

Office of the Civil Registrar – cum - Sub Registrar, Daman

Procedure for Property Registration

- Step 1** : Applicant / Party has to represent documents of property registration along with other requisite documents like Aadhar & Pan Card of vendor and purchaser and other related documents.
- Step 2** : The registering officer verifies / examines the documents submitted by the vendor and satisfy himself that the persons appearing before him are the persons they represent themselves to be.
- Step 3** : Calculation of Stamp Duty as per the circle rate and also calculation of the registration fees, as per applicability.
- Step 4** : Generation of receipt of Registration Fees and payment of Registration Fees through Debit / Credit cards only.
- Step 5** : Bio-metric capturing of photos and thumb impression of party, identifier and witnesses and preparation of endorsement.
- Step 6** : Signature of parties on endorsement and documents.
- Step 7** : Scanning of documents and uploading on the server.
- Step 8** : Registration of Transaction Deed is provided to related party.
