

## Standard Procedure for registration of e-Deed through e-Registration module

1. Visit the homepage of the website of the Directorate of Registration and Stamp Revenue, West Bengal (<https://wbregistration.gov.in>).
2. Select the link **“e-Requisition Form Filling/Modification”** available on the homepage of the website for generation of the e-Assessment Query Slip. The e-Assessment Query Slip will contain all the information entered by the applicant for generation of the said slip as well as market value of the immovable property under transfer and the amounts of stamp duty & registration fees (excluding remission as per Order No. 471-F.T. dated 17.04.2020) payable thereof.
3. Select the link **“e-Registration”**.
4. Prepare the draft e-Deed using the special menu available for the purpose under the same link. This e-Deed is a bare deed without photo-ten fingerprints sheet(s) of the seller(s) & purchaser(s) and any other attachment or relevant document.
5. Submit the draft e-Deed so prepared together with map or plan (if any), identity proof like PAN, etc. and any other relevant documents, but without photo-cum-ten fingerprints sheet(s) of the seller(s) & purchaser(s), to the registration authority using the menu available for the purpose under the same link and wait for approval of same by the registration authority (within 24 Hrs of application).  
There is no need to submit the photo-fingerprints sheet(s) of the seller(s) & purchaser(s) at this point of time.  
The applicant will receive an SMS when the draft e-Deed together with the said documents so submitted is approved by the registration authority.
6. If the draft e-Deed is disapproved by the registration authority (within 24 Hrs of application), then an SMS would be sent to the applicant for intimation. The applicant may do necessary corrections and resubmit the same for approval.
7. Once the draft e-Deed is approved, the applicant has to make the e-Payment using the link **“e-Payment of Stamp duty and Registration fees”** available at the homepage of the said website or the menu available for the purpose under the same link. The system will automatically calculate the amount of remission to be allowed in registration fees as per Order No. 471-F.T. dated 17.04.2020 and will ask to pay the requisite stamp duty and registration fees after remission.
8. Now the applicant has to verify the e-Payment made by him using the **“Verification of e-Payment”** menu available under the link **“e-Registration”**. At the end of this step a pop up will appear asking the applicant whether he/she is ready to submit approved e-Deed with enclosures/attachments but excluding photo-cum-ten fingerprints sheet(s) of the seller(s) & purchaser(s) after e-Signing of the same. If the answer is “Yes”, he/she will be proceeded to e-Sign/execute the approved e-Deed together with all enclosures/ attachments but excluding photo-cum-ten fingerprints sheet(s) of the seller(s) & purchaser(s) by all concerned persons like transacting parties, witnesses,

deed-writer / advocate etc. **(how to e-sign:** <https://wbregistration.gov.in/writereaddata/eDeed/HowToeSign.pdf>) and submit the duly executed e-Deed to the registration authority. If the answer is “No”, the applicant will be informed that the e-Deed is ready to execute and submit and will be able to do the same within the validity period of the concerned e-Assessment Query Slip.

9. Once the duly executed e-Deed submitted successfully, the applicant will be asked whether he is ready to upload the photo-cum-ten fingerprints sheet(s) of the seller(s) & purchaser(s). If the answer is affirmative he will be provided with the facility to upload the same. Once uploaded the applicant will be provided with an acknowledgement certificate as a token of successful submission of e-Deed. This certificate will contain the system generated receipt number. But if the answer is negative, the applicant will be provided with an acknowledgement certificate as a token of successful submission of e-Deed with a message that he/she needs to upload the photo-cum-ten fingerprints sheet(s) of the seller(s) & purchaser(s) before visiting the proper registration office to complete the registration of the e-Deed.
10. After the lockdown is lifted the parties will be required to visit the proper registration office to complete the registration process. This time the parties will get priority treatment over the other visitors at the place but according to receipt number amongst the certificate holders pertaining to that particular office.