**E-STAMPING DETAILS**

**E-¸ÁÖöåA¦AUï «ªÀgÀUÀ¼ÀÄ**

**REQUIREMENTS TO START E-STAMPING**

**E-¸ÁÖöåA¦AUï ¥ÁægÀA©ü¸À®Ä CªÀ±ÀåPÀvÉUÀ¼ÀÄ**

The Society willing to start E-Stamping Business should be registered under Souharda Act with KSSFCL.

E-¸ÁÖöåA¦AUï ªÀåªÀºÁgÀªÀ£ÀÄß DgÀA©ü¸À®Ä ¹zÀÞ«gÀÄªÀ ¸ÀºÀPÁjUÀ¼ÀÄ PÀ£ÁðlPÀ ¸ËºÁzÀð ¸ÀºÀPÁj PÁAiÉÄÝAiÀÄr £ÉÆÃAzÀtÂAiÀiÁVgÀ¨ÉÃPÀÄ.

1. E-stamping website [www.shcilestamp.com](http://www.shcilestamp.com)

E-¸ÁÖöåA¦AUï ªÉ¨ï¸ÉÊmï «¼Á¸À [www.shcilestamp.com](http://www.shcilestamp.com)

1. The concerned Society should not be under defaulters list.

¸ÀA§AzsÀ¥ÀlÖ ¸ÀºÀPÁjAiÀÄÄ ¸ÀÄ¹ÜzÁgÀgÀ ¥ÀnÖAiÀÄ°ègÀ¨ÁgÀzÀÄ.

1. The Society should employ 2 persons compulsorily ie, User and Supervisor (POIs are Pan (PAN is compulsory), Passport, Driving license, ADHAR & Voter cards. SSLC marks card of user & supervisor, Degree certificate of the Supervisor need to be attached along with Id creation form)

¸ÀºÀPÁjAiÀÄ°è PÀqÁØAiÀÄªÁV E§âgÀÄ ªÀåQÛUÀ¼ÀÄ £ËPÀj ªÀiÁqÀ¨ÉÃPÀÄ CAzÀgÉ §¼ÀPÉzÁgÀ ªÀÄvÀÄÛ ªÉÄÃ°éZÁgÀPÀ (POIs UÉ ¥Áå£ï (¥Áå£ï PÀqÁØAiÀÄ), ¥Á¸ï¥ÉÆÃmïð, qÉæöÊ«AUï ¯ÉÊ¸É£ïì, DzsÁgï ªÀÄvÀÄÛ ªÉÇÃlgï PÁqïìð. Lr QæAiÉÄÃµÀ£ï ¥sÁªÀiïð eÉÆvÉUÉ §¼ÀPÉzÁgÀ ªÀÄvÀÄÛ ªÉÄÃ°éZÁgÀPÀgÀ J¸ïJ¸ïJ¯ï¹ ªÀiÁPïìð PÁqïð, ªÉÄÃ°éZÁgÀPÀgÀ ¥ÀzÀ« ¥ÀæªÀiÁt¥ÀvÀæªÀ£ÀÄß ®UÀwÛ¹gÀ¨ÉÃPÀÄ.

1. Computers required – 2 Nos.

2 PÀA¥ÀÆålgïUÀ¼ÀÄ CªÀ±ÀåPÀ.

1. Internet connection required with speed 2MBPS and above

2MBPS ªÀÄvÀÄÛ ªÉÄÃ®àlÖ ªÉÃUÀ«gÀÄªÀ EAl£Éðmï ¸ÀA¥ÀPÀðzÀ CUÀvÀå.

1. UPS at least 4- hrs backup.

AiÀÄÄ¦J¸ï PÀ¤µÀ× 4 UÀAmÉUÀ¼À ¨ÁåPïC¥ï EgÀ¨ÉÃPÀÄ.

1. Printer – HP LJ M401D Laser Jet printer – (refilled cartridges should not be used)

¦æAlgï– HP LJ M401D ¯ÉÃ¸Àgï eÉmï ¦æAlgï- (ªÀÄgÀÄ¨sÀwð PÁmÉæÃðeïUÀ¼À£ÀÄß §¼À¸À¨ÁgÀzÀÄ)

1. Paper – 90-100 GSM Executive Bond

¥ÉÃ¥Àgï-90-100, GSM £À PÁAiÀÄð¤ªÁðºÀPÀ ¨ÁAqï.

1. Deposit Amount Rs.150000/-(99,000 for transaction amount, 1000 for processing fee, 50000 for security deposit,)

oÉÃªÀtÂAiÀÄ ªÉÆvÀÛ gÀÆ.150000/-(gÀÆ. 99,000/- ªÀåªÀºÁgÀzÀ ªÀÄÄAUÀqÀ ºÀt ªÀÄvÀÄÛ gÀÆ.1000/- ¤ªÀðºÀuÁ ±ÀÄ®Ì ºÁUÀÆ gÀÆ. 50,000/- ¨sÀzÀævÁ oÉÃªÀtÂ).

**COMMISSION DETAILS**

**PÀ«ÄÃµÀ£ï£À «ªÀgÀUÀ¼ÀÄ**

1. **Commission** – 0.15% out of total business done per month (TDS-10% on Commission)

PÀ«ÄÃµÀ£ï£À£ÀÄß – MlÄÖ ªÀåªÀºÁgÀzÀ 0.15% £ÀÄß wAUÀ½UÀ½UÉÆªÉÄä ªÀiÁqÀ¯ÁUÀÄvÀÛzÉ (PÀ«ÄÃµÀ£ï ªÉÄÃ¯É 10% nrJ¸ï)

1. **Service charges to be collected from Customers**:

From Rs.10/- to Rs.100/- Stamp paper – Rs.10/- service charge

From Rs.101/- to Rs.5,000/- Stamp Paper – Rs.15/- service charge

No Service charges to be collected from customers above Rs.5,000/-

¸ÉÃªÁ ±ÀÄ®ÌªÀ£ÀÄß UÁæºÀPÀjAzÀ ¸ÀAUÀæ»¸ÀvÀPÀÌzÀÄÝ.

gÀÆ.10/- jAzÀ gÀÆ.100/-gÀ ªÀgÉV£À ¸ÁÖöåA¥ï ¥ÉÃ¥Àgï£À ¸ÉÃªÁ ±ÀÄ®Ì – gÀÆ.10/-

gÀÆ.101/- jAzÀ gÀÆ.5,000/-zÀÀ ªÀgÉV£À ¸ÁÖöåA¥ï ¥ÉÃ¥Àgï£À ¸ÉÃªÁ ±ÀÄ®Ì – gÀÆ.15/-

gÀÆ.5,000/- ªÉÄÃ®àlÖ ¸ÁÖöåA¥ï ¥ÉÃ¥ÀgïUÉ UÁæºÀPÀjAzÀ ¸ÉÃªÁ ±ÀÄ®ÌªÀ£ÀÄß ¸ÀAUÀæ»¸À¨ÁgÀzÀÄ.

**DETAILS REGARDING FILLING THE FORMS**

**¥sÁªÀiïðUÀ¼À£ÀÄß vÀÄA§ÄªÀÅzÀPÉÌ ¸ÀA§A¢ü¹zÀAvÀºÀ «ªÀgÀUÀ¼ÀÄ**

1. **Application Form for ID Creation for ACC Branch:**

**J¹¹ ±ÁSÉAiÀÄ Lr QæAiÉÄÃµÀ£ï£À C¦èPÉÃ±À£ï ¥sÁªÀiïð**

* 1. Name of ACC: society name, branch: place. District**, city.**

**J¹¹ ºÉ¸ÀgÀÄ: ¸ÀºÀPÁjAiÀÄ ºÉ¸ÀgÀÄ, ±ÁSÉ: ¸ÀÜ¼À, f¯Éè, £ÀUÀgÀ.**

* 1. Branch details

**±ÁSÉAiÀÄ «ªÀgÀUÀ¼ÀÄ**

* 1. Supervisor details

**ªÉÄÃ°éZÁgÀPÀgÀ «ªÀgÀUÀ¼ÀÄ**

* 1. User details

**§¼ÀPÉzÁgÀgÀ «ªÀgÀUÀ¼ÀÄ**

* 1. Don’t put seal, signature at (Signature of Controlling Branch Head with Seal)

**(¤AiÀÄAvÀæt ±ÁSÁ ªÀÄÄRå¸ÀÜgÀ ¹Ã¯ï£ÉÆA¢UÉ ¸À») JA§°è ¹Ã¯ï, ¸À» ºÁPÀ¨ÁgÀzÀÄ.**

**It may be noted that the id creation forms can be rejected due to the reasons stated below:**

**UÀªÀÄ¤¹: Lr QæAiÉÄÃµÀ£ï ¥sÁgÀAUÀ¼À£ÀÄß PÉ¼ÀV£À AiÀiÁªÀÅzÉÃ zÉÆÃµÀUÀ½zÀÝ°è/ PÁgÀtUÀ½zÀÝ°è CAvÀºÀ ¥sÁgÀAUÀ¼À£ÀÄß ¤gÁPÀj¸À¯ÁUÀÄvÀÛzÉ:**

1. Signature not made across the photograph.

¥sÉÆÃmÉÆÃzÀ ªÉÄÃ¯É ¸À» ªÀiÁqÀzÉÃ EzÀÝ°è;

1. Usage of whitener in the application forms.

CfðAiÀÄ°è whitener G¥ÀAiÉÆÃV¹zÀ°è

1. If KYC documents are not attached.

KYC zÁR¯ÉUÀ¼À£ÀÄß ®UÀwÛ¸À¢zÀÝ°è

1. Mobile number, email id, Pin Code, branch landline telephone number is mandatory information to be furnished in the form.

ªÉÆ¨ÉÊ¯ï £ÀA§gï, J-ªÉÄÃ¯ï Lr, ¦£ï PÉÆÃqï, ±ÁSÁ ¹ÜgÀ zÀÆgÀªÁtÂ ¸ÀASÉå F «ªÀgÀUÀ¼À£ÀÄß PÀqÁØAiÀÄªÁV MzÀV¸ÀvÀPÀÌzÀÄÝ

1. **Please don’t put seal and signature at declaration (signature of controlling branch head with seal) please leave it blank.**

**WÉÆÃµÀuÉ (Declaration) eÁUÀzÀ°è ªÉÆºÀgÀÄ ªÀÄvÀÄÛ ¸À» ªÀiÁqÀ¨ÁgÀzÀÄ (¤AiÀÄAvÀæt ±ÁSÁ ªÀÄÄRå¸ÀÜgÀ ¹Ã¯ï£ÉÆA¢UÉ ¸À») zÀAiÀÄ«lÄÖ F eÁUÀªÀ£ÀÄß SÁ° ©r**

1. Proof of Id should be in English language.  SHCIL is objecting for the translation done from Kannada to English since this is an important document. Hence you are requested to attach the Proof of Identity which is having details in English. Preferred POIs are Pan (PAN is compulsory), Passport, Driving license, ADHAR & Voter cards.

Lr ¥ÀÆæ¥sï EAVèÃ¶£À°ègÀ¨ÉÃPÀÄ. Lr ¥ÀÆæ¥sï MAzÀÄ ¥ÀæªÀÄÄRªÁzÀ zÁR¯ÉAiÀiÁVzÀÄÝ CzÀ£ÀÄß PÀ£ÀßqÀ¢AzÀ EAVèÃ¶UÉ C£ÀÄªÁ¢¸ÀÄªÀÅzÀ£ÀÄß SHCIL «gÉÆÃ¢ü¸ÀÄvÀÛzÉ. DzÀÝjAzÀ EAVèÃ¶£À°ègÀÄªÀ Lr ¥ÀÆæ¥sï «ªÀgÀUÀ¼À£ÀÄß ¤ÃqÀ®Ä ¸ÀÆa¹zÉ. MzÀV¸À¨ÉÃPÁzÀ POIs ¥Áå£ï PÁqïð (¥Áå£ï PÁqïð PÀqÁØAiÀÄ) ¥Á¸ï¥ÉÆÃmïð, ZÁ®£Á ¥ÀgÀªÁ£ÀV, DzsÁgï ªÀÄvÀÄÛ ªÉÇÃlgï PÁqïð

1. SSLC marks card of user & supervisor, Degree certificate of the Supervisor need to be attached along with Id creation form.

AiÀÄÆ¸Àgï ªÀÄvÀÄÛ ¸ÀÆ¥ÀgïªÉÊ¸ÀgïUÀ¼À SSLC marks card, ¸ÀÆ¥ÀgïªÉÊ¸Àgï£À Degree certificate£ÀÄß Lr QæAiÉÄÃµÀ£ï ¥sÁgÀA£ÉÆA¢UÉ PÀqÁØAiÀÄªÁV ®UÀwÛ¸À¨ÉÃPÀÄ.

1. **Additional User Id Creation Form for ACC:**
2. **Official Address**

**PÀbÉÃjAiÀÄ «¼Á¸À**

1. **ESI Role Access**
2. **User / Supervisor Details**

**AiÀÄÆ¸Àgï/ ¸ÀÆ¥ÀgïªÉÊ¸ÀgïUÀ¼À «ªÀgÀ**

1. **Don’t put seal, signature at (Signature of Controlling Branch Head with seal)**

**(¤AiÀÄAvÀæt ±ÁSÁ ªÀÄÄRå¸ÀÜgÀ ¹Ã¯ï£ÉÆA¢UÉ ¸À») JA§°è ¹Ã¯ï, ¸À» ºÁPÀ¨ÁgÀzÀÄ.**

1. **User ID De-Activation form:**
2. **Name of ACC**

**C¢üPÀÈvÀ ¸ÀAUÀæºÀuÁ PÉÃAzÀæzÀ ºÉ¸ÀgÀÄ**

1. **De-Register as**

**£ÉÆÃAzÀtÂgÀ»vÀ**

1. **User / Supervisor Details**

**AiÀÄÆ¸Àgï/¸ÀÆ¥ÀgïªÉÊ¸ÀgïUÀ¼À «ªÀgÀ**

1. **Don’t put seal, signature at (Authorized by Branch Head/Competent authority)**

**(¤AiÀÄAvÀæt ±ÁSÁ ªÀÄÄRå¸ÀÜgÀ ¹Ã¯ï£ÉÆA¢UÉ ¸À») JA§°è ¹Ã¯ï, ¸À» ºÁPÀ¨ÁgÀzÀÄ.**

1. **Password Reset Form:**
2. **ACC Name : society name**

**ACC ºÉ¸ÀgÀÄ : ¸ÀºÀPÁjAiÀÄ ºÉ¸ÀgÀÄ**

1. **User ID : example (kasuhivu, kapunils, etc)**

**AiÀÄÆ¸Àgï Lr : GzÁºÀgÀuÉ (kasuhivu, kapunils, etc)**

1. **Branch : place**

**±ÁSÉ : ¸ÀÜ¼À**

1. **Reason for Password Reset (Select) : Tick the reason**

**Password ResetUÉ / PÁgÀt (DAiÉÄÌ ªÀiÁr) : PÁgÀtªÀ£ÀÄß Tick ªÀiÁr**

1. **Name of the User**

**AiÀÄÆ¸Àgï£À ºÉ¸ÀgÀÄ**

1. **Designation: user / supervisor**

**AiÀÄÆ¸Àgï/ ¸ÀÆ¥ÀgïªÉÊ¸Àgï£À ºÀÄzÉÝ**

1. **Address/ Location: branch address**

**¸ÀÜ¼À/ «¼Á¸À : ±ÁSÁ «¼Á¸À**

1. **State, Pin Code, Contact No, Mobile, E-mail Id (personal e-mail id)**

**gÁdå, ¦£ï PÉÆÃqï, ¸ÀA¥ÀQð¸À¨ÉÃPÁzÀ ¸ÀASÉå, ªÉÆ¨ÉÊ¯ï ¸ÀASÉå, E-ªÉÄÃ¯ï Lr**

1. **User Signature, Date, Place /**

**AiÀÄÆ¸Àgï£À ¸À», ¢£ÁAPÀ, ¸ÀÜ¼À**

1. **For Branch Head and above : Name, signature, date, place, seal /**

**±ÁSÁ ªÀÄÄRå¸ÀÜ ªÀÄvÀÄÛ ªÉÄÃ®àlÖªÀjUÉ : ºÉ¸ÀgÀÄ, ¸À», ¢£ÁAPÀ, ¸ÀÜ¼À, ªÉÆºÀgÀÄ**

1. **Please don’t overwrite on the password reset form**

**password reset / ¥sÁgÀA£À°è wzÀÝ¨ÁgÀzÀÄ.**

1. **KSSFCL E- Stamping Account Details:**
2. BANK NAME : AXIS BANK
3. ACCOUNTNAME : KARNATAKA STATE SOUHARDA FEDERAL  
    CO-OPERATIVE LTD
4. S. B. ACCOUNTNUMBER : 910010008037593
5. BRANCH NAME : RAJAJINAGAR
6. IFSC CODE : UTIB0000559

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1. BANK NAME : IDBI BANK
2. ACCOUNTNAME : KARNATAKA STATE SOUHARDA FEDERAL

CO-OPERATIVE LTD

1. S. B. ACCOUNTNUMBER : 0243104000134620
2. BRANCH NAME : MARGOSA ROAD, MALLESHWARAM
3. IFSC CODE : IBKL0000243
4. **Send Mail’s to the following id’s:** 
   1. **Regarding all E-Stamping Queries / E-¸ÁÖöåA¦AVUÉ ¸ÀA¨A¢ü¹zÀ ªÀiÁ»wUÁV** [shobha@souharda. coop](mailto:shobha@souharda.coop) **E-ªÉÄÃ¯ï LrUÉ PÀ¼ÀÄ»¹PÉÆr .**
   2. **Regarding New E-stamping request, Change of address, / ºÉÆ¸À E-¸ÁÖöåA¦AUï C£ÀÄªÀÄwUÁV, «¼Á¸À §zÀ¯ÁªÀuÉUÁV** [kavitha@souharda.coop](mailto:kavitha@souharda.coop) **E-ªÉÄÃ¯ï LrUÉ PÀ¼ÀÄ»¹PÉÆr .**
   3. **Regarding Password Reset Forms, Error Reporting Forms & All types of Forms / ¥Á¸ï ªÀqÀð j¸Émï, Error Reporting, ¥sÁgÀAUÁV ªÀÄvÀÄÛ J¯Áè ««zsÀ jÃwAiÀÄ ¥sÁgÀAUÀ½UÁV** [chandrashekr@souharda.coop](mailto:chandrashekr@souharda.coop) **E-ªÉÄÃ¯ï LrUÉ PÀ¼ÀÄ»¹PÉÆr .**
   4. **Regarding all** accounts related queries, Additional id, Id Deactivation form / ¯ÉPÀÌPÉÌ ¸ÀA§A¢ü¹zÀ DrµÀ£À¯ïLr, Id Deactivation form J¯Áè «ªÀgÀUÀ½UÁV [anita@souharda.coop](mailto:anita@souharda.coop) **E-ªÉÄÃ¯ï LrUÉ PÀ¼ÀÄ»¹PÉÆr.**
5. **Regarding printer cartridge /** ¦æAlgï PÁmÉæÃeï DqÀðgï ªÀiÁqÀ®Ä [printercartridge@souharda.coop](mailto:printercartridge@souharda.coop) **E-ªÉÄÃ¯ï LrUÉ PÀ¼ÀÄ»¹PÉÆr**