பதிவுத்துறை
REGISTRATION DEPARTMENT

FIRM REGISTRATION – ANNUAL FILING:

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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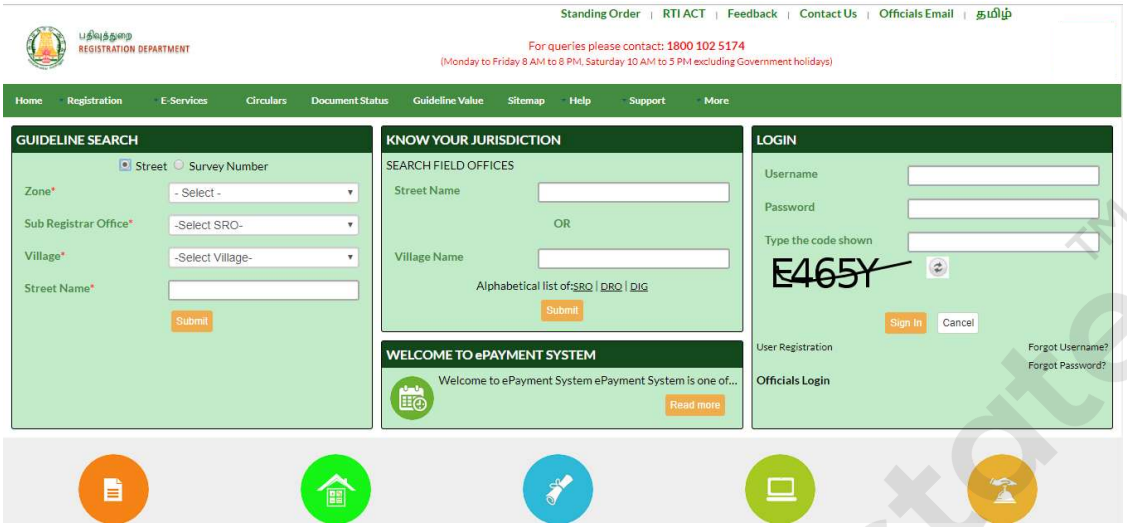


FIGURE 1: LOGIN PAGE

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

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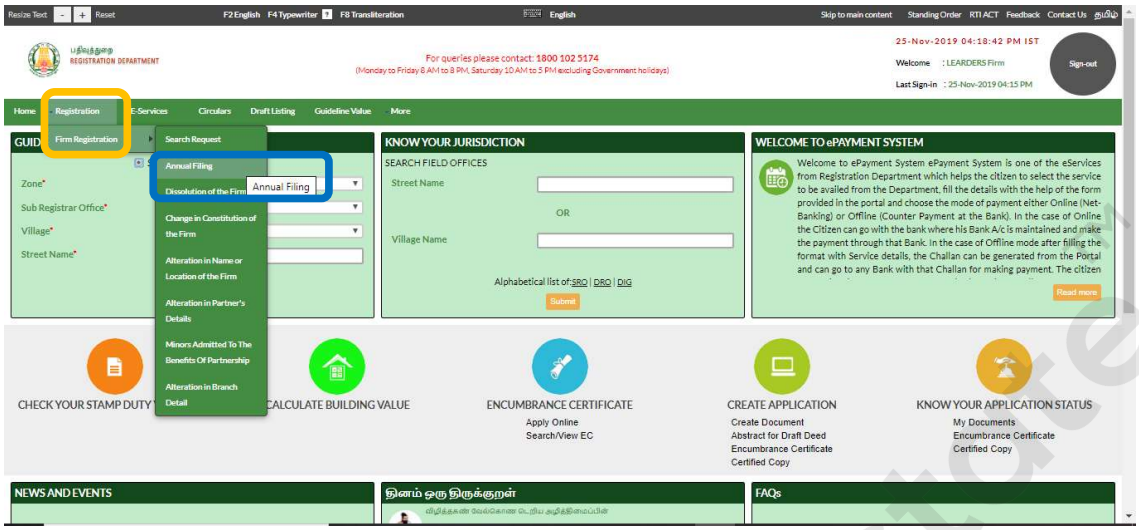


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for the Firm Registration Annual Filing, click on Registration

Step 2: Then select Firm Registration

Step 3: Then click on Annual Filing

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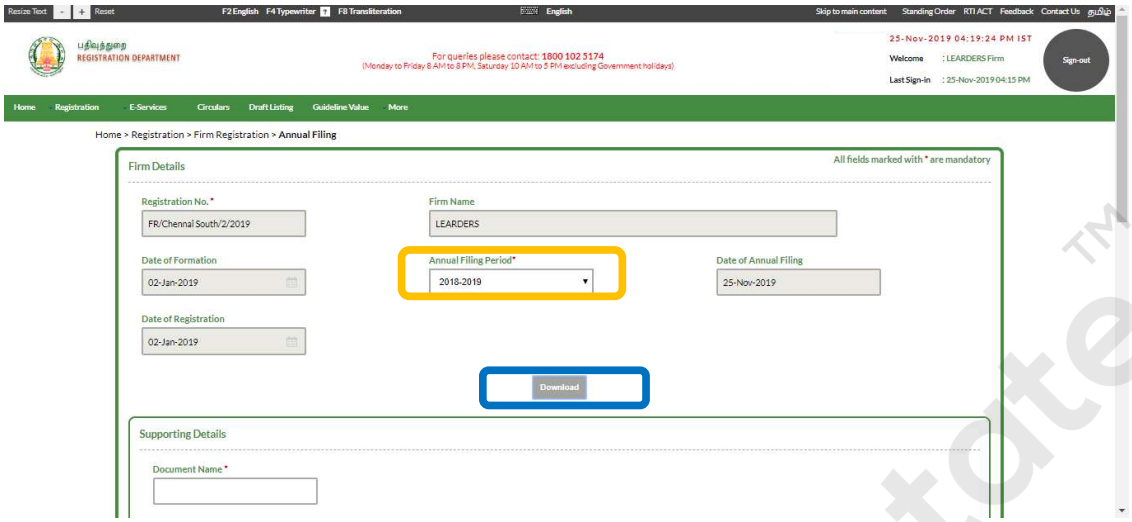


FIGURE 3: FIRM DETAILS

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

Step 2: Use drop down to select the Annual Filing Period

Step 3: Click on Download button

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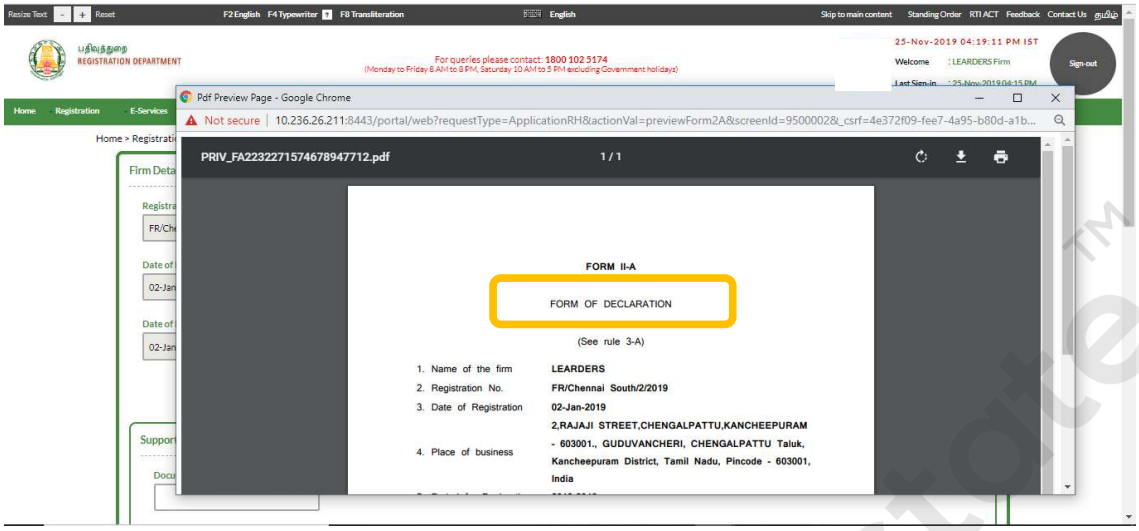


FIGURE 4: FORM OF DECLARATION

Once click the download button to generate the form of declaration

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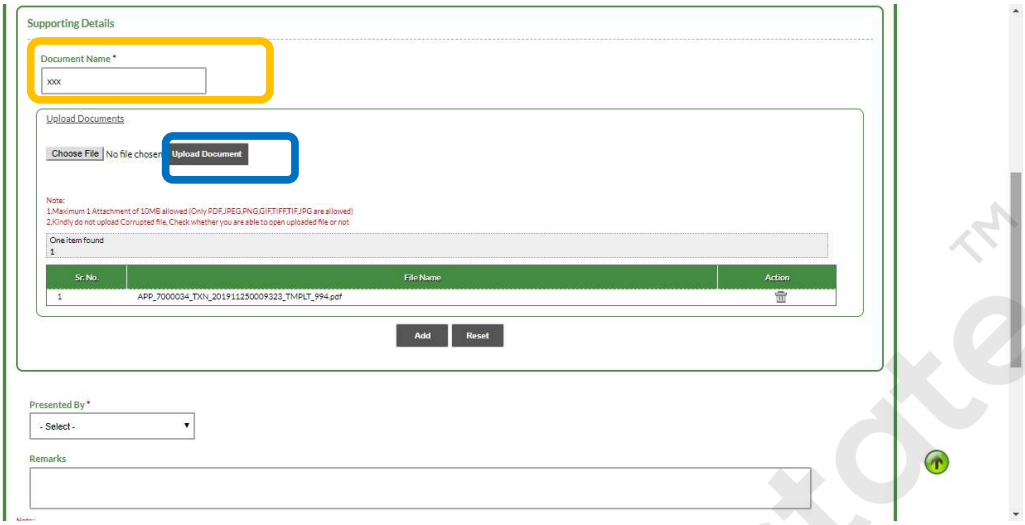


FIGURE 5: SUPPORTING DETAILS 1

Step 1: Enter the Document Name

Step 2: Choose file and upload document

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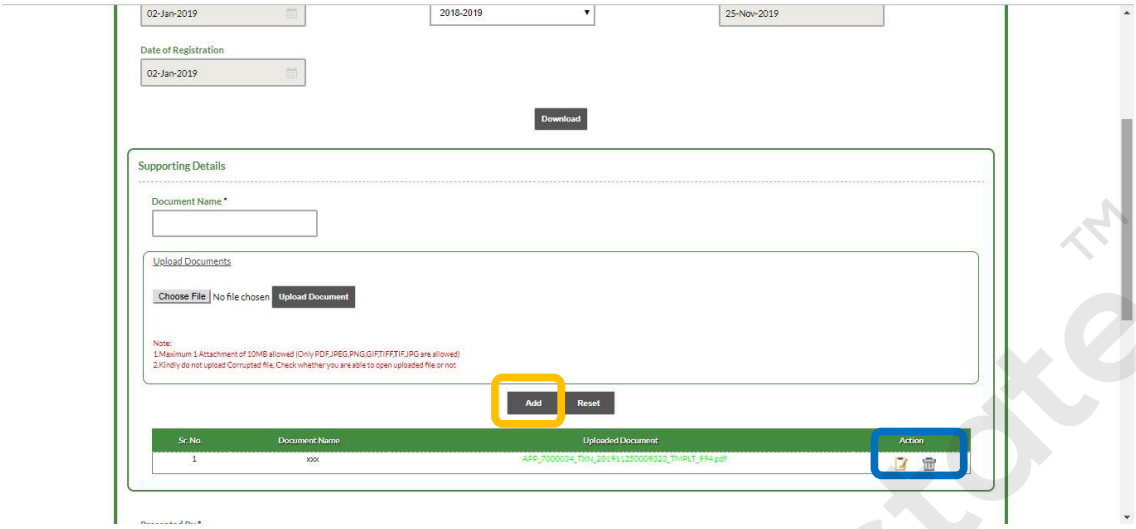


FIGURE 6: SUPPORTING DETAILS 2

Step 1: Click on add button to add the file

Step 2: If you want to edit or delete the uploaded document click on action tab

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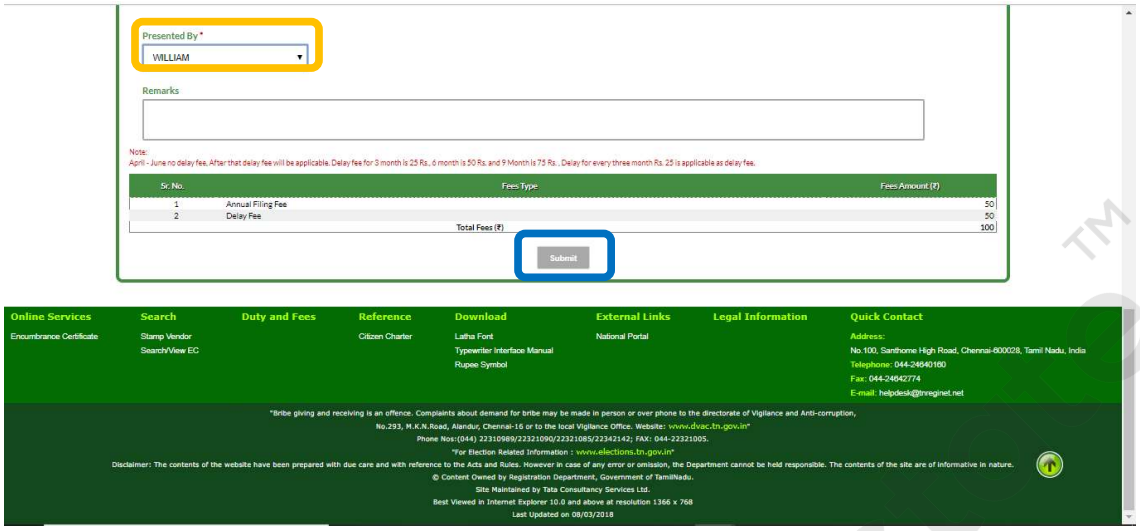


FIGURE 7: FEE TYPE

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

Step 2: View fee type and click on submit button

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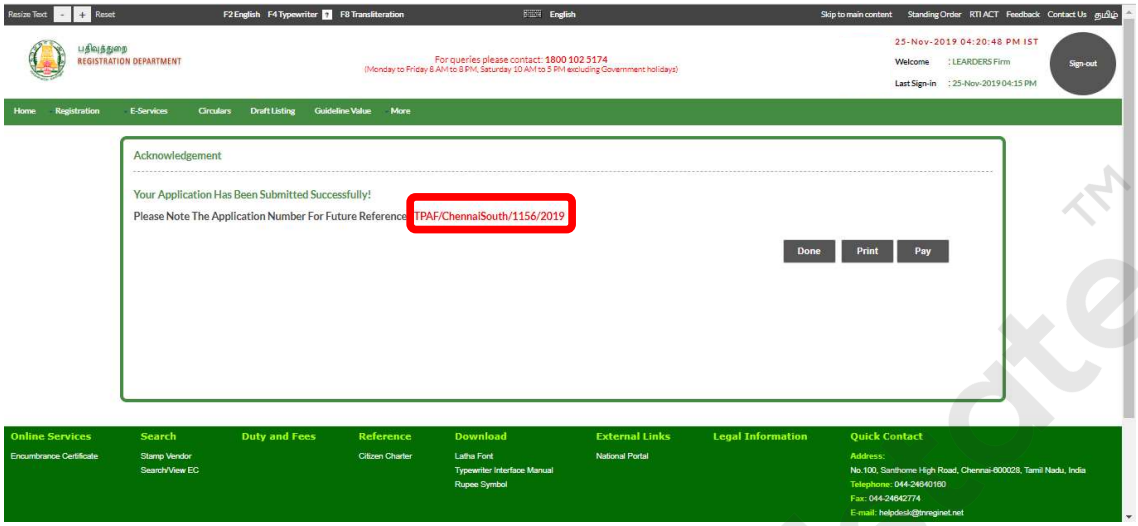


FIGURE 8: ACKNOWLEDGEMENT 1

Step 1: Application has been submitted successfully

Step 2: Note the Application Number for Future reference

Step 3: By clicking Done, Print and Pay, we can do the action respectively

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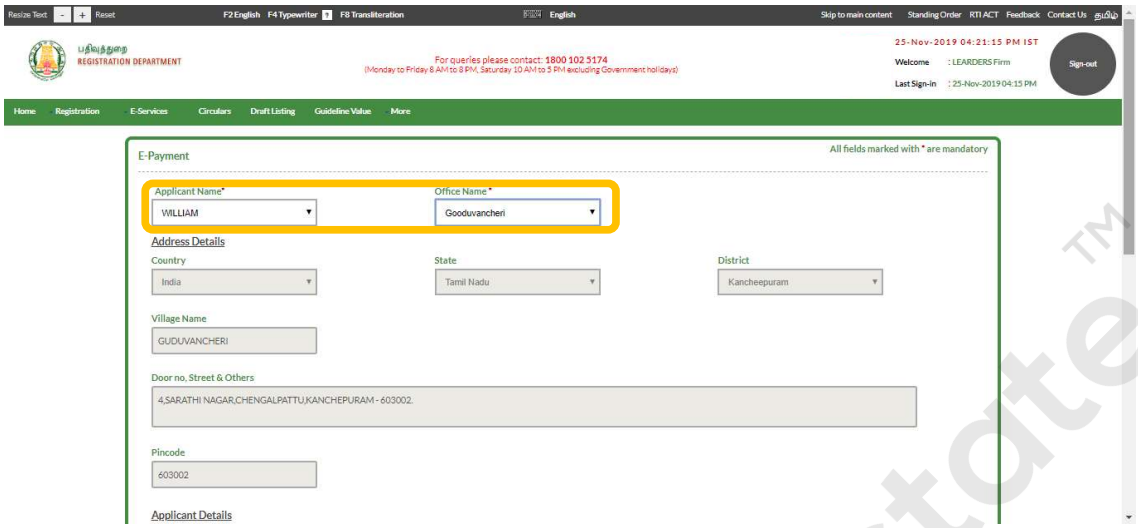


FIGURE 9: E-PAYMENT 1

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

Step 2: Address Details and Applicant Details will be auto populated

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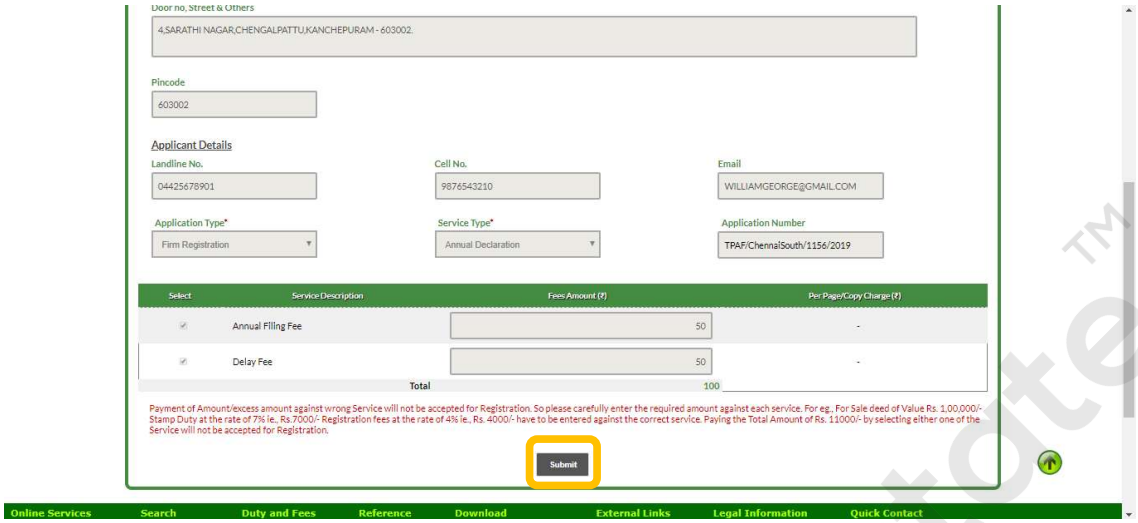


FIGURE 10: E-PAYMENT 2

Step 1: Applicant Details will be populated automatically.

Step 2: View on Service Description and click on submit

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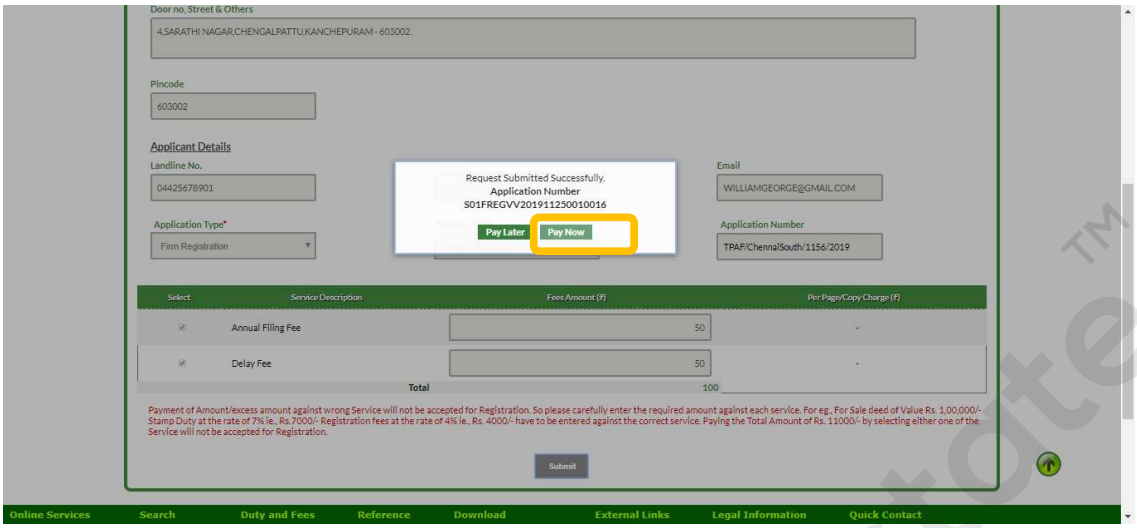


FIGURE 11: PAYMENT 3

Once the Application is submitted, then click on Pay now to continue payment

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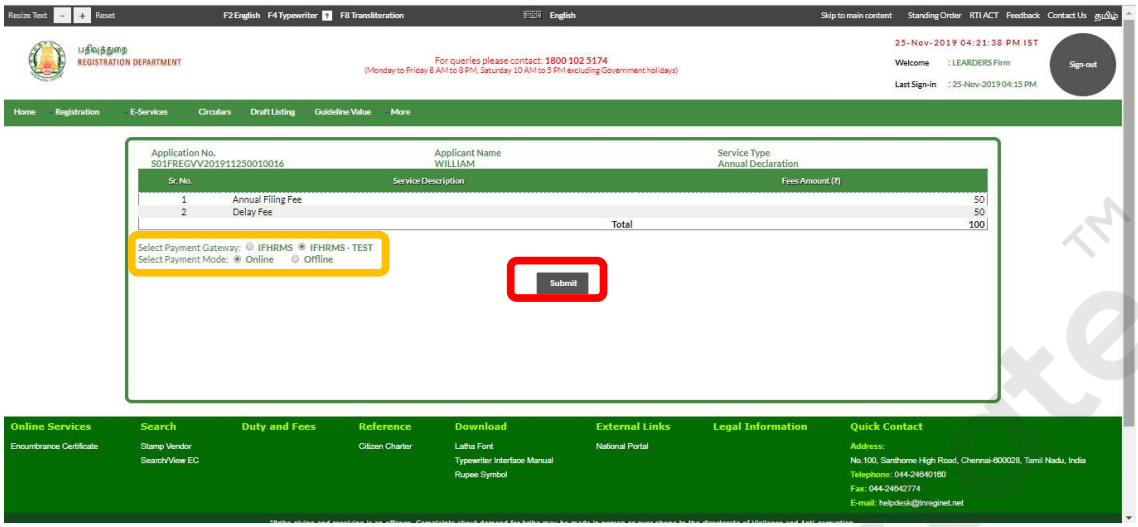


FIGURE 12: PAYMENT GATEWAY

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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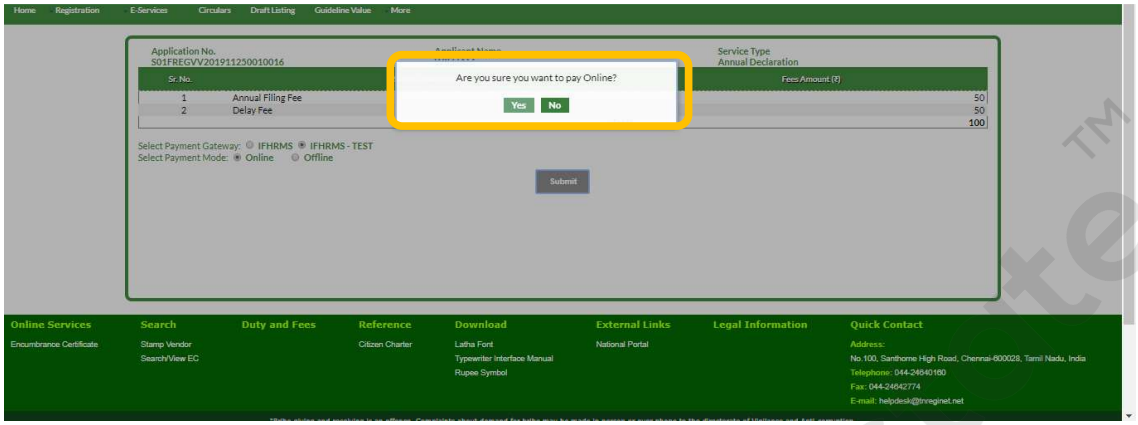


FIGURE 13: ONLINE CONFIRMATION

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

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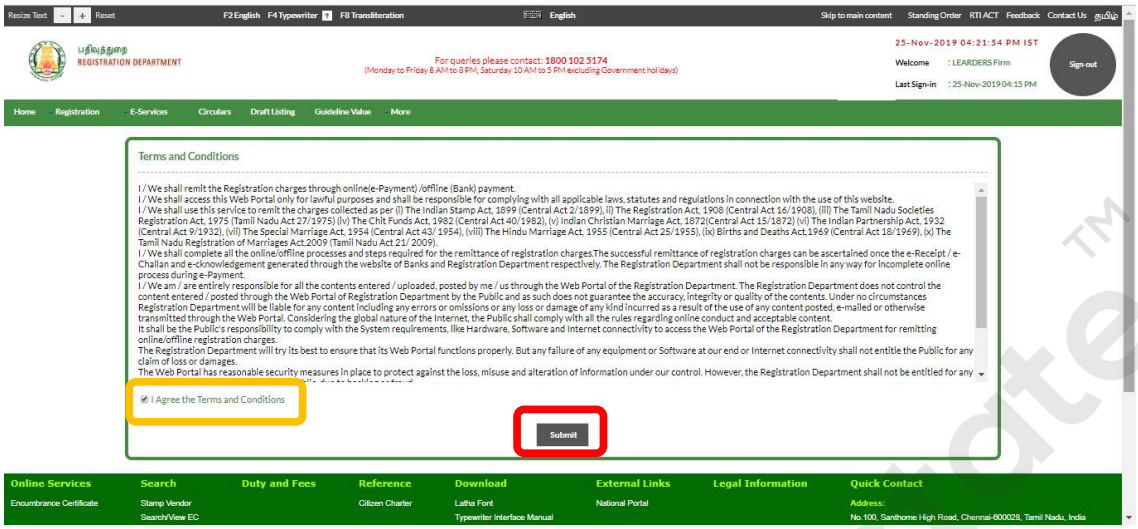


FIGURE 14: TERMS AND CONDITIONS

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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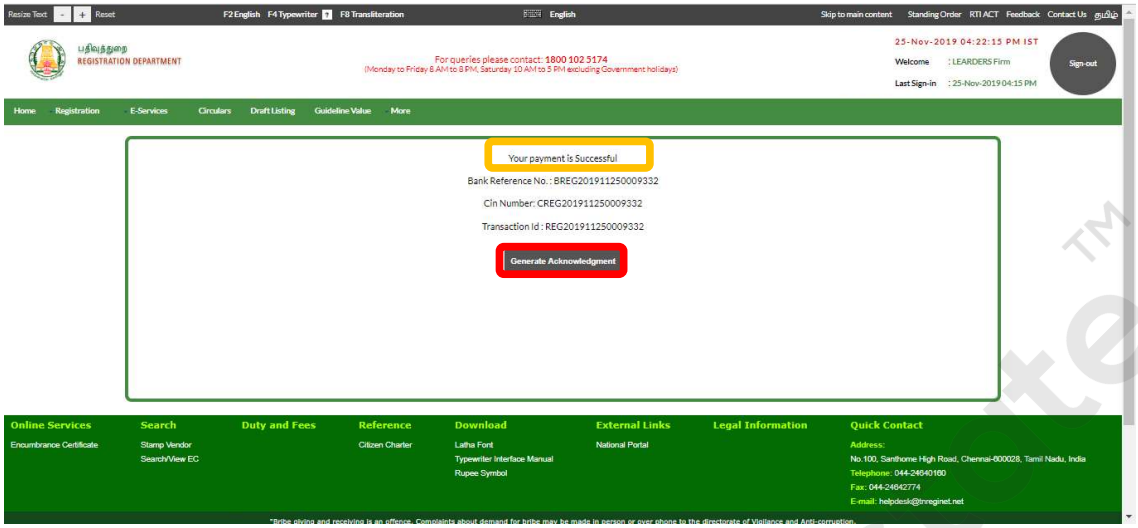


FIGURE 15: GENERATE ACKNOWLEDGEMENT

Step 1: Payment Done Successfully

Step 2: Click on Generate Acknowledgement button

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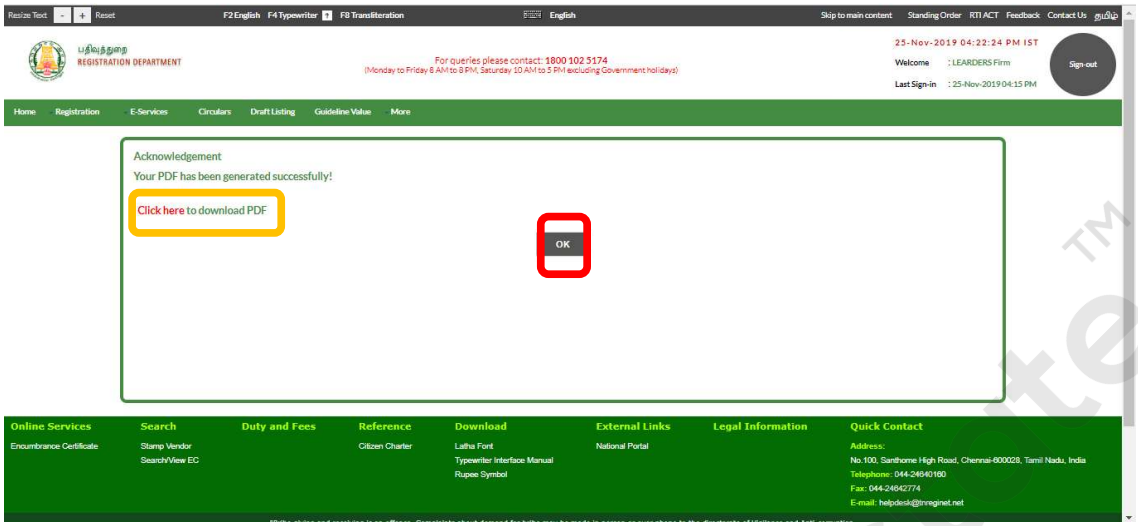


FIGURE 16: ACKNOWLEDGEMENT 2

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

Step 2: Click ok button once downloaded the PDF

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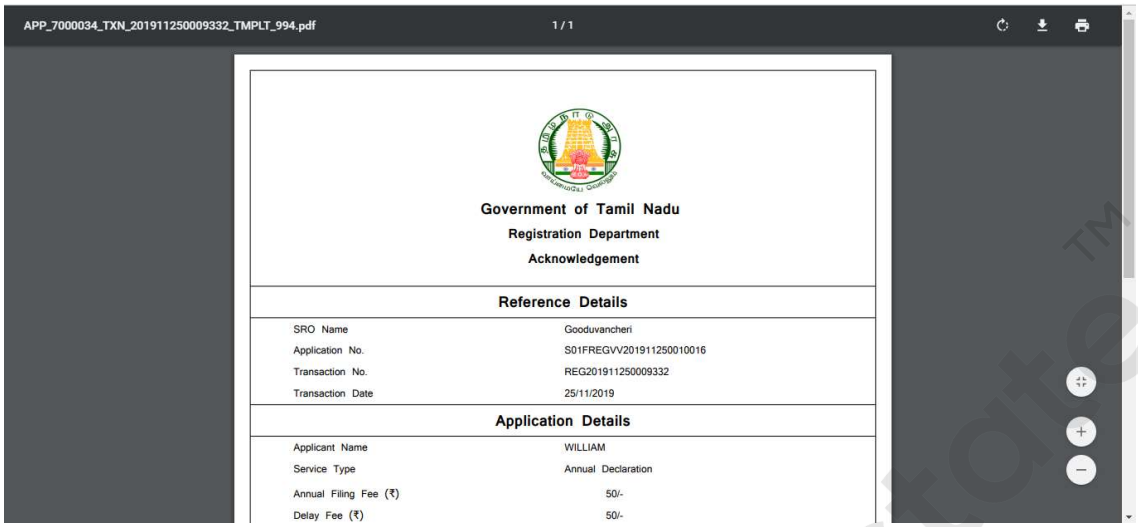


FIGURE 17: PRINT ON ACKNOWLEDGEMENT COPY

Print the acknowledgement copy

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FIGURE 18: ONLINE PAYMENT

The page is directed to a payment gateway for online payment

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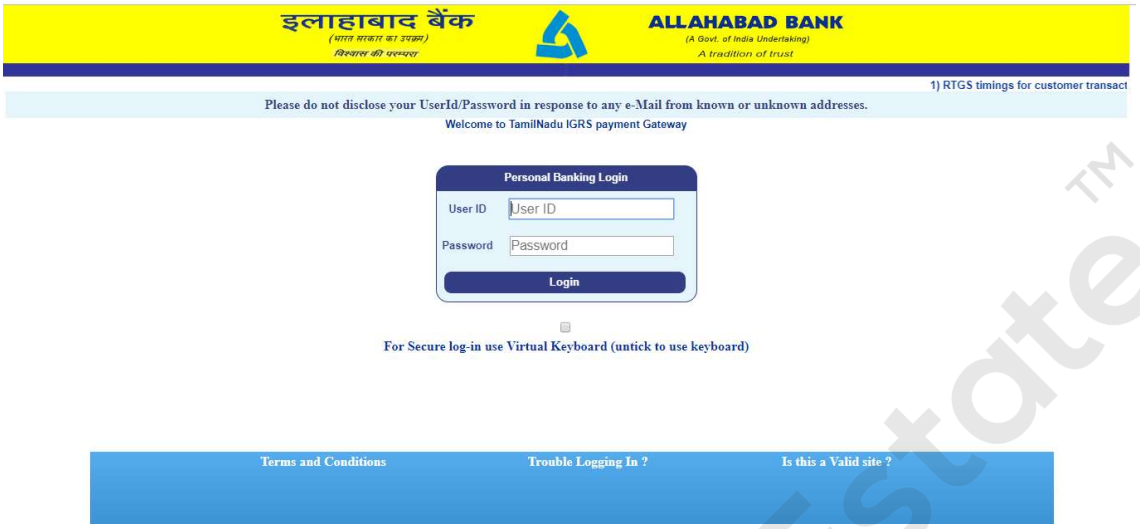


FIGURE 19: ONLINE PAYMENT

On logging in complete the payment process

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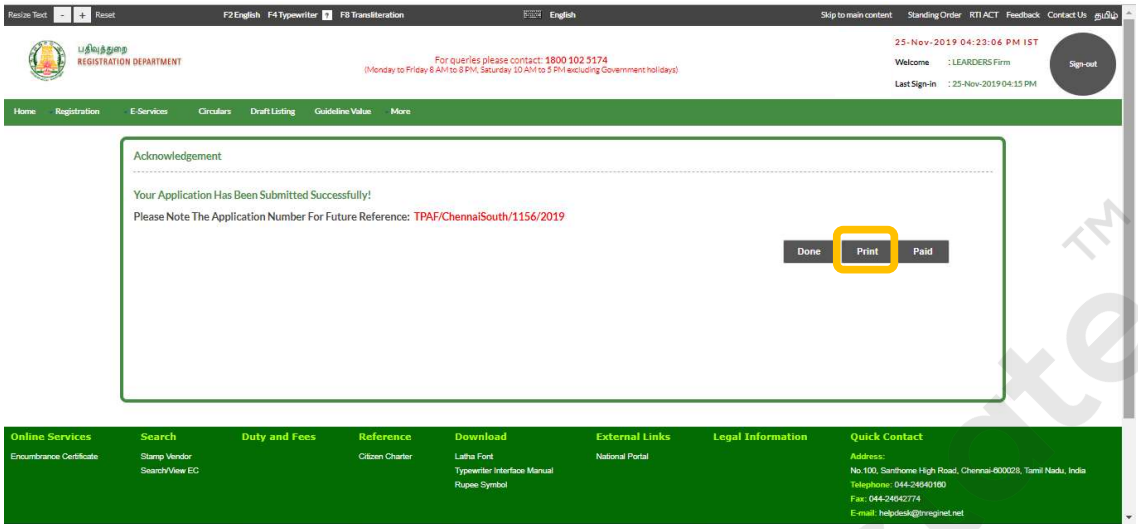


FIGURE 20: ACKNOWLEDGEMENT 3

Click on Print button to generate the form of declaration

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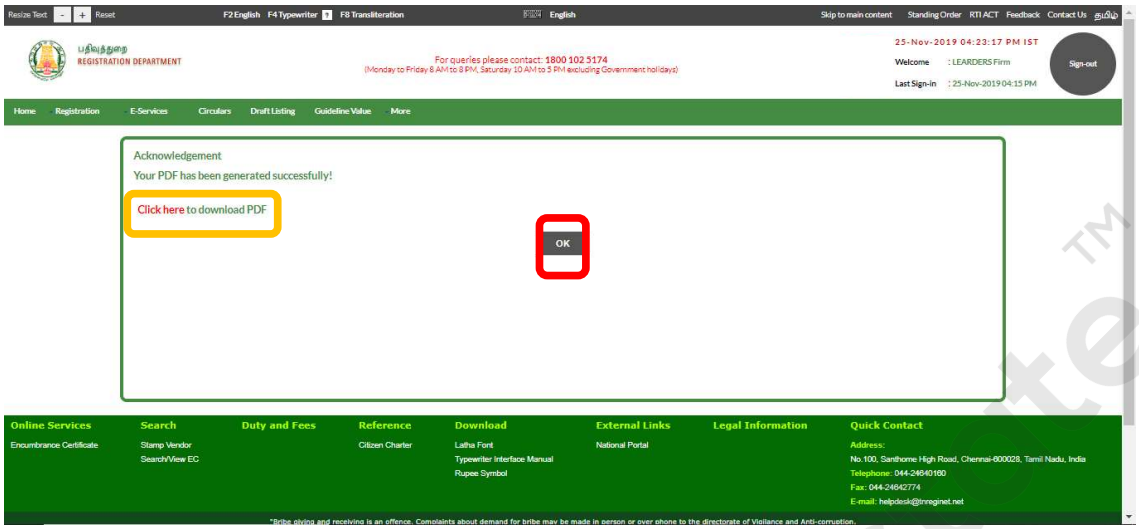


FIGURE 21: ACKNOWLEDGEMENT 4

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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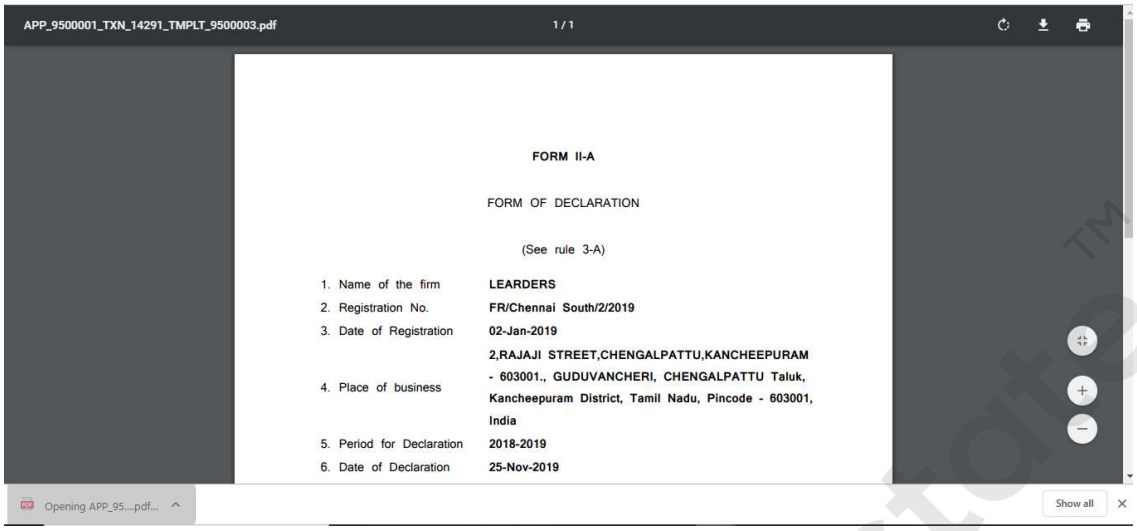


FIGURE 22: PRINT ON FORM OF DECLARATION COPY

Print the Form of Declaration

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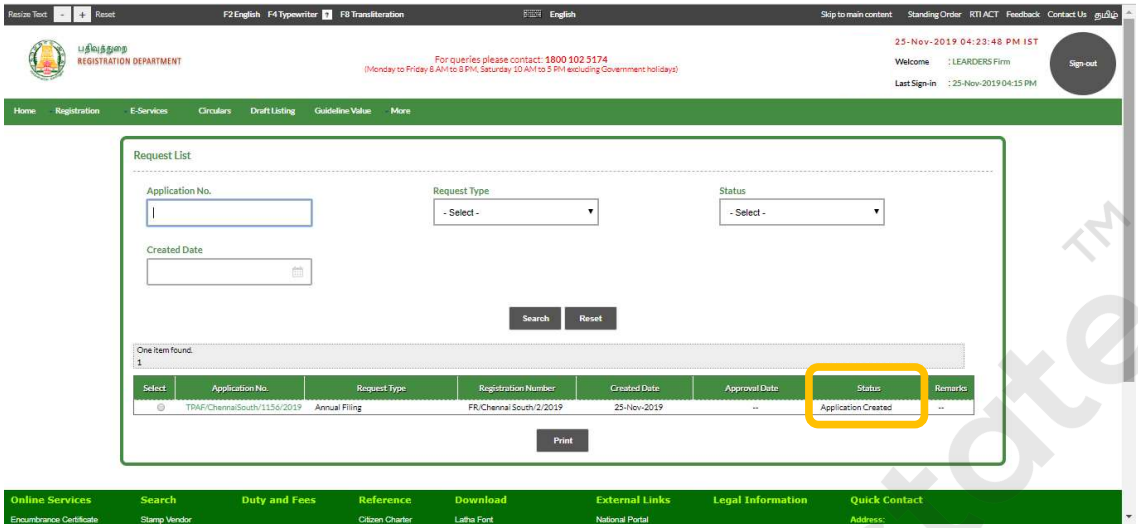


FIGURE 23: REQUEST LIST

The Citizen can view the Status of the Request unde Status

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