

GOVT. OF KERALA  
REGISTRATION DEPARTMENT

Document Registration using e-Stamp

e-Stamp

e-Stamp is the computer generated alternative for conventional stamp paper.

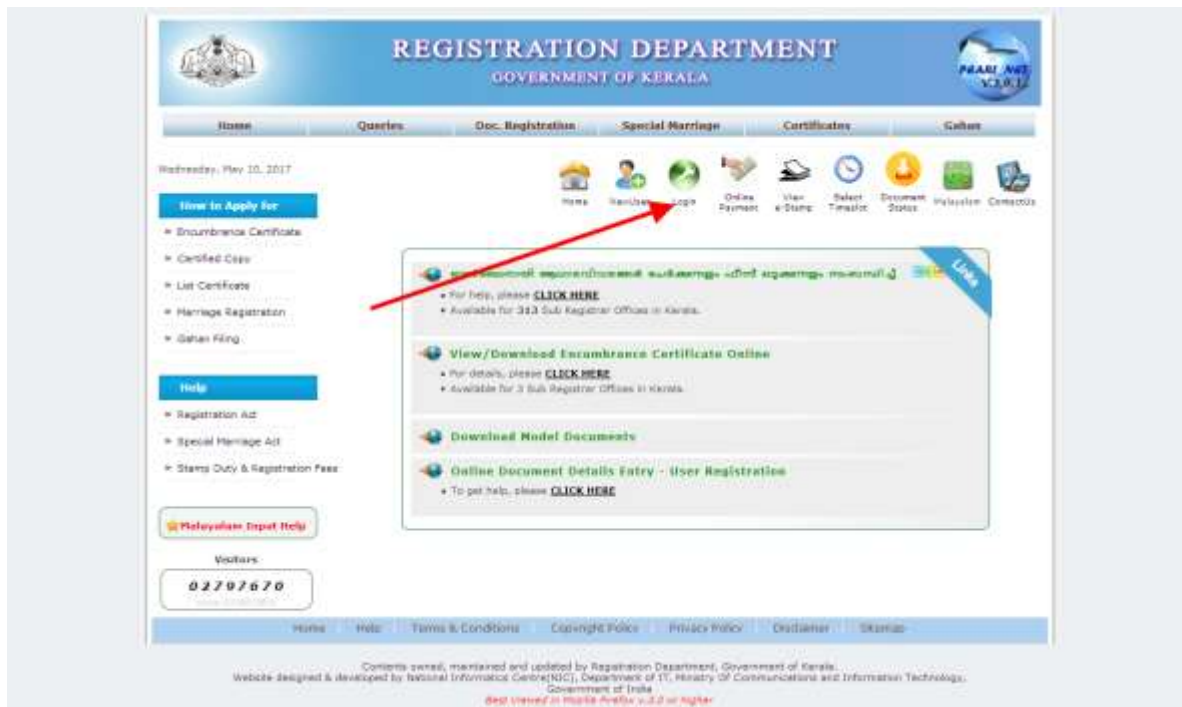
Government of Kerala has taken decision for optionally using e-stamp for Document Registration where Stamp Duty exceeds Rs. 100,000/-

Use e-stamp for Document Registration

- 1. Visit Registration Department portal [www.keralaregistration.gov.in](http://www.keralaregistration.gov.in) and select online applications



- 2. Logon to Online Applications



3. Select NEW TOKEN ( To view previously entered tokens, select MY TOKENS)



## WELCOME *docUser,*






You have successfully logged into the online application portal of **Registration Department, Govt of Kerala.**

**Document Registration Help**

**STEPS FOR DOCUMENT REGISTRATION**

1. Click on the **NEW TOKEN** Option from the icon.  
 [Note:Partially/Fully Submitted Documents will be available in **MY TOKENS** list]
2. Transaction Type Selection for New Token
3. Document Details Entry
4. Self Verification
5. Submit to SRO
6. Print/Download Acknowledgement Slip
7. Online Payment of Fees
8. Select Timeslot For Document Presentation at SRO


#### 4. Select SRO and Transaction Type

 Home    Logout    Document Status    Malayalam    ContactUs

Home > Doc. Registration > New Token






**Transaction Type selection for New Token**

|                              |                         |                              |       |
|------------------------------|-------------------------|------------------------------|-------|
| <b>*District</b>             | Thiruvananthapuram      | <b>*Sub-Registrar Office</b> | Chala |
| <b>*Taluk</b>                | Thiruvananthapuram      | <b>*Transaction Type</b>     | Sale  |
| <b>*Sub Transaction Type</b> | Sale - Conveyance--0702 | <b>*Book No</b>              | 1     |



#### 5. Enter the details about Document, executant, claimant, Presentation etc.

Jser : docUser  
Wednesday, May 10, 2017

 Home    Logout    Document Status    Malayalam    ContactUs

**Presentation**   PR document   Executant   Claimant   Property   Link   Enclosure   Witness   Adln. Note

**\* Mandatory Fields**

Enter the document details in Malayalam for Malayalam document and in English for English document.


**PRESENTATION DETAILS**

|                     |                    |                              |                        |
|---------------------|--------------------|------------------------------|------------------------|
| <b>Token Number</b> | New Token          | <b>*Book No</b>              | 1                      |
| <b>*District</b>    | Thiruvananthapuram | <b>*Sub-Registrar Office</b> | Chala                  |
|                     |                    | <b>*Transaction Type</b>     | 0702-Sale - Conveyance |

**Details Regarding Presenter**

|                               |                 |                            |  |
|-------------------------------|-----------------|----------------------------|--|
| <b>* Presenter</b>            | Executant       | <b>*Presentation Date</b>  | [Calendar Icon]  |
|                               |                 | <b>*Nativity</b>           | <input checked="" type="radio"/> Keralite <input type="radio"/> Non-Keralite |
| <b>*Name of the Presenter</b> |                 | <b>* Relation Type</b>     | -- Select --   |
| <b>* Age</b>                  |                 | <b>* Occupation</b>        |  |
| <b>* Place</b>                |                 | <b>* Post Office</b>       |  |
| <b>*Mobile No</b>             |                 | <b>* ID Type</b>           | -- Select --   |
| <b>ID Issued Date</b>         | [Calendar Icon] | <b>ID Expiry Date</b>      | [Calendar Icon]  |
| <b>Email ID</b>               |                 | <b>* Issuing Authority</b> |  |

**Details Regarding Document**



6. If stamp duty is greater than Rs. 100,000/-system asks for the mode payment for stamp duty

| PRESENTATION DETAILS   |  |   |                        |
|--|--|---|------------------------|
| <b>Token Number</b>  | <b>New Token</b>   | <b>*Book No</b>   | 1                      |
| <b>*District</b>   | Thiruvananthapuram   | <b>*Sub-Registrar Office</b>                                  | Chala                  |
|  |  | <b>*Transaction Type</b>                                      | 0702-Sale - Conveyance |
| <b>Details Regarding Presenter</b>   |  |   |                        |
| <b>* Presenter</b>   | Claimant   | <b>*Presentation Date</b>                                     | 11/05/2017             |
| <b>*Nativity</b>   | <input checked="" type="radio"/> Keralite <input type="radio"/> Non-Keralite |   |                        |
| <b>*Name of the Presenter</b>  | Kumar  | <b>* Relation Type</b>  | Son of                 |
| <b>* Relative's Name</b>   | KVI  |   |                        |
| <b>* Age</b>   | 45   | <b>* Occupation</b>   | Govt Service           |
| <b>* House Name</b>  | No 10, GPRA  |   |                        |
| <b>* Place</b>   | Vettiyoorkavu  | <b>* Post Office</b>  | Vattiyoorkavu          |
| <b>* Pincode</b>   | 695013   |   |                        |
| <b>*Mobile No</b>  | 9495627026   | <b>* ID Type</b>  | PAN                    |
| <b>* ID No.</b>  | ABKP19707G   |   |                        |
| <b>ID Issued Date</b>  |  | <b>ID Expiry Date</b>   |                        |
| <b>* Issuing Authority</b>   | Income Tax Department  |   |                        |
| <b>Email ID</b>  |  |   |                        |
| <b>Details Regarding Document</b>  |  |   |                        |
| <b>* Document Amount</b>   | 1500000  | <b>Presentation Type*</b>                                     | General                |
| <b>*No of Filing sheets</b>  | 3  |   |                        |
| <b>*Original district</b>  | Thiruvananthapuram   | <b>*Original Taluk</b>  | Thiruvananthapuram     |
| <b>*Original SRO</b>   | Chala  |   |                        |
| <b>*Original Village</b>   | Manacadu   | <b>* Local Body</b>   | Corporation            |
| <b>Licence Number of Document Writer(if Any)</b>   | 2345   |   |                        |
| <b>Mode of Stamp Duty Payment :</b> <input checked="" type="radio"/> e-Stamp <input type="radio"/> Physical stamp paper [ Allowed only for stamp duty less than or equal to 1 Lakh ] |  |   |                        |
| <b>*Stamp Date</b>   | 10/05/2017   | <b>*Date of Execution</b>                                     | 10/05/2017             |
| <b>Duplicate?</b>  | <input checked="" type="radio"/> Yes <input type="radio"/> No                | <b>1 nos</b>  |                        |
| <b>Unvalued Agreement?</b>   | <input type="radio"/> Yes <input checked="" type="radio"/> No                |   |                        |
| <b>Whether Authentication required in payment of consideration?</b>  | <input type="radio"/> Yes <input checked="" type="radio"/> No                |   |                        |
| <b>*Consideration Amount</b>   |  |   |                        |
| <b>Place Presented other than SRO?</b>   | <input type="radio"/> Yes <input checked="" type="radio"/> No                |   |                        |
| <b>Place Presented</b>   | -- Select --   |   |                        |
| <b>*Amount assessed for Stamp Duty and Registration Fee</b>  | 1500000  | <i>(മുദ്രാശ്യാജം, റജിസ്ട്രേഷൻ ഫീയും ചേർത്തുകൊണ്ടുള്ളതാണ്)</i> |                        |
| <i>[ Note:കടംപത്രത്തിൽ വിവരങ്ങൾ എഴുതുന്നതിൽ മുമ്പ് മുദ്രാശ്യാജം റജിസ്ട്രേഷൻ ഫീയും വിവരങ്ങൾക്കനുസരിച്ച് കടംപത്രം സമർപ്പിക്കേണ്ടതാണ്... ]</i>  |  |   |                        |
| <b>Remark</b>  |  |   |                        |
|  |  | <b>Reset</b>  | <b>Save</b>            |

7. Enter all other required details and complete self verification. System shows the fees details . Now the application is ready for purchase of e-stamp.

8. Submit button shows the message “Submit Application for e-Stamp”

## Fee Details

Token No : T15755

Year : 2017

Book No : 1

Transaction Type : Sale - Conveyance


Document Amount : Rs 1500000/-

Assessed Amount : Rs 1500000/-

System Generated Amount : Rs 5150000/-

Registration fee & Stamp duty will be calculated based on the highest amount entered/system calculated amount: Rs 5150000/-

Eligible for Exemption on Registration Fee and Stamp Duty as per Government Order

| Transaction Type                                      | Stamp Duty (Rs) | Fee (Rs)      | Edit  |
|---|-----------------|---------------|---|
| Sale - Conveyance                                     | 412000          | 103000        |  |
| Additional sheet                                      | 0               | 10            |   |
| Duplicate (related to documents registered in Book 1) | 500             | 200           |   |
| <b>Total</b>  | <b>412500</b>   | <b>103210</b> |   |

Note: Please verify all fee and application details before proceeding to 'Application Submission'. Data cannot be changed after 'Application Submission'.

[Back](#)

[Submit Application For e-Stamp](#)

[Print](#)

9. Now, proceed for Fee payment.

**Note :** In new version, fee payment requires log on to the system. Hence , the option for fee payment is available only after log in to the application.



10 Click on the icon " Online payment".

The screenshot displays the official website of the Registration Department, Government of Kerala. The header features the department's logo and name, along with a version number 'PEARL Net V.3.0.1'. A navigation menu includes links for Home, Queries, Doc. Registration, Special Marriage, Certificates, and Gahan. The user is identified as 'soumya' and the date is 'Saturday, May 13, 2017'. A row of icons provides quick access to Home, Online Payment, Logout, Document Status, Malayalam, and Contacts.

The main content area shows a confirmation message: "Your Application has been Submitted Successfully". Below this, application details are listed: SRO : Chala, Token No : T15750, Book No: 1, and Year: 2017. A prominent red banner states "Fee Payment is Pending for the Application." Below the banner, a section titled "Steps for Online Fee Payment :" provides a seven-step guide:

1. Print Fee Details.
2. Click on 'Online Payment' Option.
3. Application Type : Select 'Document Registration'.
4. Give the Token Number.
5. You will be directed to the bank portal for payment and will be automatically returned after successful payment. [Incase of payment failure, you will be automatically redirected to the Check Status page.]
6. Select Timeslot for Document Presentation at SRO.
7. Present your document at scheduled time at SRO.

At the bottom of the content area, there are three buttons: "Back", "Print Application Details", and "View/Print slip for on-line Payment".

11 Now system shows the options for remitting fees.

Fees can be paid in any one of the following options :

**Stamp duty only**

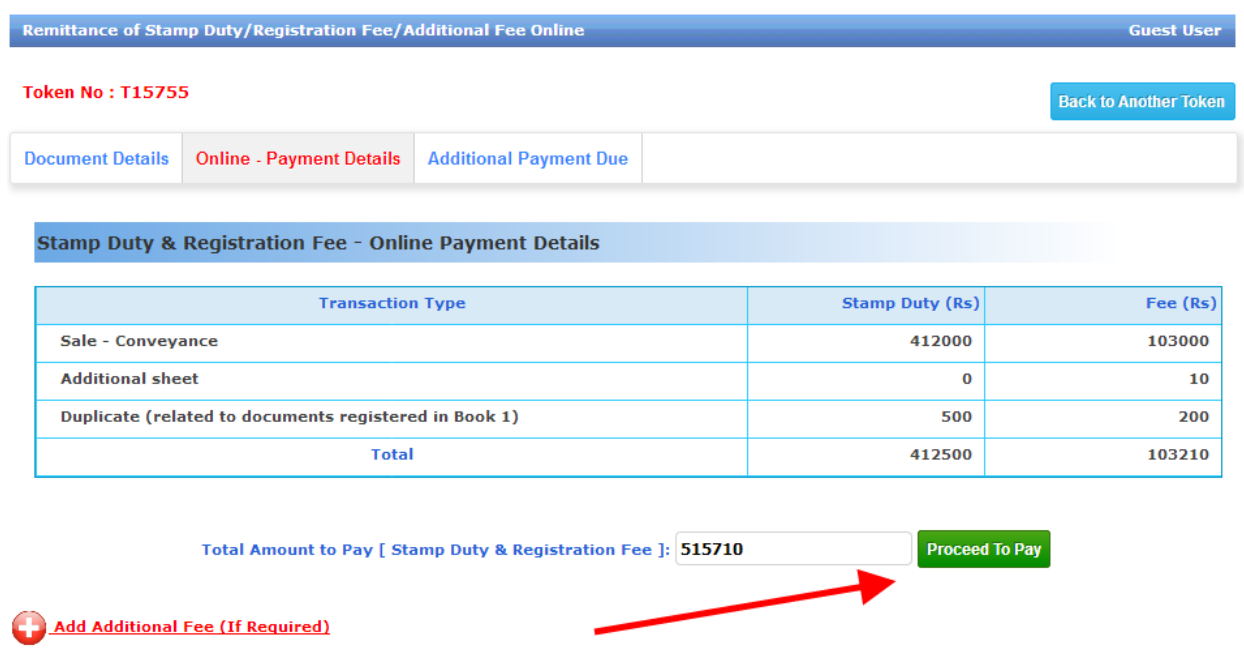
**Registration fee only** ( Note: this case is applicable only after paying the stamp duty)

**Stamp duty and Registration fee together**



12 Select the payment option. System displays the fee details and asks for payee details, payment mode etc.

( payment mode :e-payment or Direct treasury payment)



\* Mandatory Fields

Stamp Purchaser Details Payment Details

**Stamp Purchaser Details**

\*Select Name : Kumar - 9495627026(Prese  \*Name (In English): Kumar

\*House Name (In English): No 10, GPRA  \*Place (In English): Vattiyookavu

Note : Provide a valid mobile number to receive OTP at the time of Refund Request

\*Mobile Number : 9495627026

Payment is enabled after OTP validation.

\* Mandatory Fields

Stamp Purchaser Details Payment Details

**Stamp Duty & Registration Fee Payment**

| Transaction Type                                      | Stamp Duty    | Registration Fee |
|---|---------------|------------------|
| Sale - Conveyance                                     | 412000        | 103000           |
| Additional sheet                                      | 0             | 10               |
| Duplicate (related to documents registered in Book 1) | 500           | 200              |
| <b>Total</b>  | <b>412500</b> | <b>103210</b>    |


Amount To Pay Now   E-Payment  Direct to Treasury

Your Transaction ID for payment : 620T1575501

Note : Save your transaction ID for future reference. Thanks!

- 13 Click on PAY NOW button : System displays the details entered and an important message regarding how to proceed for payment.





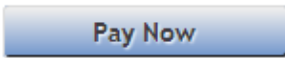
**Payment Details:**

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Transaction ID</b>      | <b>620T1575501</b>               |
| <b>Applicant's Name</b>    | <b>Kumar</b>                     |
| <b>Address</b>             | <b>housetname, Vattiyoorkavu</b> |
| <b>Application Type</b>    | <b>Document Registration</b>     |
| <b>Sub Registry Office</b> | <b>Chala</b>                     |
| <b>Amount</b>              | <b>Rs. 3/-</b>                   |

**Attention**

If the e-payment transaction fails, please **DO NOT** submit any fresh applications. Instead, kindly select the Menu option :- **Doc.Registration -> Online Payment** for checking the e-payment status or initiating another e-payment transaction.

Please note down the Transaction Id : **T15755** for the purpose of the above.



14 Now, the e-Treasury screen appears and prompts for selecting Bank and to proceed for payment

Welcome To E-Treasury Kerala

Select Bank \* STATE BANK OF INDIA

Proceed for Payment

Cancel

15 Give the username, password , OTP etc as per the bank portal and do thePayment.

In the case of 'Direct Treasury Payment' payment mode, user has to download the 'Pay-in-slip' generated by the system and approach treasury for payment ( produce the pay in slip at treasury for payment)

16 Visit registration portal again and confirm the payment.

Home    Queries    Doc. Registration    Special Marriage    Certificates    Gahan

ser :  
rednesday, May 10, 2017

Home    NewUser    Login    Online Payment    View e-Stamp    Select Timeslot    Document Status    Malayalam    ContactUs

Remittance of Stamp Duty/Registration Fee/Additional Fee Online    Guest User

Application Type : Document Registration

**Document Registration**

Token No\*    T : 15735    View Details    Reset Token No.

17 System displays the details of Fee paid.

Click on the button **e-stamp**( displayed in the action part) to download the e-Stamp

Home    NewUser    Login    Online Payment    View e-Stamp    Select Timeslot    Document Status    Malayalam    ContactUs

Remittance of Stamp Duty/Registration Fee/Additional Fee Online    Guest User

Token No : T15735    Back to Another Token

Document Details    Online - Payment Details    Additional Payment Due

**Stamp Duty & Registration Fee - Online Payment Details**

| Transaction No | Payment Type                  | Amount | Payment Mode                   | Status | Action   |
|----------------|-------------------------------|--------|--------------------------------|--------|--|
| 620T1573501    | Stamp Duty & Registration Fee | 3.00   | e-Payment                      | ✓      | Receipt <b>e-Stamp</b> e-Challan   |
| 620T1573502    | Stamp Duty & Registration Fee | 3.00   | Manual Cash Payment (Treasury) | ✓      | Receipt    e-Challan<br>E-stamp for duplicates<br>1. Download e-Stamp for duplicate<br>2. Download e-Stamp for duplicate |

Please enter GRN to cross verify the chalan with e-stamp.

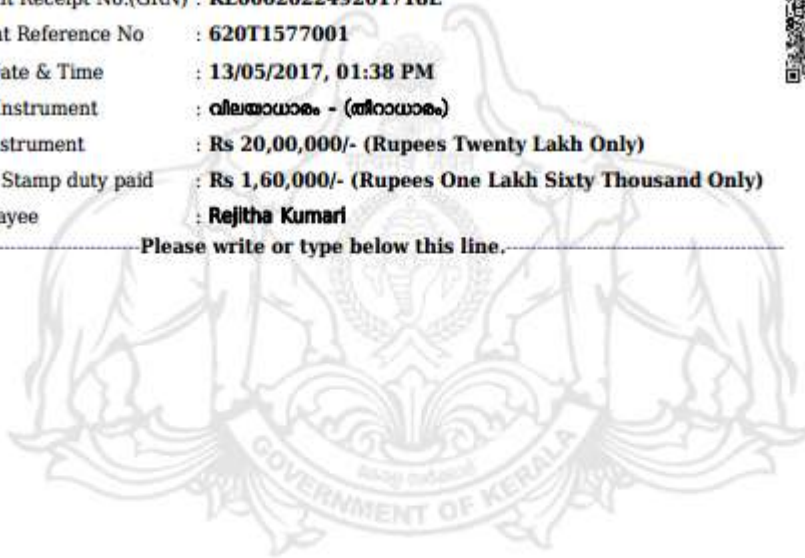


A0000000322017



e-Stamp Serial No. : ES000975077511111E  
Government Receipt No.(GRN) : KL000202249201718E  
Department Reference No : 620T1577001  
Payment Date & Time : 13/05/2017, 01:38 PM  
Nature of Instrument : വിലയാക്കം - (തീനയാക്കം)  
Value of Instrument : Rs 20,00,000/- (Rupees Twenty Lakh Only)  
Amount of Stamp duty paid : Rs 1,60,000/- (Rupees One Lakh Sixty Thousand Only)  
Name of Payee : Rejitha Kumari

-----Please write or type below this line.-----



e-Stamp has a serial number. It also displays the GRN and other details. The QR code also displays the same details. The authenticity can be verified by visiting Registration portal by giving the e-stamp serial number. The Document details can be written/ printed on the e-stamp starting from the marked portion.

18 finally select time slot and submit the application to SRO.

\* Mandatory Fields

Select Timeslot for Document Registration

Token No\* T: 15744

Schedule/ Reschedule Time Slot

Reset Token No.

Party has to present at SRO for registration with the physical document as per the date and time selected.



Registered e-stamp can be verified at <http://keralaregistration.gov.in> as above.