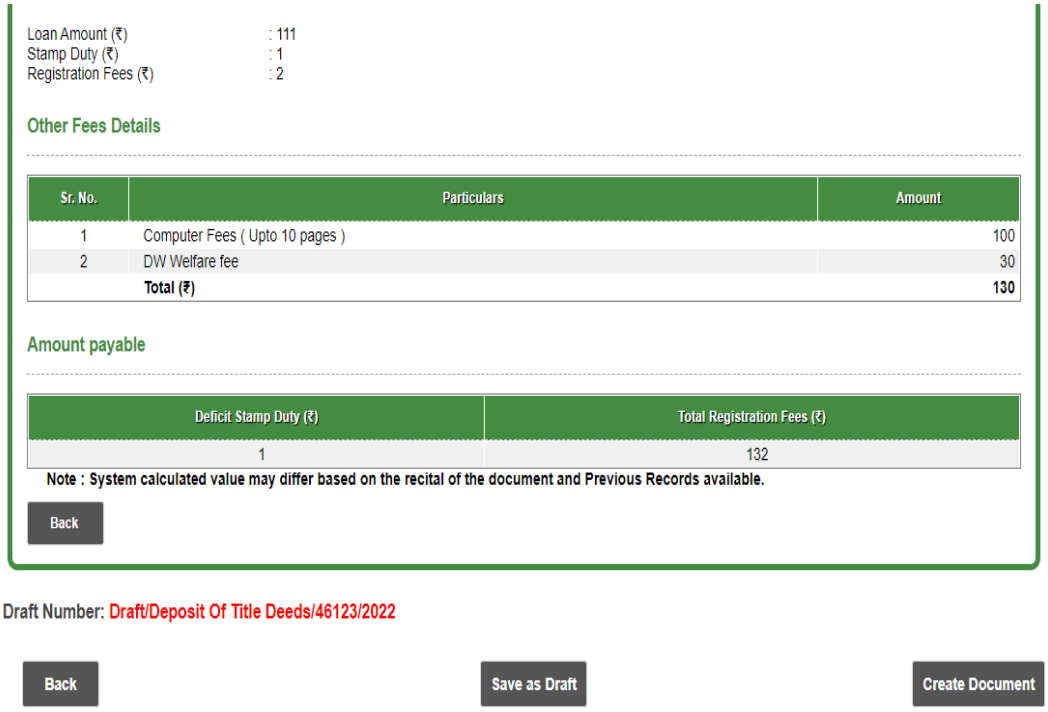
- Enter the Mortgage and Security Details.



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



- 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

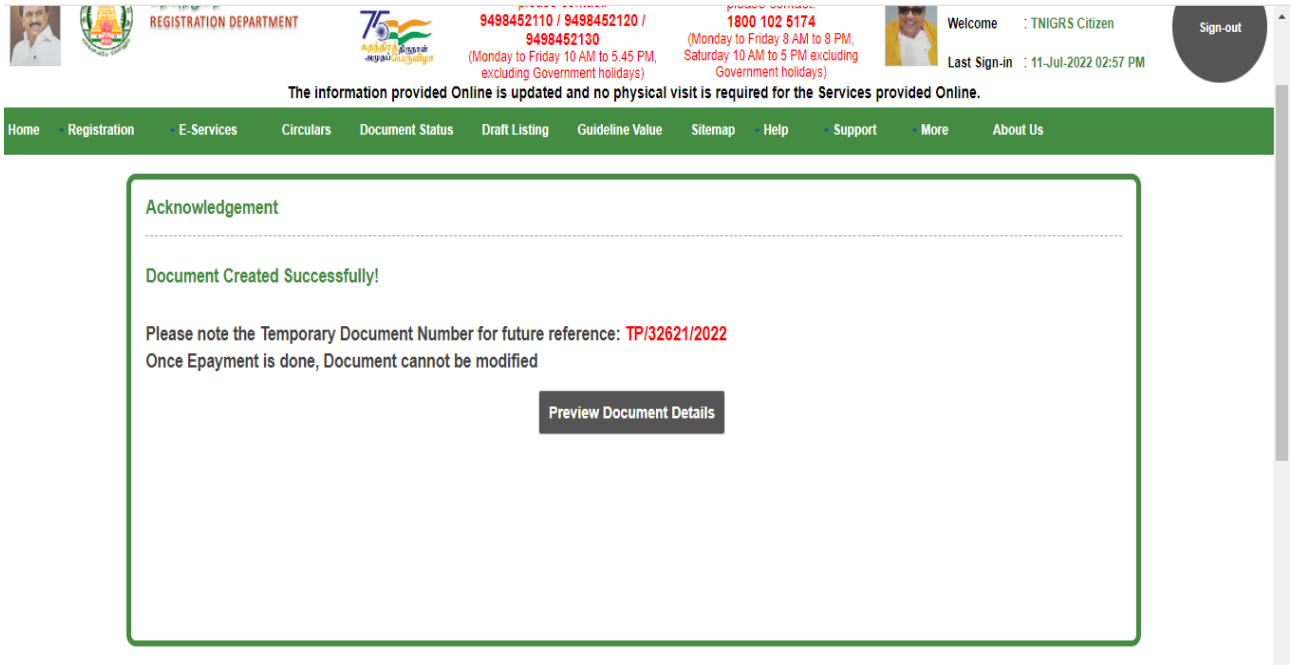
Deficit Stamp Duty (₹)	Total Registration Fees (₹)
1	132

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

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 | Support | More | About Us

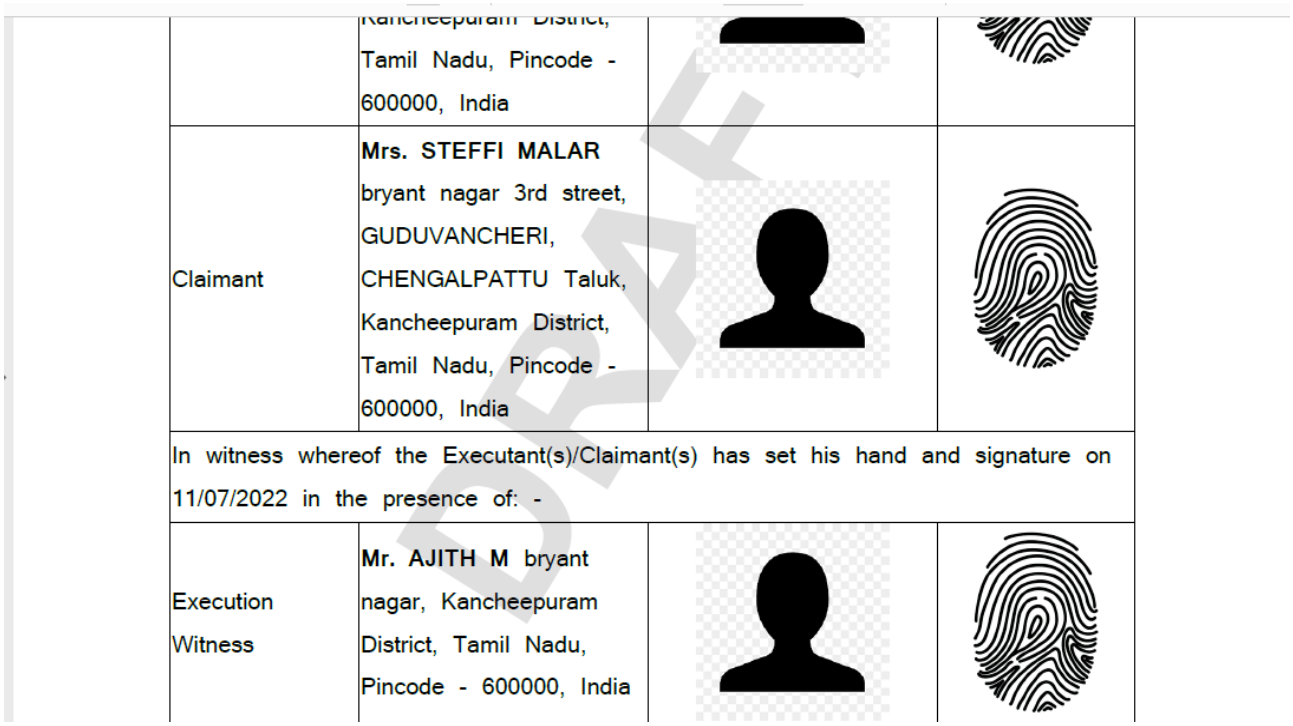
Acknowledgement

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

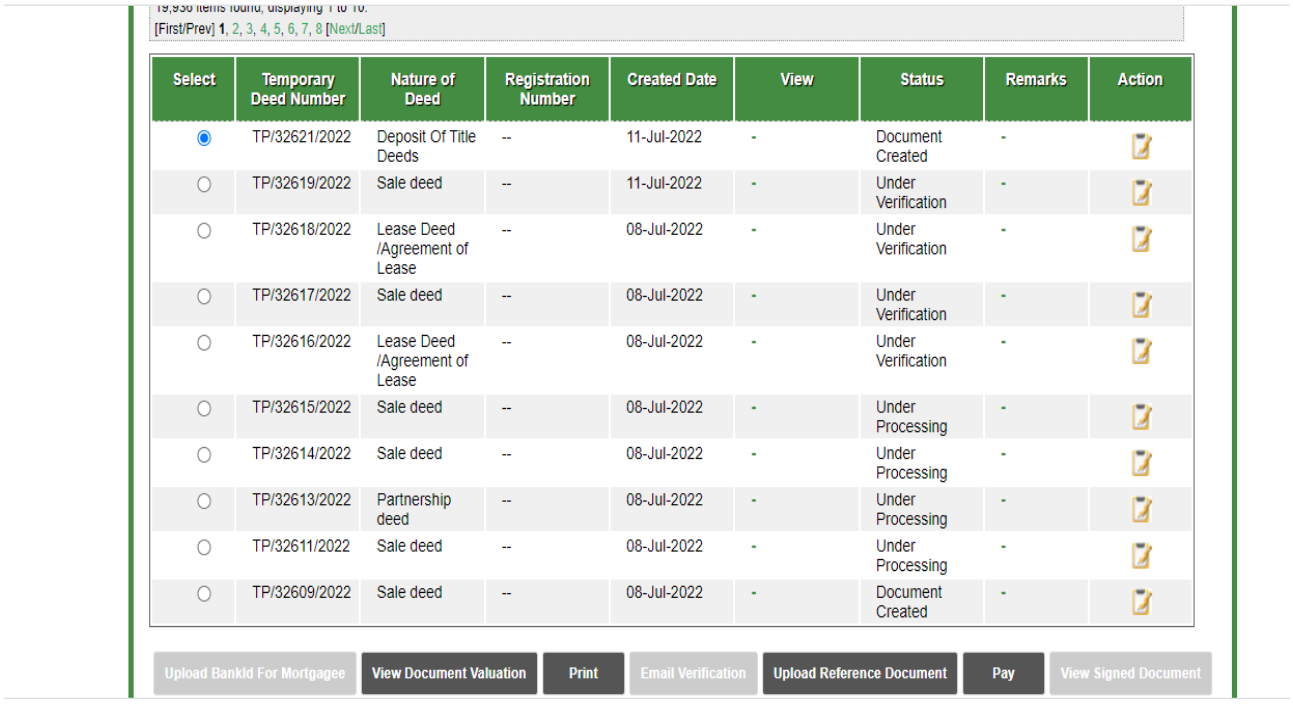
- **Note:** It is mandatory to preview the details before payment.



	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		

DRAFT

- Once the document is created, status will be updated to “Document Created”.

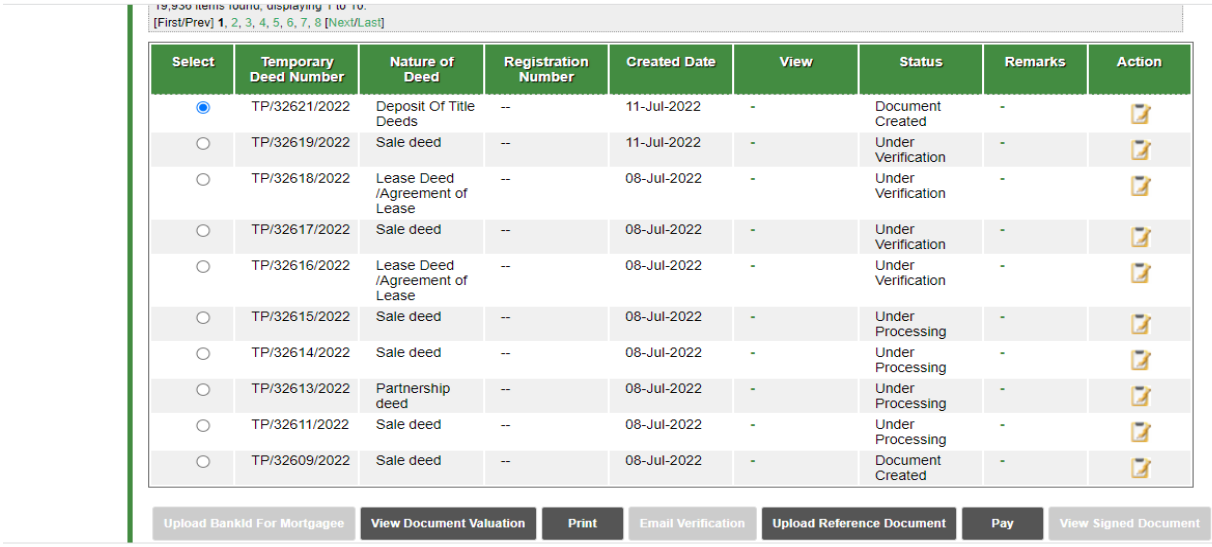


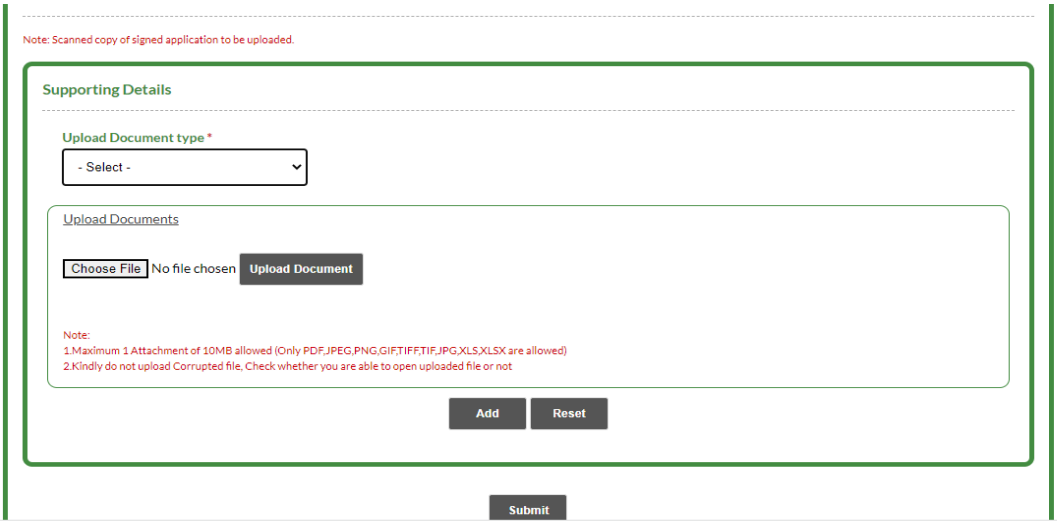
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

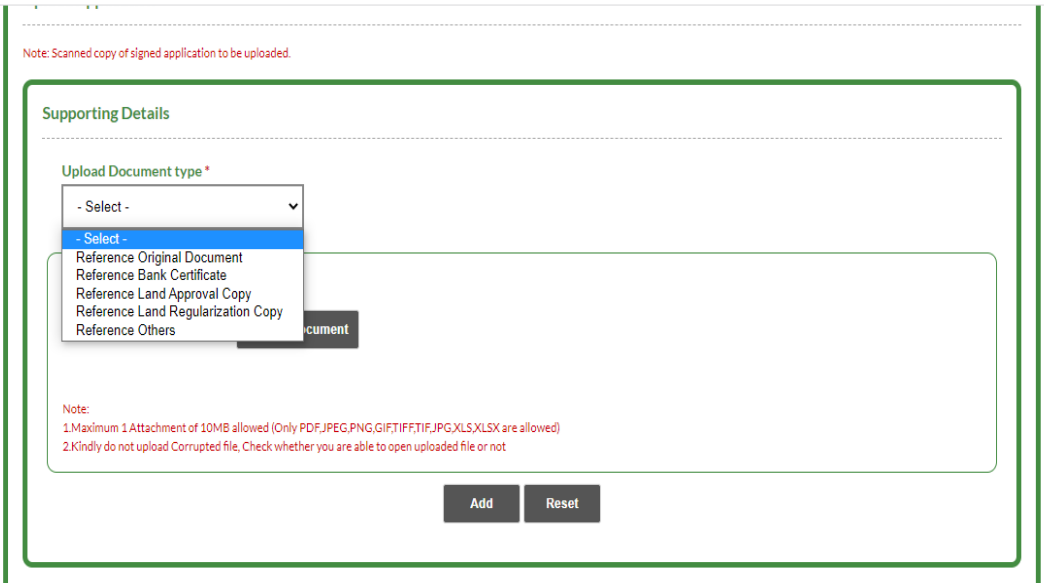
Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Remarks	Action
◉	TP/32621/2022	Deposit Of Title Deeds	--	11-Jul-2022	-	Document Created	-	
○	TP/32619/2022	Sale deed	--	11-Jul-2022	-	Under Verification	-	
○	TP/32618/2022	Lease Deed /Agreement of Lease	--	08-Jul-2022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

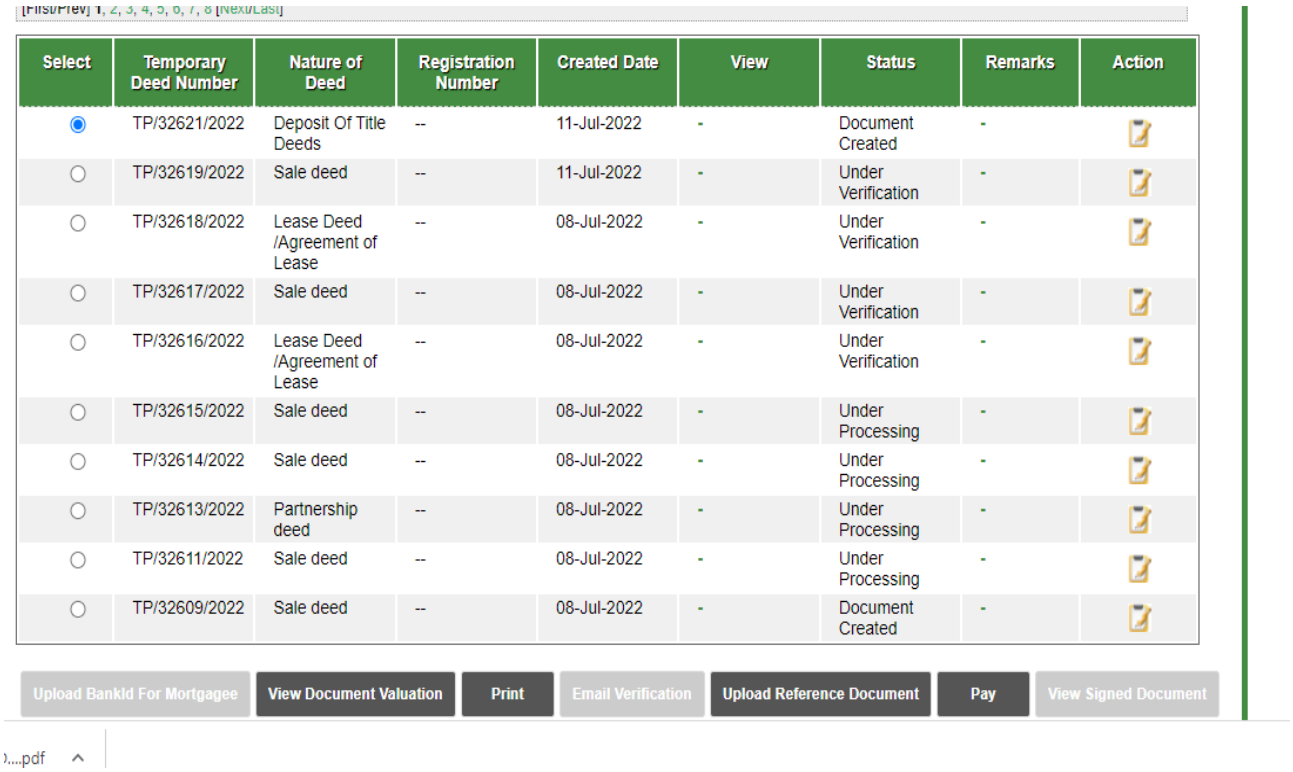
- Before making the payment, upload the required Reference Document. In case of Receipt Deed, uploading bank representative Id proof is mandatory.







- Once Document is uploaded, Click on “Pay” and make the payment.

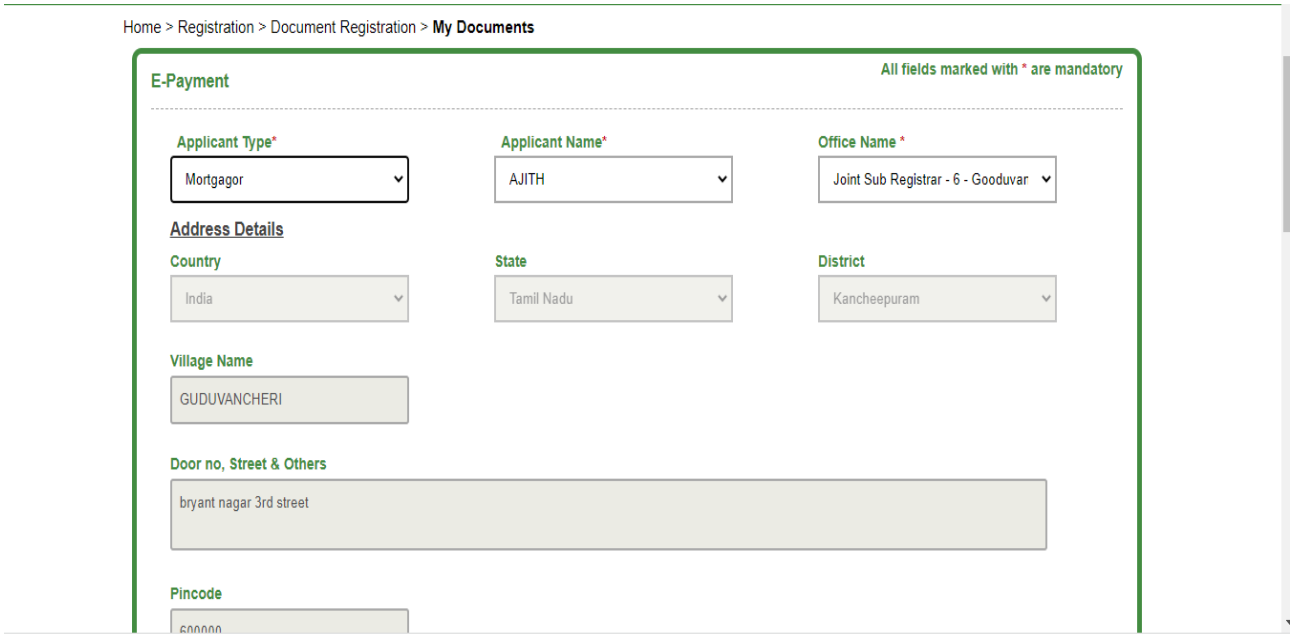


[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

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

)....pdf



Home > Registration > Document Registration > **My Documents**

E-Payment

All fields marked with * are mandatory

Applicant Type* : Mortgagor

Applicant Name* : AJITH

Office Name * : Joint Sub Registrar - 6 - Gooduvar

Address Details

Country : India

State : Tamil Nadu

District : Kancheepuram

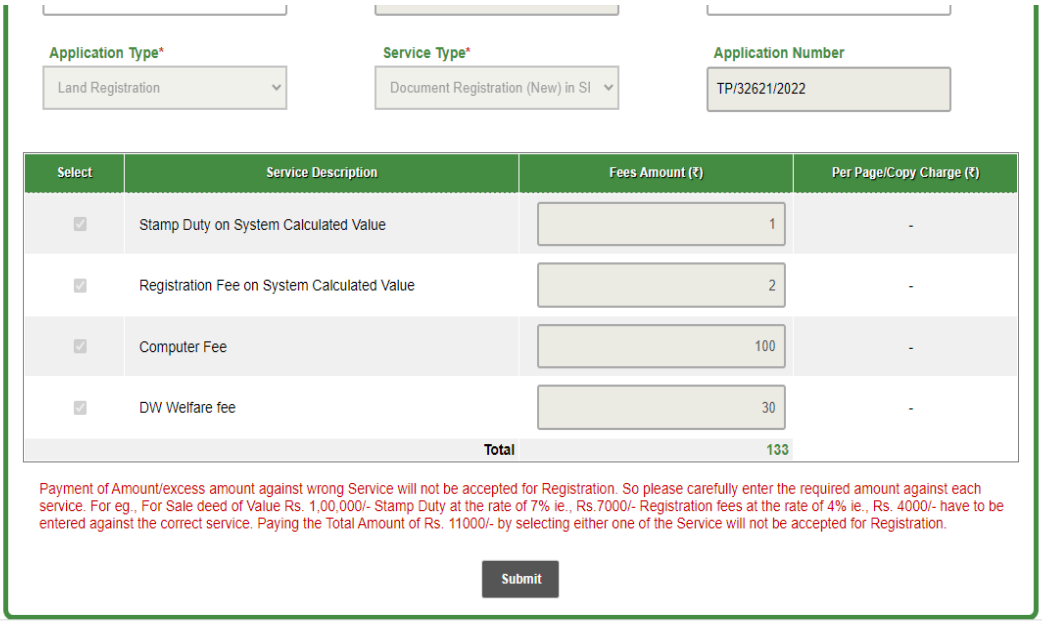
Village Name : GUDUVANCHERI

Door no, Street & Others : bryant nagar 3rd street

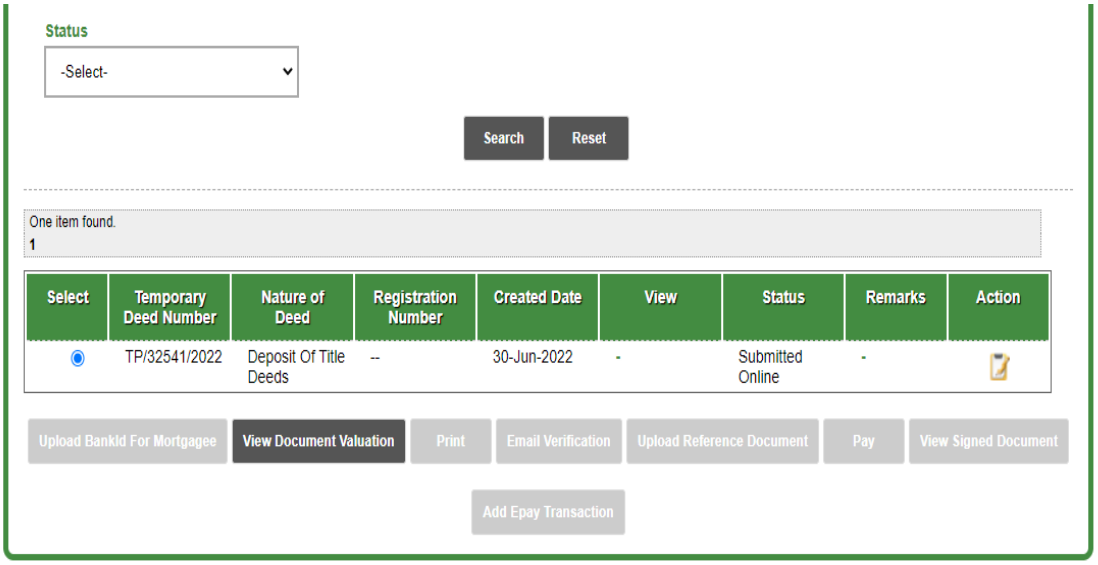
Pincode : 600000

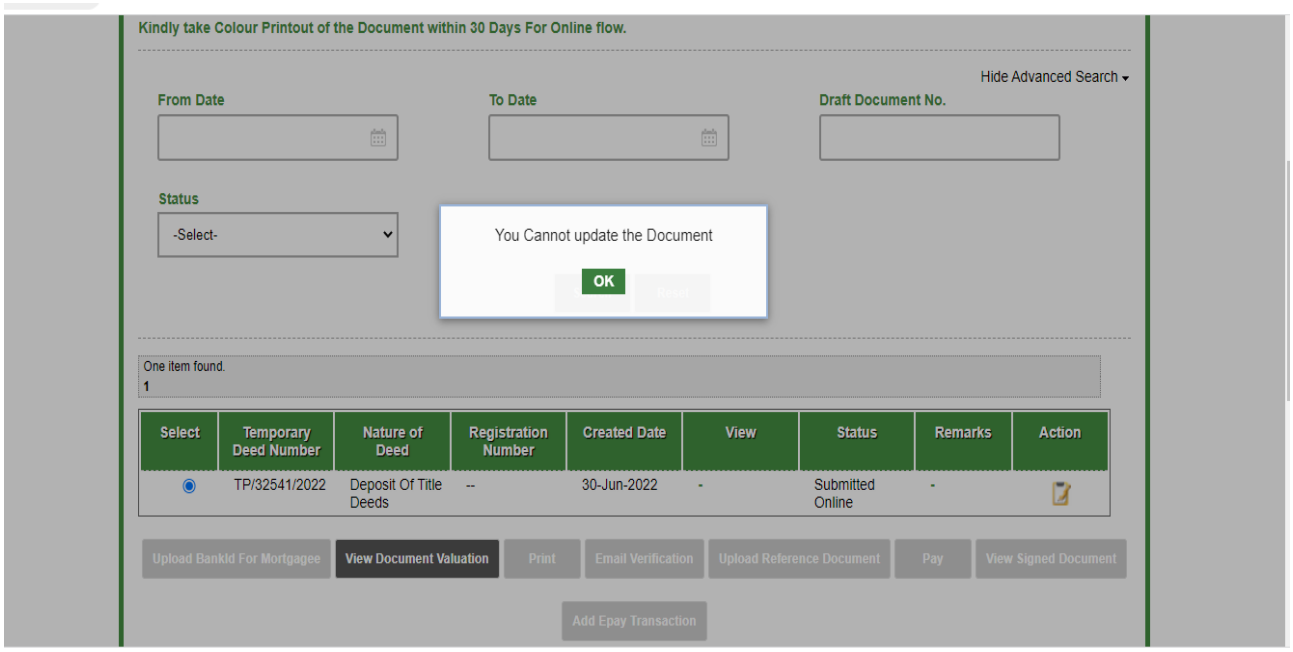
- All the fee details calculated will be autopopulated and fields will be disabled.

.



- 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.





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.