

Registration Search, Index Inspection and Certified-copy Due Diligence Master - One-page Cheat Sheet

2-minute summary: Use books, indexes and certified copies while recognising search limitations, data quality, name variations and unregistered risks.

Provision map

Implementation/source-control module

Workflow

1. Classify document and rights. 2. Capture State sources. 3. Verify title/authority/stamp. 4. Compute time, fee and office. 5. Present and admit. 6. Reconcile certificate/copy and remedies.

Red flags

Wrong instrument label; stale State rule/fee; incorrect office; late presentation; invalid POA; missing maker; denial of execution; insufficient stamp; missing annexure; portal copy mismatch; unrecorded refusal.

Evidence file

Act and State sources; title/property; authority; final instrument; stamp/fee; identity; witnesses; portal and office receipts; endorsements; certificate; registered copy; searches; refusal/remedy chronology.

Practical scenario

A purchaser obtains an encumbrance certificate and certified copy but a name variant and unregistered possession claim remain. Search scope, period, office coverage and document quality must be documented.

Key calculations

Search period	Set title-chain and risk-based search years; include name/property variants.
Coverage gap	Record offices, books, periods and digitisation gaps.
Copy reconciliation	Compare certified copy, original and revenue/municipal records.

Remedy and forum

Preserve presentation/delay, Registrar and section 77 clocks. Separate administrative registration remedy from title, specific relief, cancellation, injunction, damages, criminal and writ strategy.

Source warning

State amendments, section 69 Rules, fee tables, office jurisdiction, valuation and online workflows vary. Verify transaction-date official sources.