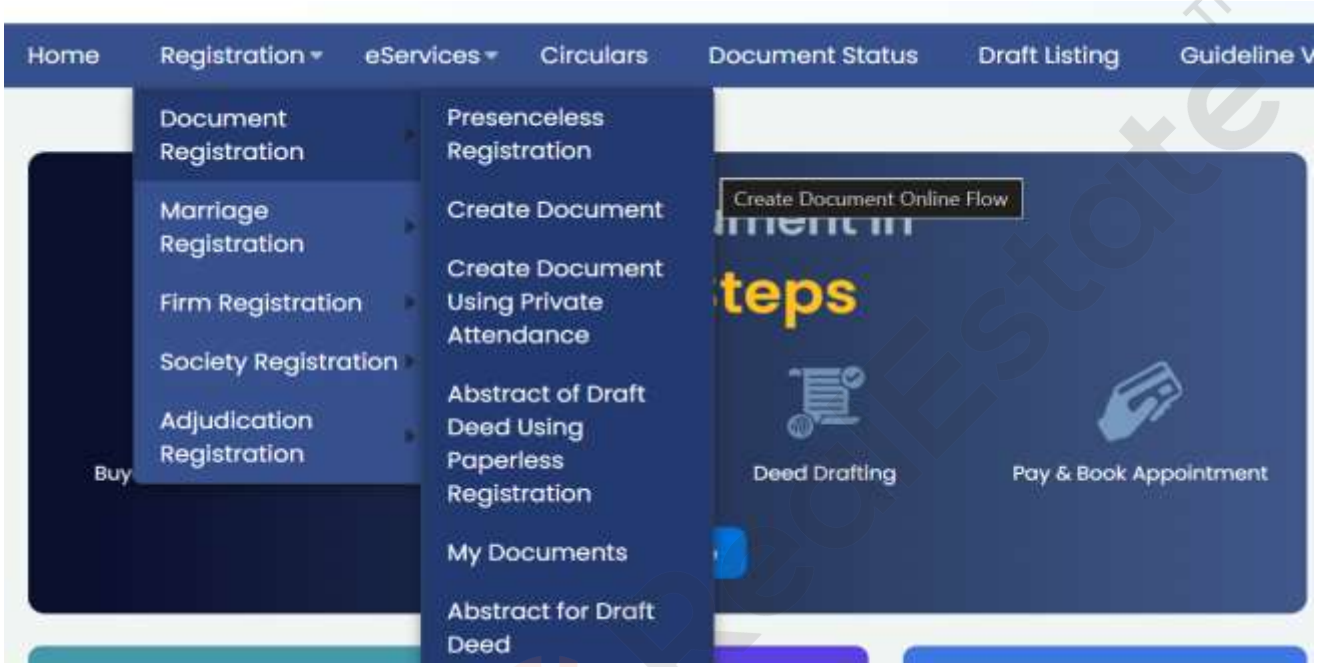
Inspector General of Registration and Stamps (IGR)

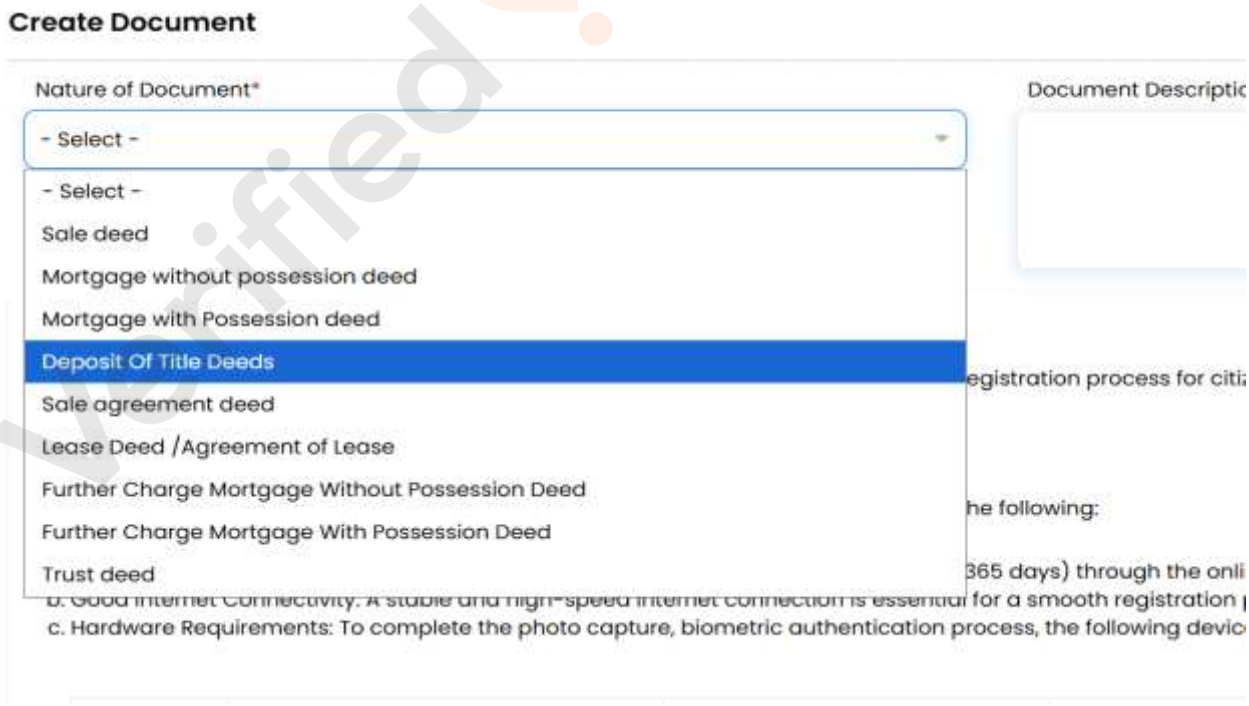
User Manual for Presence less Deposit of Title Deeds - Portal

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Step 1: Select Registration --> Document Registration --> Presence less registration.



Step 2: Select the Deposit of Title Deeds from the dropdown.



Step 3: Check Prerequisites and software required for devices are listed and click on proceed.

Presence-less Registration

The Department has introduced Presence-less Registration to simplify and digitize the registration process for citizens. This initiative allows property buyers and sellers to complete the registration of documents without visiting the Sub-Registrar Office (SRO).

Pre-requisites for Registration

Before initiating the presence-less registration process, citizens are required to ensure the following:

a. Anytime Registration: The document can be submitted by the citizen anytime (24x7x365 days) through the online portal.
b. Good Internet Connectivity: A stable and high-speed internet connection is essential for a smooth registration process.
c. Hardware Requirements: To complete the photo capture, biometric authentication process, the following devices are required.

SR No.	Device	Model	Supporting files for device integration
1	Mantra	MFS100/ MFS500	Click Here
2	Mantra	MFS110	Click Here
3	Mantra IRIS Sensor	MIS100V2	Click Here
4	Webcam		Click Here

d. In case of Sale Deed registration, the Presence-less Registration is enabled only for
   i. First Sale of Plot.
   ii. First Sale of Flat.
   iii. Sale Deed executed by Government.

During Registration

a. Mandatory Aadhaar Identification: All Executing Parties and Witnesses must provide their Aadhaar Number as the primary identification proof.
b. Photo and Biometric Verification: Capturing and validating the photo and biometric details of all Parties and Witnesses through UIDAI is mandatory.
c. Registered Biometric/Iris Devices: A UIDAI-registered Biometric or Iris device is required to complete the validation process.
d. Submission After E-Payment & UIDAI Validation: The application will be considered Submitted only after successful e-Payment and completion of Biometric/Iris validation with UIDAI. Once submitted, it will be available for Verification and Registration at the Sub-Registrar Office.
e. Modification of Document: Any changes or edits to the document can be made only before Aadhaar authentication. Once Aadhaar authentication is completed, no further modifications will be permitted.
f. In Case of Validation Failure: If Biometric/Iris validation fails for any Party, the document cannot be processed online. In such cases, applicants must proceed with the Normal Registration process.

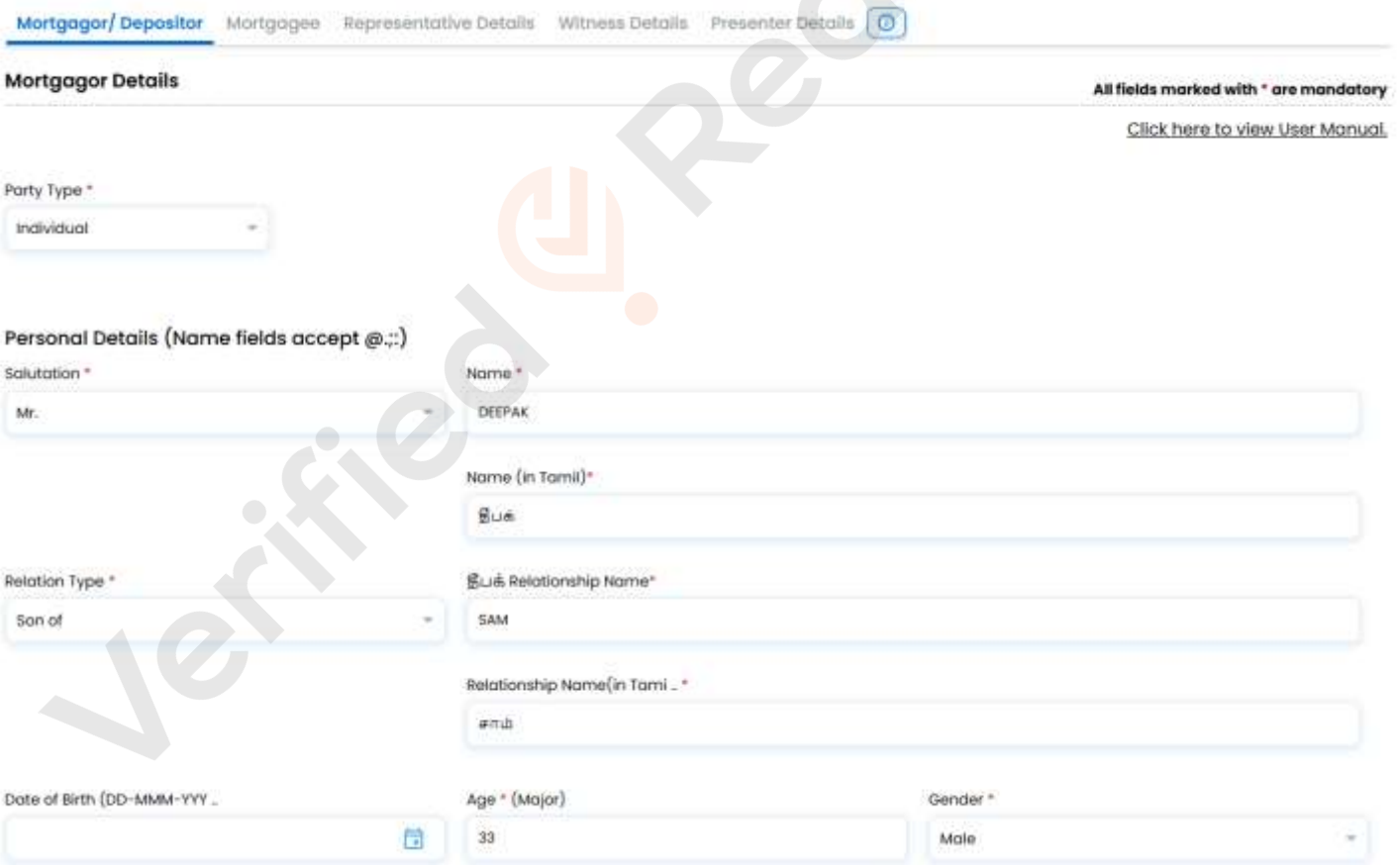
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Step 4: Enter the party details of the one who Deposit the property in Mortgagor / Depositor details. Select Party type from the drop-down as Individual, Company/Firm/Trust or Government.

Step 5: In case of Individual, enter personal details, address details, and contact details of Executant. In case of Company/Firm/Trust/Government, enter details of Company or Firm or Trust (Name and TAN number) address details and contact details.

Step 6: Aadhaar as ID proof is mandatory for all applicable parties.

Step 7: On click of add button party details will be added to the grid.



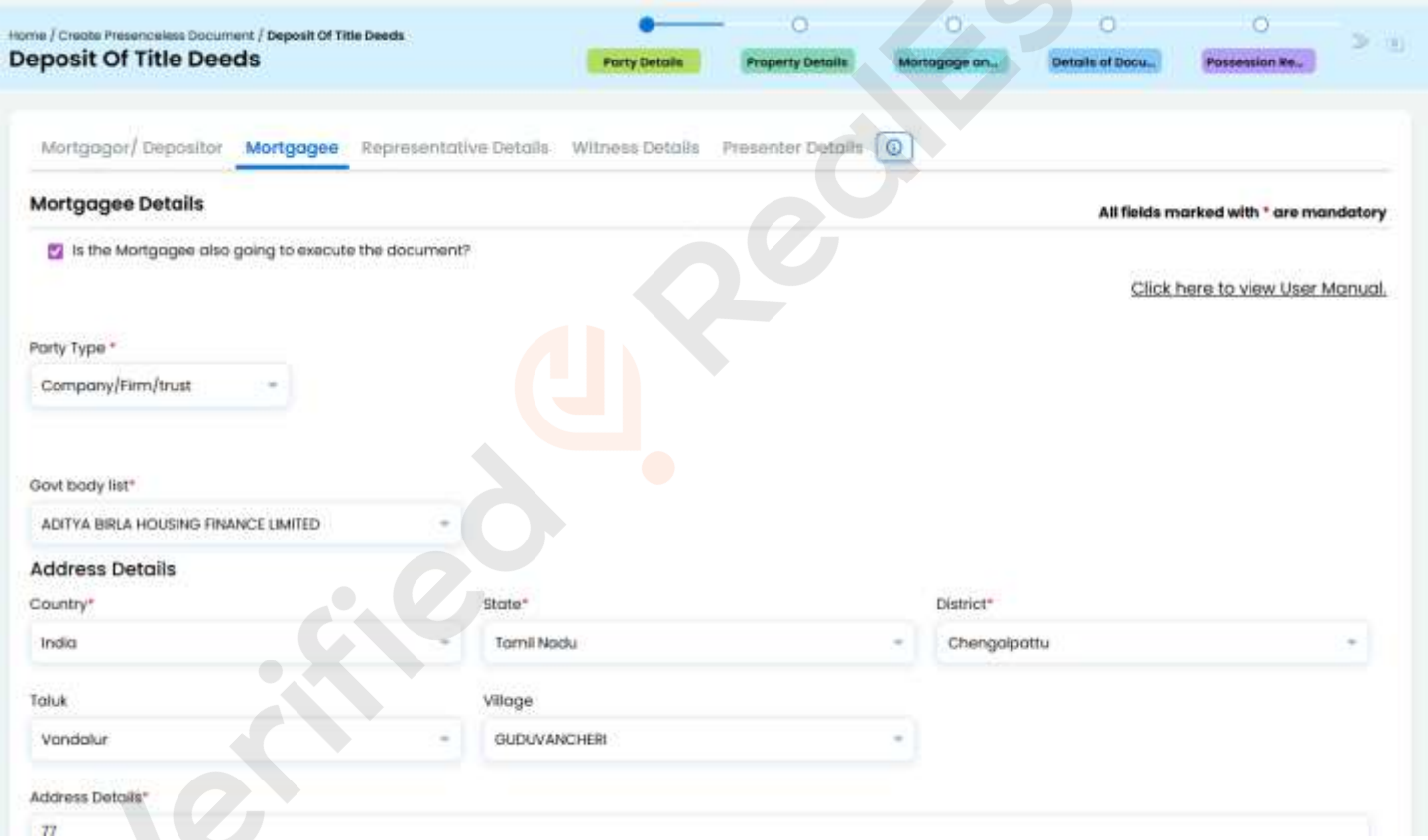
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Step 8: Enter the party details of the Mortgagee details screen. Select Party type from the drop-down as Company/Firm/Trust or Government.

Step 9: Bank list Drop down will appear for both party types, Select the Bank from Drop down.

Step 10: Enter the Address details.

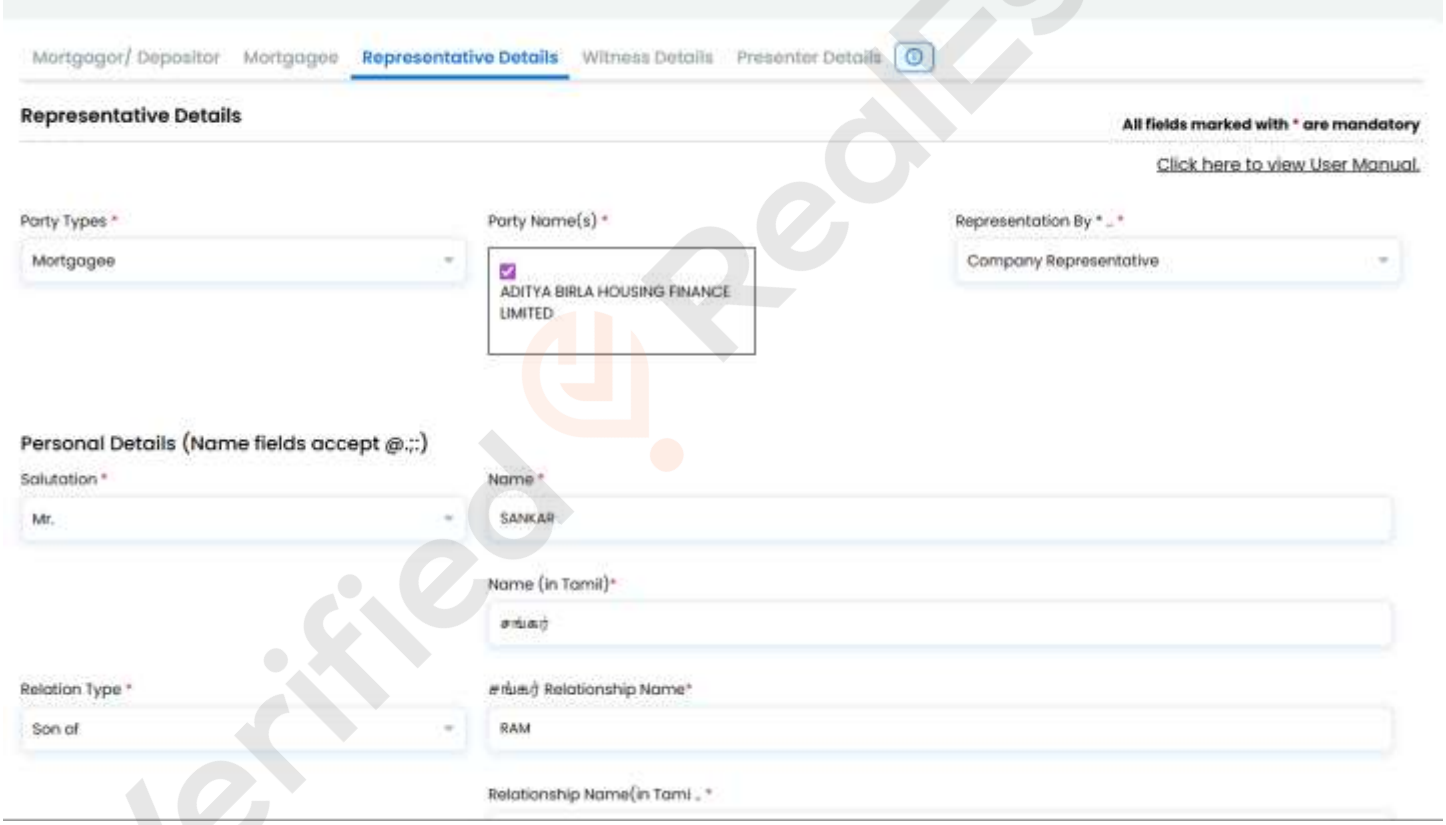
Step 11: On click of add button party details will be added in the grid.



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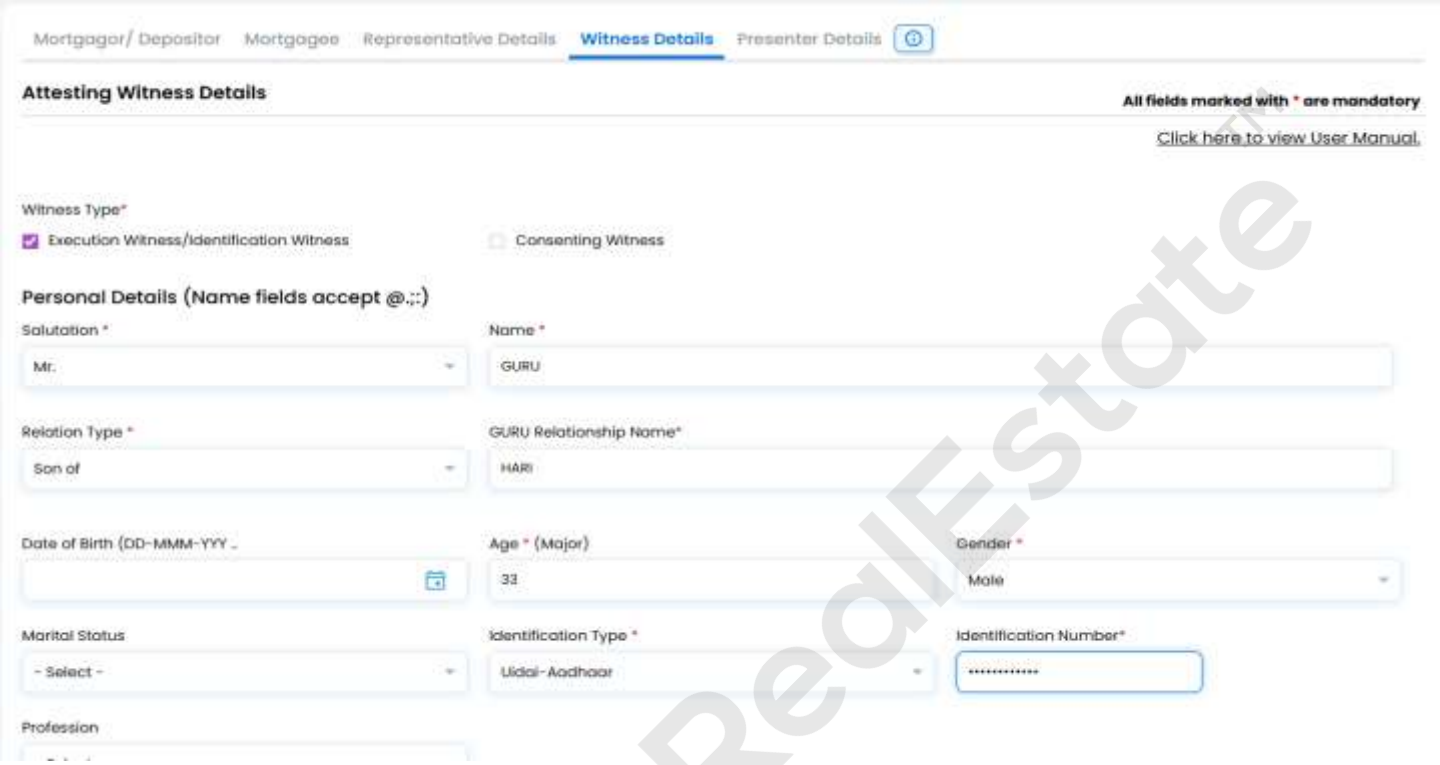
Step 12: The Representative Details tab screen will be displayed. In case, either party is not available for the execution of the document/ if they are minor, they can appoint Representative to proceed with the document registration on their behalf.

- If a selected party is Individual, select representation by Special Power Agent or Court appointment curator or Liquidator or General Power Agent.
- If a selected party is Government, select representation by Special Power Agent or General Power Agent or Government Representative.
- If a selected party is Company/Firm, select representation by Special Power Agent or Company Representative or Liquidator.

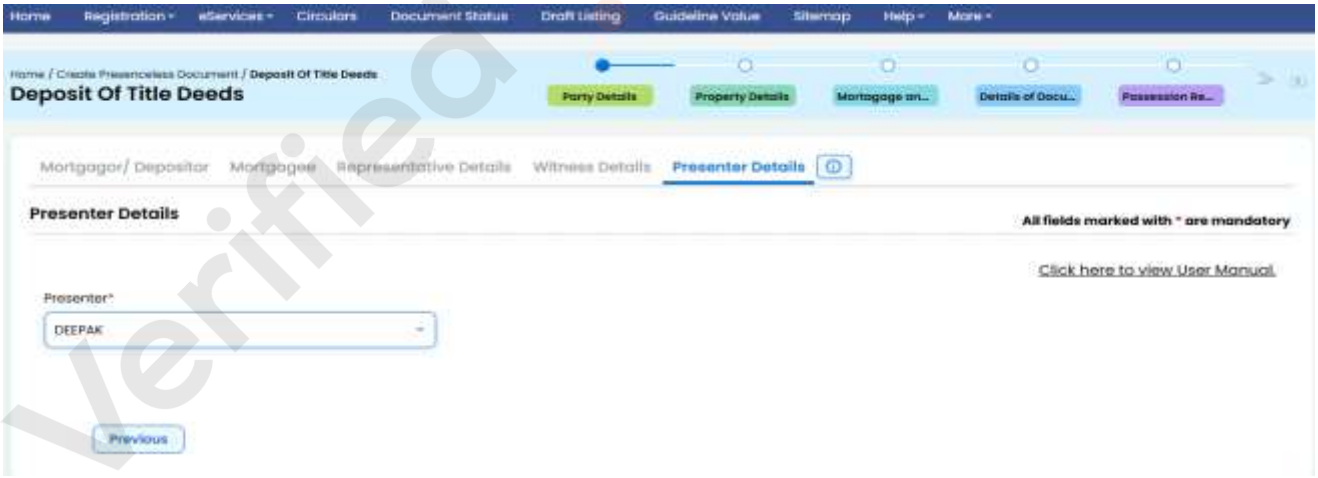


Step 13: Add two execution witnesses with Aadhaar as Id proof.

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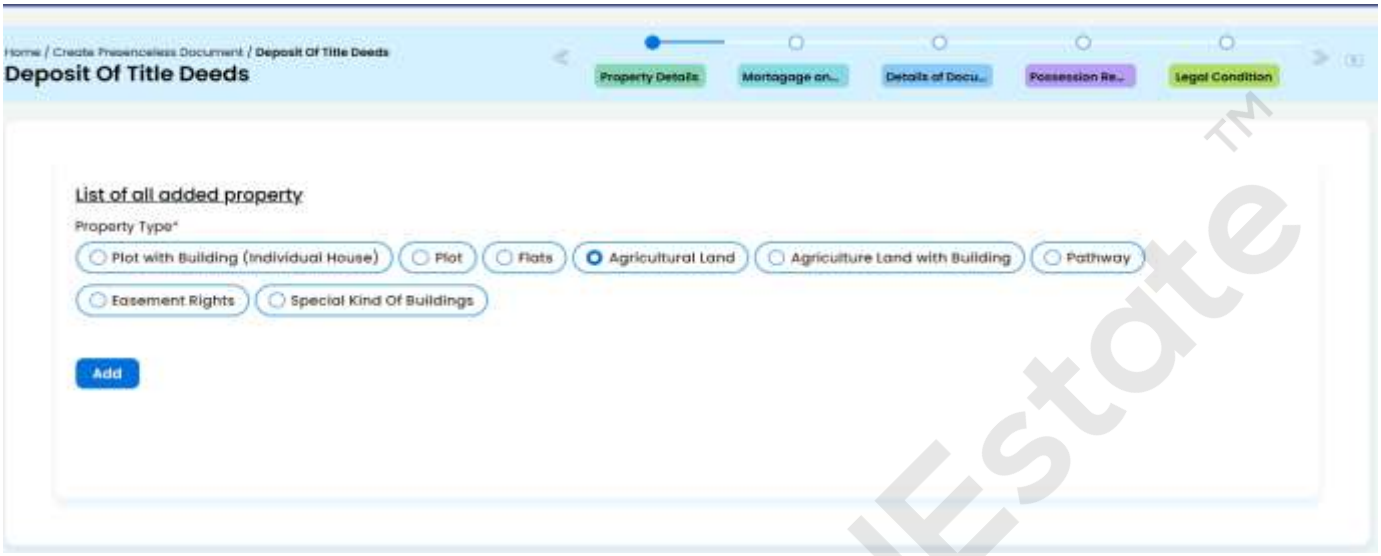


Step 14: Claimant will be presented by default. Users can select anyone from dropdown as presenter or add other party as presenter.



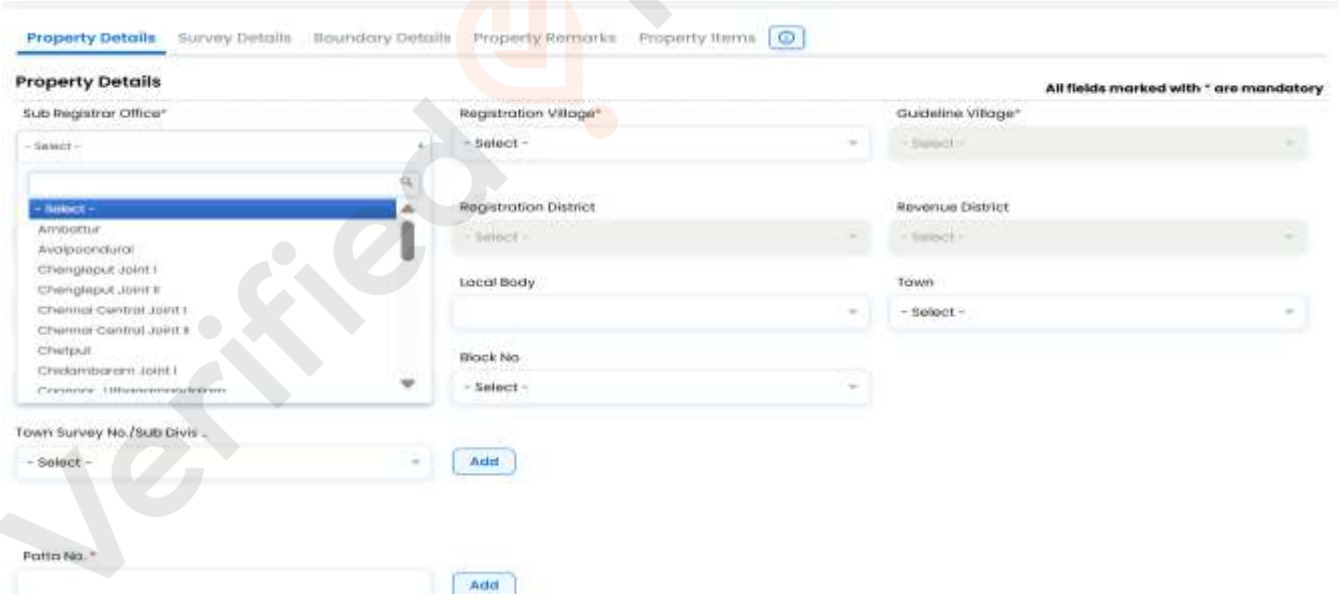
Step 15: Select the property type for Deposit of title deeds and click on add.

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Step 16: In property details, select the sub registrar office, registration village based on the jurisdiction of the property.

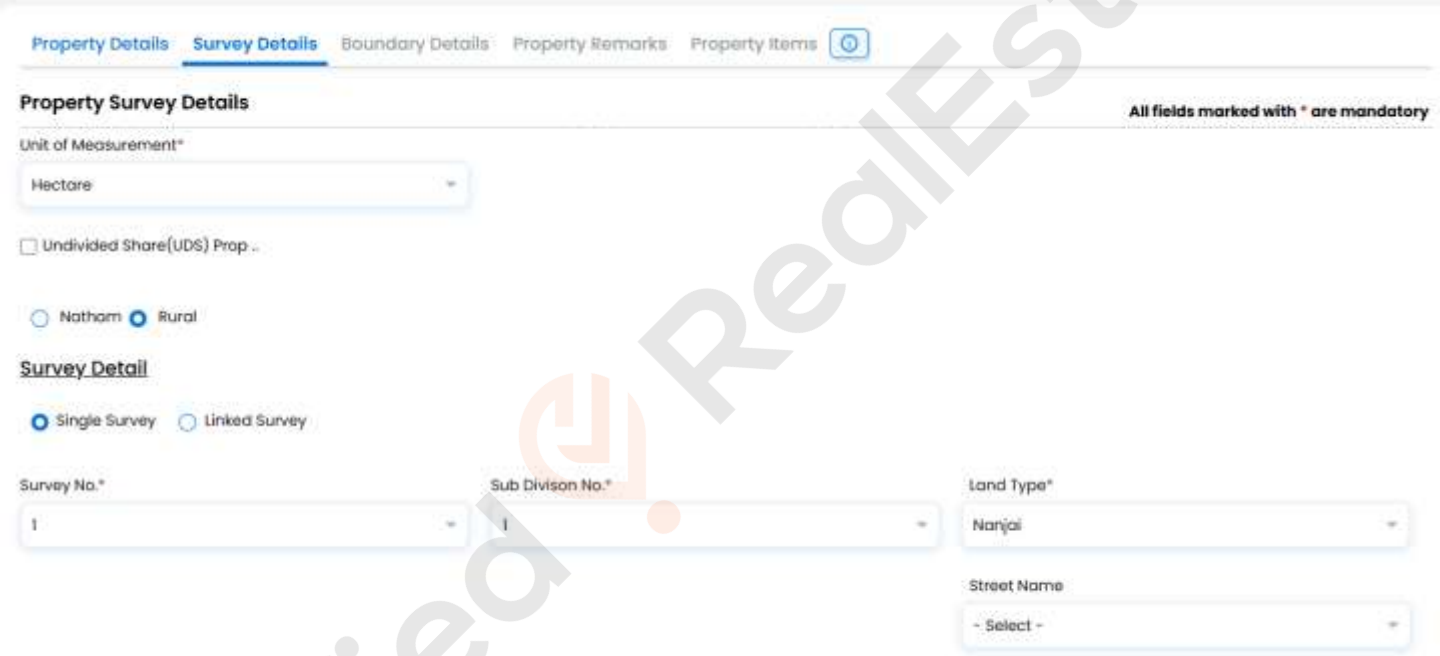
Step 17: Enter Patta Number/ title number and click Add if needed. More than one Patta number/ Other Title Number can be added. Previous Document/ Patta Number/ title number is mandatory.



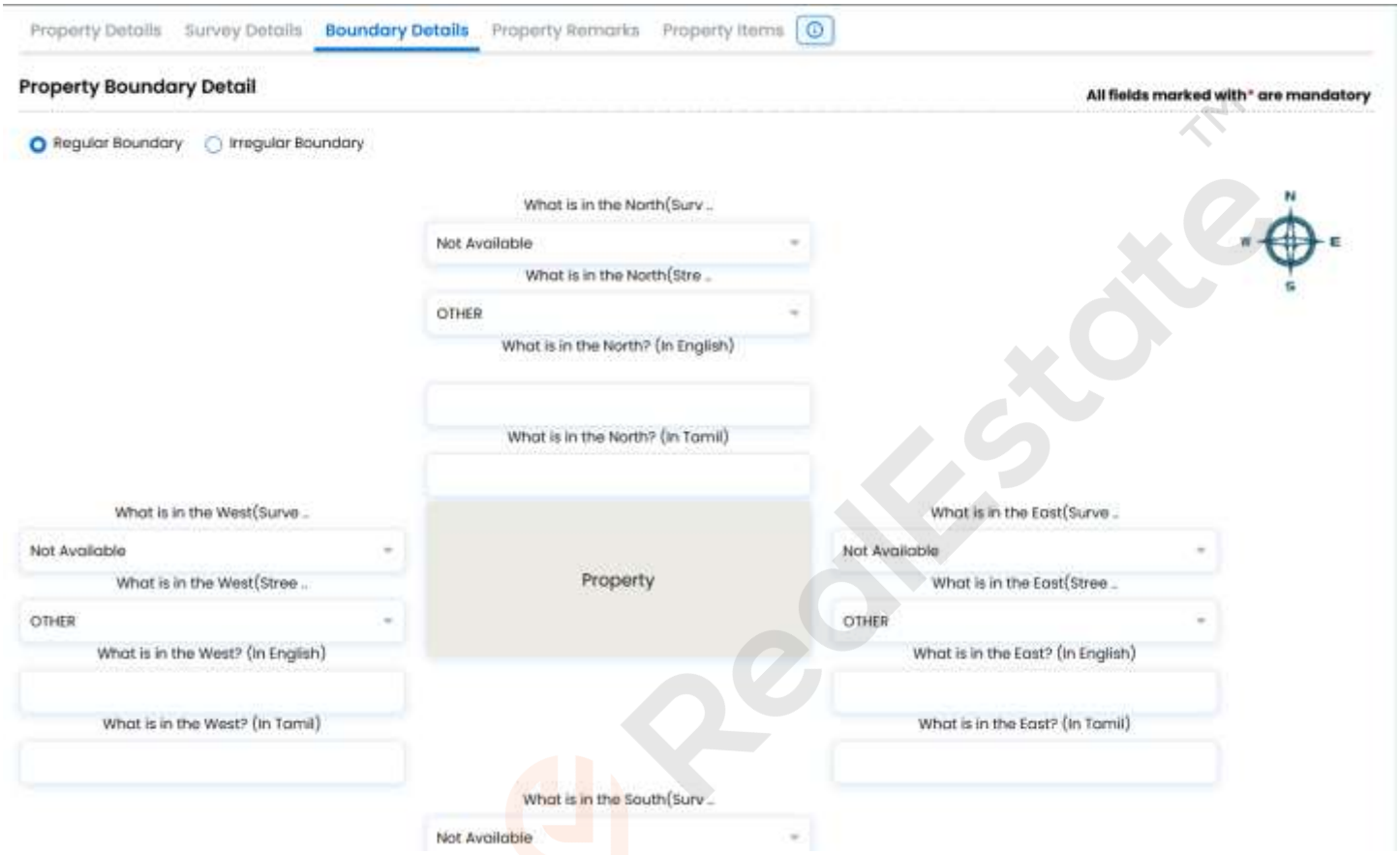
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Step 18: In survey details screen select the unit of measurement, whether the property comes under Natham or rural button. Based on the selected type, survey numbers will be listed. Once survey number is selected based on that subdivision, it will populate.

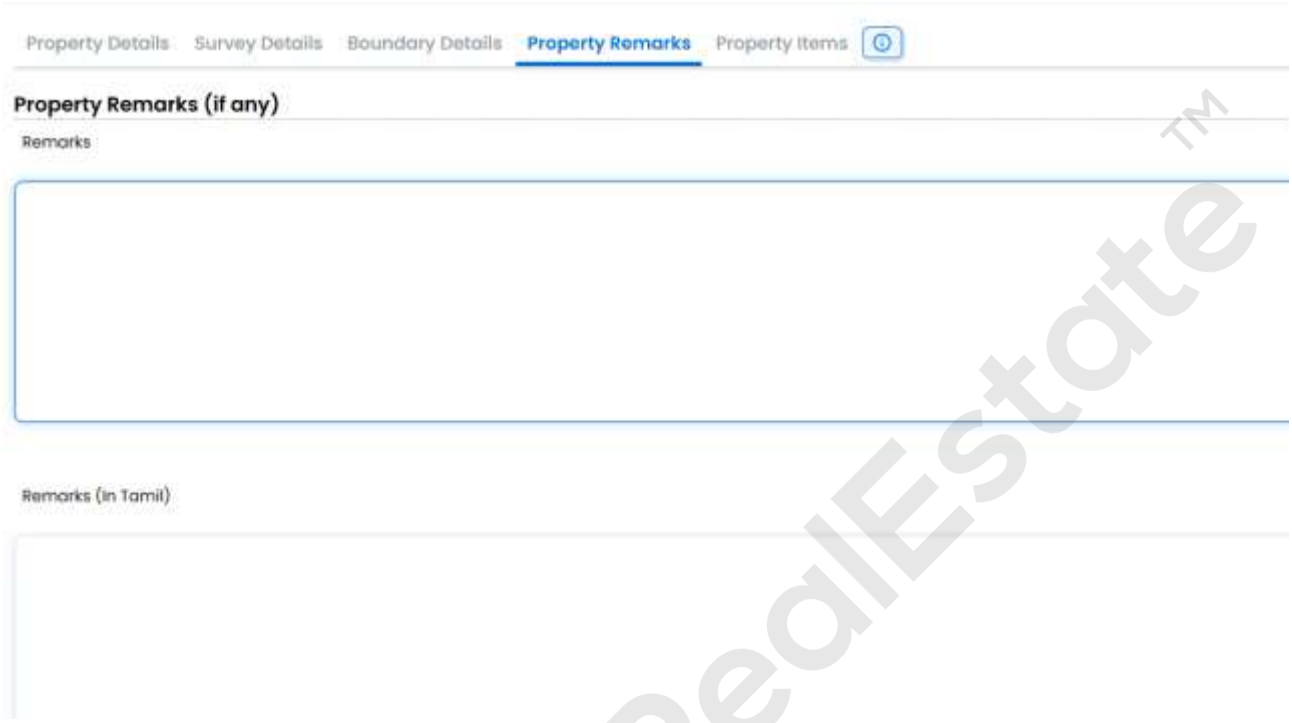
Step 19: Enter the total extent, conveyed extent, and market value of the conveyed extent. Click on the add survey details will be added to the grid.



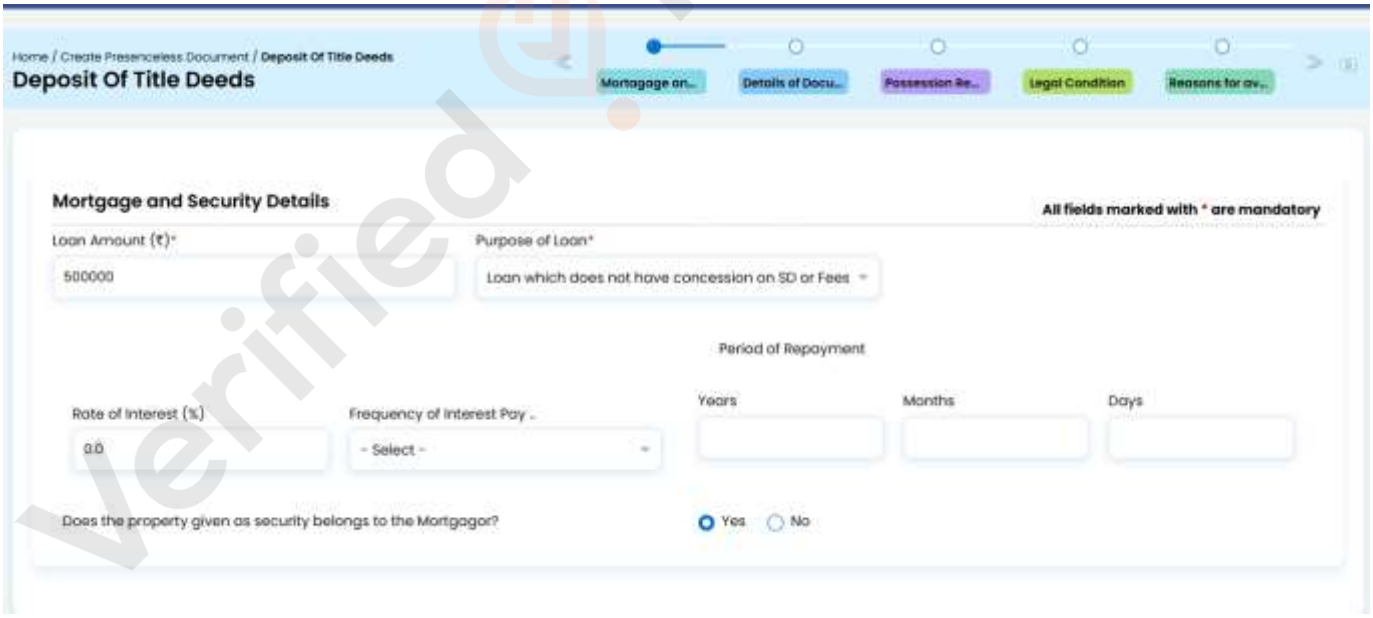
Step 20: Enter the boundary details.



Step 21: Enter linear measurement, property remarks, and property items.

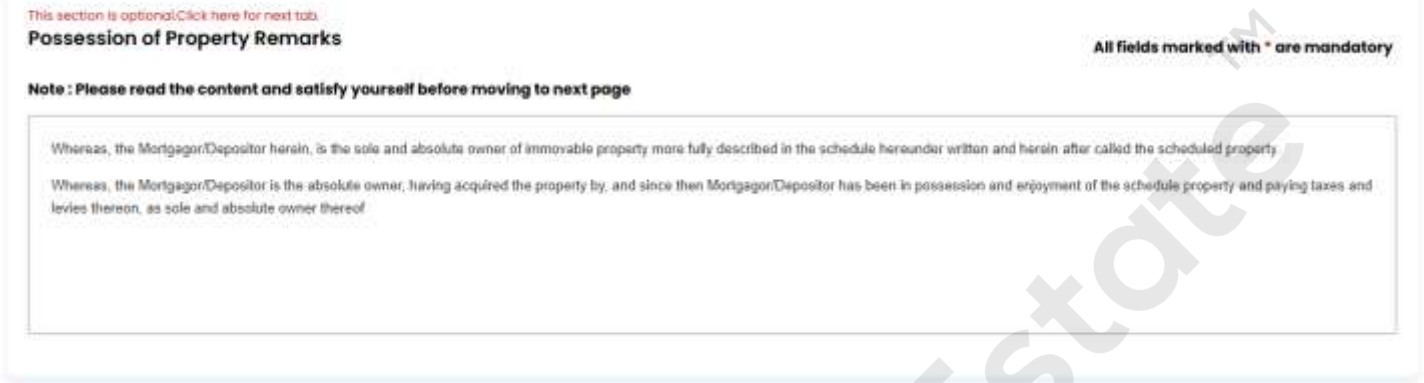


Step 22: Enter the Mortgage Loan amount and Security Details.

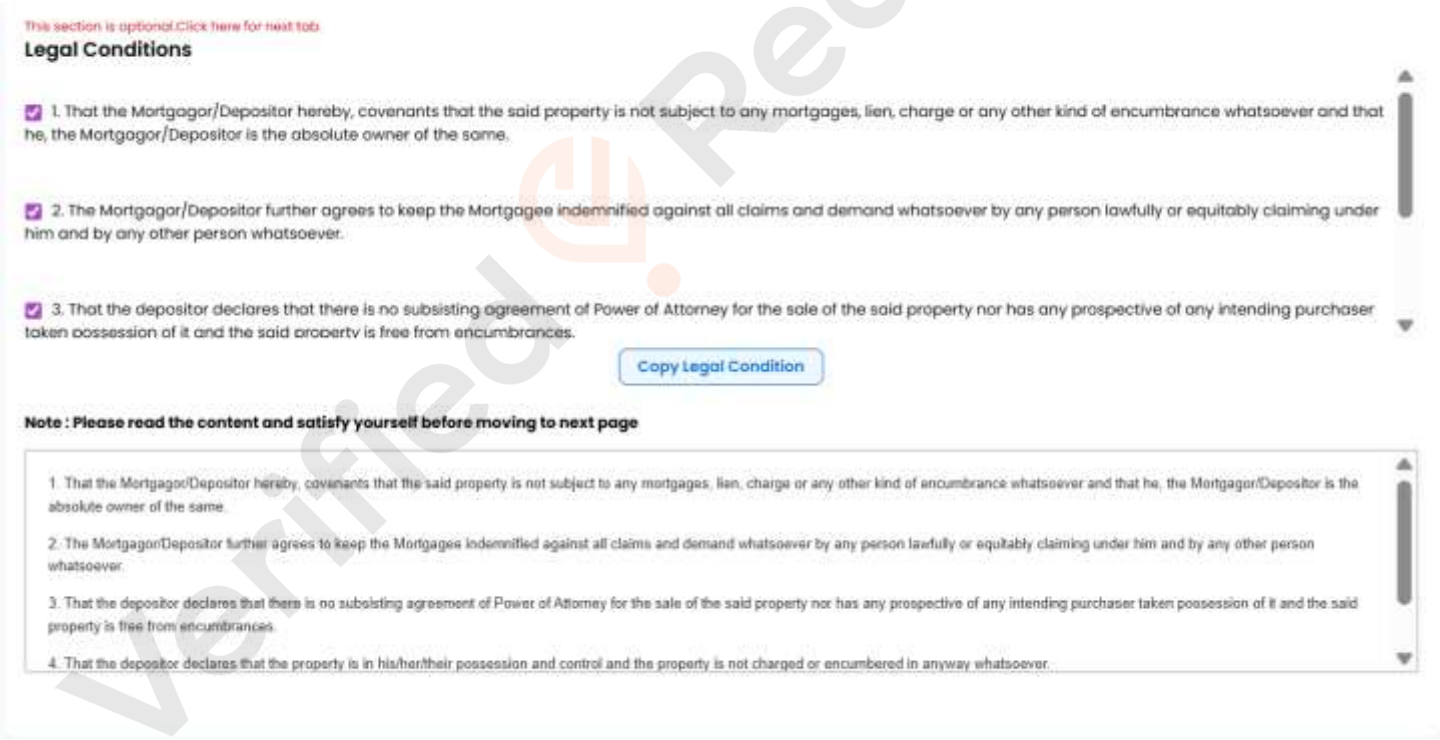


Step 23: Enter the Possession of Property remarks for details.

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Step 24: Verify Legal Condition.



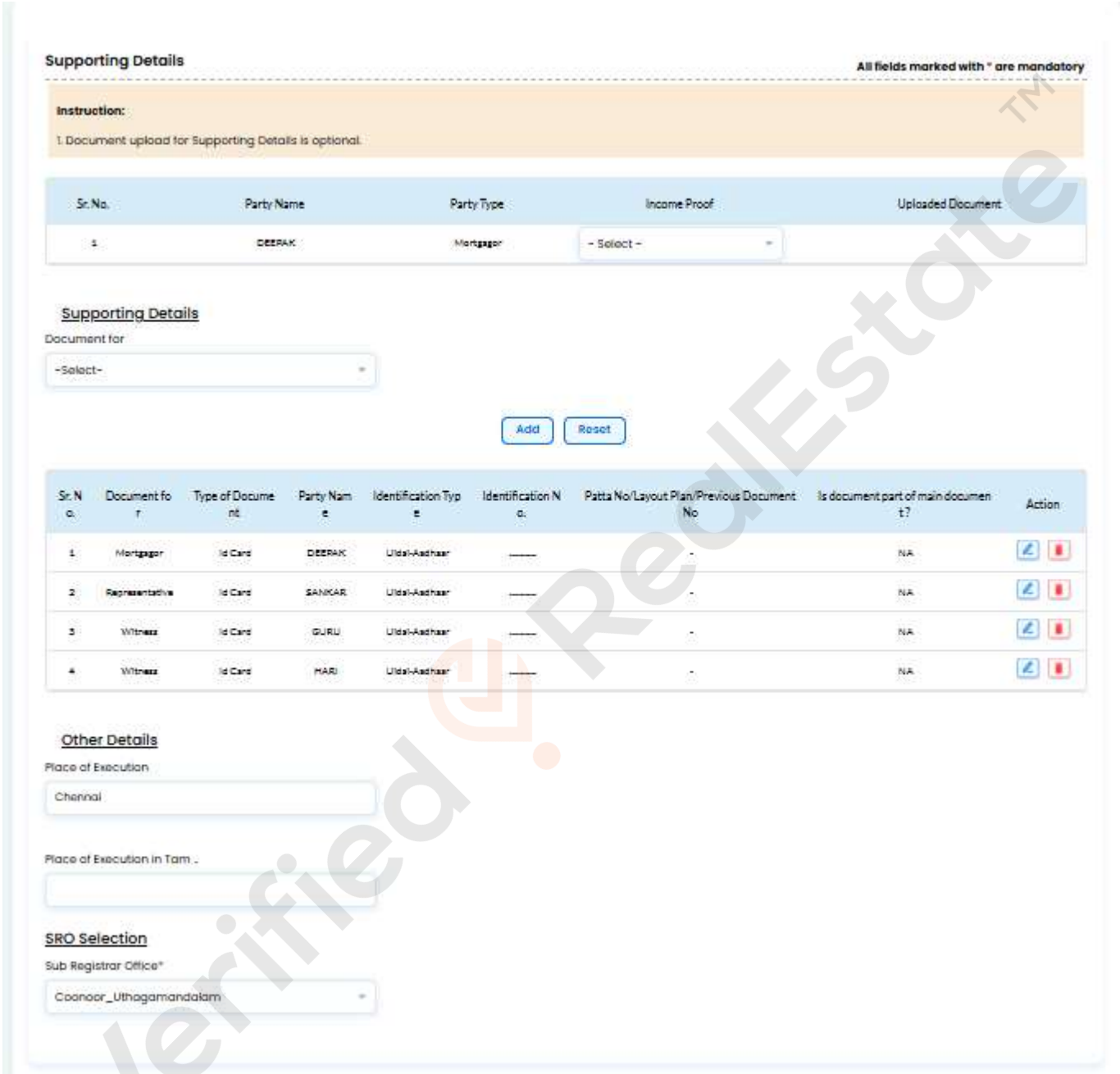
Step 25: Enter the Reason for Availing Loan details.

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Step 26: In supporting details screen, Enter Place of Execution Details and Select Sub Registrar Office.



Step 27: Verify the Document Preview Screen.



This **Agreement of Deposit of Title deeds** executed at Chennai on _____ by

Mr. DEEPAK son of SAM, aged 33, Mobile No: 1928921982, Identification Type: Udai-Aadhaar, Identification No: 323243433232 residing at 33, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 602010, India

hereinafter called the MORTGAGOR/DEPOSITOR which term shall wherever the context mean and include his heirs, executors, administrators, legal representative and assigns of the one part

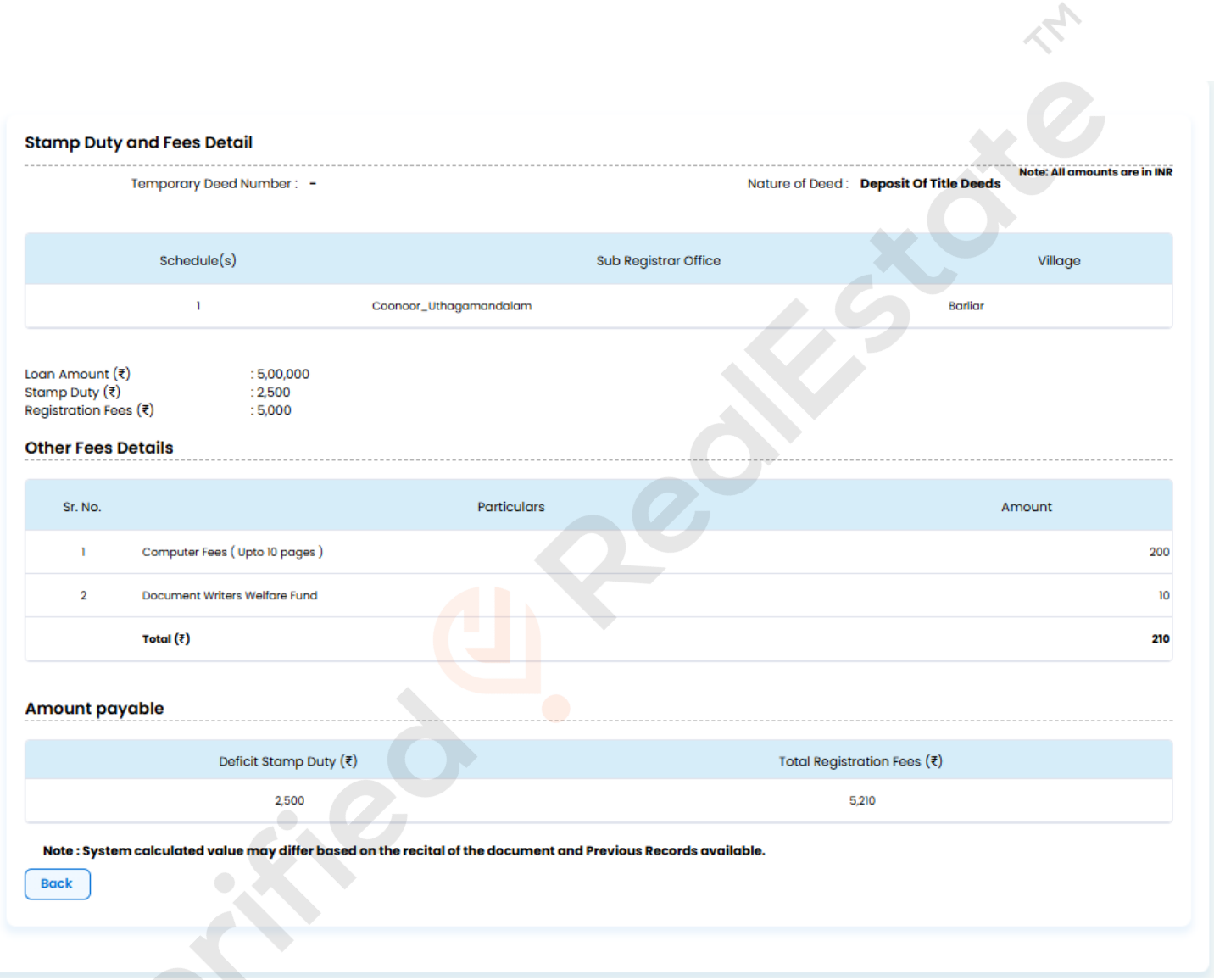
IN FAVOUR OF

ADITYA BIRLA HOUSING FINANCE LIMITED, Mobile No: 8787887877 located at 77, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 602100, India

Company Representative of ADITYA BIRLA HOUSING FINANCE LIMITEDrepresented by Mr. SANKAR Son of THIRU , aged 44 Mobile No: 6585656565 Identification Type: Udai-Aadhaar, identification No: 878787889911 residing at 33, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 602010, India

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Step 28: Check the Laon Amount, system calculated value appropriate stamp duty, registration fees, computer fees, and DW fees.



Stamp Duty and Fees Detail

Temporary Deed Number : -

Nature of Deed : **Deposit Of Title Deeds**

Note: All amounts are in INR

Schedule(s)	Sub Registrar Office	Village
1	Coonoor_Uthagamandalam	Barliar

Loan Amount (₹) : 5,00,000
Stamp Duty (₹) : 2,500
Registration Fees (₹) : 5,000

Other Fees Details

Sr. No.	Particulars	Amount
1	Computer Fees (Upto 10 pages)	200
2	Document Writers Welfare Fund	10
	Total (₹)	**210**

Amount payable

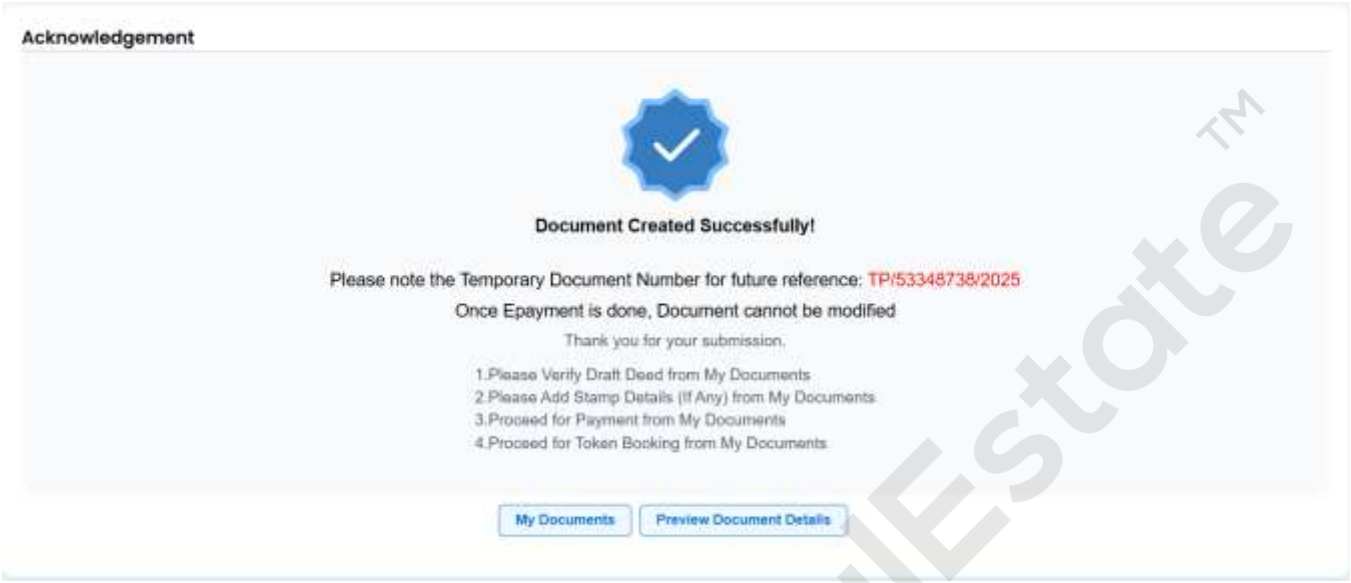
Deficit Stamp Duty (₹)	Total Registration Fees (₹)
2,500	5,210

Note : System calculated value may differ based on the recital of the document and Previous Records available.

Back

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Step 29: On click of Create document, the TP number will be generated.

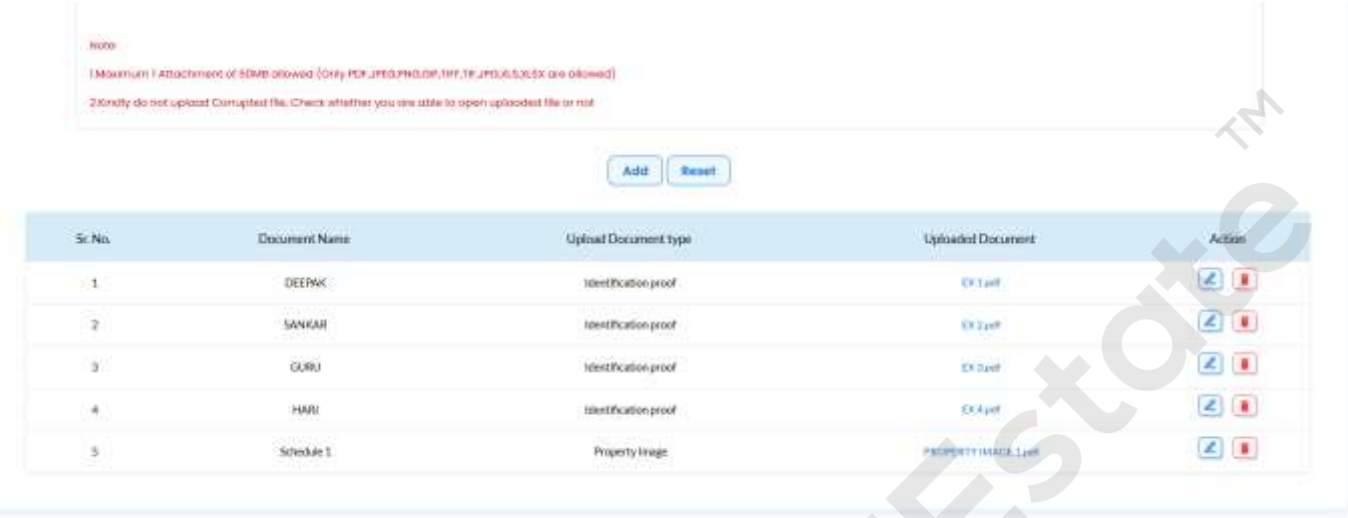


Step 30: Click on my documents button and proceed to my documents page. Select the document created and click on the Upload Documents button.

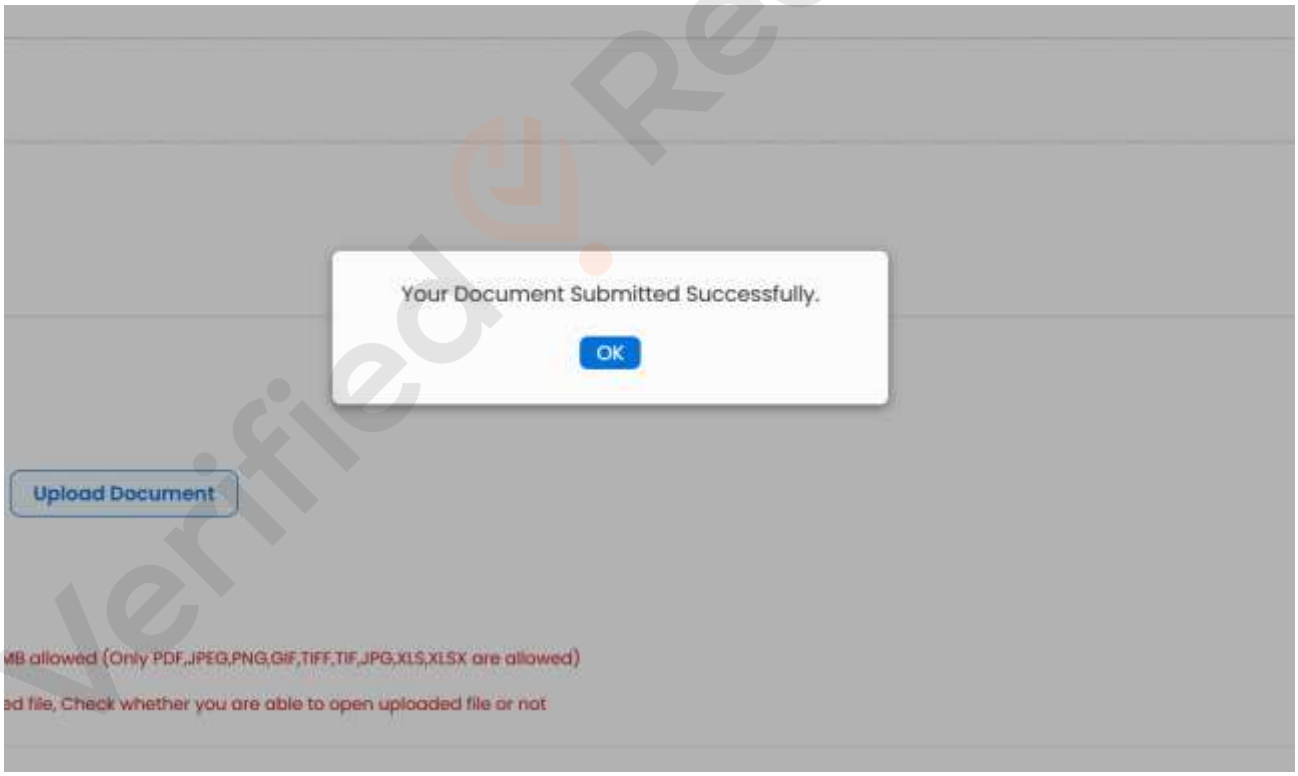
Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
◉	TP/53348738/2025	Deposit Of Title Deeds	-	30-Dec-2025	-	Document Created	Fully Online Doc	-	
○	TP/53348618/2025	Sale deed	-	30-Dec-2025	-	Under Processing	Normal Doc	-	
○	TP/53348298/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/262/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348179/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/261/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348142/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/259/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53348141/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/258/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348139/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/254/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53347902/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/252/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53347738/2025	Sale deed	-	29-Dec-2025	-	submitted online	Fully Online Doc	-	
○	TP/53347418/2025	Sale agreement deed	R/Coonoor_Uthagamandalam/BOOK 1/247/2025	29-Dec-2025	Payment PDF	Registered	Fully Online Doc	-	

Upload Documents | Photo Biometric Capture | Print | View Document Valuation

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Step 31: After adding necessary documents, click on the save button, system through an "Your Document submitted successfully" alert.

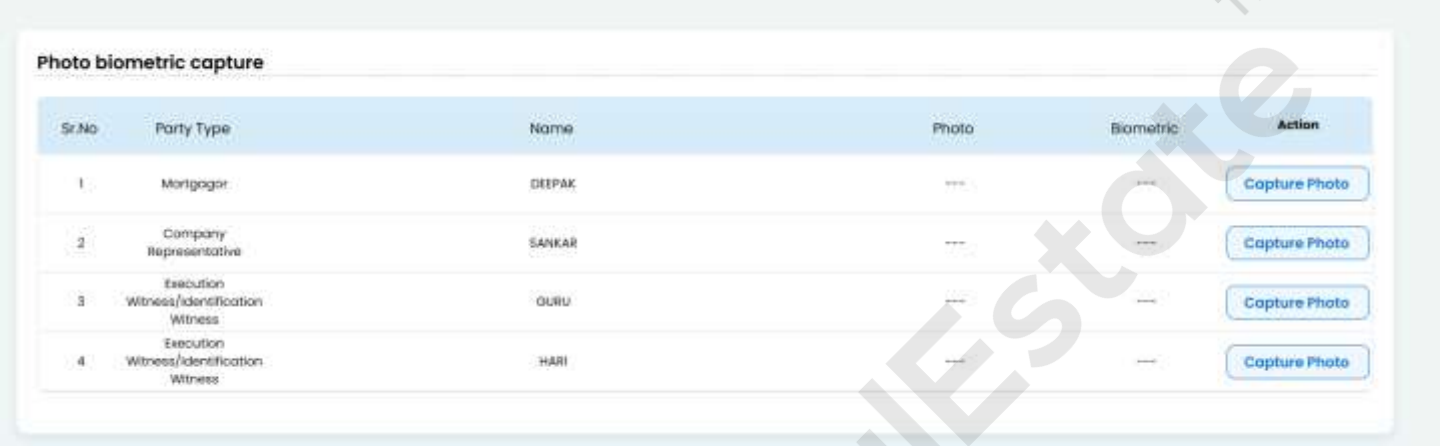


Step 32: Once the document is uploaded successfully, click "Ok".

Step 33: In My document screen, select the appropriate document and Click "Photo Biometric Capture" button.

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Step 34: Aadhaar validation needs to be completed for listed persons.



1. Click on “Capture Photo”.

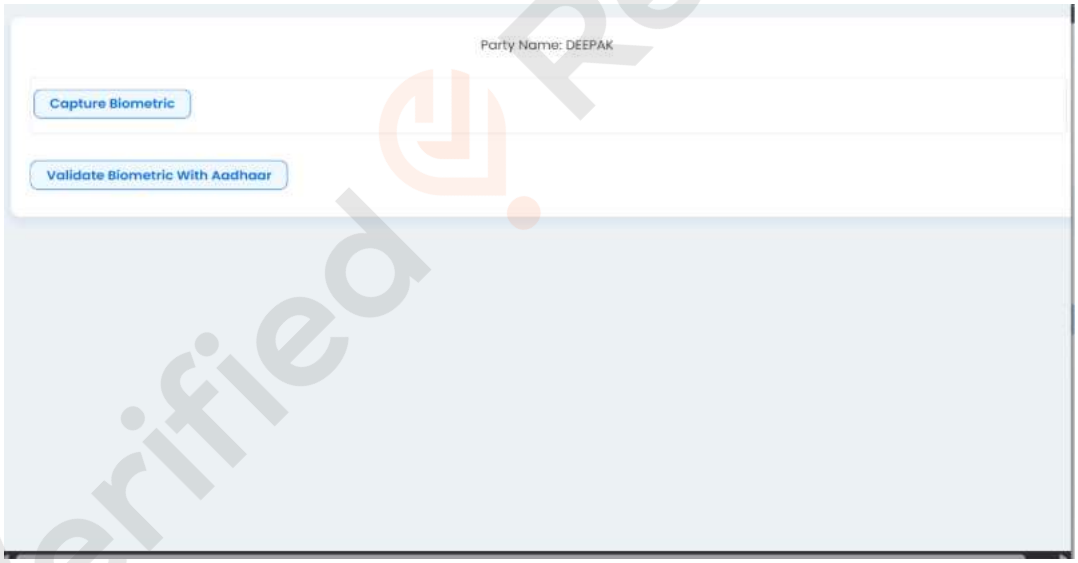


2. Once photo captures click on “submit”.

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3. Click on “Capture Biometric and Aadhaar Validation”.

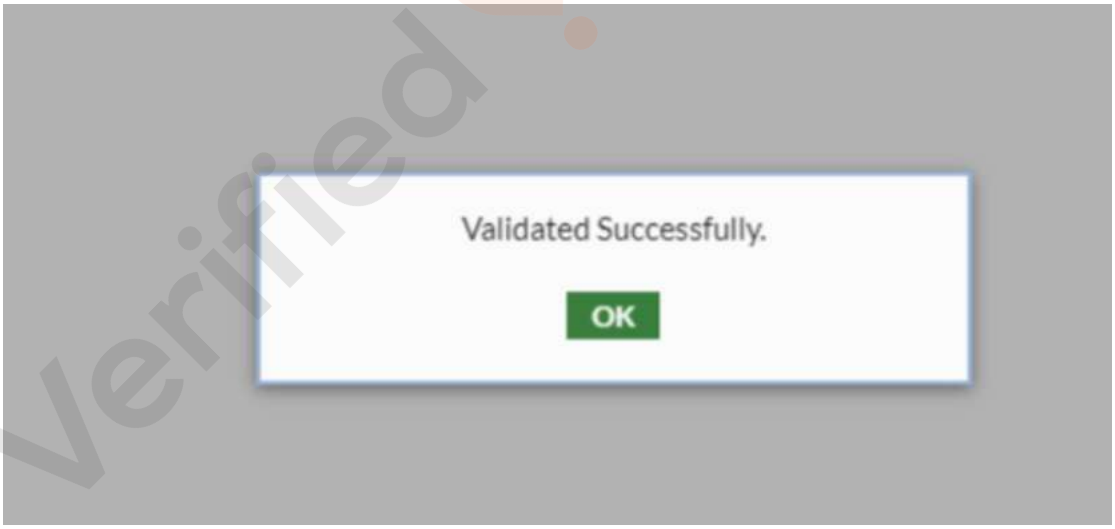


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4. Click on “Capture Biometric “, once biometric is captured, then click on “Validate Biometric with Aadhaar”.

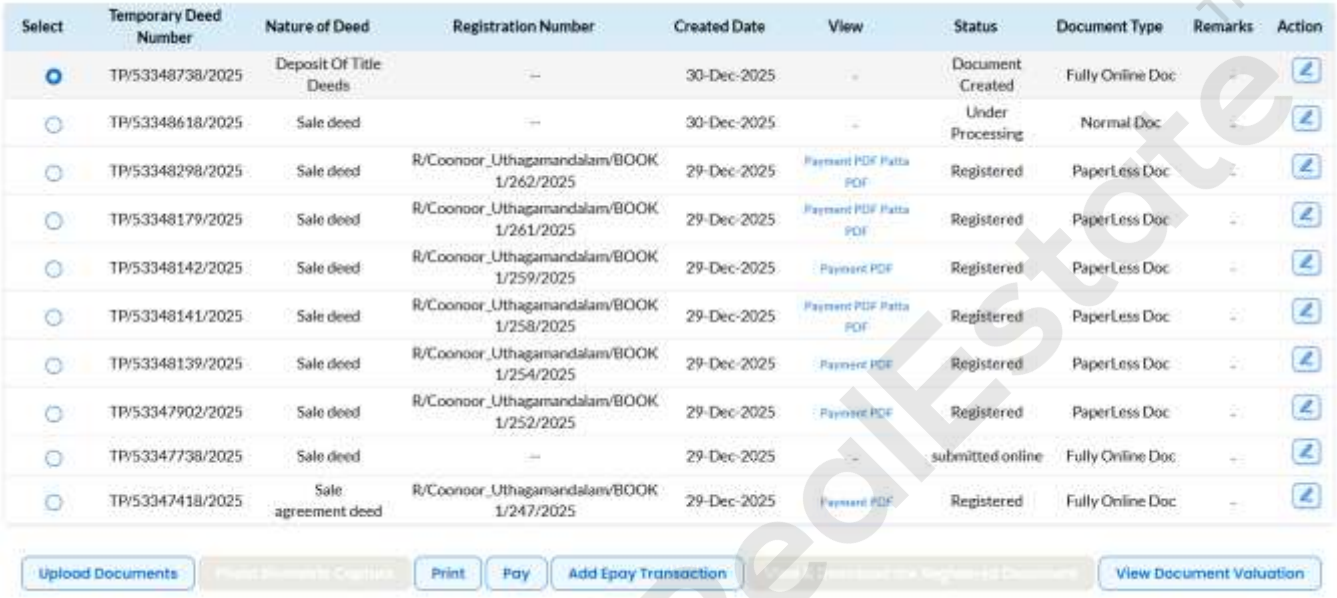


5. Once Biometric is Validated, system through an alert like” Validated successfully”.



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Step 35: Completion of Photo Biometric capture for all parties, Pay and Add e-pay transaction button will be enabled for created documents under my documents.

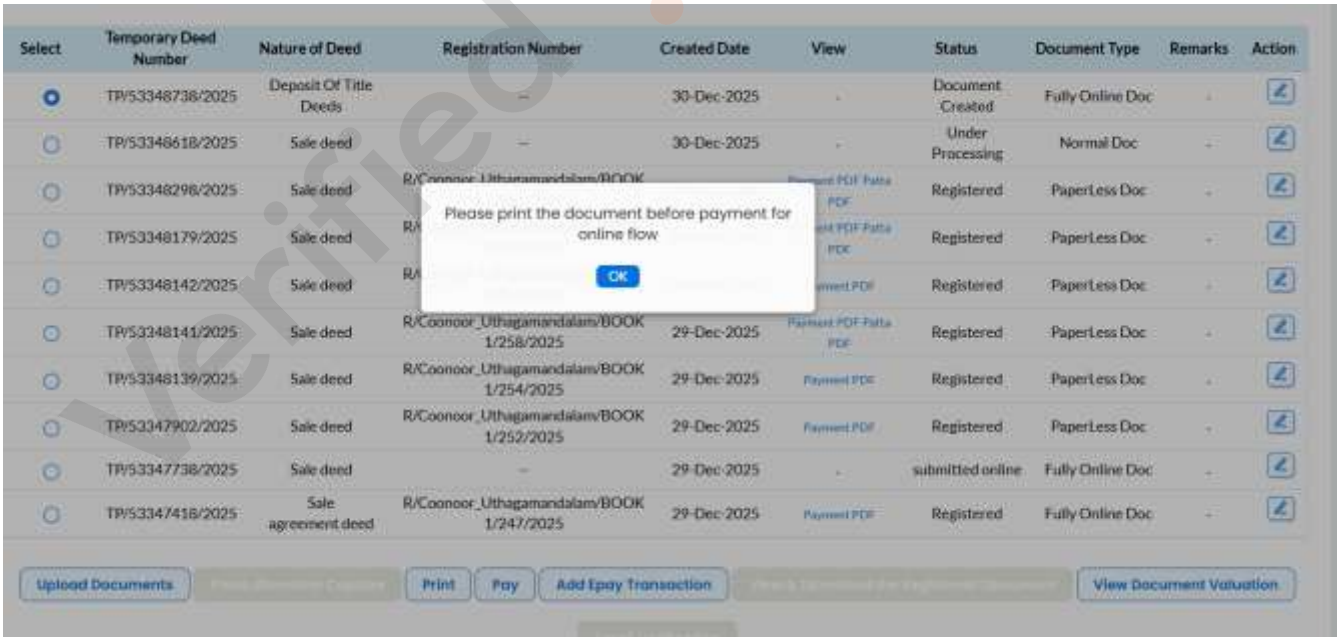


Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
◉	TP/53348738/2025	Deposit Of Title Deeds	--	30-Dec-2025	-	Document Created	Fully Online Doc	-	
○	TP/53348618/2025	Sale deed	--	30-Dec-2025	-	Under Processing	Normal Doc	-	
○	TP/53348298/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/262/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348179/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/261/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348142/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/259/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53348141/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/258/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348139/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/254/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53347902/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/252/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53347738/2025	Sale deed	--	29-Dec-2025	-	submitted online	Fully Online Doc	-	
○	TP/53347418/2025	Sale agreement deed	R/Coonoor_Uthagamandalam/BOOK 1/247/2025	29-Dec-2025	Payment PDF	Registered	Fully Online Doc	-	

Upload Documents | Print | Pay | Add Epay Transaction | View Document Valuation

Step 36: After completion of upload documents and Photo Biometric Capture, Kindly print the document.

Step 37: Instead of Printing the document, click on Pay system through an alert to print the document.



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Step 38: Print the Document using the Print button.

Step 39: In the Portal PDF, check whether the entered party details, property details, uploaded document and Aadhaar validated party details are present in that download PDF.

TP/53348738/2025

AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS

This **Agreement of Deposit of Title deeds** executed at **Chennai** on **30/12/2025**

by

Mr. DEEPAK son of SAM, aged 33, Mobile No: 1928921982, Identification Type: Uidai-Aadhaar, Identification No: 323243433232 residing at 33, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 602010, India.

hereinafter called the MORTGAGOR/DEPOSITOR which term shall wherever the context mean and include his heirs, executors, administrators, legal representative and assigns of the one part.

IN FAVOUR OF

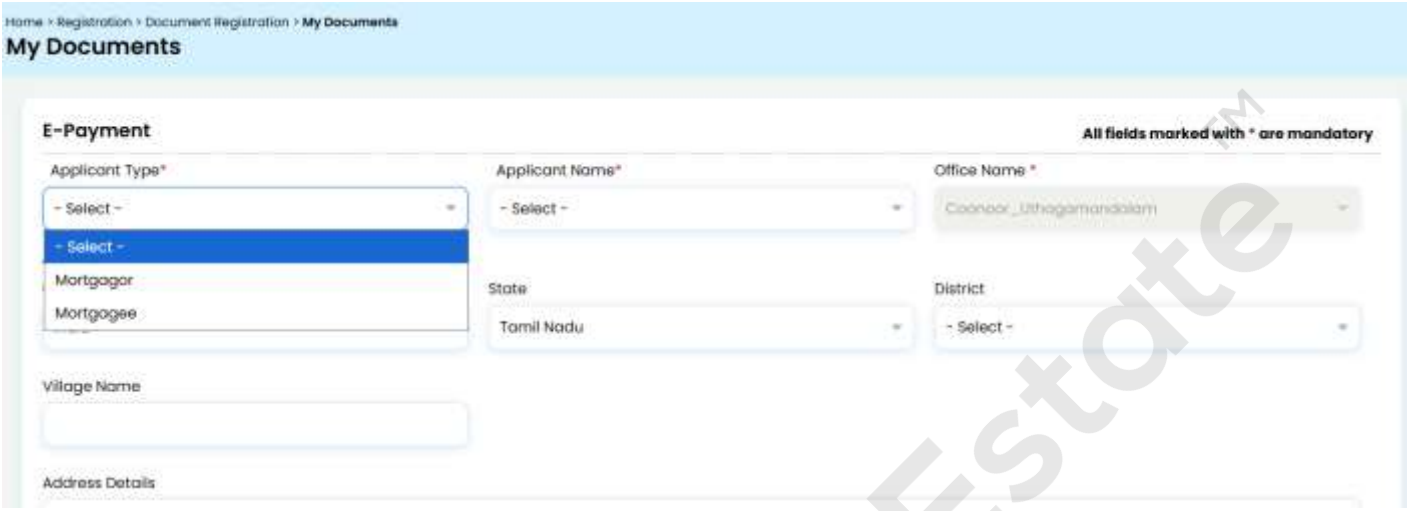
ADITYA BIRLA HOUSING FINANCE LIMITED, Mobile No: 8787887877 located at 77, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 602100, India.

Company Representative of 1) ADITYA BIRLA HOUSING FINANCE LIMITED represented by Mr. SANKAR son of THIRU, aged 44 Mobile No: 6565656565, Identification Type: Uidai-Aadhaar, Identification No: 878787889911 residing at 33, GUDUVANCHERI, Vandalur Taluk, Chengalpattu District, Tamil Nadu, Pincode - 602010, India.

hereinafter called the MORTGAGEE which term shall wherever the context admits, mean and include his heirs executors administrators legal representative and

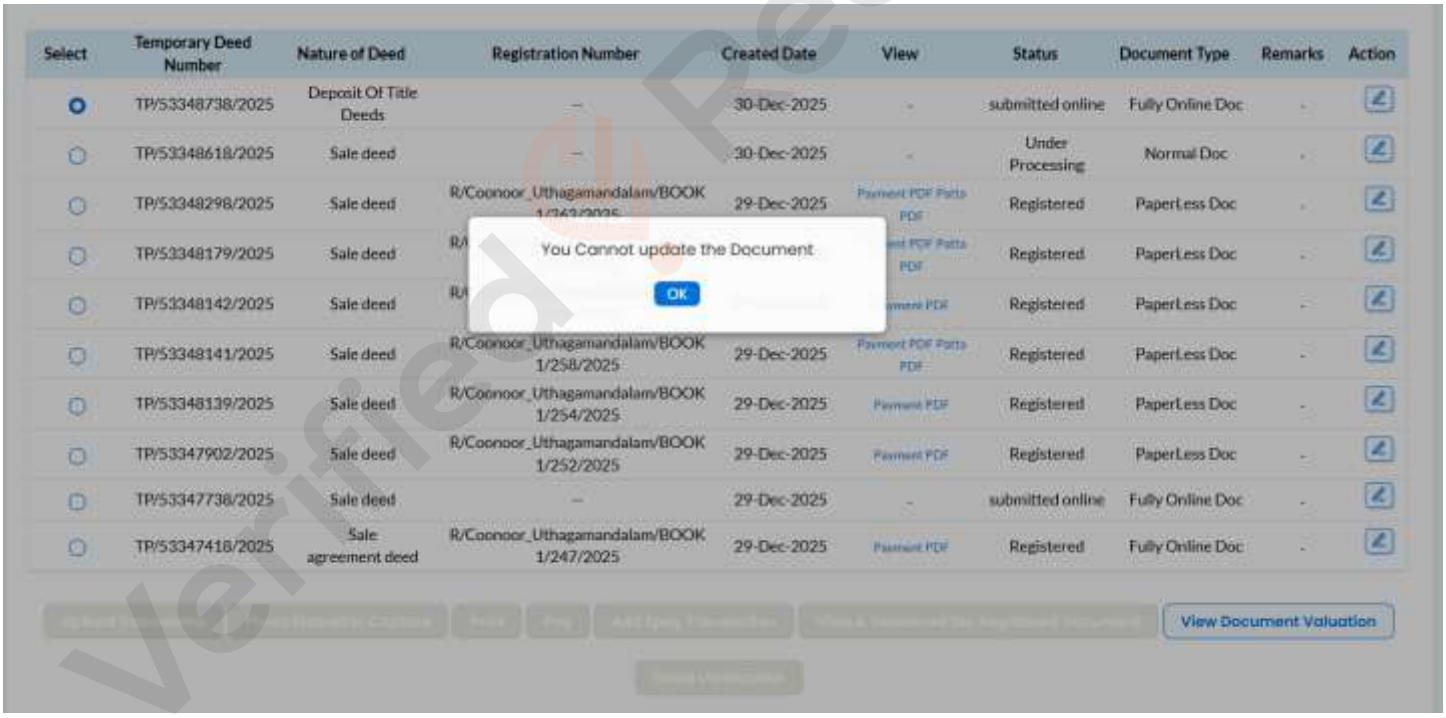
Verified RedEstate™ DRAFT

Step 40: Click on “Pay” and Select Applicant type from drop down and Make the Payment.



Step 41: Once Payment Successfully completed, Status of document changed as “Submitted Online”.

Step 42: After completing payment, not able to Edit or Modify any details, system through a below alert.



Step 43: After Payment, Document Successfully Submitted to Back Office for Further Registration process.

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Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
◉	TP/53348738/2025	Deposit Of Title Deeds	–	30-Dec-2025	-	submitted online	Fully Online Doc	-	
○	TP/53348618/2025	Sale deed	–	30-Dec-2025	-	Under Processing	Normal Doc	-	
○	TP/53348298/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/262/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348179/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/261/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348142/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/259/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53348141/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/258/2025	29-Dec-2025	Payment PDF Patta PDF	Registered	PaperLess Doc	-	
○	TP/53348139/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/254/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53347902/2025	Sale deed	R/Coonoor_Uthagamandalam/BOOK 1/252/2025	29-Dec-2025	Payment PDF	Registered	PaperLess Doc	-	
○	TP/53347738/2025	Sale deed	–	29-Dec-2025	-	submitted online	Fully Online Doc	-	
○	TP/53347418/2025	Sale agreement deed	R/Coonoor_Uthagamandalam/BOOK 1/247/2025	29-Dec-2025	Payment PDF	Registered	Fully Online Doc	-	

View Document Valuation

========== Portal Presence Less Document Creation Completed ==========

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