



Andhra Pradesh Real Estate Regulatory Authority

User Manual for
Project Registration (Individual)



Prepared by

APOnline

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1.2	20/04/2018	APRERA	5(Affected Points: 3, 4, 10, 11, 14, 16, 17, 21, 53, 54, 55, 56, 57, 58 & 59)	OTP Authentication implementation in Partial Completed applications, Co – Promoter Details Tab, etc...



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1. INTRODUCTION

APRERA (Andhra Pradesh Real Estate Regulatory Authority) has been developed under section 4.3 of the Real Estate (Regulation & Development) Act, 2016. The Department of Municipal Administration & Urban Development, Government of Andhra Pradesh is the nodal department for the implementation of RERA Act in the state of Andhra Pradesh.

All sections of the Real Estate (Regulation & Development) Act, 2016 came into force with effect from 1st May, 2017. The Andhra Pradesh Real Estate (Regulation & Development) Rules, 2017 was approved by Government of Andhra Pradesh and notified on March 27, 2017.

2. OBJECTIVE

- ✓ Ensuring Transparency & Efficiency in real estate sector in regards to sale of plot, apartment, building or real estate project.
- ✓ Protecting the interest of consumers in real estate sector.
- ✓ Establishing adjudicating mechanism for speedy dispute redressal.
- ✓ Establishing Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority.

3. ABBREVIATIONS

Abbreviation	Expansion
APRERA	Andhra Pradesh Real Estate Regulatory Authority

Table 1: List of Abbreviations

4. SOFTWARE AND TECHNOLOGIES

S. No.	Software	Version
1	ASP .NET	4.5
2	SQL Server	2010

Table 2: Software and Technologies



5. PROCESS – PROJECT REGISTRATION (INDIVIDUAL)

The below mentioned process of Project (Individual) Registration under Andhra Pradesh Real Estate (Regulation and Development) Rules, 2017.

Note: All the mandatory fields have to be filled in; otherwise Application will not be accepted by the system

Navigate to portal www.rera.ap.gov.in.

1. **Promoter:** Click **Registration** Link under APRERA Home Page as shown in depicted in Figure 1.



Figure 1: Home Page

2. Select **Project Registration** link under '**Registration**' (in Home page) as depicted in Figure 2.



Figure 2: Project Registration Selection Page



3. Project registration instruction page is displayed as depicted in Figure 3.

You are here : Home / Registration / Project Registration

Project Registration

General Instructions :

1. This is not a mobile App (however can be viewed on mobile screen) so kindly use laptop/desktop for use of this site.
2. Clear the cookies before filling the online form
3. Remove pop-up block from your browser
4. Photograph - Passport size (35mm x 45mm, 300 DPI, Straight view/Light background) and in JPEG format.
5. All the documents that are to be uploaded in the application should be in PDF format and should not be password protected, Drawings in DWG format and self-attested (every page of every document).
6. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
7. Fields marked with * are mandatory.

Guide to fill online registration form :

1. Many details are required for the registration of project which involves information regarding promoter, co-promoters, plan approvals, Time schedule, Location details of project, Bank account of the project, Associate details etc
2. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
3. Select "New" as application type, if you are a new applicant.
4. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
5. The entire form is divided to various parts with "Save and Continue" facilities for each part
6. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)
7. [Click Here](#) for the list of supporting documents, their respective file formats that are needed to be attached with the Project Registration Application Form
8. [Fee Calculator](#)

Application Type* New Existing

Submit

Figure 3: Instructions for Project Registration

Case 1: New Project Registration

4. Select Project Application Type as **New** and Click **Submit** button as depicted in Figure 4.

You are here : Home / Registration / Project Registration

Project Registration

General Instructions :

1. This is not a mobile App (however can be viewed on mobile screen) so kindly use laptop/desktop for use of this site.
2. Clear the cookies before filling the online form
3. Remove pop-up block from your browser
4. Photograph - Passport size (35mm x 45mm, 300 DPI, Straight view/Light background) and in JPEG format.
5. All the documents that are to be uploaded in the application should be in PDF format and should not be password protected, Drawings in DWG format and self-attested (every page of every document).
6. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
7. Fields marked with * are mandatory.

Guide to fill online registration form :

1. Many details are required for the registration of project which involves information regarding promoter, co-promoters, plan approvals, Time schedule, Location details of project, Bank account of the project, Associate details etc
2. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
3. Select "New" as application type, if you are a new applicant.
4. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
5. The entire form is divided to various parts with "Save and Continue" facilities for each part
6. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)
7. [Click Here](#) for the list of supporting documents, their respective file formats that are needed to be attached with the Project Registration Application Form
8. [Fee Calculator](#)

Application Type* New Existing

Submit

Figure 4: Application Type Selection (New)



5. Click **Submit** button in Figure 4, Promoter profile page displayed under Project Registration Form as depicted in Figure 5.

Project Registration Form

Application Number
Application Number *
051217170734

Promoter Details
Individual Other than Individual

PAN Card Number *
PAN Card Number
Get Details

Figure 5: Promoter Page

6. Enter PAN Card Number and Click Get Details button as depicted in Figure 6.

Application Number
Application Number *
051217170734

Promoter Details
Individual Other than Individual

PAN Card Number *
TSLBE6039H
Get Details

Figure 6: Get Details Button Page

7. If PAN Card is used for other-than Individual, an alert message shows a message as “**Can Not Registered as Individual**” as depicted in Figure 7.

You are here: Home / Real Estate Agent Registration Form

Real Estate Agent Registration Form

Agent Type
Individual Other than individual

PAN Card Number *
KLMNO1234P
Get Details

Can Not Register As Individual

Figure 7: Alert message, Cannot registered as Individual



8. If Promoter already registered under different projects based on the same PAN Card Number, then Existing Promoter details will fetched automatically as depicted in Figure 8.

Project Registration

1. Promoter Profile 2. Project Details 3. Development Details 4. Associate Details 5. Upload Documents 6. Preview 7. Payment 8. Acknowledgment

Application Number

Application Number*
220518111044

Promoter Type

Individual Other than Individual

Project Bank Account Details

Bank State* Select Bank Name* Select Branch Name* Select Account No* Account No

IFSC Code* IFSC Code Upload Bank Statement* Choose File | No file chosen

Promoter Details

Name* RAMINENI SRINIVAS RAO Father Name* RAMINENI HANUMANTHA RAO PAN Card Number* AHDPR4458D Upload PAN Card* Choose File | No file chosen
[View File](#)

Aadhaar Number* 765733895877 Mobile Number * 7995856369 Landline Number NA Email Id* raminenisrinivasrao9599@gmail.com

Promoter Website URL Website State/UT* Andhra Pradesh District* Krishna Upload Photograph* Choose File | No file chosen
[View File](#)

License Number by the local bodies License Number by the local bodies License issued date License issued date Upload License certificate Choose File | No file chosen GST Num GST Num

Upload GST Num Document Choose File | No file chosen

Projects Launched In The Past 5 Years

Last five years project details* Yes No

Litigations

Any Civil/Criminal Cases* Yes No

Self Declared Affidavit*
Note: "A self declared affidavit (on Rs.20 non judicial stamp paper) has to be uploaded if there are no cases pending, refer form P10 in form downloads for proforma of this Self Affidavit."

Co-Promoter Details (Owner -Only If Sale Transaction Is Involved)

Co-Promoter Details* Yes No

Upload Documents

Note : If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period promoter has to upload the available IT returns and audit balance sheets of the entity with a specific reason, refer form P12 in form downloads for proforma of this Sample Affidavit

Document Name	Upload Document	Uploaded Document
Income Tax Return Acknowledgement of Preceding Year 1*	Choose File No file chosen	
Income Tax Return Acknowledgement of Preceding Year 2*	Choose File No file chosen	
Income Tax Return Acknowledgement of Preceding Year 3*	Choose File No file chosen	
Balance Sheet*	Choose File No file chosen	

Save And Continue

Figure 8: Existing Promoter details page



Note: Once Promoter details fetched based on PAN Card in Figure 8, continue from **Point 16**.

9. Click **Get Details** button as shown in Figure 6, Promoter registration page displayed as depicted in Figure 9.

Project Registration

1 2 3 4 5 6 7 8

Promoter Profile Project Details Development Details Associate Details Upload Documents Preview Payment Acknowledgment

Application Number

Application Number*
220518111630

Promoter Type

Individual Other than Individual

Project Bank Account Details

Bank State* Select Bank Name* Select Branch Name* Select Account No* Account No

IFSC Code* IFSC Code Upload Bank Statement* Choose File No file chosen

Promoter Details

Name* Name Father Name* Father Name PAN Card Number* PRASA1234T Upload PAN Card* Choose File No file chosen

Aadhaar Number* Aadhaar Number Mobile Number* Mobile Number Landline Number Landline Number Email Id* Email Id

Promoter Website URL Website State/UT* Select District* Select Upload Photograph* Choose File No file chosen

License Number by the local bodies License Number by the local bodies License issued date License issued date Upload License certificate Choose File No file chosen GST Num GST Num

Upload GST Num Document Choose File No file chosen

Projects Launched In The Past 5 Years

Last five years project details* Yes No

Litigations

Any Civil/Criminal Cases* Yes No

Co-Promoter Details (Owner -Only If Sale Transaction Is Involved)

Co-Promoter Details* Yes No

Upload Documents

Note : If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period promoter has to upload the available IT returns and audit balance sheets of the entity with a specific reason, refer form P12 in form downloads for proforma of this Sample Affidavit

Document Name	Upload Document	Uploaded Document
Income Tax Return Acknowledgement of Preceding Year 1*	Choose File No file chosen	
Income Tax Return Acknowledgement of Preceding Year 2*	Choose File No file chosen	
Income Tax Return Acknowledgement of Preceding Year 3*	Choose File No file chosen	
Balance Sheet*	Choose File No file chosen	

Save And Continue

Figure 9: Project Registration Home Page



10. Enter Project Bank Account Details such as Bank State, Bank Name, Branch Name, Account No and upload latest Bank statement (IFSC Code auto populated) as depicted in Figure 10.

Project Bank Account Details

Bank State*	Bank Name*	Branch Name*	Account No*
Andhra Pradesh	STATE BANK OF INDIA	TADIPATRI	31827592064
IFSC Code*	Upload Bank Statement*		
SBIN0021066	Choose File TEST.pdf	TEST.pdf	

Figure 10: Project Bank Account Details Screen

11. Enter Promoter Details such as Promoter Name, Father Name, Aadhaar Number, Mobile Number, Land Line No, Email, Promoter Website URL, State/UT, District, and License Number by the Local bodies, License Issued Date, GST Number and upload relevant documents as depicted in Figure 11.

Promoter Details

Name*	Father Name*	PAN Card Number*	Upload PAN Card*
C PRASANTHA REDDY	ESWAR REDDY C	PRASA1234T	Choose File No file chosen TEST.pdf
Aadhaar Number*	Mobile Number *	Landline Number	Email Id*
999999999999	9246226600	08558332659	prasant.chappidi@gmail.com
Promoter Website URL	State/UT*	District*	Upload Photograph*
mydream.com	Andhra Pradesh	Ananthapuramu	Choose File IMG-0340.JPG IMG-0340.JPG
License Number by the local bodies	License issued date	Upload License certificate	GST Num
23695F524	16/05/2017	Choose File TEST.pdf TEST.pdf	32659FC356DSS56
Upload GST Num Document			
Choose File TEST.pdf TEST.pdf			

Figure 11: Promoter Details



12. Enter Projects Launched in the past 5 Years, if any (i.e. Yes), such as Project Name, Project Type, Current Status (Completed/Delay/Ongoing), Address, State/UT, District and PIN Code as depicted in Figure 12.

Projects Launched In The Past 5 Years

Last five years project details* Yes No

Project Name*	Project Type*	Current Status*	Address*
MAYA TOWERS	Residential	Completed	PLOT NO 145
State/UT*	District*	PIN Code*	
Andhra Pradesh	Guntur	516395	

Upload Project Occupancy Certificate*
 TEST.pdf

Add

Figure 12: Projects Launched in the past 5 Years Screen

Note: In the Past Experience details, Current Status represents Completed/Delay/Ongoing. In the above Figure (12), selected as Completed. If it is **delay** or **ongoing**, mention no. of months delay and expected completion date respectively

13. Click **Add** button, details will be shown as Grid as depicted in Figure 13.

Projects Launched In The Past 5 Years

Last five years project details* Yes No

Project Name*	Project Type*	Current Status*	Address*
Project Name	Select	Select	Address
State/UT*	District*	PIN Code*	
Select	Select	PIN Code	

Upload Project Occupancy Certificate*
 No file chosen

Add

S.No.	Project Name	Project Type	Current Status	Address	State/UT	District	PIN Code	Actual / Expected Completion date	Project Occupancy Certificate	Action
1	MAYA TOWERS	Residential	Completed	PLOT NO 145	Andhra Pradesh	Guntur	516395	NA	View	Delete

Figure 13: Grid View of Past Experience Details



14. Enter **Litigation** details if any, such as Case No, Name & Place of Tribunal/Authority, Name of the Petitioner, Name of the Respondent, Facts of the case/Contents of the Petitioner, Present status of the case, Interim Order if any (if yes, upload relevant document) and details of final order if disposed (if yes, upload relevant document) as depicted in Figure 14, otherwise upload self declared affidavit as depicted in Figure 15.

Litigations

Any Civil/Criminal Cases* Yes No

Note : In case Petitioner/Respondent are more than one, Please provide their names by comma separated.

Case No.* 12	Name & Place of Tribunal/Authority* RURAL POLICE STATION GUNEDALA	Name of the Petitioner* PRASANTH	Name of the Respondent* BHEEM, RABORT
Facts of the case/contents of the Petition* FEE NOT PAID	Present status of the case* Ongoing	Interim Order if any* <input checked="" type="radio"/> Yes <input type="radio"/> No	Details of final order if disposed* <input checked="" type="radio"/> Yes <input type="radio"/> No
Interim Order Certificate*	Disposed Certificate*	<input type="button" value="Choose File"/> TEST.pdf	

Add

Figure 14: Litigation Details

Note: In case Petitioner, Respondent are more than once please provide their names by comma (,) separated.

Litigations

Any Civil/Criminal Cases* Yes No

Self Declared Affidavit*

Note: "A self declared affidavit (on Rs.20 non judicial stamp paper) has to be uploaded if there are no cases pending, refer form P10 in form downloads for proforma of this Self Affidavit."

TEST.pdf
TEST.pdf

Figure 15: Litigations (No) Screen

15. Click **Add** button, details will be shown as Grid as depicted in Figure 16.

Litigations

Any Civil/Criminal Cases* Yes No

Note : In case Petitioner/Respondent are more than one, Please provide their names by comma separated.

Case No.* Case No.	Name & Place of Tribunal/Authority* Name & Place of Tribunal/Authority	Name of the Petitioner* Name of the Petitioner	Name of the Respondent* Name of the Respondent								
Facts of the case/contents of the Petition* Facts of the case/contents of the Petition	Present status of the case* Select	Interim Order if any* <input type="radio"/> Yes <input checked="" type="radio"/> No	Details of final order if disposed* <input type="radio"/> Yes <input checked="" type="radio"/> No								
Add											
S.No.	Case No.	Name And Place	Petitioner	Respondent	Facts Of Case	Present Status	Interim Order	Final Order If Disposed	Interim Certificate	Disposed Certificate	Action
1	12	RURAL POLICE STATION GUNEDALA	PRASANTH	BHEEM, RABORT	FEE NOT PAID	Ongoing	Yes	Yes	<input type="button" value="View Certificate"/>	<input type="button" value="View Certificate"/>	Delete

Figure 16: Grid View of Litigation Details



16. Enter Co – Promoter Details (Owner – Only if sale transaction is involved) details if any, such as Co – Promoter type (Individual/Organization), Nationality (Indian/Foreigner), Name, State/UT, District, Address, Mobile No, Email ID, Aadhaar No, PAN Card No and upload relevant documents as depicted in Figure 17.

Co-Promoter Details (Owner -Only If Sale Transaction Is Involved)

Co-Promoter Details* Yes No

Is Co-Promoter is Organization
 Yes No

Is Co-Promoter is
 Indian Foreigner

Name *	State/UT *	District *	Address Line 1 *
NAYYUM MOHAMMAD	Andhra Pradesh	Y.S.R Kadapa	DNO 143
Address Line 2	PIN Code*	Mobile No *	Email ID *
GANDHI ROAD	515852	8143653265	NAYYUMMOHAMAD111@GMAIL.COM
Aadhaar No*	PAN Card No *	Upload PAN Card,AadhaarCard and Photograph *(.pdf format only)	
123412341234	HJLID5324D	<input type="button" value="Choose File"/> TEST.pdf	
<input type="button" value="Add"/>			

Figure 17: Co - Promoter Details

17. Click Add button, details will be shown as Grid as depicted in Figure 18.

Name *	State/UT *	District *	Address Line 1 *								
Name	Select	Select	Address Line 1								
Address Line 2	PIN Code*	Mobile No *	Email ID *								
Address Line 2	PIN Code	Mobile No	Email ID								
Aadhaar No*	PAN Card No *	Upload PAN Card,AadhaarCard and Photograph *(.pdf format only)									
AadhaarNo	PAN Card No	<input type="button" value="Choose File"/> No file chosen									
<input type="button" value="Add"/>											
SNo	Nationality	CopromoterType	Name	State/UT	District	Address Line 1	Address Line 2	PIN Code	Phone No	Email ID	PAN Card No
1	Indian	Individual	NAYYUM MOHAMMAD	Andhra Pradesh	Y.S.R Kadapa	DNO 143	GANDHI ROAD	515852	8143653265	NAYYUMMOHAMAD111@GMAIL.COM	HJLID5324D

Figure 18: Grid View of Co - Promoter Details



18. Scan past three years Income – Tax return acknowledgments, Balance Sheet and upload into the system, as depicted in Figure 19.

Upload Documents

Note : In case of non-availability of financial documents due to total numbers of financial years of establishment being less than three years, the entity shall upload a blank document with proper reason text against relevant/respective year column and upload & submit available documents only.

Document Name	Upload Document	Uploaded Document
Income Tax Return Acknowledgement of Preceding Year 1*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
Income Tax Return Acknowledgement of Preceding Year 2*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
Income Tax Return Acknowledgement of Preceding Year 3*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
Balance Sheet*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf

Save And Continue

Figure 19: Upload Documents

Note: If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period promoter has to upload the available IT returns and audit balance sheets of the entity with a specific reason, refer form P12 in form downloads for proforma of this Sample Affidavit.

19. Click ‘Save and continue’ button, a dialog box will appear like ‘*Promoter details saved successfully.*’ where Click ‘OK’ button as depicted in Figure 20.

Address Line1
Local Area/Village*
Select
Plan Approving Authority*
Select

www.rera.ap.gov.in says
Promoter details saved successfully.

OK

Longitude*
Longitude

Project Local Address For Communication

Project Local Address for Communication is same as Project Site Address

Project Address Line1*	Address Line1	Project Address Line2	Address Line2	District*	Select	Mandal*	Select
Local Area/Village*	Select	PIN Code*	PIN Code	Project Website URL	Project Website URL	Save And Continue	

Figure 20: Confirmation Screen for Upload Documents



20. Click **OK** button in the Figure 20, Project Details page displayed under Project Registration Form as depicted in Figure 21.

Project Registration

1 Promoter Profile 2 Project Details 3 Development Details 4 Associate Details 5 Upload Documents 6 Preview 7 Payment 8 Acknowledgment

Project Name*	Project Description	Project Type*	Project Status*	
Project Name	Project Description	Select	Select	
Building Plan No*	Building Permission Validity From *	Building Permission Validity To *	Project Starting Date*	
Building Plan No	From Date	To Date	Project Starting Date	
Proposed Date Of Completion*				
Proposed Date Of Completion				
Total Area Of Land (in Sq.m)*	Total Open Area(in Sq.m)*	Total Built-up Area of all the Floors (including stilt area + parking area)(in Sq.m)	No. of Garages Available for Sale*	
Area Of Land	Total Open Area	Total Built-up Area of all the Floors (incl)	No. of Garages Available for Sale	
Total Plinth Area (in Sq.m)*				
Total Plinth Area				
No. of Open Parking Spaces*	Total Open Parking Area(in Sq.m)*	No. of Covered Parking Spaces*	Total Covered Parking Area(in Sq.m)*	
No. of Open Parking Spaces	Total Open Parking Area(in Sq.m)	No. of Covered Parking Spaces	Total Covered Parking Area(in Sq.m)	
Estimated Cost of Construction(INR)*	Cost of Land(INR)*	Total Project Cost(INR)*		
Cost of Construction	Cost of Land	Project Cost		
Project Site Address				
Project Address Line1*	Project Address Line2	District*	Mandal*	
Address Line1	Address Line2	Select	Select	
Local Area/Village*	PIN Code*	Latitude*	Longitude*	
Select	PIN Code	Latitude	Longitude	
Plan Approving Authority*	Upload Address Proof	Survey No.*:		
Select	Choose File No file chosen	Survey No.		
Project Local Address For Communication				
<input type="checkbox"/> Project Local Address for Communication is same as Project Site Address				
Project Address Line1*	Project Address Line2	District*	Mandal*	
Address Line1	Address Line2	Select	Select	
Local Area/Village*	PIN Code*	Project Website URL		
Select	PIN Code	Project Website URL		
Save And Continue				

Figure 21: Project Details Page



21. Enter Project Name, Project Description, Project Type (Commercial/ Residential/ Project by Govt. Departments/ Mixed Development/ Layout for Plots/ Layout for Plots & Buildings), Project Status (New Project/Ongoing Project), Building Plan No, Building Permission Validity From, Building Permission Validity To, Project Starting Date, Proposed date of completion, Estimated cost of construction, Cost of land and based on the Project type enter the following fields also.,

Case 1: If Project Type is: **Residential/ Commercial/ Mixed Development/ Project by Govt. Departments** then enter Total Area of Land (in Sq. m), Height of the Building (in Meters), Total Plinth Area, Total Open Area, Total Built-up Area, No. of Garages available for sale, Total area of garages, No. of open parking spaces, Total open parking area, No. of covered parking spaces and Total covered parking area as depicted in Figure 22.

Project Name*	Project Description	Project Type*	Project Status*
SILIKON MAYA TOWERS	PHASE 1	Residential	New Project
Building Plan No*	Building Permission Validity From *	Building Permission Validity To *	Project Starting Date*
12345D85	26/10/2017	26/07/2022	31/10/2017
Proposed Date Of Completion*			
26/07/2022			
Total Area Of Land (in Sq.m)*	Height of the Building (in Meters)*	Total Built-up Area of all the Floors (including stilt area + parking area)(in Sq.m)*	
4000	15	45000.00	
Total Plinth Area (in Sq.m)*	Total Open Area(in Sq.m)*	No. of Garages Available for Sale*	
1200.00	1200.00	1	
Total Area of Garages(in Sq.m)*			
1200.00			
No. of Open Parking Spaces*	Total Open Parking Area(in Sq.m)*	No. of Covered Parking Spaces*	Total Covered Parking Area(in Sq.m)*
1	1200.00	1	1200.00
Estimated Cost of Construction(INR)*	Cost of Land(INR)*	Total Project Cost(INR)*	
12596312500	125489650000	138085962500	

Figure 22: Project Reg. Details: Residential/ Commercial/ Mixed Development/ Project by Govt. Departments

Case 2: If Project Type is: **Layout for Plots** then enter Total layout area, Total plotted area in the layout, Total roads area proposed in the layout, Area of open spaces proposed in the layout, Area proposed for amenities, Area proposed for utilities, Area proposed for common pool parking and Area proposed for club house/ other proposed amenities as depicted in Figure 23.



Project Name*	Project Description	Project Type*	Project Status*
SILIKON MAYA TOWERS	PHASE 1	Layout for Plots	New Project
Building Plan No*	Building Permission Validity From *	Building Permission Validity To *	Project Starting Date*
12345D85	26/10/2017	26/07/2022	31/10/2017
Proposed Date Of Completion*			
26/07/2022			
Total Area Of Land (in acre)*			
4000			
Total Layout area (in acre)* (1 acre=4047 Sq.m)	Total plotted area in the layout(in Sq.m)*		
6.00	6253.00		
Total roads area proposed in the layout(in Sq.m)*	Area of open spaces proposed in the layout(in Sq.m)*		
1200.00	400.00		
Area provided for amenities(in Sq.m)*	Area provided for utilities(in Sq.m)*		
600.00	1200.00		
Area proposed for common pool parking(in Sq.m)*	Area proposed for club house or other proposed amenities(in Sq.m)*		
6412.00	632.00		
Estimated Cost of Construction(INR)*	Cost of Land(INR)*	Total Project Cost(INR)*	
12596312500	125489650000	138085962500	

Figure 23: Project Reg. Details: Layout – Plots

Case 3: If Project Type is: **Layout for Plots & Buildings** then enter Total layout area, Total plotted area in the layout, Total roads area proposed in the layout, Area of open spaces proposed in the layout, Area proposed for amenities, Area proposed for utilities, Area proposed for common pool parking, Area proposed for club house/ other proposed amenities, Total Built-up area for commercial (Including Stilt area + parking area) and Total Built-up area for Residential (Including Stilt area + parking area) as depicted in Figure 24.

Project Name*	Project Description	Project Type*	Project Status*
SILIKON MAYA TOWERS	PHASE 1	Layouts for Plots & Buildings	New Project
Building Plan No*	Building Permission Validity From *	Building Permission Validity To *	Project Starting Date*
12345D85	26/10/2017	26/07/2022	31/10/2017
Proposed Date Of Completion*			
26/07/2022			
Total Area Of Land (in acre)*			
4000			
Total Layout area (in acre)* (1 acre=4047 Sq.m)	Total plotted area in the layout(in Sq.m)*		
6.00	6253.00		
Total roads area proposed in the layout(in Sq.m)*	Area of open spaces proposed in the layout(in Sq.m)*		
1200.00	400.00		
Area provided for amenities(in Sq.m)*	Area provided for utilities(in Sq.m)*		
600.00	1200.00		
Area proposed for common pool parking(in Sq.m)*	Area proposed for club house or other proposed amenities(in Sq.m)*		
6412.00	632.00		
Total Built-up Area for Commercial(including stilt area + parking area)(in Sq.m)*	Total Built-up Area for Residential(including stilt area + parking area)(in Sq.m)*		
12000.00	45000.00		
Estimated Cost of Construction(INR)*	Cost of Land(INR)*	Total Project Cost(INR)*	
12596312500	125489650000	138085962500	

Figure 24: Project Reg. Details: Layout - Plots & Buildings



22. Enter **Project Site Address** and **Project Local Address for Communication** such as Project Address Line1, Project Address Line 2, District, Mandal, Local Area/Village, PIN Code, Latitude, Longitude, Plan Approving Authority (APCRDA/UBL/UDL/Town Planning), Building Plan No, Approved Date and Upload relevant upload document as depicted in Figure 25.

Note: If Project Site Address and Project Local Address for Communication are same then select Check box as depicted in below Figure 25.

Project Site Address			
Project Address Line1*	Project Address Line2	District*	Mandal*
PLOT NO 143	YSR ROAD	Krishna	Vijayawada Rural
Local Area/Village*	PIN Code*	Latitude*	Longitude*
GOLLAPUDI	581423	14.3265N	14.6325E
Plan Approving Authority*	AP CRDA*	Building Plan No*	Approved Date*
Commissioner,APCRDA	Vijayawada	123456	16/11/2017
Upload Address Proof			
<input type="button" value="Choose File"/> No file chosen TEST.pdf			
Project Local Address For Communication			
<input checked="" type="checkbox"/> Project Local Address for Communication is same as Project Site Address			
Project Address Line1*	Project Address Line2	District*	Mandal*
PLOT NO 143	YSR ROAD	Krishna	Vijayawada Rural
Local Area/Village*	PIN Code*		
GOLLAPUDI	581423		

Figure 25: Project Site address & Local Address for Communication

23. If Project Status is On Going Project, then enter Project Ongoing Status Details and Upload Form 1, Form 2, Form 3 as per APRERA Regulations, 2017 as depicted in Figure 26.

Project Ongoing Status Details		
Extent of development carried out till date (0% to 99%)*	Extent of development pending (0% to 99%)*	
40	60	
Total amount of money collected from allottee*	Total amount of withdrawal for development of project*	
1250000	1000000	
Total amount of balance money in separate account*	Is there any subsequent modifications to the plan*	
250000	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Upload Modified Plan*		
<input type="button" value="Choose File"/> TEST.pdf TEST.pdf		
Upload Form 1, Form2, Form3 As Per Andhra Pradesh Real Estate Regulatory Authority (GENERAL) Regulations, 2017		
Form 1	Form 2	Form 3
<input type="button" value="Choose File"/> TEST.pdf TEST.pdf	<input type="button" value="Choose File"/> TEST.pdf TEST.pdf	<input type="button" value="Choose File"/> TEST.pdf TEST.pdf
Is the project delayed*		
<input checked="" type="radio"/> Yes <input type="radio"/> No		

Figure 26: Project Ongoing Status Screen



Note: In the above point (23), if Is there any subsequent modifications to the plan is Yes, then upload relevant document and Is the project delayed is Yes, enter No. of Months delay

24. Click 'Save and continue' button, a dialog box will appear like 'Project details saved successfully', where Click OK button as depicted in Figure 27.

Plan Approving Authority*
Commissioner,APCRDA
AP CR
Vija
Approved Date*
16/11/2017

Upload Address Proof
Choose File No file chosen
TEST.pdf

The page at rera.ap.gov.in says:
Project Details saved successfully
OK

Project Local Address For Communication

Project Local Address for Communication is same as Project Site Address

Project Address Line1*	Project Address Line2	District*	Mandal*
PLOT NO 143	YSR ROAD	Krishna	Vijayawada Rural
Local Area/Village*	PIN Code*	Save And Continue	
GOLLAPUDI	581423		

Figure 27: Confirmation Screen for Project Details



25. Development Details page displayed under Project Registration Form as depicted in Figure 28.

Project Registration

1 2 3 4 5 6 7 8

Promoter Profile Project Details Development Details Associate Details Upload Documents Preview Payment Acknowledgment

Development Details

Type of Building*

<input type="checkbox"/> Plots	<input type="checkbox"/> Apartments/Flats	<input type="checkbox"/> Villas	<input type="checkbox"/> Commercial
--------------------------------	---	---------------------------------	-------------------------------------

External Development Work

External Development Work Type	% of Work Completed
Roads	0%-99%
Water Supply	0%-99%
Sewage and Drainage System	0%-99%
Electricity Supply Transformer/Sub Station	0%-99%
Solid Waste Management And Disposal	0%-99%
Fire Fighting Facility	0%-99%
Drinking Water Facility	0%-99%
Emergency Evacuation Service	0%-99%
Use of Renewable Energy	0%-99%

Other External Development Works

Work Description	Work Type
Work Description	Select

Add Save and Continue

Figure 28: Development Details Screen



26. Enter **Development Details** such as Type of Building (this will be populated based on the Project Type as mentioned Table - 3) as depicted in Figure 29.

Sl. No	Project Type	Possibility of Building Types
1	Residential	Villa or Flat (any one only)
2	Commercial	Commercial
3	Project by Govt. Departments	Villa or Flat or Commercial (Any one only)
4	Mixed Development	Villa, Flat, Commercial (Minimum two types required)
5	Layout for Plots	Plots
6	Layout for Plots & Buildings	Villa, Flat, Commercial, Plot (Minimum two types required but Plot Mandatory)

Table 3: Building Types based on Project Type

Note: Here I am selecting Project Type as **Residential** and Building type as **Flat**

→ If Type of Building is "Flat", then No. of Blocks *: _____

Note: Based on the No. of Block fill the Flat details in excel sheet available in Forms Download (**Form – P5**)

→ If Type of Building is "Villas", No. of Villas *: _____

Note: Based on the No. of Villas fill the Villa details in excel sheet available in Forms Download (**Form – P6**)

→ If Type of Building is "Plot", No. of Plots*: _____

Note: Based on the No. of Block fill the Flat details in excel sheet available in Forms Download (**Form – P7**)

→ If Type of Building is "Unit", No. of Blocks *: _____

Note: Based on the No. of Block fill the Unit details in excel sheet available in Forms Download (**Form – P8**)

Development Details

Type of Building*

Plots Apartments/Flats Villas Commercial

Apartment/Flat Details

Total No of Blocks* Click here to download Flat Details Excel Template

Upload Flat Details*

Figure 29: Development Details Screen

27. Click “[Click here to download Flat details Excel Template](#)” on Figure 29, a Excel file downloaded or download Form – P5 (available in Forms Download) and fill Excel sheet based on Total No. of Blocks as depicted in Figure 28.

	A	B	C	D	E	F	G	H	I	J
1	Name of the Block	Built-up area of each Block (Sq Mt)	Floor Number	Flat Number	Type of Flat (1BHK/2BHK/3 BHK/Others)	Carpet Area of each unit (Sq Mt)	Area of exclusive balcony/veranda h (Sq Mt)	Area of exclusive open terrace if any (Sq Mt)	Total area of each Flat/unit (Sq Mt)	
2	A	20000	1	101	1BHK	12300	12300	12300	12300	
3	A	20000	1	102	1BHK	12300	12300	12300	12300	
4	A	20000	1	103	1BHK	12300	12300	12300	12300	
5	A	20000	1	104	1BHK	12300	12300	12300	12300	
6	A	20000	1	105	1BHK	12300	12300	12300	12300	
7	A	20000	2	201	1BHK	12300	12300	12300	12300	
8	A	20000	2	202	1BHK	12300	12300	12300	12300	
9	A	20000	2	203	1BHK	12300	12300	12300	12300	
10	A	20000	2	204	1BHK	12300	12300	12300	12300	
11	A	20000	2	205	1BHK	12300	12300	12300	12300	
12	B	20000	1	101	1BHK	12300	12300	12300	12300	
13	B	20000	1	102	1BHK	12300	12300	12300	12300	
14	B	20000	1	103	1BHK	12300	12300	12300	12300	
15	B	20000	1	104	1BHK	12300	12300	12300	12300	
16	B	20000	1	105	1BHK	12300	12300	12300	12300	
17	B	20000	2	201	1BHK	12300	12300	12300	12300	
18	B	20000	2	202	1BHK	12300	12300	12300	12300	
19	B	20000	2	203	1BHK	12300	12300	12300	12300	
20	B	20000	2	204	1BHK	12300	12300	12300	12300	
21	B	20000	2	205	1BHK	12300	12300	12300	12300	
22										

Figure 30: Format for Flats details entry

Note:

Case 1: Conditions for filling the Excel sheet for Flats/Commercial

- ✓ Different Block Names must equal to No. of Blocks
- ✓ Build-up area of particular block should be same for all Floors
- ✓ Flat Name/Unit No must be unique within a block.

Case 2: Conditions for filling the Excel sheet for Villas

- ✓ Villa Number Must Unique for each "Name of the Villa"
- ✓ Name of the Villa may not be unique
- ✓ Built-up area of villa may not be unique under group of villas (Name of the villa).

Case 3: Conditions for filling the Excel sheet for Plots

- ✓ Plot Number Must Unique for each "Plot Number "



28. Upload filled Excel sheet and Click Upload Excel, if the filled data is correct then the details displayed under Development Details tab as depicted in Figure 31.

Development Details																
Type of Building*			Total No. of Blocks*													
Flat			2													
Click here to download Flat Details Excel Template																
Upload Flat Details*																
<input type="button" value="Choose File"/> No file chosen				<input type="button" value="Upload Excel"/>												
Block Name	Built-up Area of each block	Floor Number	Flat Number	Type of Flat	Carpet Area of each unit (Sq.m)	Area of exclusive balcony/verandah (Sq.m)	Area of exclusive open terrace if any (Sq.m)	Total area of each Flat/unit (Sq.m)								
A	20000.00	1	101	1BHK	12300.00	12300.00	12300.00	12300.00								
			102	1BHK	12300.00	12300.00	12300.00	12300.00								
			103	1BHK	12300.00	12300.00	12300.00	12300.00								
			104	1BHK	12300.00	12300.00	12300.00	12300.00								
			105	1BHK	12300.00	12300.00	12300.00	12300.00								
		2	201	1BHK	12300.00	12300.00	12300.00	12300.00								
			202	1BHK	12300.00	12300.00	12300.00	12300.00								
			203	1BHK	12300.00	12300.00	12300.00	12300.00								
			204	1BHK	12300.00	12300.00	12300.00	12300.00								
			205	1BHK	12300.00	12300.00	12300.00	12300.00								
B	20000.00	1	101	1BHK	12300.00	12300.00	12300.00	12300.00								
			102	1BHK	12300.00	12300.00	12300.00	12300.00								
			103	1BHK	12300.00	12300.00	12300.00	12300.00								
			104	1BHK	12300.00	12300.00	12300.00	12300.00								
			105	1BHK	12300.00	12300.00	12300.00	12300.00								
		2	201	1BHK	12300.00	12300.00	12300.00	12300.00								
			202	1BHK	12300.00	12300.00	12300.00	12300.00								
			203	1BHK	12300.00	12300.00	12300.00	12300.00								
			204	1BHK	12300.00	12300.00	12300.00	12300.00								
			205	1BHK	12300.00	12300.00	12300.00	12300.00								

Figure 31: Upload Excel & View Flat Details

29. Enter Internal Development Work such as Roads, Water Supply, etc., (Value 0 to 99) as depicted in Figure 32.

Internal Development Work	
Internal Development Work Type	% of Work Completed
Roads	10
Water Supply	15
Sewage and Drainage System	30
Electricity Supply Transformer/Sub Station	67
Solid Waste Management And Disposal	43
Fire Fighting Facility	23
Drinking Water Facility	60
Emergency Evacuation Service	12
Use of Renewable Energy	17

Figure 32: Internal Development Work Details Screen



30. Enter **Other External Works** such as Work Description and Work Type and Click **Add** button, then automatically that will be shown as Grid format as depicted in Figure 33.

S.no	Work Description	Work Type	Action
1	PLANTATION	Self Development	<button>Delete</button>

Figure 33: Other External Development Works Details Screen

31. Click '**Save and continue**' button, a dialog box will appear like '**Development details saved successfully**', where Click **OK** button as depicted in Figure 34.

Bank Name*	Branch Name*	Account No*	IFSC Code*
STATE BANK OF INDIA	GUNEDALA	31824734068	SBIN0004965

Figure 34: Confirmation Screen for Development Details Screen



32. Associate Details page displayed under Project Registration Form as depicted in Figure 35.

Project Registration

1 Promoter Profile 2 Project Details 3 Development Details 4 Associate Details 5 Upload Documents 6 Preview 7 Payment 8 Acknowledgment

Project Agent

Agent RERA Registration No.	Agent Name	Agent Address	Mobile Number
Agent RERA Reg No	Agent Name	Agent Address	Mobile Number
<button>Add</button>			

Project Architects

Architect Name*	Email ID	Address Line 1*	Address Line 2
Architect Name	Email ID	Address Line 1	Address Line 2
State/UT*	District*	PIN Code*	Year of establishment
Select	Select	PIN Code	Year of Establishment
Number of key projects completed	Reg. Number With COA	Mobile Number*	
Number of Key projects completed	Reg. Number With COA	Mobile Number	
<button>Add</button>			

Structural Engineers

Engineer Name*	Email ID	Address Line 1*	Address Line 2
Engineer Name	Email ID	Address Line 1	Address Line 2
State/UT*	District*	PIN Code*	Year of establishment
Select	Select	PIN Code	Year of Establishment
Number of key projects completed	Local Authority Licence Number	Mobile Number*	
No. of Key Projects completed	Licence Number	Mobile Number	
<button>Add</button>			

Project Contractors

Contractor Nature Of Work*	Contractor Name*	Email ID	Address Line 1*
Nature of work	Contractor Name	Email ID	Address Line 1
Address Line 2	State/UT*	District*	PIN Code*
Address Line2	Select	Select	PIN Code
Year of establishment	Number of key projects completed	Mobile Number*	
Year of Establishment	No. of Key Projects	Mobile Number	
<button>Add</button>			

Chartered Accountant

Chartered Accountant Name*	Email ID	Address Line 1*	Address Line 2
Chartered Accountant Name	Email ID	Address Line 1	Address Line 2
State/UT*	District*	PIN Code*	ICAI Member Id
Select	Select	PIN Code	ICAI Member Id
Number of key projects completed	Mobile Number*		
No. of Key Projects Completed	Mobile Number		
<button>Add</button>			

Project Engineers

Project Engineer Name*	Email ID	Address Line 1*	Address Line 2
Project Engineer Name	Email ID	Address Line 1	Address Line 2
State/UT*	District*	PIN Code*	Mobile Number*
Select	Select	PIN Code	Mobile Number
Number of Key projects completed			
No. of Key Projects Completed			
<button>Add</button>			

Save and Continue

Figure 35: Associated Details Screen



33. Enter **Project Agent** Details such as Agent RERA Registration No and press tab button, based on the RERA Registration no., Agent Name and Agent Address will be fetched automatically. Once details fetched Click **Add** button, then agent details will be shown in Grid format as depicted in Figure 36.

Note: We can add more than one Agent also

Project Agent			
Agent RERA Registration No.	Agent Name	Agent Address	
RERA12345	PRASANTH REDDY C	ANANTAPUR	Add
S.No	Agent RERA Registration No	Agent Name	Agent Address
1	RERA12345	PRASANTH REDDY C	ANANTAPUR
			Action
			Delete

Figure 36: Project Agent Details Screen

34. Enter **Project Architects** details such as, Architect Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Year of Establishment, Number of Key projects completed, Registration No. with COA and Mobile Number as depicted in Figure 37.

Note: We can add more than one Architect also

Project Architects			
Architect Name*	Email ID	Address Line 1*	Address Line 2
RAMANA REDDY	ramana12345@gmai.com	PLOT NO 143	GANDHI ROAD
State/UT*	District*	PIN Code*	Year of establishment
Andhra Pradesh	Krishna	563265	2012
Number of key projects completed	Reg. Number With COA	Mobile Number*	
12	ARCH000112	9638527410	Add

Figure 37: Project Architects Details Screen

35. Click **Add** button, details will be shown as Grid as depicted in Figure 38.

Project Architects												
Architect Name*	Email ID	Address Line 1*	Address Line 2									
Architect Name	Email ID	Address Line 1	Address Line 2									
State/UT*	District*	PIN Code*	Year of establishment									
Select	Select	PIN Code	Year of Establishment									
Number of key projects completed	Reg. Number With COA	Mobile Number*										
Number of Key projects completed	Reg. Number With COA	Mobile Number										
			Add									
S.No	Architect Name	Email ID	Address Line 1	Address Line 2	State/UT	District	Pin Code	Year of establishment	Number of Key projects completed	Reg. Number With COA	Mobile Number	Action
1	RAMANA REDDY	ramana12345@gmai.com	PLOT NO 143	GANDHI ROAD	Andhra Pradesh	Krishna	563265	2012	12	ARCH000112	9638527410	Delete

Figure 38: Grid View of Project Architect Details



36. Enter Structural Engineers details such as, Engineer Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Year of Establishment, Number of Key projects completed, Local Authority License Number and Mobile Number as depicted in Figure 39.

Note: We can add more than one Structural Engineer also

Structural Engineers			
Engineer Name*	Email ID	Address Line 1*	Address Line 2
SURESH K	sureshk143@gmail.com	NEAR RAMA LAYAM	CHINTAL BASTHI
State/UT*	District*	PIN Code*	Year of establishment
Kerala	Kozhikode	635295	2015
Number of key projects completed	Local Authority Licence Number	Mobile Number*	
15	STRUCT00023652	8529637410	Add

Figure 39: Structural Engineer Details Screen

37. Click **Add** button, details will be shown as Grid as depicted in figure 40.

Structural Engineers												
Engineer Name*		Email ID		Address Line 1*		Address Line 2						
Engineer Name		Email ID		Address Line 1		Address Line 2						
State/UT*		District*		PIN Code*		Year of establishment						
Select		Select		PIN Code		Year of Establishment						
Number of key projects completed		Local Authority Licence Number		Mobile Number*								
No. of Key Projects completed		Licence Number		Mobile Number								
Add												
S.No	Engineer Name	Email ID	Address Line 1	Address Line 2	State/UT	District	PIN Code	Year of establishment	Number of Key projects completed	Local Authority Licence Number	Mobile Number	Action
1	SURESH K	sureshk143@gmail.com	NEAR RAMA LAYAM	CHINTAL BASTHI	Kerala	Kozhikode	635295	2015	15	STRUCT00023652	8529637410	Delete

Figure 40: Grid View of Structural Engineer Details Screen

38. Enter Project Contractors details such as, Contractor Nature of Work, Contractor Name, Email ID, Address Line1, Address Line2, State/UT, and District, PIN Code, Year of Establishment, Number of Key projects completed and Mobile Number as depicted in Figure 41.

Note: We can add more than one Project Contractor also

Project Contractors							
Contractor Nature Of Work*	Contractor Name*	Email ID	Address Line 1*	Address Line 2	State/UT*	District*	PIN Code*
WIRING	NAYYUM M	nayyum12345@gmail.com	DNO 3/752-A	GAJULA STREET	Goa	North Goa	852632
Year of establishment	Number of key projects completed	Mobile Number*					
2010	14	7418529630					

Figure 41: Project Contractor Details Screen



39. Click **Add** button, details will be shown as Grid as depicted in Figure 42.

Project Contractors																																						
Contractor Nature Of Work*			Contractor Name*		Email ID			Address Line 1*																														
Nature of work			Contractor Name		Email ID			Address Line 1																														
Address Line 2			State/UT*		District*			PIN Code*																														
Address Line2			Select		Select			PIN Code																														
Year of establishment			Number of key projects completed		Mobile Number*																																	
Year of Establishment			No. of Key Projects		Mobile Number																																	
<input type="button" value="Add"/> <table border="1"> <thead> <tr> <th>S.No</th> <th>Contractor Nature of work</th> <th>Contractor Name</th> <th>Email ID</th> <th>Address Line 1</th> <th>Address Line 2</th> <th>State/UT</th> <th>District</th> <th>PIN Code</th> <th>Year of establishment</th> <th>Number of Key projects completed</th> <th>Mobile Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WIRING</td> <td>NAYYUM M</td> <td>nayyum12345@gmail.com</td> <td>DNO 3/752-A</td> <td>GAJULA STREET</td> <td>Goa</td> <td>North Goa</td> <td>852632</td> <td>2010</td> <td>14</td> <td>7418529630</td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>													S.No	Contractor Nature of work	Contractor Name	Email ID	Address Line 1	Address Line 2	State/UT	District	PIN Code	Year of establishment	Number of Key projects completed	Mobile Number	Action	1	WIRING	NAYYUM M	nayyum12345@gmail.com	DNO 3/752-A	GAJULA STREET	Goa	North Goa	852632	2010	14	7418529630	<input type="button" value="Delete"/>
S.No	Contractor Nature of work	Contractor Name	Email ID	Address Line 1	Address Line 2	State/UT	District	PIN Code	Year of establishment	Number of Key projects completed	Mobile Number	Action																										
1	WIRING	NAYYUM M	nayyum12345@gmail.com	DNO 3/752-A	GAJULA STREET	Goa	North Goa	852632	2010	14	7418529630	<input type="button" value="Delete"/>																										

Figure 42: Grid View of Project Contractor Details Screen

40. Enter Chartered Accountant details such as, Chartered Accountant Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, ICAI Member ID, Number of Key projects completed and Mobile Number as depicted in Figure 43.

Note: We can add more than one Chartered Accountant details also

Chartered Accountant												
Chartered Accountant Name*			Email ID		Address Line 1*			Address Line 2				
KALYANI			kalyani123@gmail.com		PLOT NO 123			MAYA TOWERS				
State/UT*			District*		PIN Code*			ICAI Member Id				
Haryana			Jhajjar		856900			ICAI1532011				
Number of key projects completed			Mobile Number*									
22			8569741230									
<input type="button" value="Add"/>												

Figure 43: Chartered Accountant Details Screen

41. Click **Add** button, details will be shown as Grid as depicted in Figure 44.

Chartered Accountant																																				
Chartered Accountant Name*			Email ID		Address Line 1*			Address Line 2																												
Chartered Accountant Name			Email ID		Address Line 1			Address Line 2																												
State/UT*			District*		PIN Code*			ICAI Member Id																												
Select			Select		PIN Code			ICAI Member Id																												
Number of key projects completed			Mobile Number*																																	
No. of Key Projects Completed			Mobile Number																																	
<input type="button" value="Add"/> <table border="1"> <thead> <tr> <th>S.No</th> <th>Chartered Accountant Name</th> <th>Email ID</th> <th>Address Line 1</th> <th>Address Line 2</th> <th>State/UT</th> <th>District</th> <th>PIN Code</th> <th>ICAI Member Id</th> <th>Number of Key projects completed</th> <th>Mobile Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>KALYANI</td> <td>kalyani123@gmail.com</td> <td>PLOT NO 123</td> <td>MAYA TOWERS</td> <td>Haryana</td> <td>Jhajjar</td> <td>856900</td> <td>ICAI1532011</td> <td>22</td> <td>8569741230</td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>													S.No	Chartered Accountant Name	Email ID	Address Line 1	Address Line 2	State/UT	District	PIN Code	ICAI Member Id	Number of Key projects completed	Mobile Number	Action	1	KALYANI	kalyani123@gmail.com	PLOT NO 123	MAYA TOWERS	Haryana	Jhajjar	856900	ICAI1532011	22	8569741230	<input type="button" value="Delete"/>
S.No	Chartered Accountant Name	Email ID	Address Line 1	Address Line 2	State/UT	District	PIN Code	ICAI Member Id	Number of Key projects completed	Mobile Number	Action																									
1	KALYANI	kalyani123@gmail.com	PLOT NO 123	MAYA TOWERS	Haryana	Jhajjar	856900	ICAI1532011	22	8569741230	<input type="button" value="Delete"/>																									

Figure 44: Grid View of Chartered Accountant Details Screen



42. Enter Project Engineer details such as, Project Engineer Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Number of Key projects completed and Mobile Number as depicted in Figure 45.

Note: We can add more than one Project Engineer details also

Project Engineers			
Project Engineer Name*	Email ID	Address Line 1*	Address Line 2
RAMA KRISHNA	ramakrishnalnt@gmail.com	DNO 7/48	GANDHI ROAD
State/UT*	District*	PIN Code*	Mobile Number*
Andhra Pradesh	Ananthapuramu	515411	9999999000
Number of Key projects completed			
15			
Add			

Figure 45: Project Engineer Details Screen

43. Click **Add** button, details will be shown as Grid as depicted in Figure 46

Project Engineer Name*	Email ID	Address Line 1*	Address Line 2							
Project Engineer Name	Email ID	Address Line 1	Address Line 2							
State/UT*	District*	PIN Code*	Mobile Number*							
Select	Select	PIN Code	Mobile Number							
Number of Key projects completed										
No. of Key Projects Completed										
Add										
S.No	Project Engineer Name	Email ID	Address Line 1	Address Line 2	State/UT	District	PIN Code	Number of Key projects completed	Mobile Number	Action
1	RAMA KRISHNA	ramakrishnalnt@gmail.com	DNO 7/48	GANDHI ROAD	Andhra Pradesh	Ananthapuramu	515411	15	9999999000	Delete
Save and Continue										

Figure 46: Grid View of Project Engineer Details Screen

44. Click '**Save and continue**' button in the above Figure 46, a dialog box will appear like '**Associated Team Details saved successfully**', where Click **OK** button as depicted in Figure 47.

1	SINGH	kalyani123@gmail.com	401	rera.ap.gov.in says: Associated Team Details saved successfully	x	2012	2	Delete		
Chartered Accountant										
Chartered Accountant Name*	Email ID*	Address Line 1*	Address Line 2	Chartered Accountant Name	Email id	Address Line 1	Address Line 2			
State/UT*	District*	PIN Code*	ICAI Member Id*	Select	Select	PIN Code	ICAI Member Id			
Number of Key projects completed*				No. of Key Projects Completed						
S.no	Chartered Accountant Name	Email ID	Address Line 1	Address Line 2	State/UT	District	Pin Code	ICAI Member Id	Number of Key projects completed	Action
1	YASWONTH REDDY	yaswanth.reddy@gmail.com	DNO 1/24	NEAR HP GAS	Telangana	Ranga Reddy	500074	ICAI50120	2	Delete
Save and Continue										

Figure 47: Confirmation Screen for Associated Team Details Screen



45. Upload Documents page displayed under Project Registration Form as depicted in Figure 48.

You are here : Home / Project Registration Form

Project Registration Form

1 Promoter Profile 2 Project Details 3 Development Details 4 Associate Details 5 Upload Documents 6 Preview 7 Payment 8 Acknowledgment

Document Type	Upload (Max size 70 MB for each document)	Uploaded Document
1. Copies of the registered ownership documents / Copies of the pattadar pass books issued by the Revenue department*	<input type="button" value="Choose File"/> No file chosen	
2. Copies of the field sketches duly marking the proposed site with measurements along with combined field sketch	<input type="button" value="Choose File"/> No file chosen	
3. Detailed site plan showing the measurements as on ground including diagonals, Latitude and Longitude at end points of the project site*	<input type="button" value="Choose File"/> No file chosen	
4. Commencement notice for previous completed projects*	<input type="button" value="Choose File"/> No file chosen	
5. Copy of the registered development agreement between the Owner of the land and the Promoter along with the link documents / Authorisation letter given by the Land owner to undertake the construction of the building by the promoter	<input type="button" value="Choose File"/> No file chosen	
6. Land Title search Report from an Advocate having experience of atleast ten years in land related matters *	<input type="button" value="Choose File"/> No file chosen	
7. Latest (by 60 days) Encumbrance certificate issued by the Registration and Stamps department*	<input type="button" value="Choose File"/> No file chosen	
8. Details of the cases pending before the Authorities or in Courts of Law and their current status along with the copies of the orders issued*	<input type="button" value="Choose File"/> No file chosen	
9. Copy of the plan and proceedings issued by the competent Authority for approval of plans*	<input type="button" value="Choose File"/> No file chosen	
10. Approved plan / list of amenities proposed in the site*	<input type="button" value="Choose File"/> No file chosen	
11. NOC's issued by Authority*	<input type="button" value="Choose File"/> No file chosen	
12. Detailed technical specifications (including Brand and it details) of the construction of the buildings and facilities proposed in the project as approved by the Competent Authority under any law for the time being in force*	<input type="button" value="Choose File"/> No file chosen	
13. Full address of the proposed development project along with the land mark nearby and a location plan/ Topo plan drawn to a scale*	<input type="button" value="Choose File"/> No file chosen	
14. Licenses/Enrolment form of Civil Contractors, or turnkey contractor, or EPC Contractors, Structural Engineer of the project *	<input type="button" value="Choose File"/> No file chosen	
15. Licenses/Enrolment form of Structural Engineer of the project *	<input type="button" value="Choose File"/> No file chosen	
16. Licenses/Enrolment form of Architect or firm or company *	<input type="button" value="Choose File"/> No file chosen	
17. Licenses/Enrolment form of Engineer or firm or company *	<input type="button" value="Choose File"/> No file chosen	
18. Licenses/Enrolment form of Chartered Accountant or firm or company *	<input type="button" value="Choose File"/> No file chosen	
19. Detailed estimate of the expenditure for construction of the building*	<input type="button" value="Choose File"/> No file chosen	
20. Statement of source of funds for construction of project*	<input type="button" value="Choose File"/> No file chosen	
21. Details of financial agreement made with any bank or other financial institution recognised by the Reserve Bank of India and of legal safeguards taken, if any, for the construction of building, or transfer of building by sale, gift or mortgage or otherwise *	<input type="button" value="Choose File"/> No file chosen	
22. Proforma of the Allotment Letter proposed to be signed with the Allottee *	<input type="button" value="Choose File"/> No file chosen	
23. Proforma of the Agreement for Sale proposed to be signed with the Allottee*	<input type="button" value="Choose File"/> No file chosen	
24. Proforma of the Conveyance Deed proposed to be signed with the Allottee*	<input type="button" value="Choose File"/> No file chosen	
25. Structural Stability Certificate duly issued by Certified Structural Consultant/Engineer along with the details of parameters followed for verification of structural stability *	<input type="button" value="Choose File"/> No file chosen	
26. Copy of Title deed of the Real Estate Project *	<input type="button" value="Choose File"/> No file chosen	
27. FORM - B. Declaration, supported by an affidavit, which shall be signed by the promoter or any person authorized by the promoter under Rule 3-B(2) (a) to of AP Real Estate Rules-2017*	<input type="button" value="Choose File"/> No file chosen	
28. Brochure of Current Project	<input type="button" value="Choose File"/> No file chosen	
29. Existing Layout Plan*	<input type="button" value="Choose File"/> No file chosen	
30. Change of Land Use	<input type="button" value="Choose File"/> No file chosen	
31. Latest Project/ Site/ Building Photo	<input type="button" value="Choose File"/> No file chosen	
Declaration		
<input type="checkbox"/> I/We PRASANTHA REDDY C		solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.
		<input type="button" value="Save"/>

Figure 48: Upload Documents Screen



46. Click Choose file and Upload relevant document based on the file format size as depicted in Figure 49.

You are here : Home / Project Registration Form

Project Registration Form

1 Promoter Profile 2 Project Details 3 Development Details 4 Associate Details 5 Upload Documents 6 Preview 7 Payment 8 Acknowledgment

Document Type	Upload (Max size 70 MB for each document)	Uploaded Document
1.Copies of the registered ownership documents / Copies of the pattadar pass books issued by the Revenue department*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
2.Copies of the field sketches duly marking the proposed site with measurements along with combined field sketch	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
3.Detailed site plan showing the measurements as on ground including diagonals, Latitude and Longitude at end points of the project site*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
4.Commencement notice for previous completed projects*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
5.Copy of the registered development agreement between the Owner of the land and the Promoter along with the link documents / Authorisation letter given by the Land owner to undertake the construction of the building by the promoter	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
6.Land Title search Report from an Advocate having experience of atleast ten years in land related matters *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
7.Latest (by 60 days) Encumbrance certificate issued by the Registration and Stamps department*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
8.Details of the cases pending before the Authorities or in Courts of Law and their current status along with the copies of the orders issued*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
9.Copy of the plan and proceedings issued by the competent Authority for approval of plans*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
10.Approved plan / list of amenities proposed in the site*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
11.NOC's issued by Authority*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
12.Detailed technical specifications (including Brand and it details) of the construction of the buildings and facilities proposed in the project as approved by the Competent Authority under any law for the time being in force*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
13.Full address of the proposed development project along with the land mark nearby and a location plan/ Topo plan drawn to a scale*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
14.Licenses/Enrolment form of Civil Contractors, or turnkey contractor, or EPC Contractors, Structural Engineer of the project *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
15.Licenses/Enrolment form of Structural Engineer of the project *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
16.Licenses/Enrolment form of Architect or firm or company *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
17.Licenses/Enrolment form of Engineer or firm or company *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
18.Licenses/Enrolment form of Chartered Accountant or firm or company *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
19.Detailed estimate of the expenditure for construction of the building*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
20.Statement of source of funds for construction of project*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
21.Details of financial agreement made with any bank or other financial institution recognised by the Reserve Bank of India and of legal safeguards taken, if any, for the construction of building, or transfer of building by sale, gift or mortgage or otherwise *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
22.Proforma of the Allotment Letter proposed to be signed with the Allottee *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
23.Proforma of the Agreement for Sale proposed to be signed with the Allottee*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
24.Proforma of the Conveyance Deed proposed to be signed with the Allottee*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
25.Structural Stability Certificate duly issued by Certified Structural Consultant/Engineer along with the details of parameters followed for verification of structural stability *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
26.Copy of Title deed of the Real Estate Project *	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
27.FORM - B, Declaration, supported by an affidavit, which shall be signed by the promoter or any person authorized by the promoter under Rule 3-B(2) (a) to 0f AP Real Estate Rules-2017*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
28.Brochure of Current Project	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
29.Existing Layout Plan*	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
30.Change of Land Use	<input type="button" value="Choose File"/> TEST.pdf	TEST.pdf
31.Latest Project/ Site/ Building Photo	<input type="button" value="Choose File"/> Penguins.jpg	Penguins.jpg

Figure 49: Documents Uploaded Screen



47. Check **Declaration** statement as depicted in Figure 50.

The screenshot shows a declaration section. It has a heading 'Declaration' and a checkbox followed by the text 'I/We PRASANTHA REDDY C solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.' A red box highlights the 'Save' button at the bottom right.

Figure 50: Declaration Statement

48. Click **Save** button in the above Figure 50, Preview page displayed, check all details, if all the details are correct in the application Click **Get OTP** button (for Mobile number verification) as depicted in Figure 51.

The screenshot shows a mobile number validation section. It has a heading 'Declaration' and a checkbox followed by the text 'I/We PRASANTHA REDDY C solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.' Below it is a 'Mobile Number*' field containing '8341508696' and a 'Get OTP' button highlighted with a red box. At the bottom are 'Close' and 'Print' buttons.

Figure 51: Mobile Number Validation

49. Enter OTP number received by promoter and Click **Verify OTP** as depicted in Figure 52.

The screenshot shows an OTP verification form. It has a 'Mobile Number*' field with '8341508696' and a 'Resend OTP' button. Below it is an 'OTP(One Time Password):*' field with '907064' entered, highlighted with a red box, and a 'Verify OTP' button highlighted with a red box.

Figure 52: Verification of Mobile No with OTP

50. After OTP Verification is completed, if promoter wants to print his/her application, Click '**Print**', then next Click **Proceed for Payment** button as depicted in Figure 53.

The screenshot shows a final application review screen. It has a heading 'Declaration' and a checkbox followed by the text 'I/We PRASANTHA REDDY C solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.' Below it is a message 'Your mobile number is verified.' At the bottom are 'Close', 'Print' (highlighted with a red box), and 'Proceed for Payment' buttons.

Figure 53: Print filled Application and Proceed to Payment



51. Click Proceed for Payment button in above screen, Payment Page displayed as depicted in Figure 54.

Note: - Registration Fee for Project is variant. It will be calculated based on Project Type, Site Area and Built-up area/Layout area.

You are here : Home / Payment Page

Payment Page

Payment Details	
Transaction Id	2111217001
Date	11/12/17
Name	PRASANTHA REDDY C
Mobile No.	9246226600
Payment For	Project Registration Fee
Amount	1200000
Additional Charges	0.00

Total Amount 1200000

Make Payment Cancel Payment ×

Figure 54: Payment Details Page

52. Click Make Payment button in the Figure 54, it will redirect to Payment Gateway page where promoter can pay Registration Fee through Net Banking/Debit Card/Credit Card/UPI/ e-Challan. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 55.

AP RERA
ANDHRA PRADESH REAL ESTATE REGULATORY AUTHORITY

Payment Receipt

Application Id P04011802868		Date 04/01/2018
Name	PRASANTHA REDDY	
Type of Payment	Project	
Transaction No	1040118121	
Mobile No	9246226600	
E-Mail Id	prasant.chappidi@gmail.com	
Amount		500000
Service Charge		0.00
GST		0.00

Total Amount 500000.00

Figure 55: Acknowledgment Receipt

Note: If Payment Mode is e-Challan, then for payment confirmation it takes 4 to 5 hours after payment done at Bank.

Case 2: Partially Completed Application

Note: Partially Completed application is used, Only if the application has not reached the final submission stage, then the Project Registration form can still be edited.

53. Select Project Application Type as **Existing** and Click **Submit** button as depicted in Figure 56.

2. Clear the cookies before filling the online form
3. Remove pop-up block from your browser
4. Photograph - Passport size (35mm x 45mm, 300 DPI, Straight view/Light background) and in JPEG format.
5. All the documents that are to be uploaded in the application should be in PDF format and should not be password protected, Drawings in DWG format and self-attested (every page of every document).
6. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
7. Fields marked with * are mandatory.

Guide to fill online registration form :

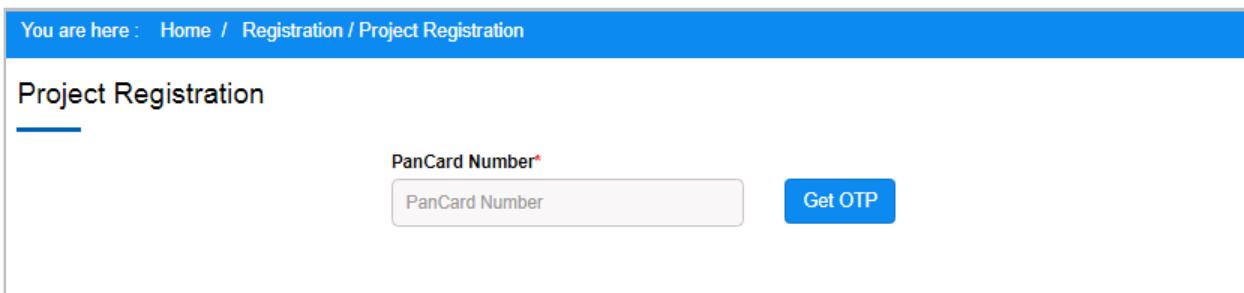
1. Many details are required for the registration of project which involves information regarding promoter, co-promoters, plan approvals, Time schedule, Location details of project, Bank account of the project, Associate details etc
2. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
3. Select "New" as application type, if you are a new applicant.
4. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
5. The entire form is divided to various parts with "Save and Continue" facilities for each part
6. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)
7. [Click Here](#) for the list of supporting documents, their respective file formats that are needed to be attached with the Project Registration Application Form
8. [Fee Calculator](#)



Application Type* New Existing **Submit**

Figure 56: Application Type Selection (Existing)

54. Click **Submit** button in Figure 56, Project Registration Form page displayed as depicted in Figure 57.



You are here : Home / Registration / Project Registration

Project Registration

PanCard Number*

 Get OTP

Figure 57: Partially Completed – Project Registration Form



55. Enter PAN Card Number and click Get OTP button as depicted in Figure 58.

The screenshot shows the 'Project Registration' page. At the top, it says 'You are here : Home / Registration / Project Registration'. Below that, the title 'Project Registration' is displayed. A form field labeled 'PanCard Number*' contains the value 'PRASA1234T'. To the right of the input field is a blue button labeled 'Get OTP'.

Figure 58: OTP Request Screen

56. Enter OTP number received by promoter and click Verify OTP as depicted in Figure 59.

The screenshot shows the 'Project Registration' page. At the top, it says 'You are here : Home / Registration / Project Registration'. Below that, the title 'Project Registration' is displayed. A form field labeled 'PanCard Number*' contains the value 'PRASA1234T'. To the right of the input field is a blue button labeled 'Resend OTP'. Below this, another form field labeled 'OTP(One Time Password)*' contains the value '434232'. To the right of this input field is a blue button labeled 'Verify OTP'. At the bottom of the screen, a red message states 'The OTP has been sent to XXXXX 6600'.

Figure 59: Authentication Verification Screen

Note: Here OTP sent to mobile number, which is already captured at the time of New Registration

57. After OTP Verification is completed, Partial Applications home page displayed as depicted in Figure 60.

The screenshot shows the 'Partial Applications' page. At the top, it says 'You are here : Home / Registration Form'. On the left, there is a sidebar with links: 'Partial Application (1)', 'Shortfall Applications', 'View Applications', and 'E-Challan Re-Print / Cancel'. The main area is titled 'Partial Applications' and contains a table. The table has columns: S.No., Application No., ProjectName, Name, Nametype, and Application Status. One row is visible, showing: S.No. 1, Application No. 220518111630, ProjectName SILIKON MAYA TOWERS, Name C PRASANTHA REDDY, Nametype Individual, and Application Status Yet To Pay Project Reg Fee. Below the table are buttons for 'Previous' and 'Next'.

Figure 60: Partial Completed Applications Home Screen



58. Click Application Number link as depicted in Figure 61.

The screenshot shows a table with one row of data. The columns are labeled S.No., Application No., ProjectName, Name, Nametype, and Application Status. The first column has a value of 1. The second column contains the application number '220518111630'. The third column contains 'SILIKON MAYA TOWERS'. The fourth column contains 'C PRASANTHA REDDY'. The fifth column contains 'Individual'. The sixth column contains 'Yet To Pay Project Reg Fee'. There are dropdown menus for Show entries (set to 10) and Search. Navigation buttons for Previous and Next are at the bottom right.

S.No.	Application No.	ProjectName	Name	Nametype	Application Status
1	220518111630	SILIKON MAYA TOWERS	C PRASANTHA REDDY	Individual	Yet To Pay Project Reg Fee

Figure 61: Partial Completed Applications Selection Screen

59. Once click the Application Number, Agent registration page will be displayed as depicted in Figure 62.

The screenshot shows a project registration form with several sections:

- Promoter Profile:** Application Number is set to '220518111630'.
- Promoter Type:** Individual is selected.
- Project Bank Account Details:** Bank State is 'Andhra Pradesh', Bank Name is 'STATE BANK OF INDIA', Branch Name is 'TADIPATRI', and Account No. is '31827592084'. IFSC Code is 'SBIN0021066'. A file named 'TEST.pdf' is uploaded for the bank statement.
- Promoter Details:** Name is 'C PRASANTHA REDDY', Father Name is 'ESWAR REDDY C', PAN Card Number is 'PRASA1234T', and Email Id is 'prasanth.chappidi@gmail.com'. Aadhaar Number is '999999999999', Mobile Number is '9246228600', Landline Number is '08568332659', and another Email Id is 'prasanth.chappidi@gmail.com'.

Figure 62: Partial Filled Project Registration Form

From the Above screen onwards Promoter Continues the rest of the application as explained above.



6. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

7. APPROVALS

Inspected By	Date	Signature
Sudhakar Volukula	28/05/2018	
Approved By	Date	Signature
B.Bala Kishore	29/05/2018	

Table 4: Approvals