

Property Registration under provision of The Indian Registration Act, 1908

1	Name of Approval / NoC/ License/ Registration	Property Registration under provision of The Indian Registration Act, 1908 Property Registration under provision of The Goa, Daman and Diu Registration Rules, 1979
2	Competent Authority	Sub Registrar Department
3	Applicability Criteria	Every Citizen can get online Appointment for Property Registration on Working Day of Office.
4	Stage	Pre-Establishment
5	Timeline	Same Day
6	Documents Required	<ol style="list-style-type: none"> (1) Passport Size Original Photographs of all Parties from vendor side as well as from purchaser side and if power of attorney holder then its too (2 Nos. Each) (2) Identity proof of all parties from vendor side as well as from purchaser side. (3) Copy of PAN card / Form 60 of all parties from vendor side as well as from purchaser side and of company / organization. (4) Identity proof of identifying witnesses (local residence) as well as normal witnesses (local Residence) (5) If documents executed through its power of attorney holder than copy of registered power of attorney holder should be attached. (6) Copy of Sale permission order in respect of land issued by the Hon'ble Collector, Daman. (7) Copy of NA Sanad in respect of N. A. Land. (8) Copy of fresh I & XIV NAKAL (9) Copy of Completion/Occupation Certificate of Building in respect of constructed properties is mandatory. (10) If Sale Deed made for a part property then copy site plan clearly showing the location / area for sale is required.
7	Procedure for property Registration	<p>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.</p> <p>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.</p> <p>Step 3 : Calculation of Stamp Duty as per the circle rate and also calculation of the registration fees, as per applicability.</p> <p>Step 4 : Generation of receipt of Registration Fees and payment of Registration Fees through Debit / Credit cards / DD.</p> <p>Step 5 : Bio-metric capturing of photos and thumb impression of party, identifier and witnesses and preparation of endorsement.</p> <p>Step 6 : Signature of parties on endorsement and documents.</p> <p>Step 7 : Scanning of documents and uploading on the server/ local machine</p> <p>Step 8 : Registration of Transaction Deed is provided to related party.</p>

8 Fee & Mode of payment

➤ In exercise of the powers conferred by Section-78 of the Indian Registration Act, 1908 (XVI of 1908), the Administrator of Union Territory of Daman and Diu hereby reduces the Registration Fees by 0% for females and by 0.25% in respect of joint registration for male and female, when the following notified / mentioned instruments are executed in favour of women buyers or in the joint name of the male and female buyers respectively, in the Union Territory of Daman and Diu, with immediate effect, as under :-

Sr.No.	Types of Deed	Present Registration Fees	Revised Registration fee for Female Ownership	Revised Registration fee for Joint Ownership of Male & Female	Registration Fees for Others
1	Sale / Gift / Conveyance / Transfer / Exchange Deeds	0.5%	NIL	0.25%	0.5%
2	Release Deed (with consideration)	0.5%	NIL	0.25%	0.5%

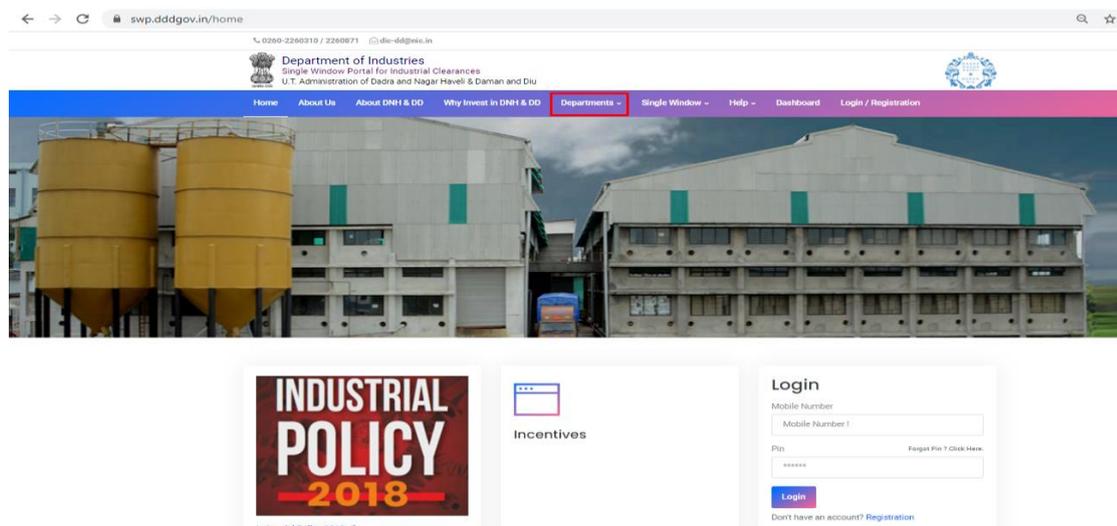
➤ Registration Fees and payment of Registration Fees through Debit / Credit cards / DD.

User Guide for online property registration for citizen under provision of The Indian Registration Act, 1908

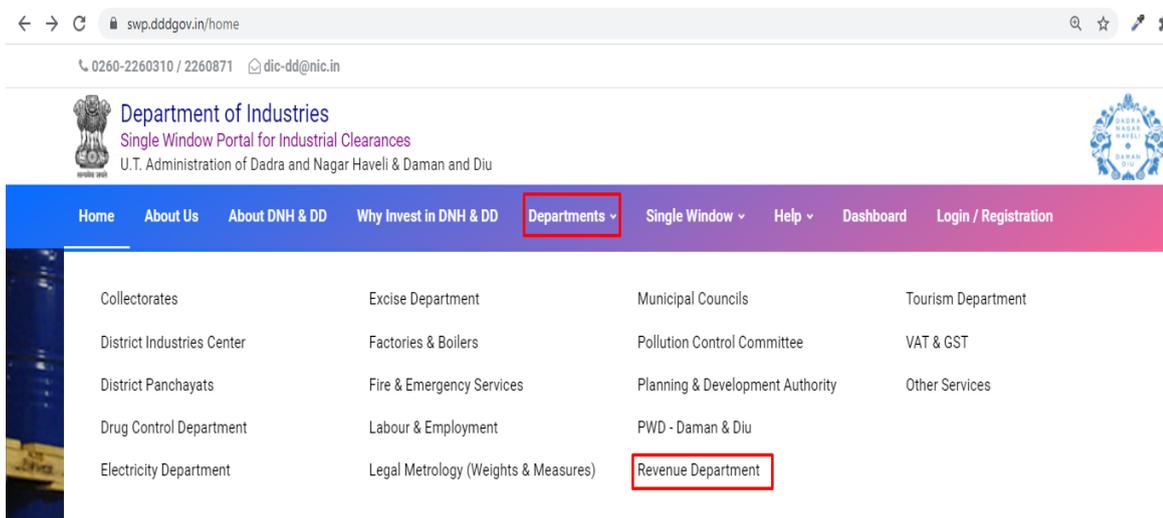
Implement a system that allows to user to get online appointment for property registration without physical touch point of office.

Login Details: -

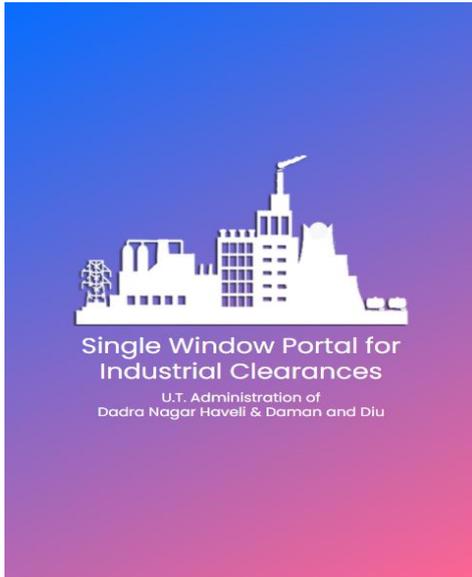
1. Open the website: <https://swp.dddgov.in/> and click on Departments



2. Then Select “Revenue Department ”



6. Once the Registration process is completed a verification link will be sent to your registered email id.



Registration Details Submitted Successfully

You have successfully submitted your registration details.

We have sent you an email verification link on your email address tney@yahoo.com

Kindly verify your email address using verification link.

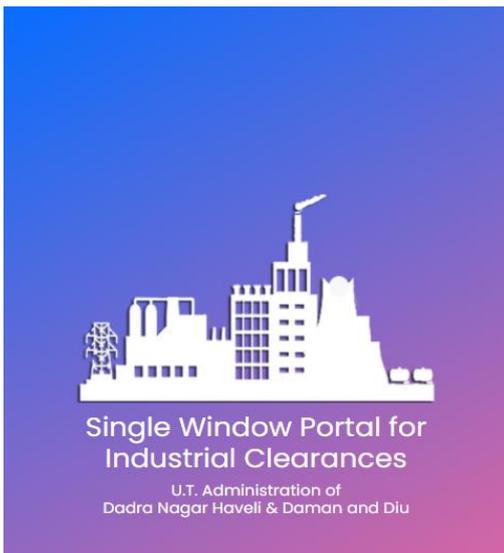
Note : If Mail is Not Received Your Inbox. Please Check the Spam.

[Back to Home](#)

7. Link will look something like the image given below. Click on that link and enter the PIN number which was sent on your registered mobile number. Then Click on login.

<https://swp.dddgov.in/confirmation?q=q3yLEYyCDYwUBK4Xf2T5BLegNsAjqTugdBU56mHy9qGYPzms5u>

8. Enter your Mobile Number and the PIN which was sent on your registered mobile number.



Login into your account!

Mobile Number

9737547879

Pin

[Forgot Pin ? Click Here.](#)

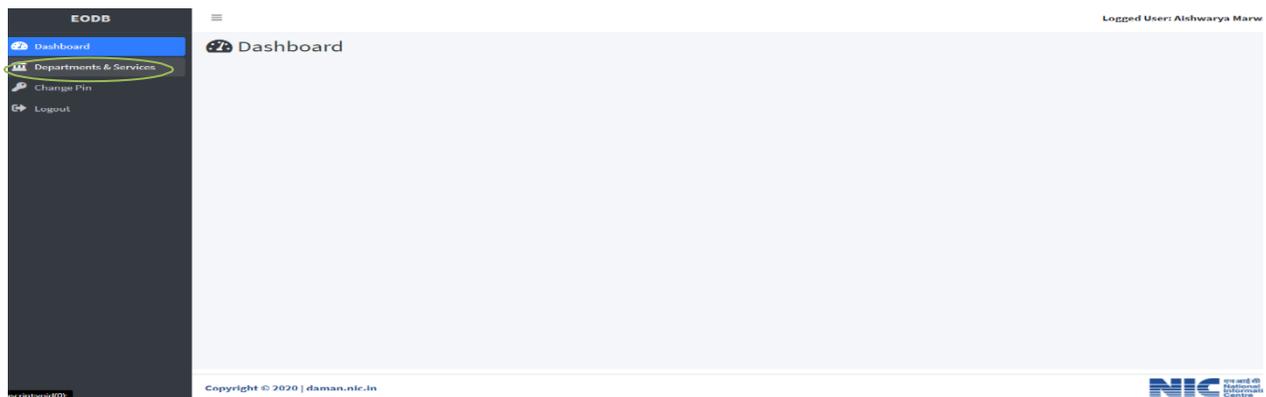
.....|

[Login](#)

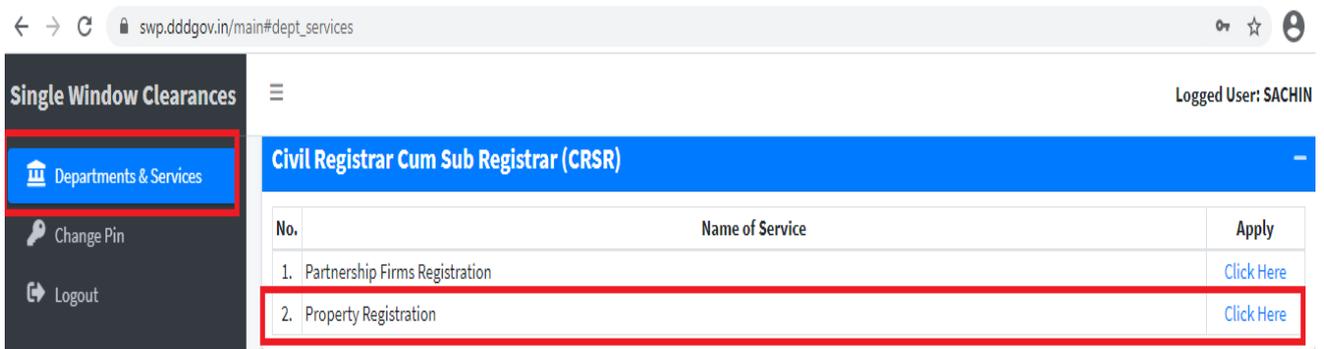
[Back to Home](#)

Don't have an account? [Registration](#)

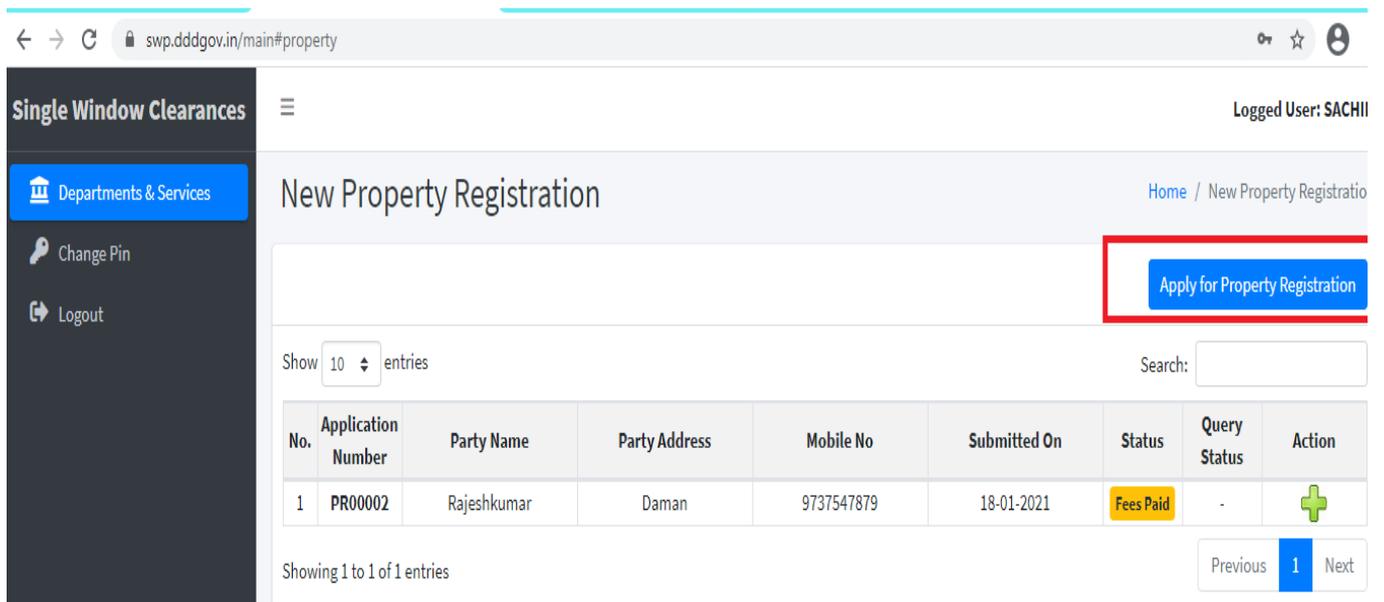
9. After login you can see the dashboard. Click on Department & Services.



10. Click on Property Registration. Under the Civil Registrar Cum Sub Registrar (CRSR)



11. Click on Apply For New Registration



12. Fill the entire form and then click on set appointment.

swp.dddgov.in/main#property_form

Single Window Clearances

Departments & Services

Change Pin

Logout

Logged User: SACHIN

New Property Registration

Home / New Property Registration

Property Registration

Application format for Property registration and get appointment

To,
The Registrar of Firm,
Department of Civil Registrar - Cum - Sub - Registrar,
Daman.

1. District *
Daman

2. Party Type *
 Executing Party Claiming Party

3. Document Type *
Sale Deed

4. Date of Application *
30-01-2021

swp.dddgov.in/main#property_form

Single Window Clearances

Departments & Services

Change Pin

Logout

Logged User: SACHIN

5. Party Name *
Sundarbhai

6. Party Address *
Daman

7. Mobile Number *
8678989854

8. Email Address *
onlysaikotriya@yahoo.com

9. Do you want to upload Pancard ?

10.1 Aadhaar Card *
 Remove

11. Property Description/Schedule. *
Flat No. 106, Sudarshan Apartment, Mashalchowk, Nani Daman, Daman.

Cancel

Set Appointment

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NIC National Informatics Centre

13. After clicking on set appointment button, you can see the appointment details there you can choose your appointment date & Set the time for Property Registration.

swp.dddgov.in/main#appointment_form/EzwNg==neD

Single Window Clearances

Departments & Services

Change Pin

Logout

New Property Registration

Appointment Detail

Select Appointment Date *
 01-02-2021
 02-02-2021
 03-02-2021
 04-02-2021
 05-02-2021
 06-02-2021
 08-02-2021

Select Appointment Time *
11:15

Previous Save As Draft Submit Application Close

14. After clicking on submit application, you can booked your appointment and click on print button to get appointment slip for your ready reference

Appointment Slip

Appointment Detail

Name of Party*
Sundarbhai

Your appointment No.*
5

Appointment Date*
01-02-2021

Reprting Time*
11:15

Print

Appointment Slip

Appointment Detail

Name of Party*
Sundarbhai

Your appointment No.*
5

Appointment Date*
01-02-2021

Reprting Time*
11:15

Print

15. For the payment of application fees, you have to pay the challan / pay at office option which will be send from the admin side for registration f after the approval of application. You can check that by clicking on the “ACTION” button and click on “Pay your Fees”

New Property Registration

No.	Application Number	Party Name	Party Address	Mobile No.	Submitted On	Status	Query Status	Action
1	PR00006	Sundarbhai	Daman	8678989854	30-01-2021	Fees Pending	-	
2	PR00002	Rajeshkumar	Daman	9737547879	18-01-2021	Fees Paid	-	

Showing 1 to 2 of 2 entries

View Form-1 Payment Requested Pay Your Fees

16. After that click on “Pay your fees” option and popup box will open where you can upload your paid challan fees/ pay at office option and then click on “upload fees paid challancopy”.

APPLY FOR PARTNERSHIP FIRMS REGISTRATION

Pay Your Fees

Complete Address of Principal place of Business*
Daman

Upload Fees Paid Challan Copy * (Maximum File Size: 2MB)
Choose file No file chosen

No.	Application Number	Firm Name	Principal Address	Submitted On	Status	Query Status	Action
1	PFR00002	RISHI PAC		24-12-2020	Draft	-	
2	PFR00010	M/S SUIVIDHA		28-01-2021	Fees Pending	-	

Showing 1 to 2 of 2 entries

Pay Your Fees

Thank You