

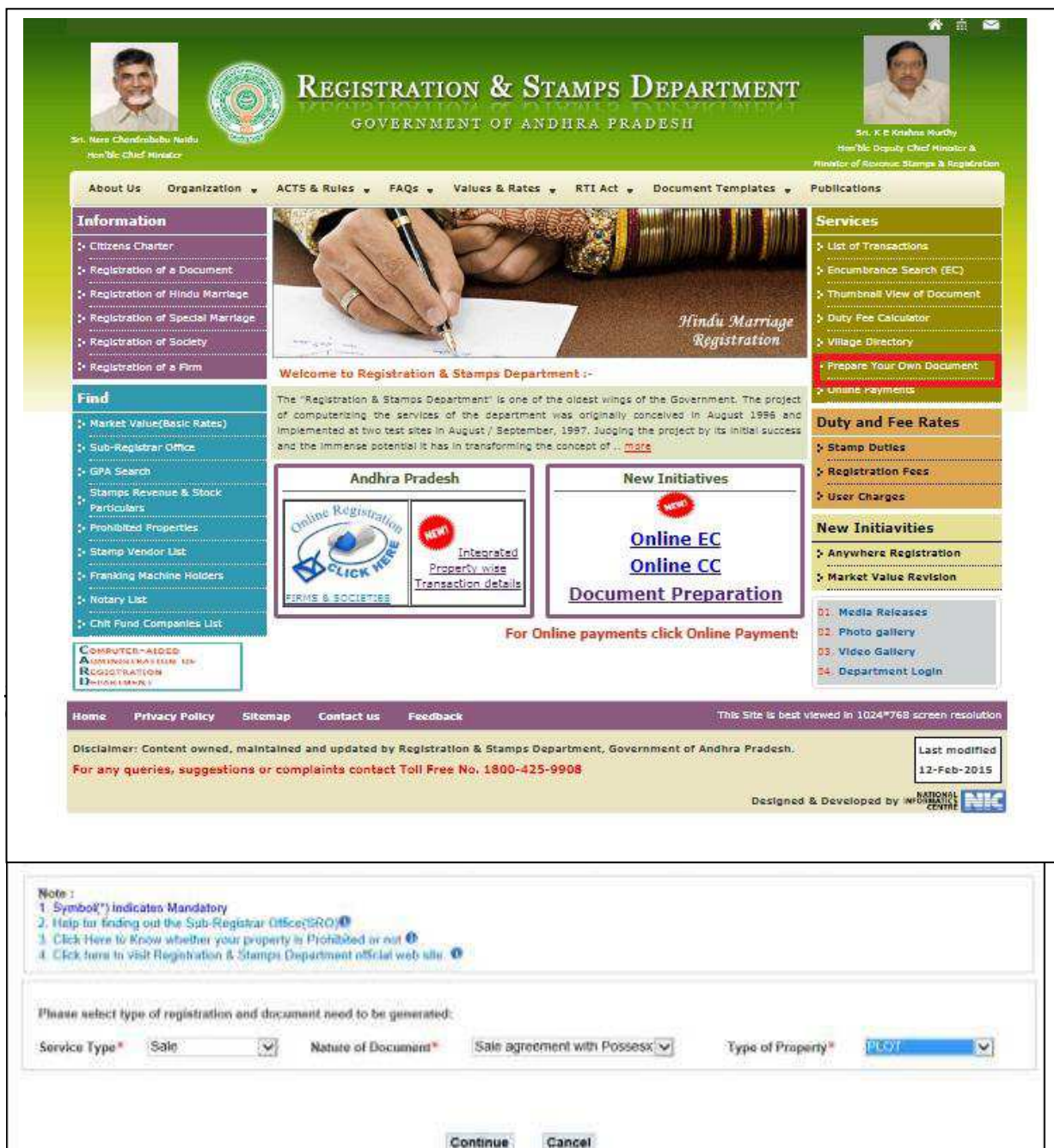
Procedure for Document Generation for Registration through Online System

Registration and Stamps Department, GoAP, allows the users to pre-register the document, make payment and book appointment for registration of document with Sub-Registrar Office (SRO) through an online system. Following steps demonstrate the procedure for the same.

Step 1: Open Andhra Pradesh Registration and Stamps Department website.

URL: <http://registration.ap.gov.in/>

Step 2: Click on 'Prepare Your Own Document'



The screenshot displays the official website of the Registration & Stamps Department, Government of Andhra Pradesh. The header features the department's name and logo, along with portraits of the Hon'ble Chief Minister and Hon'ble Deputy Chief Minister. The main navigation bar includes links for About Us, Organization, ACTS & Rules, FAQs, Values & Rates, RTI Act, Document Templates, and Publications. The left sidebar contains sections for Information (Citizens Charter, Registration of a Document, Registration of Hindu Marriage, Registration of Special Marriage, Registration of Society, Registration of a Firm) and Find (Market Value(Basic Rates), Sub-Registrar Office, GPA Search, Stamps Revenue & Stock, Particulars, Prohibited Properties, Stamp Vendor List, Franking Machine Holders, Notary List, Chit Fund Companies List). The central content area features a large banner for 'Hindu Marriage Registration' and a 'Welcome to Registration & Stamps Department' message. Below this, there are sections for 'Andhra Pradesh' (Online Registration, Integrated Property wise Transaction details) and 'New Initiatives' (Online EC, Online CC, Document Preparation). The right sidebar lists various services, including 'Prepare Your Own Document' (highlighted in red), 'Online Payments', 'Duty and Fee Rates', and 'New Initiatives'. At the bottom, there is a disclaimer, contact information, and a note about the site's best viewing resolution.

Note :

1. Symbol(*) indicates Mandatory
2. Help for finding out the Sub-Registrar Office(SRO)
3. Click Here to know whether your property is Prohibited or not
4. Click here to visit Registration & Stamps Department official web site.

Please select type of registration and document need to be generated:

Service Type* Nature of Document* Type of Property*

Step 3: Enter Aadhaar Number of seller. System will fetch details of the seller

E-Sign Your Aadhaar Card			
<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Firm/Company <input type="checkbox"/> Representative		<input type="text"/> ID Number * <input type="button" value="Go"/>	
<input type="text"/> Aadhaar Card *			
Personal Details :			
Title * <input type="text"/>	First Name * <input type="text"/>	Sex <input type="text"/>	
Middle Name <input type="text"/>	Surname * <input type="text"/>	Date of Birth <input type="text"/>	
Relation * <input type="text"/>	Relation Name * <input type="text"/>	Gender <input type="text"/>	
Age * <input type="text"/>	Occupation * <input type="text"/>	Marital Status <input type="text"/>	
Address :			
Do you reside at the Aadhaar address? <input checked="" type="checkbox"/>			
Door No. * <input type="text"/>	Street : <input type="text"/>	Pin Code * <input type="text"/>	
State * <input type="text"/>	District : <input type="text"/>	Sub District : <input type="text"/>	
Village/City * <input type="text"/>	Mandal : <input type="text"/>	Block : <input type="text"/>	
Pan Card No. <input type="text"/>	Aadhar ID * <input type="text"/>		

Step 4: Details of multiple sellers can be added by selecting 'Yes' for following question. If there is only one seller, click 'No'.

Do you want add one more vendor information?	Yes	No
--	------------	-----------

Step 5: To proceed further, click '**Save and Continue**'

Seller Information					
Add More Vendors					
Vendor List					
Sr No	First Name	Surname	Age	Action	
1	Kokumaru	Rao	57	 	

[Back](#)
[Save and Continue](#)
[Cancel](#)

Step 6: Enter Aadhaar Number of buyer. System will fetch details of the buyer based on Aadhaar Number.

Add Vended (Purchaser) Details			
<input checked="" type="radio"/> Individual <input type="radio"/> Firm/Company <input type="radio"/> Representative			
Aadhar Number *		206961296516 Go	
Personal Details			
Title *	Sri	Full Name *	Pallagoria Damodhar Ra
Relation *	S/o	Relation Name *	Subbarao
Age *	56	Occupation *	SELECT
Address			
Do you reside at the aadhar address? <input checked="" type="checkbox"/>			
Door No : *	5-167-1	Street :	5th Ward
State *	Andhra Pradesh	District : *	PSAKASAM
Village/City *	5th Ward	Manal : *	MAHAPURAM
Pan Card No:		Pin Code : *	523166
Contact			
Landline Phone No :		Mobile No : *	
Fax :		E-mail Address	

Step 7: Details of multiple buyers can be added by selecting 'Yes' for following question. If there is only one seller, click 'No'.

Do you want add one more vendee information?	Yes	No
--	------------	-----------

Step 8: To proceed further, click '**Continue**'

Purchaser Information				
Add More Vendees				
Vendee List				
Sr No	First Name	Surname	Age	Action
1	Pattem	Veeraiah	37	 

[Back](#)
[Continue](#)
[Cancel](#)

Step 9: User should select Presenter and person who is preparing document and click 'Save and Continue'

(01/02) Sale agreement with Possession PLOT

Get Started ☒ Parties ☒ **Presenter** ☒ Property ☐ Market Value ☐ Final Details ☐ Generate Document ☐ Finish ☐

Application Reference Number: 1501010202958

Note :
1. Symbol(*) indicates Mandatory
2. Help for finding out the Sub-Registrar Office(SRO)
3. Click Here to Know whether your property is Prohibited or not
4. Click here to visit Registration & Stamps Department official web site

Who is going to present the document before the sub-registrar? document prepared by?

Sl No	FirstName	Surname	Age	Presenter	Document Prepared By
1	Kuppalla	Narayana	58	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Vendor List

Sl No	FirstName	Surname	Age	Presenter	Document Prepared By
1	Pallagoria	Rao	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Vendee List

Step 10: Enter total consideration value and details of Local Body Type, Registration District and SRO where property is located.

Get Started ☒ Parties ☒ **Presenter** ☒ **Parties** ☒ Market Value ☐ Final Details ☐ Generate Document ☐ Finish ☐

Application Reference Number: 1501010202958

Note :
1. Symbol(*) indicates Mandatory
2. Help for finding out the Sub-Registrar Office(SRO)
3. Click Here to Know whether your property is Prohibited or not
4. Click here to visit Registration & Stamps Department official web site

Total Consideration Value *

Which registration district and SRO office is the property located?

Local Body Type *

Registration District *

Registration Sub-District/S.R.O *

Add Schedule of the Property to be Registered

Step 11: Click on 'Add Schedule of the Property to be Registered' and provide details. Users may choose to add more schedules of property information and to provide 'Link Document' details as well.



Schedule of the Property to be Registered

Door No.:
 Plot No.:
 Layout No.:
 Extent(Sq.Yrds)*:
 Survey No.*:
 Extent(Sq.Mtrs)*:

Locality Details

Land Use*:

Property Boundary Details

North Side*:
 South Side*:
 East Side*:
 West Side*:
 Measurement Unit:
 North Side(W-E)*:
 South Side(E-W):
 East Side(N-S)*:
 West Side(S-N):

Link Document Details

Do you want to add Link Document Details? * ☐ Yes ☒ No
 Do you want add one more schedule of property information?

Step 12: To proceed further, click '**Save and Continue**'

Total Consideration Value*:
 Which registration district and MRO office is the property located?
 Local Body Type*:
 Registration District*:
 Corporation Name*:
 Registration Sub-District S.R.O*:

Add Schedule of the Property to be Registered

Sr No	Sale Area	Description	Action
1	1	North - TEST, South - TEST, East - TEST, West - TEST	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 13: Click on '**Add Payment Details**'

Payment between parties

Step 14: After adding details, click on '**Save Payment Details**'

Consolidation/General Payment

Mode of Payment*:
 Amount*:
 Cash/Cheque/DD/RTGS No.:
 Date*:

Step 15: For the remaining amount to be paid, please select a date and click on '**Save and Continue**'



Sl No	Payment Mode	Amount	Cheque/Challan/DD/RTGS No.	Date	Issued Bank	Received Bank Branch	Action
1	CASH	50000		02/06/2016			

Remaining Amount : 00000

Pay By Date : 04/06/2016

Back Save and Continue Close

Step 16: Enter details of the SRO where you want to register the document. Please note that Stamp Paper is not required for document registration. However, if you wish to print the document on stamp paper, you may choose 'Yes'.

(01/02) Sale agreement with Possession PLOT

Get Started Parties **Consideration Mode of Payment** Market Value Final Details Generate Document Finish

Application Reference Number: 1501016202958

Note :
 1. Symbol(*) indicates Mandatory
 2. Help for finding out the Sub-Registrar Office(SRO)
 3. Click Here to Know whether your property is Prohibited or not
 4. Click here to visit Registration & Stamps Department official web site

Registration Details.
 Where are you going to Register this document?
 Registration District* KURNOOL
 Sub Registration Office* KURNOOL (R.O.)
 Do you want to print on stamp paper? ☐ Yes ☒ No

Back Save and Continue Close

Step 17: Market Value Details and Registration charges will be calculated on the basis of details provided. Please enter 'Paid Registration Charge Details' if you want to print document on Stamp Paper.

Step 18: Please select 'Mode of Payment'.

- If you select Challan/ DD, you need to make the payment offline and provide details Challan/ DD in the form.
- To make payment online, please select 'Net Banking'

Step 19: You may choose to add enclosure details. Click on 'Save and Continue' to proceed further.

Market Value Details

Land Cost * 30000 Structure Cost * 0
 Market Value * 30000 Total Consideration Value * 100000
 Taxable amount 100000

Private Registration Charges Details

Stamp Duty * 2500 Transfer Duty * 0
 Regd. Fees * 1000 User Charges 100

Paid Registration Charges Details

Stamp Duty borne by document 0
 Date of Execution * 02/06/2016 Date of stamp purchased * 02/06/2016

Payment Mode

Total Payable Amount * 3600
 Total Payable Amount-(Payable Registration Charges Details) -(Paid Registration Charges Details)
 Mode of payment * ☒ Net Banking ☐ Challan ☐ DD
 If you select Challan/DD, you need to make the payment offline.

Enclosure Details

Do you want to add Enclosure Details? * ☐ Yes ☒ No

Back Save and Continue Close

Do you want add additional? (max=5) *

☐ Yes ☒ No

WITNESS 1		WITNESS 2	
1)Witness Aadhar Number	45108362031	Go	Witness Address
Witness Name	Kuppala Venkata Subbarao		1-30, Chinna Talam, Chinna Talam, Nandimuru, Prakasham, Andhra Pradesh, 523140
2)Witness Aadhar Number	442315813429	Go	Witness Address
Witness Name	Shank Tarajagan		1-87, Best Maheshwari, 5TH Ward, Coogle, Prakasham, Andhra Pradesh, 523106

Generate Document	Verify and Print Entered Details(Check list)
-------------------	--

DRAFT

DRAFT

DRAFT

SALE DEED

This Deed of Sale is made and executed on this the 21st day of November, 2014, by and between:

Sri. Shaik Dariya Hussain, S/o. Sri. Mastan Saheb, aged about 54 years, Occ: Private Employee, R/O. 18-9-15/A Main Road Kedareswara Peta Vijayawada (Urban) Krishna Andhra Pradesh 520003

Hereinafter called the 'VENDOR' of the first part

AND

Sri. Karimulla Shaik, S/o. Sri. Mastan Saheb Shaik, aged about 45 years, Occ: Student, R/O. 18-9-15/A 1St Line Kedareswarapeta Vijayawada (Urban) Krishna Andhra Pradesh 520003

Hereinafter called the 'VENDEE' of the second part

(the terms 'THE VENDOR' and the 'THE VENDEE' herein used shall wherever the context so admit mean and include all their respective heirs, executors, successors, legal representatives, partners, directors, administrators and assignees etc..., thereof)

Whereas the VENDOR is the absolute owner of all that the House property bearing No 43-7-26 on Plot forming part of Survey No 341 and measuring 45.0 Sq.Yds., or 37.62 Sq.Mtrs., consisting of 10 floors; along with 1000.0 Square feet of constructed area, Situated at Dondaparthy VISAKHAPATNAM District, hereinafter referred to as the SCHEDULE PROPERTY, which is more fully described in the schedule property and clearly shown in the plan annexed hereto

WHEREAS the VENDOR herein offered to sell the schedule property, which is free from all kinds of encumbrance for a total sale consideration of Rs. 1000000/- (RUPEES TEN LAKH ONLY.)to the VENDEE and the VENDEE has agreed to purchase the same for the said consideration.

Signature_____

The screenshot shows a web form titled "e-Payment" with the subtitle "Makes the Payment easy". Below this, it says "Now choose the Bank to Make Payment". There is a dropdown menu with "SBI" selected. At the bottom, there is a "submit" button.



Step 24: Click 'Submit' to submit your application. It is advised that you take prints of all the documents before submitting

Step 25: After adding details such as time of slot etc., you can generate slot booking slip as below.

Step 26: The final generated document will have an application ID and barcode for electronic processing.

Step 27: Presenters have to carry the printed document to SRO on the date and time of your booked slot for biometrics and e-KYC. If you have submitted application online, you are not required to carry any additional attachment to SRO for registration.

Scanned copy of your registered document will also be made available on the website.