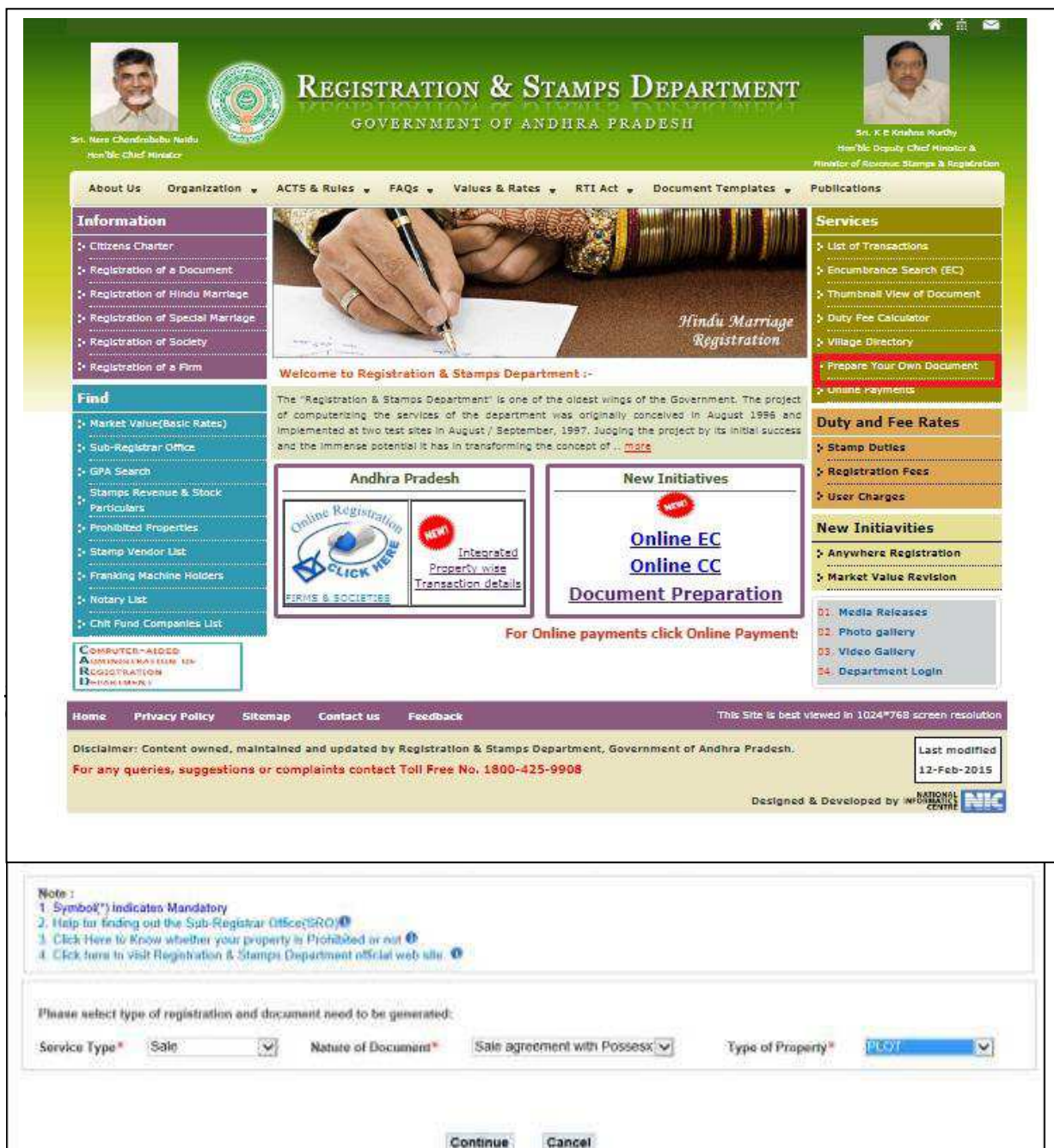## Procedure for Document Generation for Registration through Online System

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'

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

based on Aadhaar Number.

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'**

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

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'**

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

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

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.

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

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

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

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

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'.

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.

Step 20: You may add additional clauses. You are required to provide Aadhaar numbers of two witnesses. Details of the witnesses will be fetched on the basis of Aadhaar provided. Click '**Save and Continue'** to proceed further.

Step 21: The user can verify and print the details entered. User may also choose to generate draft document based on details entered.

Step 22: Sample draft document.

Step 23: User is required to pay user charges of Rs. 100 through online banking to submit the application and book the slot.

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.