பதிவுத்துறை
REGISTRATION DEPARTMENT

SOCIETY REGISTRATION – CHANGE IN SOCIETY NAME:

CITIZEN'S PORTAL USER MANUAL

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Published by

The Inspector General of Registration and Stamps
100, Santhome High Road, Chennai, Tamil Nadu 600028

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 4
FIGURE 3: CHANGE IN SOCIETY NAME 5
FIGURE 4: CHANGE IN SOCIETY NAME AND BASIC FEE DETAILS 5
FIGURE 5: ACKNOWLEDGEMENT 1 6
FIGURE 6: E-PAYMENT 1 6
FIGURE 7: E-PAYMENT 2 7
FIGURE 8: E-PAYMENT 3 7
FIGURE 9: TERMS AND CONDITIONS 8
FIGURE 10: ONLINE PAYMENT 1 8
FIGURE 11: ONLINE PAYMENT 2 9
FIGURE 12: HOME PAGE 9
FIGURE 13: REQUEST LIST 10

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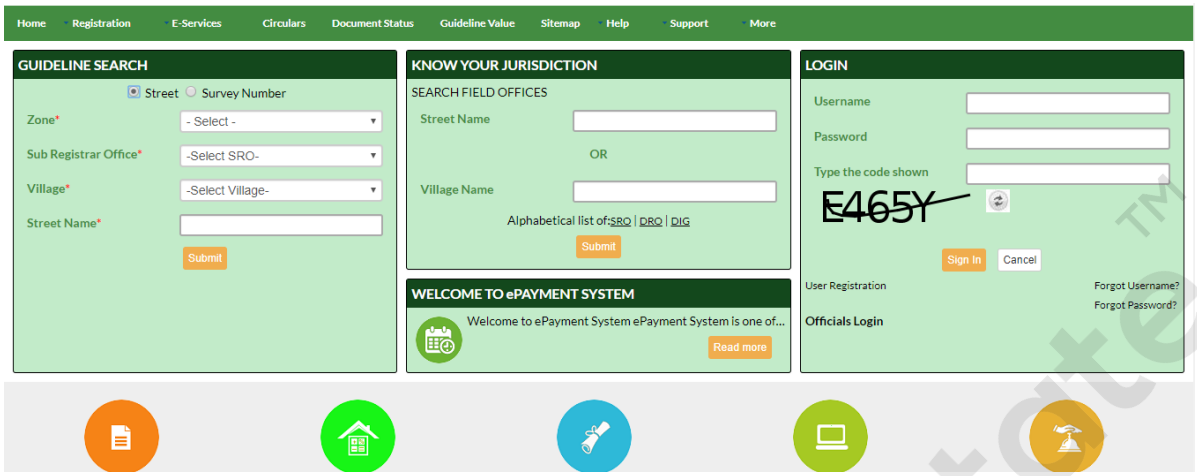


FIGURE 1: LOGIN PAGE

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

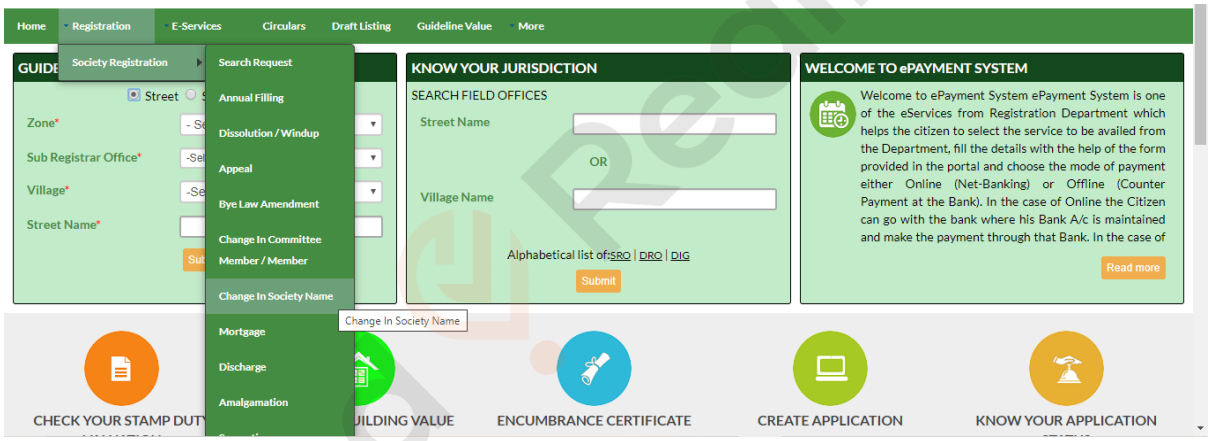


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for the Change in Society Name , click on Registration

Step 2: Then select society registration

Step 3: Then click on Change in Society Name

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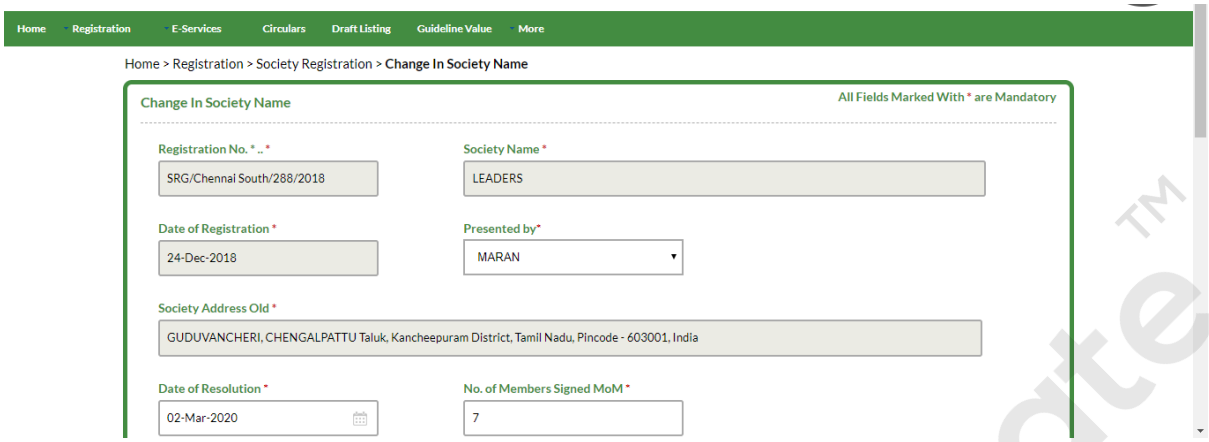


FIGURE 3: CHANGE IN SOCIETY NAME

Step 1: Registration No., Society Name, Date of Registration and Society Address Old.

Step 2: Use drop down to select the Presented by.

Step 3: Select the Date of Resolution in calendar menu and enter the No. of Members Signed Mom.

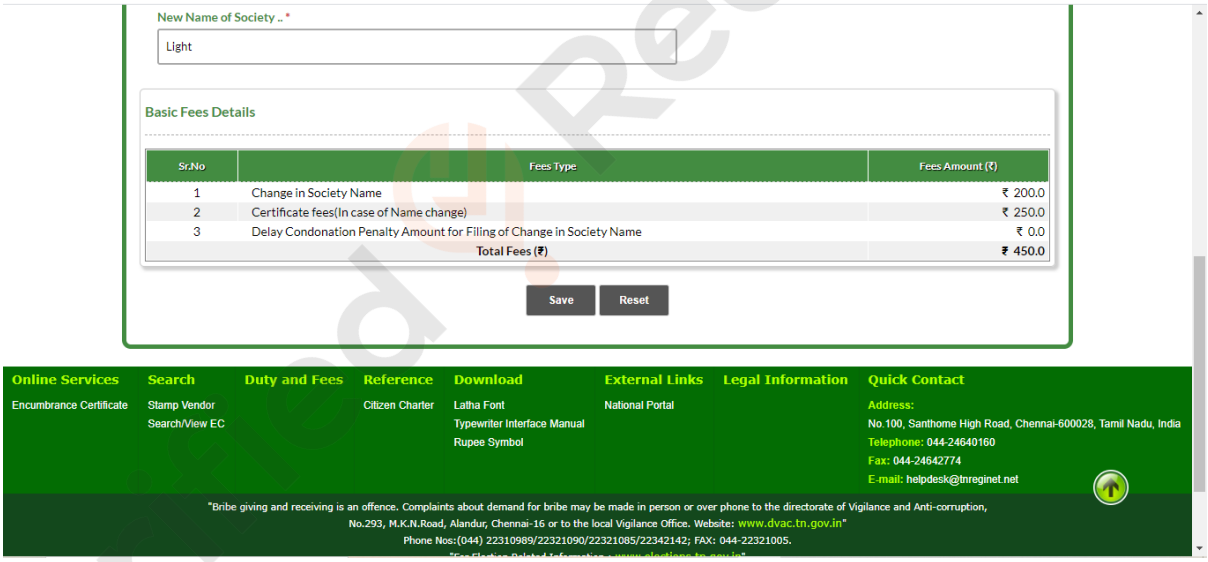


FIGURE 4: CHANGE IN SOCIETY NAME AND BASIC FEE DETAILS

Step 1: Enter the New Name of Society and View the Basic Fee Details.

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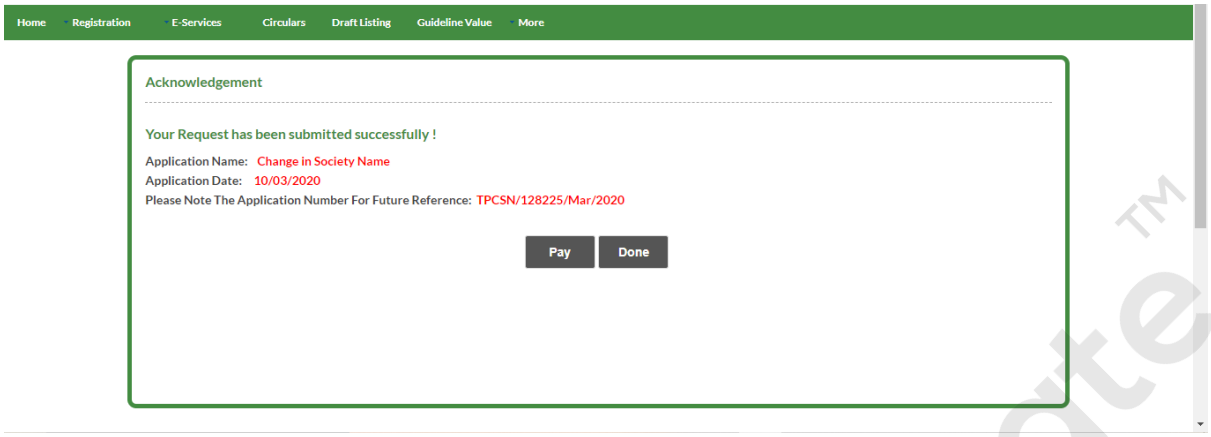


FIGURE 5: ACKNOWLEDGEMENT 1

Step 1: Application has been submitted successfully.

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

Step 3: By clicking pay and done, we can do the action respectively.

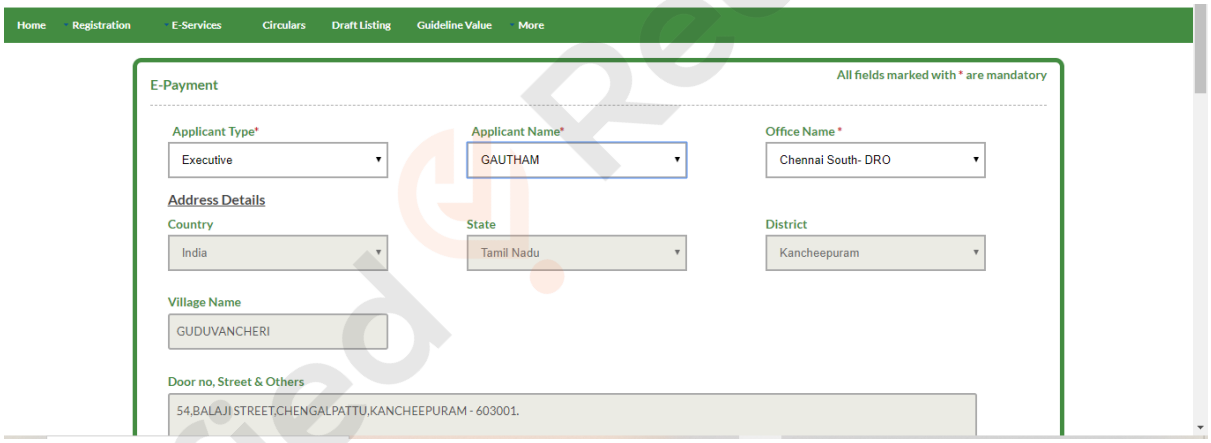


FIGURE 6: E-PAYMENT 1

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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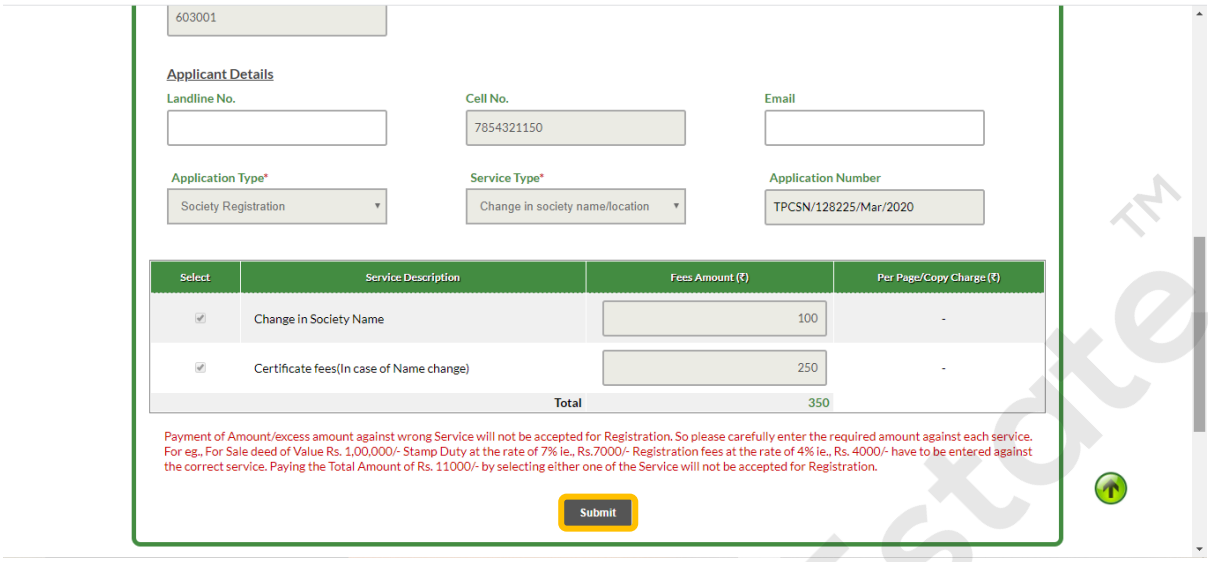


FIGURE 7: E-PAYMENT 2

Step 1: View on Service Description and click on submit

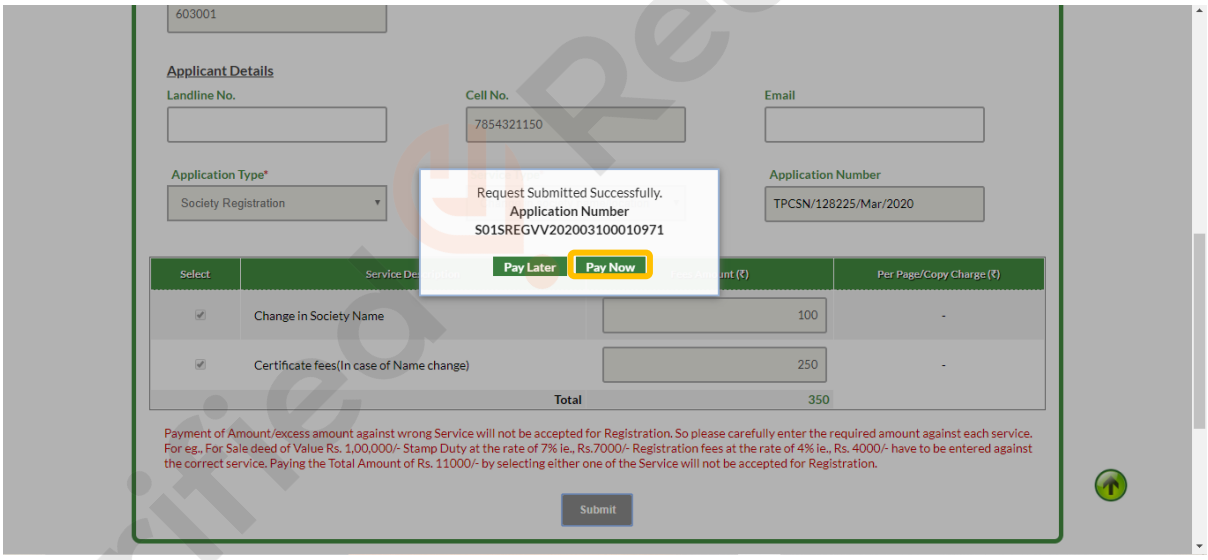


FIGURE 8: E-PAYMENT 3

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

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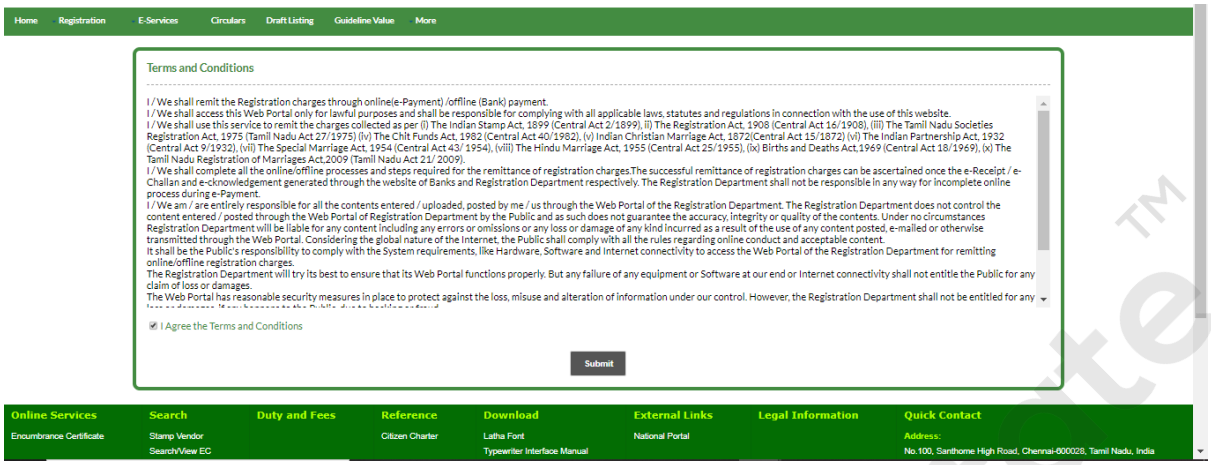


FIGURE 9: TERMS AND CONDITIONS

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 10: ONLINE PAYMENT 1

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

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FIGURE 11: ONLINE PAYMENT 2

Step 1: On logging in complete the payment process

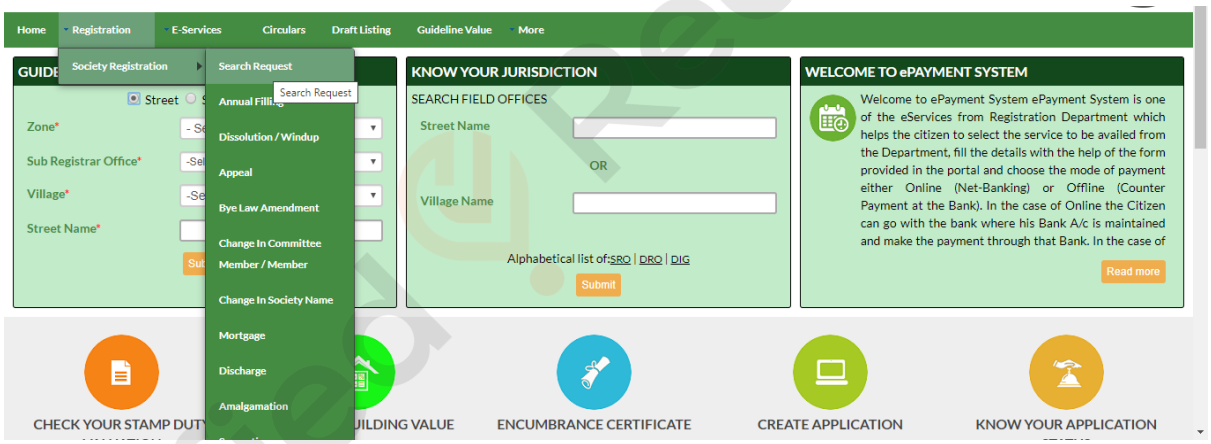


FIGURE 12: HOME PAGE

Step 1: To apply for the change the society name, click on Registration

Step 2: Then select society registration

Step 3: Then click on Search Request

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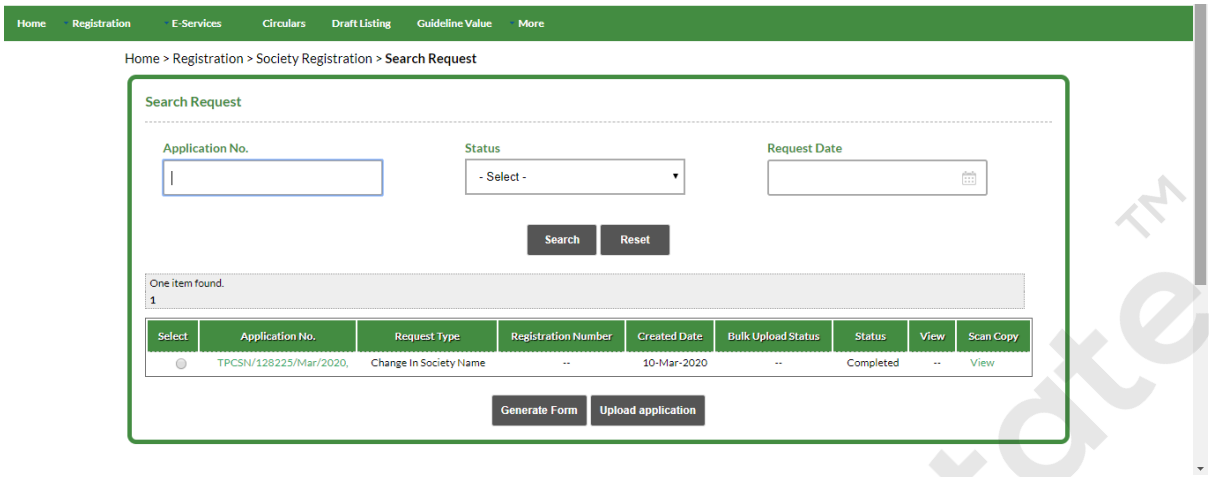


FIGURE 13: REQUEST LIST

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

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