

Online submission of Digital Document

What is this?

- You can upload the draft of document to be registered.
- This facility will save the time for scrutiny of document at Sub Registrar Office and also the time for scanning of document.
- At present, available for non-executed document only. Shall be provided soon for executed document.
- At Present this facility is available for SR Mumbai-2, SR Andheri-2, SR Borivali-2 and SR Kurla-2 only. Shall be provided for other Offices soon.

Work Flow :

1. Preparation:

- Prepare your draft, don't execute (don't sign),
- Put the future date of execution, not earlier than 3 days from the date of online submission,
- Separate out the page/s on which execution to be done (i.e. the execution page/s),
- Convert the word file of the draft document without execution page/s in to pdf format, (No scanned file),
- Similarly convert the word file of the execution page/s in to pdf format. (No scanned file)
- If you have the scanner, scan the required annexure including ID proofs, PAN etc. and save it in separate pdf files.

2. Submission:

- Attach the pdf files of Draft and execution page at relevant place and submit.
- It is optional to attach at relevant place and submit the required annexure/s.

3. Scrutiny by Sub Registrar:

- The Sub Registrar will check the draft and communicate you whether the document is qualified for registration or not.
- You can check the status in the PDE Module by using your user id and password.
- If qualified, you can visit the Sub Registrar's office on scheduled date of execution (i.e. Date of execution mentioned in the draft).
- If queried by Sub Registrar, edit the draft accordingly and upload the modified **file**.

4. Activity at Sub Registrar office:-

- All the executants (i.e. the executing parties to the document) and the witnesses have to be present simultaneously in Sub Registrar office on the date of execution.
- No need of document to bring, only the required annexures and photos of Parties will be required.
- Sub Registrar will take printout of the uploaded document and handover to the party,
- All parties will execute (sign) the document and witnesses will sign. Shall also affix the photos and Thumb impression at relevant place.

5. Registration:

- The presentation, Admission, Identification and Registration will take place as usual.

6. Scanning:

- In the initial days, Sub Registrar will put the seal, paging on entire document and scan it and shall handover it to the presenting party.
- At the later stage, it will be strived for scanning of execution page, summary I and II and merging it with the Digital Document and save it.