பதிவுத்துறை
REGISTRATION DEPARTMENT

FIRM REGISTRATION – ALTERATION IN BRANCH DETAILS:

CITIZEN'S PORTAL USER MANUAL

Verified RealEstate™

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Following is the legend of icons / signs / symbols in the Application and in the User Manual

Buttons/Icons	Functionality	Usage/Remarks
Previous	Previous	To go back to the previous tab / section
Next	Next	To move to next tab
Proceed	Proceed	To save data on screen and proceed to the next Tab
Update	Update	While editing a record, to save the modified data
Cancel	Cancel	To cancel all data entered in the current step
Add	Add	To add another record in the table
Reset	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
Search	Search	To search to a file after providing file details
Tamil English	Radio Button	To select between two options given
Save as Draft	Save as Draft	To save the present data entered as a draft to continue later
Save and Continue	Save and Continue	To save the present data entered and continue further

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TABLE OF FIGURES

FIGURE 1: LOGIN PAGE 4
FIGURE 2: CITIZEN'S PORTAL HOME PAGE 5
FIGURE 3: FIRM DETAILS 1 6
FIGURE 4: FIRM DETAILS 2 7
FIGURE 5: FEE TYPE 8
FIGURE 6: ACKNOWLEDGEMENT 1 9
FIGURE 7: E-PAYMENT 1 10
FIGURE 8: E-PAYMENT 2 11
FIGURE 9:E- PAYMENT 3 12
FIGURE 10: PAYMENT GATEWAY 13
FIGURE 11: ONLINE CONFIRMATION 14
FIGURE 12: TERMS AND CONDITIONS 15
FIGURE 13: GENERATE ACKNOWLEDGEMENT 16
FIGURE 14: ACKNOWLEDGEMENT 2 17
FIGURE 15: PRINT ON ACKNOWLEDGEMENT COPY 18
FIGURE 16: ONLINE PAYMENT 19
FIGURE 17: ONLINE PAYMENT 20
FIGURE 18: ACKNOWLEDGEMENT 3 21
FIGURE 19: ACKNOWLEDGEMENT 4 22
FIGURE 20: PRINT ON FORM OF DECLARATION COPY 23
FIGURE 21: REQUEST LIST 24

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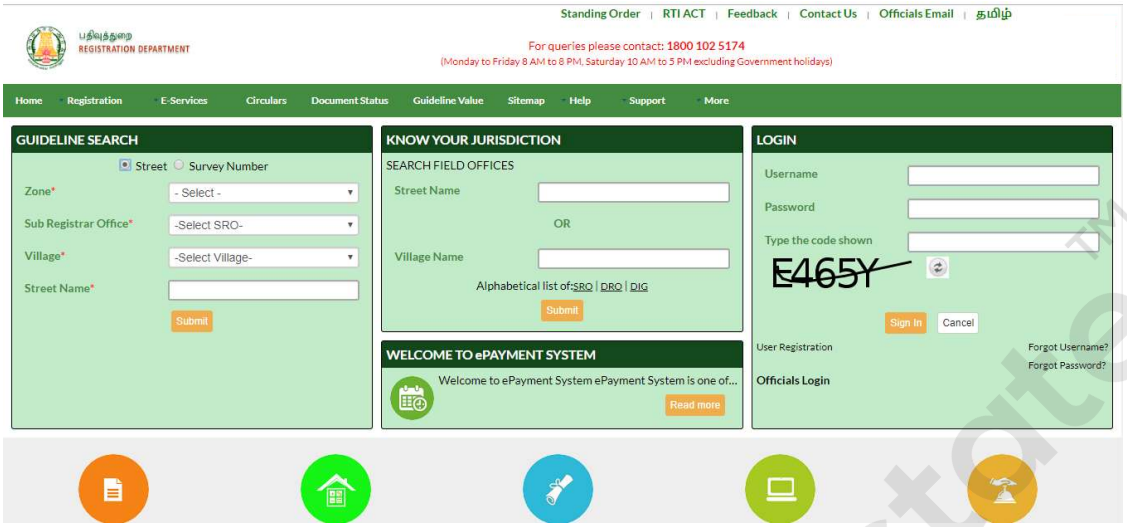


FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your username and password

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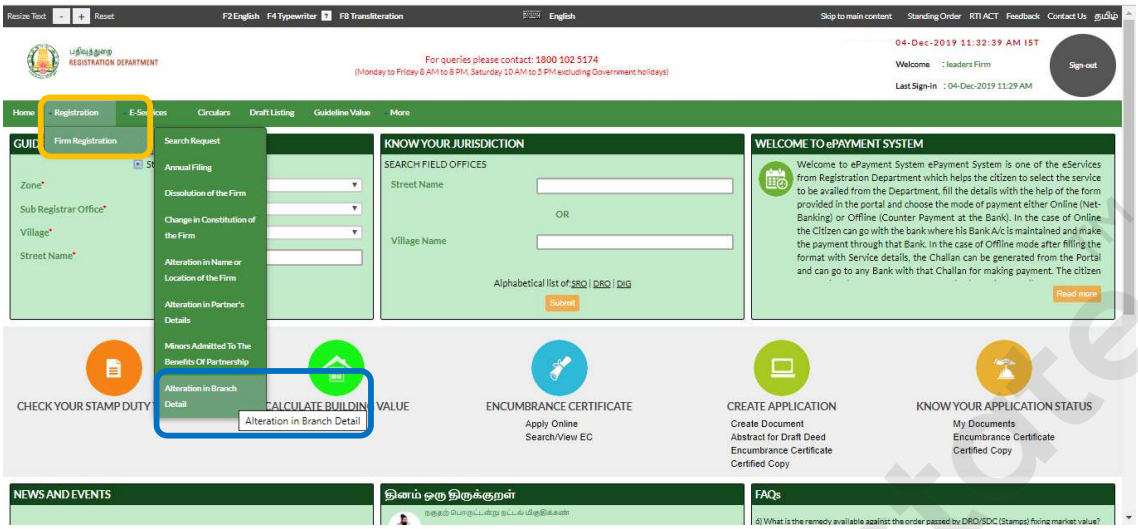


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for the Firm Registration Alteration in Branch Details, click on Registration

Step 2: Then select Firm Registration

Step 3: Then click on Alteration in Branch Details

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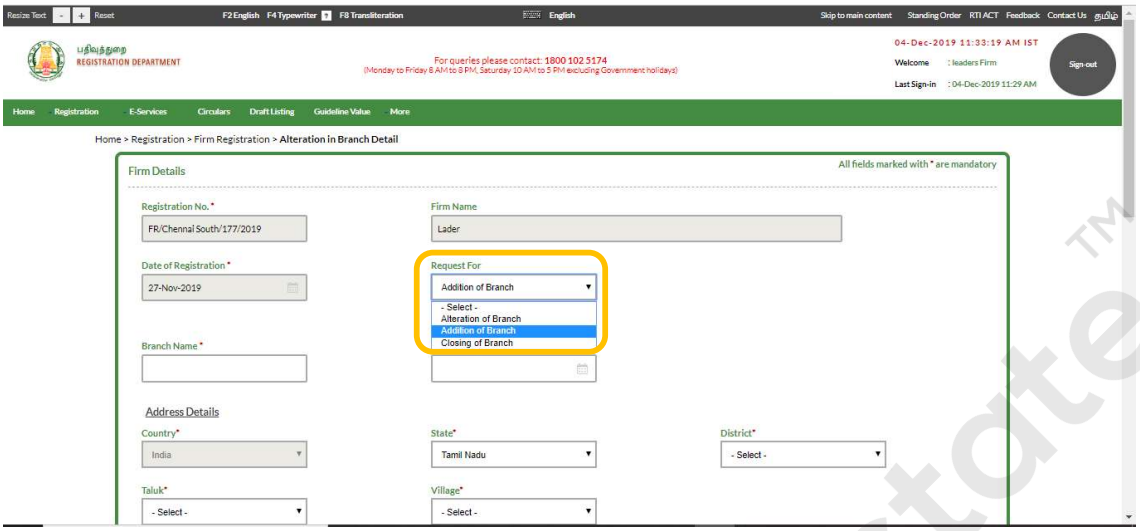


FIGURE 3: FIRM DETAILS 1

Step 1: The Registration No., Firm Name, Date of Registration, will be populated automatically.

Step 2: Use drop down to select the Request For as " Alteration of Branch, Addition of Branch or Closing of Branch"

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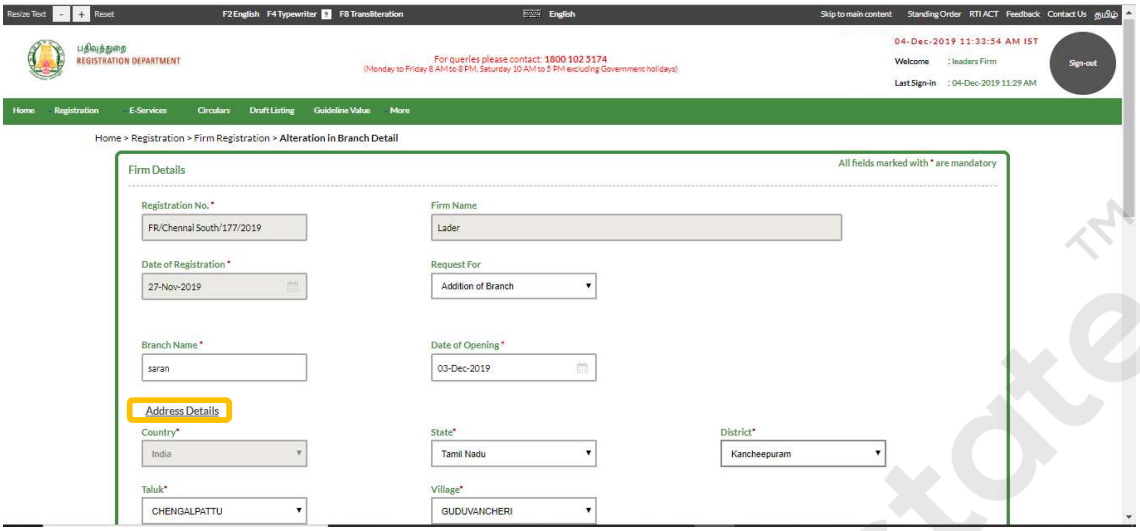


FIGURE 4: FIRM DETAILS 2

Step 1: Enter the Branch Name and date in the column of Date of Opening

Step 2: Enter the Address Details.

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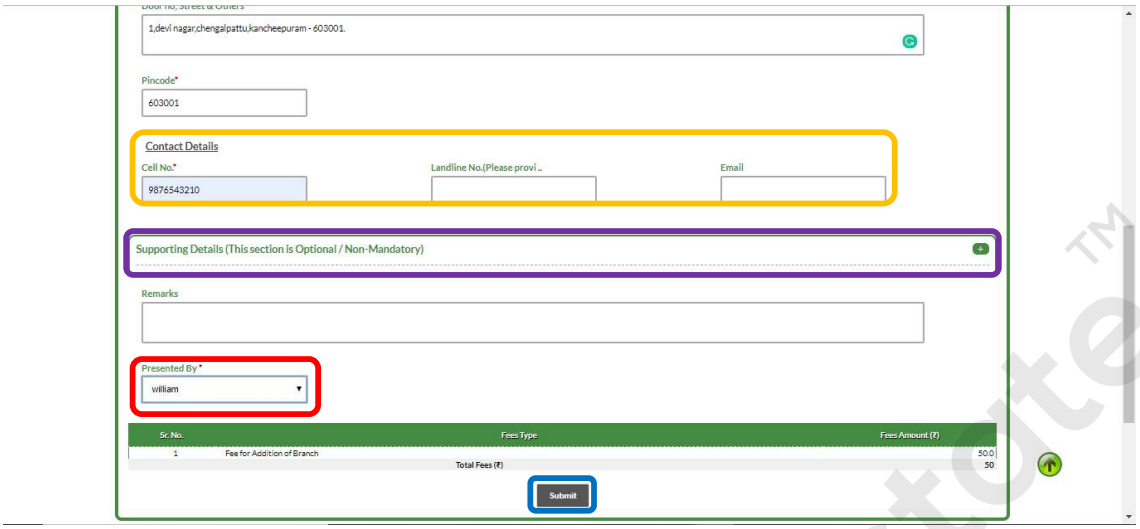


FIGURE 5: FEE TYPE

Step 1: Enter the Contact Details

Step 2: Supporting Details are Optional or Non – Mandatory

Step 3: Use drop down to select the Presented By

Step 4: View fee type and click on submit button

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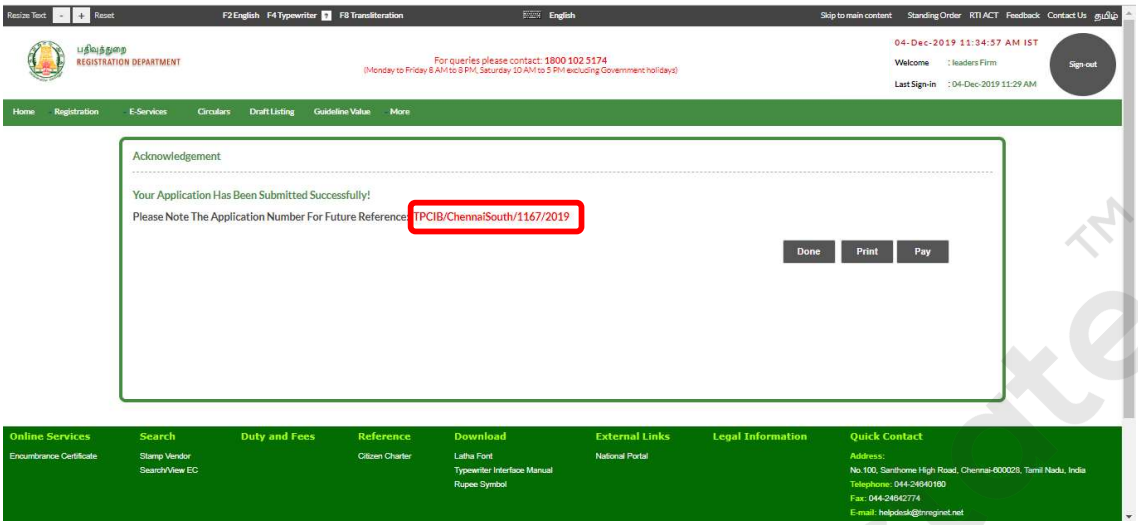


FIGURE 6: ACKNOWLEDGEMENT 1

Step 1: Application has been submitted successfully

Step 2: Make a note of the application number

Step 3: Click done button to complete the application and then click pay button

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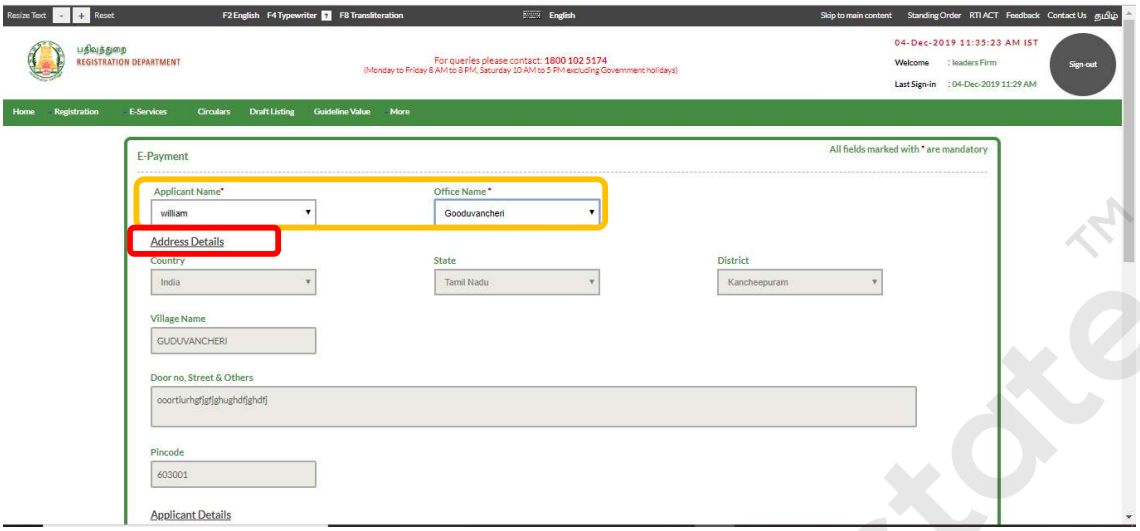


FIGURE 7: E-PAYMENT 1

Step 1: Use drop down to select the Applicant Name and Office Name

Step 2: Address Details will be populated automatically.

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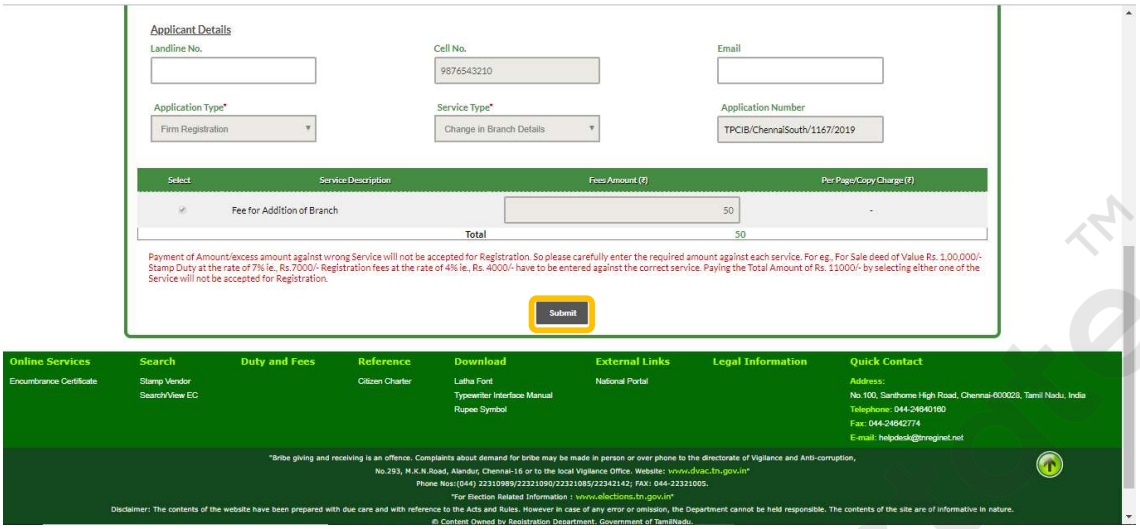


FIGURE 8: E-PAYMENT 2

Step 1: Applicant details will be populated automatically.

Step 2: View on Service Description and click on submit

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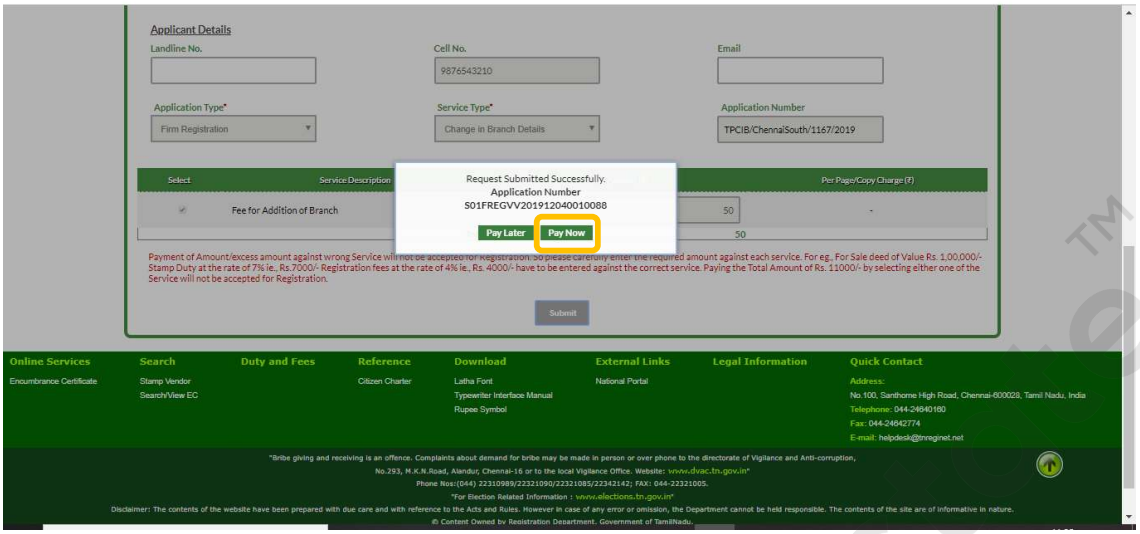


FIGURE 9:E- PAYMENT 3

Step 1: The Application is submitted, then click on Pay now to continue payment

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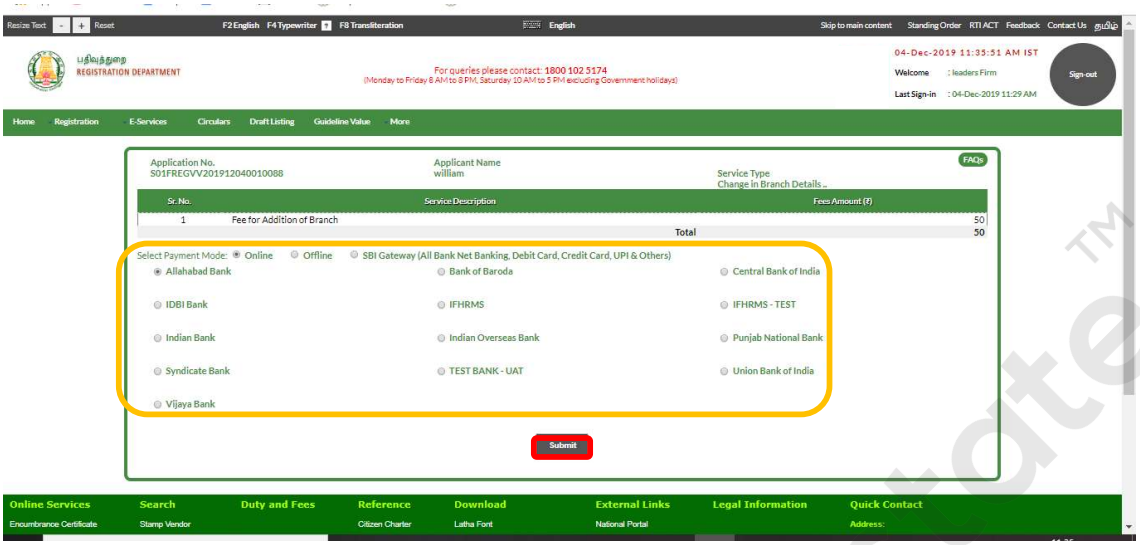


FIGURE 10: PAYMENT GATEWAY

Step 1: On clicking on Pay now, the site takes us to a payment gateway

Step 2: Select the mode of payment either online or offline

Step 3: Click on the Submit button

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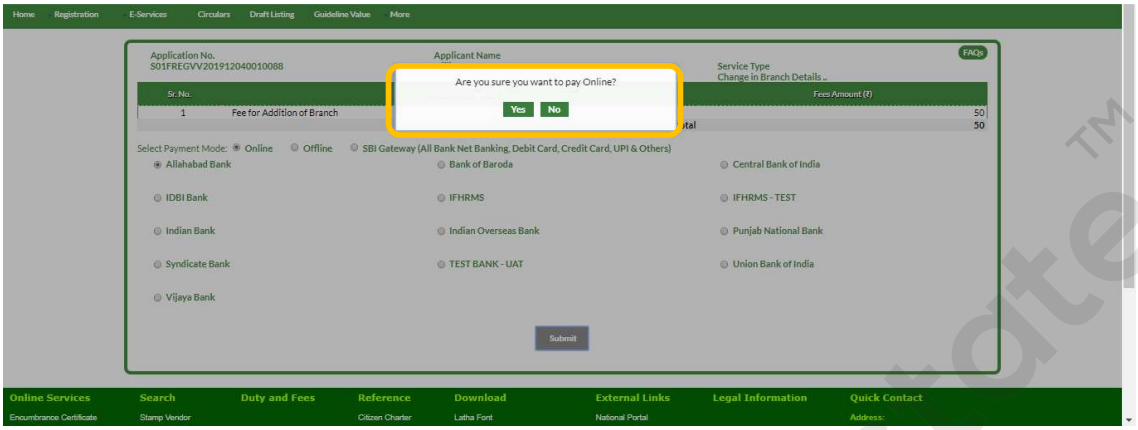


FIGURE 11: ONLINE CONFIRMATION

Step 1: Confirm if you want to pay online and click yes or no

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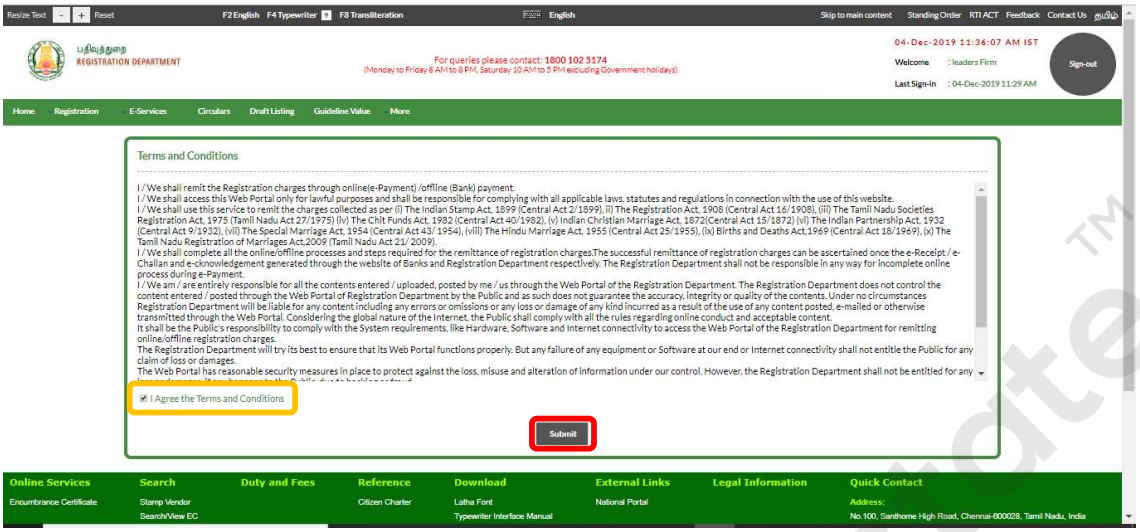


FIGURE 12: TERMS AND CONDITIONS

Step 1: Read the terms and conditions then check the box I Agree to the terms and conditions

Step 2: Click on the Submit button

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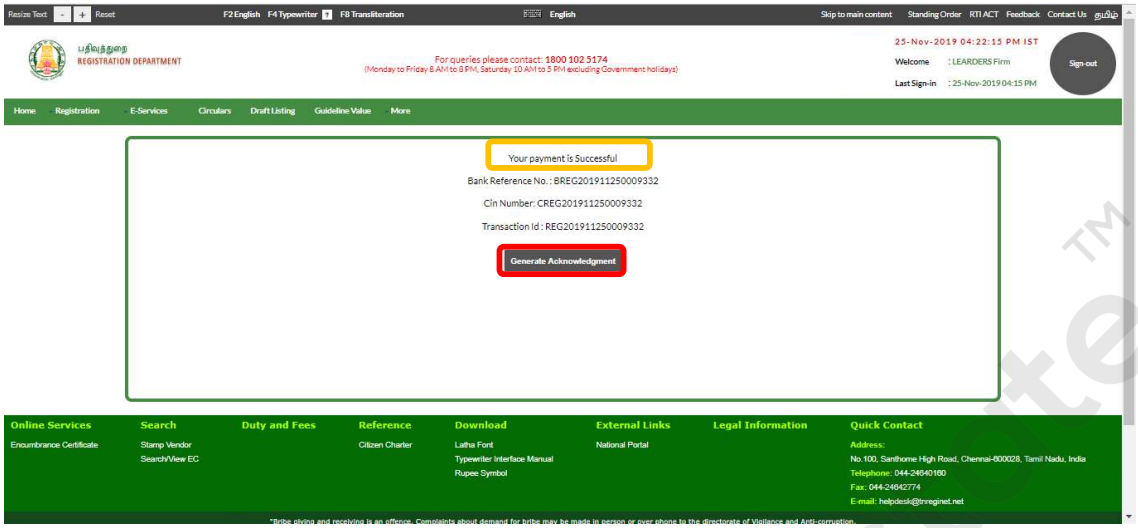


FIGURE 13: GENERATE ACKNOWLEDGEMENT

Step 1: Payment Done Successfully

Step 2: Click on Generate Acknowledgement button

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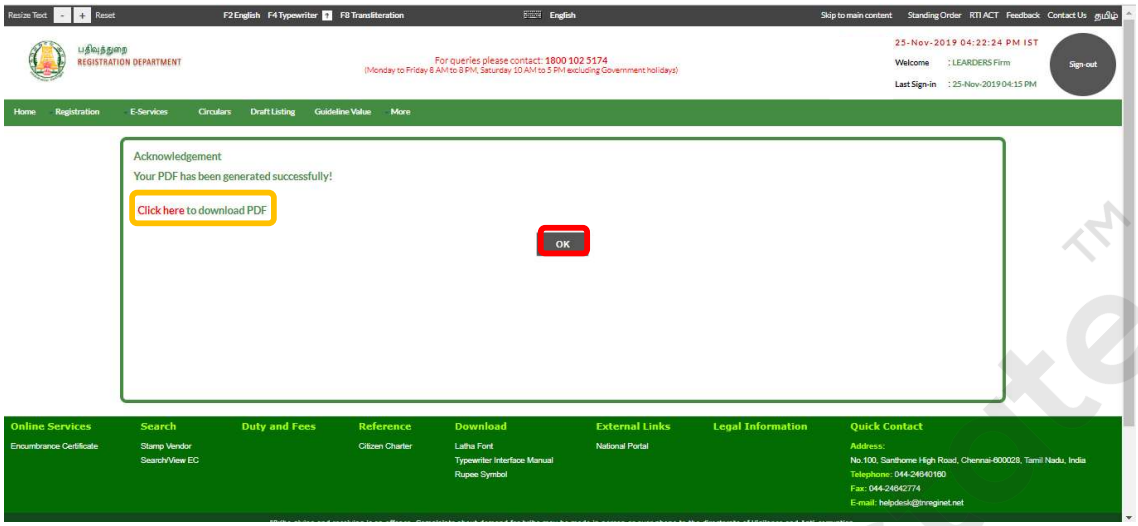


FIGURE 14: ACKNOWLEDGEMENT 2

Step 1: Click on click here to download the PDF files

Step 2: Click ok button once downloaded the PDF

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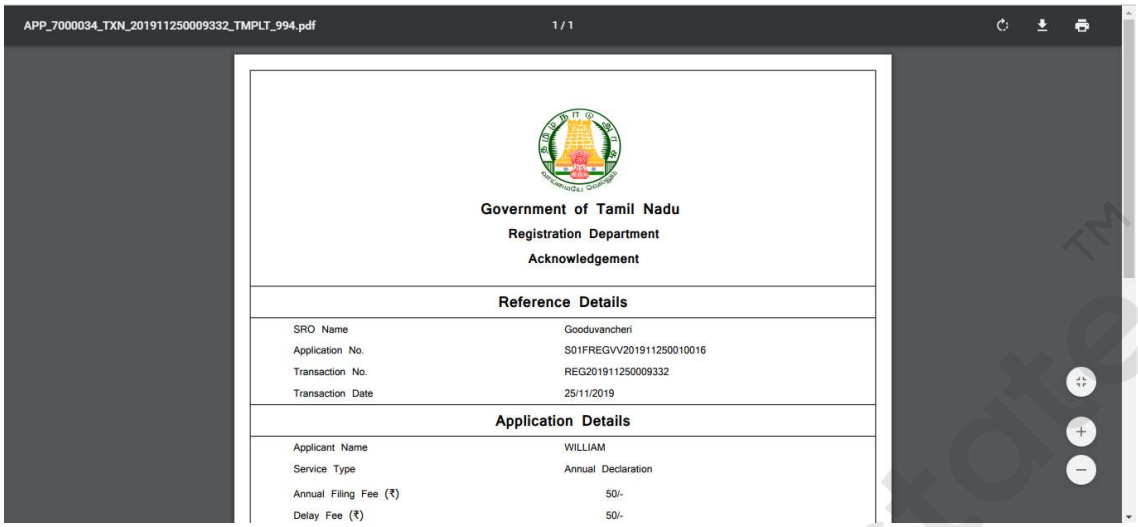


FIGURE 15: PRINT ON ACKNOWLEDGEMENT COPY

Step 1: Print the acknowledgement copy

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FIGURE 16: ONLINE PAYMENT

Step 1: The page is directed to a payment gateway for online payment

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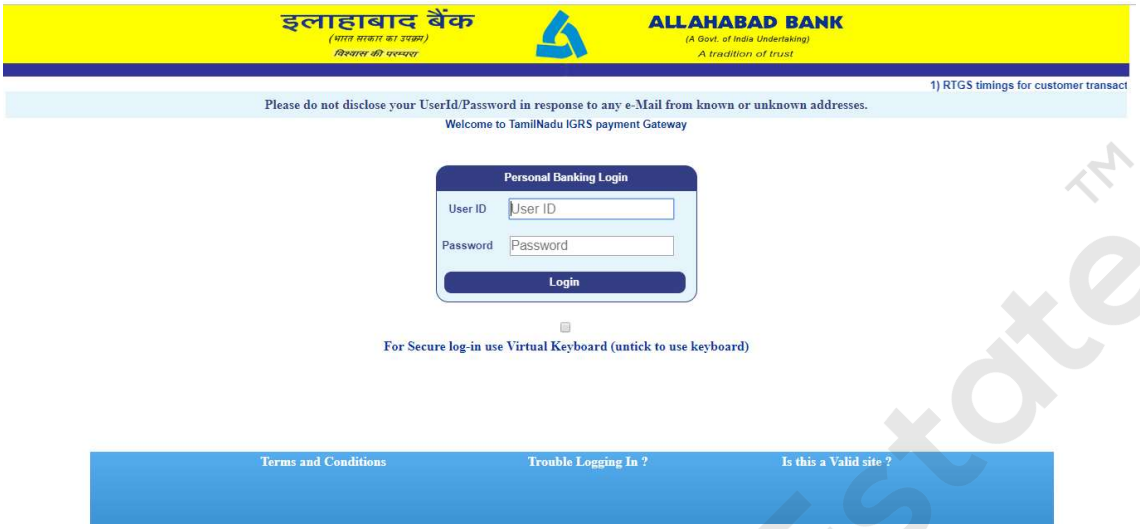


FIGURE 17: ONLINE PAYMENT

Step 1: On logging in complete the payment process

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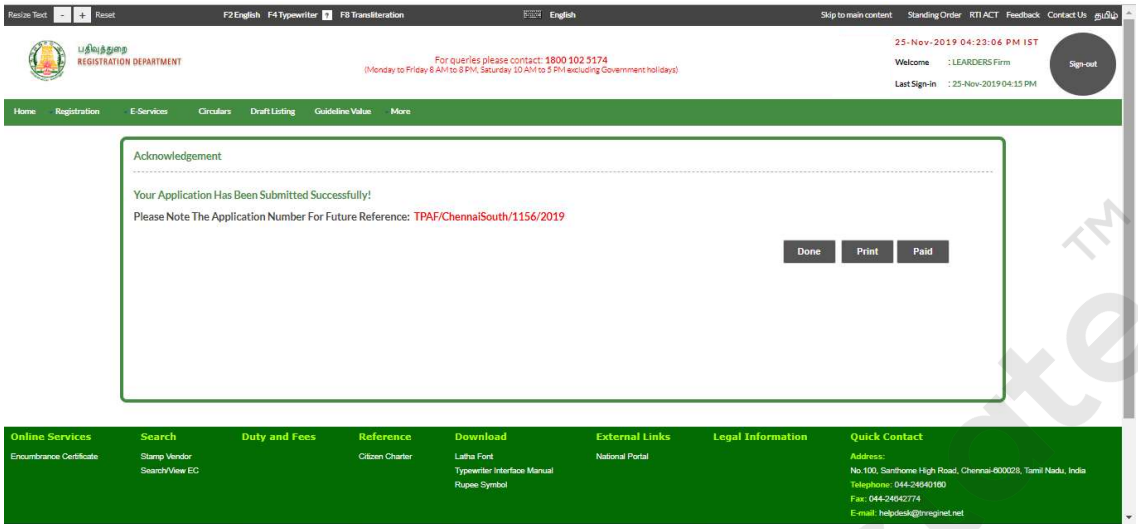


FIGURE 18: ACKNOWLEDGEMENT 3

Step 1: Click on Print button to generate the form of declaration

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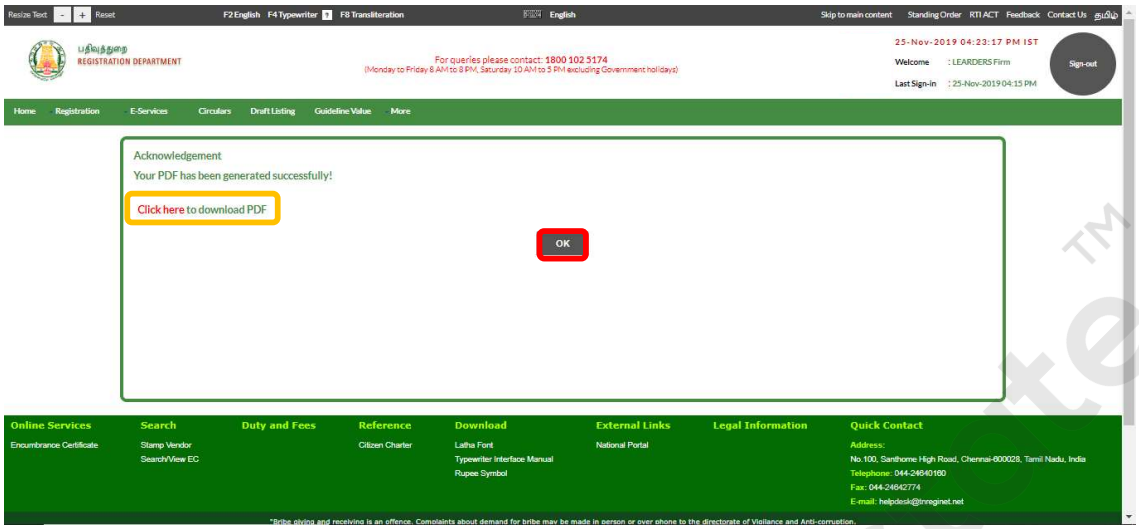


FIGURE 19: ACKNOWLEDGEMENT 4

Step 1: Click on click here to download the PDF files

Step 2: Click ok button. Application was successfully created.

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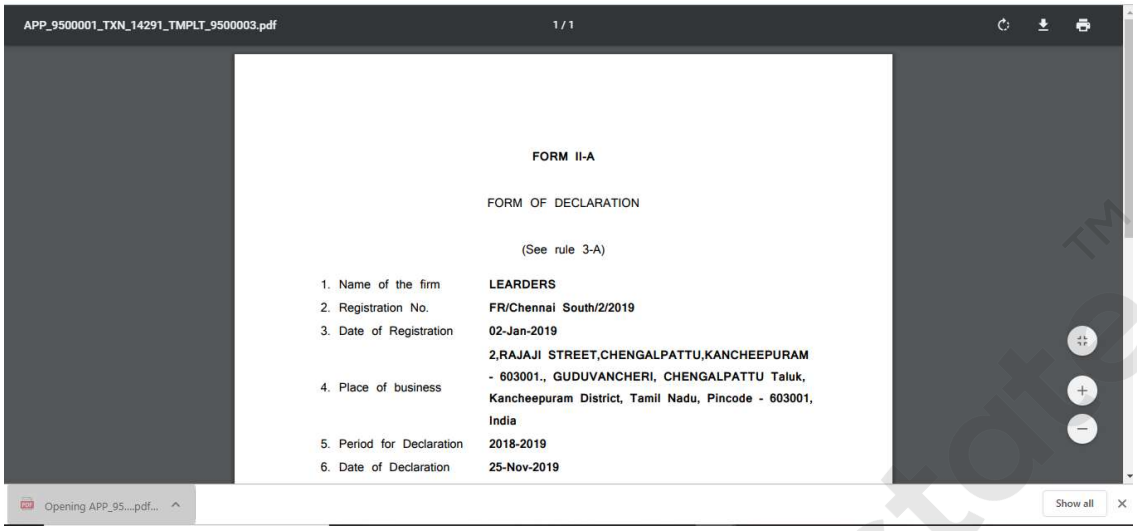


FIGURE 20: PRINT ON FORM OF DECLARATION COPY

Step 1: Print the Form of Declaration

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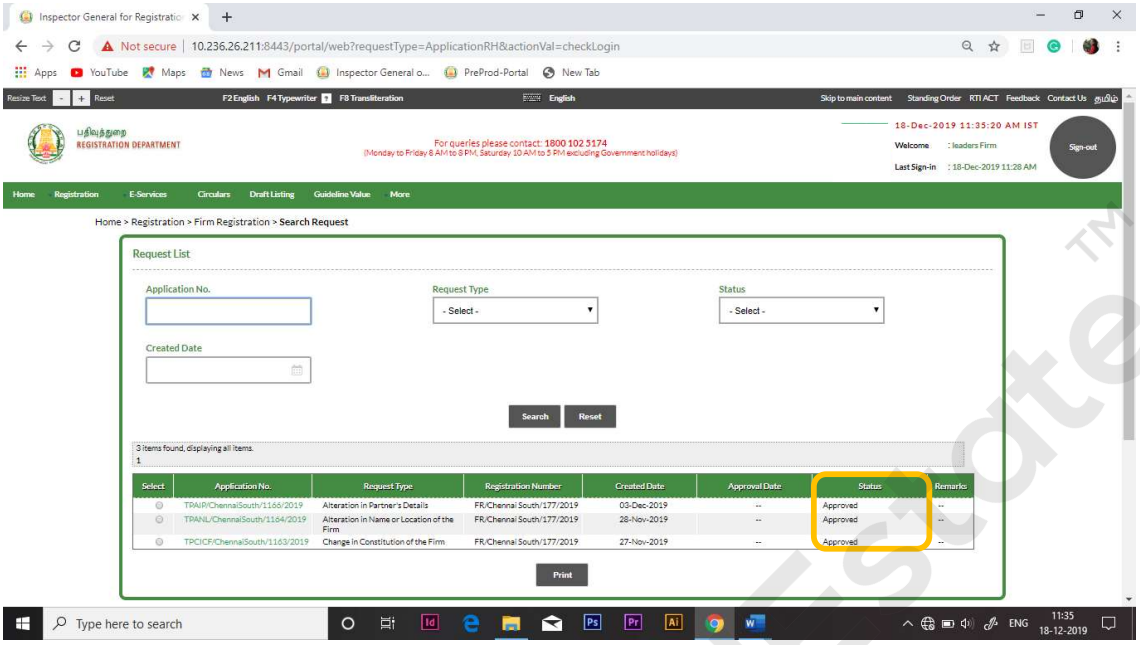


FIGURE 21: REQUEST LIST

Step 1: The Citizen can view the Status of the Request under Status

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