

18-Aug-2023

To

Nodal Officer
Karnataka State Souharda Federal Co op Ltd
Souharda Sahakari Soudha No 68
1st floor Between 17th&18th cross
Margosa Road
Bangalore-560055

Sub: ACC Activities/Inspection-reg

Greetings...!!

We take this opportunity to thank you and your Federtion for extending your support for carrying estamping activities efficiently in the State of Karnataka.

Further to make the estamping more user friendly and to ensure various compliances as per the Government Guidelines and also guidelines specified in Karnataka Stamp and Registration Act, please guide and instruct your ACC Centers to follow the **Do's and Dont's** which are shared mandatorely without any deviation. For your convenience , we are enclosing the Do's and Dont's list as a ready reference.

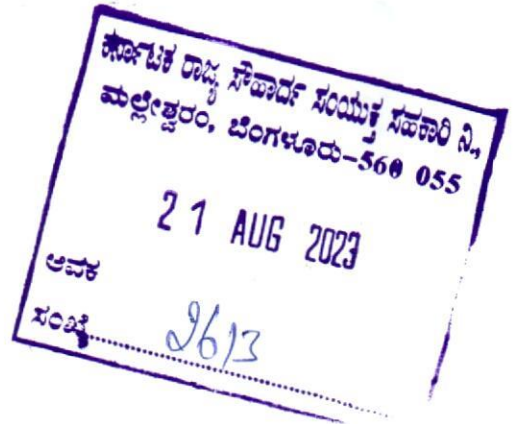
Please also note that there will be periodical inspection and auditing of estamping issuing centers from the Government Office and also from Stockholding. Any deviations in following the set eStamping rules will be viewed very seriously.

For Stockholding Corportion of India Ltd



Authorised Signatory

CC: Annexature attached



Stock Holding Corporation of India Limited®

Stock Exchange Towers, No. 51, 1st Cross, J.C. Road, BANGALORE - 560 027.

Phone : 080-2299 5236 / 2299 5246 / 2299 5249, Fax : 2299 5211

Registered Office : 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai - 600 001.

CIN : U67190MH1986G01040506 | Visit us at : www.online.stockholding.com

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DO's

- 1) Take test print every day morning before start of the operations.
- 2) Change Cartridge when it shows 80%.
- 3) Always keep spare Cartridge & Paper.
- 4) Use only 80 GSM quality Bond Paper for printing estamp certificate.
- 5) Service Charges to be collected strictly as per Govt Order & a receipt needs to be given to customer.
- 6) Recommended to have stand alone PC & Printer.
- 7) Preview for all High Value cases.
- 8) Signature on preview & Requisition/application, signature should match.
- 9) Shuffle the paper before loading into printer.
- 10) Display boards – Name, add, phone number & Timings.
- 11) Signature on application is mandatory.
- 12) Display of Articles list at Counters/Notice Board.
- 13) Display of Service Charges on Notice Board.
- 14) eStamping should be operational in the same address where you have approval.
- 15) Logout the session if not in use.
- 16) Prescribed application format needs to be used.
- 17) Each stamp paper should have separate Requisition/application.
- 18) In case of transfers, deactivate the ids & apply for fresh PW.
- 19) User & Supervisor has to write the request number on the client requisition.

DONT's

- 1) Do not connect Printer/System to Raw Power.
- 2) Do not expose printer to rainy weather
- 3) Strictly not to use refilled Cartridge.
- 4) Do not switch off the printer after giving print command.
- 5) No correction on the estamp after issuance.
- 6) No sharing of printer/system/OTP Password

