<u>Steps for Payment of Stamp Duty & Registration Fees through Simple Receipt – Over the Counter (OTC) Mode</u>

Step 1: Visit Bank website (Eg. https://www.mahaconnect.in/eSBTRExternal/)
OR
Visit banks Internet Banking Web site (Eg. https://www.mahaconnect.in) ☾ Select tab "e-payment of taxes" ☾ select Maharashtra e-SBTR link(given at the left side of the page)

Step 2: Select mode of payment as **'Over the Counter'** and type of receipt as **'Simple Receipt'**

Step 3: Select Designated branch of Bank

Step 4: Select type of instrument for payment as DD or Cheque or Cash

Step 5: Enter payment amount in field 'Instrument amount'

Step 6: Enter payment instrument number (e.g. cheque number) if applicable

Step 7: Enter instrument date, if applicable.

Step 8: Enter payment instrument issuing Bank's name

Step 9: Enter issuing Branch Name

Step 10: Read instructions mentioned carefully and accept the same by ticking checkbox **(given in disclaimer)** & pressing the button submit

Step 11: Fill Simple Receipt Payment Input form **by selecting /entering the values required. Please note that the mandatory fields are clearly marked with Red estriks.**

Step 12: Submit Form

Step 13: If all the details entered are valid, **the web page will display all the details enter for re-verification**

Step 14: if everything is OK then click confirm to proceed

Step 15: Simple Receipt would be generated. Print it. **(A copy of receipt is always available in internet banking account from which the payment is done)**

Step 16: Visit selected Bank branch with printed Bank Token Acknowledgement Receipt within 7 days and make payment

Step 17: Obtain Simple receipt from the Bank Branch

Step 18: Attach Simple Receipt to the first page of original document

Step 19: Visit concerned SRO