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 and select online applications

   ![](image)

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

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

- Presentation
  - PR document
  - Executant
  - Claimant
  - Property
  - Link
  - Enclosure
  - Witness
  - Adin. Note

- Mandatory Fields

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

Presentation Details

<table>
<thead>
<tr>
<th>Token Number</th>
<th>New Token</th>
<th>Book No</th>
<th>District</th>
<th>Sub-Registrar Office</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>Thiruvananthapuram</td>
<td>Chala</td>
<td>0702 Sale - Conveyance</td>
</tr>
</tbody>
</table>

Details Regarding Presenter

- Presenter
- Name of the Presenter
- Age
- Place
- Mobile No
- ID Issued Date
- Email

Details Regarding Document

- ID Type
- ID Expiry Date
- Issuing Authority
6. If stamp duty is greater than Rs. 100,000/- system asks for the mode payment for stamp duty

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”
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”.

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)
Payment is enabled after OTP validation.

Click on PAY NOW button: System displays the details entered and an important message regarding how to proceed for payment.
14 Now, the e-Treasury screen appears and prompts for selecting Bank and to proceed for payment.

<table>
<thead>
<tr>
<th>Select Bank</th>
<th>STATE BANK OF INDIA</th>
</tr>
</thead>
</table>

Proceed for Payment  Cancel

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

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.
17 System displays the details of Fee paid.

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

Please enter GRN to cross verify the chalan with e-stamp.
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.
finally select time slot and submit the application to SRO.

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.