

## Document Registration – Standard Operating Procedures

### 1. Standard Operating Procedure for Applicants

Service	Property Registration
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Document on proper Stamp Paper, prepared either by a licensed document writer/advocate or by Claimant/Executant</li> <li>2. Copy of the deed in filing sheet issued by the Department (to be kept as record with Registration department)</li> <li>3. Copy of the deed to be attached with the application for mutation of transaction</li> <li>4. Form IB (to be a part of the document and its copy) if building is also transferred</li> <li>5. Building valuation certificate from approved agency under section 28B or 28C of the Stamp Act as the case maybe.</li> <li>6. Form I (Rule 3 of Prevention of Undervaluation Rules)</li> <li>7. Application for TRR (Mutation) (To be forwarded to the Revenue Department through online)</li> <li>8. Form No 58 – Declaration regarding Excess land – To be signed by both the parties</li> <li>9. Form 60 (IT) – If any of the parties do not hold PAN card and the transaction amount exceeds 10 Lakhs</li> <li>10. NOC issued by the Collector, in case the property is restricted from transacting.</li> <li>11. Required Registration fees</li> <li>12. Original/Copies of previous Title Deeds</li> <li>13. Identity Proof</li> </ol>
<b>Procedure for Fees payment</b>	<p><b>Stamp Duty payment</b> Stamp duty less than Rupees One Lakh - Stamp paper can be obtained from Licensed Stamp Vendors ; Stamp Duty of Rs. One Lakh and above – e-Stamping mode</p> <p><b>Registration Fee payment –</b> e-payment/ ePos at Sub Registry Office</p>
<b>List of Reference Documents</b>	<ol style="list-style-type: none"> <li>1. Indian Registration Act, 1908 and The Registration Rules (Kerala), 1958</li> <li>2. Indian Registration (Filing of True Copies) Rules 1967</li> <li>3. The Kerala Stamp Act, 1959 and The Kerala Stamp Rules, 1960</li> <li>4. The Kerala Document Writers and Scribes Licence Rules, 1960</li> <li>5. Transfer of Property Act, 1955</li> <li>6. Transfer of Revenue Registry Rules 1966</li> <li>7. Relevant provisions under the Income Tax Act.</li> </ol>
<b>Process description</b>	<p>Step 1: Preparation of sale deed Option 1-Preparation of deed on proper stamp paper with the help of a Licensed Document Writer/Advocate by paying his charges.</p>

	<p>Option 2–Download model deed from website and prepare the deed with necessary modification by the parties to the transaction and prepare the final document signed by Executant /Claimant on proper stamp paper (<i>Model deeds can be downloaded from <a href="http://www.keralaregistration.gov.in/pearlpublic">www.keralaregistration.gov.in/pearlpublic</a></i>)</p> <p><i>(Stamp duty according to the value of transaction or fair value of the property whichever is higher is to be imposed on all documents. For verification of fair value the party may visit <a href="http://www.iqr.kerala.gov.in">www.iqr.kerala.gov.in</a>)</i></p> <p>Step 2 : Signing of Document by the parties and witnesses, affixing Photographs and Thumb Impression on the document.</p> <p>Step 3: User Registration in the department portal. (<a href="http://www.keralaregistration.gov.in/pearlpublic">www.keralaregistration.gov.in/pearlpublic</a>)</p> <p>Step 4: After user registration &gt;&gt; login to portal.</p> <p>Step 5: Submit details of document to be registered</p> <ol style="list-style-type: none"> <li>1. Enter details of document like, Details of the person who will present the document for registration, Details of Executant, Claimant, Title Deed, Property, Stamp Papers used, witnesses for the transaction etc. of Presentation details, Document details, Claimant details, etc.</li> <li>2. Generate e-stamp if the stamp duty is Rs. One Lakh and above;</li> <li>3. Pay necessary registration fee through e-payment</li> <li>4. Selection of available time slot (Token)</li> <li>5. Submit the document details and get the acknowledgement slip.</li> </ol> <p>Step 6: Present the original deed with annexures on the date and time allotted. The Executants in the document shall also be present in the stipulated time at the office with exact Registration Fee required and obtain receipt for the same.</p> <p>Step 7: Appear before the Registering Officer alongwith necessary identity proof for registration process. (Hearing by the Registering Officer, affixing thumb impression in the proper registers, remitting the additional fee if any etc.)</p> <p>Step 9: Completion of registration process and collection of original deed back after three days.</p> <p>Step 10: Submission of attested copy of document along with application for mutation (TRR Application) to the Village Officer for mutation. (For districts where online mutation process is yet to be implemented)</p>
<p><b>Time line for completing the process</b></p>	<p>3 days for Property Registration</p>

<b>Checking of Application Status</b>	Since slot is booked in advance, the party can visit the Registering office on the date and time allotted along with required documents. Hence checking of application status not required.
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## 2. SOP for Approver

<b>Application for</b>	Property Registration
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Document on proper Stamp Paper, prepared either by a licensed document writer/advocate or by Claimant/Executant</li> <li>2. Copy of the deed in filing sheet issued by the Department (to be kept as record with Registration department)</li> <li>3. Form IB (to be a part of the document and its copy) if building is also transferred</li> <li>4. Building valuation certificate from approved agency under section 28B or 28C of the Stamp Act as the case may be.</li> <li>5. Form I/ TRR form/Form No.58/Form No.60 and other applicable forms shall be downloaded from the system itself.</li> <li>6. NOC issued by the Collector, in case the property is restricted from transacting.</li> <li>7. Transaction id after remitting the fee online.</li> <li>8. Original Previous Title Deeds/ Tax Receipts</li> <li>9. Identity Proof( System shall be able for backend verification of the ID)</li> </ol>
<b>List of Reference Documents</b>	<ol style="list-style-type: none"> <li>1. Indian Registration Act, 1908 and Registration Rules (Kerala), 1958</li> <li>2. Indian Registration (Filing of True Copies) Rules 1967</li> <li>3. The Kerala Stamp Act, 1959 and The Kerala Stamp Rules, 1960</li> <li>4. The Kerala Document Writers and Scribes Licence Rules, 1960</li> <li>5. Transfer of Property Act, 1955</li> <li>6. Transfer of Revenue Registry Rules 1966</li> <li>7. Relevant Income Tax Provisions</li> </ol>
<b>Time line for completing the process</b>	<p>3 days for the registration of property</p> <p>7 days for the completion of mutation process</p>
<b>Departmental Work Flow</b>	<ol style="list-style-type: none"> <li>1. Sub Registrar – Receives the Document presented for registration and forwards it to the clerk for verification</li> <li>2. Clerk – Verifies the Copy of the deed and online data with the details in the Original Deed with the copy and online data. If any mismatch is found, the same will be brought to the notice of Registering Officer who will reject the online data and return the document for resubmission.</li> <li>3. Sub Registrar (To be Scenario) <ul style="list-style-type: none"> <li>• After successful verification, the clerk forwards the document and connected papers to the Sub Registrar for registration. He will verify the document for proper stamp duty and registration fee and will accept the registration.</li> <li>• The parties to the document will be identified by the Registering Officer and will record their admission of execution to the document by capturing their photo and thumb impression electronically.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• If sufficient stamp duty is already paid, the document will be registered instantly.</li> <li>• If shortage of SD is due to non-compliance of Fair Value, the party will be given notice to pay the deficit within 7 days and on payment of deficit, the document will be registered.</li> <li>• If shortage of SD is due to other reasons, the document will be impounded sent to the Collector (District Registrar) for determining proper stamp duty and necessary orders will be issued by him. On compliance of his orders, the document will be registered.</li> <li>• Registered deed will be forwarded to the Clerk for transcription.</li> </ul> <ol style="list-style-type: none"> <li>4. Clerk– Transcribes the endorsement recorded on the document to the filing sheet and submits to the sub Registrar.</li> <li>5. Sub Registrar – After authenticating the copy of the document, the original deed will be issued to the party.</li> </ol>
<b>Verification/Inspection Procedure</b>	Apart from the verification at the time of registration, there is no other Procedure for verification/inspection.
<b>Checklist of Documents</b>	<ul style="list-style-type: none"> <li>✓ Document on proper Stamp Paper, prepared either by a licensed document writer/advocate or by Claimant/Executant</li> <li>✓ Copy of the deed in filing sheet issued by the Department (to be kept as record with Registration department)</li> <li>✓ Copy of the deed to be attached with the application for mutation of transaction</li> <li>✓ Form IB (to be a part of the document and its copy) if building is also transferred</li> <li>✓ Building Valuation Certificate from approved agency</li> <li>✓ Form I (Rule 3 of Prevention of Undervaluation Rules)</li> <li>✓ Application for TRR (Mutation) (To be forwarded to the Revenue Department through online or the parties as the case may be)</li> <li>✓ Form No 58 – Declaration regarding Excess land – To be signed by both the parties</li> <li>✓ Form 60 (IT) – If any of the parties do not hold PAN card and the transaction amount exceeds 10 Lakhs</li> <li>✓ NOC issued by the Collector, in case the property is restricted from transacting.</li> <li>✓ Required Registration fees</li> <li>✓ Original/Copies of Title Deeds/ Property Tax Receipts</li> <li>✓ Identity Proof</li> </ul>
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