

Plot Registration Process and Steps

Disclaimer : Following information is based on other plot buyer of Jaypee Sports City experience and if there are any variations, author or website owners are not to be held responsible and this guide is only sharing experience based guidance

Plot Registration Process and Steps

Step 1 - Once you have made full payment to Jaypee for your plot as per their demand notices, you shall receive and final "**Offer of Possession Letter**" which normally outlines details of your allotment, how much payment has been done and if there is any pending payment needs to be done.

Step 2 -If there is any due payments, these needs to be cleared receive a copy of "**Statement of Account**" showing Zero Balance. This is a document required by lawyer who will assist in registry.

Step 3 - Jaypee has some assigned lawyers on Panel, who get this work done which includes collection of all your documents, getting non judicial **E-Stamp Paper**, Fixing a date of registration where both you as well as a representative of Jaypee to come to Registration Office. Though one can engage any other lawyer also and get E-Stamp Papers by himself and facilitate through him and Jaypee.

Step 4 - After checking your Statement of Account , lawyer tells you the cost of E-stamp paper which is based on your "Net Consideration Amount" as per "Offer of Possession Letter" and % which is to be paid as **Stamp Duty** as per rules of Authority. This is expected to be between 5%-6.5%. This is only stamp duty and other than this there is also Registry Charges additional. **This should be confirmed with lawyer, with whom you will get this facilitated.**

Net Consideration amount is normally total of following Basic Sale Price, Electric Sub Station Charges, External Development Charges, Internal Development Charges and One Time Lease Rent.

Step 5 - Once Stamp Papers are collected from office of SHCIL (Stock Holding Corporation of India Limited), which provided Stamp Papers, Probably now this is also allowed to be download and printed by yourself too through their website. [SHCIL Website for E-Stamps](#)

Objective here is that you need to provide Jaypee Office with Stamp Papers of appropriate stamp duty.

Step 6 - Prepare Document which are also to be submitted to Jaypee Office

- **6 Nos.** of Photographs (Passport size) of each **Allottee(s)**.
- **Self attested copy of ID Proof and Address Proof**, of each/ all **Allottee(s)** i.e (**Passport/ Voter ID card/ Driving License**).
- **Self attested copy of PAN Card**, of each/ all **Allottee(s)**.

- **Self attested copy of PAL, Letter of Endorsement (if applicable in cases where allotment was changed from one person to another) & Offer of Possession Letter issued to Allottee(s).**
- **NOC from the lending Bank; (if any), in case of Loan Sanctioned/ taken by **Bank/ Financial institutions** against this property.**
- **Non Judicial Stamp paper of Rs.100/- in the name of 1st Allottee for Maintenance agreement.**
- In case the **Sub- Lease Deed** is to be executed and registered by any authorized representative on behalf of any of the **Allottee(s)**, then the below mentioned procedure as per **A or B (whichever is applicable)**
- Payment proof like copy of cheque/ DD / Bank Statement, of amount paid after issuance of the Offer of Possession. and RTGS- UTR number to be mailed / informed to the Jaypee Office.

(All originals documents are to be produced before Sub- Registrar, Noida/ Greater Noida at the time/ date of execution & registration of Sub- Lease Deed).

EXECUTION AND REGISTRATION OF SUB- LEASE DEED THROUGH POWER OF ATTORNEY HOLDER/ SPECIAL POWER OF ATTORNEY HOLDER

(A) IF THE ALLOTTEE (S) IS OUTSIDE INDIA

- If the Allottee (s) is outside India, a Power of Attorney is to be executed before and authenticated by a Notary Public, or any Court, Judge, Magistrate, {Indian} Consul or Vice- Consul, or representative of the Central Government in that Country.
- Power of Attorney holder in whose favour attorney is executed by Allottee (s), who is/ are outside India require the Registration of the same before Sub-Registrar, which is duly stamped by ADM (Finance) / AIG stamp as per Indian Registration Act, 1908.

(B) IF THE ALLOTTEE IS IN INDIA BUT UNABLE TO APPEAR BEFORE SUB-REGISTRAR FOR EXECUTION AND REGISTRATION OF SUB- LEASE DEED

- If the Allottee (s) is within India, but is unable to appear for execution & registration of Sub- Lease deed, then the Allottee (s) can execute Power of Attorney in favour of any of his relative/ friend/ representative and the same is to be executed and duly registered before the Sub-registrar, within the jurisdiction in which allottee (s) resides.

Note: The Power of Attorney holder is to give an Indemnity Bond on Non Judicial Stamp paper worth Rs.100/- duly Notarized as per format, which may be taken from Jaypee Office.

Step 7 - Once all the documents including Stamp Paper are submitted to Jaypee Office, an appointment date and time is given to meet at Registrar's Office nearby YEIDA office to carry out the registration which your chosen lawyer and Jaypee representative coordinate.

If you have a home loan on plot, Registry documents will be collected by Bank from Jaypee office otherwise after few days, you can collect the registry documents from Jaypee Office.

Costs involved in Registration

1. Stamp Duty as per applicable law and rules at the time of registration
2. Registration Fee/ Charges as per applicable law and rules at the time of registration
3. Legal Fee of Lawyer as agreed between you and lawyer.
4. Cost of 100 Rs Stamp Paper for Maintenance Agreement
5. Misc. Costs at Registrar Office (?)

If you contact Jaypee Office, Commercial Department, they will put you in touch with concerned person in-charge of Registries who will give you latest information.

E-Stamp Application and Information to be submitted is very important so one should be very careful in filling this information.