

CITIZENS' CHARTER
for
REGISTRATION
DEPARTMENT

CONTACT OFFICE:
Office of the State Registrar
-Cum-
Head of Notary Services,
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(Phone:-2437136 /2437133)

CITIZEN'S CHARTER FOR REGISTRATION DEPARTMENT

INTRODUCTION

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, issue of Birth & Death Certificates after the implementation of Birth & Death Act, 1969, 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 there from 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.

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	Head of Offices, appointing authority for non-Gazette 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. Approving authority under delegated powers by Law Secretary for correction of marriage records under Article 32.
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 and Dharbandora. Inspector General of Societies under the Societies Registration Act 1860 for South Goa. 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.
12 Civil Registrars-cum-Sub Registrars	In charge of offices of Civil Registrars-cum- Sub Registrars in Capital Town in each Taluka.

JURISDICTION

	DESIGNATIONS	JURISDICTION
(A)	<p>The State Registrar-cum-Head of Notary Services, helped by the District Registrars of North Goa & South Goa Districts: is Supervising office with special additional duty of :-</p> <p>(a) Competent Authority under the Notaries Act, 1952 (Central Act L III of 1952).</p> <p>(b) Supervising and controlling Authorities under the Registration Act, 1908 (Central Act 16 of 1908).</p> <p>(c) Nodal officer in other statutory work.</p> <p>(d) First Appellate Authority under R.T.I. Act, 2005.</p> <p>(e) Approving Authority under delegated powers by Law Secretary for marriage correction under Article 32.</p>	Whole of the State of Goa.
(B)	<p>District Registrar, North</p> <p>(a) Supervising for Whole North Goa District</p> <p>(b) Competent Authority Under Societies Registration Act, 1860 for North Goa.</p> <p>(c) Correction of Marriage entries procedure (Art. 32 of P.P. No.190 dated 02-05-1914).</p> <p>(d) Public Information Officer under R.T.I. Act, 2005.</p> <p>(e) Public Grievance Officer.</p> <p>(f) Nodal Officer for e-Governance for Registration Department.</p>	Whole North Goa District
(C)	<p>District Registrar, South</p> <p>(a) Supervising for Whole South Goa District</p> <p>(b) Competent Authority Under Societies Registration Act, 1860 for South Goa.</p> <p>(c) Correction of Marriage entries procedure (Art. 32 of P.P. No.190</p>	Whole South Goa District

	dated 02-05-1914). (d) Public Information Officer under R.T.I. Act, 2005.	
(D)	Each Civil Registrar-cum-Sub-Registrar in capital town of each Taluka simultaneously holds several designations:	
	<ul style="list-style-type: none"> (a) Civil Registrar under the Civil Registration Code in force. (b) Registrar (limited functions under Registration of Births and Deaths Act, 1969 (Central Act 18 of 1969) (c) Sub-Registrar under the Registration Act, 1908 (Central Act 16 of 1908) (d) Notary Ex-Officio (Decree 8373) (e) Registrar under Goa change in name and Surname Act, 1990 (f) Registrar of Firms (only at Panaji, Mapusa and Margao) under Partnership Act, 1932 (g) Old Land Registration Records under: Codigo do Registo Predial. (Only at Margao and Quepem - Records from North Goa stand transferred to the Archives). 	<ul style="list-style-type: none"> (a) Corresponding to a Revenue Taluka (b) Transferred to the Director of Archives. (c) Respective Talukas. (d) Respective Talukas. (e) Respective Talukas. (f) <u>At Mapusa</u> for Pernem, Bardez, Bicholim and Satari Sub-Districts. <u>At Panaji</u> for Ilhas and Ponda Sub-Districts. <u>At Margao</u> for Salcete, Mormugao, Quepem, Sanguem, Canacona and Dharbandora Sub-Districts. (g) <u>Margao</u> - Salcete and Mormugao Sub-Districts. <u>Quepem</u> – Quepem, Canacona, Sanguem and Dharbandora Sub-Districts.

OFFICE ADDRESSES

Sr. No	OFFICE	PRESENT OFFICER	ADDRESS
(1)	Inspector General of Registration.	Shri R.K. Srivastava (Law Secretary)	Department of Law & Judiciary, Secretariat, Porvorim – Goa (Ph-2419651)
(2)	State Registrar -Cum- Head of Notary Services	Shri P.S.S. Bodke	Shramshakti Bhavan, 7 th Floor, Patto, Panaji – Goa. (Ph- 2437136 /2437133) (Mob. 9822125919)
(3)(a)	District Registrar North, Panaji - Goa	Shri V. T. Hadkonkar Jt. CRSR: Shri Gaurish Bugade	4 th Lift, 4 th Floor, Junta House, Panaji – Goa. (Ph- 2221255)
(b)	District Registrar, South Panaji – Goa	Shri Ramdas L. Pednekar	Osia Commercial Complex, Nr. SGPDA Market Ground, 2 nd Floor, Margao, Salcete, Goa. (Ph-2735194/2730440)
(4)(a)	Civil Registrar-cum-Sub Registrar, (Head quarters) Public Grievances Officer.	Smt. Shubha H. Dessai	In the Office of the State Registrar -cum-Head of Notary Services, Panaji. (Ph- 2437136 / 2437133)
(b)	Civil Registrar-cum-Sub Registrar, Ilhas, Panaji	Jt. CRSR: Shri Tushan Kunkolienkar	Junta House, Ground Floor, Swami Vivekanand Road, Panaji – Goa. (Ph-2231797)
(c)	Civil Registrar-cum-Sub Registrar, Ponda.	Shri Hanumant G. Dessai	Government Complex, Ground Floor, Tisk, Ponda-Goa. (Ph-2319037)
(d)	Civil Registrar-cum-Sub Registrar, Mormugao, Vasco-da-Gama.	Jt. CRSR: Shri Mahesh Prabhu Parrikar	Karma Impress, Vasco-da-Gama-Goa. (Ph-2517715)
(e)	Civil Registrar-cum-Sub Registrar, Satari, Valpoi.	Smt. Urmia U. Tari	Government Complex, Ground Floor, Valpoi –Satari – Goa. (Ph-2374992)
(f)	Civil Registrar-cum-Sub Registrar, Salcete, Margao	CRSR: Shri Suraj R. Vernekar	Mathany Saldhana Administrative Complex, II Floor, Room No. 209, Margao – Goa. (Ph-2715169)
(g)	Civil Registrar-cum-Sub Registrar, Bardez, Mapusa.	CRSR: Shri Arjun S. Shetye	Esar Trade Centre, 2 nd Floor, Marod, Mapusa, Bardez- Goa. (Ph-2266095)
(h)	Civil Registrar-cum-Sub Registrar, Bicholim.	Jt. CRSR: Smt Soniya Halarner	Government Multipurpose Complex, First Floor, Bicholim. (Ph-2363660)
(i)	Civil Registrar-cum- Sub Registrar, Pernem.	Smt. Nirmala R. Hunchimani	Government Complex, Second Floor, Pernem - Goa. (Ph-2201285)
(j)	Civil Registrar-cum-Sub	Smt. Sujata Raut	Government Building,

	Registrar, Quepem.	Dessai	1 st floor, Quepem-Goa. (Ph-2663857)
(k)	Civil Registrar-cum-Sub Registrar, Canacona .	Shri Premanand Dessai	Government Building, First Floor, Canacona. (Ph-2644466)
(l)	Civil Registrar-cum-Sub Registrar, Sanguem.	Smt. Shobana Chodanker	Shirson Plaza, 1 st Floor, Shop No. 29, Sanguem-Goa. (Ph-2604756)
(m)	Civil Registrar-cum-Sub Registrar, Dharbandora	Shri Chandrakant Pissurlekar	Govt. Primary School, Ground Floor, Dharbandora – Goa. (Ph-2614004)

MARRIAGE REGISTRATION

Some commonly asked questions are answered hereunder:

(1) Why should a marriage be registered?

Without registration, a marriage is not legally recognized 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 along with consent of surviving spouse; or

(c) If one parent or both are not present in Goa, their consent may be sent in a duly notarized/ 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 deals 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 09-05-2013)

1.	For the registration of a marriage/transcription of registration of marriage done elsewhere or organizing the proceedings of Catholic marriage.	` 200/-
2.	For the registration of marriage of a foreign National, or transcription of the registration of marriage of a foreign National done elsewhere, or organizing the proceeding of the marriage of a foreign National.	` 5,000/-
3.	For solemnization of a marriage outside the Office of the Registrar and when the conveyance is provided by the party, an extra fee as indicated below shall be payable:- (a) when it is due to reasons of sickness of parents or others concerned and when consent is needed to a minor bride..... (b) in all other cases.....	` 200/- ` 1,000/-

4.	For solemnization of a marriage outside the normal working hours of Registrar, extra fee as specified below shall be payable:- (a) if services are required on a working day..... (b) if services are required on Sunday or holidays	` 1,000/- ` 2,000/-
5.	For a true copy (certidao de teor) of marriage register.	` 200/-
6.	For extract (certidao narrativa) of marriage register	` 50/-
7.	For legitimating of children acknowledgement of paternity/maternity/adoption for one or more children.	` 100/-
8.	For process of endorsement of legitimating of one or more children.	` 100/-
9.	For process of endorsement of divorce of married person/ enrolment	` 100/-
10.	For process of each endorsement (General)	` 100/-
11.	For process of endorsing adoption.	` 100/-

Applications are given below.

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 ` 200/- only.
(* Special documents/requirements: See below). | |

BETWEEN STAGE I AND II THERE IS A STATUTORY WAITING PERIOD OF 15 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 to 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 national. (Court document).

2. Residence outside Goa for more than 1 year. (Auth)
 3. Residence of one party outside Goa (Affidavit)
 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 – Marriage outside office (Witnesses/Fees)
 9. Marriage through Proxy. (Special Power of Attorney)
 10. Ante nuptial contracts. (Copy of documents)
 11. Other Extra-ordinary/special circumstances.
-

IT HELPS IF:-

1. All documents are 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 authorization 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's 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) ` 100/- to be paid by Challan (issued by the office).

3. PROCEDURE:

- (a) File documents at (1) to (3) above with the Sub Registrar and take Challan copies to pay in the bank.
- (b) Submit the paid Challan 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 along with old birth certificate should be given, wherever required, since endorsement of the changed Name is presently not permitted in the Birth Registers.

A Certified copy of the Certificate in Form B shall be issued to any person applying for the same, on payment of fee of ` 10/-.

IV DOCUMENT 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 the 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 executing (signing) parties 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.

7. 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.

8. 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.

NOTE: 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.

9. 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 documents 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.

10. 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.

11. 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, interlineations 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 Legal 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.

12. 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 challan in the Treasury).

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

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

The Table of fees is as under:-

(a) If the amount or value of the consideration or the market value of property to which such instrument relates, is wholly expressed therein;

On amount/value
whichever is higher

when the amount or market value, whichever is higher, does not exceed ` 50 lakhs.	---	2%
when the amount or market value, whichever is higher, exceed ` 50 lakhs but does not exceed ` 75 lakhs.	---	3%
when the amount or market value, whichever is higher, exceed ` 75 lakhs but does not exceed ` 1 crore.	---	3.5%
when the amount or market value, whichever is higher, exceeds ` 1 crore.	---	4%

(b) If such amount or value is only partly expressed, the same ad valorem fee as above on the amount or market value, whichever is higher, which is expressed, and an additional fee of **Rs.100/-**;

(c) If such amount or market value is not expressed at all, a fixed fee of **Rs.500/-**

V

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 `30/-and requisite fees (see the model applications attached below).
- (2) On the appointed day, the applicant or his nominee/authority holder should collect the same at the Office.
- (3) Fees approximately ` 25/- 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, Pernem, 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 (Applications attached below).

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).

VII SOCIETIES REGISTRATION

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

1. 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)

2. 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.

3. 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 - For South Goa District

4. 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 ` 50/- by Challan (` 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 ` 10/- for each document and payment of fees.

5. 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.

Application Forms prescribed for availing services:

(All forms are available on Goa Portal on link:

<https://www.goa.gov.in/departments/notary.html>)

APPLICATION FOR BIRTH / DEATH CERTIFICATE

Name of the Applicant: _____

Address: _____

Date: _____

Mobile Number: _____

To,
Sub Registrar of Births and Deaths

_____.

Sub: Request to Issue Birth Certificate / Birth Teor / Death Certificate.

Sir / Madam,

It is kindly requested to issue the Birth Certificate / Birth Teor / Death Certificate, the details of which are furnished below :-

1. Name: _____

2. Father's Name:- _____

3. Mother's Name: _____

4. Date of Birth / Death: _____

5. Place of Birth / Death: _____

(Optional)

6. Registration No: _____

7. Place of Registration: _____

8. Date of Registration: _____

Yours faithfully,

Signature: _____

Name: _____

APPLICATION FOR CERTIFIED COPY

From: _____

Address: _____

Date:

To,
Notary Public Ex-Officio,

_____.

Sub: Request for Certified Copy

Sir,

Please issue me a certified copy of _____

Dated: _____ drawn at pages _____ to _____ of

Book No. _____ of Notary Deeds.

Yours faithfully,

Signature: _____

Name: _____

Enclosed Notarial Stamp of ` _____

APPLICATION FOR CERTIFIED COPY

From: _____

Address: _____

Date:

To,
Notary Public Ex-Officio,

_____.

Sub: Request for Certified Copy

Sir,

Please issue me a certified copy of WILL / Consent / Succession Deed / Relinquishment Deed /
Ante-nuptial Agreement / Adoption Deed. (*Tick mark against the appropriate Deed*)

Dated: _____ drawn at pages _____ to _____ of

Book No. _____ of Notary Deeds.

Yours faithfully,

Signature: _____

Name: _____

Enclosed Notarial Stamp of ` _____

**APPLICATION FOR MARRIAGE CERTIFICATE / MARRIAGE
TEOR**

Name of the Applicant: _____

Address: _____

Date: _____

Mobile Number: _____

To,
The Civil Registrar-cum-Sub Registrar,

_____.

Sub: Request to Issue Marriage Certificate / Marriage Teor.

Sir / Madam,

It is kindly requested to issue the Marriage Certificate / Marriage Teor, the details of which are furnished below:-

1. Groom Name: _____
2. Bride Name:- _____
3. Marriage Registration No.: _____
4. Date of Registration : _____
5. Date of Marriage: _____
6. Church Name (in case of Canonical Marriage): _____

Yours faithfully,

Signature: _____

Name: _____

APPLICATION FOR NIL ENCUMBRANCE CERTIFICATE

From: _____

Address: _____

Date:

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. Situated in Village / City / Building _____

_____ of _____ Taluka, District _____,

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 Matriz Records under

No. _____ and bounded as follows:-

North: _____

South: _____

East: _____

West: _____

The certificate be issued to me for the period from _____ to _____

Yours faithfully,

Signature: _____

Name: _____

APPLICATION FOR NON AVAILABILITY CERTIFICATE

From: _____

Address _____

Date:

To,

The Sub Registrar of Births & Deaths,

_____.

Sub: Request for a "Non Availability Certificate".

Sir,

I have to request you to kindly issue me a "Non Availability Certificate" of Birth / Death.
The details are as under:-

1.	Name of the Person:	
2.	Father's Name:	
3.	Mother's Name:	
4.	Place of Birth / Death:	
5.	Date of Birth / Death:	
6.	Nationality:	

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,

Signature: _____

Name: _____

Encl: Baptism Certificate / School Leaving Certificate / Any other document issued by Government Authority having date & place of birth/ death.

**CONDONATION OF DELAY UNDER SECTION 25/34 OF
REGISTRATION ACT, 1908**

From: _____

Address: _____

Date:

To,
The District Registrar, North / South,

_____.

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

Sir,

I had executed a Deed of _____ on _____ in favor of _____.

Due to sickness and _____ I 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 ` _____ and request you to please authorize the Sub-Registrar of _____ Sub-District to register the said Deed after condoning the delay in presenting/appearing.

Thanking you in anticipation.

Yours faithfully,

_____.

Encl: Medical Certificate / Documentary evidence.

ENDORSEMENT IN CHANGE OF NAME IN MARRIAGE REGISTER

From: _____

Address: _____

Date:

To,
The Civil Registrar,

_____.

Sub: Endorsement in change of name in marriage register.

Sir,

I got married to Smt. /Shri _____ as per your marriage Register Number _____ year _____.

As per Hindu Religious Rites my/wife's name was changed from _____
_____ to _____. My wife
/ husband expired on _____.

I have to request you to please endorse the change of name of my wife / myself in the aforesaid marriage Register Number _____ dated _____ of your office.

Thanking you in anticipation.

Yours faithfully,

Encl: Death certificate attached

ENDORSEMENT IN MARRIAGE REGISTER

From: _____

Address: _____

Date: _____

Sub: Endorsement in marriage register.

Sir,

My parents Shri. _____ and

Smt. _____ got

married in your office under Registration Number _____ year

_____.

Both my parents expired on _____ (mother) and
_____ (father). As per the Hindu religious

Rites my mother's name was changed from _____ to

_____ (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 Number _____ for the year

_____.

Thanking you in anticipation.

Yours faithfully,

_____.

(Note: Additional statements needed)

APPLICATION FOR CHANGE OF NAME / SURNAME
(Goa Change of Name and Surname Act, 1990)

FORM A

1	Name of the person 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 person required to be changed		
	From (old name / Surname)	:	
	To (new name/ Surname)	:	
8	Name of the person as it would appear after the name at Sl.No. 1 be changed	:	
9	The reason for such change (to be supported by affidavit	:	
10	Whether the applicant had applied earlier for change of name / surname	:	
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 his / her parents (both) with names

Address of the Applicant

Enclosed:

- (1) Birth Certificate in original
- (2) Affidavit
- (3) Copy of Photo Identity Proof

(To be typed on `50/- Non Judicial Stamp Paper and Notarized copy to be presented)

AFFIDAVIT

I, _____ son /
daughter of _____, _____ yrs of age, married /
unmarried, resident of _____, Indian National, do
hereby solemnly affirm and declare on oath as under –

I say that my Birth is registered at office of Sub Registrar of Birth at _____
within the jurisdiction of _____ Taluka under Registration No. _____
dated: _____ and my date of Birth is _____.

I say that on my Birth Certificate my name is recorded as
_____.

I say that I am popularly known in the locality by name _____
_____.

I say that the names “_____” and
“_____” are of the one and the same person i.e. myself.

I say that I want to change my name from _____
to _____ as per Section (2) of Section 3 of the
Goa Change of Name and Surname Act, 1990.

I say that I am swearing this affidavit in order to produce the same at the office of the Civil
Registrar-cum-Sub Registrar at _____ in order to enable me to change my name.

I say that the contents of the above paras of my affidavit are true to the best of my
knowledge and belief and that I have not misrepresented any facts.

Solemnly affirmed before me at _____, Goa on this _____ day of the month of _____ of the Year _____

Deponent

Identified by:

FORM NO. VII
INTIMATION FOR RECORDING DISSOLUTION OF FIRM
THE INDIAN PARTNERSHIP ACT, 1932 (SECTION 63(1) AND
RULE 7(6))

Date:

To,
The Registrar of Firms,

_____.

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

Name & Signatures of Partner (any one) or his agent

FORM NO. III
NOTICE OF ALTERATION IN THE NAME OF THE FIRM OR IN
THE LOCATION OF THE PRINCIPAL PLACE OF BUSINESS
THEREOF INDIAN PARTNERSHIP ACT, 1932
(SEE SECTION 60 AND RULE 7(3))

Dated:

To,
Sub Registrar of Firms,

_____.

Sir,

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.

Date of Alteration	Name of Firm		Principal Place of Business	
	Former Name	Present Name	Former Address	Present Address

Name & Signatures of partners

Name / Address & Signature of the Witness (attesting the signatures of partners)

FORM NO. V
NOTICE OF CHANGE IN THE NAMES AND ADDRESSES OF THE
PARTNERS OF THE FIRM
INDIAN PARTNERSHIP ACT, 1932
(SEE SECTION 62 AND RULE 7(5))

Dated:

To,

Sub Registrar of Firms,

_____.

Sir,

Notice is hereby given, pursuant to Section 62 of the Indian partnership Act, 1932 of the changes in the names and addresses of the partners of the Firm.

Former Name & Address of the Partner	Present Name & Address of the Partner	Remarks

Name & Signatures of partner (any one) or agent of the firm

FORM NO. IV

**NOTICE OF CLOSING AND OPENING OF PLACES OF BUSINESS
(OTHER THAN THE PRINCIPAL PLACE OF BUSINESS) INDIAN
PARTNERSHIP ACT, 1932 (SEE SECTION 61 AND RULE 7(4))**

Dated:

To,
Sub Registrar of Firms,

Sir,

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	Present Address

Name & Signatures of partner (any one) or agent of firm

**FORM NO. VI
INTIMATION FOR RECORDING OF CHANGES OF THE
CONSTITUTION OF THE FIRM
INDIAN PARTNERSHIP ACT, 1932
(SEE SECTION 63(1) AND RULE 7(6))**

Dated:

To,
Sub Registrar of Firms,

Sir,

Notice is hereby given, pursuant to Section 63(1) of the Indian partnership Act, 1932 of the following changes in the constitution of the firm.

Previous Constitution of the Firm		Present Constitution of the Firm		Remarks
Name of Partners	Permanent Address	Names of Partners	Permanent Address	

Name & Signatures of partner (any one) or agent of the firm

REQUEST FOR A CERTIFIED COPY OF FIRM

From: _____

Address: _____

Date:

To,
 The Registrar of Firms,
 _____.

Sub: Request for a Certified Copy.

Sir,

Please issue me certified copy of our firm _____
 Number _____ recorded at page number _____ of
 Volume _____ in the year _____ for my personal records.

Yours faithfully,
 _____.

Encl: Court Fee stamp

REQUEST FOR A CERTIFIED COPY OF WILL

From: _____

Address: _____

Date:

To,
 The Notary Public Ex-Officio,
 _____.

Sub: Request for a Certified Copy of Will.

Sir,

Please issue me certified copy of Will dated _____ by
Shri/Smt. _____ who deceased on
_____.

Yours faithfully,

_____.

Death certificate enclosed along with Notarial Stamp of ` 30/-.

**REQUEST FOR A TEOR / CERTIFICATE OF BIRTH / DEATH /
MARRIAGE**

From: _____
Address: _____

Date: _____

To,
The Civil Registrar,

_____.

Sub: Request for a Teor / Certificate of Birth / Death / Marriage

Sir,

Kindly issue me a Teor / Certificate of Birth / Death / Marriage (strike whichever applicable)
which is duly registered in your office under Number _____ on
year _____.

Yours faithfully,

_____.

REQUEST FOR ENDORSEMENT IN MARRIAGE REGISTER

From: _____

Address: _____

Date:

To,
The Civil Registrar,

_____.

Sub: Request for endorsement in marriage register.

Sir,

We got married civilly in your Office on _____ under Registration Number
_____ dated _____.

As per the Hindu religious rites the bride has changed her name from
_____ to
_____.

I have therefore to request you to kindly incorporate the necessary endorsement in our
marriage Registration Number _____ dated
_____.

Yours faithfully,

1)

2)

REQUEST FOR PRIVATE ATTENDANCE

From: _____

Address: _____

Date:

To,
The Sub- Registrar,

_____.

Sub: Request for private attendance.

Sir,

I have executed a Deed of _____ in favor 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 ` _____ /- towards the same.

Yours faithfully,

_____.

Encl: Medical Certificate.

FORM NO. II
STATEMENT REQUIRED FOR REGISTRATION OF FIRM UNDER
INDIAN PARTNERSHIP ACT 1932
[SEE SECTION 58 AND RULE 5(2)]

To,
The Registrar of Firms,
_____.

Dated:

Sir,
We, the undersigned, Partners of the Firm by name _____
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 said Act.

A	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 places 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			
	Full Name of Partner	Permanent Address	Date of Joining	Remarks
1				
2				
3				
4				

VERIFICATION

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

Signature of Partners

Name, address & Signature of witness (attesting the signatures of partners)

Services proposed to be taken under the preview of the Goa (Right of Citizens to Time-bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013)

Sr. No.	Name of Service		Designated Officer	Time prescribed	1 st Appellate authority prescribed
1.	Registration of Partnership firms under Indian Partnership Act 1932		Civil Registrar/ Registrar of Firms	7 days from the date of receipt of application	District Registrar
2.	Returning of Documents after registration under Indian Partnership Act 1932		Civil Registrar/ Registrar of Firms	3 rd working day from date of registration	District Registrar
3.	Copy of Marriage Record on first time Under Codigo de Registo Civil	Marriage Certificate in case of no change	Civil Registrar	On the day of final registration	District Registrar
		Marriage Certificate in case of any changes or searching to be done	Civil Registrar	3 days from the date of receipt of application	District Registrar
4.	Endorsement of name (Change of name of Hindu bride) Under Hindu Marriage Act 1955		Civil Registrar	2 days	District Registrar
5.	Correction of Marriage Record Under Codigo de Registo Civil	Submission of proposal to the District Registrar	Civil Registrar	7 days from receipt of applications, processing and submission of the same to the District Registrar	District Registrar
		Submission of proposal to the State Registrar	District Registrar	7 days	State Registrar
		Decision on the proposal	State Registrar	7 days	Inspector General of Registrati on /Law Secretary

6.	Registration of Documents Under Indian Registration Act 1908		Sub Registrar	Same day for document presentation, admission and issue of receipts.	District Registrar
7.	Returning of Documents after registration	a. When system is computerized	Sub Registrar	3 days	District Registrar
		b. When still manual work is done	Sub Registrar	7 days	District Registrar
8.	Certified copy of the Documents Under Indian Registration Act 1908	a. When system is computerized	Sub Registrar	3 days	District Registrar
		b. When still manual work is done	Sub Registrar	7 days	District Registrar
9.	Change of Name or Surname Under Goa Change of Name and Surname Act 1990		Civil Registrar	If there are no objections; next day after notice period of 30 days is over	District Registrar
10.	Nil Encumbrance Certificate	Computerized	Sub Registrar	3 days	District Registrar
		Non-Computerized	Sub Registrar	10 days	District Registrar
11.	Societies Registration Under Societies Registration Act, 1860 & Issue of Registration Certificate		District Registrar/Inspect or General of Societies	7 days	State Registrar
12.	Certified copy of the Registered Documents Under Societies Registration Act, 1860		District Registrar/Inspect or General of Societies	7 days	State Registrar
13.	Certified copy of all the Registered Documents other than as specified as above.		Civil Registrar-cum-Sub-Registrar/District Registrar	7 days	State Registrar

***DIRECT APPROACH
ELIMINATES
MISUNDERSTANDING
PLEASE AVOID
MIDDLEMEN***