

CHECK LIST FOR REGISTRATION

FOR SALE DEED

- FORM F
- SKETCH MAP
- NO DUES & NON ENCUMBRANCE CERTIFICATE
- VALUATION CERTIFICATE
- SALE PERMISSION (in case of HOUSE SITE land)
- O R REPORT (in case of AGRICULTURAL land)
- PBMC NO-DUES CERTIFICATE (in case of land under MUNICIPAL area)
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 PASSPORT SIZE PHOTOGRAPH OF THE EXECUTENTS
- STAMP DUTY
 - i) 4% for female and 6% for male on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or Sale Consideration (Whichever is higher)
 - ii) 5% in case of joint property (50% male and 50% female share) on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or sale Consideration.(whichever is higher).
 - iii) In case of joint property with un-equitable share between male and female, the duty shall be on pro-rata basis depending upon the percentage of share on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration ,(whichever is higher).
 - iv) 6% in case of Company,Society,Firm, Trust, Non Government Organization and such other Institutions etc on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration (whichever is higher).
- REGISTRATION FEES = 1% OF THE VALUATION OR CONSIDERATION AMOUNT (whichever is higher) + RS 15/-AS COPYING FEES (Registration fees should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR GIFT DEED

- FORM F
- SKETCH MAP
- NO DUES & NON ENCUMBRANCE CERTIFICATE
- VALUATION CERTIFICATE
- GIFT PERMISSION (in case of HOUSE SITE land)
- O R REPORT (in case of AGRICULTURAL land)
- PBMC NO-DUES CERTIFICATE (in case of land under MUNICIPAL area)
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 PASSPORT SIZE PHOTOGRAPH OF THE EXECUTENTS
- STAMP DUTY
 - i) 4% for female and 6% for male on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or Sale Consideration (Whichever is higher)
 - ii) 5% in case of joint property (50% male and 50% female share) on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or sale Consideration.(whichever is higher).
 - iii) In case of joint property with un-equitable share between male and female, the duty shall be on pro-rata basis depending upon the percentage of share on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration .(whichever is higher).
 - iv) 6% in case of Company,Society,Firm, Trust, Non Government Organization and such other Institutions etc on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration (whichever is higher).
- REGISTRATION FEES = 1% OF THE VALUATION OR CONSIDERATION AMOUNT (whichever is higher) + RS 15/-AS COPYING FEES (Registration fees should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR WILL

- FORM F
- SKETCH MAP
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 PASSPORT SIZE PHOTOGRAPH OF THE EXECUTENTS
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR POWER OF ATTORNEY

- APPLICATION IN WRITING
- FORM F
- SKETCH MAP
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 PASSPORT SIZE PHOTOGRAPH OF THE EXECUTENTS
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR TRUST DEED/PARTNERSHIP DEED

- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- FORM F & SKETCH MAP (In case of Land)
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR ADOPTION DEED

- PHOTOCOPY OF ADHAAR CARD OF THE PARENTS
- BIRTH CERTIFICATE OF THE ADOPTED CHILD
- MEDICAL CERTIFICATE if any
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR RELEASE DEED

- FORM F
- SKETCH MAP
- NO DUES & NON ENCUMBRANCE CERTIFICATE
- VALUATION CERTIFICATE
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 PASSPORT SIZE PHOTOGRAPH OF THE EXECUTENTS

STAMP DUTY

- 4% for female and 6% for male on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or Sale Consideration (Whichever is higher)
 - 5% in case of joint property (50% male and 50% female share) on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or sale Consideration.(whichever is higher).
 - In case of joint property with un-equitable share between male and female, the duty shall be on pro-rata basis depending upon the percentage of share on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration .(whichever is higher).
 - 6% in case of Company,Society,Firm, Trust, Non Government Organization and such other Institutions etc on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration .(whichever is higher).
- (by calculation given by the REGISTRATION ASSISTANT)
 - REGISTRATION FEES = 1% OF THE VALUATION + RS 15/-AS COPYING FEES (Registration fees should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR LEASE DEED

- RENT AGREEMENT
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- FORM F & SKETCH MAP (In case of Land)
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY
 - i. 4% for female and 6% for male on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or Sale Consideration (Whichever is higher).
 - ii. 5% in case of joint property (50% male and 50% female share) on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates or sale Consideration.(whichever is higher).
 - iii. In case of joint property with un-equitable share between male and female, the duty shall be on pro-rata basis depending upon the percentage of share on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration .(whichever is higher).
 - iv. 6% in case of Company,Society,Firm, Trust, Non Government Organization and such other Institutions etc on instruments effecting transfer of interest in land/immovable property on the total valuation as per prescribed minimum Circle Rates of Sale Consideration ,(whichever is higher).
(by calculation given by the REGISTRATION ASSISTANT)
- REGISTRATION FEES = 1% OF THE VALUATION
- + RS 15/-AS COPYING FEES (Registration fees should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR RECTIFICATION DEED

- ORIGINAL DEED WHICH IS TO BE RECITIFIED
- FORM F
- SKETCH MAP
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FOR CANCELLATION DEED

- ORIGINAL DEED WHICH IS TO BE CANCELLED
- FORM F
- SKETCH MAP
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

RE-CONVEYANCE DEED

- LETTER FROM THE UNDERTAKING DEPARTMENT
- FORM F
- SKETCH MAP
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)

FAMILY SETTLEMENT DEED

- FORM F
- SKETCH MAP
- PHOTOCOPY OF ADHAAR CARD & PAN CARD OF THE EXECUTENTS
- 2 WITNESS & 1 IDENTIFIER (along with ADHAAR CARD)
- STAMP DUTY (RS 100/- OR MORE)
- REGISTRATION FEES OF RS 65/- should be made in DEMAND DRAFT in favor of SUB-REGISTRAR, SOUTH ANDAMAN)