

## Additional functionality in eFiling

- **Verification of eRegistration of Document,**
- **Importing Data of eRegistered Document**
- **Tagging of original Index2 of eRegistered Document**

### **What is Verification and Importing?**

If the Mortgagee is depositing a document which is eRegistered, using this new facility, Bank can verify that whether it is really eRegistered with the Registration Department by viewing the Document and Index 2 of the said document.

If it is confirmed, Bank without entering the data entry of Mortgagor details and property details, can import it from the data of eRegistered document.

### **What is Tagging of Index 2 during eFiling?**

Tagging of Index2 is processed when the Notice of Intimation is e-filed with the Registration Department stating that the said document is deposited with the bank for security of loan.

In such case, the Index2 of the eRegistered document is tagged with the note, mentioning that the said document is deposited with the bank for security of loan.

The index2 of Notice of Intimation is generated separately.

### **Purpose of Tagging:**

Thereafter if any one sees Index2 of the document in e-Search, he will come to know that this document has been deposited with the bank as security of Loan. This may help in avoiding transaction of the subject matter property.

### **Pre-requisites for Tagging of index during eFiling**

- The document should be registered using e-Registration application
- Document number / SRO/document year

### **What is data import of eRegistered document?**

The mortgagor details and property details are imported to notice of filing. The details which are not available are only entered in eFiling module.

**Process:**

1. Login to the website with authorized user.
2. Following screen is displayed,

## Screen 1

**Department of Registration & Stamps**  
Government of Maharashtra

*eFiling (Bank)*

Mortgagee Details | Mortgagor Details | Property Details | Payment Details | View & Submit to SRO | Exit

Downloads | Account

Welcome Preshita@13

*Notice of Intimation regarding Mortgage by way of deposit of title deed*  
Please enter Lender Information.

**Create New Entry**  
To verify eRegistered document & To Import Data  Click, if Required  
Date of Mortgage(dd/MM/yyyy) [ ]

**Modify Draft Token**  
Token Number [ ]

**Download eFiled/ Querried Document**  
Date of Submission(dd/MM/yyyy) [ ] [Go]  
 eFiled Documents  Querried Documents  
Select Token Number [ ]  
*Token not Available for today*

**Statistics of all Tokens**  
Tokens Pending at SRO 2  
Tokens eFiled 5  
Tokens Querried  
Tokens Rejected

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All queries/Comments regarding the contents may be sent at SRO, Pune(M.S.)  
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Best Viewed in IE 9  
Hit Count - 1

To verify the eRegistered Document:

Select the checkbox mentioned inside the highlighted mark. On selecting the option enter the following information on the screen,

SRO, document number, year and registration type.

(Registration type means the mode of document registration) (At present only eRegistration mode is existing)

Screen 2

**Department of Registration & Stamps**  
Government of Maharashtra

*eFiling (Bank)*

Downloads Account  
Welcome Preshita@13

**Import Data from eRegistered Document**

SRO: --Select--  
Document Number:   
Document Year:   
Registration Type: eRegistration

Import  
Exit without Import

deed

**Statistics of all Tokens**

Tokens Pending at SRO	2
Tokens eFiled	5
Tokens Querried	
Tokens Rejected	

Token not Available for today

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HR Count - 1

Press 'IMPORT' button.

Screen 3

**Department of Registration & Stamps**  
Government of Maharashtra

*eFiling (Bank)*

Downloads Account  
Welcome Preshita@13

**Import Data from eRegistered Document**

SRO: HVL21  
Document Number: 4808  
Document Year: 2014  
Registration Type: eRegistration

Import View Document View Index2  
Import Data & Exit Exit without Import

deed

**Statistics of all Tokens**

Tokens Pending at SRO	2
Tokens eFiled	5
Tokens Querried	
Tokens Rejected	

You have selected registered document number 4808 for eFiling.

Token not Available for today

Information owned, maintained and updated by : Dept. Of Registration & Stamps, Maharashtra  
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HR Count - 1

Press 'View Document' to confirm the document details. Press 'View Index2' and confirm the INDEX2 of the registered document.

If document details are not confirmed exit the screen by pressing button 'Exit without Import'. In such case you can proceed as per regular procedure if you desires to do so.

Screen 4:

To Import the data of eRegistered Document(i.e. Mortgagor details and Property details) in eFiling Application

If the document details are confirmed, Press 'Import Data & Exit' button.

Department of Registration & Stamps  
Government of Maharashtra

eFiling (Bank)

Mortgagor Details | Mortgagor Details | Property Details | Payment Details | View & Submit to SRG | Exit

Downloads | Account

Welcome Preshita@13

Notice of Intimation regarding Mortgage by way of deposit of title deed  
Please enter Lender Information.

**Create New Entry**  
To verify eRegistered document & To Import Data  Click, if Required  
Date of Mortgage(dd/MM/yyyy)   
**Please Enter Date of Mortgage**

**Modify Draft Token**  
Token Number

**Statistics of all Tokens**  
Tokens Pending at SRO 2  
Tokens eFiled 5  
Tokens Querried  
Tokens Rejected

Date of Submission(dd/MM/yyyy)  
 eFiled Documents  Querried Documents  
Select Token Number

Message from webpage  
The details of mortgagor and property will be saved during eFiling entry.  
OK

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Best Viewed in IE 9  
Hit Count : 1

Start the entry of filing details by giving Date of mortgage.

Save details of Mortgagee.

At the same time the applications will save the imported data (i.e. Mortgagor details and Property details).

The imported details cannot be changed in this module.

Only the additional entries which are not imported will be entered. E.g. email address, mobile number, date of birth etc. Complete the entries and submit the notice for filing.