பதிவுத்துறை
REGISTRATION DEPARTMENT

SOCIETY REGISTRATION – ANNUAL FILING:

CITIZEN'S PORTAL USER MANUAL

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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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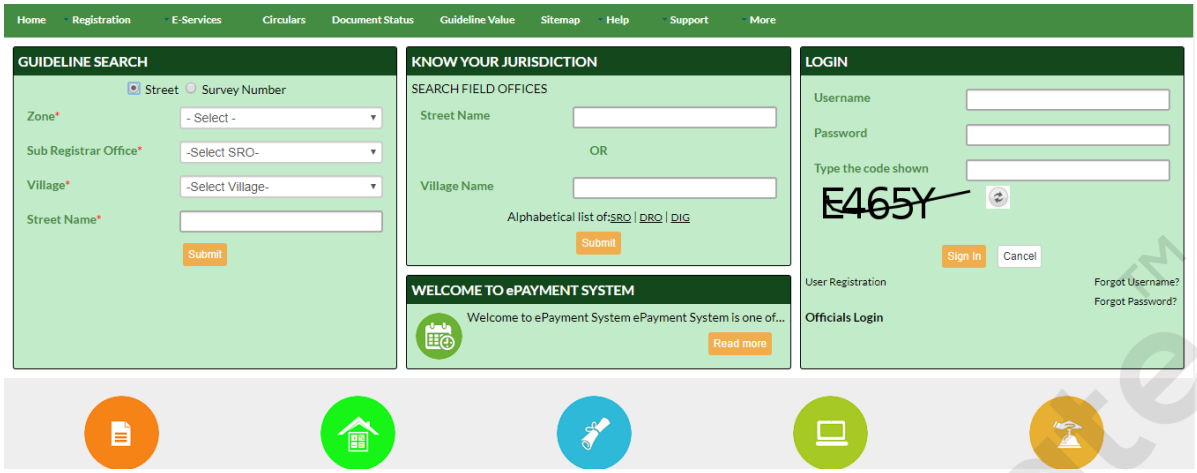


FIGURE 1: LOGIN PAGE

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

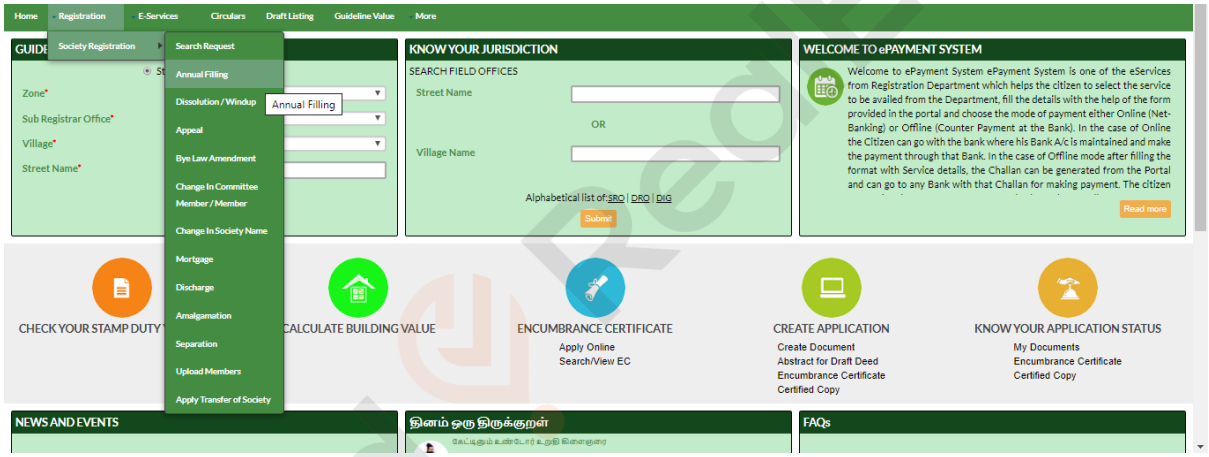


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

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

Step 2: Then select society registration

Step 3: Then click on Annual Filing

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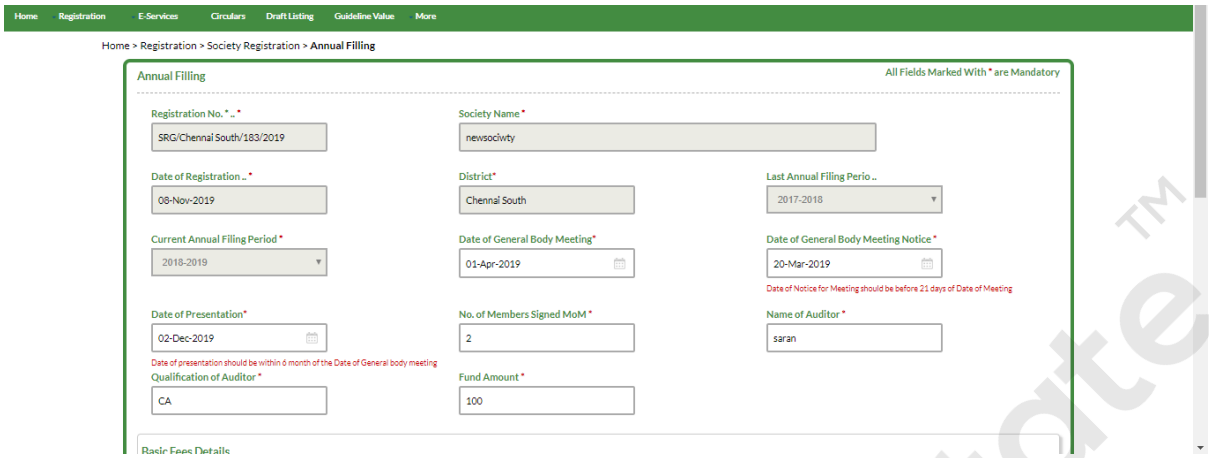


FIGURE 3: SOCIETY ANNUAL FILING DETAILS

Step 1: The Registration No, Society Name, Date of Registration, District and Current Annual Filing Period will be populated automatically.

Step 2: Select the Date of General Body Meeting, Date of General Body Meeting Notice and Date of Presentation.

Step 3: Enter the No. of Member Signed Mom, Name of Auditor, Qualification of Auditor and Fund Amount.

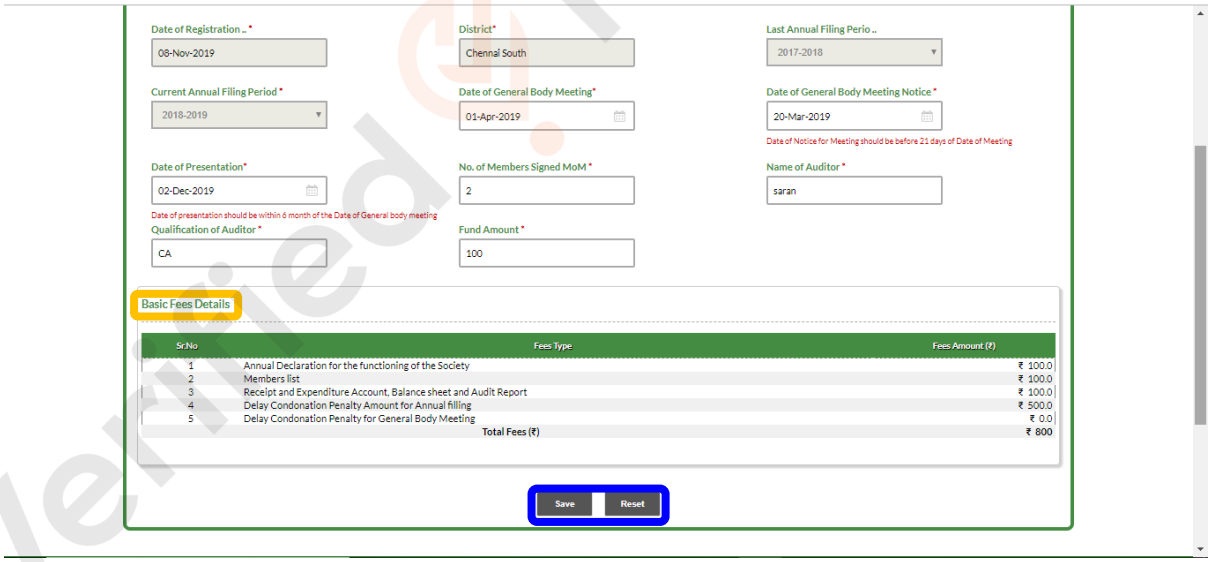


FIGURE 4: BASIC FEE DETAILS

Step 1: View fee details

Step 2: click on save button or if else to click reset button.

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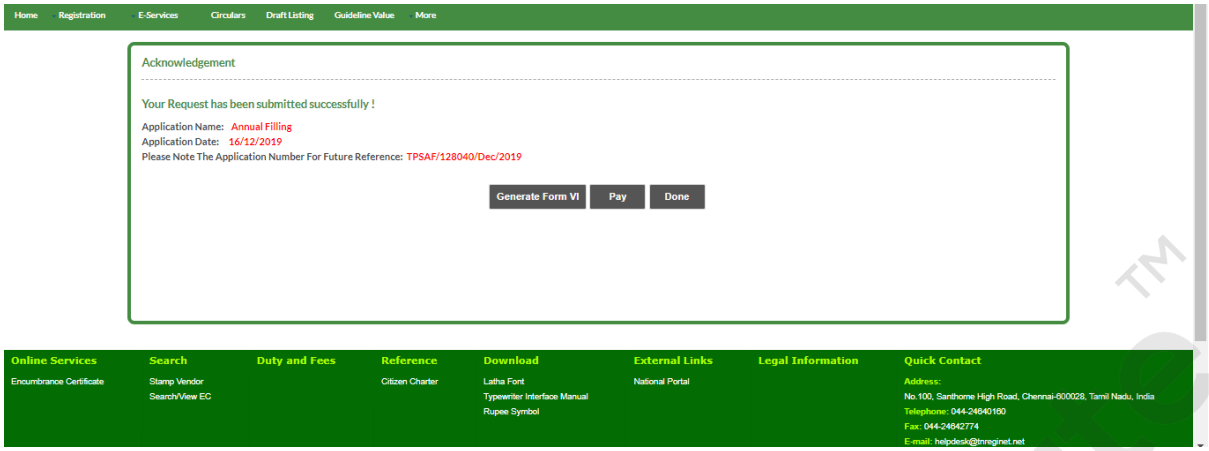


FIGURE 5: ACKNOWLEDGEMENT 1

Step 1: Application has been submitted successfully

Step 2: Note the Application Number for Future reference

Step 3: By clicking Generate Form VI, Print and Pay, we can do the action respectively.

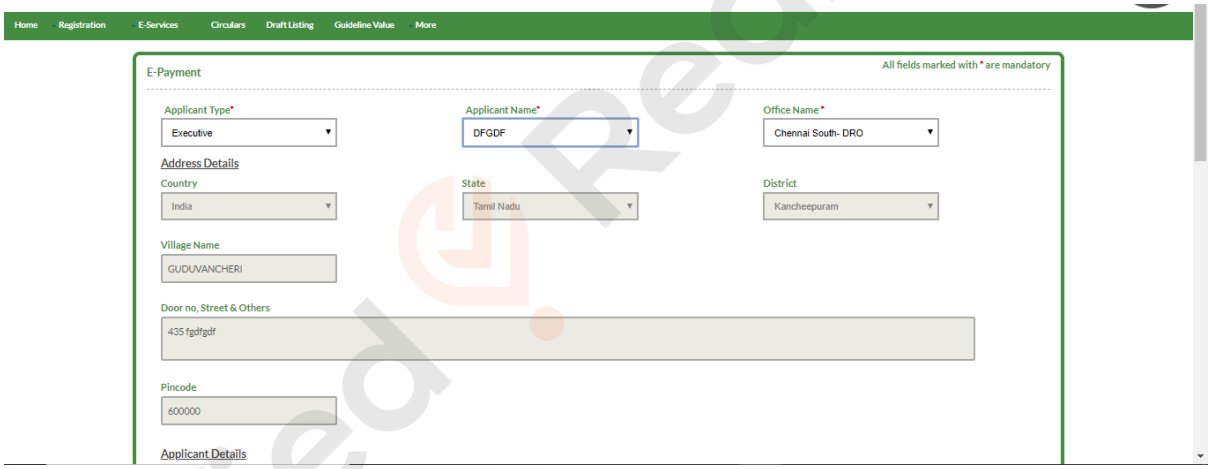


FIGURE 6: E-PAYMENT 1

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

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

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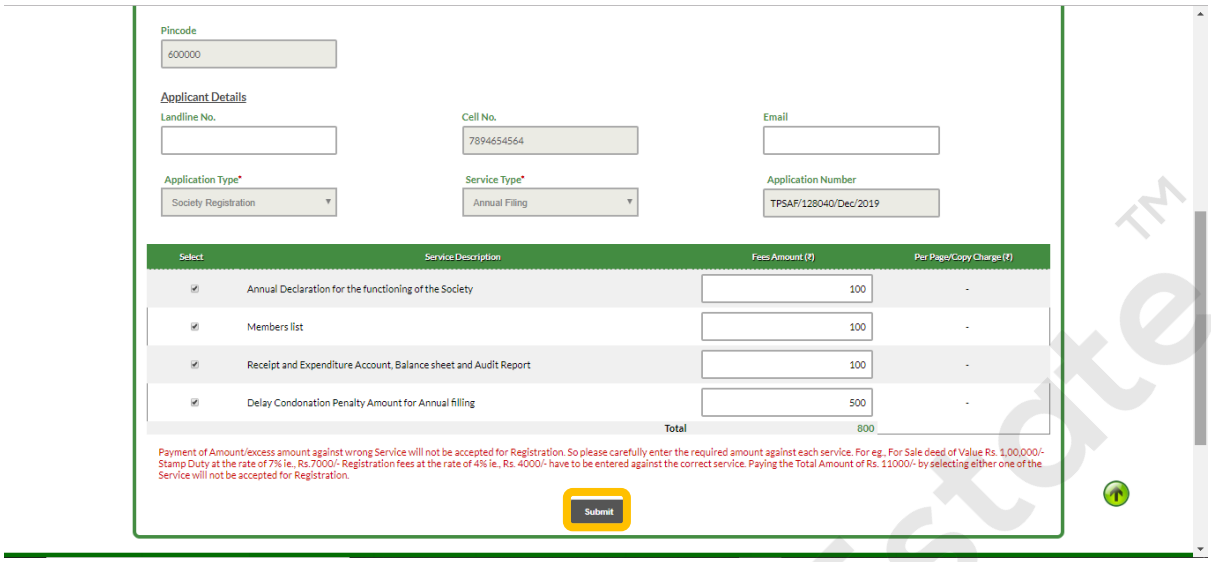


FIGURE 7: E-PAYMENT 2

Step 1: View on Service Description and click on submit

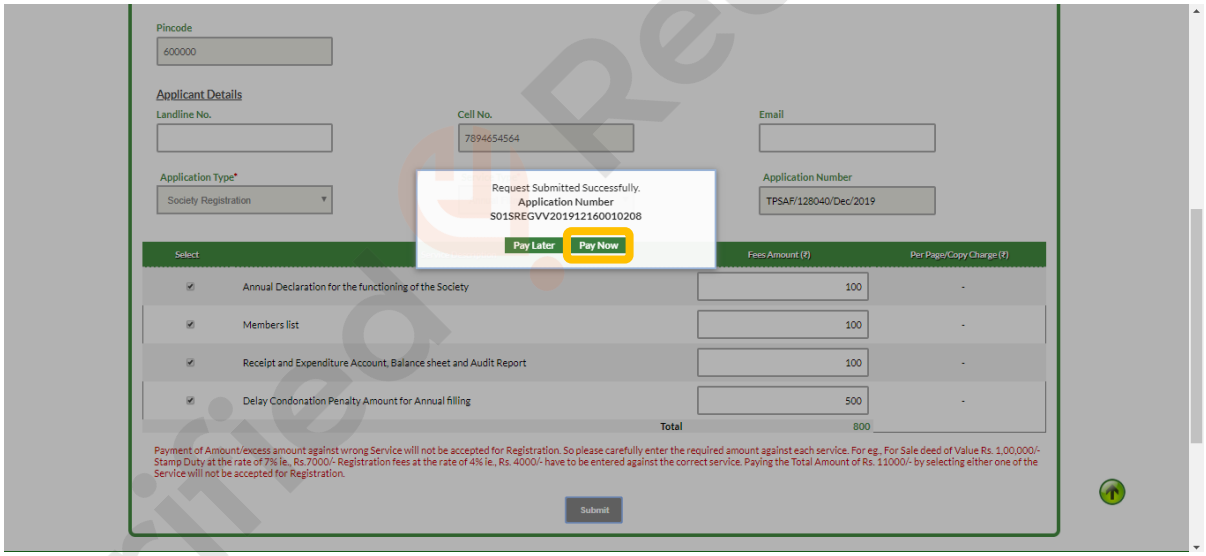


FIGURE 8: E-PAYMENT 3

Step 1: Once the Application is submitted and then click on Pay now to continue payment

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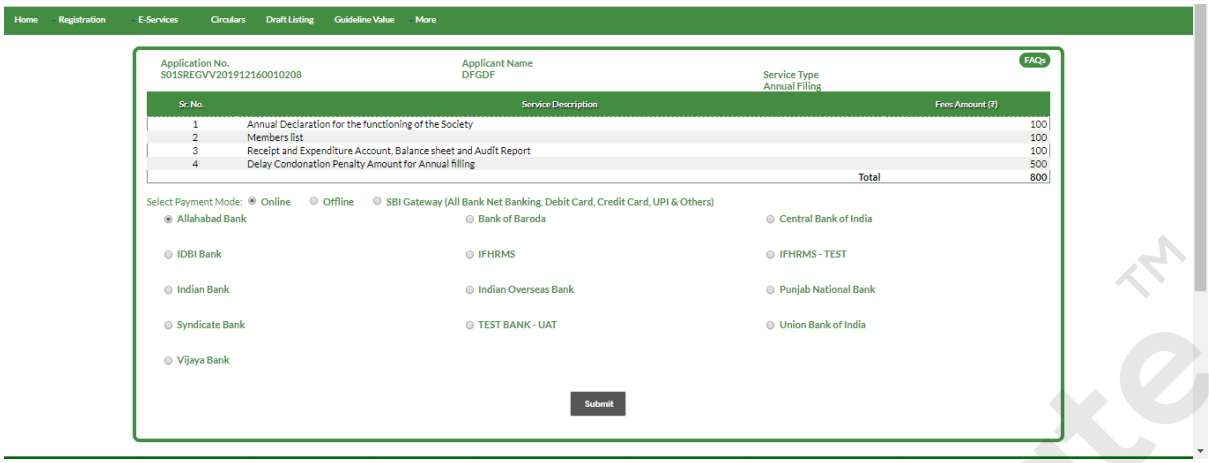


FIGURE 9: E-PAYMENT GATEWAY

Step 1: While clicking Pay now, the site takes us to the payment gateway

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

Step 3: Click on the Submit button

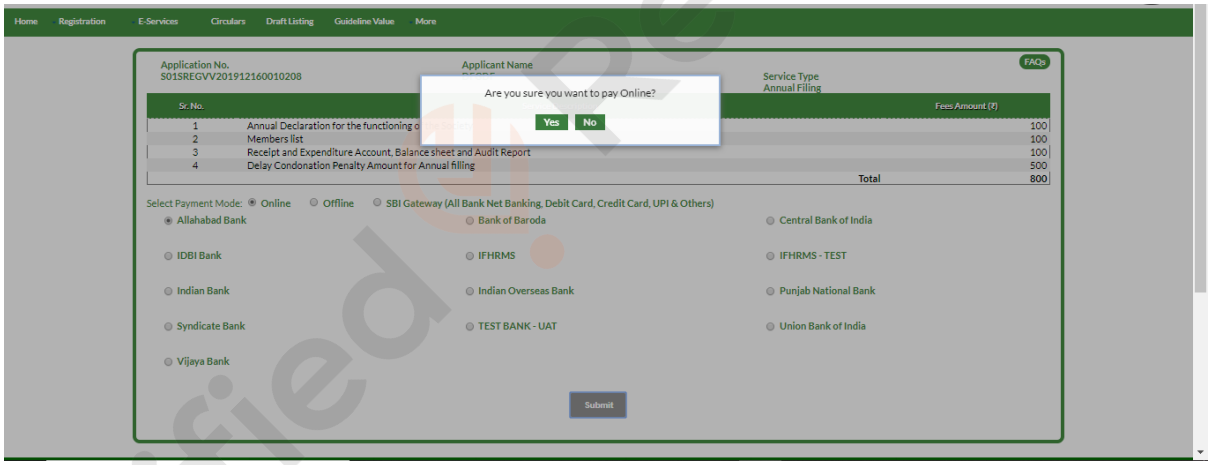


FIGURE 10: ONLINE CONFIRMATION

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

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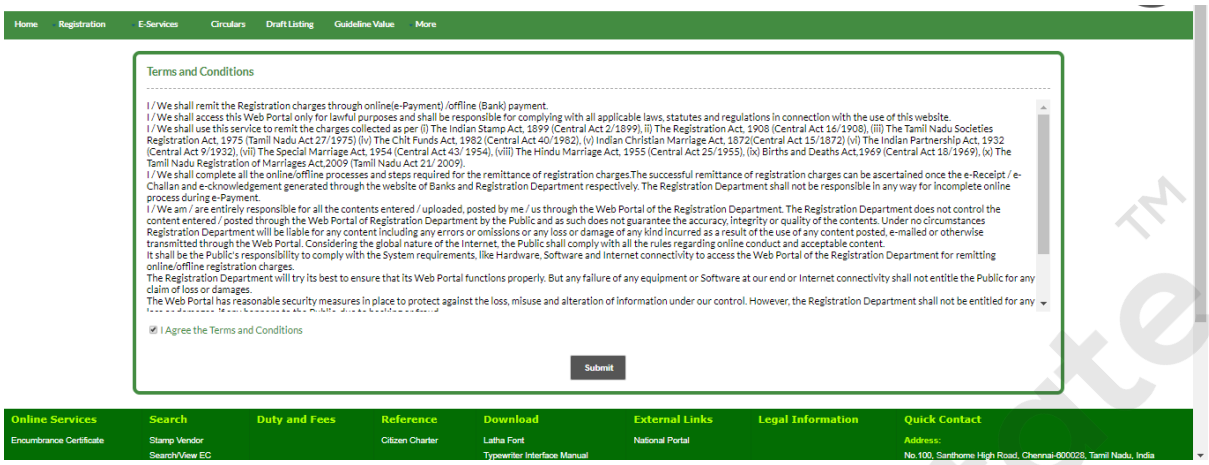


FIGURE 11: TERMS AND CONDITIONS

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



FIGURE 12: ONLINE PAYMENT 1

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

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FIGURE 13: ONLINE PAYMENT 2

Step 1: On logging in complete the payment process

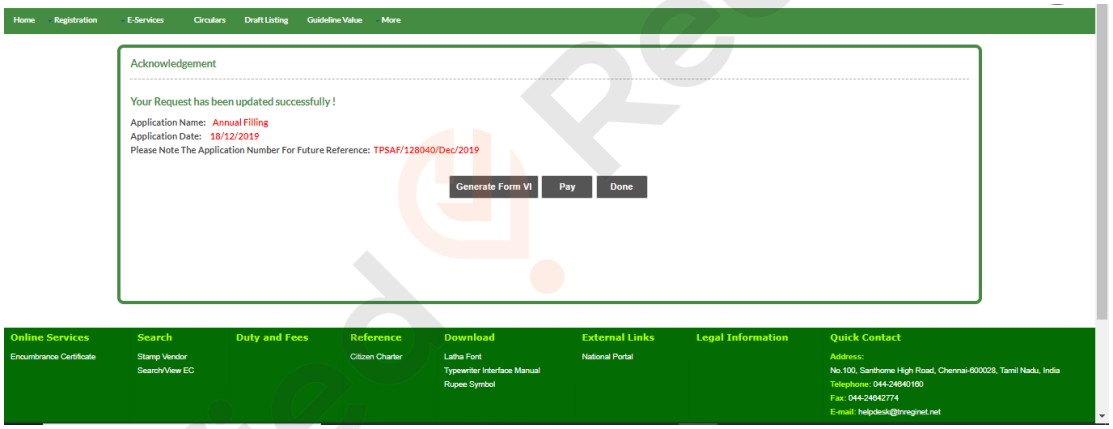


FIGURE 14: ACKNOWLEDGEMENT 2

Step 1: Click on Generate Form VI button to generate the form VI

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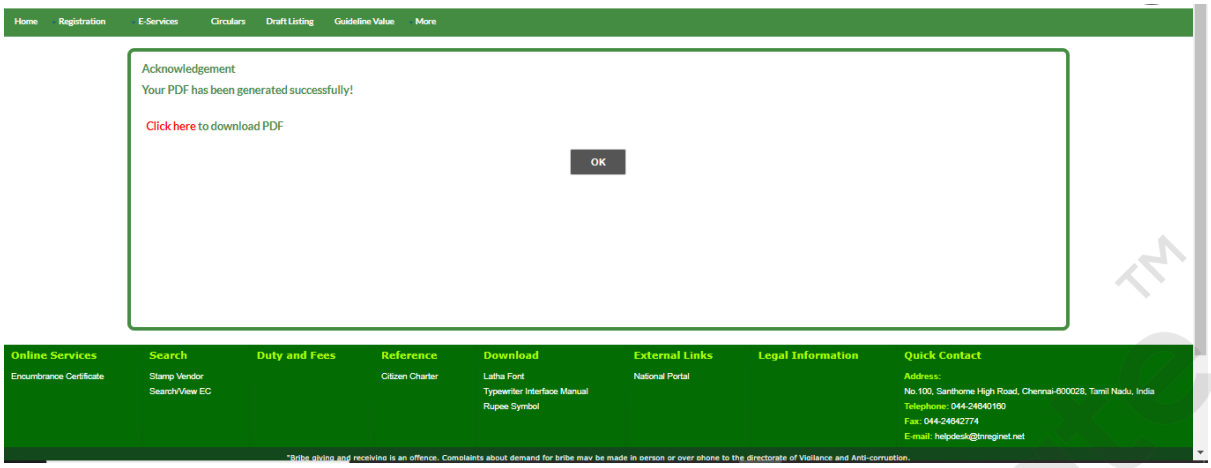


FIGURE 15: ACKNOWLEDGEMENT 3

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

Step 2: Click ok button to complete the process.

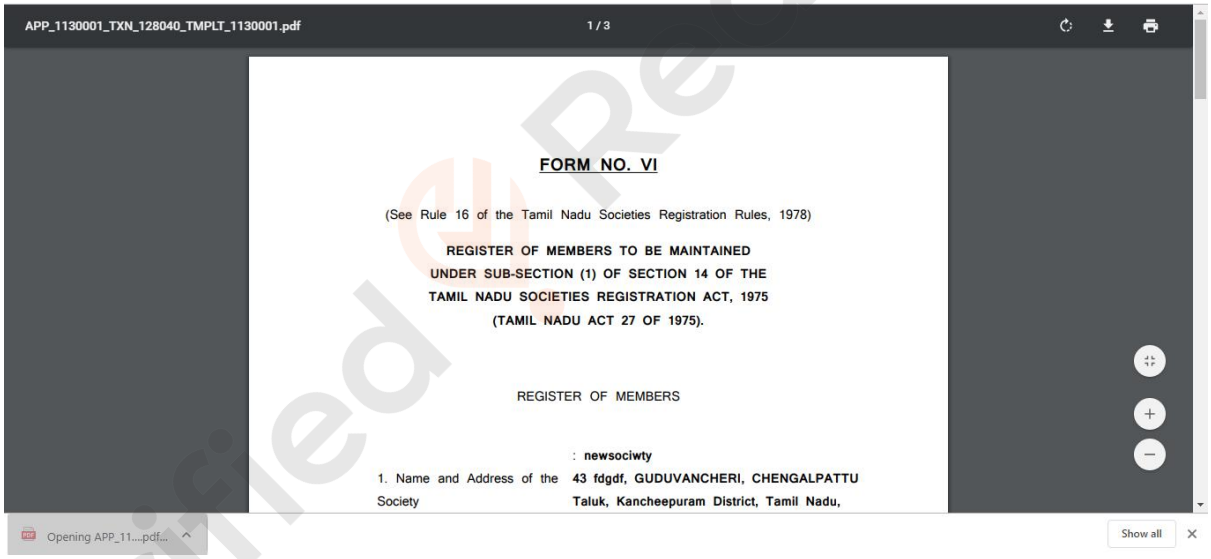


FIGURE 16: FORM NO. VI

Step 1: Print the Form No. VI

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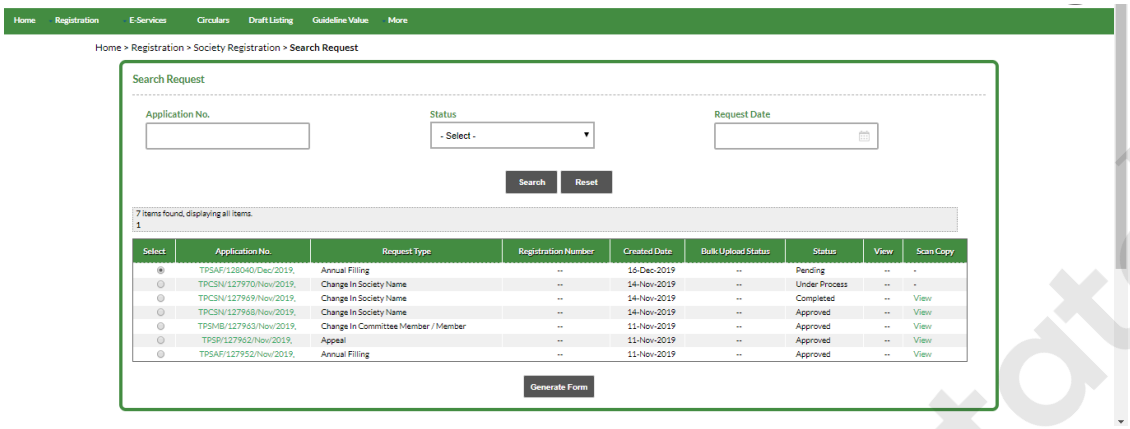


FIGURE 17: REQUEST LIST

Step 1: The Citizen can view the Status of the Request by selecting Search Request.

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