

Instructions before filling Online Public Data Entry Form:

1. Click on **PUBLIC DATA ENTRY** in the Homepage of eregistration.uk.gov.in
2. Create a Sign In by simply filling the details required.
3. Select the DEED & SUB-DEED type.
4. Select village/location & Index and select the circle rate.
5. Tick the appropriate Rebate option (If Applicable).
6. Enter property details such as Khasra no., Khatoni no., Area, House/Flat no. (If Applicable), etc.
7. Enter **Residential Construction / Industrial Construction** details if property type is Building/Flat etc or if Applicable.
8. Enter the Transaction details such as Advance Security, Pagdi, Transaction Value, Mode of payment, Execution date and Deed writer Name.
9. Click on **Calculate Stamp & Registration Duty** button.
10. In **Total Pages** & **Total words in Deed** column fill the details according to the following example:-
 - a. 5 Stamp pages + 1 PDE Page = 6 Pages X 2 = 12 Pages. (Count both sides of a single page)
 - b. Total words in the deed are minimum 1000 words and maximum are 9800 words.
11. Fill **Stamp Details & Fees Details** by clicking blue buttons on the bottom right hand side of the page.
12. Click on Save & Continue button.
13. PDE ID will be generated automatically. Now copy the PDE ID and click on **Go To Login Page**.
14. Again go to **PUBLIC DATA ENTRY** and Click on **Already have PDE ID Login Here**.
15. Now Login by Entering PDE ID and Password created earlier during Sign In.
16. Go to **ADD PARTY DETAILS** menu and fill First Party, Second Party and Witness details. And click on SAVE button.
17. After the Party details are filled, click on **Print Report** and take the print out of the same.
18. After the PDE report is printed, go to View **PDE Status** menu and click on **SUBMIT TO SRO** button.
19. ONLINE PUBLIC DATA ENTRY IS COMPLETE.

REGISTRATION FEES DETAILS:-

1. For transaction/market values greater than Rs. 12,50,000 Registration fees will be Rs. 25,000.
2. For transaction/market values less than Rs. 12,50,000 Registration fees will be 2% of the Transaction Value/Market Value (Whichever is Greater).

DOCUMENTS REQUIRED WITH DEED:-

1. Recent passport size photograph.
2. ID proof (Voter ID/ Aadhar/ DL/ Passport/ Bank Passbook/PAN Card etc.)
3. PAN Card/Form 60 is mandatory for transactions above Rs 500000.
4. Recent photograph of property to be transferred.