

# Khata Transfer Process

## Online CC (Signed Sale Deed)

It is available with your CRM. Registered owners can get the scanned copy of sale deed from CRM. Uploading the same has been tried by our resident owner and it was successful.

## Online EC (E-Signed)

**Encumbrance Certificate (EC)** can be download from the same Kaveri Online Portal. Assuming you have created login in Kaveri online. Else create it by going to <https://kaverionline.karnataka.gov.in>

### 1. Click on **Online EC**



**KAVERI ONLINE SERVICES**

Department of Stamps and Registration, Government of Karnataka

Pre Registration Data Entry ( PRDE)	Online EC	Online CC	Appointment Booking
	<b>Pending/Saved Application</b> <ul style="list-style-type: none"><li>Saved Applications</li><li>Pending/Failed</li><li>Payments</li></ul> <b>Services</b> <ul style="list-style-type: none"><li><u>Online EC</u></li><li>Online CC</li><li>Know Your Property Valuation</li><li>Stamp Duty &amp; Registration Fee Calculator</li><li>Locate SRO's</li><li>Know Your Marriage Office</li><li>EP Direct Payments</li></ul>	Step: 1 Fill Data	
	Step: 2 Search Result		View Index Information, System will display only Book 1 tran
	Step: 3 Apply for digitally signed copy of EC.		Apply for digital signed copy of EC or download only Informa
	Step: 4 Payment		Pay the Required fees
	Step: 5 Submit Application		Submit the Application for Digital Signing
	Step: 6 Download Signed Copy		Download Copy of digitally signed EC.

2. Select **Search by Party Name** and fill in the details correctly. Provide the From Date, as a few days before registration. Make sure that Hobli and Sub-Register office is automatically selected as the correct one. If that is wrong, you won't be able to get EC details. Provide the Party Name as exact first name as in Sale Deed. If Joint Owner, provide primary owner's first name. If the details are correct, you will be getting the EC details for the provided date range. Make sure that your name and property details are correct. The click on **Proceed** button.
3. In the next step, make the payment by clicking on **Click for ePayment**. After making the payment, again come back to the application detail page and click on **Submit** button. Unless the submit is don't done after the payment, your application will not be submitted.
4. After submission, you can go back to the home page and view the status of the EC application, by clicking on **Saved Applications**.

Online EC	Online CC	Appointment Booking
Step: 1	Fill Data	Enter required information Please ensure to select proper village for searching the transaction on the property.
Step: 2	Search Result	View Index Information, System will display only Book 1 transactions.
Step: 3	Apply for digitally signed copy of EC.	Apply for digital signed copy of EC or download only Information copy
Step: 4	Payment	Pay the Required fees
Step: 5	Submit Application	Submit the Application for Digital Signing

- Select the **Service Type** from the dropdown as **OnlineECApplication**. Now, you can view the submitted application details. Inside the detail page, **View Timeline** can be used to check the status.

- Once the document is e-signed, the Submit button will change to **Download Signed EC Report**. The you can download the signed EC.

1	KRAVRI: Bengaluru Property Details & Registration (1) (SAR, M & M) Payment / Property Name: Vardhur Subplot No: 10 Date: 08/08/2020 Building No: 10 along with 10 of Vardhur sub division, Bangalore	08/08/2020	Article Name/Class of Description (for appointment) Market Value: 0 Consideration Amount: 0	Rs.	SS	5	24/11/2019
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Note: 1) If Plugin is not installed please [click here](#) to download plugin 2) Plugin settings [read here](#)

[Download Signed EC Report](#)

## Occupancy Certificate

Occupancy certificate will be available with the builder.

## Joint Khata Transfer Affidavit

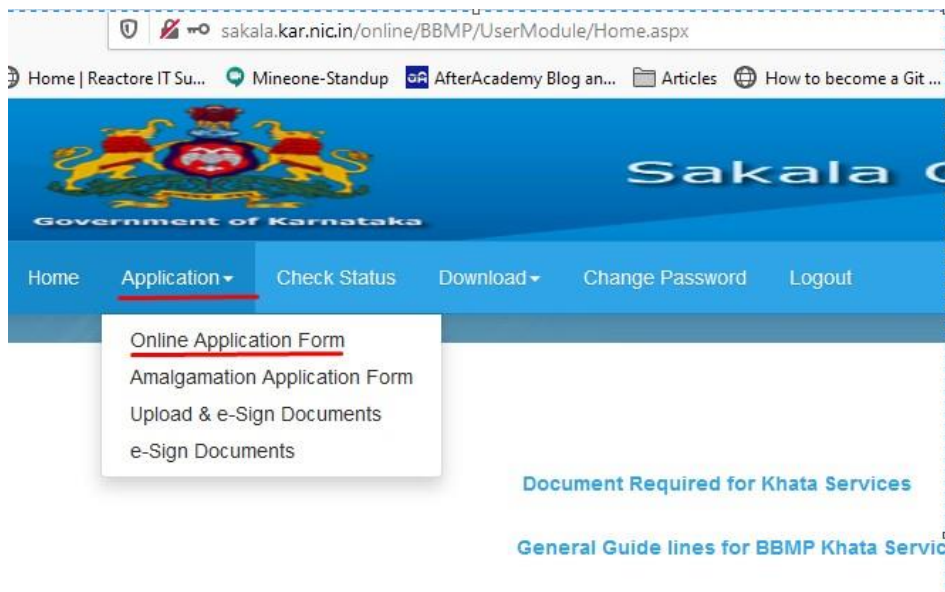
If the property is purchased as joint, then an affidavit is required to be submitted for the Khata transfer. The format for the affidavit will be available with the notary.

## Property Tax Paid Receipt

Current Year's property tax receipt is required for the Khata transfer.

## Khata Transfer Application

1. Register in Sakala portal, <http://sakala.kar.nic.in/online/bbmp/registration.aspx>
2. Login to the portal, and navigate to **Application -> Online Application Form**  
**Many people have faced issue in submitting the form in Chrome and Firefox. So, better to use Microsoft Edge browser for submitting.**



- Fill the details in the next form and submit it.

Builder will be proving the Current Khata Id.

**Application Form**

<p>Service Applied for Khata <input checked="" type="radio"/>Transfer <input type="radio"/>Registration <input type="radio"/>Bifurcation</p> <p>Applicant Type <input type="radio"/>Single <input checked="" type="radio"/>Joint</p> <p>Application Type <input checked="" type="radio"/>Citizen <input type="radio"/>Organization</p> <p>In Who's Name is the Khatha Currently Registered in BBMP Records ನಗರ ಪಾಲಿಕೆಯ ದಾಖಲೆ ಪುಸ್ತಕಗಳಲ್ಲಿ ಈಗ ಸ್ಥಾನವನ್ನು ಯಾರ ಹೆಸರಿನಲ್ಲಿ ದಾಖಲು ಮಾಡಲಾಗಿದೆ</p> <p>In Who's Name is the Khatha to be Transferred(As In Aadhaar) For Multiple names, provide Space after each name ಅದನ್ನು ಯಾರ ಹೆಸರಿಗೆ ಖಾತಾ ವರ್ಗಾವಣೆ ಮಾಡಬೇಕಾಗಿದೆ</p> <p>Allotment No. in case the Property is allotted by BDA/KHB/Other Govt. authority ಬಿ.ಉ.ಪ್ರಾ/ಕೆ.ಗೃ.ಮ/ಇತರ ಸರ್ಕಾರಿ ಸಂಸ್ಥೆಗಳಿಂದ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಆದೇಶದ ಸಂಖ್ಯೆ</p> <p>ID Type <input type="radio"/>PID <input checked="" type="radio"/>Khatha No</p> <p>SAS Zone/ವಲಯ</p> <p>House/Flat/Site No</p> <p>Stage/Phase/Extn /ಘಟ್ಟ/ಹಂತ /ಬಡಾವಣೆ</p> <p>Landmark</p> <p>Property Type/ಸ್ಥಳೀಯ ವಿವರ</p> <p>Property Status /ಸ್ಥಳೀಯ ಸ್ಥಿತಿ</p> <p>Are you the first buyer of the flat? <input checked="" type="radio"/>Yes <input type="radio"/>No</p> <p>Is occupancy certificate issued? <input checked="" type="radio"/>Yes <input type="radio"/>No</p> <p>Applicant's Postal Address/ಅರ್ಜಿದಾರರುಗಳ ಅಂಚೆ ವಿಳಾಸ</p> <p>Mobile No/ದೂರವಾಣಿ ಸಂಖ್ಯೆ</p>	<p>Transfer Name</p> <p>Leave empty</p> <p>Leave empty</p> <p>PID/Khatha No ಸ್ಥಳೀಯ ಪಿ.ಐ.ಡಿ ಸಂಖ್ಯೆ</p> <p>Ward No/Name/ವಾರ್ಡ್ ಸಂಖ್ಯೆ ಮತ್ತು ಹೆಸರು</p> <p>Stage/Cross/Main Road /ಅಡ್ಡರಸ್ತೆ/ ಮುಖ್ಯರಸ್ತೆ</p> <p>Area/Locality/Sector</p> <p>PIN Code of Property/ಪಿನ್ ಕೋಡ್</p> <p>Measurement Unit <input checked="" type="radio"/>Sq.ft <input type="radio"/>Acre <input type="radio"/>Sq.m</p> <p>Super Built Up Area(in sq.ft) /ಸೂಪರ್ ಬಿಲ್ಡ್ ಅಪ್ ವಿಸ್ತೀರ್ಣ</p> <p>Email ID/ಇ-ಮೇಲ್</p>
<p>MS TRISHUL BUILDTECH AND INFRA</p> <p>Allotment No</p> <p>Mahadevapura</p> <p>House/Flat/Site No</p> <p>Stage/Phase/Extn.</p> <p>LandMark</p> <p>Approved Building Plan(in case of ap. Apartment)</p> <p>Apartment</p> <p>Address</p> <p>Mobile No</p>	<p>Transfer Name</p> <p>Leave empty</p> <p>Leave empty</p> <p>PID/Khatha No</p> <p>149 - Varthur</p> <p>Cross/Main Road</p> <p>Area/Locality/Sector</p> <p>PIN Code of Property</p> <p>Sq.ft</p> <p>Super BuiltUP Area</p> <p>Email ID</p>

- Now, go to **Application -> Upload & e-Sign Documents**. Select the reference number. It will show a form for uploading documents.
- Upload all the necessary documents. Affidavit is required only for Joint Owners. Make sure that the document size is matching to the conditions mentioned in the screenshot.

Reference No/ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ

How did you get this Property?/ಈ ಸ್ಥಳವನ್ನು ಹೇಗೆ ಪಡೆದಿದ್ದೀರಿ?

Maximum size of each file should be less than 5MB and Total size of all documents should be less than 15MB  
 ಪ್ರತಿ ಕಡತದ ಗರಿಷ್ಠ ಗಾತ್ರ 5MB ಗಿಂತ ಕಡಿಮೆಯಿರಬೇಕು ಮತ್ತು ಎಲ್ಲಾ ದಾಖಲೆಗಳ ಒಟ್ಟು ಗಾತ್ರವು 15 MB ಗಿಂತ ಕಡಿಮೆ ಇರಬೇಕು

SINo	Name	Upload
1	Sale Deed	<input type="button" value="Choose File"/> No file chosen
2	Tax Paid Receipt (for Current Year)	<input type="button" value="Choose File"/> No file chosen
3	Encumbrance certificate (Form – 15) from date of Sale Deed to the Current date	<input type="button" value="Choose File"/> No file chosen
4	Occupancy Certificate	<input type="button" value="Choose File"/> No file chosen
5	Affidavit for Joint Khatha application (only in case if there is more than one person applying for the Khatha transfer)	<input type="button" value="Choose File"/> No file chosen

6. It will take almost a month to get it approved. Once done, 2% of stamp duty needs to be paid. It can be paid at the nearest **BangaloreOne** center. We can try making arrangements for BangaloreOne help desk at PLH for this collection.

