

## Stamp & Registration – Property Registration

1	Name of Approval / NOC / License / Registration	<b>Property Registration</b>
2	Competent Authority	Stamp & Registration
3	Applicability Criteria	o Sub Registrar
4	Stage	Pre-Establishment
5	SLA/ Number of Days	On Appointment date
6	Documents Required	(i) Deed Document (ii) Copy of Aadhar/Pan of Buyer, Seller & Witness (ii) Copy of updated Khatauni (iii) Copy of updated Khasra (iv) Map of land (including Quadriplegic)
7	Form Submission	<a href="http://niveshmitra.up.nic.in/">http://niveshmitra.up.nic.in/</a>
8	Fee	Variable Fee (Auto calculated based on inputs, check Fee Description link)
9	Mode of Payment	Online
10	Procedure for getting license	<b>Step- 1 :</b> a) The applicant shall open the Online Single Window Portal using the address. b) Register in Online portal using their personal Details and Contact Details. c) A password is generated and sent thru SMS/Email. Using the User id and Password to log into the online Web portal.

	<p><b>Step – 2 :</b> After logging into the web portal, the Applicant shall fill the common application form and create Unit.</p> <p><b>Step – 3 :</b> Select apply for permission, choose unit, select Department “Stamp &amp; Registration” and service “Property Registration” then click on proceed. The applicant will go ahead and submit the application form for service “Property Registration”</p> <p><b>Step – 4 :</b> Once the application is filled, prepare Deed document.</p> <p><b>Step – 5 :</b> Calculated Fee submitted by Applicant Online.</p> <p><b>Step – 6 :</b> Generate Online appointment to visit SRO Office.</p> <p><b>Step – 7 :</b> Take Print out of prepared Deed document, attach required documents (Point 6) &amp; appear on the appointment date with Witness at the designated SRO</p> <p><b>Step – 8 :</b> Verification of entered details by SRO’s Operator and raised query if required</p> <p><b>Step – 9 :</b> Applicant corrects queries raised by SRO within 7 days</p> <p><b>Step – 10 :</b> Photographs and thumbs of all parties are captured and details of the Witnesses are added by SRO’s Operator</p> <p><b>Step – 11 :</b> SRO verify the Document &amp; attaches the registration number and send to online system for uploading.</p> <p><b>Step – 12 :</b> Property Registration Document Uploaded by SRO</p> <p><b>Step – 13 :</b> Applicant Downloads the Document from online system</p>
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