

From

The Inspector General of Registration,  
Thiruvananthapuram.

To

The Deputy Inspectors General of Registration  
The District Registrars General and Audit,  
All Sub Registrars.

Sir,

Sub:- Registration Department-Implementation of affixing of Photographs and  
finger prints in documents-Model Endorsement-Regarding.

Ref:- Letter No.10030/E2/2007/T D Dated 08/05/2007

With a view to ensure uniformity in the endorsements recorded by registering officers on documents  
following instructions are issued. The relevant sections in the Registration Act are reproduced herein below:

32A.- "32A compulsory affixing of photograph , etc - Every person presenting any document at the pro-  
registration office under section 32 shall affix his passport size photograph and finger prints of each buyer  
seller of such property mentioned in the document shall also be affixed to the document".

52. "Duties of registering officers when document presented-(1) (a) The day hour of presentation,  
photographs and fingerprints affixed under 32A] and the signature of every person presenting a document  
registration, shall be endorsed on every such document at the time of presenting it".

**Endorsements to be recorded on the documents presented for registration as per the Registration Act and  
Rules**

**Endorsement as per Section 52 of the Registration Act**

***Presentation by claimant:-***

Presented in the office of the Sub Registrar of .....with the photographs and fingerprints of the buy-  
seller/s and the presentant affixed under section 32 A and a fee of Rs.....

Paid at.....hours.....minute.....on the.....day of.....by

Name      Signature, Left Thumb Impression

Addition

Identified by Witnesses: 1.

2.

Dated Signature of the Registering Officer