FIRM REGISTRATION – DISSOLUTION OF THE FIRM:

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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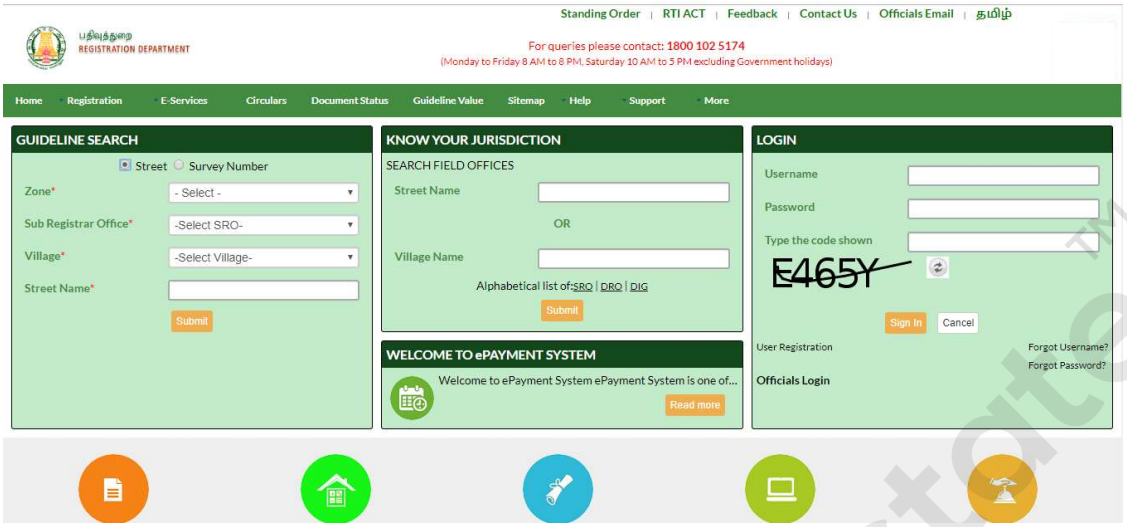


FIGURE 1: LOGIN PAGE

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

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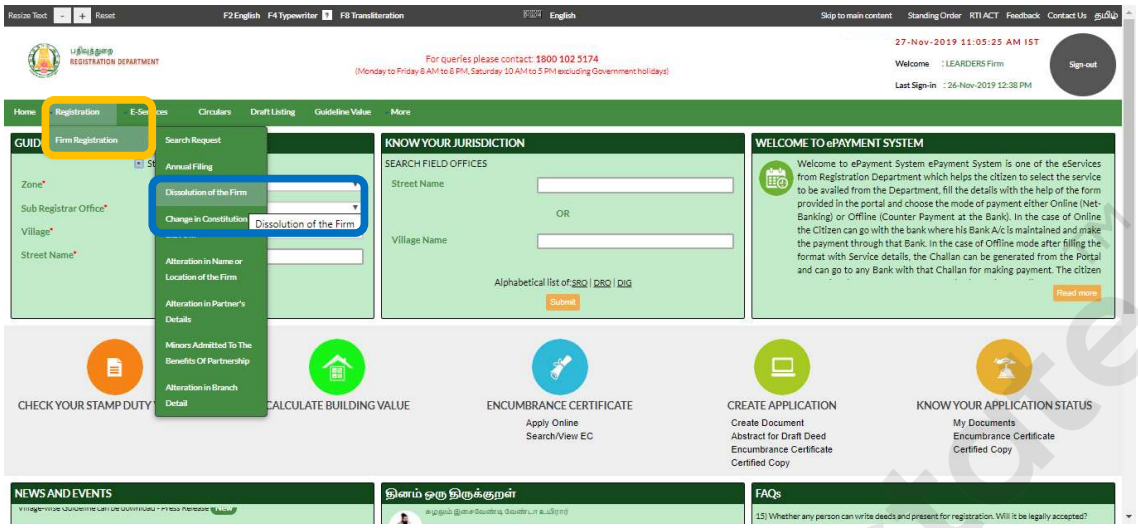


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for a Dissolution of the Firm, click on Registration

Step 2: Then select Firm Registration

Step 3: Then click on Dissolution of the Firm

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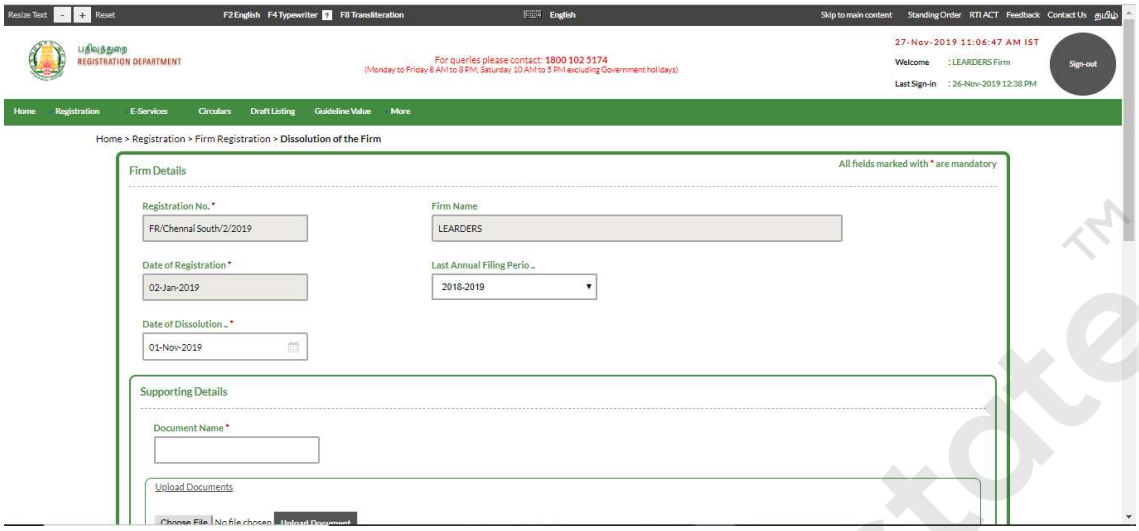


FIGURE 3: FIRM DETAILS

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

Step 2: Use drop down to select the Last Annual Filing Period and Date of Dissolution.

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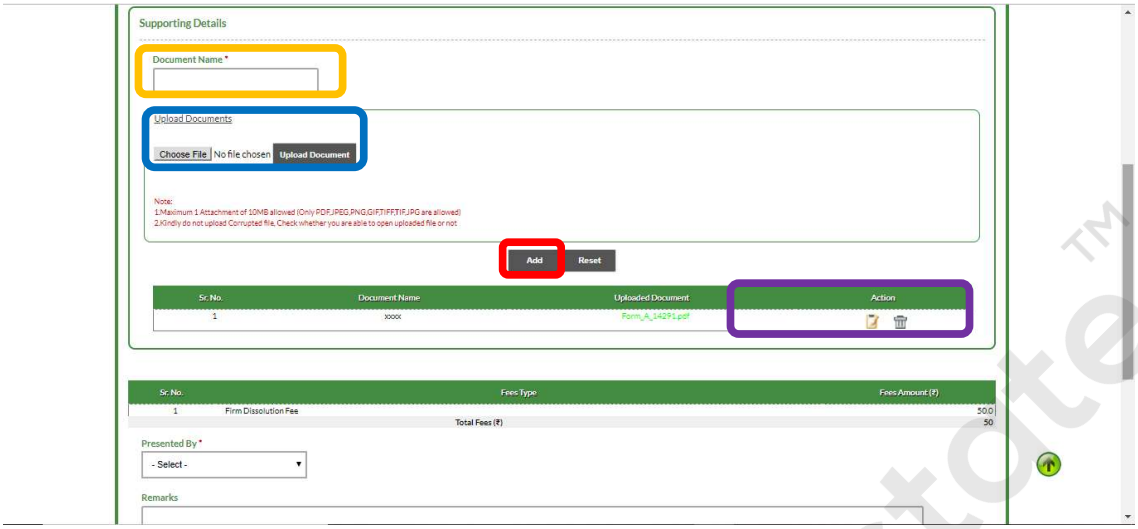


FIGURE 4: SUPPORTING DETAILS

Step 1: Enter the Document Name

Step 2: Choose file to upload document

Step 3: Click on add button to add the file

Step 4: If any changes needs to done then click on edit or delete

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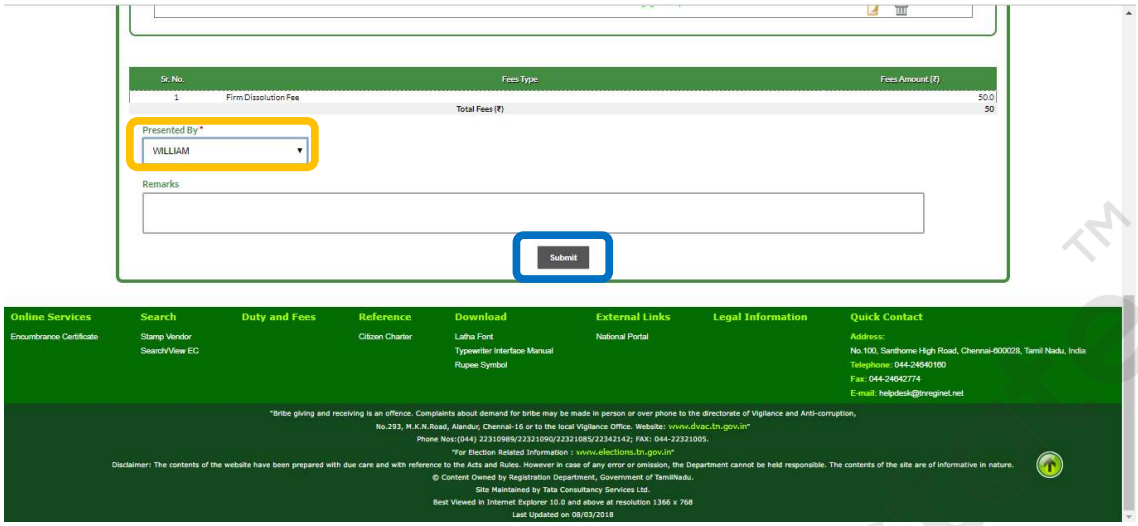


FIGURE 5: FEE TYPE

Step 1: Use drop down to select the Presented By

Step 2: View fee type and click on submit button

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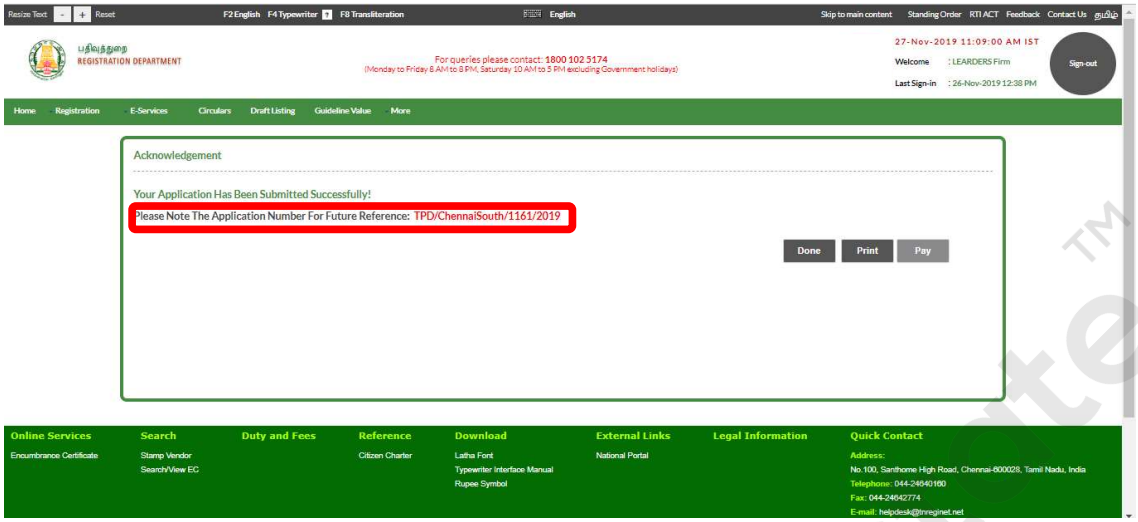


FIGURE 6: ACKNOWLEDGEMENT 1

Step 1: Application has been submitted successfully

Step 2: Make a note of the Application Number for Future reference

Step 3: Done, Print and Pay buttons will do the respective actions.

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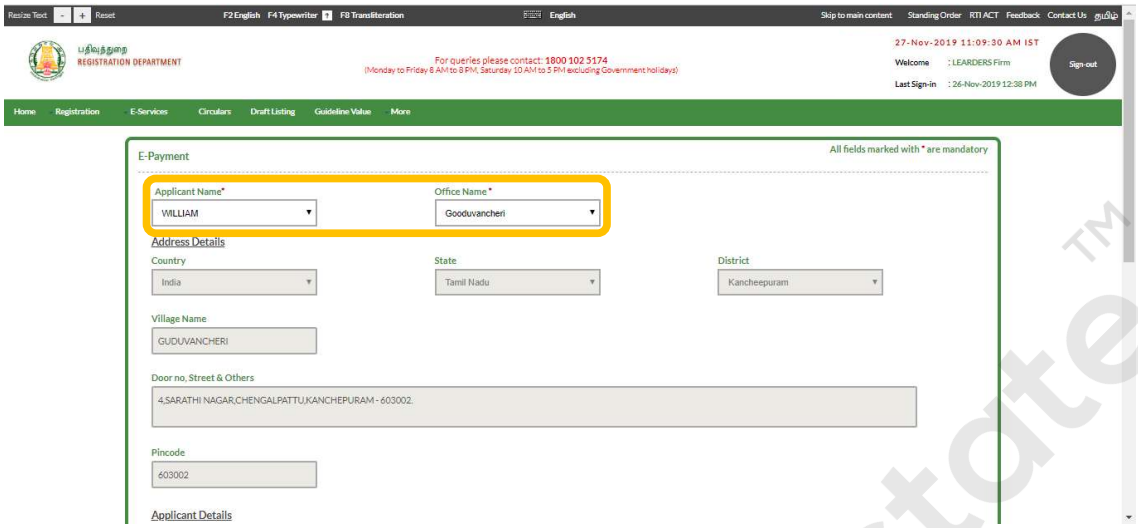


FIGURE 7: E-PAYMENT 1

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

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

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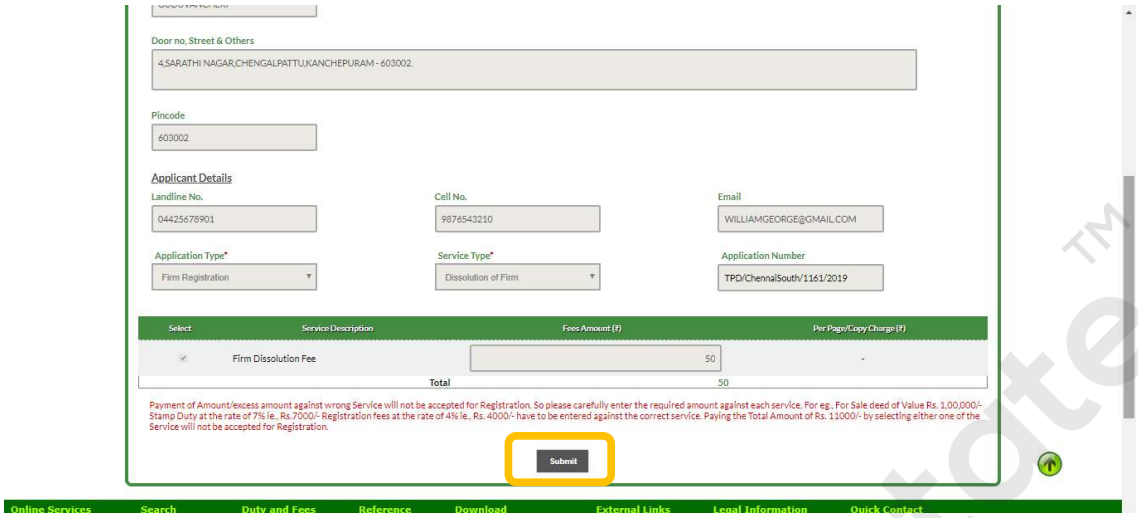


FIGURE 8: E-PAYMENT 2

Step 1: Applicant Details will be populated automatically

Step 2: View on Service Description and click on submit

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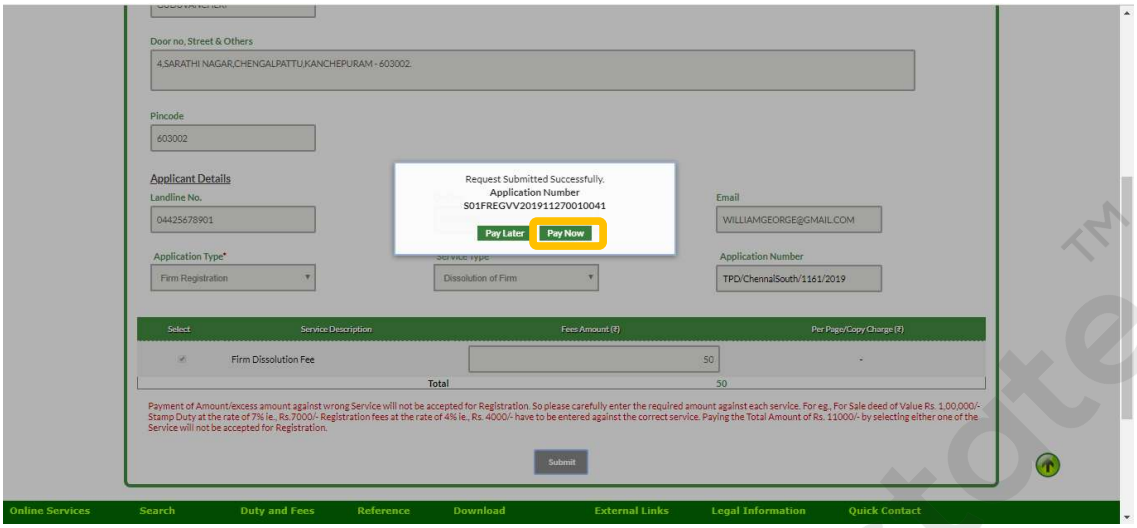


FIGURE 9: PAYMENT 3

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

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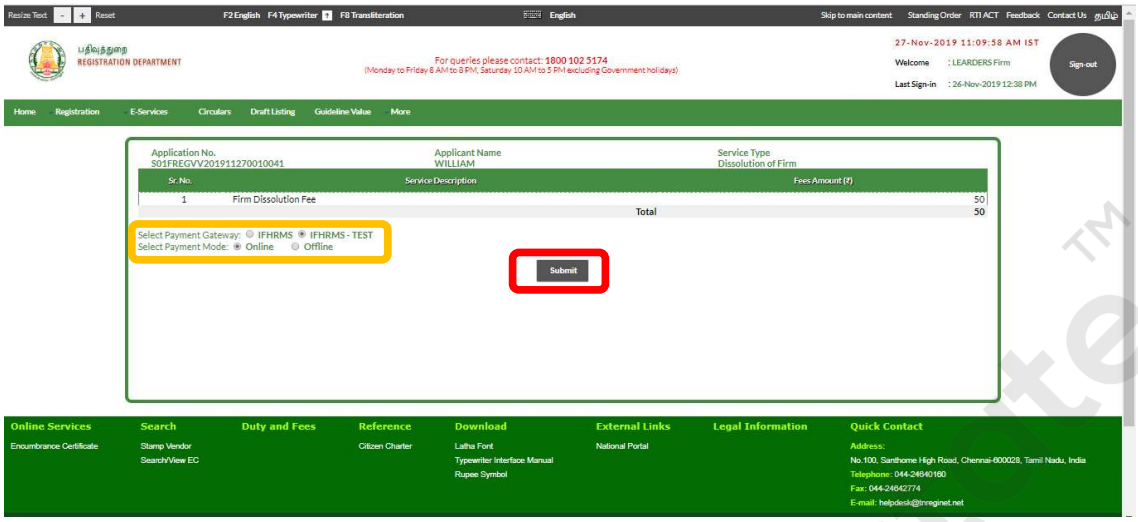


FIGURE 10: PAYMENT GATEWAY

Step 1: While 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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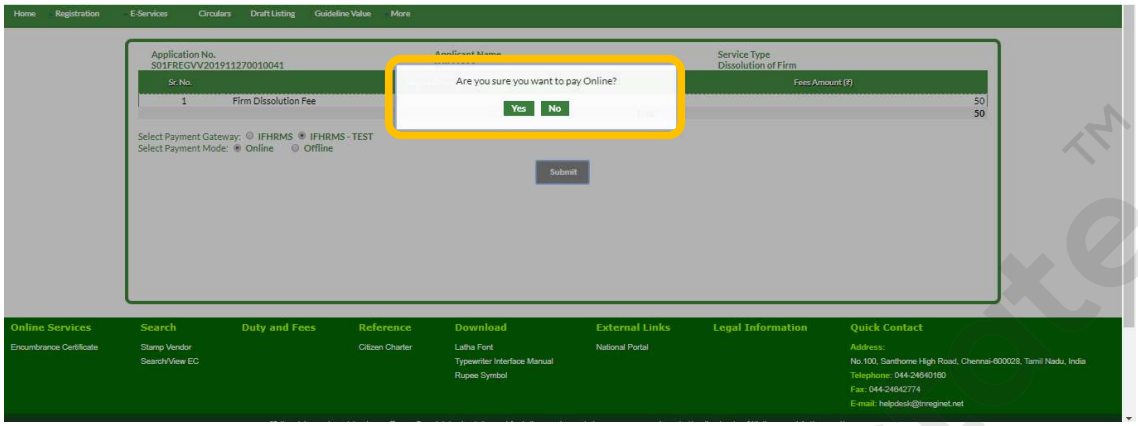


FIGURE 11: ONLINE CONFIRMATION

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

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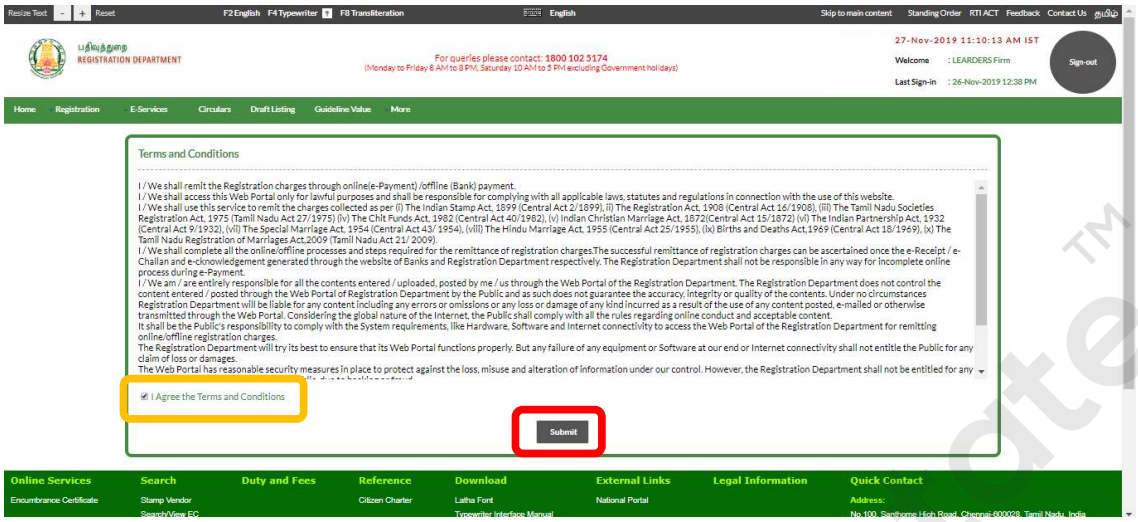


FIGURE 12: TERMS AND CONDITIONS

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

Step 2: Click on the Submit button

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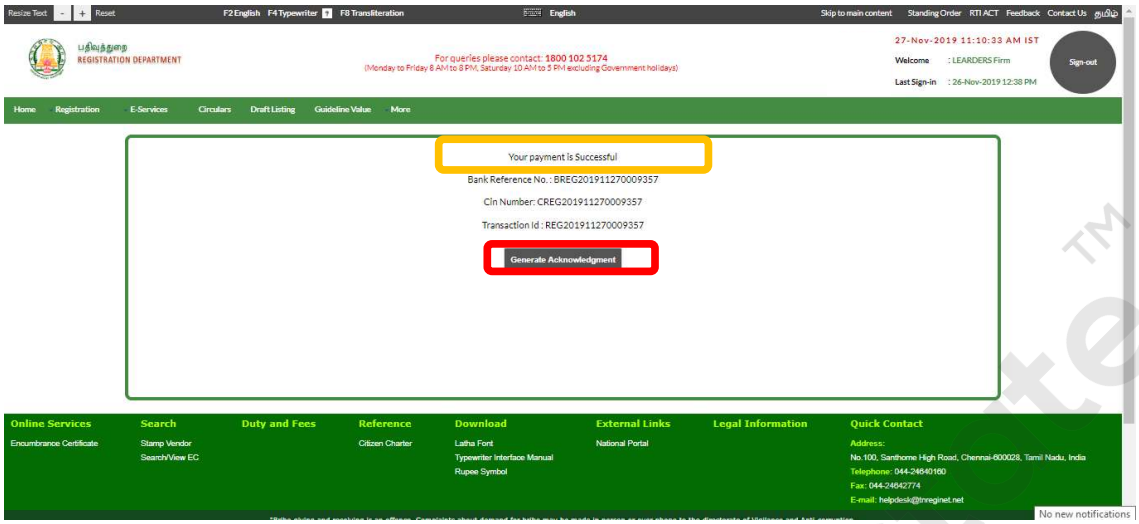


FIGURE 13: GENERATE ACKNOWLEDGEMENT

Step 1: Payment Successfully

Step 2: Click on Generate Acknowledgement button

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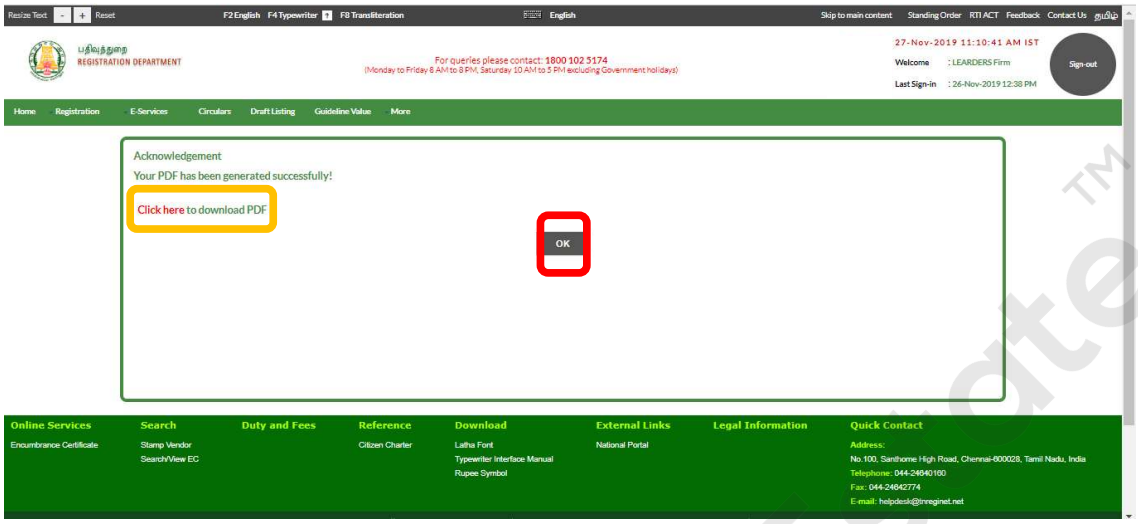


FIGURE 14: ACKNOWLEDGEMENT 2

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

Step 2: Click ok button after generating Acknowledgment PDF

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FIGURE 15: PRINT ON ACKNOWLEDGEMENT COPY

Printed the acknowledgement copy

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FIGURE 16: ONLINE PAYMENT 1

The page is directed to a payment gateway for online payment

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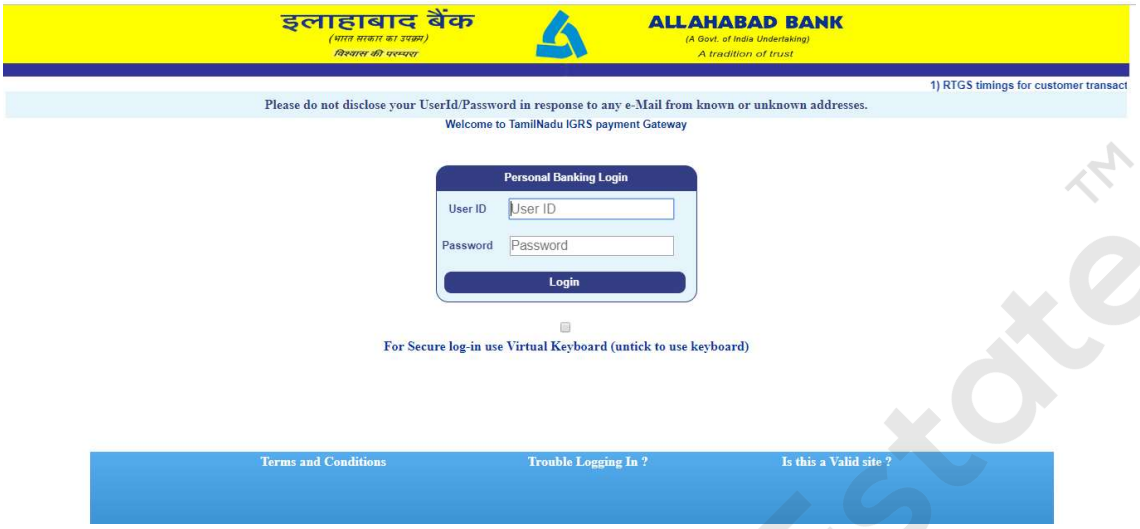


FIGURE 17: ONLINE PAYMENT 2

On logging in complete the payment process

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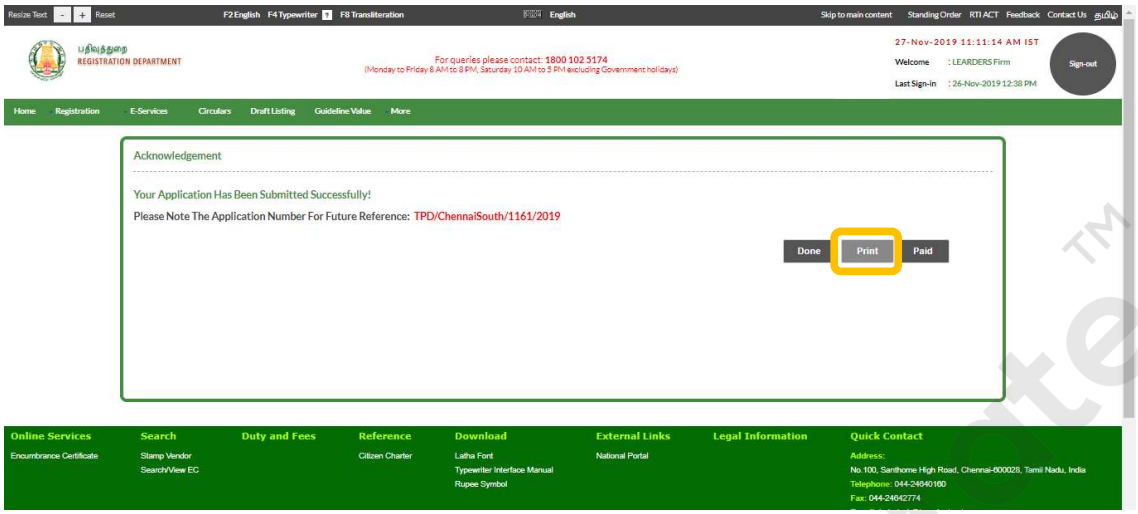


FIGURE 18: ACKNOWLEDGEMENT 3

Click on Print button to generate the form of declaration

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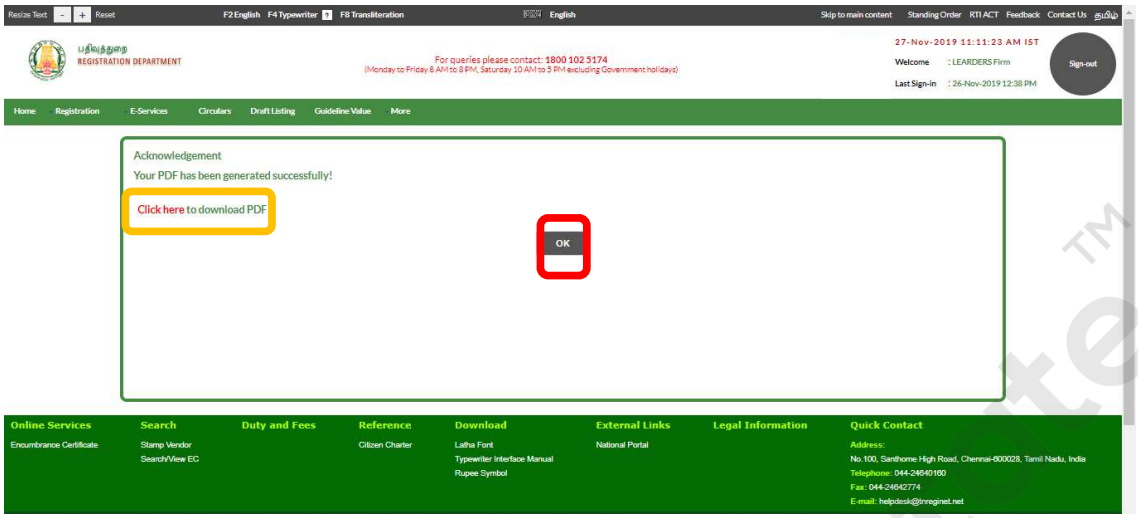


FIGURE 19: ACKNOWLEDGEMENT 4

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

Step 2: Click ok button to complete the process.

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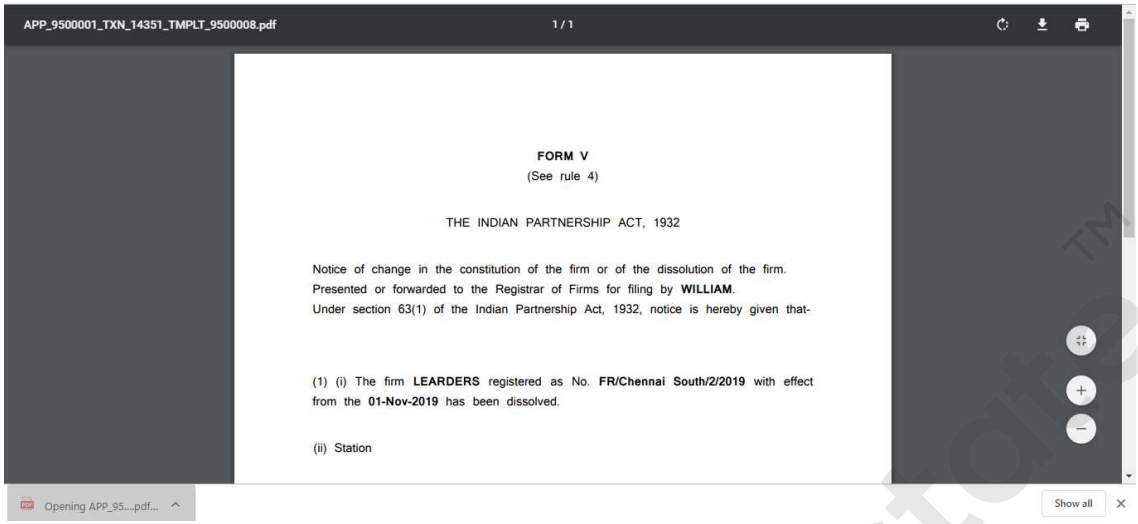


FIGURE 20: PRINT ON FORM OF DECLARATION COPY

Printed the form of declaration copy

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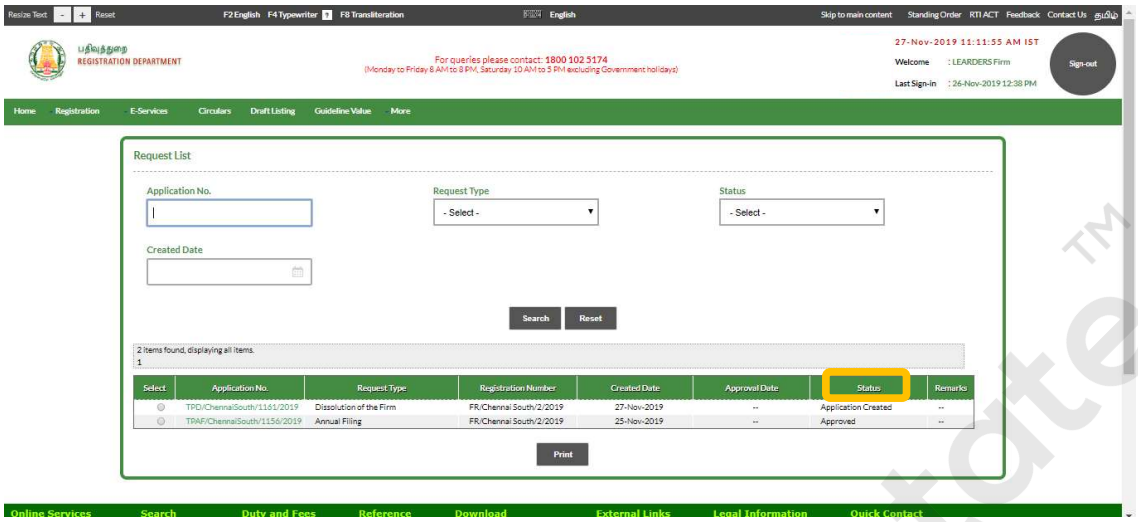


FIGURE 21: REQUEST LIST

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

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