



- Click [Upload PDF file]

- Click [Select File(s) to upload].
- Find the file to submit and click to select.
- Click [Open].
- Uploaded files are shown in the table –
- Click [View] to open document in new window.

- Enter Number of [Copies] to be registered (if more than one copy is registered)

### To choose Document Subtype,

- Click [Select] - Choose Document Subtype from drop down List.
- Click [Save].

### Enter Parties credentials

- Click [+Add] in parties section and create new party.
- Select [Party Type] – either legal or Natural person
- Choose [Party Role] from list
- Enter Party Surname /company name {*This field is mandatory*} - Enter other details.
- Click [Save All].
- To enter more party, Click [+Add] in parties section again and create new party.

### Optional information to be input

### Enter information related to objects

#### At Objects block

- Click [+ add] in object section to create new object. Choose [Object type].
- Select [Property type} from list.
- Enter other object data.
- Click [Save].

**Calculate Preliminary tax.**

- Select [**Taxation**].
- Enter all fields in [**Parameters for taxation**] block.
- Click [**Save**].
- Click [**Calculate Taxes**]
- Taxes will appear in [**Payable Taxes**] block.

**After entering parties and object data, choose the following options:**

- Click [**Back/Submit later**] to continue with the submission later.
- Click [**Delete submission**] to delete the application.
- Click [**Make a copy**] to create a new submission and transfers the data from the original record to make the amendments and save.
- This will generate a new unique tracking number.

**Confirm Submission**

- Click [**Submit to RGD**]
- Enter [**Captcha**] text.
- Tick **check-boxes** to agree with [**On-line**] and [**information services**] term and conditions.
- Click [**Yes**] to confirm submission.

**Your application is forwarded to The Registrar General's Department.**

**An acknowledgment receipt is generated.**

### **Monitoring of submission**

To keep track status of your submission view either:

- **General notifications blocks; or**
- Click on **[My Registration]** from the **[Home Page]**.

**Click Icon [Home].**

**(i) The Home Page provide quick notification of:**

- Unpaid payment notices.
- Returned /rejected and withdrawn documents.
- Registered documents.
- General notifications.

Click on messages to open submission.

**(ii) Click [My Registration] to get status of all your submissions.**

- **Select from list**
- **Open [ PROCESSING ]**

**View [Print-outs] block**

Find all **[Print-outs]** generated during the process of the current submission.

(For example: Acknowledgement receipt; Clarification letters; Payment notice and the registered document with an e-seal).

- **View [Process monitoring] block.**

**Find: Process Start Date ;**

**Document status;**

**Finish Date;**

**Process step with an officer name.**

### **Quick check of status of your submission.**

The status line at the top of this page shows the status of your submission record. The colours of the status line give indication of the status of each process steps:

- Green: completed process.
- Yellow: current process.
- Grey: remaining process.

**Note: You may withdraw a submission at any time before payment.**

- Click [My Registration] or [My Payment] .
- Select document to be withdrawn.
- Click [Withdraw Submission]
- Click [Yes] to confirm withdrawal.

Withdrawal letter is generated.

### **On- line payment – 24/7**

**After taxes are calculated at the Registrar General's Department a notification (Taxation completed, awaiting payment) is received at GENERAL NOTIFICATION list.**

**Note:**

- **We accept only Credit card VISA or MasterCard**
- **For Credit Card Payment: a service fee of 1.725% is payable on amounts in excess of Rs 25,000.**
- **Otherwise payment may also be effected at the counter of the Registrar-General's Department during office hours.**

## **VIEW PAYMENT NOTICE**

- **To view [Payment notice] click on the notification received at General notification List from [Home Page] - Transaction record opens.**
- Click **[Processing]** tab.
- Choose **[Payment notice]** received at **[Printouts]** list.
- Click **[Print]** to open **[Payment notice]** in new window to see full information.

## **QUICK PAY**

- Click **[Payment]** tab.
- Select **[Quick pay]**.
- **MeRP payment window** pops up.
- Tick **[Credit card]** button.
- Check Payment data shown.
- Click **[Confirm payment]**
- Click **[Yes]** to confirm payment.
- **Enter credit card details at SBM window.**
- Click **[Submit]**.

After payment, system revert to MeRP and Payment history updated.

Click **[Back]** to **[Home Page]** to view notifications received.

- **To view [Payment receipt] click on the notification received**   
**Click [Processing] tab.**
- **Click to view [Payment receipt for registration] at [Printouts]** list.

### **How to cancel unsuccessful e payment transaction.**

- Click on **[Cart Icon]** to open the Cart.
- Search item to be removed in **[View Orders]**.
- Click **[View Orders]**.
- Enter tracking number at box **[Application tracking no]**
- Click **[Search]** button.
- View pending order tracking number.
- Click **on payment record to view payment details.**
- To cancel the pending payment click button **[Cancel Payment]**.
- Click **[Yes]** to confirm message :
  - Are you sure to cancel the transaction?
  - The **PENDING** transaction can be a result of communication loss with the ePayment provider.
  - Your account may be charged already.
  - Please:
    - 1) check with your Bank;
    - 2) in a case of the overpayment, please consult RGD Helpdesk.
- Go to **[Home Page]** to view application and reinitiate payment

### **Retrieval of Registered document**

After document is registered a notification is received at **[Registered document]** list.

- Click on notification received.
- Transaction record opens.
- Click **[Processing]** tab.
- Click **[Print]** to view or archive **[edocument]** at **[Printouts]** list.