FIRM REGISTRATION –

ALTERATION IN NAME OR LOCATION OF THE FIRM:

CITIZEN'S PORTAL USER MANUAL

Verified by 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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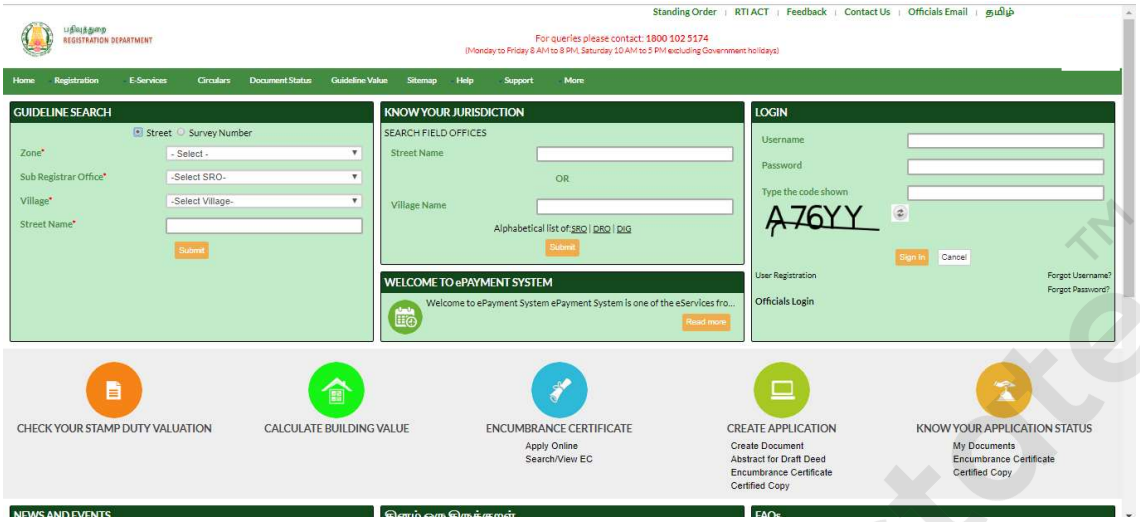


FIGURE 1: LOGIN PAGE

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

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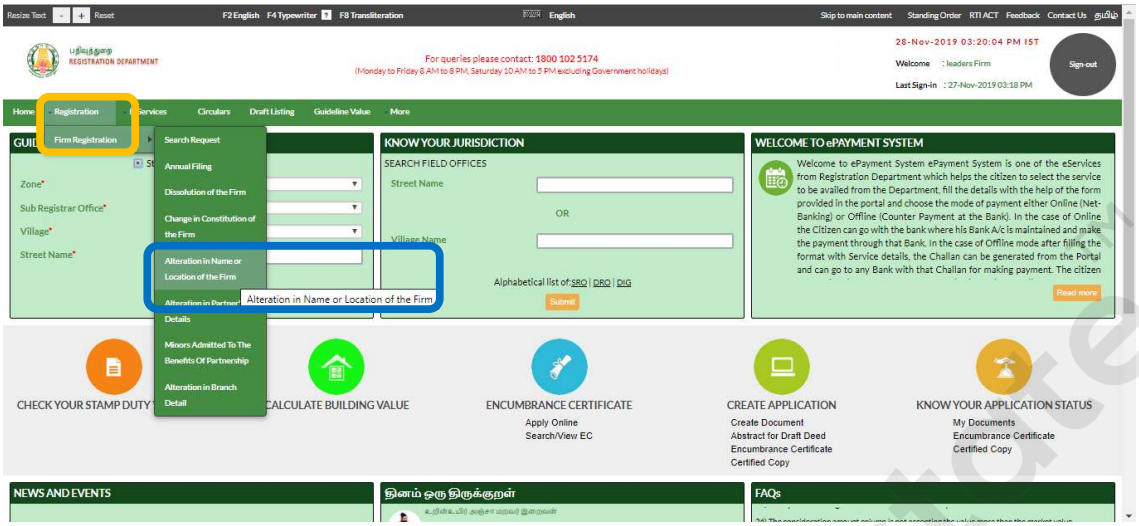


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for the Alteration in Name or Location of the Firm, click on Registration

Step 2: Then Select Firm Registration

Step 3: Then click on Alteration in Name or Location of the Firm

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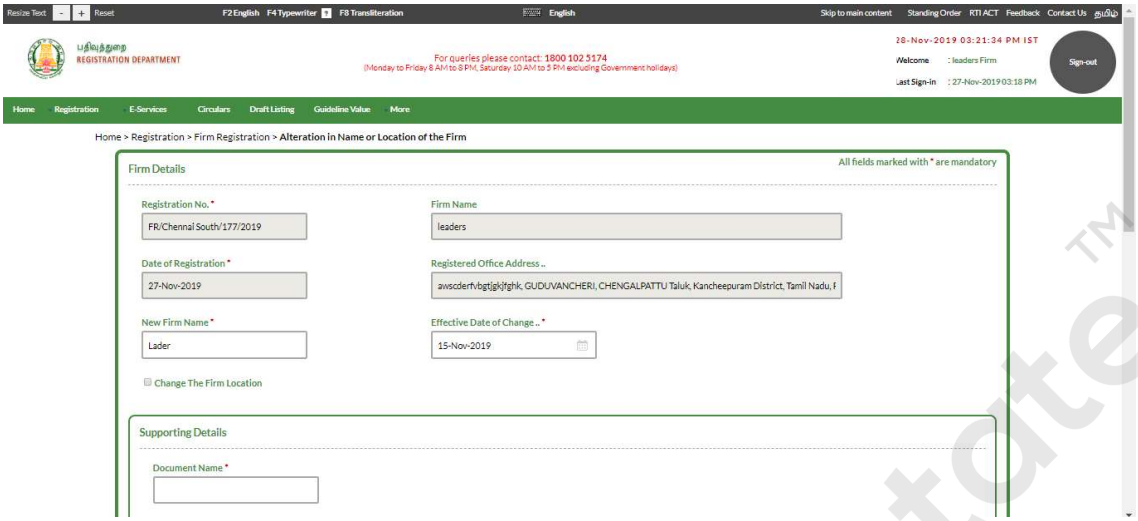


FIGURE 3: FIRM DETAILS

Step 1: Registration No., Firm Name and Date of Registration and Registered Office address will be populated automatically.

Step 2: Enter the New Firm Name and Effective Date of Change.

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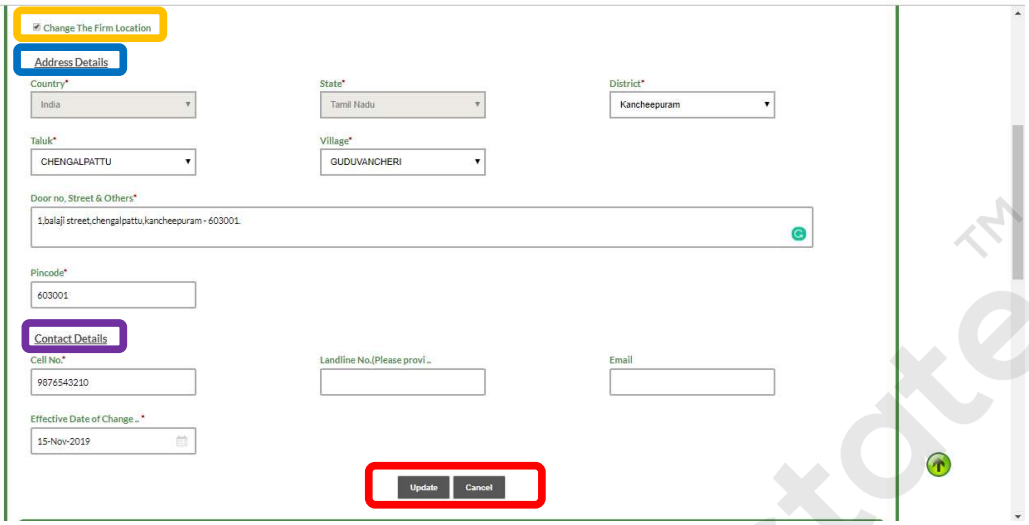


FIGURE 4: CHANGE THE LOCATION DETAILS 1

Step 1 Tick the select box if we need to do any changes in the Firm Location.

Step 2: Enter the Address Details and use drop down to make changes in Country, State, District, Taluk and Village.

Step 3: Enter the Door no,Street & Others and Pincode.

Step 4: Enter the Contact Details to Cell No., Landline No. and Email.

Step 5: Select the Calender Menu on Effective Date of Change

Step 6: Click on update button to update the file or if else to click cancel button.

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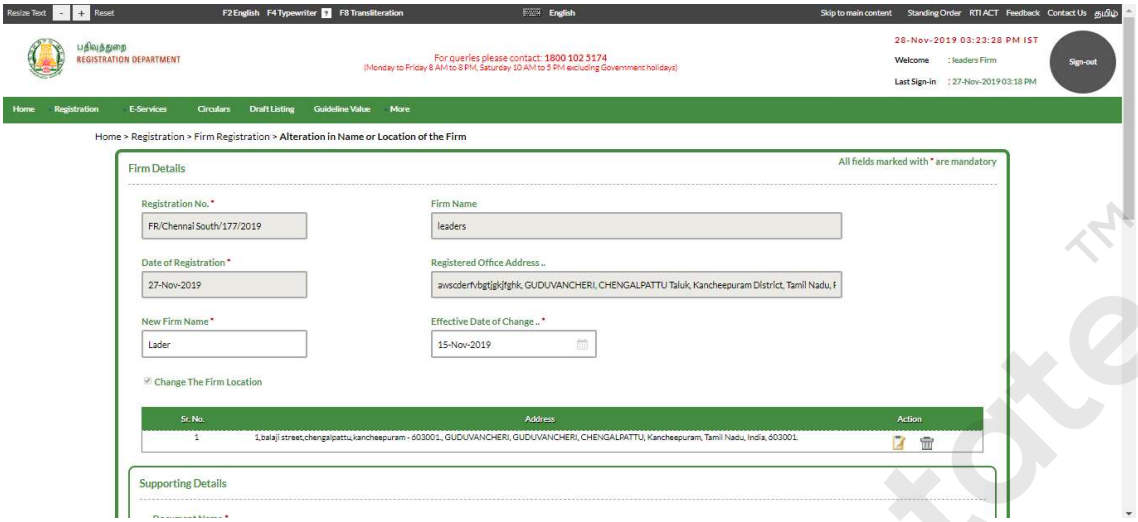


FIGURE 5: CHANGE THE LOCATION DETAILS 2

Step 1: Check the updated address details

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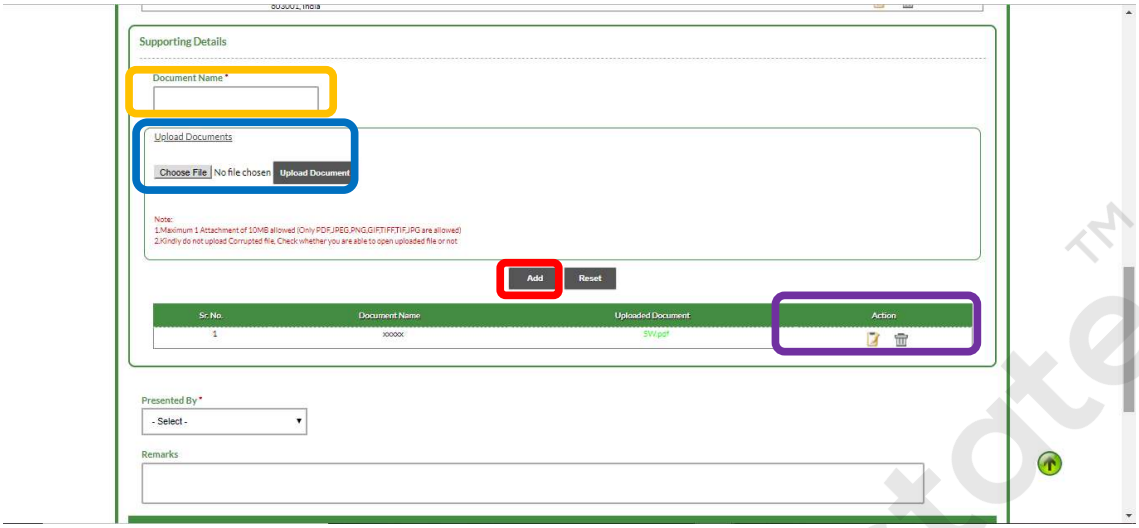


FIGURE 6: SUPPORTING DETAILS

Step 1: Enter the Document Name

Step 2: Choose file and then click upload document

Step 3: Click on add button to add the file

Step 4: If else to click action tab edit or delete

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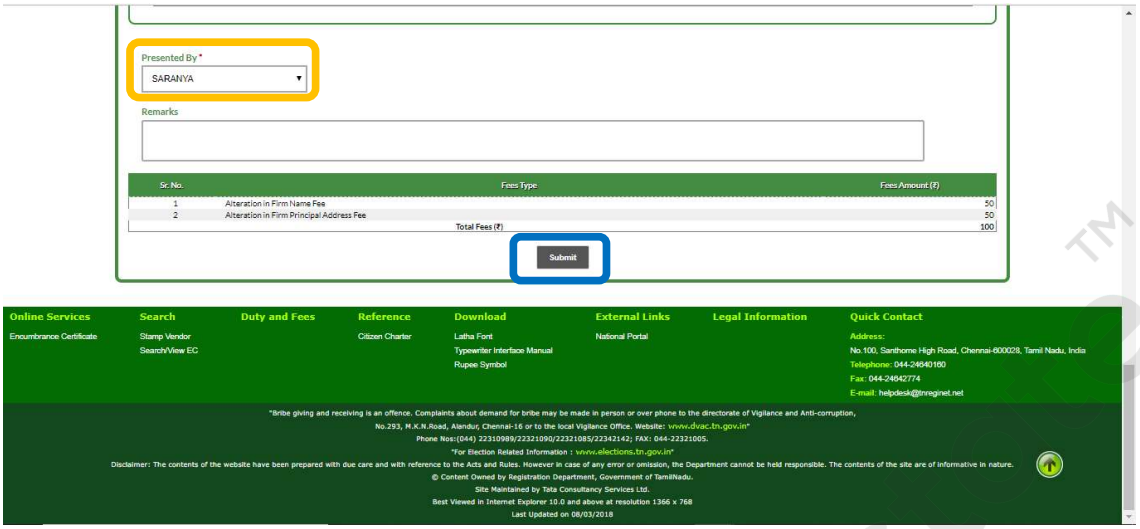


FIGURE 6: FEE TYPE

Step 1: Use drop down to select the name in Presented By column

Step 2: View fee details and click on submit button

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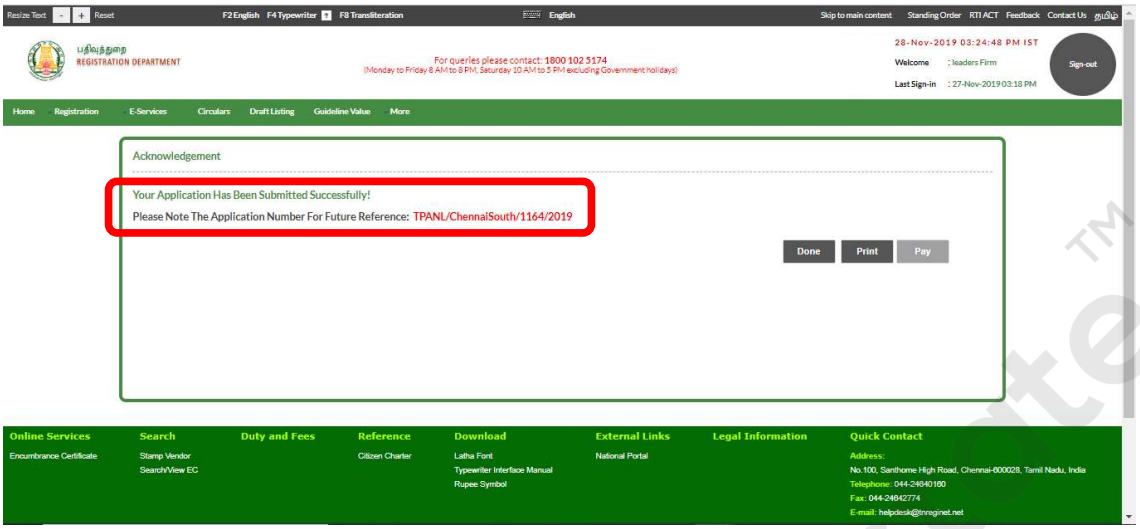


FIGURE 7: ACKNOWLEDGEMENT 1

Step 1: Application has been submitted successfully

Step 2: The Application Number for Future reference

Step 3: Click pay button to pay the fees

Step 4: Or else click on Done button

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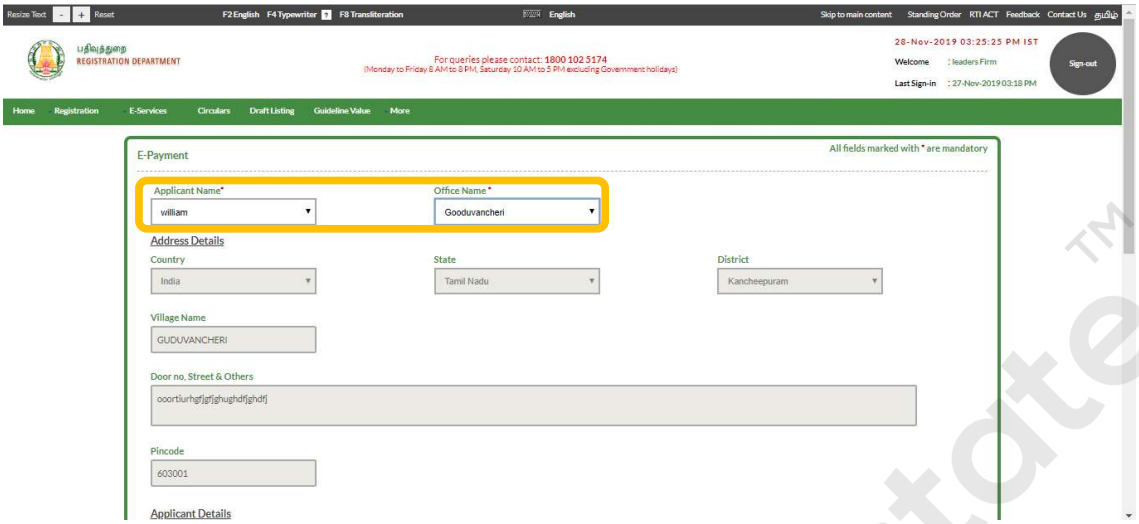


FIGURE 8: E-PAYMENT 1

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

Step 2: Applicant details and Address details will be populated automatically.

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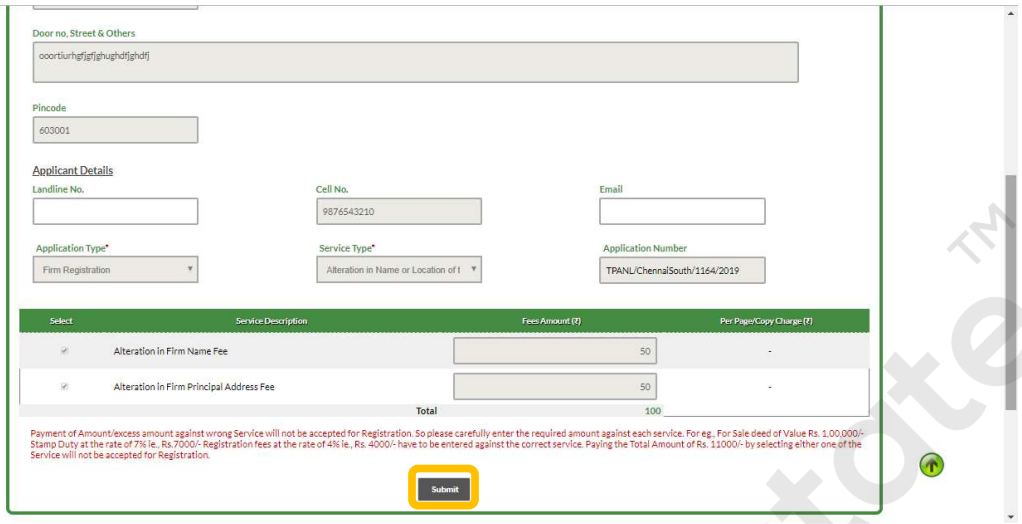


FIGURE 9: E-PAYMENT 2

Step 1: View on Service Description and click on submit

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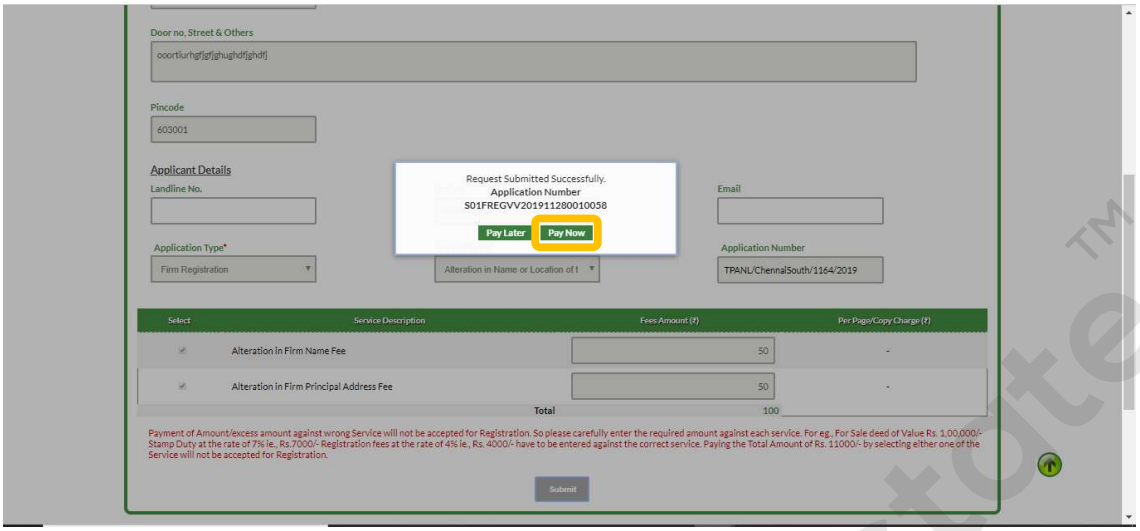


FIGURE 10: E-PAYMENT 3

Once the Application is submitted, then click on Pay now button

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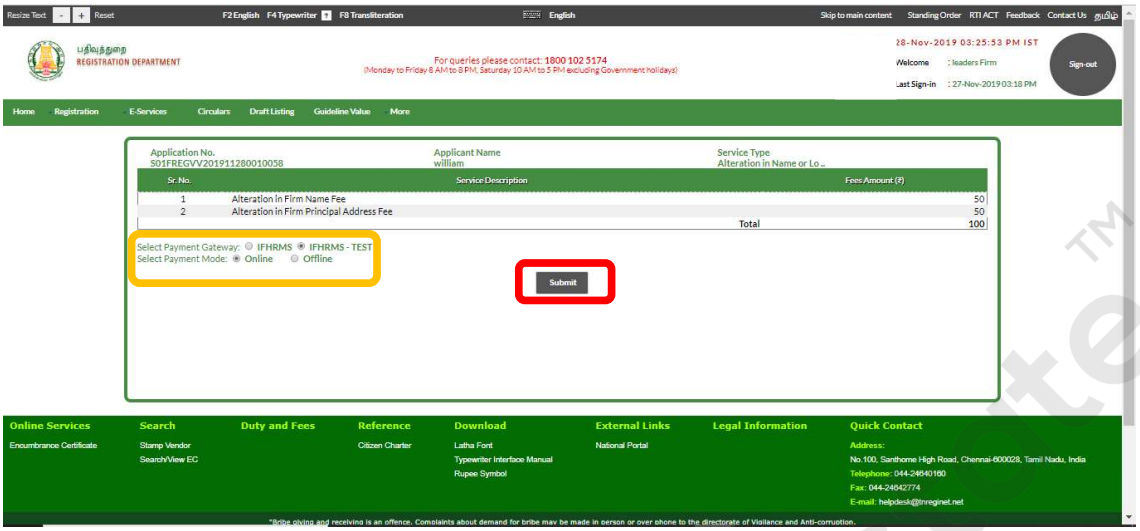


FIGURE 11: PAYMENT GATEWAY

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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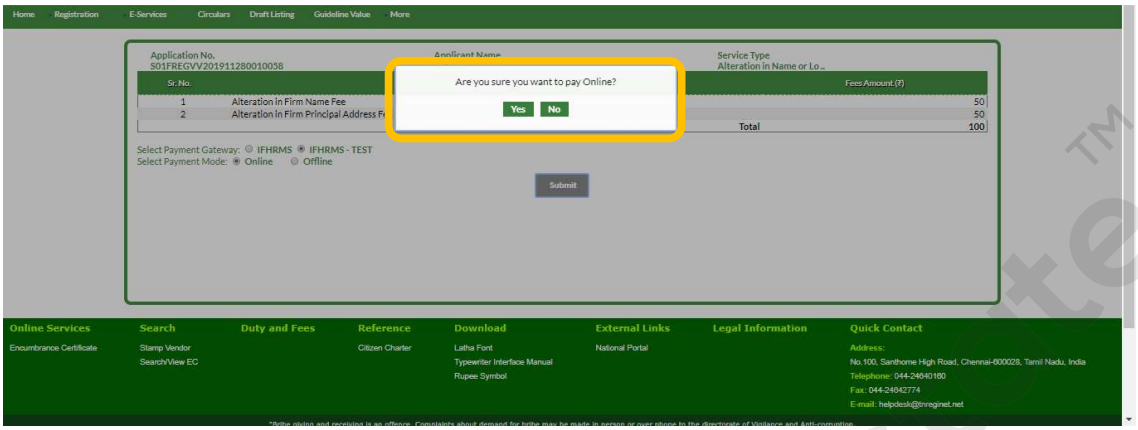


FIGURE 12: ONLINE CONFIRMATION

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

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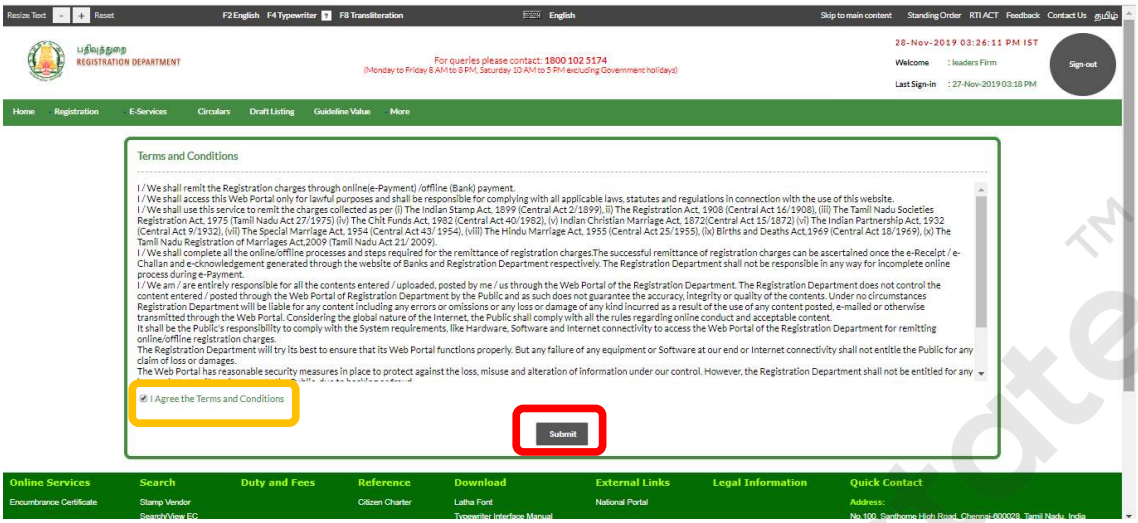


FIGURE 13: TERMS AND CONDITIONS

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

Step 2: Click on the Submit button

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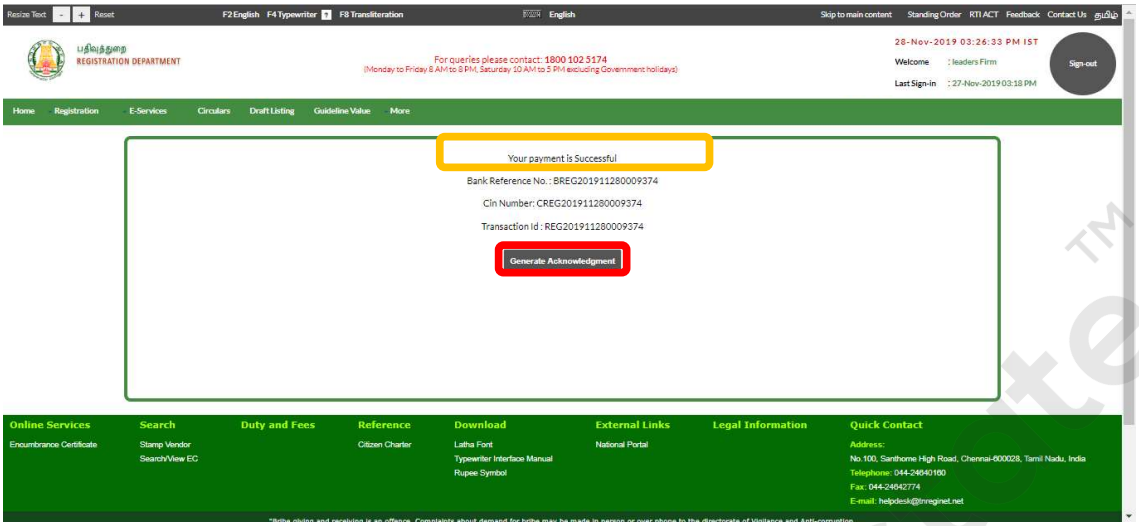


FIGURE 14: GENERATE ACKNOWLEDGEMENT

Step 1: Payment Done Successfully

Step 2: Click on Generate Acknowledgement button

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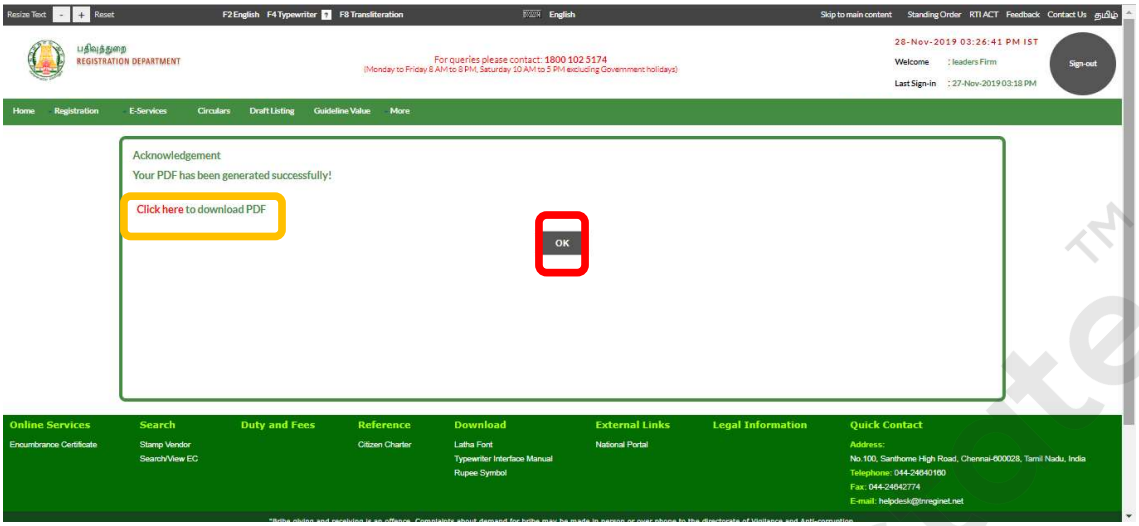
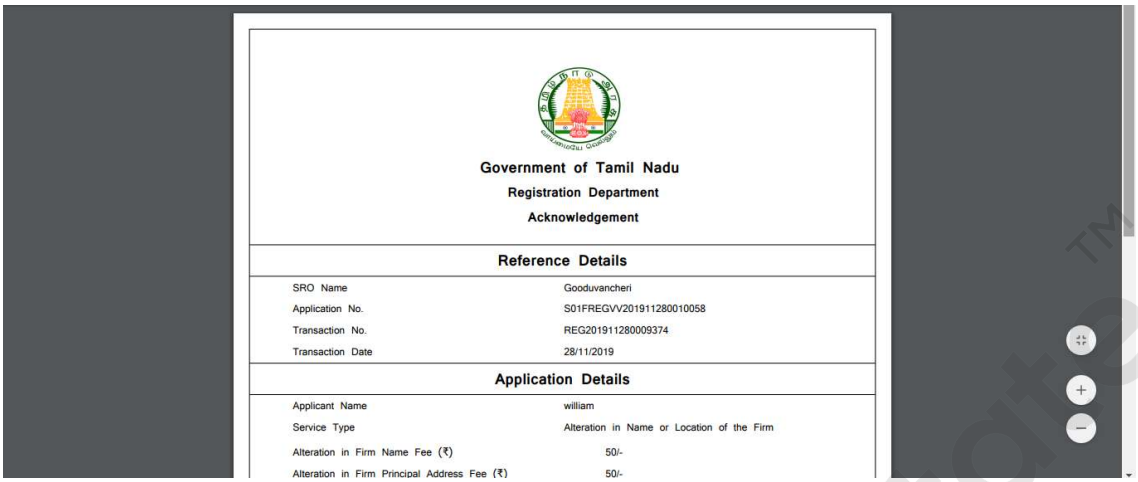


FIGURE 15: ACKNOWLEDGEMENT 2

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

Step 2: Click ok button to your payment was successfully

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Government of Tamil Nadu

Registration Department

Acknowledgement

Reference Details

SRO Name	Gooduvancheri
Application No.	S01FREGVV201911280010058
Transaction No.	REG201911280009374
Transaction Date	28/11/2019

Application Details

Applicant Name	william
Service Type	Alteration in Name or Location of the Firm
Alteration in Firm Name Fee (₹)	50/-
Alteration in Firm Principal Address Fee (₹)	50/-

FIGURE 16: PRINT ON ACKNOWLEDGEMENT COPY

Print the acknowledgement copy

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FIGURE 17: ONLINE PAYMENT 1

The page is directed to a payment gateway for online payment

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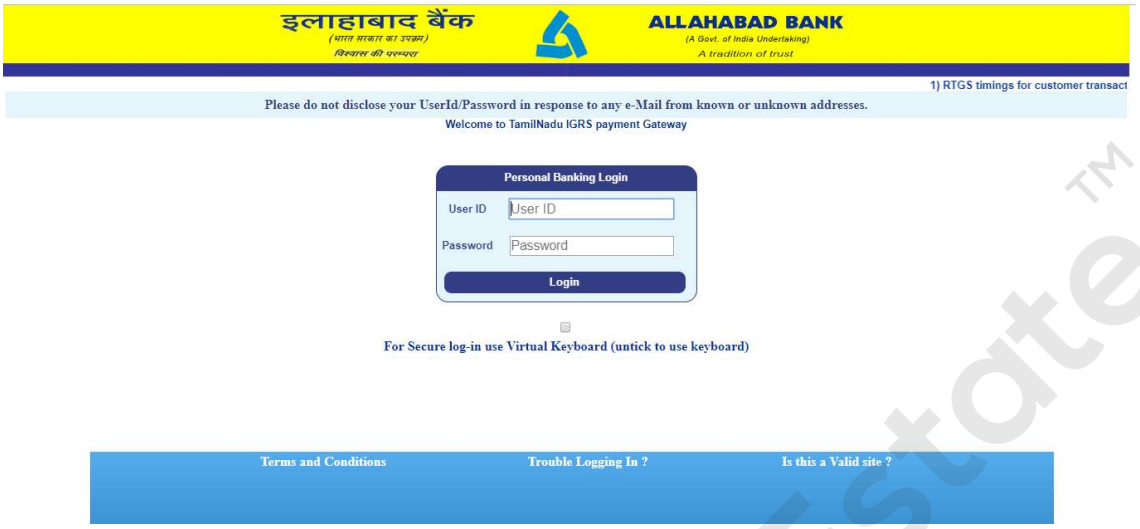


FIGURE 18: ONLINE PAYMENT 2

On logging in complete the payment process

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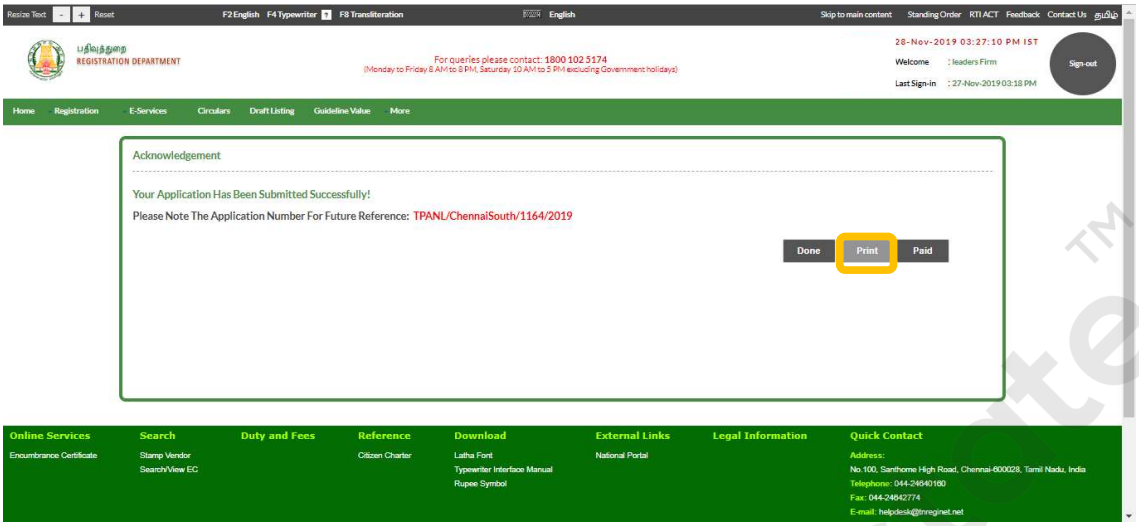


FIGURE 19: ACKNOWLEDGEMENT 3

Click on Print button to generate the form of declaration

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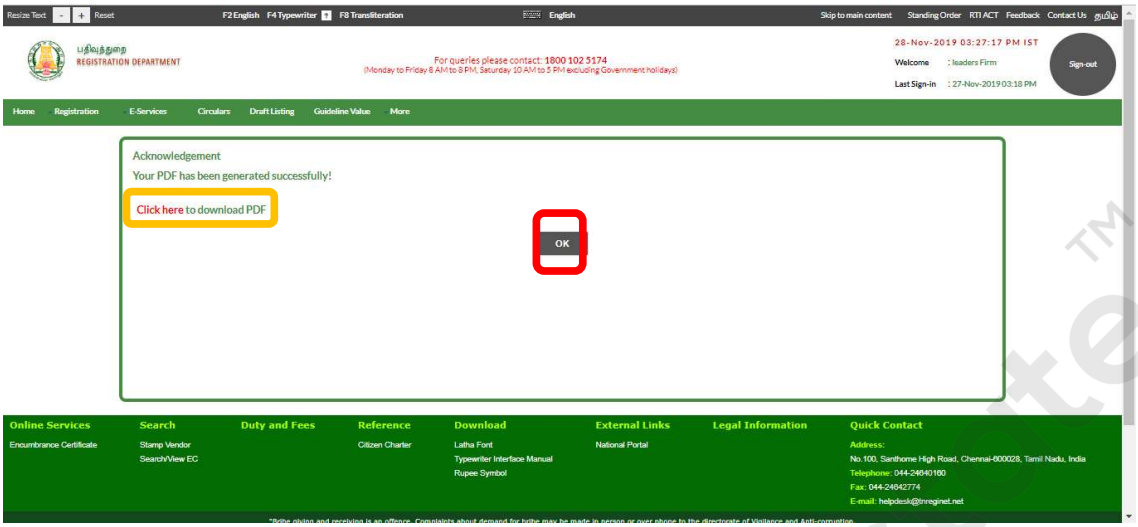


FIGURE 20: ACKNOWLEDGEMENT 4

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

Step 2: Click ok button to your Application was successfully

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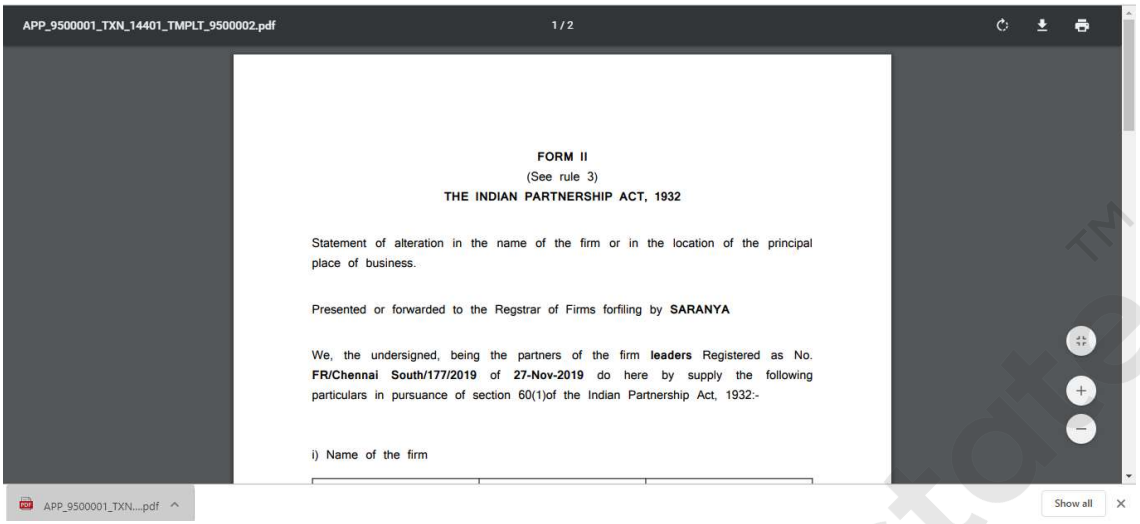


FIGURE 21: PRINT ON FORM II

Printed the form of Form II copy

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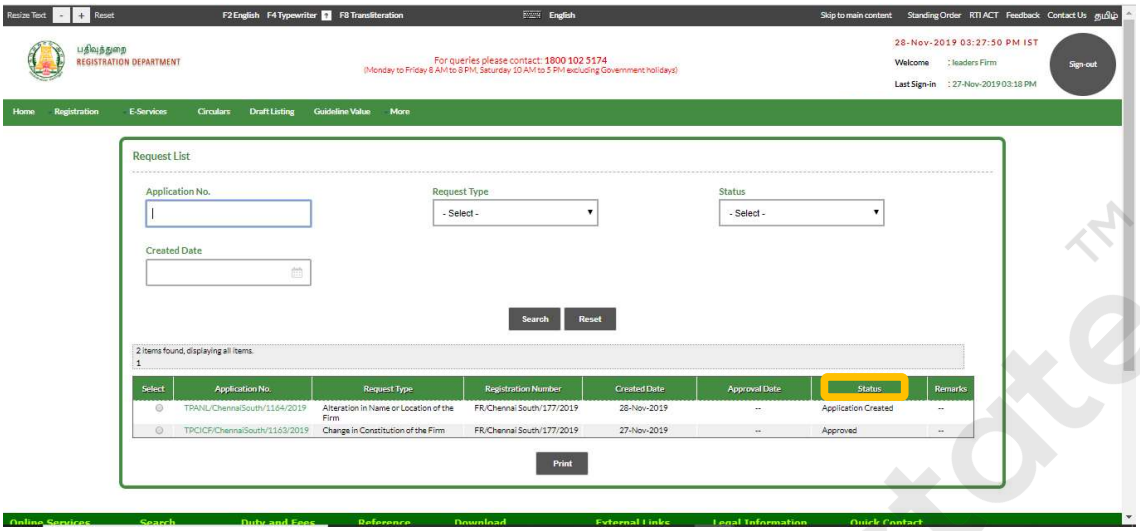


FIGURE 22: REQUEST LIST

The Citizen can view the Status of the Request list under Status

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