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| **Stock Holding Corporation of India Ltd. (SHCIL)** was incorporated as a Public Limited Company in 1986. It has been jointly promoted and owned by leading Banks and Financial Institutions viz., IFCI Ltd., IDBI Bank Ltd., SU-UTI, LIC, GIC, NIA, NIC, UIC, and TOICL, all leaders in their fields of business. |

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| **SHCIL began by offering custodial and post**trading services, adding depository services and other services to its portfolio over a period of time. |
| **SHCIL has established**itself in India as a one-stop solution provider in the Financial Services domain.SHCIL has been promoted by All India Public Financial Institutions and Insurance Majors. SHCIL is known for its Security, Integrity, Wide network and focus on technology.E-stamping is a computer based application and a secured electronic way of stamping documents. The prevailing system of physical stamp paper / franking is being replaced by E-stamping system.SHCIL is the only CRA appointed by the Government of India. Central Record Keeping Agency is responsible for User Registeration, Imprest Balance Administration and overall E-stamping application Operations and Maintenance. CRA will appoint ACC’s who will issue certificates to the clients at their counters. |
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| **FAQ’S**

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| **Q.** | **What is Stamp Duty?** |   |

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| **Q.** | **Is Stamp Duty required to be paid on all documents regarding transfer of properties?** |
| **A.** | All transfer Instrument/document including agreement to sale, conveyance, gift mortgage, exchange, partition, power of attorney either general or special leave and license, agreement, tenancy agreement, lease deeds are required to be stamped before registration. A will or original nomination in a Co-operative Housing Society is not required to be stamped. However, when a nominee transfers a flat subsequently in the name of legal heirs then it is required to be stamped as per market value or the consideration amount, whichever is higher. |
| **Q.** | **What are the precautions to be taken at the time of purchase of stamp paper?** |
| **A.** | Stamp papers are to be purchased in the name of one of the parties to the instrument/document. It must be purchased in the name of one of the parties involved in the transaction |
| **Q.** | **When Stamp Duty is to be paid?** |
| **A.** | It is to be paid either before execution of the document or on the day of execution of the document. |
| **Q.** | **Who is required to pay Stamp Duty?** |
| **A.** | Stamp Duty is either paid by a purchaser or transferee or as mutually agreed in the agreement between the parties. |
| **Q.** | **Who will do the stamp duty valuation ?** |
| **A.** | SHCIL is appointed as Central Record-keeping Agency (CRA) and associated with stamp duty collection and not valuation. For valuation of Stamp duty you need to contact your Legal Advisor or Appointed Govt officials concerned for the same. |

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| **A.** | It is type of Tax collected by the State Government. |   |   |
| **Q.** |  **Why stamp duty is required to be paid?** |   |   |
| **A.** | IStamp duty is a kind of Tax like Sales Tax or Income Tax. It must be paid in full and on time to the Government. In case of delay in payment of stamp duty, penalties are imposed |   |   |
| **Q.** |  **What are the important Instruments under Indian Stamp Act, 1899?** |   |   |
| **A.** | I Important Instruments are agreements, conveyances, exchange, gift, Certificate of sale, deed of partition, Power of Attorney to sell immovable property when given for consideration, deed of settlement and transfer of lease by way of assignment, bill of exchange, bill of lading, debenture, letter of credit, policy of insurance, proxy, receipt and transfer of shares. |   |   |
| **Q.** | **Does Stamp Duty vary from Instrument to Instrument?** |   |   |
| **A.** |   Yes |   |   |
| **Q.** | **Whether Stamp Duty is computed on market value or consideration amount?** |   |   |
| **A.** | Stamp Duty is computed on market value or consideration amount of the property, whichever is higher. |   |   |
| **Q.** | **What is consideration amount?** |   |   |
| **A.** |  Consideration amount is the total value of funds involved in any purchase/ sale transaction entered between two or more parties. |   |   |
| **Q.** | **How many types of stamp duty are collected?** |   |   |
| **A.** | Stamp Duty collected by the States can be broadly divided into two categories, viz., Stamp Duty paid under the Indian Stamp Act, 1899 and Stamps used in payment of fees under the Court-fees Act 1870. |   |   |
| **Q.** | **What are the different types of stamps used as on date?** |   |   |
| **A.** | Stamps used under the Indian Stamp Act, 1899 & The Bombay Stamp Supply And Sale Rules, 1934, can be broadly divided into1. Impressed stamps, including a) Labels affixed and impressed by the proper officer; b) Stamps embossed or engraved on stamped paper c) Impression by franking machine d) Impression by any such machine as the State Government may, by notification in the Official Gazette, specify 2. Adhesive stamps.
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|   | **e-Stamping Queries :-** |   |
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| **Q.** | **What is e-Stamping?** |
|  **A**. |  e-Stamping is a computer based application and a secured way of paying Non-Judicial stamp duty to the Government. |
| **Q**. | **What are the benefits to the client/customer by e-Stamping:** |
| **A.** |  1 e-Stamp Certificate can be generated within minutes 2 e-Stamp Certificate generated is tamper proof3 Authenticity of the e-Stamp certificate can be checked through the inquiry module.4 e-Stamp Certificate generated has a Unique Identification Number (UIN). 5 Specific denomination is not required |
| **Q.** | **Features of e-Stamping ?** |
| **A.** | i1. Easy accessibility and faster processing2. Security3. Cost savings4. User friendly |
| **Q.** | **What is Unique Identification Number (UIN) ?** |
| **A.** | UIN is a Unique system generated number mentioned on the e-Stamp Certificate. Anybody, having the Unique Identification Number, can check the authenticity of the Certificate through www.shcilestamp.com . |
| **Q.** | **How can I verify the authenticity of an e-Stamp ?** |
| **A.** | An e-Stamp can be verified online by clicking on verify e-Stamp certificate and entering the required details i.e1. State 2. Certificate Number (UIN)3. Stamp Duty Type ( Description of Document )4. Certificate Issue Date5. Session code |
| **Q.** | **What is a CRA?** |
| **A.** | CRA stands for Central Record Keeping Agency. STOCK HOLDING CORPORATION OF INDIA LIMITED (SHCIL) is the only CRA appointed by the Government of India. |
| **Q.** | **What is the role of CRA?** |
| **A.** | Central Record Keeping Agency is responsible for User Registration, Imprest Balance Administration and overall e-Stamping Application Operations and Maintenance. CRA will appoint ACC's who will issue Certificates to the clients at their counters. |
| **Q.** | **What do you mean by ACC?** |
| **A.** | ACC means Authorised Collection Center (ACC). Its an agent appointed by SHCIL. ACC is the intermediary between the CRA and Stamp Duty payer. |
| **Q.** | **Who can become ACCs?** |
| **A.** | 1. Scheduled Banks 2. Post Offices |
| **Q.** | **What is the Registration process of ACC?** |
| **A.** | The Registration process for becoming an Authorised Collection centers involves1. Signing of PAN India ACC Agreement with SHCIL2. ACCs needs to maintain a running Imprest balance |
| **Q.** | **How do I find my nearest ACC ?** |
| **A.** | Kindly visit Contact us page of the website for details for e-Stamping centre near your place |

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| **Q.** | **List of e-Stamping centers in your state ?** |
| **A.** | Kindly select the State from where you wish to purchase an e-Stamp from the List of States provided at the top. |
| **Q.** | **How will I get a Stamp Certificate?** |
| **A.** | The client has to approach an ACC appointed by SHCIL and fill up the application form as prescribed in the e-Stamping system. Stamp Certificate is generated only after realization of funds. |
| **Q.** | **When will I get the Stamp Certificate from ACC?** |
| **A.** | After submitting a duly filled and signed application form, the ACC will enter the details into the system and a Stamp Certificate would be generated immediately in case of cash and in case of Cheque/DemandDraft/Payorder/RTGS/NEFT/Account to Account Transfer only after realization of funds. |
|  | **Important instructions for the client** |
|  | 1. SHCIL will accept Stamp Duty Payment in Indian Rupees (INR) only.2. RTGS / NEFT payment should be initiated only after consulting nearest e-Stamping center.3. Client is expected to check the preview of the certificate and sign on the preview before certificate is generated.4. Once an e-Stamp is generated, then it cannot be edited / modified in any manner.5. Preserve the e-Stamp carefully, duplicate copy of e-Stamp is not issued. |
| **Q.** | **What if the stamp duty is underpaid ?** |
| **A.** | If the stamp duty is underpaid then visit an ACC and obtain an Additional Stamp duty certificate by paying the additional stamp duty amount. For registration process the client will have to produce both certificates to sub-registrar. |
| **Q.** | **What if the stamp duty is still underpaid ?** |
| **A.** | If the stamp duty is still underpaid than client has to again visit an ACC and obtain a additional stamp duty certificate by additional stamp duty amount. The client will need to produce all certificates for registration. |
| **Q.** | **What are the different modes of paying stamp duty in e-Stamping system.** |
| **A.** | Client can pay stamp duty amount through the following modes1. Cash2. Cheque3. Demand Draft4. Pay Order5. RTGS6. NEFT7. Account to Account transfer.Kindly contact your nearest e-Stamping center before initiating any Electronic fund transfer.(Refer to table below for details on DD/PO for payment through SHCIL branches only) |
| **Q.** | **After generating the Certificate, can I cancel the Stamp Certificate?** |
| **A.** | For cancellation you need to get in touch with the Competent Authority at the Stamp Office appointed by the State Government. |
| **Q.** | **In which States/UT s e-Stamping is currently operational ?** |
| **A.** | e-Stamping is currently operational in the States/UT s of Gujarat, Karnataka, NCT Delhi, Maharashtra, Assam, Tamil Nadu, Rajasthan, Himachal Pradesh, Uttarakhand, UT of Dadra & Nagar Haveli and UT of Daman & Diu.For further updates keep visiting www.shcilestamp.com |
| **Q.** | **What is the procedure in case an e-Stamp is lost ?** |
| **A.** | Please refer to the Stamp Act prevalent in your state. The CRA is not authorised to issue a duplicate copy of e-Stamp. |

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