Steps to be followed for e-Registration of Deed

1. **Filling of Requisition Form: (https://wbregistration.gov.in/ --> e-Requisition Form Filling/ Fill up new e-Requisition Form)**
   a) Fill in the requisition form. The mobile number will be verified by sending OTP.
   b) Modify requisition form, if necessary, after log into the website using mobile number or query number using the link "Modification of e-Requisition Form ".

2. **Preparation and submission of e-Deed: (https://wbregistration.gov.in/ --> e-Deed/ Preparation and submission of e-Deed)**
   a) Select the link "e-Deed".
   b) Now proceed to the menu "Preparation and Submission of e-Deed" available under the same link and prepare the draft e-Deed after log in using mobile OTP.
   c) e-Deed preparation module has following parts :-

	Description	Remarks
1.	History of Ownership and Previous Agreement	To be entered or can be copied from other text
2.	Terms and Conditions of Purchase	To be selected from existing conditions available in the system. Conditions can also be entered or edited.
3.	Boundary of the Property	To be entered for each property
4.	For flat/apartment: Schedule A (description of land)	To be entered
5.	For flat/apartment: Schedule C (description of common area and facilities)	To be selected from existing parameters or can be entered
6.	Scribe Details	To be entered
7.	Memo of Consideration	Amount of consideration, mode of payment, etc details to be entered
8.	Witness Details	To be entered
10.	Map of the Property (if any)	To be uploaded in PDF format
11.	Any Other Document	To be uploaded in PDF format

   d) Draft deed so prepared can be viewed in the system. The same can be printed/ downloaded. If you find something wrong in the draft deed you can correct it accordingly.
   e) If everything is alright, submit the draft e-Deed to the Registration Authority for approval.

3. **Approval/ Rejection of Draft e-Deed**
   a) The applicant will receive an SMS when the draft e-Deed is approved by the registration authority (generally within 1 working day of application).
   b) If the draft e-Deed is rejected, then also an SMS would be sent to the applicant for intimation. The applicant may do necessary corrections as asked by the registration authority and resubmit the same for approval.

4. **e-Payment of Stamp duty and Fees: (https://wbregistration.gov.in/ --> e-Payment and Refund/ e-Payment of Stamp Duty & Regn. Fees)**
   a) Once the draft e-Deed is approved, the applicant has to make the e-Payment of Stamp Duty and Registration Fees through GRIPS portal using the link "e-Payment of Stamp Duty and Regn. Fees".
   b) Now the applicant has to check the e-Payment made by him entering 18 digit GRN using the "Status of e-Payment" option available under the link "e-Payment and Refund".

5. **Execution of e-Deed :**
   a) Electronic execution of the deed (e-Sign) by the executants using Aadhaar , by those who have Aadhaar number. For details please follow "How To e-Sign" document available at the homepage of the said website.
   b) Persons who do not have Aadhaar number can physically sign on execution sheet prepared by the system and this execution sheet is to be presented to the registering officer at the time of registration after duly signed by such persons.

6. **Tendering of Deed :**
   a) After completion of all the above steps finally submit the e-Deed online for presentation.
   b) Once submitted the applicant will be provided with an acknowledgement certificate as a token of successful submission of e-Deed.
   c) After submission no parts of the deed can be changed. However, modification, if required, may be allowed by the concerned registering officer upon submission of online application.

7. **Uploading of Filled Up TI Sheet: :**
   a) After final submission of e-Deed , TI (Thumb Impression) Sheet which contains affixed self-attested photograph and ten finger prints of executants should be uploaded using the menu "Upload filled up TI Sheet" available under the link "e-Deed".
   b) This TI sheet should be uploaded prior to presentation at registration office , either before final submission of the e-Deed online or after submission online.

8. **Presentation of e-Deed and admission of execution thereof :**
   a) Party shall come to the office for presentation of deed. Photograph and Biometric capture of party is conducted at the office.
   b) One more step of e-Sign is captured (either with Aadhaar OTP or Biometric authentication) for the applicants during the admission of execution. If any of the applicant could not do the e-sign , then they shall append physical sign , after the due verifications of identification by the R.O.

9. **Registration and Delivery of Deed :**
   a) After successful completion of the Registration the Printed e-deed will be delivered to the party at the office, on the same day.