

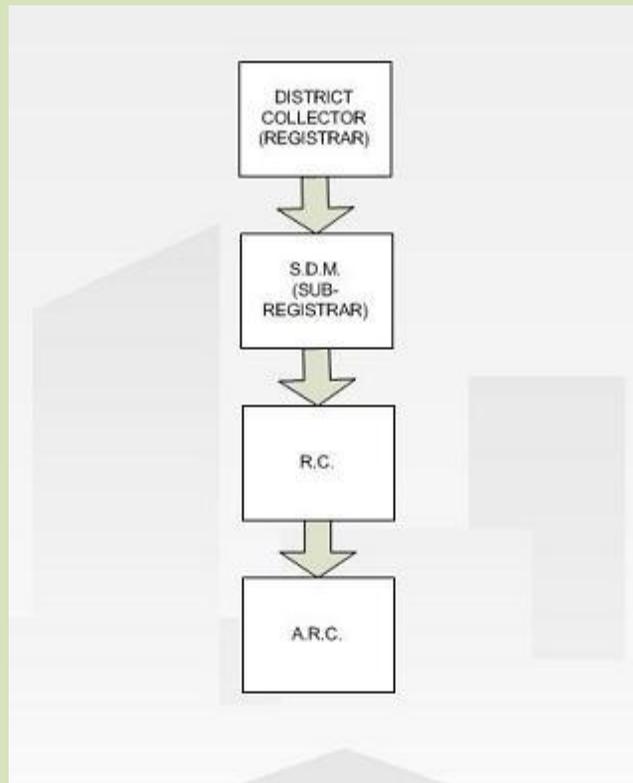
Office Of The Registrar

The various registrations carried out by the Office of the Registrar and Sub-Registrar are as follows:

- Sale Deed
- Lease Deed
- Mortgage Deed
- Firm
- Power of Attorney
- Agreement Deed
- Will Deed
- Adoption Deed

Process of Registration:

A written application has to be submitted to the SDM (Sub-Registrar) with a request for registration along with the deed to be registered and supporting documents and NOC's. At Gyalshing Subdivision, SDM(Gyalshing) looks after the registration of Sale Deed, Lease Deed, Power Of Attorney, Agreement Deed, Will Deed and Adoption Deed; and SDM(HQ) for Mortgage and Firm Deed. At Soreng Subdivision, SDM(Soreng) is responsible for all the registrations.



Administrative Setup

(1) Sale Deed Registration -

Documents to be enclosed –

- Sale Deed
- Spot Verification report
- COI of Buyer
- Affidavit of Seller
- Parcha of Land
- Dhan Rasid/Khazana Receipt of Land

After the enclosed documents are verified, notices are issued to sellers family members, Gram Panchayat, boundary holders and various banks and financial institutions and from whom NOC's are required in return. If no objections are received after a month of notice issue, then the sale deed is registered by the Sub-Registrar (S.D.M.). In special cases, the registration is done by the Registrar (D.C.). Additionally, the seller also have to pay registration fees by means of challan or bearer's receipt and stamp duty (4% +1% respectively of the consideration value of the property).

Time: 1 month + 1 day for processing of documents

(2) Lease Deed -

Documents to be enclosed for general lease deed-

- Lease Deed
- Consent letter of the Industries Department
- NOC from the Pollution Control Board
- Enlistment of the company with the Law Department under the Companies Act of the State
- Spot Verification report
- Memorandum of Association
- List of Board of Directors where 50% and above should be SSC holders.
- Antecedent of the lessee
- Intention Report of the Company should include the criteria set for opportunities for employment of locals
- Should not violate Revenue Order 1- If so, conditions and reasons thereof.

Documents to be enclosed for lease deed from UD/HD-

- Four copies of Lease Deed in original
- Forwarding letter from UD/HD

In case of general lease deed, after the enclosed documents are verified, notices are issued to leasers family members, boundary holders and various banks and financial institutions and from whom NOC's are required in return. If no objections are received, then the lease deed is registered by the Registrar (D.C.). Additionally, the leaser also have to pay registration fees by means of challan or bearer's receipt and stamp duty (4% +1% respectively of the consideration value of the property).

In case of lease deed from UD/HD, after the documents are verified, the deed is registered by the Registrar (D.C.). Additionally, the lessee also have to pay registration fees by means of challan or bearer's receipt and stamp duty (4% +1% respectively of the consideration value of the property).

Time: 1 month + 1 day for processing of documents

(3) Mortgage Deed -

Documents to be enclosed -

- Two copies of original mortgage deed (with Rs.10/- stamp affixed on each deed)
- A letter from bank/financial institution for registering the mortgage
- Original Parcha/ Lease Deed from UD/HD
- Non-encumbrance Certificate

After the enclosed documents are verified, notices are issued to mortgagers family members, boundary holders and various banks and financial institutions and from whom NOC's are required in return. If no objections are received, then the mortgage deed is registered by the Sub-Registrar (S.D.M.). In special cases, the registration is done by the Registrar (D.C.). Additionally, the mortgager also have to pay registration fees (amount corresponding to amount of loan) by means of challan or bearer's receipt and stamp duty of Rs 10.

Time: 15 days + 1 day for processing of documents

(4) Firm -

Documents to be enclosed -

- Copy of trade license duly attested
- Sikkim subject Certificate OR Copy of COI (certificate of identification) OR Voter List Card
- Judicial Stamp of Rs.10/- (affixed on registration certificate)
- NOC from Bazaar Officer, UD/HD
- NoC from Deputy Commissioner, IT&CT
- NoC from DIC, Jorethang

- NOC from House Owner(in case of Rental)

After the enclosed documents are verified, notices are issued to UD/HD (urban area), Panchayat (Rural area), Income Tax/Sales Tax Department and House Owner of the premises. If no objections are received, then the firm is registered by the Sub-Registrar (S.D.M.). Additionally, the applicant also have to pay registration fees of Rs 1000 by means of challan or bearer's receipt and stamp duty of Rs 10.

(5) Adoption Deed-

Documents to be enclosed -

- Copy of Certificate of Identification (Applicant)
- 2 copies of Original Adoption deed
- Birth certificate of Child
- COI/SSC/Identity Proof of real parents of child

After the enclosed documents are verified, notices are issued to Police Station and Ward Panchayat. If no objections are received, then the adoption deed is registered by the Registrar (D.C.). Additionally, the applicant also have to pay registration fees of Rs 400 by means of bearer's receipt and stamp duty of Rs 10.

(6) Power Of Attorney Deed-

Documents to be enclosed -

- 2 set of Power of Attorney deed

After the enclosed documents are verified, the power of attorney deed is registered by the Sub-Registrar (S.D.M.). Additionally, the applicant also have to pay registration fees of Rs 40 by means of bearer's receipt and stamp duty of Rs 10.

(7) Will Deed -

Documents to be enclosed -

- Will deed in a sealed envelope

After the enclosed documents are verified, the will deed is registered by the Sub-Registrar (S.D.M.). Additionally, the applicant also have to pay registration fees of Rs 40 by means of bearer's receipt and stamp duty of Rs 10.

(8) Agreement Deed -

Documents to be enclosed -

- 2 sets of Agreement deed

After the enclosed documents are verified, the agreement deed is registered by the Sub-Registrar (S.D.M.). Additionally, the applicant also have to pay registration fees of Rs 40 by means of bearer's receipt and stamp duty of Rs 10.