

E , ÁÄ | AUì PÉ| r

**¥PÁ±PğĀ : PEĀOI PĀGĀdĀ Ě°ĀZĎ MAiMPĎ PĀĀj** α,  
 α<sup>a</sup>ĪĀŌt "PEĀ qĀ.gĀdPĀ<sup>a</sup>ĪĀgĭ gĀŦ MAZEĀ "ĀPI,  
 gĀeĀfEĀĤĀ "ĀUĪEgĀ-560010.  
 zĪEgĀĀtĀ 91 80 23378375-80  
 E-<sup>a</sup>ĪĀ<sup>-</sup>i: souharda@souharda.coop  
 a<sup>f</sup><sup>-</sup>i<sup>-</sup>mi: www.souharda.coop

... : gME. 20/-

F ¥Ä, PÄ, ÄÄiÄÄPÄ, P PÄj ÄiÄ aÉ'i, ÉmiÉÄ®Äè®' kZÉ

 $\frac{d}{dt} \left( \frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$

# CEĀPĒĀtĒĒ

## CzĀĀiĀ 01

1. E-ĀĀ | AUĪ - ¥Ĵ ZĀiĀ
2. E-ĀĀ | AUĪ GzĀ±Ā °ĀUKE CEĀPKE®vUĀĀ.
3. E-ĀĀ | AUĪ °ĀPĀĀĀĀ °ĀĀ°ĀiĀ°ē  
vĒEQM¹PĒEArgĀ°Ā Ā ĀUĀĀ °ĀvĀŮ PĀAiĀō°Ā°Āē
4. E-ĀĀ | AUĪ PĀAiĀōZĴUĀiĀ °ĀvUĀĀ.
5. J¹¹ PĀAZUĀĀ UPĀ°ĀĀĀPĀZĀ «μĀiĀUĀĀ.
6. DyōPĀ ¥ĀiĒĀdĒĀ «°ĴĀ
7. ¥Ā°ĀĀĀPĀZĀ CA±UĀĀ.
8. M¥ĀZĴĀ «°ĴUĀĀ.
9. ¥ĀĒĒvĴĀ
10. E-ĀĀ | AUĪ °ĀĒivĀt ¥Ĵ ZĀiĀ.

## CzĀĀiĀ 02

11. STOCK HOLDING CORPORATION OF INDIA LTD
12. AUTHORIZED COLLECTION CENTER (ACC)
13. USER / SUPERVISOR ID'S
14. PAPER AND CARTRIDGE
15. STAMP PAPER
16. POWER BACKUP
17. PRINTER
18. SERVICE CHARGES
19. COMMISSION
20. DETAILS REGARDING FILLING THE FORMS
21. IMPORTANT GUIDELINES.
22. AGREEMENT MATTERS.
23. FREQUENTLY ANSWERED QUESTIONS.
24. TABLE OF ARTICLES.
25. DIFFERENT FORMS.

**a'ÉZÀ® a'ÁVÄ**

DwāiĀiĀ Ā PĀj ŚazĀU4Ē

[illegible]

gÁdázP e f UMA VÁ®ÆPUMK e ,É°ÁZD P PÁJ UMA EÁVÁZP e 458  
PÁAZUMK e E- ÁA; AUÍ °P P ÁGAEbAIAWZÉ ÁPI °EÁ° AUÍ PÁYÆÖGÁ±EÍ  
EPÁ gÁMÁZÁVÁ °EACgA PÁAZUMK e EPÁA ¥A®A CzDQAVÁ °ÁZÉ  
gÁdázÁ °EPÁ PÉ ¥WCEÁ 1.25 PÉÁNVAVP/E °ÁEÁ DZÁAIA°EAB ÅÁQÁA  
PÁVÁEZÁVZÉ DZÍJ AZÁF PÁVÁZAPÁAIÖ°°ÁD°ÁÍE GVPÁ UÁt°ÁI ÁZÁVgÁ ÁPÁ.  
DUÁWgÁA CÉÁPÁ °EÁYÁZÉÁPUMÁ ¥ÁEgÁ°ÁDÉÁIAUÁVÉ JZÍJCAZÁ  
PÁAIÖ°°ÁD» ÁA ZÍJ°-ÁAZÁ E- ÁA; AUÍ °P P ÁGAEbE ÁA PÁAZUMK  
C PÁJ UMEAB EÉÁÁÖ VgÁ ÁVÁUKE½¹ PÁAIÖ°°ÁD°ÁIAIÉAB PÉÁSZPÁV  
°ÁUKE ÅRgÁUKE½. ÁÁZPÁV F PÉ; rÁIÉAB °EgÁMÁ ÁUÁWZÉ

J<sup>0</sup>ē P Páj UMā CČ Páj UMā, E ĀĀ | Aui 1 SāCUMā F Pē; rAiĀēB  
CzAiĀēA<sup>a</sup>Āqā<sup>a</sup>Āzġā<sup>a</sup>Āē<sup>0</sup>PA<sup>a</sup>ĀvĀCUMā ĀzĀ<sup>0</sup>DzPē ĀAiĀP<sup>0</sup> P Páj AiĀēB  
Ā<sup>a</sup>YD<sup>0</sup>Ā<sup>a</sup>Āzġā<sup>a</sup>Āē<sup>0</sup>PA<sup>a</sup>ōĀēA<sup>a</sup>Ā<sup>a</sup>w ĀU<sup>0</sup>1, <sup>a</sup>ā PĀAiĀōZP/AiĀēB  
ōĀ<sup>0</sup>MPē<sup>1</sup>/<sub>2</sub> <sup>a</sup>ā P Páj AiĀ ōĀUKE ĒōZD P Páj AiĀ ōĀUKE ĀAiĀP<sup>0</sup>  
P Páj AiĀ WEMē ōĀ<sup>0</sup>.

J\_i.Dgi\_ WÄ±ÄzÆ  
CzPqÄ

# Czái - 01

1. E- ~~ÁÄ~~ | AUí ¥) ZÄiÄ

[illegible][illegible]

DzAaPaVAVeAEPEAB S4A J PAQPi AiAAvAMaAEaPa°EZAZPAE  
 JUE °AUKE ¥AgZaDPM-AAZA ÁAdDpJ UE ÁA¥i ¥A¥gi SZR UE  
 ZÁÁPÁdAUMeAB "E", ÁA; AU i aÁAQaA E°·PEAB EwAZUE ZÁÁZP eEj UE  
 vlgÁVZÉ ErÁ «+ZP eE- ÁA; AUAaPÁAiAEAB C4PÁ¹gÁÁZÁ¹AUMEGÁ  
 °AAPAAUI aÁvAÁ·ÁQÁÁ

[illegible]

gÁdizÁ, É°ÁZÐ, PPAj PÁvZÁ<sup>a</sup>ÁÁVÁ, Á, ÁÁÁV PÁÁÍÐ<sup>a</sup>Ð», ÁwGÁ<sup>a</sup>Á  
PÉÁÖÍ PÁgÁdÁ, É°ÁZÐ, ÁÁÁÁPÍ, PPAj ÁÍÁ ÉÁVÁV<sup>a</sup>ÉÁZÁ gÁdizÁZÁVÁ

30 f-UMR è 151 vA®EPNUMR è È°ÁZB ,P PÁJ UMA 462 PÁAZUMR è F PÁAiA®EAB AiA±A AiAÁV «aD» ,A ÁUÁWZÉ È°ÁZB ,P PÁJ UME CµÁEKE -Á·P PZÁ F aP PÁGÁ EzKEAZÁ DyöPA ZÁ Áa hPÁiAÁZÁ ,ÁaDdPbA ,ÁaAiA CªPÁ±PÁZÁ gAdá ,hPÁGÁZAP®,PÁZÁ «aD» ,A ÁUÁWZÉ EAvhZÁ ÇEUMR èYÁ ÖT ,P PÁGÁ ÁaAPÁUMÁ, CYPÁ ,P PÁGÁ ÁaAPÁ, r¹¹ ÁaAPÁUMÁ F ,ÁaAiAÉAB ¥ÁgA©iªE DZbE È°ÁZB ,P PÁJ PÁVhEZbP èªAAZKE tAiA°ZÉ JASÁZÁ UPÁEÁ°D. ,ÁaDdPj UE GvPÁªÁZÁ ,ÁaAiAÉAB ,P èÁWZÉ JAZÁ ,ÁPi °KE°AUÁ PÁ¥KEÁÖgÁ±Ei D¥j EArAiAÁZPj AZÁ aÁZÁUÁiAÉAB ¥ÁqÇgªÁZÁ ,ÁUMÁ°D °ÁUKE C©EÁZÁÁAiA.

“E” ,ÁA;AUí aP PÁGÁPEAB «aD» ,PÁ ÁgMA ,hPÁGÁÁ ,ÁPi °KE°AUí PÁ¥KEÁÖgÁ±Ei D¥j EArAiAªEAB aÁiKEÁf¹ZÉ CvÁVÁ ENEVÉÁ vÁAwPÁiAÉAB CªPÁ¹¹ UÁE Pj UE GvPÁ ,ÁaAiAÉAB MZV¹ °ÁtPÁ¹EÁ °ÁUKE vÁAwPÁiA ,ÁaE ,P èÁªP è aÁÁgÁPÁMÁiA°è GvPÁ ,A ,ÁAiAÁV PÁAiA®«aD» ,ÁaÁUÁj AiAÉAB F ,A ,B°KEAÇZÉ ,ÁPi °KE°AUÁ PÁ¥KEÁÖgÁ±Ei D¥j EArAiAÁ (J,i°Zi¹LJ-í)gÁµÁQZÁVÁ 190 ±ASUMÁ aÁE®PA PÁAiA®«aD» ,ÁWZÉ EzbA PÁAiA®«aD»°ÁE °ÁUKE aP PÁGÁUM®E ÁgMA ,hPÁGÁZÁ °Éj EP gÁVZÉ J,i°Zi¹LJ-í EP è Lr°L, L¹L¹L, L¹-í °ÁUKE ÁgÁVZÁJ-íL¹ ,Áj zÁVé zÁ±ZÁ ÇEÁPÁ «ªÁ PÁ¥ÁUÁUE°ÁtPÁ¹EÁ aPÁ ,ÁiAÉAB (¥Á®Á SAqPÁ¼PÉAB) a» ,A ÁVZÉ

## 2. E- ,ÁA;AUí GZÁ±A°ÁUKE ÇEÁPE®vUMÁ

- ? ,ÁA¥i ¥Á¥bA aÁÁGÁi ZÁ CªP PÁGÁ vÁqUÁ ÁPÁZÁ.
- ? “E” ,ÁA¥i aÁÁGÁi ZÁªÁE®PA ,hPÁGÁPE ,ÁZÁÁAiªAUªªAPAZÁAiZP ÉÁ ,KEÁj PÁiAÉAB vÁqUÁ ÁPÁZÁ.
- ? GvPÁ PÁZÁAiA ,AUÉª aPÁ ,ÁAiA «aÁÁÖt aÁÁqªÁZÁ.
- ? J®èªÁª»wAiAÉAB J-PÁQ-Pi aÁÁZPÁZÁªÁE®PA aPÁÁWÁV ,AUÉª aÁÁqªªÁZÁ.
- ?ªÁª»w ,AUÉªt °ÁUKE S¼PÁiA°è DZÁªPÁE
- ? PµPÁ AiAvbMA S¼PE °ZÁM aPÁÁWÁ PÁAiA®ÖZbÁE
- ? 24/7 ,ÁªUMÁ ®·PÁUªªAvPÁ CAVéÁÖ®ZÁ aPÁ ,B
- ? ÉKEAZÁEªªÁÁqªªÁÇCPÁj UMA ,Zj PÉª ,ASÁiAÉAB ÁPiªÁÁqªªÁ aPÁ ,B-ÁgªªÁZj AZÁ ÁgÁiAªbA F PÉª ,ASÁiAÉAB G¥ÁiKEÁV ,PÁ

C<sup>a</sup>PA±kgā<sup>a</sup>ĀC<sup>®</sup>

? "2r" ' ' Āgī PĒĀqī Egā<sup>a</sup>Āzj Azā zĀgāŸAiĒĀUP ĀUā<sup>a</sup>ĀC<sup>a</sup>PA±kgā<sup>a</sup>ĀC<sup>®</sup>

? "E" ŸĀĀ | AUī<sup>a</sup> ĀĀqĀ<sup>a</sup>ĀPĀUzPĒĒB EPĒĀ<sup>a</sup> ĀĀqĒ<sup>a</sup> Sgā<sup>a</sup>ĀC<sup>®</sup>CxPĀ<sup>a</sup>  
zĀSō¼PĒ<sup>a</sup> ĀĀqĒ<sup>a</sup> C<sup>a</sup>PA±kgā<sup>a</sup>ĀC<sup>®</sup>

### 3. E- ŸĀĀ | AUī<sup>a</sup> PĒPĀgā<sup>a</sup>ĀD<sup>o</sup>ĀĀiĀ<sup>o</sup> evĒEqN<sup>1</sup>PĒEArgā<sup>a</sup>Ā ŸĀ ŸĀĀ<sup>a</sup> ĀĀĀO PĀĀiĀō<sup>a</sup>ĀD<sup>o</sup>ĀĒ

? ĀPī<sup>o</sup> Ē<sup>o</sup>ĀUī<sup>a</sup> PĀŸĒĀōgā<sup>a</sup>Ēi DŸi EArAiĀ<sup>a</sup> ĀĀĀS-Ā.  
(J<sub>1</sub>i<sup>o</sup>Zi<sup>1</sup>LJ<sup>-i</sup>) ('DgiJ)

? "E" ŸĀĀŸi<sup>a</sup> ĀĀgĀi zĀ<sup>o</sup>ĀUĒ PĀzĀĀiĀ ŸĀUĒĀĀiĀ CĒPĀiĀ PĀzĀĀiĀ  
(K<sup>11</sup>)

? GŸĒĒAzĀĀCĒPĀj

? PĀzĀĀiĀ E<sup>-</sup>ĀSĒ

#### J.1.1.PĀzĀĀiĀPĀĀiĀō<sup>a</sup>ĀD<sup>o</sup>ĀĒ

? "E" ŸĀĀŸi<sup>a</sup> ĀĀgĀi zĀ<sup>o</sup>ĀUĒ PĀzĀĀiĀ ŸĀUĒĀĀiĀ CĒPĀiĀ PĀzĀĀiĀ  
(K<sup>11</sup>)

? Ā<sup>a</sup>ĀD<sup>a</sup>PĀj zĀĀPĀĀĀUĀUĒ E ŸĀĀ | AUī<sup>a</sup> ĀĀqĀ<sup>a</sup>Ā<sup>a</sup>ĀĒ<sup>®</sup>PĀ PĀzĀĀiĀ  
ŸĀUĒĀĒ

? ŸĀUĒĀĀiĀzĀPĀzĀĀiĀ<sup>a</sup>ĒB J<sub>1</sub>i<sup>o</sup>Zi<sup>1</sup>LJ<sup>-i</sup>UĒ ŸĀzĀĀiĀ<sup>a</sup>ĀqĀ<sup>a</sup>ĀzĀ.

? "E" ŸĀĀ | AUī<sup>a</sup> PĒPĀgā<sup>a</sup>ĒB CZĀPĀĀV zĀR<sup>o</sup>ĀĀzĀ<sup>o</sup>ĀUĒ  
Ā<sup>a</sup>Ā» ŸĀĀzĀ.

? ĒĀPĀj ŸĀĀŸi qĒĒn dĒĒĀmi<sup>a</sup> ĀĀqĒ<sup>a</sup> PĒĀ«qĀ<sup>a</sup>ĀzĀ.

#### GŸĒĒAzĀĀCĒPĀj AiĀ<sup>a</sup>ĀPĀĀiĀō

? "E" ŸĀĀ | AUī<sup>a</sup> PĒPĀgā<sup>a</sup>Ÿj zĀ<sup>®</sup>ĒĒ

? zĀĀPĀĀĀUĀ E ŸĀĀ | AUī<sup>a</sup> PĒĀ ŸĀSĀUĀĒB<sup>-</sup>ĀPī<sup>a</sup> ĀĀqĀ<sup>a</sup>ĀzĀ.

? ĀĀ»w Ÿj zĀ<sup>®</sup>ĒĒ

#### PĀzĀĀiĀ E<sup>-</sup>ĀSĒPĀĀiĀō

? "E" ŸĀĀ | AUī<sup>a</sup> ĀĒ<sup>®</sup>PĀ ŸĀUĒPĀUĀ<sup>a</sup>Ā PĀzĀĀiĀ ŸĀUĒĀĒ

? "E" ŸĀĀ | AUī<sup>a</sup> EĀSgīUĀĒB<sup>-</sup>ĀPī<sup>a</sup> ĀĀqĀ<sup>a</sup>ĀzĀ

? a lÁ»w vAvleÁĖÀ ¥j zÃ®£Ė

1. UÁE PÁÁ V PÁUÉCÁEPPÉ ÁÁZÁ ÁP ÉÁUÁUÉ ÁÁ; ÁUí ÁÁÁÁZÁÁV  
 ÁUÁVÁ ÉPÁÁÉÁÁ°É ÁÁÁ»WÁÁÁÁB ÁÁÁÁÁ ÁÁ ÁÁÁÁÁ ÁÁÁÁÁ ÁÁÁÁÁ ÁÁÁÁÁ  
 ÁÁÁÁÁ ÁÁÁÁÁ.

2. 0t ,AUB<sup>1</sup> ZACC Páj AíAÁ UÁE PáA MZM<sup>1</sup> ZÁ<sup>a</sup> AÁ»WAíAÉAB PÁYÁEd j UÉ  
ZÁR° Á ÁPÁ.

3. PIAŲĖd j ūE zAR° 1zA aĪ»w j -āgĪaA SUE PIAŲĖd gi »AzA  
UAE Pj ūE vĒĀj 1 UAE Pj AzA zārPj 1PE¼Ī ĀPA.(; āC)

[illegible]

5. PdgEPeCEA<sup>a</sup>Aw YqZAEAvGACCPAgAiAA E , AA | AU i<sup>a</sup>AAQvAbE

6. MAZŁ, AGÉ E, ÁÁ; AUI a MAZŁ EAVGA CZYR É AIIÁA IZÉ WZNYR  
CXPÁ SZŁÁ AUI a ÁÁQPA C a PÁ+kgÁÁIC®

? ʔ PĀZĒ MSġĀ, ʔEʔĒ ġĀ °ÁUŊE MSġĀ AiŊE ġĪ EgĀ ĀPĀ.

? E ÁÄ | AUï ªÄqÄªÄzPÄV 80 fJ, iJA ¥Ä¥ÄEB G¥ÄiÄÄV, Ä ÄPÄ.

? "E" AĀ | AUI PAUZ PĒĀ AīĀgĀ ¥ĥĥgĀvĀgĒ AīĀ<sup>a</sup> | GZĀ±PĀN  
¥ĥĥgĀvĀgĒ CzĀ GZĀ±PĒ <sup>a</sup>ĀVĀ C<sup>a</sup>ĤĒ S¼Ā | ĀPĀ. "ĀgĀīĀ<sup>a</sup> | UĒ  
EĒĀPĀzĒ GZĀ±PĀN S¼Ā PĀ C<sup>a</sup>PA±kĀĀ<sup>a</sup> ĀC<sup>®</sup>Ē

? "E". AA! AU! DVGA! APÁUZP EAB SVA! PA! ZPE! MA° AUKÉ PÁ- Á° PÁ+ZÁ  
«AW-AGNA! K®e AI!Á° AU! APÁZBKE PEÁOI PZÁ AI!Á° A! BAZP E J° e  
APÁZBKE GYAIÆAV. IS° AZÁ.

? ¥Á, i'ä biö °kEAcgÄ'Ä 1 SAc , PPAj AiÄ P® , kAZA' a lEÄ DzbgE  
P® , Ä©I ÄÖ°kEÄZbgE cÄWbD PÄ®ZlgE°kEÄUÄ'Ä ÄUÄ' a UÄÖ'Ä UÄÄÄZÄUÄ  
vPÄÄ ¥Á, i'ä biöEÄB vPÄt SZt ÄÄÄÄÄ'Ä ÄÄPÄ.







a<sup>1</sup>AEZAgP<sup>1</sup>EA<sup>1</sup> sUKUKE½. S°AZAVZAY D<sup>1</sup>a<sup>1</sup>AEZAgP<sup>1</sup>EA<sup>1</sup>CEA J<sup>1</sup>ZA  
 PPAJ AiA CCPNA<sup>1</sup> AUBUA PAAZU<sup>1</sup>1)PECEA<sup>1</sup>AWAIEA<sup>1</sup> sAQKga<sup>1</sup>a<sup>1</sup>  
 °PAI PAgA. E. A. s. z<sup>1</sup>è s»vP<sup>1</sup>AVGAVZÉ

## II. ZÁŮČNÍ

1. ¥¥ PPAJ AIAA "ZBA OA ATAIANV PAGA. E. A. A., PE gME.50,000/-  
(gME. L^A/AO A«ga gMEYA-AUMa aNAVPUKAEAB P e MPEZY
2. "ZBA OA ATAIAN SrG»vP AZZAMGANZE
3. "ZBA OA ATAIANB vPA PPAJ AIAA AIAA IZA CCPMA AUEUA  
PAAZ(J<sup>11</sup>)AIEAB aMAZPA/PFEUKE% PA SAIA'ZA AZA'DZPe  
SrG»vP AV »AYGAIS°AZA.

### III. M¥ÀZÀCªü

1. M̃YAZZ̃A C̃A C̃A ĨA M̃YAZZ̃A C̃E C̃AZ̃A L̃Z̃A ãJ̃DUM̃P̃G̃ŨE C̃X̃P̃A  
P̃A G̃A. E. A. Ã, ã ÃP̃I °K̃E° ÃŨI P̃A ỸE ÕG̃A ± ẼI D̃ỸI ẼA R̃A ĨA Z̃A  
ẼE ṼẼA ĨA ÃA C̃A C̃A ĨA ãJ̃ŨE M̃YAZZ̃A g̃ṼI Z̃E C° ÃĨA ãJ̃ŨE ẼA g̃g̃g̃P̃  
ÃĨA ãJ̃Z̃A C̃A C̃A ĨA ãJ̃E Z̃P̃A ỸE t̃ÕŨE ṼI M̃Z̃E D C̃A C̃A ĨA ãJ̃ŨE M̃YAZZ̃A  
C̃I ṼZ̃P̃ g̃ṼI Z̃E
2. ẼS̃g̃K̃E ỸP̃ŨA g̃H̃A M̃I Z̃P̃E ãÃA C̃ẼA C̃A C̃A ĨA ãJ̃ŨE P̃A M̃YAZZ̃A ẼA  
ãÃA Z̃A ãJ̃I S̃° ÃZ̃A ṼZ̃E

#### IV. vAqA'Aw

PġA. Ē. A. A.,<sup>a</sup> v PġA. PġA U E - AġA | A U I U M E A B    a D O U E  
PġA v PġA A W AġA V E C A V P A V AġA A I A E A B PġA. Ē. A. A.,<sup>a</sup> U AġA W 1 Z A  
A I Z P E    a U K A 1 Z A C A K A I A B U E    a U K A 1 Z A A I A E A B A I A W 1    a P A I A A P A .

V. À À P RÁj AíÄ PñD<sup>a</sup> Ä aÄvÄÜd<sup>a</sup> Ä ÁÝ

1. CČPMA AUPJA PĀAZĒJ<sup>11</sup>)UMĀ AŪKEUE CUM PĀZĀJ - Āe a PĀ UMĒAB  
vPĀa PĀJ AiĀā aĀR PĒE/M PĒZĀV
2. CČPMA AUPJA PĀAZĒJ<sup>11</sup>)UMĀ AŪKEUE CUM PĀZĀJ - Āe RZĀO-  
aEZUMĒAB PĀJ AiĀā J M PĒZĀV
3. PĀJ AiĀā MAZĀ CČPMA AUPJA PĀAZĒJ<sup>11</sup>)PĒ PĀm gĒE.100000/  
-(gĒE. MAZĀ ®P) UMĒAB aPĀgĒā aĀAUAĀ «AwAiĀĀV °AŪKE  
gĒE.50,000/-UMĒAB oĀĀtAiĀĀV PĀGĀ. Ē. Ā. a. ,PĒ AŪMEJ ĒP Ē  
AZĀAiĀā AŪā Avē ¥aĀv M PĒZĀV MAZĀ aĀ¼ PĀJ AiĀā CĒA¥Ā  
aPĀgĒā gĒE.100000/-/(gĒE. MAZĀ ®P) QĀVā °ĒAŪE ĒbĒ AwĒPĒ Ē

vr̥ ñā a p p āgžā a ʔevp̥ē cēñuāt a āv a p p āgžā a āāuqā «āwaiñēñb  
 o ēñt āuā a žā.

4. Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) a ā a p p āgžā a āāuqā «āwvavā o ēñt  
 a ʔevžā E- ,āōā , auñuñēñb ðāqā āpāzē cždāvā ʔēā ðžē vr̥ ñā  
 a p p āgžā a āāuqā «āwaiñēñb o ēñt p̥ēargā āpā.
5. ,p p āj aiñā a p p āgžā a āāuqā «āwvavā o ēñt a ʔevžā E- ,āōā ʔñuñēñb  
 ðāqā a āw<sup>®</sup>ē mazā a ā<sup>1/4</sup>ē a p p āgžā a āāuqā «āwaiñēñb «āj Cc p̥mā  
 ,aup̥lā p̥āzēj<sup>11</sup>) a ā E- ,āōā ʔñuñēñb ðāzē c c p̥mā ,aup̥lā  
 p̥āzēj<sup>11</sup>) a ēñb a āēñēzēāg» vr̥ āv , ðvñuñēñ<sup>1/2</sup> , ā āuā a žā a āñu caxpā  
 Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) a ā vāēñ a p p āgžā a āāuqā «āwaiñēñb  
 «āj ðāzē E- ,āōā ʔñ a ʔevžā cñuāt a ʔevp̥ēñb zāqā gēñžē ē  
 ʔā a āv , ā āpā cāv pā zāqā ēñb ,p p āj aiñā , , , , ðp̥žāñ.
6. Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) zē ē aiñā a žā cā p p āgā gamāzē ē  
 p̥āgā , ē , ā , ð , a ā dā ā āj aiñāv gā a ā<sup>®</sup>ē cāv pā j ā cā p p āgñuñē  
 ,p p āj aiñā a āāpā aiñō ð a ā ð uā c p āj / pā aiñō zē ð a āñu ,p p āj aiñā  
 d q ž vā a āāq ž aiñā o ʔeu āg b āv g ā v ā b ē
7. Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) zē ē aiñā a žā cā p p āgā gamāzē ē  
 ,p p āj aiñā d q ž vā a āāq ž a āñu ,p p āj aiñā a āāpā aiñō ð a ā ð uā  
 c p āj aiñā «gā ž ō āēñ<sup>1</sup> a āñu<sup>1</sup> «<sup>-1</sup> a ʔē p̥žē ā zā R<sup>o</sup> , ā āuā a žā.
8. Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) zā s<sup>1/4</sup> p̥žā g b ā u ā g ā vā a āñu uā ʔñ , ā s ā iñēñb  
 , ā g d v p ā v i ā p̥ēñā p ā zā ,p p āj dā ā āj , mazā a ā<sup>1/4</sup>ē ,p p āj aiñā  
 Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) zā s<sup>1/4</sup> p̥žā g b ā u ā g ā vā a āñu uā ʔñ , ā s ā iñā  
 zā g ā ʔñ ā iñēñuā gamāzē ē , ā , ā , ā a cēā āñuñuñē ,p p āj aiñā  
 a āāpā aiñō ð a ā ð uā c p āj a āñu d q ž vā a āāq ž aiñēñb o ʔeu āg b ēñb  
 a āāq ā āuā a žā.
9. Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) a ēñb gēñuñēñ<sup>1/2</sup> , ā a ʔē p̥ñā c p ā g p ā  
 p̥āgā , ē , ā , ð , zē ē » vr̥ āv g ā v ē
10. Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) a ēñb ʔā g ā , p ā ,p p āj - ā ā zā p̥ñuā  
 ē s g ā<sup>1</sup> s ā c ū m ā v g ā āwaiñēñb ʔñ p ā iñā a žā p̥ñuā iñā , v g ā āwaiñēñb  
 ʔñ p ā iñā ,p p āj aiñā Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) a ēñb ʔā g ā , p ā  
 p̥āgā , ē , ā , ð , c ā zā cēā āw ʔñ p ā iñā<sup>®</sup> ð ð ā āuā a ā<sup>®</sup>ē
11. ,p p āj aiñā Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) zā p āj vā p̥āgā , ē , ā , ð , a ā  
 p̥ñ<sup>1/2</sup> zā aiñā a žā « a ā p̥ēñb aiñā a žā d p ā ʔñ u ē - ā<sup>®</sup> zē ð ā q m p̥žāñ a āñu  
 Cc p̥mā ,aup̥lā p̥āzēj<sup>11</sup>) zā p āj vā aiñā a žā « a ā p̥ēñb aiñā a žā



- [illegible]

- E-AAi AUi JAZgEPA~~Y~~Ea gi C<sub>1</sub>PAμEi DzAj<sup>1</sup>, PAögPEEAa-APAvgl  
(Non-Juducial) v*j* UE YA<sup>a</sup>iv. AAi AgDoA a AUB.

1. E- ÁĀ / AUī , hō / PĀmī α «ĀμUĀP è , I7x 6° ĀzĀ.

2. E- ÁÄ / AUí hõ / PÄmiEP è wzÄYÄ-UÉ Cª PÄ±k®è

3. E-<sub>1</sub>AA<sub>1</sub>AU<sub>1</sub>hō<sub>1</sub>PĀmīE<sub>1</sub>hā<sub>1</sub>MU<sub>1</sub>hE<sub>1</sub>h «ZāgU<sub>1</sub>W<sub>1</sub>PZ<sub>1</sub>h<sub>1</sub>hE<sub>1</sub>hP<sub>1</sub>h  
w<sub>1</sub>hA<sub>1</sub>hS<sub>1</sub>hZ<sub>1</sub>h.

4. E- ÁĀ / AUi ĩhõ / PĀmĭ MAZĀ «±ĀµĀUĀġĀWĒĀ ĀSĀĀĒĀB °ĒĀCġĀVĪZĒ

5.  $\alpha\phi\delta\mu\lambda^a$   $\mu\delta\mu\lambda^a$   $\lambda\nu\lambda\neq\lambda x\mu\lambda^a$   $\lambda\lambda\delta\phi\lambda\lambda z\lambda$   $C\mu\lambda^k$ ®

- ### 3. E-ÁÄ; AUÏÈÀ®PÈt UÑÄËÄ?

1. E- ÁÁ / AUí , hõ / PÁmí , Á® PÁV ® Á«ZÉ ° ÁUÍ 2ÁWÁV ÁV

„A, J, S“ ſz.

2. E- „AA“ AU i „hő“ PÁmi „AgDvPÁVzÉ
3. E- „AA“ AU i „hő“ PÁmi „ZÁ G½vÁAiÁPE CEÁPE®PbPÁVzÉ
4. E- „AA“ AU i «ZÁgUÁEÁ „Á®“ PÁV CxÉð¹PÉ¼S“ ſzÁVzÉ
4. «±ÁµAUÁgÁwEÁ „ASÁ JAZhÁEÁ (UIN)?

E- „AA“ AU i „hő“ PÁmi PÁ¥KEÁ gi DzÁj vÁ «±ÁµAUÁgÁwEÁ „ASÁiÁEÁ  
°KEACgÁvÁzÉ Ezj AzÁ ¥Á/Á/Á „ÁÁ „ÁUÁEÁ AiÁÁgÉStgÁ  
w½AiÁS“ ſzÁVzÉ

5. E- „AA“ AU i „ÁUÁEÁ °ÁUÉw½AiÁS“ ſzÁ?

E- „AA“ AU i „hő“ PÁmiEÁ CA±UÁEÁ [www.shcilestamp.com](http://www.shcilestamp.com) EP è  
verify QPi „ÁÁr PÁVÉPÁUÁEÁ “hő°ÁÁQÁÁPÁ.

1. gÁdP EÁ EPÁEC „ÁÁPÁ.
2. „hő“ PÁmiEÁ „ASÁ
3. „ÁZÁAPÁ ±Á®ZÁ «ZÁ
4. „hő“ PÁmi ¥ÁÉZÁ CEÁAPP EÁ EPÁEC „ÁÁPÁ.
5. CªKÁiÁ PÉÁqiEÁ EPÁEC¹ „hő“ PÁmiEÁ ¥KEtð «ªgUÁEÁ  
w½AiÁS“ ſzÁ
6. CRA JAZhÁEÁ?

CRA (SHCIL) JAZhÉ „Ái xi gPÁðqi QÁ“ AU i KEÁ „ÁPi °KEÁ° AU i  
PÁ¥KEÁðgÁµEi D¥i EArAiÁªEÁ „Ái xi gPÁðqi QÁ“ AU i KEÁiÁÁV  
ªAiKEÁF „ÁVzÉ

7. CRAEÁPÁAiÁðUÁEÁ?

CRAEÁPÁAiÁðUÁEÁZhÉ Lr S¼PÉZÁgÁEKEÁZÁtÁ „ÁWÁvÁ “ÁÁEÁ  
ªªð°ÁÉ MmÁÉE- „AA“ AU i C“ PÁµEiUÁPÁAiÁðUÁEÁ UPÁª „ÁÁZÁ  
°ÁUÁ CªUÁªªªð°ÁÉ

8. ACC JAZhÁEÁ?

ACC JAZhÉ CCPÁVÁ „AUÉÁt PÁAzÁ „ÁPi °KEÁ° AU i PÁ¥KEÁðgÁµEi  
D¥i EArAiÁª °ÁUÁ UÁE PÁÁEÁ «EÁªÁZPÁðUÁEÁ F CCPÁVÁ  
„AUÉÁt PÁAzÁ. „ÁPi °KEÁ° AU i PÁ¥KEÁðgÁµEi D¥i EArAiÁª  
F ACCUÁEÁªAiKEÁF „ÁvÉÉ

**9. CCPMÀ, AUEÀT PĀAZBĀKĀS AİĀGĀ VĠĀİĀS°ĀZĀ?**

1. "ĀĀPĀUMĀ
2. CAZĒ PbĀj UMĀ
3. EvġĒ DyōPĀ, Ā, UMĀ.

**10. CCPMÀ, AUEÀT PĀAZBĀKĀS EĒĀZĀTĀ°AVUMĀ AİĀ°PĒ**

MAZĀ CCPMÀ, AUEÀT PĀAZBĀKĀS EĒĀZĀTĀİĀ °AVUMĀZġĒ

1. ĀPĒ °ĒĀ° AUĒ PĀYĒĒōgĀμĒİ DYİ EArAİĀ eĒEVĒEĀM YĀZĀ
2. MAZĀ CCPMÀ, AUEÀT PĀAZBĀKĀS VPĀĀ SĀVĀİĀ°ē, ĀPLĀŌ "ĀĀ-EĀ Ej, ĀĀPAUĀVĒĒ

**11. °ĀĠĠZĀ CCPMÀ, AUEÀT PĀAZBĀKĀS °ĒUEW½AİĀ°ĀZĀ?**

www.shcilestamp.com °Ēİ, İmİEĀ, ĀYPD, ĀĒ-EĀZĀW½AİĀS°ĀZĀ.

**12. gĀdĀZĀ CCPMÀ, AUEÀT PĀAZBĀKĀS °ĒUEW½AİĀ°ĀZĀ?**

www.shcilestamp.com °Ēİ, İmİEP ē gĀdĀUMĀ «°ĠUM½°Ē C°ĀUM½AZĀ gĀdĀUMĀ CCPMÀ, AUEÀT PĀAZBĀKĀS W½AİĀS°ĀZĀ.

**13. E-, ĀĀ, AUİ, ħō, PĀmİEĀS °ĒUE Rj ĀC, İ°ĀZĀ?**

CCPMÀ, AUEÀT PĀAZBĀKĀS ē 1UĀ°Ā UĀĒ PġĀ CFōUMĀEĀS "İVō °ĀĀr CzġĀ °ĒEVĒEĀS YĀ°İV 1 bĀYĀPAUĒPĒEĀS YġġĀİĀS°ĀZĀ.

**14. E-, ĀĀ, AUİ, ħō, PĀmİEĀS AİĀ°ĀUAYġġĀİĀS°ĀZĀ?**

CCPMÀ, AUEÀT PĀAZBĀKĀS UĀĒ PġĀ CFōAİĀ eĒEVĒUEUĒEĀS 1ĀPj 1ZĀ VPĒT E-, ĀĀ, AUİ, ħō, PĀmİEĀS YġġĀİĀS°ĀZĀ. ZPİ CxPĀ rrAİĀ °ĀĒE°PĀ°ĒT ĀZĀAİĀ °ĀĀr CzĀ ĀPĒ °ĒĒĀ° AUĒ PĀYĒĒōgĀμĒİ DYİ EArAİĀ SĀVUE °UĀō°ĀPĀİĀĀZĀ EAvġĀ E-, ĀĀ, AUİ, ħō, PĀmİEĀS YġġĀİĀVPĒZĀ.

**UĀĒ Rj UE «±ĀμĀ, NEZEĒUMĀ:**

1. SHCIL ĀĀYİqĒEĀrAİĀEĀS "ĀġİVĀAİĀ EĀTAYĒİV ġĒEYĀ-ĀUMĀP ē °ĀĀVĒ 1ĀPj ĀĀZĀ.
2. RTGS/NEFT °ĀĒE°PĀ°ĒT ĀZĀAİĀ °ĀĀqĀ°Ā °ĒEZPĀ °ĀĠĠZĀ E-, ĀĀ, AUİ PbĀj AİĀ°ē, P°°Ē YġġĀİĀVPĒZĀ.
3. UĀĒ PġĀ E-, ĀĀ, AUİ, ħō, PĀmİEĀS YġġĀİĀ°Ā °ĀĒEĀ MAZĀ °ĀĒEĒEĀİ °ġ, ĀĀZĀ.



4. M<sup>a</sup> Bā E- , ÁĀ | AUi , ħō | PĀmi Ÿqġā<sup>a</sup> ĀĀ<sup>-</sup> fAiĀ<sup>a</sup> ĀZĀ wzĀŸŸ- UĀEĀB<sup>a</sup> ĀĀqĀ<sup>a</sup> AUĀ<sup>a</sup> ĀC<sup>⓪</sup>ē

5. E- , ÁĀ | AUi , ħō | PĀmiEĀB eĤEĀŸÁEP ÁV G½<sup>1</sup> PĤEĀ<sup>a</sup> ĀZĀ. E- , ÁĀ | AUi , ħō | PĀmiEĀ C<sup>⓪</sup>ē<sup>1</sup> UĀ<sup>a</sup> ĀC<sup>⓪</sup>ē

15. , ÁĀŸiqĤEĀ ŸĤE<sup>⓪</sup>ÁV ŸÁ<sup>a</sup>w<sup>a</sup> a<sup>a</sup> ĀqġĀ , PĀiĀ KEĀ a<sup>a</sup> ĀqĀ<sup>a</sup> ĀPĀ?

UĀE<sup>a</sup> PĀC<sup>⓪</sup>PĀVĀ , AU<sup>a</sup> PĀt PĀAZ<sup>a</sup> UĀP<sup>a</sup> ē<sup>⓪</sup> ZĀP<sup>a</sup> J , ÁĀŸiqĤEĀAiĀEĀB ŸÁ<sup>a</sup>w<sup>a</sup> <sup>1</sup> ē<sup>⓪</sup> ZĀP<sup>a</sup> J , ÁĀŸiqĤEĀ , ħō | PĀmiEĀB ŸqġAiĀV<sup>a</sup> PġĀŸ EĤEĀAZĀtAiĀ , PĀiĀiĤP<sup>a</sup> ē<sup>a</sup> ĀE<sup>⓪</sup> , ÁĀŸiqĤEĀ , ħō | PĀmi<sup>a</sup> ŌAU<sup>a</sup> ē<sup>⓪</sup> ZĀP<sup>a</sup> J , ÁĀŸiqĤEĀ , ħō | PĀmiEĀB MZĀV<sup>a</sup> Ā<sup>a</sup> ĀZĀ.

16. , ÁĀŸiqĤEĀAiĀEĀB AiĀ<sup>a</sup> «ZÁEĤP<sup>a</sup> ē<sup>a</sup> ŸÁ<sup>a</sup>w<sup>a</sup> , ē<sup>⓪</sup> ĀZĀ?

, ÁĀŸiqĤEĀAiĀEĀB PġVĒĀ «ZÁEĤP<sup>a</sup> ē<sup>a</sup> ŸÁ<sup>a</sup>w<sup>a</sup> , ē<sup>⓪</sup> ĀZĀ,

1. EUĤĀ

2. ZPi

3. rr/ŸĀ Dqġgi

4. RTGS/NEFT

5. SÁVĒ-ĀAZĀ SÁVŪÉ<sup>a</sup> UĀ<sup>⓪</sup>Á<sup>a</sup> UÉ

rr/ŸĀ Dqġgi, RTGS/NEFT, SÁVĒ-ĀAZĀ SÁVŪÉ<sup>a</sup> UĀ<sup>⓪</sup>Á<sup>a</sup> UĀ<sup>a</sup> <sup>a</sup> ĀE<sup>⓪</sup> PĀ , ĀZĀAiĀ<sup>a</sup> a<sup>a</sup> Āqġ<sup>a</sup> a<sup>a</sup> ĀĀEĀ<sup>a</sup> ŌVġġĀ E- , ÁĀ | AUi Pġġj AiĀ<sup>a</sup> ē<sup>a</sup> ĀĀ» wAiĀEĀB ŸqġAiĀ<sup>a</sup> ĀZĀ.

17. E- , ÁĀ | AUi , ħō | PĀmiEĀB ġġĀŸŸ- , ē<sup>⓪</sup> ĀZP<sup>a</sup>

E- , ÁĀ | AUi , ħō | PĀmiEĀB ġġĀŸŸ- , PĀ ġÁdĀ , PĀ<sup>⓪</sup>ġġĀ<sup>a</sup> AiĤEĀF<sup>a</sup> ZĀ C<sup>⓪</sup>PĀj UĀEĀB , ĀŸD<sup>⓪</sup> , Ā<sup>a</sup> ĀPĀ. PĤEĀ<sup>⓪</sup>i PġP<sup>a</sup> ē<sup>a</sup> F<sup>-</sup> ĀEĤEĀAZĀUĀC<sup>⓪</sup>PĀj UĀEĀB , ĀŸD<sup>⓪</sup> , Ā<sup>a</sup> ĀZĀ.

18. E- , ÁĀ | AUi AiĀ<sup>a</sup> ġÁdĀUĀ<sup>a</sup> PĤĀZĀqġġVĀŸĤĀ<sup>a</sup> UĀ<sup>a</sup> ē<sup>a</sup> PĀAiĀ<sup>⓪</sup> «<sup>a</sup>» , ĤVĤP<sup>a</sup>

E- , ÁĀ | AUi<sup>a</sup> PĀ<sup>a</sup> AiĀ<sup>a</sup> , ġġVĤĀ ġÁdĀUĀ<sup>a</sup> ZĀ UĀdgÁVi, PĤEĀ<sup>⓪</sup>i PĀ<sup>a</sup> ē<sup>a</sup> Ā<sup>⓪</sup> ē<sup>a</sup> C<sup>⓪</sup> , ĀĀ , VĤĤĀ<sup>a</sup> EĀqġ<sup>a</sup> , ġÁdĀUĀ<sup>a</sup> » a<sup>a</sup> ĀZP<sup>a</sup> ŸĤĤĀ<sup>a</sup> a<sup>a</sup> ĤVĤU PĤĀZĀqġġVĀ ŸĤĤĀ<sup>a</sup> UĀ<sup>a</sup> ZĀ ZĀZĀ<sup>a</sup> ĤVĤU EUġĀ<sup>a</sup> ŌPĀ<sup>a</sup> , qġAiĀ<sup>a</sup> a<sup>a</sup> ĤVĤU qġÁ<sup>a</sup> ĤEi, ŸĤZĀZĀj UĀ<sup>a</sup> ē<sup>a</sup> «<sup>a</sup> ġġVĤĤÉ<sup>a</sup> ŌĤĤEĀ «<sup>a</sup> ġġUĤUÉ<sup>a</sup> www.hcil estamp.com<sup>a</sup> ē<sup>a</sup> i<sup>a</sup> , Ĥmi , ĀŸD<sup>⓪</sup> , Ā<sup>a</sup> ĀZĀ.

19. E- , ÁĀŸi , ħō | PĀmi PĤĤĀPĤEĀqġ<sup>a</sup> ē<sup>a</sup> KEĀ a<sup>a</sup> Āqġ<sup>a</sup> ĀZĀ?

E- , ÁĀŸi , ħō | PĀmi PĤĤĀPĤEĀqġ<sup>a</sup> ē<sup>a</sup> DĀiĀĀ ġÁdĀUĀ<sup>a</sup> ē<sup>a</sup> Ĥj -Ĥġġ<sup>a</sup> Ā , ÁĀŸi DPi<sup>a</sup> ĤZĀ<sup>a</sup> ĀĀ» w<sup>a</sup> ŸqġAiĀ<sup>a</sup> ĀZĀ. (CRA) , Ĥi<sup>a</sup> Ĥi<sup>a</sup> ġPĀ<sup>⓪</sup>qġi



- ? E- „AAI AUIEP è SVA T AUA<sup>a</sup>À ¥ZUMA Cx<sup>D</sup> °AUKE E „AAI AUIUE „ASACU<sup>T</sup> ZÀ „A<sup>a</sup>IAEÀ ¥ZUMUE Gv<sup>h</sup>PEAB E „AAI AUIUE „ASACU<sup>T</sup> ZÀ J<sup>®</sup>è „AA»WUMKEACUE F <sup>a</sup>èivátzPè (FAQ) EKEAQ<sup>S</sup>°ÀZÁVZÉ
- ? J<sup>®</sup>QI<sup>a</sup>VÀ <sup>a</sup>AA<sup>R</sup>PÁV gÁd<sup>P</sup>ÁgÀ <sup>a</sup>AAZÁPA ±<sup>À</sup>®I „AU» „<sup>a</sup>À C<sup>CP</sup>MA „AUP<sup>LA</sup> PÁAZUMA (ACC) CAZ<sup>h</sup>é „AA¥i ¥Á¥<sup>h</sup>i Z<sup>EG</sup>AI<sup>a</sup>APÁAZUMA ¥h<sup>AI</sup>LEAB «¼<sup>A</sup> „°AUKE Z<sup>EG</sup>PÁtÀ „ASUMKEACUE <sup>a</sup>Áq<sup>A</sup>ÁVZÉ PEÁOI P<sup>h</sup>z<sup>P</sup> EA J<sup>®</sup>è 1034 PÁAZUMA ¥h<sup>AI</sup>LEAB „A¥P<sup>D</sup> «<sup>a</sup>h<sup>U</sup>MEACUE E<sup>°</sup>è ¥q<sup>AI</sup>AS<sup>°</sup>ÀZÁ.
- ? F <sup>a</sup>èivátzPè EKEAAZÁtÀ <sup>a</sup>AAq<sup>S</sup>°ÀZÁZÁ °AUKE EKEAAZÁtÀ C<sup>a</sup>h<sup>NP</sup>ÁVÉ-Á<sup>®</sup>zÀ (Registrable & Non Registrable Instrument) ZÁR<sup>-</sup>ÁWUMA ¥h<sup>O</sup> °AUKE C<sup>a</sup>UMUE ¥Á<sup>a</sup>h<sup>U</sup> „ÁPÁZÁ <sup>a</sup>AAZÁPA ±<sup>À</sup>®I z<sup>h</sup>zÀ «<sup>a</sup>h<sup>P</sup>KEB <sup>a</sup>Áq<sup>A</sup>ÁVZÁV ¥j<sup>2</sup>Á<sup>°</sup>1 „AA¥i ¥Á¥<sup>h</sup>i ¥q<sup>AI</sup>®<sup>A</sup> C<sup>EA</sup>PE<sup>®</sup> Mz<sup>N</sup> „ÁVZÉ
- ? PEÁI P<sup>h</sup>zÀ J<sup>®</sup>è F<sup>-</sup>UMA F<sup>-</sup>Áè EKEAAZÁAC<sup>PA</sup>J<sup>U</sup>MA °AUKE G¥À EKEAAZÁAC<sup>PA</sup>J<sup>U</sup>MA «¼<sup>A</sup> „°AUKE „A¥P<sup>D</sup> „ASUMKEAB PKEq<sup>A</sup> F <sup>a</sup>èivátzPè ¥q<sup>AI</sup>AS<sup>°</sup>ÀZÁVZÉ
- ? <sup>a</sup>AAZÁPA ±<sup>À</sup>®I ¥Á<sup>a</sup>h<sup>AI</sup>À «<sup>a</sup>h<sup>U</sup>MEAB „AA¥i ¥Á¥<sup>h</sup>i C<sup>F</sup>O „AS<sup>h</sup> °AUKE ¥Á<sup>a</sup>h<sup>U</sup> C<sup>EA</sup>AP<sup>PE</sup>AB EP<sup>AE</sup>C<sup>U</sup> „ÁZ<sup>h</sup>Á <sup>a</sup>AE<sup>®</sup>PA ¥j<sup>2</sup>Á<sup>°</sup> „<sup>a</sup>À C<sup>a</sup>PA±<sup>PE</sup>AB PKEq<sup>A</sup> Mz<sup>N</sup>1 g<sup>A</sup>ÁZÁ F vÁtZÁ «±<sup>h</sup>µÀ
- ? F <sup>a</sup>èivátzPè „Ág<sup>h</sup>zÀ A<sup>i</sup>Á<sup>a</sup>À A<sup>i</sup>Á<sup>a</sup>À gÁd<sup>a</sup> °AUKE PÁAZÁq<sup>h</sup>vÀ ¥ZÁ±<sup>UM</sup>Pè E- „AAI AUI eÁj<sup>U</sup>E SÁCZÉ J<sup>EA</sup>PÁZ<sup>EA</sup>AB w¼<sup>AI</sup>AS<sup>°</sup>ÀZÁ. C<sup>®</sup>zÉ <sup>a</sup>AAZÁPA ±<sup>À</sup>®I „AU» „<sup>a</sup>À ÁP<sup>i</sup> °KE<sup>Á</sup>°AUI PÁ¥KE<sup>Á</sup>ög<sup>h</sup>µ<sup>E</sup>i ±ÁSUM<sup>A</sup> «<sup>a</sup>h<sup>U</sup>MEAB PKEq<sup>A</sup> ¥q<sup>AI</sup>AS<sup>°</sup>ÀZÁ.

## **11. STOCK HOLDING CORPORATION OF INDIA LTD :**

Stock Holding Corporation of India Ltd. (SHCIL) was incorporated as a Public Limited Company in 1986. SHCIL has been promoted by All India Public Financial Institutions and Insurance Majors. SHCIL is known for its Security, Integrity, wide network and focus on technology. It has been jointly promoted and owned by leading Banks and Financial Institutions viz., IFCI Ltd., IDBI Bank Ltd., SU-UTI, LIC, GIC, NIA, NIC, UIC, and TOICL, all leaders in their fields of business. SHCIL began by offering custodial and post trading services, adding depository services and other services to its portfolio over a period of time. SHCIL has established itself in India as a one-stop solution provider in the Financial Services domain.

E-stamping is a computer based application and a secured electronic way of stamping documents. The prevailing system of physical stamp paper/franking is being replaced by E-stamping system.

SHCIL is the only CRA appointed by the Government of India. Central Record Keeping Agency is responsible for User Registration, Imprest Balance Administration and overall E-Stamping Application Operations and Maintenance. CRA will appoint ACC's who will issue certificates to the clients at their counters.

website to login – [www.shcilestamp.com](http://www.shcilestamp.com). In the downloads option you will be able to view all the forms like Branch Registration form, Password reset form, Additional ID creation form , Deactivation forms etc. All the necessary information about E-stamping , articles, and the centers etc. can be viewed in the web site mentioned.

## **12. AUTHORIZED COLLECTION CENTER (ACC) :**

ACC will collect the money from the customer and generate the e-stamp. ACC will remit the stamp duty collection amount to the CRA. Verification of e-stamp and additional stamp duty generation is also done here.

The ACC has to operate E-stamping process only at the place where the permission has been given. They are not authorized to operate in any other place. If the ACC violates the rules serious action will be taken.

## **13. USER / SUPERVISOR ID'S :**

These are the id's created by SHCIL to generate the stamp paper. Two ID's will be created by SHCIL for the ACC to operate. One is the User id who collects the application from the customer and enters the data online and submits. The other ID is the Supervisor ID where the data entered by the User will be reflected in the Supervisor ID. The Supervisor will check the details entered by the user and then will give a print out of the stamp certificate.

The id's should be used by the concerned person in whose name it is created. He/she should not share their id/password to any other person. It should be strictly prohibited. By sharing the id's it is illegal and will lead to complications. At the end of the session or when you are not operating need to ensure that the ID has been logged out.

## **14. PAPER AND CARTRIDGE :**

The paper used for printing E-Stamp certificate should be 80-100 GSM executive bond paper. Other normal papers should not be used by the ACC. Use of original HP cartridge is mandatory. By using refilled cartridges the print on the stamp certificate will be as copy instead of original or while taking a Xerox copy of the certificate it will show as original and it might be reused by the fraudster.

## **15. STAMP PAPER :**

E-Stamp certificate should be issued in the name of the individual or a corporate. Both first party and second party's name should be mentioned in the specified column. Only for Affidavit the second party name should be mentioned as NA (not applicable). Other than Affidavit all the other certificates should have the first and second party name. Before issuing the stamp certificate to the customer the user/supervisor should check all the details correctly and give a preview of the same to the customer in case the stamp paper is of high value amount for confirmation and ensure that he/she takes the signature of the customer on the preview. Only after that they can issue the certificate. Because, after accepting the details typed no corrections can be made. Before issuing the stamp certificate to the customer Branch head / supervisor's seal and signature is mandatory.

## **16. POWER BACKUP & INTERNET :**

It is mandatory that all the ACC's has to have a power back up. Usage of direct raw power may lead to problems. If there is no power backup or UPS and if power goes off the data which will be under process will get deleted and you cannot retrieve the same once again. The amount will also be deducted from the imprest balance. The systems should be connected to the UPS. Even If power goes off you will have power back up support and your data will not get deleted . You have to make sure antivirus software is being installed in the system to avoid virus. You have to delete all the unnecessary data and unwanted files and downloads inorder to avoid future problems. Make sure for every 15 days you are re-installing the JAVA and UNIVERSAL POST SCRIPT SOFTWARE. The internet speed should be of 2mbps speed or above.

### **17. PRINTER (HP 2055D / HP L J M401D) :**

You have to use only HP 2055D / HP L J M401D printer as prescribed by SHCIL. You are not supposed to use any other printer other than the prescribed printer. No other printer will support the software of E-Stamping. Do not connect the printer to raw power. Do not expose the printer to rainy weather. Before starting the the operations of E-stamping take a test print every day and ensure the print is ok and then proceed further. The cartridge has to be checked every day. When it shows 80% change the cartridge. You should always keep a spare cartridge. In case the existing cartridge gets over in mid of the day spare cartridge will be of use. If the spare is not there then you will have to wait and stop business till you get the new cartridge. The printer should not be shared to any other system other than e-stamping purpose. If it is shared you will not be able to get the stamp paper print instead you will get error and there are chances of losing the data. Do not switch off the printer after giving the print command.

### **18. SERVICE CHARGES :**

The service charges is collected by the ACC and the same should be collected as per the Government order. No ACC is authorized to make any variations in the service charges. It should be strictly followed by all the ACC's. The service charge from Rs.10/- to Rs.100/- stamp paper is Rs.10/- . From Rs.101 /- to Rs.5,000/- the service charge is Rs.15/- and above Rs.5,000/- no service charges to be collected from the customers. PAN CARD details should be obtained from the customer if the requisition is more than Rs.50,000/-. A separate receipt book has to be maintained by the ACC in the Co-operative Society name which has to be given to the customers for collecting the service charges .Also the acknowledgement of the stamp paper amount collected should be given to the customer without fail.

## **9. COMMISSION :**

The commission will be calculated on the monthly business of E-stamping. On the total business done per month the commission of 0.15% will be calculated (TDS – 10% on the commission.). KSSFCL will be generating the reports of stamp duty collection made by the ACC every quarterly (3months) . On this total amount of 3 months commission of 0.15% will be calculated with 10% TDS. This commission amount will be added to the concerned ACC imprest balance and also a written letter with complete commission details will be sent to the ACC for their reference.

## **20. DETAILS REGARDING FILLING THE FORMS :**

### **A ADDITIONAL USER ID CREATION FORM FOR ACC :**

This form is filled in case the existing ACC requires additional id's to be created. The required information has to be filled in the form with the user / supervisor details with the photo, ID proof (it has to be in English ) and Address proof (it has to be in English) enclosed along with the form.

Name of the ACC – The full society name has to be entered in this column (no abbreviations to be used). Address – The complete postal address of the existing ACC has to be filled.

In the declaration column the box mentioned for Branch Head with Seal has to be left blank. No overwriting or correction should be made on the application form. The id and address proof has to be matched with the details mentioned in the form. There should be no variations in any of the details mentioned. Even if small corrections or variations the application form will be rejected. After we (KSSFCL) received the application form it will be sent to SHCIL for id creation and it will take minimum 15-20 days to create the id's.



## **B. CUSTOMER APPLICATION FORM:**

This is the form where the customer fills the details for obtaining Stamp paper and the same should be issued free of cost by the ACC. The ACC has to ensure that all the necessary information is filled correctly in the application form. The Application date, stamp duty amount, and the description of the Article have to be filled correctly. The Details of the first party and second party has to be entered correctly. Both the party names should entered. In the SUBIN column the user has to fill the SUBIN no. without fail with his/her signature. After verifying the details entered by the user the supervisor should ensure that all the details are correct as per the application form and then only proceed further. After generating the stamp certificate the certificate no. has to be entered in the certificate no. column by the supervisor with his/her signature. Also make sure that the customer has to sign in the application form. After issuing the stamp certificate the supervisor must give the acknowledgement to the customer without fail for the payment made.

## **C. PASSWORD RESET FORM :**

Whenever the concerned user/supervisor has entered the wrong password it will get locked automatically. In order to reset the password the ACC will have to fill the password reset form. The ACC name (Co-operative Society name), user ID (id which has been locked), Branch (place), reason for password reset (Tick the relevant reason), Name of the user, Address (ACC complete address with telephone no.). The user whose id has been locked has to sign in the user signature column with the date and place mentioned. The Branch head of the concerned ACC or the supervisor will have to enter their name, Signature, date and place. The Co-operative Society Seal has to be put in the signature column of the Branch head. There should be no overwriting on the form . The Scanned password reset form duly filled has to be mailed to

the respective id's mentioned below. The original password reset form has to be couriered to KSSFCL (E-Stamp Division) on the same day as it is required for audit purpose. Once the password reset form is mailed to KSSFCL the same will be forwarded to SHCIL, Bangalore after verification. They will in turn verify and forward it to SHCIL, Mumbai office for reset. This process will take 3-4 hours. If the mail is sent to us after working hours the reset will be done only the next day. On Saturday and Sunday the password reset will not be done as SHCIL will not be working on these days. The reset will be done only on the next working day.

#### **D. USER ID DE-ACTIVATION FORM :**

In case any of the employee (user or supervisor) is leaving the job or resigned or transferred to another branch then the de-activation form has to be filled in order to get their id de-activated immediately so that nobody can misuse their id's. In the name of the ACC column the Co-operative Society name has to be filled. User/supervisor details – Name of the ID to be de-activated, the id and the correspondence address of the ACC with the telephone no. of the society and mobile no. of the user/supervisor . Also the reason for de-activation has to be mentioned clearly. Do not put the society seal or signature on the Branch Head Column. It has to be signed and filled by the Authorized signatory of KSSFCL only. Once the De-activation form is sent to KSSFCL this form will be sent to SHCIL office Mumbai and it will take 2-3 working days to get the ID de-activated.

#### **E. ERROR REPORTING FOR E-STAMPING SYSTEM :**

This form has to be filled in case the ACC is not able to get the print out of the Stamp certificate generated which is of Rs.500/- and above only. All the necessary information has to be filled in correctly in the form and the reason for the failure of print out has to be clearly mentioned. This form has to be sent immediately on the same day in order to get the re-print of the certificate. If the

error reporting form is sent late it will be rejected by SHCIL. Reset will not be done.

- ? Certificate No. : The Stamp paper certificate no. of which the print has not come have to be filled in this column as mentioned in the certificate generated.
- ? Unique Doc Reference : Once the supervisor saves the date a SUBIN no. will be generated that particular SUBIN no. has to fill in this column.
- ? Supervisor Name : The name of the Supervisor in whose id stamp certificate has been generated that name of should be filled in this column.
- ? Supervisor ID : The ID in of the Supervisor has to be filled where the certificate has been generated.
- ? ACC Name : The Society name has to be entered (no abbreviations should be used)
- ? Branch Name : The place where the Branch is located has to be entered in this column.
- ? Nature of Error : Here the ACC has to select the nature of error due to which reason the stamp certificate print has not come. He/She has to tick the relevant reason and mention it with description in the remarks column.
- ? First Party and the Second party names has to be filled as per the customer application form entered. No changes should be made.
- ? Amount of the Stamp paper, Certificate generated date and time to be filled in correctly.
- ? Signature of the Supervisor : The Supervisor of that ACC has to sign in this column.

For Confirmation by ACC Branch Head : Here the Branch Head of the ACC has to sign with the Society Seal with the designa-

tion and location mentioned.

Note : The ACC should ensure that all the details filled in the form is matching with the certificate generated in the system. No changes or correction should be made. This form has to be scanned and a mail has to be sent to kruthi@souharda.coop only. The original copy has to be couriered to KSSFCL (E-Stamping Division) on the same day. It should not be delayed. It will take 4-5 working hours to get the reset done. As it will be sent to SHIL Mumbai office and from there it will be sent to KSSFCL.

## **21. Important Guidelines**

All the ACC's and its members are requested to strictly implement the following while operating their E-Stamping counters. You are also requested to give us a letter in writing regarding the implementation of the following:

- ? Use of original cartridge for printing E-Stamps is mandatory. Please confirm to us regarding the usage of original cartridge in all your branches.

Eg., Many Acc's are using refilled cartridges instead of original and customers are facing lot of problem due to this. When a xerox is being taken it is showing as original instead of copy on the Xerox and this might be used once again by a fraudster.

- ? It is mandatory to use Client requisition format prescribed by Stock Holding Corporation of India Ltd.

Eg., Some of the Societies are using only one side and the instruction part is not being printed on the back side of the Client requisition. This

- ? Display of address and office working hours outside the counter is mandatory. Government has notified working hours between 10:00 am to 4:00 pm. No customer should be denied for service if they visit the counter during these working hours. You may also work as per your co-operative timings ie., between

10am to 6pm etc., and the same has to be mentioned on the notice board for public.

- ? All the resigned, suspended users/supervisors id's are to be deactivated immediately.

Eg., In many of the ACC's either the user or supervisor might have resigned from the job or transferred to other branch etc., but their id's are being used by the new employee appointed or some other office staff which is illegal and lead to serious issues.

- ? For printing E-Stamp certificate use of 80 to 100 GSM bond paper is mandatory. Any deviations in this regard will be viewed seriously.

- ? Sharing of password amongst the users is strictly prohibited.

- ? E-Stamp certificate must be issued in the name of individual or a Corporate.

Eg ., The stamp papers issued should have both the first party and second party names in it. Only in affidavit the first party name should be there and and second party will be as "NA" (not applicable)

- ? No correction on the E-Stamp certificate is allowed. Once the supervisor accepts the certificate in the system or software no corrections can be made nor cancelled and the amount will be deducted from the imprest balance.

- ? Systems must be connected through UPS. Usage of direct raw power may lead to problems.

Eg., In many of the ACC's UPS is not being used or the systems are not connected directly to UPS. When the power goes off the data which is in the process will get deleted and print cannot be taken. The amount will be deducted from the imprest balance which is already entered in the system. You will not be able to retrieve the data once again.

- ? Required assistance for the illiterate customer may be extended at the counters.
- ? Receipt for service charges collected needs to be given to clients.
- ? The customers should be given a receipt for the service charge collected from them by the society and an acknowledgement of the stamp paper amount collected.
- ? Any official from Government may visit your counter for inspection. Full co-operation needs to be extended.
- ? All the client requisitions need to be stored safely for minimum period of 3 years. These applications may be called for audit.
- ? Collection of service charges should be strictly as per the Government order. Any deviation to this will be viewed seriously.
- ? The service charges from Rs.10/- to Rs.100/- stamp paper is Rs.10/- , from Rs.101/- to Rs.5,000/- the service charge is Rs.15/- and above Rs.5,000/- no service charges to be collected from the customers.
- ? Client requisition has to be given to the clients free of cost.  
Eg., Some of the ACC's who were charging for the customer application form was penalized and serious action was taken on them for collecting amount for the Customer application. The application form has to be given free of cost.
- ? PAN details should be collected if the requisition is more than Rs.50,000/-.
- ? The Supervisor or the Branch head has to sign along with the Cooperative seal on the stamp paper before issuing it to the customer.

Eg ., Many of the ACC's are issuing stamp paper certificates without the supervisor sign and society seal. The seal and signature is mandatory and those who failed to do so has been

penalized and strict action has been taken on them.

- ? All the necessary information pertaining to E-Stamping has to be displayed on the Notice Board of the ACC for the public.

Eg., Service charge details, Article nos. , ACC timings , Etc.,

- ? The User and Supervisor should sign and mention the submission and the certificate no. at the column mentioned for this on the client requisition with the receivers signature and telephone no.

You are once again requested to adhere to the guidelines given. Let us work together to make E-Stamping a big success and serve the citizens of Karnataka proudly.

## **22. Agreement Matters**

### **I. Permission to Authorized Collection Center**

- A. Right to given permission to ACC's is vested in KSSFCL .
- B. KSSFCL may fix certain parameter to openings of ACC's, if the ACC fail to follow the parameters, KSSFCL may not be give permission to your ACC

### **II. Security Deposit**

- A. Your Sahakari shall pay Rs.50.000/- (Rupees fifty thousand only) as security deposit in the form of Demand Draft payable at Bangalore
- B. security deposit shall be interest free
- C. At the time of termination of ACC your security deposit will be refunded without interest.

### **III. Tenure of the agreement**

- A. Term of the agreement will be up to five (5) years from the date of commencement or up to the term of agreement exist with SHCIL whichever is earlier. If the agreement with

SHCIL terminated than agreement with your Sahakari will be terminated by default.

B. Agreement may renew if agreed by the both parties.

#### **IV. Training**

SOUHARDA FEDERATION shall provide suitable and adequate training to Your ACC. The cost of the training shall be borne by your Sahakari. The venue of the training will be decided by KSSFCL.

#### **V. Duties and obligation of your sahakari**

- A. Your Sahakari shall make all the necessary arrangement for opening of ACC
- B. Your Sahakari shall bear all the expenses for establishment of ACC
- C. For the purpose of openings of ACC your Sahakari should deposit minimum of Rs. 1,00,000/-(Rupees one lakh only) as credit limit. If your transaction exceed more than Rs.1,00,000/- (Rupees one lakh only) the KSSFCL will increase your credit limit amount according to your transaction.
- D. Enhancement of credit limit is required for issuing e-stampings more than Rs.1, 00,000/-(Rupees one lakh only) .
- E. Your sahakari shouldn't exceed credit limit, in such cases your ACC will be terminated without prior notice and your Sahakari will be liable for penalty. Penalty will be double amount of total issuing of e-stampings. your Sahakari shall borne that penalty.
- F. KSSFCL is not liable to any illegality and irregularities in your ACC. CEO/Secretary and other board of directors of your Sahakari are liable for illegality and irregularities in your ACC.
- G. At any point of time if KSSFCL find illegality and irregularities in ACC , KSSFCL will initiate criminal and civil proceedings



against CEO/Secretary, and other board of directors of your Sahakari.

- H. Safety of user ID and password of your ACC is your responsibilities. In case if any misuse of ID and password the CEO/ Secretary and other board of directors are responsible.
- I. Right to Cancellation of your ACC is vested in KSSFCL
- J. It is mandatory that at least two employees of your Sahakari take proper trainings from KSSFCL for handling the e-stamping. If your Sahakari fails to attend a training program your sahakari will not be entitled for establishing ACC .
- K. your Sahakari shall ensure confidentiality of data and all other information (unless required by any court of law or any other statutory authority)at all times even after the termination of this agreement. Without permission of the KSSFCL any other information shouldn't be disclose.

## **VI. Duties and Obligation of KSSFCL**

- A. KSSFCL should act as a convener and co-coordinator between SHCIL and ACC
- B. KSSFCL will give clarification to ACC regarding e-stamping

## **VII. Commission to ACC.**

- A. From issuing e-stamping worth Rs. 10 to 100 ACC can collect Rs.10 commission from the Customer, and Rs. 101 to 5000 ACC can collect Rs.15 Rs.50001 and above your Sahakari don't have right to collect commission from the Customer. Your ACC will be terminated without prior notice if any complaint received at any level for taking extra commission.
- B. Your ACC will be entitled to get 0.15% commission over total amount of issuing of e- stampings. Whereas commission amount will be credit to KSSFCL a/c. KSSFCL shall debited the commission amount for the purpose of expenses made

for convenience and co-coordination with SHCIL.. Rest of the amount will be credited to your ACC a/c.

## **VIII. Dispute Resolution**

All disputes and differences between the parties under this agreement shall be Subject to Bangalore jurisdiction.

## **IX. Termination of agreement**

- A. Agreement may be terminated by giving two months prior notice to KSSFCL.
- B. At any point of time KSSFCL may terminated your ACC without prior notice for reason to believe that your Sahakari not working properly and reason to believe that illegality and irregularities are taken place in your ACC .
- C. Upon termination, SHCIL shall immediately deactivate the user ID and password use by the ACC.
- D. Notwithstanding the forging, KSSFCL may immediately terminate this agreement.
- E. If the agreement with SHCIL terminated than agreement with your Sahakari will be terminated by default.

## **23. Frequently Answered Questions**

### **A. General Queries**

#### **1. What is Stamp Duty?**

*It is type of Tax collected by the State Government.*

#### **2. Why stamp duty is required to be paid?**

*Stamp duty is a kind of Tax like Sales Tax or Income Tax. It must be paid in full and on time to the Government. In case of delay in payment of stamp duty, penalties are imposed.*

#### **3. What are the important Instruments under Indian Stamp Act, 1899?**

*Important Instruments are agreements, conveyances, exchange, gift, Certificate of sale, deed of partition, Power of Attorney to sell immovable property when given for consideration, deed of settlement and transfer of lease by way of assignment, bill of exchange, bill of lading, debenture, letter of credit, policy of insurance, proxy, receipt and transfer of shares.*

**4. Does Stamp Duty vary from Instrument to Instrument?**

*Yes*

**5. Whether Stamp Duty is computed on market value or consideration amount?**

*Stamp Duty is computed on market value or consideration amount of the property, whichever is higher.*

**6. What is consideration amount?**

*Consideration amount is the total value of funds involved in any purchase/ sale transaction entered between two or more parties.*

**7. How many types of stamp duty are collected?**

*Stamp Duty collected by the States can be broadly divided into two categories, viz., Stamp Duty paid under the Indian Stamp Act, 1899 and Stamps used in payment of fees under the Court-fees Act 1870.*

**8. What are the different types of stamps used as on date?**

*Stamps used under the Indian Stamp Act, 1899 & The Bombay Stamp Supply And Sale Rules, 1934, can be broadly divided into*

- 1. Impressed stamps, including a) Labels affixed and impressed by the proper officer; b) Stamps embossed or engraved on stamped paper c) Impression by franking machine d) Impression by any such machine as the State Government may,*

*by notification in the Official Gazette, specify*

2. Adhesive stamps.

**9. Is Stamp Duty required to be paid on all documents regarding transfer of properties?**

*All transfer Instrument/document including agreement to sale, conveyance, gift mortgage, exchange, partition, power of attorney either general or special leave and license, agreement, tenancy agreement, lease deeds are required to be stamped before registration. A will or original nomination in a Co-operative Housing Society is not required to be stamped. However, when a nominee transfers a flat subsequently in the name of legal heirs then it is required to be stamped as per market value or the consideration amount, whichever is higher.*

**10. What are the precautions to be taken at the time of purchase of stamp paper?**

*Stamp papers are to be purchased in the name of one of the parties to the instrument/document. It must be purchased in the name of one of the parties involved in the transaction.*

**11. When Stamp Duty is to be paid?**

*It is to be paid either before execution of the document or on the day of execution of the document.*

**12. Who is required to pay Stamp Duty?**

*Stamp Duty is either paid by a purchaser or transferee or as mutually agreed in the agreement between the parties.*

**13. Who will do the stamp duty valuation?**

*SHCIL is appointed as Central Record-keeping Agency (CRA) and associated with stamp duty collection and not valuation. For valuation of Stamp duty you need to contact your Legal Advisor or Appointed Govt officials concerned for the same.*

## **B. E-Stamping Queries**

### **1. What is e-Stamping?**

*E-Stamping is a computer based application and a secured way of paying Non-Judicial stamp duty to the Government.*

### **2. What are the benefits to the client/customer by e-Stamping:**

- 1. e-Stamp Certificate can be generated within minutes*
- 2. e-Stamp Certificate generated is tamper proof*
- 3. Authenticity of the e-Stamp certificate can be checked through the inquiry module.*
- 4. E-Stamp Certificate generated has a Unique Identification Number (UIN).*
- 5. Specific denomination is not required*

### **3. Features of e-Stamping?**

- 1. Easy accessibility and faster processing*
- 2. Security*
- 3. Cost savings*
- 4. User friendly*

### **4. What is Unique Identification Number (UIN)?**

*UIN is a unique system generated number mentioned on the e-Stamp Certificate. Anybody, having the Unique Identification Number, can check the authenticity of the Certificate through [www.shcilestamp.com](http://www.shcilestamp.com).*

### **5. How can I verify the authenticity of an e-Stamp ?**

*An e-Stamp can be verified online by clicking on verify e-Stamp certificate and entering the required details i.e*

- 1. State*
- 2. Certificate Number (UIN)*

3. Stamp Duty Type ( Description of Document )

4. Certificate Issue Date

5. Session code

**6. What is a CRA?**

*CRA stands for Central Record Keeping Agency. STOCK HOLDING CORPORATION OF INDIA LIMITED (SHCIL) is the only CRA appointed by the Government of India.*

**7. What is the role of CRA?**

*Central Record Keeping Agency is responsible for User Registration, Imprest Balance Administration and overall e-Stamping Application Operations and Maintenance. CRA will appoint ACC's who will issue Certificates to the clients at their counters.*

**8. What do you mean by ACC?**

*ACC means Authorised Collection Center (ACC). Its an agent appointed by SHCIL. ACC is the intermediary between the CRA and Stamp Duty payer.*

**9. What is the Registration process of ACC?**

*The Registration process for becoming an Authorised Collection centers involves*

- 1. Signing of PAN India ACC Agreement with SHCIL*
- 2. ACCs needs to maintain a running Imprest balance*

**10. How do I find my nearest ACC ?**

*Kindly visit Contact us page of the website [www.shcilestamp.com](http://www.shcilestamp.com) for details for e-Stamping centre near your place.*

**11. How will I get a Stamp Certificate?**

*The client has to approach an ACC appointed by SHCIL and*

*fill up the application form as prescribed in the e-Stamping system. Stamp Certificate is generated only after realization of funds.*

## **12. When will I get the Stamp Certificate from ACC?**

*After submitting a duly filled and signed application form, the ACC will enter the details into the system and a Stamp Certificate would be generated immediately in case of cash and in case of Cheque/DemandDraft/Payorder/RTGS/NEFT/Account to Account Transfer only after realization of funds.*

*Important instructions for the client*

- 1. SHCIL will accept Stamp Duty Payment in Indian Rupees (INR) only.*
- 2. RTGS / NEFT payment should be initiated only after consulting nearest e-Stamping center.*
- 3. Client is expected to check the preview of the certificate and sign on the preview before certificate is generated.*
- 4. Once an e-Stamp is generated, then it cannot be edited / modified in any manner.*
- 5. Preserve the e-Stamp carefully; duplicate copy of e-Stamp is not issued.*

## **13. What if the stamp duty is underpaid?**

*If the stamp duty is underpaid then visit an ACC and obtain an Additional Stamp duty certificate by paying the additional stamp duty amount. For registration process the client will have to produce both certificates to sub-registrar.*

## **14. What if the stamp duty is still underpaid ?**

*If the stamp duty is still underpaid than client has to again visit an ACC and obtain a additional stamp duty certificate by additional stamp duty amount. The client will need to produce all certificates for registration.*

**15. What are the different modes of paying stamp duty in e-Stamping system.**

*Client can pay stamp duty amount through the following modes*

1. Cash
2. Cheque
3. Demand Draft
4. Pay Order
5. RTGS
6. NEFT
7. Account to Account transfer.

*Kindly contact your nearest e-Stamping center before initiating any Electronic fund transfer. (Refer to table below for details on DD/PO for payment through SHCIL branches only)*

**16. After generating the Certificate, can I cancel the Stamp Certificate?**

*For cancellation you need to get in touch with the Competent Authority at the Stamp Office appointed by the State Government.*

**17. In which States/UT s e-Stamping is currently operational ?**

*e-Stamping is currently operational in the States/UT s of Gujarat, Karnataka, NCT Delhi, Maharashtra, Assam, Tamil Nadu, Rajasthan, Himachal Pradesh, Uttarakhand, UT of Dadra & Nagar Haveli , UT of Daman & Diu and Puducherry.*

*For further updates keep visiting [www.shcilestamp.com](http://www.shcilestamp.com)*

**18. What is the procedure in case an e-Stamp is lost ?**

*Please refer to the Stamp Act prevalent in your state. The CRA is not authorised to Issue a duplicate copy of e-Stamp.*



## **24. Table of Articles**

### **List of Registrable & Non-Registrable Instruments**

No.	Description of Instrument	Proper Stamp Duty
1	Acknowledgement	Rs.2/- upto Rs.5000/- Exceeding 5000/- Rs.2/- for every 1000/- or part there of.
2	Administration Bond	The same duty as Bond No.12 upto Rs.1000/- and in any other case Rs.100/-.
3	Adoption Deed	Rs.500/-
4	Affidavit	Rs.20/-
5	Agreement relating Sale of Immoveable property	i) Same duty as conveyance on the market to value of the property when the possession of the property is delivered or agreed to be delivered. ii) Rs.10/- to Rs.200/- depending upon the value of the property where the possession of the property is not delivered.
6	Agreement relating to DTD	0.5% on the loan amount
7	Appointment in execution of power	Rs.1000/-
8	Appraisalment or Valuation	The same duty as Bond No.12 upto Rs.1000/- and in any other case Rs.100/-.
9	Apprenticeship	Rs.50/-
10	Article of Association	Rs.500/- for every Rs.10 lakhs or part there of.
11	Award	Same duty as bond on the MV of the property which is the subject matter of Award.

12	Bond	Rs.5/- for every Rs. One Hundred upto Rs.1000/-. Rs.25/- for every Rs .Five Hundred or part there of in excess of Rs.1000/-
13	Bottomry Bond	Same duty as Bond No.12.
14	Cancellation of Instruments	The same duty as on the original instruments.
15	Certificate of sale	Rs.1/- for Rs.10/- Purchase Money. Rs.1.50/- for the Purchase Money exceeding Rs.10/- but below Rs.25/-. Duty on conveyance in any other case.
16	Certificate or other documents, evidencing the right or title of the holder there of, or any other person, either to any share, script or stock in or of any incorporated company or other body corporate or to become proprietor of share, script or stock in of any such company or body.	Rs.1/- for every Rs.1000/- or part there of the value of the share script or stock.
17	Certificate of Enrolment	Rs.500/-
18	Charter Party	Rs.50/-
18(A)	Clearance List	The sum of duties chargeable under Article 5(b),(e),(c) and Article 37(e), (b) or (c) as the case may be.
19	Composition Deed	Rs.100/-

20	Conveyance	7.5% of the Market value
21	Copy of a extract	Rs.5/- to Rs.10/-
22	Counter part or Duplicate	Rs.4.50 paisa to Rs.50/-
23	Customs Bond	Same duty as bond upto Rs.1000/- in any other case Rs.100/-.
24	Delivery order in respect of Goods	Rs.1/- where the value of Goods does not exceed Rs.1000/-
		Rs.5/- for every Rs.1000/- where the value of the Goods exceeds Rs.1000/-.
25	Divorce	Rs.100/-
26	Exchange of Property	Same duty as conveyance No.20 for market value equal to the market value of the property of greatest value which is subject matter of exchange.
27	Further Charge	Same duty as conveyance No.20 for market value equal to the amount of the further charge secure for such instruments
28	Gift	Same duty as conveyance No.20 for market value equal to the market value of the property which is the subject matter of gift.
		Rs. 1000/- Where the donee is a member of the family of the donor.
29	Indemnity Bond	Same duty as a Security Bond No.47.
30	Lease of Immovable Property	The duty chargeable varies depending upon the amount of rent, lease period and lease granted for amount advanced etc. Kindly go through the Article for details.
31	Letter of Allotment	Rs.1/-

32	Letter of License	Rs.100/-
32(A)	License of Immovable and Movable Property	The duty chargeable varies depending upon the amount of rent, lease, license period and license granted for the lumpsum amount advanced etc. Kindly go through the Article for details.
33	Memorandum of Association of	Rs.1000/- if accompanied by the Articles of Associations u/s 26 of companies Act 1956.
	a company	The same duty as under Article No.10, according to the share capital of the company if not accompanied as above.
34	Mortgage Deed	Same duty as conveyance No.20. when possession is given. Rs.50 paisa for every Rs.100/- or part there of when possession is not given.
35	Mortgage of a Crop	The duty chargeable varies depending upon the amount secured and the period of repayment etc. Kindly go through the Article for details.
36	Notarial Act	Rs.10/-
37	Note or Memorandum	Rs.1/- for every Rs.10,000/-
38	Note of Protest by the Master of a ship	Rs.2/-
39	Partition	Rs.250/- to Rs.500/- depending upon the nature of the property.
40(A)	Partnership :	Rs.100/- where capital does not exceed Rs.5000/- Rs.1000/- in any other case.

40(B)	Reconstitution	Same duty as conveyance No.20 on the MV of the property of the Immovable property remaining with the firm. Rs.500/- in any other case.
40(C)	Dissolution	a) The same duty as conveyance for a market value equal to the market value of the property distributed or allotted or given to partner or partners under the instrument of dissolution, in addition to the duty which would have been chargeable on such dissolution if such property has not been distributed or allotted or given. b) In any other case Rs.500/-
41	Power of Attorney	When given to a promoter or developer by a whatever name called for construction, development on, or sale or transfer of any immovable property situated in Karnataka. Rs.10,000/- to Rs.1.50 lakhs based on the market value of the property. When given to a person other than Father, Mother, Wife or Husband, Sons, Daughters, Brothers, Sisters in relation to the executants authorizing such person to sell immovable property situated in Karnataka. 7.5% on the market value of the property. In any other case Rs.100/-
42	Protest of Bill	Rs.10/-
43	Protest by the Master of a Ship	Rs.5/-

44	Re-conveyance of Mortgage	Same duty as conveyance No.20 on the MV equal to the amount of such consideration not exceeding Rs.1000/-. Rs.100/- in any other case.
45	Release	Release is not between the family members, where the release is not for consideration 2.5% on the MV of the subject matter of release. Release is not between the family members, where the release is for consideration 50% of the rate applicable to conveyance on the MV of the property which is the subject matter of release. Where the release is between the family members Rs.1000/-. Release of mortgage rights Rs.100/-
46	Respodentia Bond	The same duty as Bond No.12, for the amount of the loan secured.
47	Security Bond or Mortgage Duty	a) Same duty as Bond No.12 for the amount secured does not exceed Rs.1000/- b) Rs.100/- in any other case.
48	Settlement	I. Same duty as conveyance for market value equal to the market value of the property which is the subject matter of the settlement where disposition is not for the purpose of the distributing the property of the settlor among is family. II. Rs.1000/- where disposition is for the purpose of the distributing the property of the settlor among the members of his family.

49	Share Warrants	One half times the duty payable on a conveyance for MV equal to the nominal amount of the shares specified in the warrants.
50	Shipping	Rs.2/-
51	Surrender of Lease	1. The duty with which such lease is chargeable where the duty chargeable does not exceed Rs.22.50 paise. 2. Rs.100/- in any other case.
52	Transfer	Please see the Article.
53	Transfer of Lease	a) Same duty as conveyance for a market value equal to the amount of consideration if the remaining period of lease does not exceed 30 years. b) The same duty as conveyance on the market value of the property which is the subject matter of transfer, where lease period exceeds 30 yrs.
53(A)	Transfer of License	Same duty as conveyance No.20
54	Trust : A) Declaration i) Concerning any money of amount conveyed by the author to the trust as corpus. ii) Concerning any immovable property owned by the author and conveyed to the trust of which, the author is the sole trustees.	Rs.500/-  Rs.500/- Same duty as conveyance for MV of the property conveyed.

	iii) Concerning any immovable property owned by the author and conveyed to the	The Same duty as Bond No.12 for a sum equal to the amount or value of the property concerned as set forth in the instruments but not exceeding Rs.200/-
	trust of which, the author is not a trustees or one of the trustees.	
	B) Revocation of concerning any property when made by any instruments other than a will.	
55	Warrant of Goods	Rs.10/-

## **25. Different Forms**

1. Application for ID Creation for ACC Branch (page 45-46):

[http://www.shcilestamp.com/e-Stamping\\_Branch\\_Registration\\_Form.pdf](http://www.shcilestamp.com/e-Stamping_Branch_Registration_Form.pdf)

2. Application Form for Stamp Duty (page 47-48) :

[http://www.shcilestamp.com/Application\\_for\\_Additional\\_Stamp\\_Duty\\_karnataka.pdf](http://www.shcilestamp.com/Application_for_Additional_Stamp_Duty_karnataka.pdf)

3. Additional ID Creation Form (page 49) :

[http://www.shcilestamp.com/Additional\\_User\\_ID\\_Creation\\_form.pdf](http://www.shcilestamp.com/Additional_User_ID_Creation_form.pdf)

4. Password Reset Form (page 50) :

[http://www.shcilestamp.com/Passwd\\_reset\\_shcil.pdf](http://www.shcilestamp.com/Passwd_reset_shcil.pdf)

5. Error Reporting Form (page 51)

6. De-Activation Form (page 52):

[http://www.shcilestamp.com/De-Activation\\_form.pdf](http://www.shcilestamp.com/De-Activation_form.pdf)





# Stock Holding Corporation of India Limited

Registered office: 107, Connaught Place, Indraprastha Extension, New Delhi, India-110028

Website: [www.shcilstamp.com](http://www.shcilstamp.com)

VER 2.0 20/05/10

## Application Form for ID Creation for ACC Branch

Date: 

--	--	--	--	--	--	--	--	--	--

(To be filled in BLOCK LETTERS Only)

Name of ACC		Branch	
Divid	Subdivid	City	State

### Branch Details

Name of the Branch Head	First Name	Middle Name		Last Name	
Employee Code		E-mail	Workstation		
Branch Address					
	Pin Code				
Direct Number					(With STD Code)
Mobile Number					
Fax Number					(With STD Code)

### Supervisor Details

#### Supervisor 1

Name of the Supervisor	First Name	Middle Name		Last Name	
Employee Number	Gender ( ) Male ( ) Female				
Date of Birth	D	M	M	Y	Y
Designation	Department				
Direct Number					(With STD Code)
Mobile Number					
E-mail					

Place your recent passport size photo (40x45 mm) and sign across it.

Signature

### Supervisor Details

#### Supervisor 2

Name of the Supervisor	First Name	Middle Name		Last Name	
Employee Number	Gender ( ) Male ( ) Female				
Date of Birth	D	M	M	Y	Y
Designation	Department				
Direct Number					(With STD Code)
Mobile Number					
E-mail					

Place your recent passport size photo (40x45 mm) and sign across it.

Signature

User Details		User *	
Name of the Supervisor	First Name	Middle Name	Last Name
Employee Number	Gender (V = < )		<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	D	M	Y
Designation	Department		
First Name			
Middle Name			
Last Name			
First			
Signature			

User Details		User *	
Name of the Supervisor	First Name	Middle Name	Last Name
Employee Number	Gender (V = < )		<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	D	M	Y
Designation	Department		
First Name			
Middle Name			
Last Name			
First			
Signature			

#### Note :

- Please do not leave any field blank. Please write NA in the fields which are not applicable to you.
- For Identity proof, copy of Employee ID card or PAN Card is compulsory as per KYC guidelines.
- Forms without photographs will not be accepted.
- Please mention email address (required for sending passwords). If email is not available then enter the branch head/manager's email.
- Please mention at least one contact number (landline or mobile).
- Sign and stamp/Seal is mandatory wherever mentioned.

I hereby declare that the above filled details are true to my knowledge and belief. In the event, any of the details of these users are found to be incorrect, the CRA shall have the right to prevent access to this Standing system, to such users.

Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Designation \_\_\_\_\_

Signature of Controlling Branch Head/Seal

#### FOR USE BY CRA - ADMIN ONLY

	Branch Code
Account Name	Account ID
Supervisor 1 Name	Supervisor 1 ID
Supervisor 2 Name	Supervisor 2 ID
User 1 Name	User 1 ID
User 2 Name	User 2 ID

ID CREATED BY

EMPLOYEE CODE

ID CREATION DA -

SIGNATURE



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸೌಹಾರ್ದ ಸಂಯುಕ್ತ ಸಹಕಾರಿ ನಿ.,

MAILING LIST OF MEMBERS OF THE BOARD OF DIRECTORS: 1990-1991: 440 23378375 81

## e-Stamping Application Form

Please fill the application form in Block Letters

ACC	Account Name	Stamp Duty amount/Share of duty	Service Charge/Share of duty
ACC to	Share purchase duty	₹ 100.00	₹ 10
App holder name / external account		₹ 100.00000	₹ 15
		Amount ₹ 100	₹ 1
Document Description (if it is not shared)		Stamp duty by Share Purchase duty	₹ 1

Use Case Data / Property Description (Not exceeding 102 characters)

15a. <b>Contract Date / Details of First Party</b> (Name Not on section 50 disclosure)	
--	--

Station 200000	
Order #411000	

[illegible]

## 272 2nd/3rd's Sold / Details of Second Party (Name Not exceeding 40 characters)

idno/name	
over/tdress	

[illegible][View details for 2023 / Stamp Duty Payment Details](#)

Stamp Duty Purchased by <u>Real Estate Agents</u>	<input type="checkbox"/> 100% Stamp Duty <input type="checkbox"/> 100% Stamp Duty <input type="checkbox"/> 100% Stamp Duty	<input type="checkbox"/> 100% Stamp Duty <input type="checkbox"/> 100% Stamp Duty <input type="checkbox"/> 100% Stamp Duty	<input type="checkbox"/> 100% Stamp Duty <input type="checkbox"/> 100% Stamp Duty <input type="checkbox"/> 100% Stamp Duty
---	--	--	--

DDI Base Codes: MEET, RT39, Doda

Category	Material	Demographic	Demographic	Demographic
			100%	
			200%	
			300%	
			400%	
			500%	
			600%	
			700%	
			800%	
			900%	
			1000%	
			1100%	
			1200%	
			1300%	
			1400%	
			1500%	
			1600%	
			1700%	
			1800%	
			1900%	
			2000%	
			2100%	
			2200%	
			2300%	
			2400%	
			2500%	
			2600%	
			2700%	
			2800%	
			2900%	
			3000%	
			3100%	
			3200%	
			3300%	
			3400%	
			3500%	
			3600%	
			3700%	
			3800%	
			3900%	
			4000%	
			4100%	
			4200%	
			4300%	
			4400%	
			4500%	
			4600%	
			4700%	
			4800%	
			4900%	
			5000%	
			5100%	
			5200%	
			5300%	
			5400%	
			5500%	
			5600%	
			5700%	
			5800%	
			5900%	
			6000%	
			6100%	
			6200%	
			6300%	
			6400%	
			6500%	
			6600%	
			6700%	
			6800%	
			6900%	
			7000%	
			7100%	
			7200%	
			7300%	
			7400%	
			7500%	
			7600%	
			7700%	
			7800%	
			7900%	
			8000%	
			8100%	
			8200%	
			8300%	
			8400%	
			8500%	
			8600%	
			8700%	
			8800%	
			8900%	
			9000%	
			9100%	
			9200%	
			9300%	
			9400%	
			9500%	
			9600%	
			9700%	
			9800%	
			9900%	
			10000%	
			10100%	
			10200%	
			10300%	
			10400%	
			10500%	
			10600%	
			10700%	
			10800%	
			10900%	

The information you will find related to building my knowledge and skills comes from personal experience, however, I can describe what the instructions mean and how to make the most of some online student support resources and how to best manage.

Author: [John D. Williams](#) | [jwilliams@math.umd.edu](#)

Signature \_\_\_\_\_

For On-line use only

Provide that the Application Form be completed by the filer by 15th of each month.

Copyright © 2007 by John Wiley & Sons, Inc.

SUB N	Signature	Signature Number	IN
Signature	Signature	Signature	

### PHCL 2-Samples

**RECEIPT**

© 2006 The Authors  
Journal compilation © 2006 Blackwell Publishing Ltd

1. If any, attach documents with: a. Source Name		Starting Date: <input type="text"/> To: <input type="text"/>		2. Dates: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	
3. Source Address: <input type="text"/> 4. Source Phone: <input type="text"/>		Type of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> P.O. <input type="checkbox"/> Other		5. Payment: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	
6. Date of receipt: <input type="text"/>		7. Amount: <input type="text"/>		8. Source: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	
9. Source Name: <input type="text"/>		10. Source Address: <input type="text"/>		11. Source Phone: <input type="text"/>	

[illegible]

### ಅರ್ಜಿ ಭರ್ತಿ ಮಾಡಲು ಸೂಚನೆಗಳು

### Guidelines for filling the application form

1. ಅರ್ಜಿಯಲ್ಲಿ ಕೆಳಕಂಡ ಮಾಹಿತಿಯನ್ನು ಪರಿಶೀಲಿಸಿ ಭರ್ತಿ ಮಾಡಿ.  
Fill up the details after going through all the information specified in the application form.
2. ಅನ್ವಯಿಸುವೆಡೆ (✓) ಚೆಕ್ ಮಾಡುವ ಮೂಲಕ ಭರ್ತಿ ಮಾಡಿ.  
Wherever required please put a tick mark (✓)
3. ಕ-ಸ್ವಾಮಿಂಗ್ ಸಹಕೃಷಿಕರ ಡಿಡಿ / ಪೇ - ಆರ್ಡರ್ ನೇರವಾಗಿ ನಂತರದ ಸೇವಾಸಂಸ್ಥೆಯ ಡಿಡಿ / ಪೇ - ಆರ್ಡರ್ ಕೋ-ಆಪರೇಟಿವ್ ಹೆಸರಿನಲ್ಲಿ ಬರೆಯುವುದು / ಕಡುವುದು.  
DD / Payorder should be drawn in favour of the concerned Co-Operative.  
The e-Stamp certificate will be issued only after the realisation of DD / Pay order.
4. ಪೇಜ್ ಮರುಪಾವತಿ ಪಡೆಯಲು ಸಂಬಂಧಿಸಿದ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳನ್ನು ಸಂಪರ್ಕಿಸಬೇಕು.  
For cancellation of a e-Stamp, the client has to go to the District Registrar's Office and obtain refund.
5. ಪೇಜ್ ಪಾವತಿದಾರರ ಪರವಾಗಿ ಇನ್ನೊಬ್ಬ ವ್ಯಕ್ತಿ ಕ-ಸ್ವಾಮಿಂಗ್ ಸಹಕೃಷಿಕರ ಪರಿಶೀಲನೆ ಹಾಗೂ ಪಾವತಿದಾರರು ನೀಡಿದ ಅನುಮೋದನೆ ಪಡೆಯಬೇಕು.  
If any other person is coming on behalf of the client, then he has to come with the authorization letter for collecting the e-Stamp certificate.
6. ಸ್ಟ್ಯಾಂಪ್ ಮೊದಲಿಗೇ ಇನ್ನೊಬ್ಬರೇನಾದರೂ ಅರ್ಜಿ ನೀಡಿದರೆ ಅದರಲ್ಲಿ ಸಹಾಯವಾಳಿ ಕ-ಸ್ವಾಮಿಂಗ್ ಸಹಕೃಷಿಕರ ಹೆಸರು ಇರುವುದಿಲ್ಲ. ಶುಲ್ಕಗಡುವು ಮುಕ್ತಾಯವಾದ ಮೇಲೆ ಸ್ಟ್ಯಾಂಪ್ ದುರುಪಯೋಗವಾಗಿರುತ್ತದೆ. SHCIL is not responsible for fixing the stamp duty charges. The stamp duty amount has to be calculated / confirm by the client.
7. ಪೇಜ್ ಪಾವತಿಯಾದ ಮೇಲೆ ಕ-ಸ್ವಾಮಿಂಗ್ ಮೂಲಕ ನೀಡಿದ ಪೇಜ್ ಮೊದಲಿನಿಂದಲೂ ರದ್ದು ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ.  
As per the e-Stamping procedure once the certificate is issued it cannot be cancelled by SHCIL.
8. ಸೇವಾಚಾರ್ಜ್ ಸರ್ಕಾರದ ಆದೇಶದಂತೆ ಸೇವಾ ಕೌನ್ಟರ್ ಅನ್ವಯಿಸುತ್ತದೆ.  
Service Charges applicable as per the Government Order. Client can obtain receipt towards the service charges from the counter.



# Stock Holding Corporation of India Limited

Registered Office: 30, Chatterjee Road, Colaba, Mumbai-400005  
 Tel: 022-23540000  
 Website: [www.shciltaxams.com](http://www.shciltaxams.com)

USER S.O. 240810

## Additional User Id Creation Form for ACC

Date

--	--	--	--	--	--	--	--	--	--

I am filled in this form in P.T.T.P.R.S. Only

Name of ACC	Branch
-------------	--------

ES Role Access (Tick any one)

☐ User

☐ Supervisor

### User / Supervisor Details

Name		Profession		Religion		Last Name	
Employee Number				Gender (Tick) <input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth		D	D	M	M	Y	Y
Designation				Declaration		Date of Birth	
Dial Number							
Mobile Number							
Limit		Signature					

#### Notes:

- Please do not give any field blank. Please write NA in the fields which are not applicable to you.
- For identity proof, copy of Employee ID card or PAN Card is compulsory as per KYC guidelines.
- Forms without photographs will not be accepted.
- Please mention e-mail address (required for sending passwords). If e-mail is not available then enter the branch head's e-mail.
- Please mention at least one contact number (landline or mobile).
- Sign and stamp/seal is mandatory wherever mentioned.

I hereby declare that the above filled details are true to my knowledge and belief. In the event, any of the details of these users are found to be incorrect, the CRA shall have the right to prevent access to the e-Stamping system, to such users.

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Controlling Branch Head with Seal

### FOR USE BY CRA - ADMIN ONLY

#### IDS CREATED:

Account Name	Account ID
User Name	User ID

ID CREATED BY: \_\_\_\_\_

EMPLOYEE CODE: \_\_\_\_\_

ID CREATED ON DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**Stock Holding Corporation of India Ltd.**  
Registered office: 901, Darter Point, Dr. Balasubrahmanyan Road, Park, Marolli-600012  
Tel: 044-26542100/26542101

VER 3.1 20.05.13

### Password Reset Form

ACC Name _____	
User ID _____	Branch _____
Reason for Password Reset (Select)	
<input type="checkbox"/> User ID Frozen	<input type="checkbox"/> User De-Registered/ Transferred
<input type="checkbox"/> Forgot Password	
Name of the User _____	
Employee Code _____	Designation _____
Address/ Location _____	
_____	
State _____	Pin Code _____
Contact No _____	Mobile _____
E-mail Id _____	
(As registered with the e-Stamping system)	

The information given by me in this form is true to the best of my knowledge and belief.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

For Branch Head and above

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Scan this completely filled form and mail to [estamping@stockholding.com](mailto:estamping@stockholding.com)

Time for processing Request for Password Reset

Day	Timings
Monday to Friday	8.45 am to 5.00 pm *

\* All requests received after 5.00 pm will be processed on next working day.

#### FOR OFFICE USE ONLY

Password Reset By	Emp. Code	Signature
Authorised By	Emp. Code	Signature
Date	Remarks	

**Error Reporting For E-stamping System**

<b>Certificate Number</b> (if any)	:	IN - _____
<b>Unique Doc Reference</b> (if any)	:	SUBIN- _____
<b>Supervisor Name</b> (complete)	:	_____
<b>Supervisor ID</b>	:	_____
<b>ACC Name</b>	:	_____
<b>Branch Name</b>	:	_____
<b>City</b>	:	_____
<b>Nature of error</b>	:	State : _____
		<input type="checkbox"/> Connectivity failure <input type="checkbox"/> Power failure <input type="checkbox"/> Certificate on multiple pages <input type="checkbox"/> Paper Jam in printer <input type="checkbox"/> Certificate torn <input type="checkbox"/> Others _____ (please specify)
<b>Below)</b>		
<b>Remarks</b>	:	_____
<b>(Complete description)</b>	:	_____
	:	_____
	:	_____
<b>First Party Name</b>	:	_____
<b>Second Party Name</b>	:	_____
<b>Amount of Stamp Duty</b>	:	_____
<b>Certificate Generation Date</b>	:	_____ Time: _____
<b>Signature of Supervisor</b>	:	_____
_____ <i>For Confirmation by ACC Branch Head / Authorized Signatory</i>		
<b>Request Approved By</b>	:	Signature _____ <i>Affix Seal/Stamp</i>
<b>Designation</b>	:	Location : _____
_____ <i>For Confirmation by SHCIL Authorized Officer</i>		
<b>Request Approved By</b>	:	Signature _____ <i>Affix Seal/Stamp</i>
<b>Designation</b>	:	Location : _____
_____ <i>For DRA Use Only</i>		
<b>Action</b>	:	Date : _____ Time : _____
<b>User Name</b>	:	User Id : _____
<b>Remarks</b>	:	_____



# SHCIL e-Stamping

[Hard Version]

Date: 

0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---

## User ID De-Activation form

(To be filled in BLOCK LETTERS Only)

Name of AOC: \_\_\_\_\_ AOC No: \_\_\_\_\_

De-Register as (Tick anyone):

☐ User

☐ Supervisor

### User / Supervisor Details

Name:	Full Name			Phone No.			Email No.												
User / Supervisor ID																			
Correspondence Address																			
	Pin Code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
Telephone Number									(With STD Code)										
Mobile Number																			
Fax Number									(With STD Code)										
Reason for De-Registration																			

**Notes:** Please do not cover any field blank. Fields not applicable to you should be marked as N/A.

I hereby declare that the above filled details are true to my knowledge and belief and request SHCIL to kindly De-Activate the above mentioned ID.

Name:

Place:

Date:

Signature with Seal  
authorised by (Branch Head / Competent Authority)

### FOR USE BY CRA - ADMIN ONLY

Account Name	Account ID
User / Supervisor Name	User / Supervisor ID

ID De-Activation BY: 

--

EMPLOYEE CODE: 

--

ID De-Activation DATE: 

--

SIGNATURE: 

--

Ver. 1.2

Shri Chaitanya Corporation of India Limited (Registered office: Plot No. 67, Wing 2B, Phase 2B, Software Park Vardol - 401 101, Thane - 400 092) & ANXITRUST (Registered office: Plot No. 67, Wing 2B, Phase 2B, Software Park Vardol - 401 101, Thane - 400 092)