



Steps to be followed for e-Registration of Deed



<https://wbregistration.gov.in/>

Filling of Requisition Form and Preparation and submission of e-Deed



Filling of Requisition Form and Preparation and submission of e-Deed

After filling the requisition form, applicant can prepare a draft e-Deed from the portal containing various modules. This prepared draft e-Deed should be submitted for approval.

(Timeline: As per applicant)

Approval of Draft e-Deed



Approval of Draft e-Deed

The applicant will receive an SMS when the draft e-Deed is approved by the registration authority. If the document needs any correction, the R.O may resend it to the applicant and get it resubmitted for further approval.

(Timeline: RO approval generally within 1 working day)

e-Payment of Stamp duty and Fees

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".

(Timeline: As per applicant)

e-Payment of Stamp duty and Fees



Execution of e-Deed and tendering of Deed



Execution of e-Deed and tendering of Deed

Electronic execution of the deed (e-Sign) using Aadhaar for applicant who have Aadhaar number linked with phone. Applicants who do not have Aadhaar number can sign on execution sheet prepared by the system and this execution sheet is to be presented to the RO at the time of registration after duly signed by such persons.

After execution, applicant submits the e-Deed for presentation. Once submitted the applicant will be provided with an acknowledgement certificate as a token of successful submission of e-Deed

(Timeline: As per applicant)

Uploading of TI Sheet

After final submission of e-Deed TI Sheet which contains affixed self attested photograph, and ten fingerprints of executants should be uploaded prior to presentation of Deed. This can also be done earlier during the final submission of e-deed

(Timeline: As per applicant)

Uploading of Filled Up TI Sheet



Presentation of e-Deed & admission of Execution thereof

Party shall come to the office once for presentation & completion of deed. Registering officer shall accept the deed and proceed for Registration in system. Photograph and Biometric capture of parties done, and Registration is completed in system

(Timeline: Within 4 months of date of execution. Completion of Deed takes 1 working day)

Presentation of e-Deed & admission of Execution thereof



Registration and Delivery of Deed

Printed copy of Registered e-deed will be delivered to the party/applicant at the office.

(Timeline: Same day as date of Presentation of Deed)

Registration and Delivery of Deed



★ Applicant activity

★ Registering Officer activity

