



User Manual for
Agent Registration (Individual)



Prepared by

APOnline

**Internal Approval**

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1	25/12/2017	1.1	5	Point 1, Page 8, Figure 1	Logo Changed
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3	5/1/2018	1.1	5	Point 12, Page 13, Figure 13(New Screen)	Added Declaration statement for litigations are no
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6	5/1/2018	1.1	5	Point 17, Page 16, Figure 20	Preview page modified as per changes
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10	25/1/2018	1.2	5	Point 2, Page 8, Figure 2	Home Screen Changed
11	25/1/2018	1.2	5	Point 19, Page 16, Figure 20	Added Print Button in Preview
12	25/1/2018	1.2	5	Point 19, Page 16, Figure 21	New Screen

13	30/4/2018	1.3	5	<p>Point: - 3,4,9,14,27,28,29,30,31,32 & 33</p> <p>Page: - 10, 12,15,21,22 &23</p> <p>Figure: - 3,4,9,15,29,30,31,32,33,34 & 35</p>	<ul style="list-style-type: none">• Added Instructions• Replaced Existing with Partially Completed• Added New Validation• Changes in "No Litigation" case• Added New Screens in Partial Completed application
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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 – AGENT REGISTRATION (INDIVIDUAL)

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

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

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



Figure 1: Home Page

2. Select Agent Registration link under ‘Registration’ (in Home page) as depicted in Figure 2.



Figure 2: Agent Registration Selection Page



3. Agent registration page is displayed as depicted in Figure 3.

You are here : Home / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

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. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
2. Select "New" as application type, if you are a new applicant.
3. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
4. The entire form is divided to various parts with "Save and Continue" facilities for each part
5. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)

Application Type* New Existing

Submit

Figure 3: Agent Registration Home Screen

Case – 1: New Registration

4. Select Application Type as New and click Submit button as depicted in Figure 4

Guide to fill online registration form :

1. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
2. Select "New" as application type, if you are a new applicant.
3. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
4. The entire form is divided to various parts with "Save and Continue" facilities for each part
5. **List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)

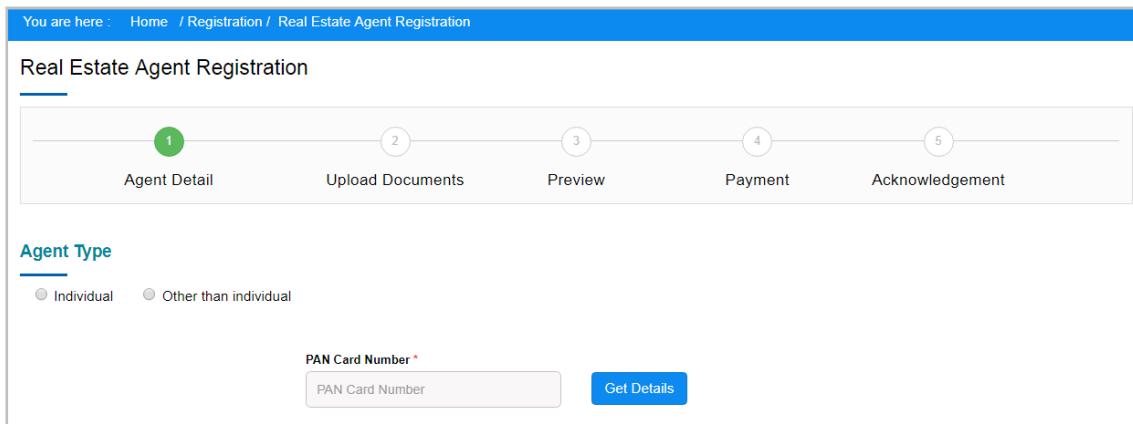
Application Type* New Existing

Submit

Figure 4: Application Type Selection



5. Once click Submit button in Figure 4, Agent registration page displayed as depicted in Figure 5.



You are here : Home / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

Agent Type

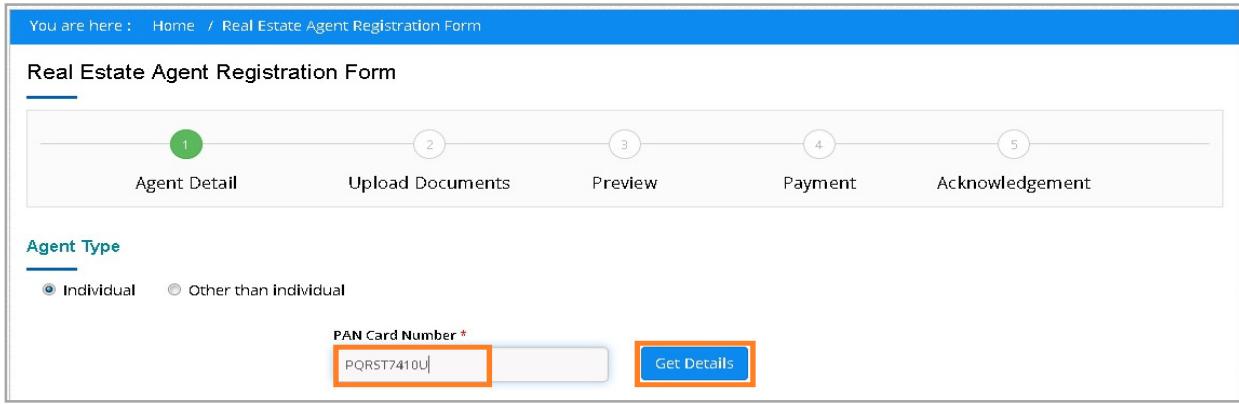
Individual Other than individual

PAN Card Number *

PAN Card Number Get Details

Figure 5: Agent Registration Screen

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



You are here : Home / Real Estate Agent Registration Form

Real Estate Agent Registration Form

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

Agent Type

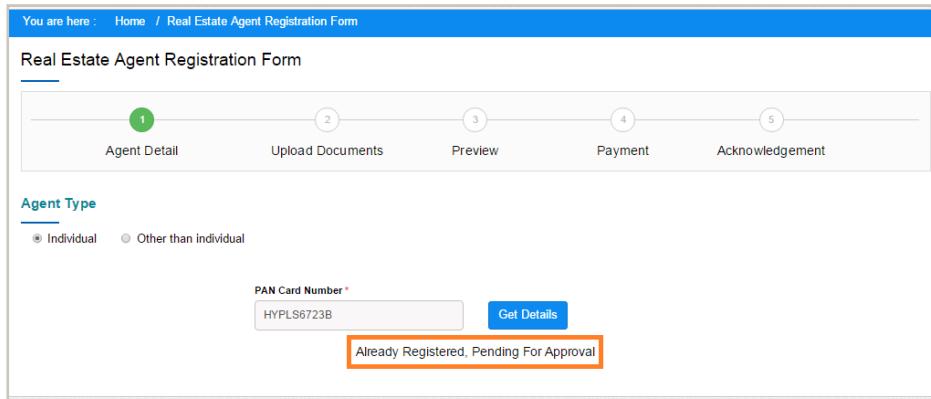
Individual Other than individual

PAN Card Number *

PQRST7410U

Figure 6: Get Details Button Page

7. If Agent already registered based on the PAN Card Number, An alert message shows a message as “**Already registered, Pending for Approval**” as depicted in Figure 7.



You are here : Home / Real Estate Agent Registration Form

Real Estate Agent Registration Form

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

Agent Type

Individual Other than individual

PAN Card Number *

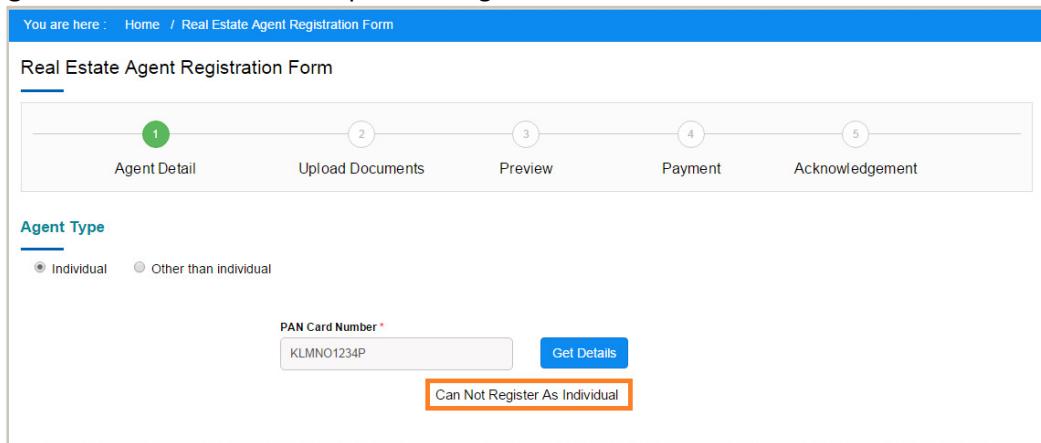
HYPLS6723B

Already Registered, Pending For Approval

Figure 7: Alert Message, if already Registered

Note: If already approved, then it shows a message as “**Your Registration No: XXXXXXXXXXXXXXXX**”

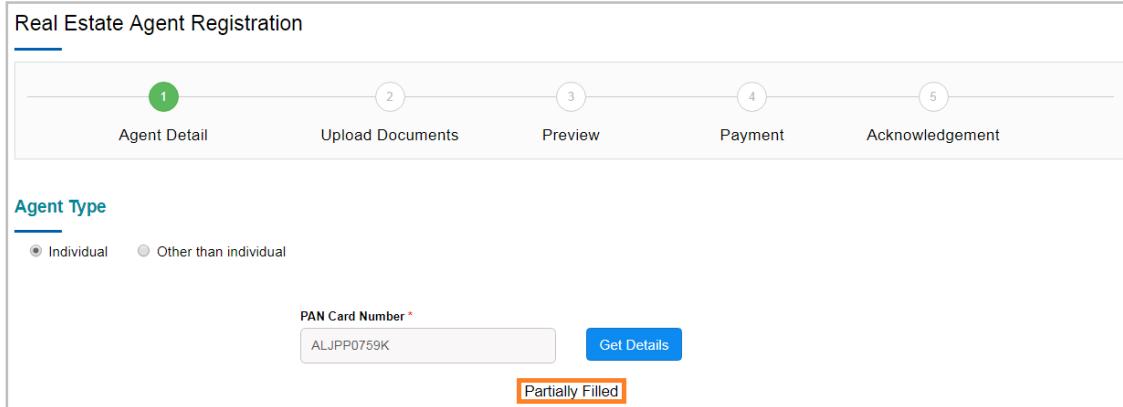
8. If PAN Card is used for other-than Individual, an alert message shows a message as “**Can Not Registered as Individual**” as depicted in Figure 8.



The screenshot shows the 'Real Estate Agent Registration Form' with a progress bar at the top. Step 1 (Agent Detail) is highlighted with a green circle. The PAN Card Number input field contains 'KLMNO1234P'. A blue button labeled 'Get Details' is next to it. Below the input field, an orange box contains the text 'Can Not Register As Individual'.

Figure 8: Alert Message, Cannot Register as Individual

9. If Agent details are already available on PAN Card Number, an alert message shows a message as “**Partially Filled**” as depicted in Figure 9.



The screenshot shows the 'Real Estate Agent Registration' form. Step 1 (Agent Detail) is highlighted with a green circle. The PAN Card Number input field contains 'ALJPP0759K'. A blue button labeled 'Get Details' is next to it. Below the input field, an orange box contains the text 'Partially Filled'.

Figure 9: Partial Completed Application



10. Click **Get Details** button as shown in Figure 6, Agent registration page displayed as depicted in Figure 10.

Real Estate Agent Registration

1 2 3 4 5

Agent Detail Upload Documents Preview Payment Acknowledgement

Agent Type

Individual Other than individual

Applicant Details

Agent Name *	Upload Photograph *	Father's Name *	Occupation *
Agent Name	Choose File No file chosen	Father Name	Select
Email Id *	Aadhaar Number *	PAN Card Number *	Upload PAN Card *
Email Id	Aadhaar Number	PRASA1234N	Choose File No file chosen
Mobile Number *	Land Line Number	License Number by the local bodies	License issued date
Mobile Number	Land Line Number	License Number by the local bodies	License issued date
Upload License certificate	GST Num	Upload GST Num Document	
Choose File No file chosen	GST Num	Choose File No file chosen	

Local Address For Communication

Address Line 1 *	Address Line 2	State *	District *
Address Line 1	Address Line 2	Select	Select
Mandal *	Local Area/Village *	PINCode *	Upload Address Proof *
Select	Select	PINCode	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

Other State/UT RERA Registration Details

Do you have registration in other states * Yes No

Save And Continue

Figure 10: Agent Registration Home Page



11. Enter **Applicant Details** such as Agent Name, Father Name, Occupation (Self/Salaried/Others), e-mail ID, Aadhaar number, PAN Card Number, Mobile Number, Land Line Number, License Number by the local bodies, License issued date, GST Number and upload relevant documents as depicted in Figure 11.

Applicant Details

Agent Name *	Upload Photograph *	Father's Name *	Occupation *
PRASANTHA REDDY C	Choose File IMG-0340.JPG IMG-0340.JPG	ESWAR REDDY	Self
Email Id *	Aadhaar Number*	PAN Card Number *	Upload PAN Card *
prasant.chappidi@gmail.com	999999999999	PRASA1234N	Choose File TEST.pdf TEST.pdf
Mobile Number *	Land Line Number	License Number by the local bodies	License issued date
9246226600	08669653265	1236954654	08/11/2017
Upload License certificate	GST Num	Upload GST Num Document	
Choose File TEST.pdf TEST.pdf	12GFS96325M3265	Choose File TEST.pdf TEST.pdf	

Figure 11: Applicant Details Page

12. Enter **Local Address for Communication** details such as Complete Address (street, nearby, district, Mandal, Local Area/Village and PIN code) and upload relevant address proof document as depicted in Figure 12.

Local Address For Communication

Address Line 1 *	Address Line 2	State *	District *
GANDI ROAD	MAIN BAZAR	Andhra Pradesh	Ananthapuramu
Mandal *	Local Area/Village *	PINCode *	Upload Address Proof *
Tadipatri	TADPATRI (R)	515411	Choose File TEST.pdf TEST.pdf

Figure 12: Local Address for Communication Page

13. Enter **Past Experience** if any and Click **Add** button as depicted in Figure 13.

Past Experience

Any projects handled in last 5 Years *		<input checked="" type="radio"/> Yes <input type="radio"/> No	Project Name *	Add
S.No.	Project Name			
1	MAYA TOWERS PHASE 1	<button>Delete</button>		
2	MAYA TOWERS PHASE 2	<button>Delete</button>		

Figure 13: Past Experience



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 seperated.

Case No.* 12	Name & Place of Tribunal/Authority * RURAL POLICE STATION, GUNEDALA	Name of the Petitioner * RAM, RAHEEM	Name of the Respondent * BHEEM, RABORT
Facts of the case/Contents of the Petitioner * FEE NOT PAID	Present Status of the case * ON GOING	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	

Figure 14: Litigation Details

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

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 A4 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.

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

Case No.* Case No.	Name & Place of Tribunal/Authority * Name & place of the court Tribunal/Auth	Name of the Petitioner * Name of the Petitioner	Name of the Respondent * Name of the Respondent								
Facts of the case/Contents of the Petitioner * Facts of the case/Contents of the petitio	Present Status of the case * Present Status of the case	Interim Order if any * <input type="radio"/> Yes <input checked="" type="radio"/> No	Details of final order if disposed * <input type="radio"/> Yes <input type="radio"/> No								
<input type="button" value="Add"/>											
S.No.	Case No.	Name And Place	Petitioner	Respondent	Facts Of Case	Present Status	Interim Order	Final Order If Disposed	Interim Certificate	Dispose Certificate	Action
1	12	RURAL POLICE STATION, GUNEDALA	RAM, RAHEEM	BHEEM, RABORT	FEE NOT PAID	ON GOING	Yes	Yes	View Certificate	View Certificate	<input type="button" value="Delete"/>

Figure 16: Grid View of Litigation Details



16. Enter **Other RERA Registration Details** if any (If available, i.e., Yes, enter Registration number, State and District and Click **Add** Button) as depicted in Figure 17.

Other RERA Registration Details

Do you have any registration in other states Yes No

Registration Number * State/UT * District *

Add

S.No.	Registration Number	State/UT	District	Action
1	RERA12345	Kerala	Kasaragod	Delete

Figure 17: Other RERA Registration Details

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

17. Click '**Save and continue**' button, a dialog box will appear '**Agent details saved successfully**', where click **OK** button as depicted in Figure 18.

Other RERA Registration Details

Do you have any registration in other states Yes No

Registration Number * State/UT * District *

Add

S.No.	Registration Number	State/UT	District	Action
1	RERA12345	Kerala	Kasaragod	Delete

The page at rera.ap.gov.in says:
Agent details saved successfully

OK

Save And Continue

Figure 18: Confirmation Screen for Agent Details



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

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

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 agent has to upload the available IT returns of the entity with a specific reason, refer A3 in form downloads for proforma of this Sample Affidavit.

19. Check Declaration statement as depicted in Figure 20.

/We **Prasantha Reddy** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

Save And Continue

Figure 20: Declaration Statement

Note: Where Applicant name capture from Applicant details automatically.

20. Click Save and Continue button in Figure 19, pop-up will be appearing “Documents Uploaded Successfully” and Click OK button as depicted in Figure 21.

Documents Uploaded Successfully

OK

Figure 21: Confirmation Screen for Upload Documents



21. Preview page displayed as depicted in Figure 22.

You are here : Home / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 2 3 4 5

Agent Detail Upload Documents Preview Payment Acknowledgement

Agent Type: Individual 

Applicant Details

Agent Name	PRASANTHA REDDY C	Father's Name	ESWAR REDDY
Occupation	Self	Email Id	prasanth.chappidi@gmail.com
Aadhaar Number	999999999999	PAN Card Number	PRASA1234N
PanCard Proof	TEST.pdf	Mobile Number	9246226600
Land Line Number	08669653265	Registration Number	1236954654
Date of Registration	08/11/2017	Registration Upload	TEST.pdf
GST Num	12GFS96325M3265	GST Num Document	TEST.pdf

Local Address For Communication

Address Line 1	GANDHI ROAD	Address Line 2	MAIN BAZAR
State	Andhra Pradesh	District	Ananthapuramu
Mandal	Tadipatri	Local Area/Village	TADPATRI (R)
PINCode	515411	Address Proof	TEST.pdf

Projects Launched In The Past 5 Years

Last five years project details	Yes
S.No.	Project Name
1	MAYA TOWERS PHASE 1
2	MAYA TOWERS PHASE 2

Litigations

Any Civil/Criminal Cases	No
Self Declared Affidavit	TEST.pdf
Note: "A self declared affidavit (on Rs.20 non judicial stamp paper) has to be uploaded if there are no cases pending, refer form A4 in form downloads for proforma of this Self Affidavit."	

Other State/UT RERA Registration Details

Do you have registration in other states	Yes		
S.No.	Registration Number	State/UT	District
1	RERA12345	Kerala	Kozhikode

S.No.	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3
1	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3

Declaration

I/We **PRASANTHA REDDY C** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

Mobile Number * [Get OTP](#)

[Print](#)

Figure 22: Preview



Note: In the Above Figure (Figure 22), Mobile Number automatically fetched from Applicant details and also applicant need to print preview of the application click Print button as depicted in Figure 23.

S.No.	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3
1	ITR Of Preceding Year 1	ITR Of Preceding Year 2	ITR Of Preceding Year 3

Declaration

I/We **PRASANTH** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

Print

Mobile Number *
8341508696 **Get OTP**

Figure 23: Print Preview Screen

22. Click **Get OTP** button (for Mobile Number validation) as depicted in Figure 24.

Documents

S.No.	Photo	Pan Card	Address	Reg Certificate	GST Upload	Memorandum of articles/Bye-laws Upload	Litigation File	Aadhaar	AS Photo	Board Resolution
1	Photo	Pancard	Address	NA	NA	NA	NA	NA	NA	NA

S.No.	Year 2016-2017	Year 2015-2016	Year 2014-2015
1	View	View	View

Mobile Number *
9246226600 **Get OTP**

Figure 24: Mobile No Validation

23. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 25.

S.No.	Year 2016-2017	Year 2015-2016	Year 2014-2015
1	View	View	View

Mobile Number *
9246226600 **Resend OTP**

OTP(One Time Password):*
 Verify OTP

Figure 25: Verification of Mobile No with OTP



24. After OTP Verification is completed, if agent wants to download his/her application, click 'Download PDF', then next click **Proceed for Payment** button as depicted in Figure 26.

S.No.	Photo	Pan Card	Address	Reg Certificate	GST Upload	Memorandum of articles/Bye-laws Upload	Litigation File	Aadhaar	A5 Photo	Board Resolution
1	Photo	Pancard	Address	NA	NA	NA	NA	NA	NA	NA

S.No.	Year 2016-2017	Year 2015-2016	Year 2014-2015
1	View	View	View

[Download PDF](#) [Proceed for Payment](#)

Figure 26: Download filled Application and Proceed to Payment

Note: - Registration Fee for Agent (Individual): Rs. 10000/-

25. Click **Proceed for Payment** button in Figure 26, Payment Page displayed as depicted in Figure 27.

You are here / Home / Payment Page

Payment Page

Payment Details	
Transaction Id	1050118001
Date	04/01/18
Name	PRASANTH
Mobile No.	9246226600
Payment For	Agent Registration Fee
Amount	10000.00
Additional Charges	0.00

Total Amount 10000.00

[Make Payment](#) [Cancel Payment](#)

Figure 27: Payment Page



26. Click **Make Payment** button in Figure 27, it will redirect to Payment Gateway page where agent can pay Registration Fee through Net Banking/Debit Card/Credit Card/UPI. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 28.

The screenshot shows a 'Payment Receipt' from APRERA. At the top, the AP RERA logo and name are displayed. Below that, the receipt title 'Payment Receipt' is shown. The receipt contains the following information:

Application Id A04011802867		Date 04/01/2018
Name	INDIABULLS INVESTMENT ADVISORS LIMITED	
Type of Payment	Agent	
Transaction No	1040118001	
Mobile No	9246226600	
E-Mail Id	prasanth.chappidi@gmail.com	
Amount	10000.00	
Service Charge	0.00	
GST	0.00	
Total Amount 10000.00		

Figure 28: Acknowledgment Receipt

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.

27. Select Agent Type as **Existing** and Click **Submit** button as depicted in Figure 29.

The screenshot shows the 'Guide to fill online registration form :'. It lists five steps for filing an application:

- For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
- Select "New" as application type, if you are a new applicant.
- Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
- The entire form is divided to various parts with "Save and Continue" facilities for each part
- List of Address Proof:** Aadhaar/Ration Card/Bank Book/Driving License/Voter Id/Gas/Phone Bill/Passport (Any one)

Below the guide, there is a section for 'Application Type*'. It shows two radio buttons: 'New' (unselected) and 'Existing' (selected). To the right of the radio buttons is a blue 'Submit' button.

Figure 29: Partial Completed Application Home Screen



28. Click Submit Button in Figure 29, Agent registration page displayed as depicted in Figure 30.

You are here : Home / Registration / Real Estate Agent Registration

Real Estate Agent Registration

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

PanCard Number* Get OTP

This screenshot shows the 'Real Estate Agent Registration' page. At the top, there's a breadcrumb navigation: 'You are here : Home / Registration / Real Estate Agent Registration'. Below it is the title 'Real Estate Agent Registration'. A horizontal progress bar at the top indicates five steps: 'Agent Detail' (step 1, highlighted with a green circle), 'Upload Documents', 'Preview', 'Payment', and 'Acknowledgement'. Below the progress bar is a form field labeled 'PanCard Number*' with an input box containing 'PRASA1234N' and a blue 'Get OTP' button to its right. The entire page has a light gray background.

Figure 30: Agent Registration Home Screen

29. Enter PAN Card Number and click Get OTP button as depicted in Figure 31.

Real Estate Agent Registration

1 Agent Detail 2 Upload Documents 3 Preview 4 Payment 5 Acknowledgement

PanCard Number* PRASA1234N Get OTP

This screenshot shows the 'Real Estate Agent Registration' page again. The progress bar shows step 1 ('Agent Detail') is completed. The 'PanCard Number*' field contains 'PRASA1234N'. The 'Get OTP' button next to it is highlighted with an orange rectangle. The rest of the page is identical to Figure 30.

Figure 31: OTP Request Screen

30. Enter OTP number received by agent and click Verify OTP as depicted in Figure 32.

PanCard Number* PRASA1234N Resend OTP

OTP(One Time Password)* 894439 Verify OTP

The OTP has been sent to XXXXXX 6600

This screenshot shows the 'Authentication Verification' screen. It has two main sections. The first section is for entering the 'PanCard Number*' with an input box containing 'PRASA1234N' and a blue 'Resend OTP' button. The second section is for entering the 'OTP(One Time Password)*' with an input box containing '894439' and a blue 'Verify OTP' button, which is also highlighted with an orange rectangle. Below the input boxes, a message says 'The OTP has been sent to XXXXXX 6600'.

Figure 32: Authentication Verification Screen

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



31. After OTP Verification is completed, Partial Applications home page displayed as depicted in Figure 33.

The screenshot shows a table with one row of data:

S.No.	Application No	Name	Nametype	Application Status
1	160518113023	PRASANTRA REDDY C	Individual	Yet To Pay Reg Fee

Figure 33: Partial Completed Applications Home Screen

32. Click on Application Number link as depicted in Figure 34.

The screenshot shows the same table as Figure 33, but the application number '160518113023' is highlighted with a red box.

Figure 34: Select Partial Completed Application

33. Once click on the Application Number, Agent registration page will be displayed as depicted in Figure 35.

The screenshot shows the 'Real Estate Agent Registration' form with the following data entered:

Agent Name *	Upload Photograph *	Father's Name *	Occupation *
PRASANTRA REDDY C	[Choose File] No file chosen IMG0340.JPG	ESWAR REDDY	Self
Email Id *	Aadhaar Number*	PAN Card Number *	Upload PAN Card *
presanth.chappidi@gmail.com	XXXXXXXXXXXX9999	PRASA1234N	[Choose File] No file chosen TEST.pdf
Mobile Number *	Land Line Number	License Number by the local bodies	License issued date
9246226600	08669653265	1236954654	08/11/2017
Upload License certificate	GST Num	Upload GST Num Document	
[Choose File] No file chosen TEST.pdf	12GFS96325M3265	[Choose File] No file chosen TEST.pdf	

Figure 35: Partial Filled Agent Registration Form

From the Above screen onwards Agent Continues the rest of the application as explain above



6. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team Usage by Agent (Individual Registration). 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		
Approved By	Date	Signature
B.Bala Kishore		

Table 3: Approvals