

## SoP for Property Registration

### Step 1

- Document should be ready/drafted by any License Holder Deed Writer/Self.

### Step 2

- Go to [eregistration.uk.gov.in](http://eregistration.uk.gov.in) site and click on Public Data Entry(PDE) option.

### Step 3

- Read the instruction before filling the PDE which is available in PDE Login Page.

### Step 4

- After completing all the details through PDE (Buyer Name, Seller Name, Witnesses, Property details etc.) take the print out and submit it through Unique Id Number.

### Step 5

- Take on line appointment through e-Stepin option which is available in Home Page of registration site.
- Physically present in Sub Registrar Office(SRO) with PDE printout and all necessary documents.

### Step 6

- After checking of documents by SRO then submit document fee ( 2% of the market value and sale consider amount whichever is greater upto Rs.12,50000/-. Maximum is Rs.25000/- . EPF is extra.)- either cash or epayment. After the process of execution Photo,Thumb and signature will be taken by SRO of all Parties and witnesses.

### Step 7

- Now Registration Process is completed and you will get the original document after signing by Sub Registrar and scanning process.