



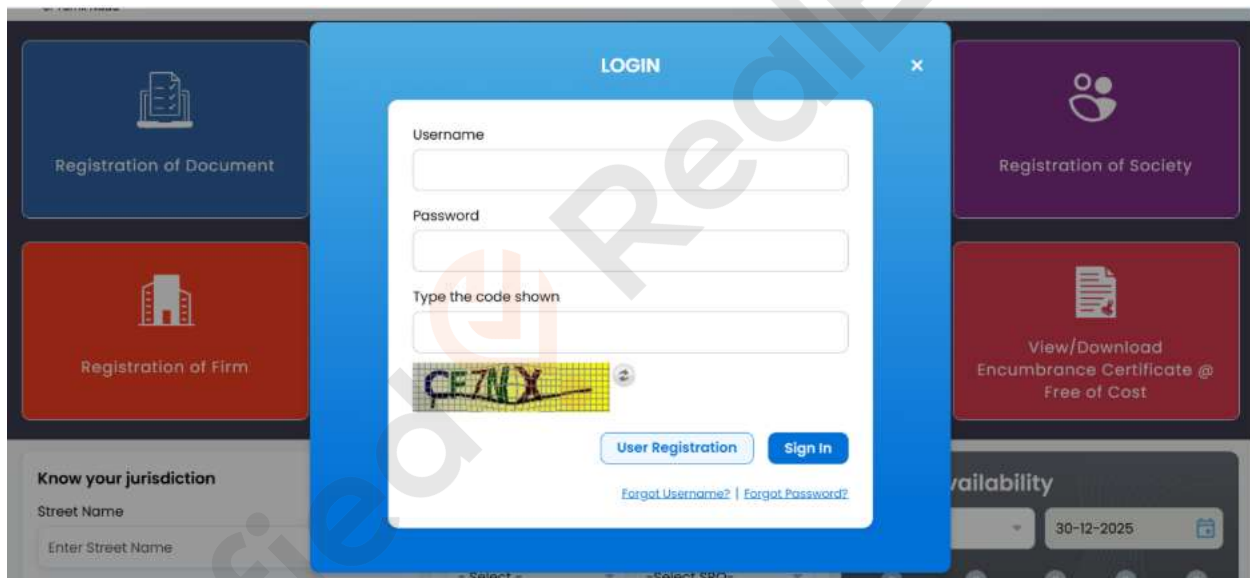
Inspector General for Registration (IGR)

User Manual for Presence less Mortgage without possession Deed - Portal

1.Login Page



Click on Sign in and Enter username, password and the captcha. Then click Sign in to log on to the application.



The system validates the Username and Password, and the dashboard is displayed upon the successful Login.

Step 1: Select Registration --> Document Registration --> Presenceless Registration



The screenshot shows the Registration Department website. The 'Create Document' dropdown menu is open, showing options like 'Document Registration', 'Marriage Registration', 'Firm Registration', 'Society Registration', 'Adjudication Registration', 'Abstract of Draft Deed Using Private Attendance', 'Abstract of Draft Deed Using Paperless Registration', 'My Documents', and 'Index Data Correction'. The 'My Documents' table lists five documents with their application numbers, statuses, and actions.

No	Application For	Status	Action
1	TP/53348698/2025	Abstract for Draft deed Created	[Link]
2	TP/53348578/2025	Document Created	[Link]
3	TP/53348498/2025	Document Created	[Link]
4	TP/53348418/2025	Registered	[Link]
5	TP/53348379/2025	Document Created	[Link]

Step 2: Select the nature of the document from the dropdown. Check the prerequisites for Presenceless registration and click on proceed.

The screenshot shows the 'Create Document' form. The 'Nature of Document' dropdown is set to 'Mortgage without possession deed'. The 'Document Description' field also contains 'Mortgage without possession deed'. Below the form, there is a section for 'Presence-less Registration' and 'Pre-requisites for Registration'. At the bottom, there is a table for 'Supporting files for device integration'.

SR No.	Device	Model	Supporting files for device integration
1	Montra	MF3000/ MF5500	Click Here

The citizens can proceed with the document by linking the previous document or without linking the previous document.

Step 3: Without linking to the Previous Document: Select the Nature of Deed from drop down and click on proceed. Then, it will move to the party details screen.



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.

Post Registration

a. Once the document is successfully registered, it will be available for download from the citizen login.

b. The document shall be printed in colour on legal-size paper.

c. The digitally signed document can be downloaded free of cost for 60 days from the date of registration.

d. Citizens are advised to take a colour printout of the registered document within this period.

e. After 60 days, if a certified copy is requested, only a black and white copy will be issued by the Department.

☐ Link Previous Document

☐ Copy Data from Previously Created Document (Eg: TP/20431/2018 or R/Gooduvancheri/BOOK 1/9099/2018)

[Proceed](#)

Step 4: If the deed must be linked to a parent document/previous document, then select the check box for Link Previous Document.

Step 5: If the check box is selected, then the following fields will have to be filled to help search and link the document. Select SRO, Book Number and Year of Parent document from drop down lists provided and enter Document Number.

☒ Link Previous Document

Search Previous Document

Sub Registrar Office*

Book No.*

Document No.*

Year*

Document Type*

[Search](#)

The system validates the document and if it is found in database, details of document linked are populated in the table.

Details from Parent documents such as Party details and Property Details are retrieved by the system and populated. If the document is not available in the system (if the data is not digitized), the user entered details of the previous document will be shown.



The screenshot displays the search interface of the Registration Department. It includes dropdown menus for 'Sub Registrar Office' (set to '- Select -'), 'Book No.' (set to 'Book 1'), 'Document No.' (empty), 'Year' (set to '- Select -'), and 'Document Type' (set to 'Regular Document'). A 'Search' button is located below these filters. Below the search area, a section titled 'Linked Documents' contains a table with the following data:

Sr. No.	Sub Registrar Office	Book No.	Document No.	Year	Date of Registration	Nature of Document	First party	Second party	Action
1	Mylopore	Book 1	R/Mylopore/BOOK 1/122/2025	2025	19-Feb-2025	Sale deed	சுருதி	இபக்	

Step 6: Enter the party details of the one who is going to mortgage property in Mortgagor/Depositor details. Select Party type from the drop-down as Individual, Company/Firm/Trust or Government.

- 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.
- Aadhaar as ID proof is mandatory for all applicable parties.



Step 7: Citizen can select the party details from previous document, and the details will populate in the party details screen. All the fields get auto filled from the previous document if you choose to add a party from the previous document.

Step 8: In case there is no previous document, party details must be added manually.

Step 9: The Default Identification type will be Uidai-Aadhaar and enter the Identification number.



Identification Type

Uidai-Aadhaar

- Select -

Uidai-Aadhaar

Identification Type

Uidai-Aadhaar

Identification Number*

Step 10: Enter the Address details of Mortgagor. Select the country, State, District, Taluk, and Village from the drop down and enter the Door number, Street number, other details and Pin code.

Step 11: Enter the contact details of the Mortgagor.

Address Details

Country* India State* Tamil Nadu District* Chengalpattu

Taluk Vandalur Village GUDUVANCHERI

Address Details* 88, Ram Nagar

Address Details(In Tamil)* 88, ராம நகர்

Pincode* 600219

Step 12: On clicking Add, the Mortgagor gets listed in the table. In case there is more than one person involved in the document, the further person's details can be added in the same way as above.



Add Reset

Sr. No.	Name	Age	Gender	Party Type	Contact Details	Action
1	SANTHOSH son of RAMU	85	Male	Individual	7485548348	

Next

Step 13: Click Save to save a draft of the document. Draft Document number generated is applicable until the Index is created

Step 14: When the “Company/Firm/Trust” option is selected as the party type, the screen below will be displayed.

Party Type *

Company/Firm/Trust

Add Party from Previous Document

Add Party from Previous Document

Name * TAN No. Name(in Tamil) *

Address Details

Country* State* District*

India Tamil Nadu - Select -

Taluk Village

- Select - - Select -

Address Details*

Address Details(in Tamil)*

Pincode*

Enter Contact Details

Landline No.

☐ Do you agree to send the document copy to the Email id specified below?

Mobile Number Email ID

Add Reset

Step 15: Enter the name of Company/Firm/Trust, TAN number, Address details and contact details.



Step 16: If a Party type is a government organization, then select “Government” and enter the name, Address details and contact details.

Mortgagor Details

All fields marked with * are mandatory
[Click here to view User Manual](#)

Party Type *
Government

Name * Name (in Tamil) *

Address Details

Country * State * District *

India Tamil Nadu - Select -

Taluk Village

- Select - - Select -

Address Details*

Step 17: Click Next to proceed to the next tab.

Step 18: Select the Bank from the Govt body list and enter the details in Mortgagee details. On click of add button party details will be added in a grid.

If “Is the mortgagee is also going to execute the document” check box checked, then representative for that party is mandatory.



Mortgagor **Mortgagee** Representative Details Witness Details Presenter Details ⓘ

Mortgagee Details All fields marked with * are mandatory

☐ Is the Mortgagee also going to execute the document?

[Click here to view User Manual.](#)

Party Type *

Government

Govt body list*

- Select -

Address Details

Country* State* District*

India Tamil Nadu - Select -

Taluk Village

Step 19: 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 as Special power Agent or Court appointment curator or Liquidator or General Power Agent.
- If selected party is Government, select representation by as Special power Agent or General power Agent or Government Representative
- If selected party is Company/Firm, select representation by as Special power Agent power Agent or Company Representative or Liquidator

Step 20: Enter name, relationship name , identification proof, address and contact details of the representative.



Mortgagor Mortgagee **Representative Details** Witness Details Presenter Details ⓘ

Representative Details All fields marked with * are mandatory
[Click here to view User Manual.](#)

Party Types *
Mortgagee

Party Name(s) *
☒ Canara Bank

Representation By * _ *
Government Representative

Personal Details (Name fields accept @,;:)
Salutation
- Select -

Name *

Name (in Tamil)*

Mortgagor Mortgagee **Representative Details** Witness Details Presenter Details ⓘ

Representative Details All fields marked with * are mandatory
This Section is Optional.
[Click here to view User Manual.](#)

Party Types *
Mortgagor

Party Name(s) *
☒ SANTHOSH

Representation By * _ *
- Select -
- Select -
Special Power Agent
Liquidator
General Power Agent
Court Appointed Curator

Personal Details (Name fields accept @,;:)
Salutation *
- Select -

Name *

Name (in Tamil)*

Step 21: Add two execution/identification witnesses with Aadhaar as Id proof



Mortgagor Mortgagee Representative Details **Witness Details** Presenter Details ⓘ

Attesting Witness Details All fields marked with * are mandatory
[Click here to view User Manual.](#)

Witness Type*
☒ Execution Witness/Identification Witness ☐ Consenting Witness

Personal Details (Name fields accept @,;,:)
Salutation * Name *
Relation Type * Relationship Name*

Step 22: Mortgagor will be presenter by default. User can select anyone from dropdown as presenter.

Mortgagor Mortgagee Representative Details Witness Details **Presenter Details** ⓘ

Presenter Details All fields marked with * are mandatory
[Click here to view User Manual.](#)

Presenter*

Draft Number: **Draft/Mortgage with Possession deed/57742314/2025**

Shortcut Keys: Go to next page Ctrl + → Go to previous page Ctrl + ←

Step 23: Select property type.



Home / Create Presenceless Document / Mortgage with Possession deed

Mortgage with Possession deed

Property Det... Mortgage Det... Possession R... Legal Condit... Reason for M...

List of all added property

Property Type*

☐ Plot with Building (Individual House) ☐ Plot ☐ Flats ☐ Agricultural Land ☐ Agriculture Land with Building ☐ Pathway

☐ Easement Rights ☐ Special Kind Of Buildings

Add

Step 24: After selecting property type, if there is a previous document linked, there will be provision to copy property details from the linked document.

Step 25: Select the check box 'Copy Property from Linked Document'.

Step 26: Then click on 'copy' to copy the details of the property to proceed further.

Step 27: In property details, select the sub registrar office, registration village based on the jurisdiction of the property.

☒ Copy Property From Linked Document

Linked Documents

Select	Sub Registrar Office	Year	Document No.
☒	Mylapore	2025	R/Mylapore/BOOK 1/488/2025

Previous Property Details

Select	Property Type	Sub Registrar Office	Registration District	Registration Village	Local Body	Revenue District
☒	Plot	Mylapore	Chennai Central	Mylapore	The Corporation of Chennai	Chennai

Copy

Step 28: if there is no previous document linked, Select the property type and click on add then enter the details manually.



Step 29: 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.

Property Details

All fields marked with * are mandatory

Sub Registrar Office*
- Select -

Registration Village*
- Select -

Guideline Village*
- Select -

Pincode
-

Registration District
- Select -

Revenue District
- Select -

Taluk
- Select -

Local Body
-

Town
- Select -

Ward No
- Select -

Block No
- Select -

Town Survey No./Sub Divis
- Select -

Add

Patta No. *

Step 30: In survey details screen selects 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 will populate.

Step 31: Enter total extent , conveyed extent and market value of the conveyed extent. On click of add survey details will be added in a grid.



Property Details **Survey Details** Boundary Details Property Remarks Property Items ⓘ

Property Survey Details All fields marked with * are mandatory

Unit of Measurement*
Hectare

☐ Undivided Share(UDS) Prop ...

☒ Natham ☐ Rural

Survey Detail

☒ Single Survey ☐ Linked Survey

Survey No.* - Select -

Land Type* - Select -

Street Name - Select -

Step 32: Enter the boundary details

Property Details Survey Details **Boundary Details** Property Remarks Property Items ⓘ

Property Boundary Detail All fields marked with * are mandatory

☒ Regular Boundary ☐ Irregular Boundary

What is in the North(Survey)?*

What is in the North(Surv ... *

Not Available

What is in the North(Stre ...

OTHER

What is in the North? (In English)

What is in the North? (In Tamil)

What is in the West(Surve ... *

Not Available

What is in the East(Surve ... *

Not Available

Step 33: Enter linear measurement, property remarks and property item



Linear Measurement Details

All fields marked with * are mandatory

Note : Boundary type is regular so property shape considered as rectangle/square.

Property Shape is Regular:

Conveyed Extent Area : 4.0 Sq.Mt.

Computed Area : 0 Sq.Mt.

Unit of Measurement

Meter

North Measurement

South Measurement

East Measurement

West Measurement

North East Measurement

North West Measurement

South East Measurement

South West Measurement

Reset

Property Details

Survey Details

Boundary Details

Property Remarks

Property Items



Property Remarks (if any)

Remarks

Remarks (in Tamil)



Survey Details Boundary Details Linear Measurement Property Remarks **Property Items**

Property Items (if Any) All fields marked with * are mandatory

This Section is Optional.

Property Item* Amount (₹)

- Select -

Remarks Remarks (in Tamil)

Previous Add Reset Next

Step 34: In mortgage details screen enter the mortgage amount and select the repayment details radio button and update the repayment period. Also update the interest details.

Mortgage Details All fields marked with * are mandatory

Mortgage Amount (₹)*

Market Value (₹) : 1,00,000

Interest Details

☒ Rate of Interest (%) ☐ Interest Amount (₹)

Rate of Interest (%)* Period*

- Select -

Interest Payment Date Frequency of Interest Pay

- Select -

☒ Period of Repayment ☐ Date of Repayment ☐ On Demand

Years Months Days

Step 35: The Possession of Property Remarks are prepopulated with predefined content, and the same can be modified in possession remarks screen.



This section is optional. Click here for next step.

Possession of Property Remarks

All fields marked with * are mandatory

Note: Please read the content and satisfy yourself before moving to next page

Whereas, the Mortgagor herein, is the sole and absolute owner, of immovable property more fully described in the schedule hereunder written and herein after called the scheduled property.

Whereas, the Mortgagor is the absolute owner, having acquired the property by, and since then Mortgagor has been in possession and enjoyment of the schedule property and paying taxes and levies thereon, as sole and absolute owner thereof.

Step 36: Legal condition screens will be loaded with predefined legal condition. Verify the contents, edit/delete/modify the contents given and click on ok.

This section is optional. Click here for next step.

Legal Conditions

☒ He, the Mortgagor hereby covenants with the Mortgagee that he the Mortgagor will pay to the Mortgagee the sum of ₹ 10,000/- (Rupees Ten Thousand only) within the said period of 5 year(s) (herein after referred to as the 'due date') with interest thereon in the meanwhile and until repayment of the said sum in full, at the rate of 5.0% per annum on the 0 day of each succeeding month until the said principle is repaid in full.

☒ And the Mortgagor further covenants with the Mortgagee that in the event of the Mortgagor failing to pay any instalment of interest, he will be liable to interest on the said instalment, at the rate of 5.0% with an interest of ₹ 6,000/- as aforesaid from the date of default until payment of such instalment as and by way of compound interest.

☒ Without prejudice to the right of the Mortgagee to take any action on default as herein under provided, and it is agreed and declared that in the event of Mortgagor committing

Copy Legal Condition

Note: Please read the content and satisfy yourself before moving to next page

Step 37: Reason for mortgage without possession is pre-populated with content and the same can be modified.



This section is optional. Click here for next tab.

Reason for Mortgage without Possession

Note : Please read the content and satisfy yourself before moving to next page

Whereas Mortgagor being in need of money for the purpose of his family expenses and the Mortgagor requested the Mortgagee to provide a loan and he also accepted the same.

Step 38: In supporting details screen, for property with building add TANGEDCO/METRO water /Property tax details can be added in supporting details screen. Enter place of execution.

Home / Create Presenceless Document /

Legal Condition Reason for Mo... Supporting De... Document Pre... Document Val...

Supporting Details

All fields marked with * are mandatory

Instruction:

1. Document upload for Supporting Details is optional.

Sr. No.	Party Name	Party Type	Income Proof	Uploaded Document
1	SANTHOSH	Mortgagor	- Select -	

Supporting Details

Document for

-Select-



Other Details

Place of Execution .. *

Chennai

Place of Execution in Tam ..

Geshtner

SRO Selection

Sub Registrar Office*

Coimbatore_Uthagamandalam

Claimant Provided Patta Details

NOTE:- Once file is pulled from Back Office patta details can not be added / modified :

Sl. No.	Property Listing	Party Involved	Registration Village	Existing Patta number of claimant in same village (if any)
1	Schedule 1	HARI	Barbar	

Step 39: Verify the details in Document Preview Screen

This DEED OF SIMPLE MORTGAGE executed at Chennai on _____ by

Mr. [Name] son of [Name], aged 70, Mobile No: 996706670, Identification Type: Uds-Aadhaar, Identification No: 345123123222 residing at 7, 8th, Chennai District, Tamil Nadu, Pincode - 600068, India.

hereinafter called the MORTGAGOR(s)

To and in favour of

herein referred to as the MORTGAGEE(s)

Whereas, the term Mortgagor and Mortgagee, unless repugnant to the context shall mean and include his/her/their representatives heirs, successors, executors, administrators, trustees, legal representatives and assigns.

Step 40: Check market value, system calculated value appropriate stamp duty, registration fees, computer fees and DW fees.

Step 41: On click of create paperless document, TP number will be generated.



Acknowledgement



Document Created Successfully!

Please note the Temporary Document Number for future reference: **TP/53348778/2025**

Once Epayment is done, Document cannot be modified

Thank you for your submission.

1. Please Verify Draft Deed from My Documents
2. Please Add Stamp Details (If Any) from My Documents
3. Proceed for Payment from My Documents
4. Proceed for Token Booking from My Documents

[My Documents](#)

[Preview Document Details](#)

Step 42: The document creation is now completed by the citizen, clicking on preview document details of citizens able to view draft portal PDF.

Acknowledgement
Your PDF has been generated successfully!

[Click here](#) to download PDF

OK

Step 43: Click on the Upload Documents button from My documents section and upload the necessary Identification proofs of all the parties, Property image and if any reference documents are needed.



Upload Document Screen.

Supporting Details

Upload Document type *

- Select -
- Select -
Identification proof
Property Image
Reference Document

Choose File

No file chosen

Upload Document

Note:

1.Maximum 1 Attachment of 50MB allowed (Only PDF, JPEG, PNG, GIF, TIFF, TIF, PPT, XLS, XLSX are allowed)

2.Kindly do not upload Corrupted file. Check whether you are able to open uploaded file or not.

Add

Reset

Sr. No.	Document Name	Upload Document type	Uploaded Document	Action
1	DEERAK	Identification proof	ID 1.pdf	 
2	HARI	Identification proof	ID 2.pdf	 
3	RAM	Identification proof	ID 3.pdf	 
4	HARI	Identification proof	ID 4.pdf	 
5	Schedule 1	Property Image	PROPERTY IMAGE 1.pdf	 

Save

Step 44 : After adding necessary documents, click on the save button to submit the documents.



Supporting Details

Upload Document type *

- Select -

Upload Documents

Choose File No file chosen Upload Document

Your Document Submitted Successfully.

OK

Note:
1. Maximum 1 Attachment of 50MB allowed (Only PDF, JPEG, PNG, GIF, TIFF, ZIP, RAR, XLS, XLSX are allowed)
2. Kindly do not upload Corrupted file. Check whether you are able to open uploaded file or not

Add Reset

Sr.No	Document Name	Upload Document type	Uploaded Document	Action
1	DEEDAK			
2	HAB			

Step 45: Step to Photo Biometric Capture

- Registration --> document registration --> My documents, Click on My documents & select the appropriate document and click on the Photo Biometric Capture button to capture the photo and fingerprint of the parties.

Home > Registration > Document Registration > My Documents

My Documents

Kindly take Colour Printout of the Document within 30 Days For Online flow.

For Paperless document once click on esign of all parties button user will not be able to edit party details.

Advanced Search

26/07/2025 Items found, displaying 1 to 10.

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☐	TP/43937/2025	Mortgage without possession deed	--	22-Dec-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43936/2025	Sale deed	--	22-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	
☐	TP/43934/2025	Deposit Of Title Deeds	--	22-Dec-2025	-	Document Created	Normal Doc	-	
☐	TP/43933/2025	Deposit Of Title Deeds	--	22-Dec-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43931/2025	Sale deed	--	22-Dec-2025	-	Document Created	Normal Doc	-	
☐	TP/43930/2025	Sale deed	--	22-Dec-2025	-	Document Created	Fully Online Doc	-	

- A new screen with party details, to capture Photo, Thumb and Aadhaar validation.



Not secure <https://10.236.26.211:8443/portal/web?requestType=ApplicationRH&actionVal=checkLogin>

Home Registration eServices Circulars Document Status Draft Listing Guideline Value Sitemap More

Home > Registration > Document Registration > My Documents

My Documents

Photo biometric capture:

Note :- No further changes can be made in the Document after Aadhar Validation is completed.

Sr.No	Party Type	Name	Photo	Biometric	Action
1	Mortgagor	PRADEEP		---	Capture Photo Capture Biometric And Aadhaar Validation
2	Government Representative	THARUN	---	---	Capture Photo
3	Execution Witness/Identification Witness	ARUN	---	---	Capture Photo
4	Execution Witness/Identification Witness	KAMAL	---	---	Capture Photo

Not secure <https://10.236.26.211:8443/portal/web?requestType=ApplicationRH&actionVal=openBiometricPhotoCapture&screenId=7000003&counter=E08&identificationType=...>

Party Name: PRADEEP



[Capture Photo](#)

[Submit](#)

Action

[Capture Photo](#)

[Capture Photo](#)

[Capture Photo](#)

[Capture Photo](#)



Step 46: After completion of upload documents and Photo Biometric Capture, Kindly print the document.

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☐	TPW43940/2025	Partition deed	---	22-Dec-2025	---	Under Processing	PaperLess Doc	---	
☒	TPW43935/2025	Sale deed	---	22-Dec-2025	---	Document Created	Fully Online Doc	---	
☐	TPW43922/2025	Trust deed	---	20-Dec-2025	---	Document Created	Fully Online Doc	---	
☐	TPW43917/2025	Settlement deed	---	---	---	Abstract for Draft deed Created	PaperLess Doc	---	
☐	TPW43914/2025	Sale deed	---	---	---	Registered	PaperLess Doc	---	
☐	TPW43912/2025	Sale deed	---	---	---	Document Created	Normal Doc	---	
☐	TPW43908/2025	Settlement deed	---	19-Dec-2025	Payment PDF	Pending	PaperLess Doc	---	
☐	TPW43905/2025	Sale deed	---	19-Dec-2025	---	Under Processing	PaperLess Doc	---	
☐	TPW43901/2025	Sale agreement deed	---	19-Dec-2025	---	Biometric Document Created	Normal Doc	---	
☐	TPW43898/2025	Sale deed	---	19-Dec-2025	---	Abstract for Draft deed Created	PaperLess Doc	---	

Please print the document before payment for online flow

OK

Upload Documents [Download Documents](#) [Print](#) [Pay](#) [Add Epay Transaction](#) [Check Payment Document](#) [View Document Valuation](#) [Cancel Document](#)

Step 47: Print the Document using the Print button.

Step 48: In the Portal PDF, check whether the entered details, uploaded document and Aadhaar validated party details are present in that download PDF.

Step 49: Click on “Pay” and Select Applicant type from drop down and Make the Payment.



Home > Registration > Document Registration > My Documents

My Documents

E-Payment

All fields marked with * are mandatory

Applicant Type*
Mortgagor/Vendor

Applicant Name*
TAMIL

Office Name*
Cooroor_Uthagamandalam

Address Details

Country
India

State
Tamil Nadu

District
Chennai

Village Name
[Empty Field]

Address Details
12

Pincode
600000

Step 50: Once Payment Successfully completed, Status of document changed as “Submitted Online”.

Step 51: After completing payment, not able to Edit or Modify the TP created.

Select	Temporary Deed Number	Nature of Deed	Registration Number	Created Date	View	Status	Document Type	Remarks	Action
☐	TP/43940/2025	Partition deed	--	22-Dec-2025	-	Under Processing	PaperLess Doc	-	
☒	TP/43935/2025	Sale deed	--	22-Dec-2025	-	submitted online	Fully Online Doc	-	
☐	TP/43922/2025	Trust deed	--	20-Dec-2025	-	Document Created	Fully Online Doc	-	
☐	TP/43917/2025	Settlement deed	--	20-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	
☐	TP/43914/2025	Sale deed	--	20-Dec-2025	-	Registered	PaperLess Doc	-	
☐	TP/43912/2025	Sale deed	--	19-Dec-2025	-	Document Created	Normal Doc	-	
☐	TP/43908/2025	Settlement deed	--	19-Dec-2025	Payment PDF	Pending	PaperLess Doc	-	
☐	TP/43905/2025	Sale deed	--	19-Dec-2025	-	Under Processing	PaperLess Doc	-	
☐	TP/43901/2025	Sale agreement deed	--	19-Dec-2025	-	Biometric Document Created	Normal Doc	-	
☐	TP/43898/2025	Sale deed	--	19-Dec-2025	-	Abstract for Draft deed Created	PaperLess Doc	-	

You Cannot update the Document

[Upload Documents](#) [Print Documents](#) [Copy Link](#) [Print](#) [Pay](#) [Add Entry Template](#) [View Signed Document](#) [View Document Valuation](#) [Print Valuation](#)



Step 52: After Payment, Document Successfully Submitted to Back Office for Further Registration process.

Step 53: User will be able to download the registered document from portal if status is as Registered.

Home Registration > Services > Circulars Document Status Draft Listing Guideline Value Stamp Map More >

Home > Registration > Document Registration > My Documents

My Documents

Kindly take Colour Printout of the Document within 30 days for Online flow.

For Paperless document once click on edit on sign of all parties button user will not be able to edit party details.

Advanced Search >

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