<table>
<thead>
<tr>
<th>S.N.</th>
<th>Step</th>
<th>GUI View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Home Page</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On Home page there are following options-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Refund Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ View Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Help</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Citizen intending to submit application for Stamp Duty Refund as to click option Refund Application.</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The screenshot shows the home page of the website with options for Refund Application, View Status, and Help. The page also contains a link to the Refund Refund Application form.*
Refund Application

1. In Refund Application, first section is Party Details. Fill all the details properly and carefully:
   - Current date will be displayed as Application Date, which cannot be changed.
   - Select suitable reason for Refund. There are four reasons for selection:
     - Only Stamp Duty paid is refunded
     - Penalty for Stamp Duty
     - Excess Stamp Duty paid is refunded
     - Penalty & Excess Stamp Duty
   - Enter the applicant name
   - Enter address details
   - Enter [10 digit mobile number]
   - Enter Landline number in field telephone number.
   - Enter email address
   - Enter (or Select) your Bank Account details like ISFC Code, Bank Name and Account no.

2. In Document Details section, select one of the following:
   - Judicial Stamp: When refund of Judicial Stamp payment is intended.
   - Non-Judicial Stamp: When refund of Non-Judicial Stamp payment is intended.
   - Court Order: When refund through court order is intended
If either Judicial Stamp option or court option is selected as mentioned above, only stamp details section will be displayed.

If Non-Judicial Stamp option is selected as mentioned above, then both Document details & Stamp details sections will be displayed.

In Document details section enter the following details-

Select Document status.

If Document status is **Executed**, then enter following details-
- Enter the Document type
- Enter Document no.
- Enter Date of Execution

If Document status is **Registered**, enter the following details-
- Enter the Document type
- Enter Document no., which is date of Registration of document
- Enter Document Date
- Enter Stamp Duty paid amount
- Select SRO Office

If Document status is **Cancelled**, then it consists of two sets of data sets-

> Original documents
> Cancelled documents

If data set is Original documents, then enter following details-
- Enter Document no
- Enter Document Date
- Enter Stamp Duty paid amount
- Select SRO Office

If data set is Cancelled documents, then enter the following fields-
- Enter Document Title
- Document no

If Document status is selected **Non executed**, no fields will be displayed.
- Date of Cancellation
- Date of Execution
- Select SRO

If Court Order is selected as mentioned above, then enter following court order details-
- Enter Court name
- Enter Court order no
- Enter Date of seal

3. In Stamp Details section, mention details as follows-
- When Document Detail is about judicial Stamp then Stamp Types are-
  > Judicial Stamp Paper
  > GRAS Challan
- Enter stamp purchaser name
- Select stamp seller office type
- Enter Stamp seller Office
- Select District from where Stamp was purchased
- Enter Stamp Date
- Enter Stamp No.
- Enter amount
4 Acknowledgment

If the application form is submitted successfully, acknowledgment will be generated. REFUND CODE is mentioned in red color, note down Refund code for further use or take print of acknowledgment.

5 View Status

Status of submitted application can be checked using 'View Status.'

- Enter Refund code.
- Enter the displaying Number.
- Click on search button to get processing status.