

CITIZEN'S CHARTER FOR REGISTRATION DEPARTMENT

INTRODUCTION

1. The Registration Department with its eleven offices of Civil Registrars-cum-Sub-Registrars one each in each Taluka and Office of the State Registrar, -cum-Head of Notary Services at Panaji, and two offices of the District Registrars of North Goa and South Goa ,basically deal with recording and preserving evidentiary matters relating to contracts, status, testamentary dispositions, etc., of individual citizens, like marriages, legitimations, adoptions, documents relating to contractual obligations, property transactions, Firms, Wills, Succession deeds, Societies, appointment of Notaries and similar.

The Departmental work deals principally with the formal aspects of the transactions and creates or registers records with the special duty to permanently preserve the same for making authentic certified copies therefrom in future.

Part of the work connected with the Personal law of the Goans, is peculiar to Goa, the Registers in several cases requiring authentication by judicial Authorities and some work like Succession Deeds, Wills, etc., which is the exclusive domain of Courts and High Courts outside Goa, being also dealt with by these officers.

2. Organisational set up:

Inspector General of Registration Law Secretary in Ex-Officio capacity.	Head of Registration Department for the whole of the State of Goa.
a) State Registrar-cum-Head of Notary Services	Heads of Offices, appointing authority for non-Gazetted staff, Disciplinary Authority, sanction of leave, Appointment promotion, transfers administrative Head and enhanced powers of Head of Department as indicated in Part I and Part II of Annexure VI to the Goa Delegation of Financial Powers Rules 1997. Head of Notary Services, Competent Authority under the Notaries Act, 1952 supervising and Controlling Authority under Registration Act 1908.
b) District Registrar, North.	Head of offices for Sub-Offices of Ilhas, Bardez, Pernem, Bicholim, Satari and Ponda. Supervisory control over Sub- Offices delegated powers of Inspector General of Societies for North Goa. Dealing with the files of correction of marriage records under Article 32.
c) District Registrar, South	Head of offices for Sub-Offices of Salcete, Quepem, Canacona, Sanguem, Mormugao. Inspector General of Societies under the Societies Registration Act 1860. Dealing with the files of corrections of marriage records under Article 32.
Civil Registrar-cum-Sub- Registrar(H.Q.)	Substitution to Sub-Registrars during their leave period. Recording of endorsements in Birth and Death Registers.
11 Civil Registrars Cum Sub- Registrars.	In charge of offices of Civil Registrars- cum-Sub-Registrars in Capital Town in

	each Taluka,
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3. JURISDICTION

(A) Each Civil Registrar-cum-Sub-Registrar in capital town of each Taluka simultaneously holds several designations:

	DESIGNATIONS	JURISDICTION
(i)	Civil Registrar under the Civil Registration Code in force.	Corresponding to a Revenue Taluka
(ii)	Registrar (limited functions under Registration of Births and Deaths Act, 1969 (Central Act 18 of 1969)	Transferred to the Director of Archives
(iii)	Sub-Registrar under the Registration Act, 1908 (Central Act 16 of 1908).	Respective Talukas.
(iv)	Notary Ex-Officio (Decree 8373)	Respective Talukas.
(v)	Registrar under Goa change in name and Surname Act, 1990.	----- DO -----
(vi)	Registrar of Firms (only at Panaji, Mapusa and Margao) under Partnership Act, 1932	At <u>Mapusa</u> for Pernem, Bardez, Bicholim and Satari Sub-Districts. At <u>Panaji</u> for Ilhas and Ponda Sub-Districts. At <u>Margao</u> for Salcete, Mormugao, Quepem, Sanguem and Canacona Sub-Districts.
(vii)	Old Land Registration Records under Codigo do Registo Predial. (only at Margao and Quepem - Records from North Goa stand transferred to the Archives)	<u>Margao</u> - Salcete and Mormugao Sub-Districts. <u>Quepem</u> , Canacona and Sanguem Sub-Districts.
(B)	The office of the State Registrar -cum-Head of Notary Services, Near Ferry wharf, Panaji., helped by the District Registrars of North Goa & South Goa Districts-is Supervising office with special additional duty of :- (a) Inspector General under the Societies Registration Act, 1860 (Central Act 21 of 1860). (b) Competent Authority under the Notaries Act, 1952 (Central Act L III of 1952). (c) Supervising and controlling authorities under the Registration Act, 1908 (Central Act 16 of 1908). (d) Nodal officer in other statutory work.	Whole of the State of Goa.

4. OFFICE ADDRESSES

Sr. No	OFFICE	PRESENT OFFICER	ADDRESS
(1)	Inspector General of Registration.	Shri U. V. Bakre	LAW SECRETARY, Shram Shakti Bhavan, 5 th Floor, Near K.T.C. Stand, Panaji. (Ph-2437272)
(2)	State Registrar -Cum-Head of Notary Services	Shri V. G. Salkar	Dayanand Bandodkar Marg, Opp. Ferry Wharf, Panaji (Ph-2225440 and 2235194)
(3) (a)	District Registrar North	Shri V. G. Salkar	Dayanand Bandodkar Marg, Opp. Ferry Wharf, Panaji (Ph-2225440/2235194)
(b)	District Registrar, South	Shri P.S.S. Borco	(Temporary Office at) Dayanand Bandodkar Marg,

			Opp. Ferry Wharf, Panaji (Ph-2225440/2235194)
(4)(a)	Civil Registrar-Cum-Sub-Registrar, (Head quarters) Public Grievances Officer.	Smt. Asha Kamat	In the Office of the State Registrar, -Cum-Head of Notary Services, Panaji.(Ph.2235194)
(b)	Civil Registrar-cum-Sub-Registrar, Ilhas, Panaji	Shri. W.S. Rebello	Junta Building, Ground Floor, Panaji.(Ph-2231797
(c)	Civil Registrar-Cum-Sub-Registrar, Ponda.	Shri V. T. Hadkonkar	Government Office Complex, Ponda. (Ph-319037)
(d)	Civil Registrar-Cum-Sub-Registrar, Mormugao, Vasco-da-Gama.	Shri Vithal D. Talwar	Municipal Building, Ground Floor, Vasco-da-Gama.(Ph-2517715)
(e)	Civil Registrar-Cum-Sub Registrar, Satari, Valpoi.	Smt. Nandini N. Alornacar.	Government office Complex, Valpoi - Satari.(Ph-374992)
(f)	Civil Registrar-Cum-Sub-Registrar, Salcete, Margao	Shri Chandrakant Pissurlekar	D-Wing, Osia Commercial Complex, Margao.(2715169)
(g)	Civil Registrar-Cum-Sub-Registrar, Bardez, Mapusa.	Shri Ramdas Pednekar	Esar Trade Centre, 2 nd Floor, Behind Municipal Market, Marod, Mapusa .(Ph-2266095)
(h)	Civil Registrar-Cum-Sub-Registrar, Bicholim.	Shri Arjun Shetye	Government Office Complex, First Floor, Bicholim.(Ph-2363660)
(i)	Civil Registrar-Cum-Sub-Registrar, Pernem.	Smt. Nirmala R. Hunchimani	Government Office Complex, Second Floor, Pernem.(2201285)
(j)	Civil Registrar-Cum-Sub-Registrar, Quepem.	Shri Leonardo T. Charly de Sa	Government Building Complex, Second floor, Quepem.(Ph-2663857)
(k)	Civil Registrar-Cum-Sub-Registrar, Canacona .	Shri Suka V. Govenkar	Government Building Complex, First Floor, Canacona.(Ph-2644466)
(l)	. Civil Registrar-Cum-Sub-Registrar, Sanguem.	Smt. Pressy Coutinho	Health Services Building, Sanguem.(Ph-2604756)

MARRIAGE REGISTRATION

Some commonly asked questions are answered hereunder:

(1) Why should a marriage be registered ?

Without registration, a marriage is not legally recognised in Goa. (Exception: a Roman Catholic marriage with prior clearance by the Civil Registrar).

(2) Can one object to my inter caste or inter religious marriage ?

Not at all. Each party can retain his/her own religion. The date of the marriage registration is the date of marriage for all legal purposes, irrespective of whether religious ceremonies took place or not.

(3) What are the prohibitions/impediments to a marriage ?

Legal impediment contained in Articles 4 to 10 of Law No.1 which briefly relate to relationship by blood or affinity, insanity, previous divorce on grounds of incurable and contagious diseases or diseases involving sexual

aberration, certain acts/criminal conducts.

You may consult the actual text for details.

(4) Are there any restrictions as to sex or age ?

(a) Sex : The Law requires the groom and the bride to belong to different sexes and that the purpose should be to legitimately constitute a family.

(b) Age : For marriage purposes, the age of majority is 21 years. A bride between 18 to 21 years needs consent of parents or emancipation by Court.

(5) Clarification as to consent :

Consent may be given in any of the following manner.

(a) Orally by both the parents at the time of registration; or

(b) If one of the parents is dead, his/her death certificate alongwith consent of surviving spouse; or

(c) If one parent or both are not present in Goa, their consent may be sent in a duly notarised/ authenticated document containing exact details; or

(d) In case of disagreement between parents, the Court gives or refuses consent; or

(e) In the absence of both parents, the grand parents or in their absence, family council may give consent;

(f) In deserving cases, a Court can also emancipate a minor entitling her to contract a marriage.

(g) For a marriage within 3rd degree (Uncle-niece, aunt-nephew), permission of the Governor is needed.

(6) How to register a marriage ?

The procedure is explained in Annexure -I hereto. (In special cases, consult the Civil Registrar)

NOTE : Calling the Civil Registrar to register marriage at private residence affects the work of other public in the Office, besides disrupting the family life of the officers when they are detained till late hours.

(7) Can a widow/er or Divorcee immediately marry after the death of spouse / divorce?

No, after the death of spouse or divorce, there is a minimum waiting period of six months for males and one year for females, before they can contract next marriage, except in certain types of divorce.

However, there is no such waiting period in case of judicial annulment of a marriage.

(8) Can Goans celebrating marriage before other authorities outside Goa, record the same in Goa?

Yes, by way of Transcription (only for Goans) within 3 months of the marriage or within one month of any of the spouses first coming to Goa, on

basis of an authentic marriage certificate issued by the non Goan Authority. Other formalities are the same as for a marriage registration.

(NOTE: Transcription can be made even after the death of a spouse, if other documents are in order).

(9) Recording change in name of Hindu Bride:

Such change in the name of a Hindu Bride can be declared orally at the time of marriage registration itself or it can be later informed through an application signed by both parties intimating change in name under ceremonies as per Hindu religious rites. (Also see models annexed hereto for guidance).

PLEASE NOTE: That the procedure for registration of a marriage is made simple and easy under the law.

Eg. (1) The parties have a right to get marriage registered if all their documents are in order.

(2) Under the law, minor discrepancies (in additional certificates, etc.) are to be disregarded if the identity of the party is not in doubt.

(3) The date for marriage registration is to be fixed by the party but the time is to be fixed by the Civil Registrar.

(4) Well trained staff deal with this work.

(5) Model application forms are also kept in these offices (for reference only).

CAUTION:- IT IS DESIRABLE:

(1) That any information be obtained directly from office staff without relying on middle-men.

(2) That the documents are got scrutinized in advance before bringing the parties to the office.

(3) That the fee receipts are carefully preserved and produced whenever required for reference.

(4) That the marriage Notices or N.O.Cs are personally collected by the parties and delivered to the other office to avoid forced postponement in case of delay in transit by post or otherwise.

(5) That the parties bring proper documents and do not promote arguments/pleadings with the officials to register first and receive documents later.

FEES

(as on 1-1-2006)

Marriage Registration or transcription Rs. 100/-
Teor (full) Certificate Rs. 100/-
Simple Marriage Certificate. Rs. 10/-
Solemnisation outside office hours, extra fees. a). On working days Rs 200/-. b) On Saturday & Sundays Rs. 1000/-.

Solemnisation outside office , extra fees.

a) When it is due to reason of sickness of parents other reasons and when consent is needed for minor bride . Rs. 100/-.

b) in all other cases . Rs. 500/-.

See model applications B, C, D & E hereto at the end.

ANNEXURE I

NORMAL PROCEDURE FOR REGISTRATION OF A MARRIAGE (Completed in 2 stages)

STAGE I: Filling the Declaration of Marriage in the Office

** Necessary :- (a) Presence of the Bride-groom & Bride Plus both parents if Bride below 21 years.

(b) Birth Certificate of Bride groom } issued within
} 3 months and/
} or additional
(c) Birth Certificate of Bride } auto

(d) Domicile/residence Cert. (Continuous residence) issued by Mamlatdars/Sarpanch of Taluka/Village. for a period of more than six months immediately before filling of the declaration.

(e) Registration Fee Rs.100/- only.
(** Special documents/requirements: See below).

BETWEEN STAGE I AND II THERE IS A STATUTORY WAITING PERIOD OF 10 DAYS INCLUDING 2 SUNDAYS FOR PUBLICATION OF NOTICE.

(CAUTION:- Waiver of the waiting period could be obtained in deserving cases from the Delegado (A.P.P.).

STAGE II :- Actual Registration of a Marriage.

Necessary :- Only the presence of the Bride-groom, Bride and 2 witnesses,

(PLUS Parents, additional witnesses of Interpreter, etc., if advised at the Declaration Stage).

(Roman Catholics opting for Canonical Marriage in Church need come only once. It would be in their interest to verify personally that their marriage papers actually reached the Civil Registration Office after their religious marriage).

**** SPECIAL FACTORS/CIRCUMSTANCES REQUIRING GUIDANCE FROM THE OFFICE.**

1. Any party a foreign nation. (Court document).
2. Residence outside Goa for more than 1 year. (Auto)
3. Minority of Bride (21) (Consent of Parents/Court)
4. Previous Divorce/Widowhood. (Waiting period)
5. Relation within 3 degrees of collateral line. (Governor's permission)
6. Illiteracy/dumbness/deafness. (Additional witness/interpreter)
7. Urgency of registration. (Imminent death/delivery, etc. Spl. Provisions)
8. Physical inability of Marriage outside office (Witnesses/Fees)
9. Marriage through Proxy. (Special Power of Attorney)
10. Antenuptial contracts. (Copy of documents)
11. Other Extra-ordinary/special circumstances.

IT HELPS IF:-

1. All documents are got verified in advance.
2. No Middlemen are sent to obtain information from office.
3. The Fee receipts are brought for reference.

II

BIRTH AND DEATH SECTION IS TRANSFERRED TO DIRECTOR OF ARCHIVES

(Procedure controlled by the Chief Registrar of Births and Deaths under the Registration of Births and Deaths Act, 1969) (Central Act 18 of 1969)

GENERAL INFORMATION:-

(1) Now the Births & Deaths records from the offices of the Sub-Registrars in every Taluka are transferred to the Archives Department in Panaji and the certificates are issued by them.

(2) The corrections in the Births & Deaths registration records transferred to the Archives Department are carried out by the Sub-Registrar at Head Quarters after duly authorized by the Chief Registrar of Births & Deaths.

For corrections of errors in the Birth & Death records under Art 15 of Births & Deaths Act 1969.

- (a) Apply to the Chief Registrar of Births and Deaths at Panaji (Directorate of Statistics) with documents/proof of error.
- (b) On receipt of authorisation for correction, approach concerned Civil Registrar Head Quarters, Panaji.

III

CHANGE IN NAME

Under the Goa Change of Name and Surname Act, 1990, (Goa Act 8 of 1990) and the Goa Change of Name and Surname Rules, 1991)

1. Authority to approach:-

'Sub Registrar' in the office of the Civil Registrar-cum-Sub-Registrar, within whose area the birth was registered.

2. Documents required

- (1) Application for change of name or surname by self, guardian or duly authorized agent.
- (2) Birth Certificate of the Applicant.
- (3) Affidavit sworn before the Mamlatdars or Notary citing reasons for proposed change.
- (4) Rupees 36/- to be paid by Chalan (issued by the office).

3. PROCEDURE:-

- (a) File documents at (1) to (3) above with the Sub Registrar and take Chalan copies to pay in the bank.
- (b) Submit the paid Chalan and take copy of Notice from the office, to publish in the Official Gazette.

4. After one month from the date of the publication, if there are no objections, the party should visit the office with a copy of the Gazette, to collect, without further payment, the changed Name Certificate in Form 'B'.

CAUTION

The Form 'B' certificate should be permanently preserved by the parties and only attested copies of the same alongwith old birth certificate should be given, wherever required, since endorsement of the changed Name is presently not permitted in the Birth Registers.

Duplicate copy of Form B is issued for Rs. 36/- each.

IV

DOCUMENTS REGISTRATION UNDER THE REGISTRATION ACT, 1908.

Some often asked queries are answered hereunder:-

1. Why should I register a document ?

An unregistered document is not legally recognized as evidence, to prove transactions in land.

2. Where should a document be registered ?

The documents should be registered only with a Sub-Registrar in whose area, the property or its part is situated. Other documents can be registered with any Sub-Registrar.

3. What is the time limit for registration ?

Within 4 months from the signing of a document by the parties.

4. Can one register after 4 months ?

Yes, but on payment of fine and getting delay condoned (see model application) hereto over the next 4 months. Fine amount ranges from 2 1/2 to 10 times the proper registration fees. A part of this fine amount could be refunded, on deserving grounds (For next 4 months special provisions exist).

5. Who can present and later collect a document ?

Only the parties actually signing or claiming under a document, (or their Power of Attorney holder or legal representative) can present a document. The document is later returned only to the said presenter or to his nominee. Presentation can be done by only one person.

6. Are there special rules about such Power of Attorney ?

- (a) In India, where the Registration Act, 1908, is in force, the Power of Attorney should be authenticated by a Sub Registrar only, (whenever a person signs the document and his attorney presents/ admits execution).
- (b) In other areas, attestation should be by a Notary or diplomatic agents.
- (c) In case an attorney under a valid Power of Attorney himself signs a document, he may, as an executing (signing) party present/admit execution of a document though it is attested by a Notary, unless the text of the power specifically excludes such powers.
- (d) Foreign Power of Attorney should be got stamped by the Collector after its receipt in India within prescribed time of 3 months.

From whom should I get a document drafted ?

A party may choose his own person, whether a Lawyer or a non legal person, to get drafted his document. However, it is desirable to get document drafted only through Lawyers, since any defect remaining in your document due to

ignorance/mistake of law on the part of a non legal person, could involve you in costly litigations later or even loss of property.

How to get an appointment with Sub-Registrar for presenting a document ?

The Registration Act 1908 does not lay down taking any advance appointments to present a document and normally any Registrar is expected to accept documents on the spot. But, due to simultaneous voluminous work in other designations held by him, taking advance appointment is always desirable.

In any case, the appointment would normally be given by the office, if not on the same day, then positively over the next two days or so.

What to do if the Officer does not keep appointment on the day marked but calls later frequently ?

Registration of documents is only one of the several functions discharged by a Sub-Registrar and sometimes it is possible that in view of other formalities registration is delayed, but in such cases you may request the Sub-Registrar to give specific appointment (see query 8 above). Under the Registration Act, 1908 a Sub Registrar cannot decline to accept a document except on the ground that the document relate to properties outside the area of his jurisdiction. When he refuses, law requires that he/she should record the same, in the Day Book, record that refusal in the Book II of Refusals and then give you a copy of reasons of refusal without any extra fees. An appeal lies to District Registrar against the refusal.

Note :- In case the refusal is legitimate, and is upheld, only half the fees collected by the Sub-Registrar could be refunded to the party. So, consider carefully the advice of the Sub-Registrar before insisting on official refusal

Are there special fees for taking appointment ?

Absolutely not. Please discourage any self styled middleman (who could be even respectable professionals) offering to secure appointments for some price. Insist on receipt for any money paid. Absence of receipt may be an indication about the office not being aware of your work at all.

Models of several applications are annexed hereto for guidance. Besides, such model forms have been required to be displayed at the Notice Boards of the offices. Certificates should be applied for sufficiently in advance, since the same involve search. Depending on the work in particular offices, it normally takes between 3 to 15 days from the date of application.

May we have some idea about common defects in documents which delay acceptance/ registration ?

Registration is a simple routine procedure. If the document is in order, the Registering officer has to compulsorily accept it. But, if provisions of Law are not met, the document cannot be accepted or registered.

Following points should more or less cover most of the common requirements:-

(A) Basic requirements:-

- (i) Unsigned documents should not be brought to the office. It is the duty of the Lawyer/his staff to ensure that the documents are signed preferably in their office under their guidance.
- (ii) The date of stamp paper should be earlier than or same as the date of signatures on the document.
- (iii) Attached copies of plan, if any, should be signed.
- (iv) Nationality and age of all parties to be mentioned.
- (v) Each alteration, erasure, interlineation or blank in the text should be attested (initialed) by all parties.
- (vi) Documents to be typed on only one side of the page by keeping the reverse side blank.
- (vii) The size of enclosed plan should be of A4 size.

(B) As to Stamps:-

- (i) Market value should be correctly stated (see question 20 hereafter).
- (ii) The words "Market value" should be mentioned in the text when the duty depends upon the same.

(C) Identification of property by complete description:-

Complete description means the following:-

- (i) Village Panchayat or Municipal area, Taluka Sub-District, District, where properties is situated;
- (ii) Boundaries (name of the street, if in town);
- (iii) Land Registration number and Matriz number (mention "not described/inscribed" if such numbers do not exist);
- (iv) Survey number; with Sub-Division, if any.
- (v) Area

(D) Papers to accompany documents:-

- (i) "true copy" on green ledger paper (xerox);
- (ii) attested copies of Power of Attorneys, if any (see question 6 above);
- (iii) copy of map/plan if mentioned in the text;
- (iv) N.O.C. from Planning Development Authority, if property, is situated within planning area;
- (v) Affidavit by foreigners under Section 2 v (b) (i) of Fema if attracted;
- (vi) Some other documents in case of litigations.
- (vii) Information under Section 285 BA of the Income Tax Act 1961 for transaction above 30 lakhs.
- (viii) Details of foreign nationals.

What is the manner of paying registration fees ?

All fees are to be paid at the time of presentation of document against a receipt. (In case the amount of fees is substantial, the same may have to be paid by a chalan in the Treasury).

All fees are collected at the time of presentation of a document.

Can one withdraw a document, if he wishes not to proceed with the Registration ?

Yes, but only if a written request is made before admission of any execution is recorded.

How will one know if the document is kept pending or when he could collect it ?

Mentioned on the receipt itself. There are also Departmental instructions that all factors for which document is kept pending are to be shown by way of abbreviation on the receipt itself (e.g. N.O.C., P.D.A., admn, P.att. etc.).

So also, when a document would be referred to the Collector for valuation, that fact would also be mentioned on the receipt.

Is it true that mere fact of registration does not mean that the document is legally valid ?

Yes, Registration is one of the several formalities in completing a transaction and while registering, a Sub-Registrar is not expected to concern himself with the legal validity of the transaction but has to restrict himself to verifying prescribed formal aspects only under the Registration Act, 1908, like stamp duty, identification of parties, description of property and similar. It is for the parties to ascertain in advance through a Lawyer or otherwise, the legality of the transaction before drawing up a document.

How to obtain NIL Encumbrance Certificate and other Certificates ?

Models of several applications are annexed hereto for guidance. Besides, such model forms have been required to be displayed at the Notice Boards of the offices. Certificates should be applied for sufficiently in advance, since the same involve search. Depending on the work in particular offices, it normally takes between 3 to 15 days from the date of application

Are there any fees for collecting documents ?

Not at all. (unless a notice in form V and AB for collection of documents is sent. Even in that case, the sum will be minor). All the fees are collected only once while presenting the documents, except in exceptional cases where fees were under charged by lapse.

(See Model Formats G, H, I & J)

NOTARY EX-OFFICIO

Not the same as Notaries under Notaries Act, 1952 (Central Act LIII of 1952)

Preliminary

The work of the Notary Ex-Officio (Government Officer) deals with recording of Public documents connected with the characteristic personal law and in force in State of Goa. Such work normally is done at the level of Courts or High Court in rest of India.

Drawing of wills and Deeds

Instruments commonly drawn by Notary Ex-Officio are Wills, Declaration of Succession, Renunciation of inheritance, Ante-nuptial contracts, Adoptions, legitimations and similar.

(1) The parties have to take advance appointment with the Notary Ex-Officio (Civil Registrar-Cum-Sub-Registrar) after getting scrutinized documents like birth/death certificates.

(2) On the appointed day, the parties have to be present along with the number of witnesses, translator if any, and the data and documents required for this work.

(3) The parties may either convey orally their desire or bring a draft preferably prepared by their Lawyer mentioning the details and data to be included in the will or Escritura (Deed).

(4) The documents should preferably be got verified in advance for inaccuracies and the proper number of witnesses, declarants, etc., should be brought to the office who are to wait till the whole writing work is concluded, the documents read and their signatures taken.

(5) The line of Succession (in case of Deed) of Declaration of Succession as per personal law in force in the State of Goa) should be got verified in advance by making available all the data about the lineage from the deceased, exact dates of births, sequence of deaths and production of documents, accurate in all respects.

Certified Copies

- (1) For getting certified copies an application should be made with details of Deed/Will registered and accompanied with Notarial Stamp of Rs.20/- and requisite fees (see the model applications attached K & L)
- (2) On the appointed day, the applicant or his nominee/authority holder should collect the same at the Office.
- (3) Fees approximately Rs. 5/- per page (side).

REGISTRATION OF FIRMS

Under the Indian Partnership Act, 1932 (Central Act 9 of 1932)

Firms are registered at the three offices of Registrars of Firms at Panaji, Mapusa and Margao. Their jurisdiction is as follows:-

Panaji:- Tiswadi, Ponda Talukas

Mapusa:- Bardez, Pedne, Bicholim, Sattari Talukas.

Margao:- Salcete, Mormugao, Quepem, Sanguem, Canacona Talukas.

The work of registration is statutory and relevant forms which are self explanatory are attached in the annexure (Models M, N, O, P, Q, R, S & T)

NOTE :- (The Registrars of Firms do not keep on record any copy of partnership Deed or call the same for inspection while registering or thereafter)

SOCIETIES REGISTRATION

(Under the Societies Registration Act 1860 (Act 21 of 1860)

Which Societies can be registered ?

What if some objects are outside the scope of above objects ?

Where to register ?

Procedure for registration

Renewal of Registration

Which Societies can be registered ?

Societies established for promoting literature, Science, fine arts, diffusion of useful knowledge (diffusion of political education) or for charitable purpose. See Sections 1 and 20 of the Societies Registration Act, 1860 (21 of 1860)

What if some objects are outside the scope of above objects ?

As the law in Goa stands at present addition of objects besides the above do not disentitle a Society from getting itself registered.

However, such ultra virus activities would be at risk of the Office holders and would not, survive in eye of law and becomes inoperative once the Society stands registered under the Act, 1860.

Where to register ?

At the Office of the Inspector General of Societies, (Ex-Officio Inspector General - By Order).

In the office of the State Registrar

and the District Registrar, North, Panaji - for North Goa

District

In the office of District Registrar, South, Margao ó For South

Goa District

Procedure for registration

(a) Documents to be filed :

1. Memorandum signed by not less than 7 members.
2. Copy of Rules and Regulations certified to be a correct copy of original Rules and Regulations by at least 3 office holders.
3. Fee of Rs. 50/- by Chalan (Rs. 10/- for Mahila Mandals).

4. In case any Government servant holds elective office, previous sanction of the Government (concerned Minister) is needed.

(b) After scrutiny in the office, a certificate of Registration is issued to the party.

(c) Certified copies of the documents filed under the Societies Registration Act 1860 (21 of 1860) (e.g. of Memorandum, Rules and Regulations, Certificate of Registration, List of Managing Body, etc,) could be applied for by any interested person by furnishing 'blank stamp paper' of Rs.10/- for each document and payment of fees.

Renewal of Registration

With effect from 11-6-1999, (a) all freshly registered Societies have to get their Certificate of Registration renewed after every 5 years.

(b) The Societies already registered prior to that date have also to renew their Certificate of Registration after an initial grace period of one year, for subsequent periods of 5 years.

NOTE :- In case the Registration Certificate is not renewed within one year from the expiration of the period of validity of the certificate as above, the Society becomes an unregistered Society and special procedures then lie to revive the same, involving discretion of the Government.

Form 'A'

(Application for change of name or surname under the Goa Change of Name and Surname Act 1990)

MODEL 'A'

(See rule a)

- 1. Name of the applicant as entered in his/her birth certificate:
- 2. Father's name:
- 3. Mother's name:
- 4. Sex:
- 5. Date of Birth:
- 6. Place of Birth:

7. The name, surname or both of the applicant required to be changed from (Old name/surname/both)

to (new name/surname/both)

8. Name of the applicant as it would appear after the name at serial no.1 be changed:

9. The reason for such change (to be supported by an affidavit)

10. Whether the applicant had applied earlier for change of name, surname or both:

11. If yes, whether the application was granted or not:

12. If the application was granted whether the certificate regarding changed name has been attached:

13. If the application was rejected, the reasons therefore:

14. Name of the guardian if the applicant is Minor:

15. Guardian's relationship with the applicant: (.....)

Signature of the applicant or of his/her guardian.

Note: Birth Certificate of the applicant should be attached to the application alongwith Affidavit.

*Fee Rs.36/- (Rupees Thirty six only)

Address of applicant.

MODEL ó B

Address : í

Date : í

To,
The Civil Registrar
Panaji ó Goa.

Sub: Request for endorsement in marriage register.

Sir,

We got married Civilly in your Office on í under registration
Noí

As per Hindu religious rites the bride has changed her name fromí to
í

I have therefore to request you to kindly incorporate the necessary endorsement in our
marriage registration No. í datedí

Yours faithfully,

1)

2)

MODEL ó C

Address:í

Dated:í

Sub: Endorsement in marriage register.

Sir,

My parents Shrií and Smt. í got married in your
office under registration Noí year í

Both may parents expired on í(mother) and í(father). As per the Hindu
religious Rites my mother's name was changed fromí to í

(divergence Certificate from Mamlatdar and further documentary evidence attached).

In view of above, change in name of my mother, I have to request you to kindly endorse
the same in the marriage register Noí for the year í

Thanking you in anticipation

Yours faithfully,

(Note: Additional statements needed)

MODEL ó D

Address:í

Date : í

To,

The Civil Registrar

Sub: Endorsement in change of name in marriage register

Sir,

I got married to Smt/Shri í as per your marriage register Noí yearí

As per Hindu Religious Rites my/wife's name was changed fromí toíMy wife/husband expired on í

I have to request you to please endorse the change of name of my wife/myself in the aforesaid marriage register Noídatedí of your office.

(Death certificate attached)

Thanking you in anticipation

Yours faithfully,

MODEL ó E

From : í

Address : í

Date : í

To,

The Civil Registrar,

Sub: Request for a certificate of í

Sir,

Kindly issue a Teor/Narrative certificate of Birth/Death/Marriage which is duly registered in your office under Noí oníyearí

Yours faithfully,

For Teor certificate of Birth furnish Court fee stamp of Rs.2.00

MODEL ó F

From: í í í í í í í í í í í í í í .

Address:í í í í í í í í í í í í í í .

Date:í í í í í í í í í í í í í í .

To,

The Civil Registrar,

Sub:- Non availability Certificate.

Sir,

I have to request you to kindly issue me a Non availability Certificate of Birth/Death occurred at

The details are given below:

Name of the person: í í í í í í í í í í í í í í í í í í .

Father's name: í í í í í í í í í í í í í í í í í í .

Mother's name: í í í í í í í í í í í í í í í í í í .

Place of birth/death: í í í í í í í í í í í í í í í í í í

Date of birth/death: í í í í í í í í í í í í í í í í í í .

Nationality í í í í í í í Indian í í í í í í í í

In case the aforesaid Birth/Death is found in your office kindly issue the necessary certificate, and, if not, then a Non availability Certificate.

Yours faithfully,,

Encl:- Copy of School leaving certificate/Baptism Certificate/Horoscope.

MODEL - G

From:

Address:

Date:

To,

The Sub-Registrar

Sub: Request for private attendance.

Sir,

I have executed a Deed of in favour of
.....

I am sick and unable to move out of the house owing to
..... (medical Certificate is attached).

I have to request you to come to my residence situated at
..... in order to record my admission to the execution of the
aforesaid Deed

I am herewith tendering the requisite fee of Rs.50/- (rupees fifty)
towards the same.

Yours faithfully,

Encl : Medical Certificate.

MODEL - H

Address:

Date:

To,

The District Registrar, (North) Goa
Panaji-Goa.

Sub: Condonation of delay under section 25/34 of Registration Act
1908.

Sir,

I had executed a Deed of on in favour of
.....

Due to sickness andI was unable to present/admit execution of the said Deed of before the Sub Registrar of Sub district within the prescribed time limit.

I am presenting/admitting its execution today after paying requisite fee of Rs..... and request you to please authorise the Sub Registrar of Sub-District to register the said Deed after condemning the delay in presenting/appearing.

Thanking you in anticipation.

Yours faithfully,

Encl : Medical Certificate/Documentary evidence.

MODEL - I

From:

Address:

Date :

To,

The Sub-Registrar,
Ilhas, Panaji.

Sub: Request for Certified Copy.

Sir,

Please issue me a certified copy of the following deed..... dated registered in your office under No..... Volume at pages to dated

I am herewith submitting Non-judicial stamp Paper of Rs.Ten towards the same.

Yours faithfully,

Encl: Non Judicial stamp paper of Rs.10/-

MODEL - J

From:

Address:

To,

The Sub-Registrar,

Sub: Request for a 'NIL ENCUMBRANCE CERTIFICATE'.

Sir,

Please issue me a 'NIL ENCUMBRANCE CERTIFICATE' of the property admeasuring sq. mtrs. Denominated situated in..... village of Taluka, State of Goa, surveyed under No. or P.T. Sheet No..... Chalta No..... Sub-Division No..... of village/ City described in the Land Registration Records under No..... enrolled in the Matríz Records under No..... and bounded as follows:

NORTH :

SOUTH :

EAST :

WEST:

The certificate be issued to me from 1st, November, 1965 till the date of issue. I am herewith submitting Court Fee Stamp of Rs. Five to be affixed on the Certificate.

Thanking you in anticipation.

Yours faithfully,

MODEL - K

From:

Adress:

Date:.....

To,

The Notary Public

Ex-Officio,

Sub: Request for a certified copy

Sir,

Please issue me a certified copy of Will dated by Shri/Smt. who deceased on Death certified enclosed along with Notarial Stamp of Rs.20/-

Yours faithfully,

MODEL - L

From :

Address:

Date :.....

To,

The Notary Public

Ex-Officio,

Sub: Request for a certified copy

Sir,

Please issue me a certified copy of following Deed dated drawn at pages to of Book No..... of Notary Deeds.

Enclosed Notarial Stamp of Rs.20/- (twenty only)

Yours faithfully,

MODEL - M

From:

Address:

Date:.....

To,

The Registrar of Firms,
Panaji-Goa.

Sub: Request for a certified copy

Sir,

Please issue me a certified copy of our Firm..... No recorded at page No..... of volume in the year for my personal records.

Yours faithfully,

Encl: Court Fee stamps of Rs.5/-

MODEL - N

Form No. II

STATEMENT REQUIRED FOR REGISTRATION OF A FIRM THE INDIAN PARTNERSHIP ACT 1932 { SEE SECTION 58 AND RULES 5 (2)

Filing Fee Rs.70/-

To,

The Registrar of Firms
Panaji-Goa.

We the undersigned partners of the Firm do hereby submit the following statement, under Section 58 of the Indian Partnership Act, 1932 for the purpose of registration of the said Firm under Section 59 of the Act.

A. The Name of the Firm

- B. The duration of the Firm
(with date of establishment)
- C. The permanent place of Business
(with full address)
- D. The name of any other place where the
firm carries on business with full address:
 - 1.
 - 2.
 - 3.
- E. The Names in full, permanent address of all partners and the date
when each partner joined the Firm.

Name in full of Partners	Permanent Address	Date of Joining	Remarks

VERIFICATION

We, the partners of the Firm..... do hereby declare the foregoing statements are true to the best of our knowledge and belief.

Signature of all partners of the Firm

Witness or Witnesses

attesting the signature.

MODEL - O

Form No.III

Notice of alteration in the name of the firm or in the location of the principal place of Business thereof

The Indian Partnership Act, 1932

(See Section 60 and Rule 7(3))

Filing Fee Rs.20/-

To,

The Registrar of Firms

Notice is hereby given, pursuant to Section 60 of the Indian Partnership Act, 1932 of the following alteration in the name, location of the principal place of business of the firm.

	Name of Firm		Principal place of Business	
	Former name	Present name	Former address	Present address
Date of alteration				

* Strike out the portion which does not apply.

Signature of all partners of the Firm

Witness or Witnesses

attesting the signature.

MODEL - P

FORM No.IV

Notice of closing and opening of places of business
(Other than the principal place of business)

The Indian Partnership Act, 1932

[See Section 61 and Rule 7(4)]

Filing Fee Rs.20-00

To,

The Registrar of Firms

Notice is hereby given pursuant to Section 61 of the Indian Partnership Act, 1932, of the closing /opening of the following places of business of the firm.

(Other than principal place of business)

Place of business closed	Date of closing	Place of business opened	Date of opening	Remarks

--	--	--	--	--

Signature of any Partner or agent of the Firm

Date :

MODEL - Q

FORM No.V

Notice of change in name and addresses of the partners of Firm

The Indian Partnership Act, 1932

[See Section 62 and Rule 7(5)

Filing Fee Re.20-00

To,

The Registrar of Firms,

Notice is hereby given pursuant to Section 61 of the Indian Partnership Act, 1932, of the changes in the names and addresses of the Partners of the Firm.

Former name and Address	Present name and address	Remarks

Signature of any Partner or agent of the Firm

Date :

MODEL - R

Form No. VI

Intimation for recording of changes of the constitution of a firm

The Indian Partnership Act, 1932

[See Section 63(1) and Rule 7(6)

Filing Fee Rs.25-00

To,

The Registrar of Firms,

Notice is hereby given pursuant to Section (1) Section 61 of the Indian Partnership Act, 1932, of the following changes in the constitution of the firm.

Previous Constitution of firm		Present constitution of firm		Remarks
Name of partners	Permanent address	Names of partners	Permanent address	

Signature of any Partner or his agent

Date :

MODEL - S

Form No. VII.

Intimation for recording dissolution of a firm

The Indian partnership Act, 1932

[See Section 63(1) and rule 7(6)]

Filing Fee Rs.25-00

To,

The Registrar of Firms

Notice is hereby given pursuant to Sub-Section (1) Section 63 of the Indian Partnership Act, 1932, that the firm was dissolved on
19.....

Signature of any Partner or his agent

Date

MODEL - T

FORM No. VIII.

Notice of withdrawal from, or remaining in, a partnership to be given under Section 63(2) of the Act by a minor on attaining of majority

The Indian Partnership Act, 1932

[See Section 63(2) and Rule 7(7)]

Filing Fee Rs.25-00

To,

The Registrar of Firms

Notice is hereby given, pursuant to Sub-Section (2) Section 63 of the Indian Partnership Act, 1932, that the undersigned a minor who was admitted to the benefits of partnership in the firm has now attained majority and elects to become/not to become a partner of the said firm.

Signature of any Partner Concerned or his specially authorised agent

Date :

CHART SHOWING NORMAL TIME TAKEN FOR PUBLIC WORK-ITEM-WISE-IN OFFICES OF THE CIVIL REGISTRARS - CUM - SUB- REGISTRARS OF THE REGISTRATION DEPARTMENT

Sr.No.	Head of Work	Average time taken	Remarks
A.	As Sub-Registrars under Registration Act, 1908 (i) Presentation of documents for registration (including classification of documents, verification of stamp amount, under valuation, prescriptions	(i) 30 to 45 minutes	Depending upon number of parties, volume of text, etc.

	<p>under the said Act, collection of fees, handwriting endorsements, recording signatures and identification by witnesses).</p> <p>(ii) Completion of registration and return to parties.</p> <p>(iii) Issue of certified copies.</p> <p>(iv) Nil encumbrance Certificate.</p>	<p>(ii) 3 to 15 days</p> <p>(iii) 1 to 3 days</p> <p>(iv) 3 to 7 days for single item.</p>	
B.	<p>As Civil Registrars under Código do Registo Civil.</p> <p>(a) Processing documents for Marriage Declaration.</p> <p>(b) Marriage notice</p> <p>(c) Marriage registrations (including bulletins).</p> <p>(d) Canonical marriage certificates to Priests.</p> <p>(e) No impediments certificates.</p> <p>(f) Certificates of marriage.</p> <p>(g) Correction files under Decree No.190.</p> <p>(h) Endorsements of divorces, adoptions, annulments, corrections of entries, converting into definitive, etc.</p> <p>(i) Drawing autos of legitimations, adoption, etc.</p> <p>(j) Verification on request from Embassies, Govt. autonomous bodies etc.</p>	<p>(a) 15 to 20 minutes</p> <p>(b) 10 to 15 minutes</p> <p>(c) 30 minutes</p> <p>(d) 10 minutes</p> <p>(e) 5 minutes</p> <p>(f) on the same day or within 3 days.</p> <p>(g) 30 minutes</p> <p>(h) 15 minutes</p> <p>(i) 30 to 45 minutes</p> <p>(j) 1 to 3 days</p>	<p>More in special cases like Foreign nationals, non residence, divorcees, etc.</p> <p>(j) Depending upon no. of cases received.</p>

C	<p>Functions under Registration of births & Deaths Act, 1969.</p> <p>(a) Certificates of Births & Deaths.</p> <p>(b) Non Availability Certificate.</p> <p>(c) Correction of Births & Death entries after authorisation by the Chief Registrar of Births & Deaths.</p>	<p>(a) 1 to 3 days</p> <p>(b) 1 to 3 days</p> <p>(c) 30 minutes</p>	<p>Depending upon the accuracy of details brought by the parties.</p> <p>If the parties come prepared with documents, witnesses, etc.</p>
D	<p>As Registrar under the Goa Change of Name & Surname Act, 1990.</p> <p>(a) Arranging change in name files (including preparation of chalans, verification of documents and application, typing notices for publication in Gazette)</p> <p>(b) Entering entry of changed name in register and preparation of respective certificate of change in name.</p>	<p>30 minutes</p> <p>15 minutes</p>	
E	<p>As Notary Ex-Officio under Decree No.8373</p> <p>(a) Drawing of Wills (including verification of draft, examination of witness/parties, actual hand writing the will, reading out the text and translation, recording signatures in register & in special books, etc.)</p> <p>(b) Drawing of Succession Deeds (including verification of line of succession as per prevalent old Portuguese law, a minute</p>	<p>(a) About 2 Wills per day</p> <p>(b) About 2 Deeds per day.</p>	<p>(a) * Appointment to be taken except for death-bed wills.</p> <p>(b) If the documents are in order and the line of succession is in order.</p>

	<p>examination of documents presented, ascertaining trustworthiness of declarants, handwriting in the registers, reading and recording executions)</p> <p>(c) Other Notarial Deeds like Antenuptial contracts, Renunciations of inheritances, justifications of rights, adoptions, etc.</p> <p>(d) Certified copies</p> <p>(e) Private attendances</p>	<p>(c) 1 to 3 per day.</p> <p>(d) Within 1 week</p> <p>(e) Immediately in case of death bed wills and in other case by appointment.</p>	
F	<p>Carried over functions of land Registrars under Decree No.42565 dt.8-10-1959 (Margao & Quepem)</p> <p>(a) Registration entries in respect of acts taken place prior to 01-11-1965 (including determining legality of rights of applicants, perusing evidence, verification and cross reference to old entries, endorsements of intermediate acts, etc.)</p> <p>(b) Narrative certificates (after calculating the relative proportion of the rights of the parties redundant entries and endorsing the final position of rights in the register before issuing such certificate.</p> <p>(c) Simple xerox copies of all entries i.r.o. a property</p> <p>(d) Searches in the indexes and cross references in the</p>	<p>(a) About 15 days</p> <p>(b) About 7 to 15 days</p> <p>(c) About 1 to 3 days</p> <p>(d) 1 to 7 days</p>	

	supplementary registers.		
G	<p>Registration of Firm :-</p> <p>(a) Registration of Firm (including examination of application, searches to avoid duplication in names, opening new entries, etc.)</p> <p>(b) Endorsements of reconstitution, retirement, admission of minors, dissolution, etc.)</p> <p>(c) Certified Copies.</p>	<p>(a) 30 to 60 minutes</p> <p>(b) 1 to 2 days</p> <p>(c) On the same day</p>	<p>After the turn of the applicant comes up.</p>

Special request:- Direct approach eliminates misunderstanding - Please avoid middlemen.