



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 'Create your own document and Book a slot'



Step 3: You will be redirected to MeeSeva Online Portal. User can register on MeeSeva Online Portal or enter User ID and Password, if already registered

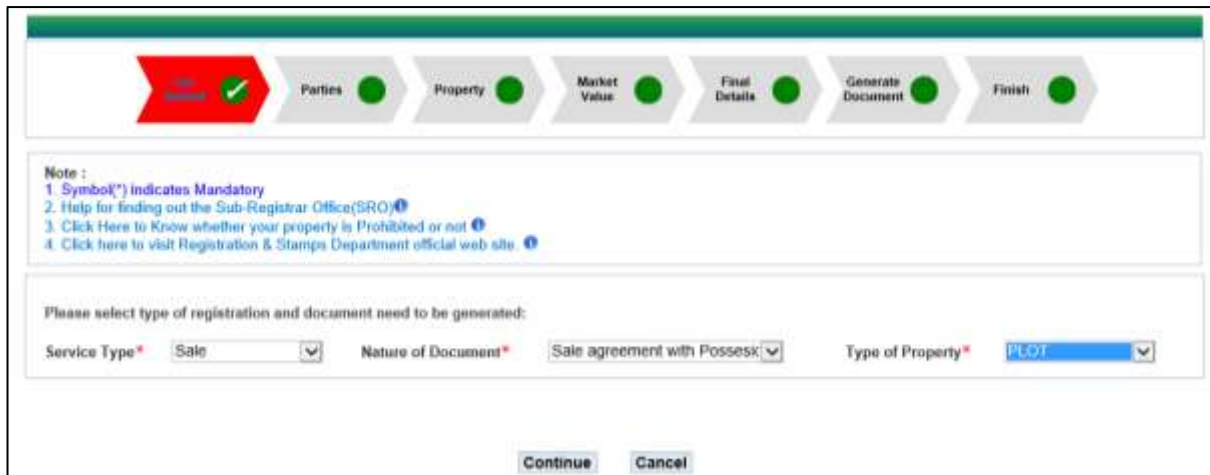




Step 4: Select 'PRE-REGISTRATION – DATA ENTRY AND SLOT BOOKING' from List of Services given by Registration Department



Step 5: Please select 'Service Type', 'Nature of Document' and 'Type of Property' from dropdown options and click 'Continue'



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





Step 7: 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 8: To proceed further, click 'Save and Continue'

Seller Information

[Add More Vendors](#)

Vendor List					
Sl No	FirstName	Surname	Age	Action	
1	Kakumanu	Rao	57	+ - X	

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

Step 9: Enter Aadhaar Number of buyer. System will fetch details of the buyer based on Aadhaar Number.

Add Vendeo(Purchaser) Details

Individual Firm/Company Representative

Aadhar Number : [Go](#)

Personal Details

Title :

Relation :

Age :

Full Name :

Relation Name :

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 10: 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 11: To proceed further, click 'Continue'

Purchaser Information

[Add More Vendeos](#)

Vendee List					
Sl No	FirstName	Surname	Age	Action	
1	Pattem	Veeraiiah	37	+ - X	

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



Step 12: User should select Presenter and person who is preparing document and click **'Save and Continue'**

(01 02) Sale agreement with Possession PLOT

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?

Vendor List						
Sl No	FirstName	Surname	Age	Presenter	Document Prepared By	
1	Kuppalla	Narayana	68	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Vendee List						
Sl No	FirstName	Surname	Age	Presenter	Document Prepared By	
1	Pallagoria	Rao	38	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Step 13: 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 14: 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

NorthSide(W-E)* SouthSide(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 15: To proceed further, click ‘**Save and Continue**’

Total Consideration Value *
 Which registration district and SRO 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 16: Click on ‘**Add Payment Details**’

Payment between parties

Step 17: After adding details, click on ‘**Save Payment Details**’

Consideration Mode of Payment

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

Step 18: For the remaining amount to be paid, please select a date and click on ‘**Save and Continue**’



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

Remaining Amount : 50000

Pay By Date : 04/06/2016

Buttons: Back, Save and Continue, Close

Step 19: 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 **Payment** 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

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 20: 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 21: 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 22: 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		

Payable Registration Charge Details

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

Paid Registration Charge Details

Stamp Duty borne by document	0	Date of stamp purchased*	02/05/2016
Date of Execution*	03/05/2016		

Payment Mode

Total Payable Amount: -3600

Total Payable Amount-(Payable Registration Charge Details) : (Paid Registration Charge 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

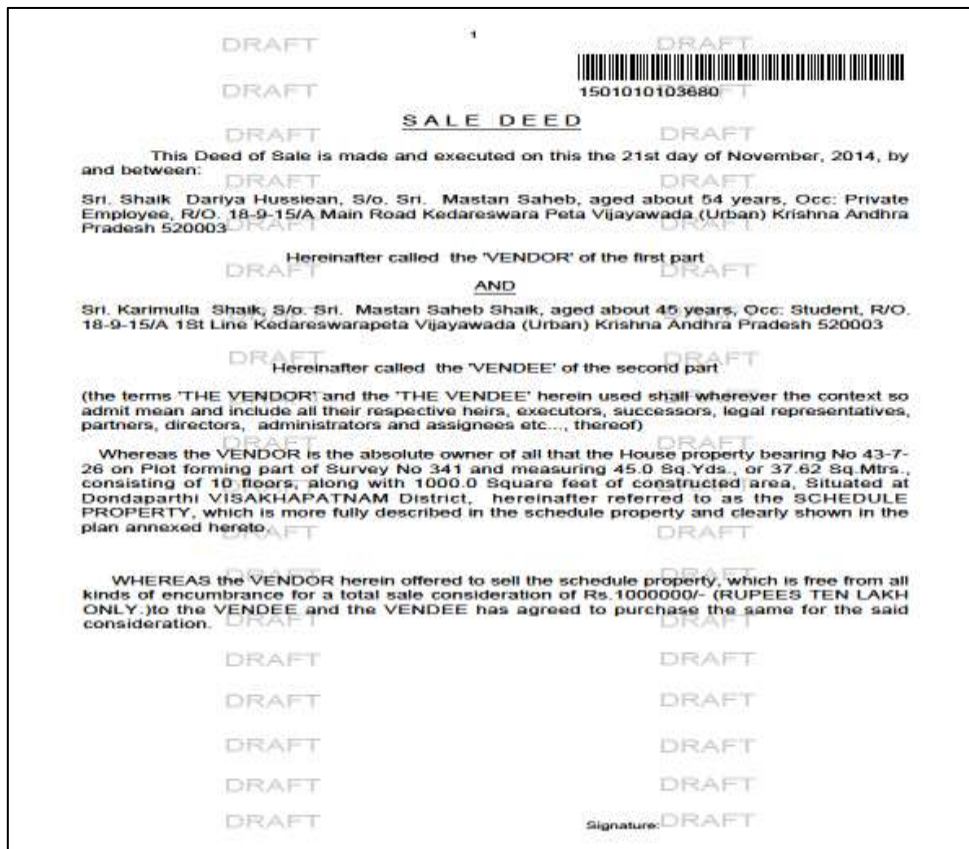
Buttons: Back, Save and Continue, Close



Step 23: 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 24: The user can verify and print the details entered. User may also choose to generate draft document based on details entered.

Step 25: Sample draft document.




Step 26: User is required to pay user charges of Rs. 100 through online banking to submit the application and book the slot.



Step 27: Click 'Submit' to submit your application. It is advised that you take prints of all the documents before submitting


Step 28: After adding details such as time of slot etc., you can generate slot booking slip as below.


Government of Andhra Pradesh
Registration and Stamps Department
SLOT BOOKING SLIP

Application Number: 1501020103480
Name of the Presenter: Shaik Dariya Hussain
Date & Time of Slot: 14/01/2018 11:00:00
Name of the S.R.O: GUDURU
Address: Chattivanipalem
Phone No: 0891-2514997
Name of the Registration District: VISAKHAPATNAM

Note: Please arrive 30 minutes before slot booking time to verify the documents.

Step 29: The final generated document will have an application ID and barcode for electronic processing.


1566427020130805

SALEDEED

This DEED OF SALE is made and executed on this the 5th day of August , 2013 , by and between:

Step 30: 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.