



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 shows the homepage of the Registration & Stamps Department, Government of Andhra Pradesh. The page is divided into several sections:

- Header:** Includes the department name, logo, and portraits of the Minister and Deputy Chief Minister.
- Navigation:** Menus for 'About Us', 'Organization', 'ACTS & Rules', 'FAQs', 'Values & Rates', 'RTI Act', 'Document Templates', and 'Publications'.
- Information:** A list of services including Citizens Charter, Registration of a Document, Registration of Hindu Marriage, Registration of Special Marriage, Registration of Society, and Registration of a Firm.
- Find:** A search section with links for Market Value(Basic Rates), Sub-Registrar Office, GPA Search, Stamps Revenue & Stock, Particulars, Prohibited Properties, Stamp Vendor List, Franking Machine Holders, Notary List, and Chit Fund Companies List.
- Andhra Pradesh:** A section with a 'Click Here' button for Online Registration and a 'NEW' badge for Integrated Property wise Transaction details.
- New Initiatives:** A section with a 'NEW' badge for Online EC and Online CC Document Preparation.
- Duty and Fee Rates:** A section with links for Stamp Duties, Registration Fees, and User Charges.
- New Initiatives:** A section with links for Anywhere Registration, Market Value Revision, Media Releases, Photo gallery, Video Gallery, and Department Login.
- Footer:** Contains links for Home, Privacy Policy, Sitemap, Contact us, and Feedback. It also includes a disclaimer, contact information (Toll Free No. 1800-425-9908), and a last modified date of 12-Feb-2015.

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

based on Aadhaar Number.

SEARCH AND FILTER RESULTS

SEARCH BY: Permanent Residence

id Type: id Number:

Personal Details:

Title *	<input type="text" value="Sri"/>	FirstName *	<input type="text" value="Sangeevan"/>	Photo	
Middle Name	<input type="text"/>	Surname *	<input type="text" value="Sangeevan"/>		
Relation *	<input type="text" value="Sri"/>	Relation Name * <input type="text" value="Sri"/>	<input type="text" value="Sangeevan"/>		
Age *	<input type="text" value="29"/>	Occupation *	<input type="text" value="Govt. Employee"/>		

Address:

Do you reside at the aadhar address?

Door No. *	<input type="text" value="1-11-25 Plot No. 020, Venkateswara Estate, Rajampet, Andhra Pradesh"/>	Street *	<input type="text" value=""/>	State *	<input type="text" value="Andhra Pradesh"/>
State *	<input type="text" value="Andhra Pradesh"/>	District *	<input type="text" value="VIZIANAGARAM"/>	Pin Code *	<input type="text" value="521101"/>
Village/City *	<input type="text" value="SRI RAMPET"/>	Mandal *	<input type="text" value="SRI RAMPET (Urban)"/>		
Pass Card No:	<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 Vendee (Purchaser) Details

Individual Firm/Company Representative

Aadhaar Number * [Go](#)

Personal Details

Title * Full Name *

Relation * Relation Name *

Age * Occupation *

Address

Do you reside at the aadhar address?

Door No : * Street :

State * District : *

Village/City : * Mandal : *

Pan Card No: Pin Code : *

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](#)

Vendor List						
Sr No	First Name	Surname	Age	Action		
1	Pattam	Veeraiah	37			

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



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

Application Reference Number: 1501010202958

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

Sl No	FirstName	Surname	Age	Presenter	Document Prepared By
Vendor List					
1	Kuppalla	Narayana	58	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendee List					
1	Pallagoria	Rao	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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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.: Survey No.*:
 Layout No.:
 Extent(Sq.Yrds)*: 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* Corporation Name*
 Registration District* 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'**

Consideration Mode of 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	Issued Bank Branch	Action
1	CASH	51000		02/06/2016			

Remaining Amount : 00000

Pay By Date : 04/06/2016

Buttons: 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

Progress: Get Started (✓) Parties (✓) **Registration** (✓) Market Value (●) Final Details (●) Generate Document (●) Finish (●)

Application Reference Number: 1501016202958

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 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

Buttons: 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
 Market Value : 30000
 Taxable amount : 10000
 Structure Cost : 0
 Total Consideration Value : 100000

Payment Registration Charges Details

Stamp Duty : 2500
 Regd. Fees : 1000
 Transfer Duty : 0
 Misc 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

Buttons: Back, Save and Continue, Close



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.