

User Manual for
Project Registration (Other – than Individual)



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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. SCOPE

Scope of this document helps in Registration process under APRERA other than individual

4. ABBREVIATIONS

Abbreviation	Expansion
APRERA	Andhra Pradesh Real Estate Regulatory Authority

Table 1: List of Abbreviations

5. SOFTWARE AND TECHNOLOGIES

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

Table 2: Software and Technologies

6. PROCESS – PROJECT REGISTRATION (OTHER – THAN INDIVIDUAL)

The below mentioned process of Project (Other – than 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 on **Registration** Link under APRERA Home Page as shown in depicted in Figure 1.

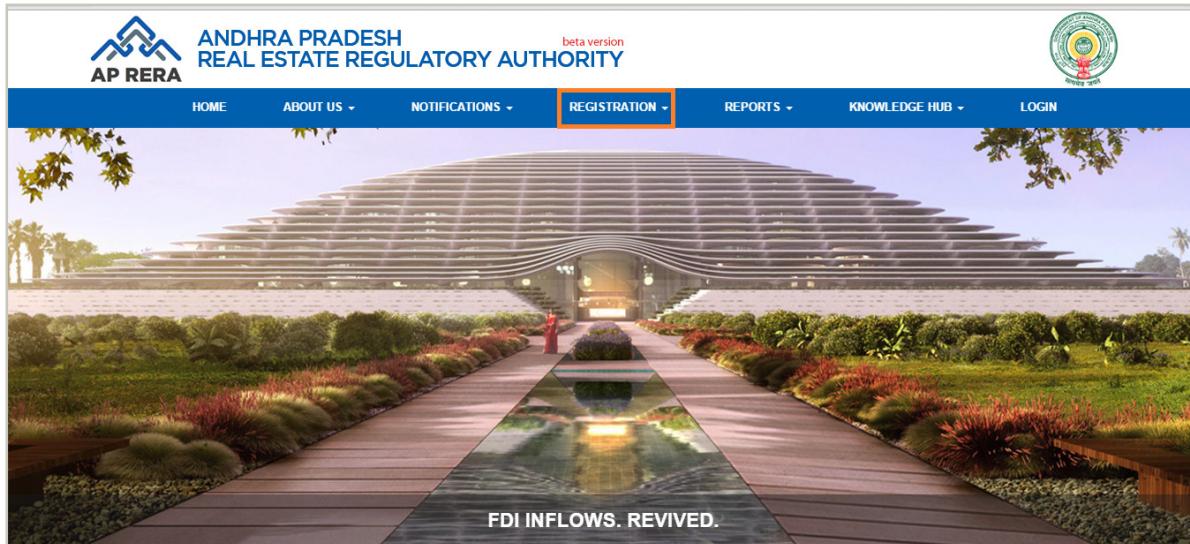


Figure 1: Home Page

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

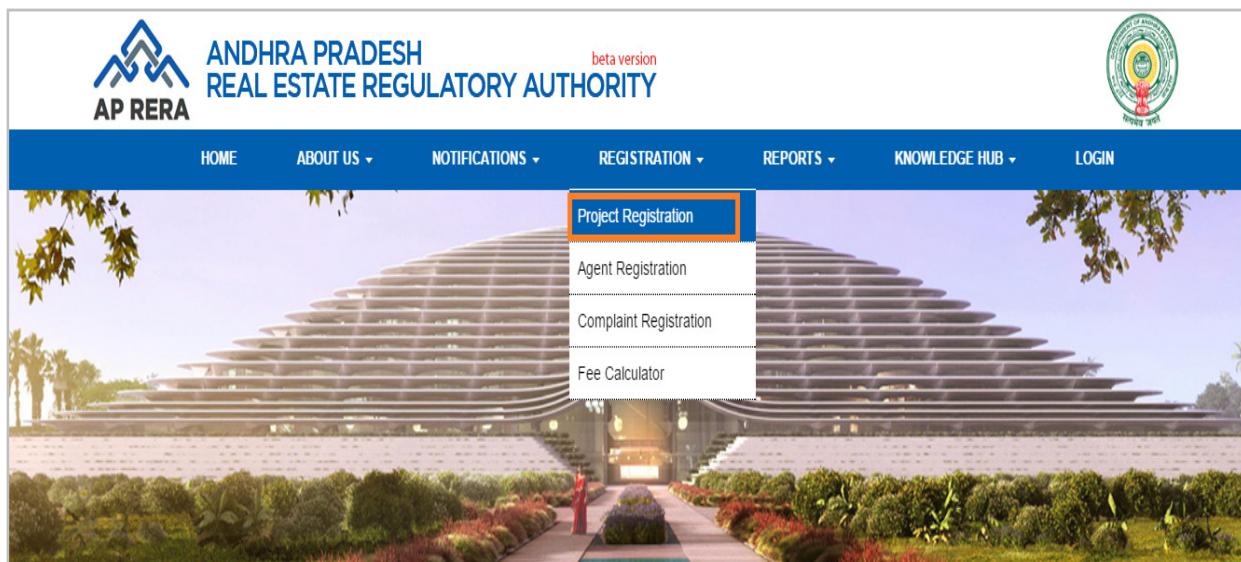


Figure 2: Project Registration Selection Page

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

You are here : Home / Project Registration Form

Project Registration Form

1. Select "New" as application type, if you are a new applicant.
2. Select "Partially Completed" as application type, if application was incomplete.
3. Please note the "application number" and use this number to retrieve your incomplete application.
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, Drawings in DWG format and self-attested (every page of every document).
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 and sizes that are needed to be attached with the Project Registration Application Form
8. For step by step understanding of filing online application, kindly refer "Project Registration" in [USER MANUAL](#)
9. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
10. [Fee Calculator](#)

Application Type * New Partially Completed

[Submit](#)

Figure 3: Instructions for Project Registration

Case 1: New Application

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

You are here : Home / Project Registration Form

Project Registration Form

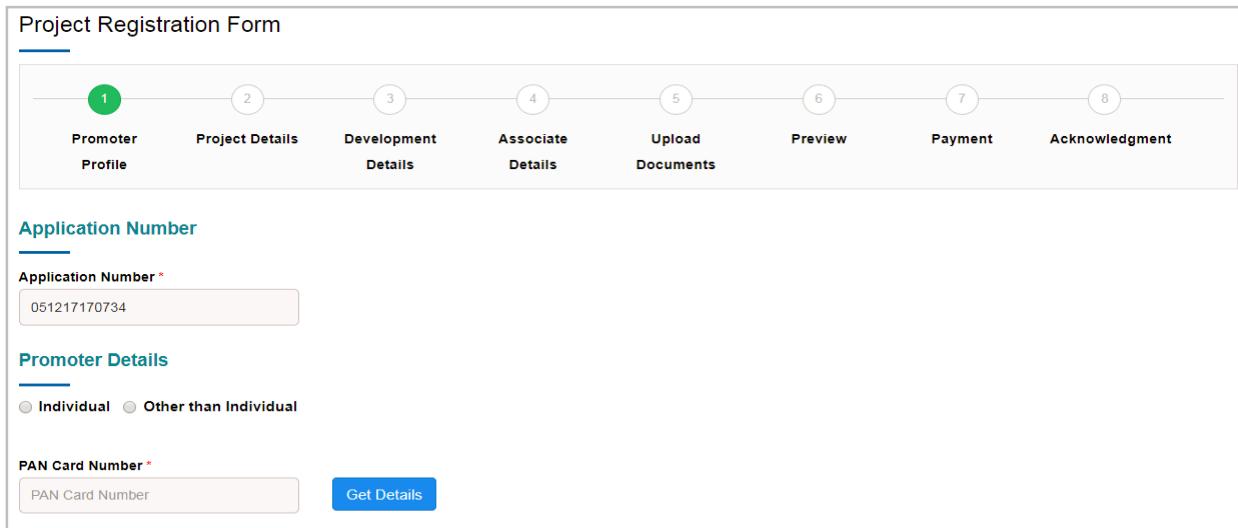
1. Select "New" as application type, if you are a new applicant.
2. Select "Partially Completed" as application type, if application was incomplete.
3. Please note the "application number" and use this number to retrieve your incomplete application.
4. Photograph - Passport size (35mm x 45mm, 300 DPI, 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, Drawings in DWG format and self-attested (every page of every document).
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 and sizes that are needed to be attached with the Project Registration Application Form
8. For step by step understanding of filing online application, kindly refer "Project Registration" in [USER MANUAL](#)
9. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
10. [Fee Calculator](#)

Application Type * New Partially Completed

[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

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 *

051217170734

Promoter Details

Individual Other than Individual

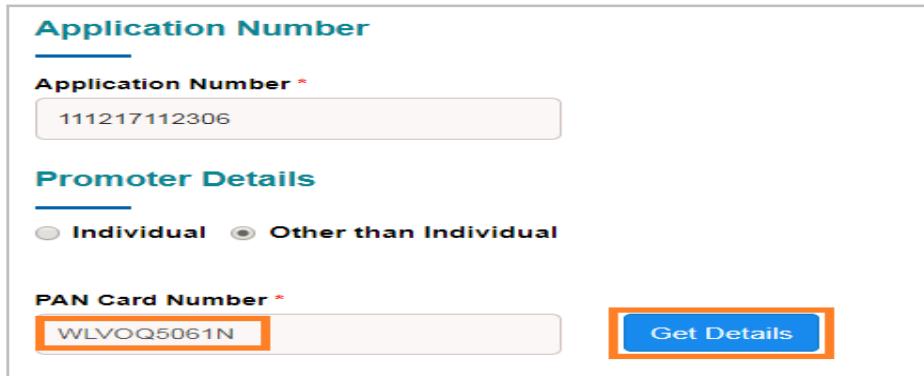
PAN Card Number *

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 *

111217112306

Promoter Details

Individual Other than Individual

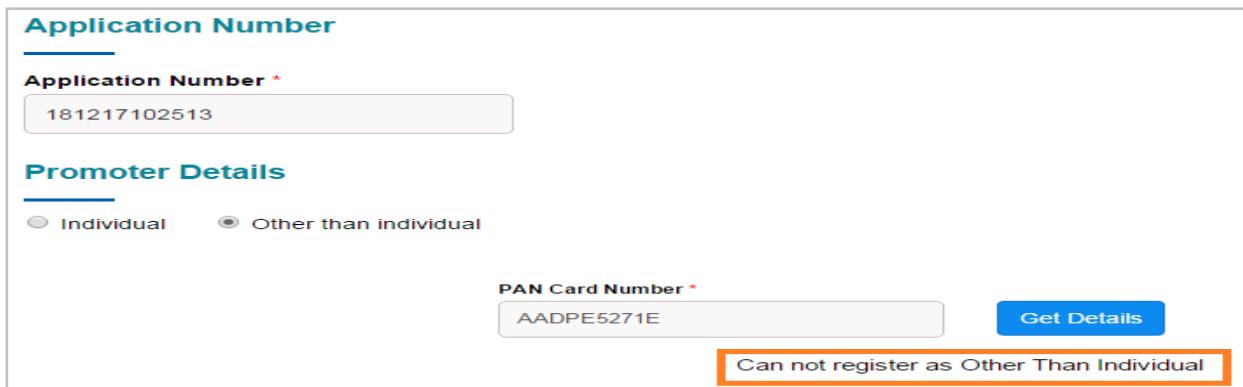
PAN Card Number *

WLVOQ5061N

Get Details

Figure 6: Get Details Button Page

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



Application Number

Application Number *

181217102513

Promoter Details

Individual Other than individual

PAN Card Number *

AADPE5271E

Get Details

Can not register as Other Than Individual

Figure 7: Alert message, Cannot registered as other Than 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.

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

Application Number

Application Number * 161217168847

Promoter Details

Individual Other than Individual

Type of Promoter * Company
 Upload Registration Document * Choose File No file chosen
 View File

Upload PAN Card * Choose File No file chosen
 View File

District * Ananthapuramu

Name * SV CONSTRUCTIONS CIN Number * 123456ABCD3652 Date of Registration * 01/12/2017
 Upload GSTIN Document * Choose File No file chosen
 View File

PAN Card Number * UJHOL3214D
 Upload PAN Card * Choose File No file chosen
 View File

Email * svconstructions@gmail.com Mobile Number * 9246226600 State/UT * Andhra Pradesh

Company Director(S) Details

Indian Foreigner

Name * Designation * Mobile Number * Email *
 Select
 District * Address Line 1 * Address Line 2 *
 Select
 Aadhaar Number * Upload Aadhaar * PAN Card Number *
 Aadhaar Number Choose File No file chosen PAN Card Number
 Upload PAN Card * Upload Photograph * Upload Address Proof *
 Choose File No file chosen Choose File No file chosen Upload Address Proof
 DIN Number DIN Number

Other RERA Registration Details

Do you have any registration in other State/UT? * Yes No

RERA Registration Number * State/UT * Have your said registration been revoked? *
 RERA Registration Number Select Yes No

Past Experience

Last Five Year Project Details * Yes No

Litigations

Any Civil/Criminal Cases * Yes No

Case No. * Name & Place of Tribunal/Authority * Name of the Petitioner * Name of the Respondent *
 Case No. Name & place of the court/Tribunal/Au 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 * Details of final order if disposed *
 Facts of the case/Contents of the pet Select Yes No Yes No

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 can 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 2016-17 *			<input type="file"/> Choose File No file chosen			View File		
Income Tax Return Acknowledgement 2016-18 *			<input type="file"/> Choose File No file chosen			View File		
Income Tax Return Acknowledgement 2014-15 *			<input type="file"/> Choose File No file chosen			View File		
Balance Sheet *			<input type="file"/> Choose File TEST.pdf			TE ST.pdf		

Save And Continue

Figure 8: Existing Promoter details page

Note: Once Promoter details fetched based on PAN Card in Figure 8, continue from **Point 19**.

9. Click **Get Details** button as shown in Figure 4, Promoter Profile page displayed as depicted in Figure 9.

You are here : Home / Project Registration Form

Project Registration Form

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 *

111217112306

Promoter Details

Individual Other than Individual

Type of Promoter *	Name *	CIN Number *	Date of Registration *
Select	Name	Registration Number	Date of Registration

Upload Registration Document *	GSTIN	Upload GSTIN Document	PAN Card Number *
Choose File No file chosen	GSTIN	Choose File No file chosen	WLVOQ5061N

Upload PAN Card *	Email *	Mobile Number *	State/UT *
Choose File No file chosen	Email	Mobile Number	Select

District *

Select

Other RERA Registration Details

Do you have any registration in other State/UT *

Yes No

Past Experience

Last Five Year Project Details * Yes No

Litigations

Any Civil/Criminal Cases * Yes No

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 can 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 2016-17 *	Choose File No file chosen	
Income Tax Return Acknowledgement 2015-16 *	Choose File No file chosen	
Income Tax Return Acknowledgement 2014-15 *	Choose File No file chosen	
Balance Sheet *	Choose File No file chosen	

Save And Continue

Figure 9: Promoter Profile Home Page

10. Enter **Organization Details** such as Organization type (Company/ Trust/ Partnership/ Proprietorship/ Joint Venture), Organization Name, CIN/Registration Number, Date of Registration, Email Id, Mobile Number, Land Line Number, GSTIN and upload relevant documents as depicted in Figure 10.

Organisation Details

Organisation Type *	Organisation Name *	CIN Number *	Date of Registration *
Company	S V CONSTRUCTIONS	123456GH52	01/12/2017
Registration Certificate *	PAN Card Number *	Upload PAN Card*	Email Id *
<input type="button" value="Choose File"/> No file chosen	UJHGL3214D	<input type="button" value="Choose File"/> No file chosen	svconstructions@gmail.com
Registration Certificate Uploaded		PAN CARD Uploaded	
Mobile Number *	Land Line Number	GSTIN	GSTIN Upload *
9246226600	04024246598	1234569FG6325G2	<input type="button" value="Choose File"/> No file chosen
GSTIN Uploaded			
Memorandum of articles/Bye-laws Upload *			
<input type="button" value="Choose File"/> No file chosen			
Memorandum of articles/Bye-laws Uploaded			

Figure 10: Promoter Details

11. Enter Director/Member Details such as Director Type (Indian/Foreigner). Based on Director/Member type, agent can fill rest of the details like.,,

- a. If Director type as Indian → Designation (Director/Trustee/etc..,), Name, Email ID, Mobile No, State/UT, District, Address Line 1, Address Line 2, PIN Code, PAN Card No, Aadhaar Card No, DIN Number (Only for Company, Partnership and Joint Venture)
- b. If Director type as Foreigner → Designation (Director/Trustee/etc..,), Name, Mobile No, Email ID, Address Line 1, Address Line 2, DIN Number (Only for Company, Partnership and Joint Venture)

Director Details

<input checked="" type="radio"/> Indian	<input type="radio"/> Foreigner		
Designation *	Name *	Email Id *	Mobile Number *
Director	PRASANTHA REDDY C	prasant.chappidi@gmail.com	9246857496
State/UT *	District *	Address Line 1 *	Address Line 2
Andhra Pradesh	Srikakulam	D NO 142 MAIN ROAD	GANDHI ROAD
Pincode *	PAN Card Number *	Upload PAN Card *	Aadhaar Number *
518695	AVCPP7856G	<input type="button" value="Choose File"/> TEST.pdf	204126301351
Upload Aadhaar Card *	Photograph *	Address Proof *	DIN Number *
<input type="button" value="Choose File"/> TEST.pdf	<input type="button" value="Choose File"/> Tulips.jpg	<input type="button" value="Choose File"/> TEST.pdf	63515015

Figure 11: Director Details Page

12. Click **Add** button, details will be shown as Grid as depicted in Figure 12.

State/UT *	District *	Address Line 1 *	Address Line 2														
Select	Select	Address Line 1	Address Line 2														
Pincode *	PAN Card Number *	Upload PAN Card *	Aadhaar Number *														
Pincode	Pan Card Number	Choose File No file chosen	Aadhaar Number														
Upload Aadhaar Card *	Photograph *	Address Proof *	DIN Number *														
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	DIN Number														
Add																	
S.No.	Designation	Name	DIN Number	Aadhaar Number	Email Id	Mobile Number	State/UT	District	Address Line 1	Address Line 2	Pincode	PAN Card	Photograph	Address Proof	PAN Card	Aadhaar Card	Action
1	Director	PRA SAN THA RE DD Y C	6351 2041 2630 1351	prasant h.ch appi d i@g mai l.co m	9246 8574 96	Andhr a Pra desh	Srika m	D NO 142 MAIN ROA D	GAN DHI R OAD	5186 95	AV CP P7 85 6G	View Photo	View Address	View PAN Card	View Aadhaar Card	Delete	

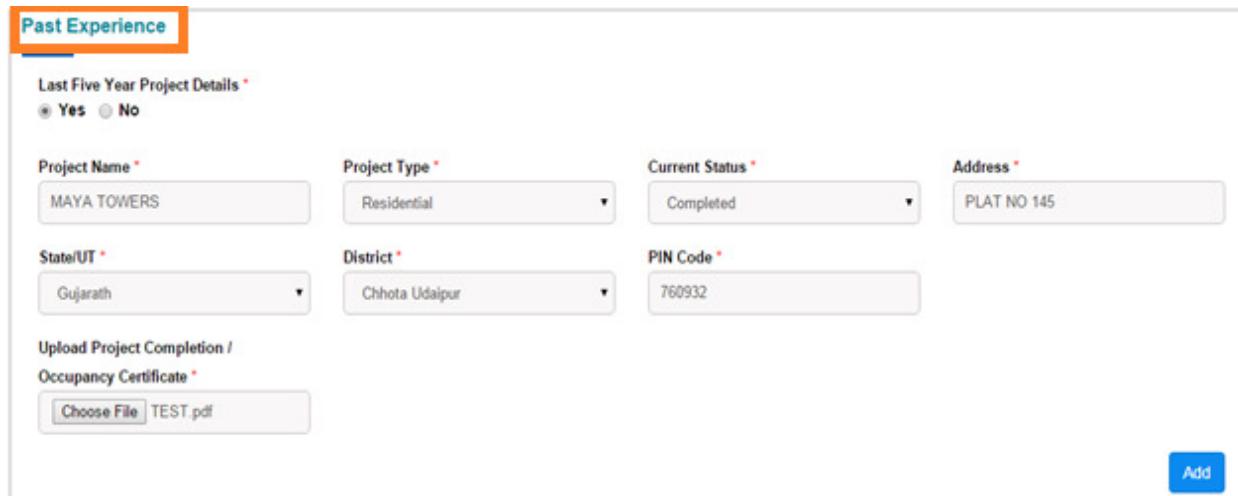
Figure 12: Grid View of Director Details Screen

13. Enter Other RERA Registration details if any (If available, enter Registration number, State and Have your said registration been revoked? (if Yes, enter Remarks) and click on Add Button) as depicted in Figure 13.

Other RERA Registration Details								
Do you have any registration in other State/UT *			<input checked="" type="radio"/> Yes <input type="radio"/> No					
RERA Registration Number *		State/UT *	Have your said registration been revoked? *		Reason for Revocation *			
RERA Registration Number		Select	<input checked="" type="radio"/> Yes <input type="radio"/> No		Reason for Revocation			
Add								
S.No.	RERA Registration Number	State/UT	Have your said registration been revoked?		Reason for Revocation			Action
1	RERA12345	Bihar	No		NA			Delete
2	RERA4356	Arunachal Pradesh	Yes		CASE PENDING AT COURT			Delete

Figure 13: Other RERA Registration Details

14. Enter **Past Experience** 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 14.



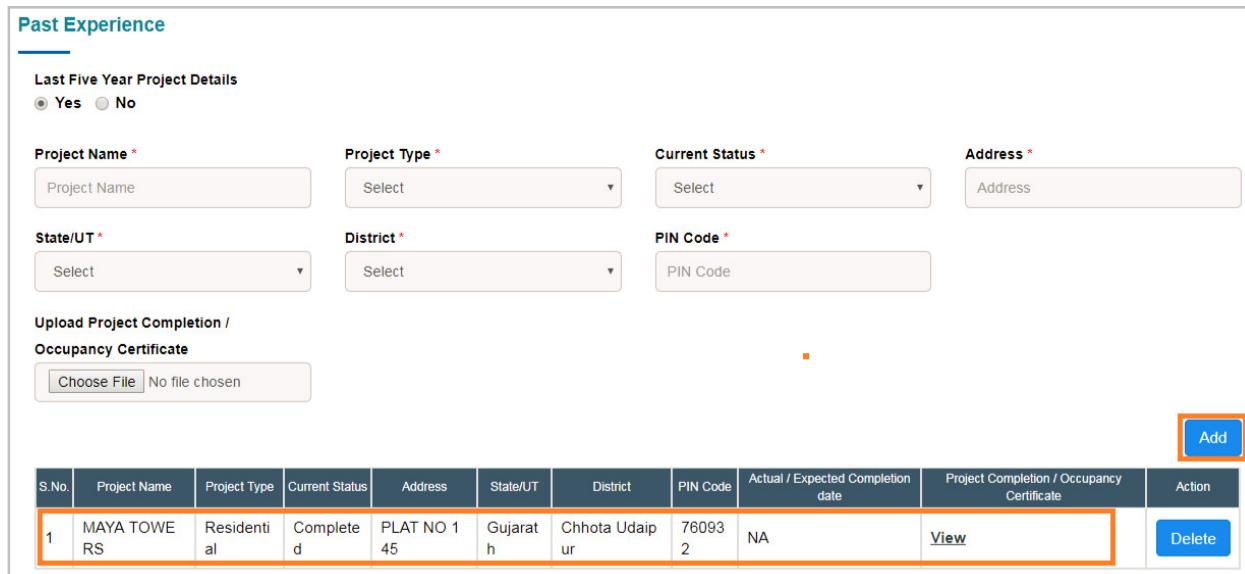
The form titled 'Past Experience' contains the following fields:

- Last Five Year Project Details ***
 - Yes No
- Project Name ***: MAYA TOWERS
- Project Type ***: Residential
- Current Status ***: Completed
- Address ***: PLAT NO 145
- State/UT ***: Gujarat
- District ***: Chhota Udaipur
- PIN Code ***: 760932
- Upload Project Completion / Occupancy Certificate ***: Choose File TEST.pdf
- Add** button

Figure 14: Past Experience

Note: In the Past Experience details, Current Status represents Completed/Delay/Ongoing. In the above Figure 14, selected as Completed. If it is **delay** or **ongoing**, mention no. of months delay and expected completion date respectively

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



The grid view shows the following data:

S.No.	Project Name	Project Type	Current Status	Address	State/UT	District	PIN Code	Actual / Expected Completion date	Project Completion / Occupancy Certificate	Action
1	MAYA TOWERS	Residential	Completed	PLAT NO 145	Gujarat	Chhota Udaipur	760932	NA	View	Delete

Figure 15: Grid View of Past Experience Details

16. 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) otherwise upload Self Declaration Affidavit 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 seperated.

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

Figure 16: Litigation Details

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

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

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

Case No.*	Name & Place of Tribunal/Authority *	Name of the Petitioner *	Name of the Respondent *
Case No.	Name & place of the court Tribunal/Auth	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 *	Details of final order if disposed *
Facts of the case/Contents of the petitio	Present Status of the case	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input 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	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 17: Grid View of Litigation Details

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

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 can 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 2016-17 *	Choose File test.pdf	test.pdf
Income Tax Return Acknowledgement 2015-16 *	Choose File test.pdf	test.pdf
Income Tax Return Acknowledgement 2014-15 *	Choose File test.pdf	test.pdf
Balance Sheet *	Choose File test.pdf	test.pdf

Figure 18: Upload Documents

Note: In case of non availability of financial documents due to total number of financial years of establishment being less than 3 years the entity can upload a blank document with "NOT APPLICABLE with appropriate reason" text against relevant/respective year column and upload & submit available documents only.

19. Click 'Save and continue' button, a dialog box will appear like 'Promoter details saved successfully.

Please note down your application number (Format: DDMMYYHHMMSS). It can be used for partial completed application', where click 'OK' button as depicted in Figure 19.

S.No.	Case No.	Name And Place	rera.ap.gov.in says:				
1	12	ONE TOWN POLICE STATION VIJAY WADA	Promoter details saved successfully. Please note down your application number (05121717034). It can be used for partial completed applications				
				OK	No	View Certificate	NA
					Action	Delete	

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 can 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 2016-17 *	Choose File test.pdf	test.pdf
Income Tax Return Acknowledgement 2015-16 *	Choose File test.pdf	test.pdf
Income Tax Return Acknowledgement 2014-15 *	Choose File test.pdf	test.pdf
Balance Sheet *	Choose File test.pdf	test.pdf

Save And Continue

Figure 19: Confirmation Screen for Upload Documents

20. Click **OK** button in the Figure 19, Project Details page displayed under Project Registration Form as depicted in Figure 20.

Project Registration Form

1 2 3 4 5 6 7 8

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

Project Name*

Project Description

Project Type*

Project Status*

Project Starting Date*

Proposed Date Of Completion*

Total Area Of Land (in Sq.m)*

Total Plinth Area (in Sq.m)*

Total Open Area(in Sq.m)*

Total Built-up Area(in Sq.m)*

No. of Garages Available for Sale*

Total Area of Garages(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)*

Project Site Address

Project Address Line1*

Project Address Line2

District*

Mandal/Tahsil*

Village*

PIN Code*

Latitude*

Longitude*

Plan Approving Authority*

Building Plan No *

Approved Date *

Upload Address Proof
 No file chosen

Project Local Address For Communication

Project Local Address for Communication is same as Project Site Address

Project Address Line1*

Project Address Line2

District*

Mandal/Tahsil*

Village*

PIN Code*

Figure 20: Project Details Page

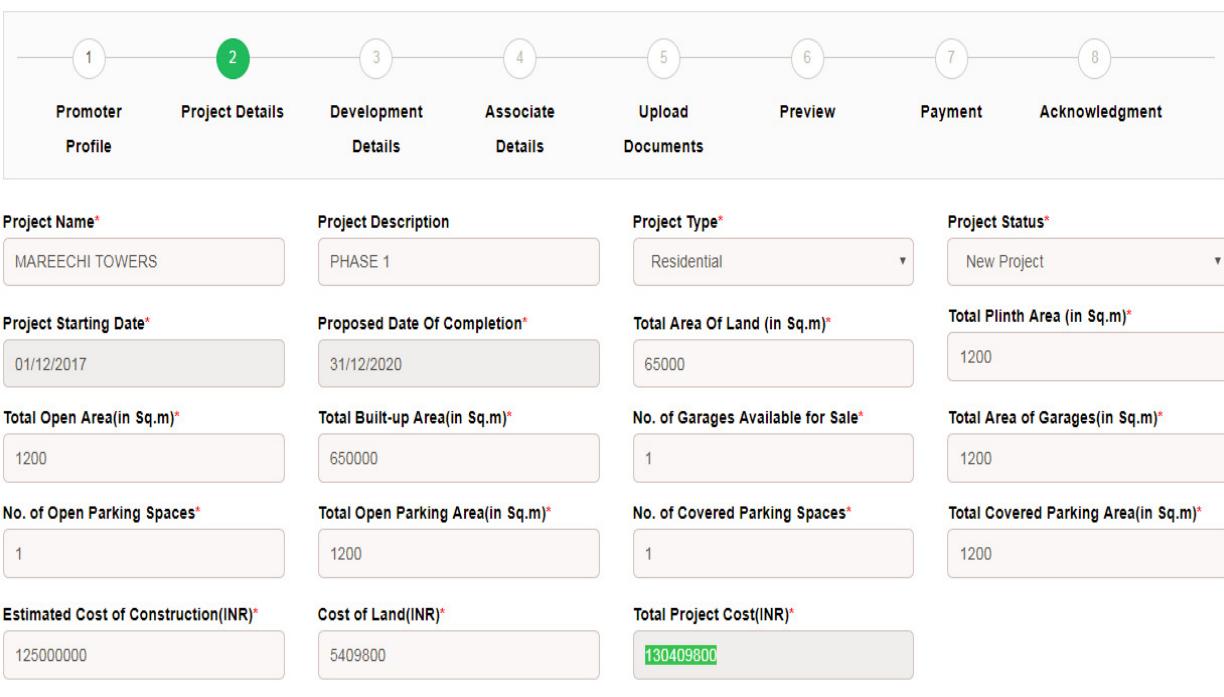
APOnline Confidential

Page 18

21. Enter Project Name, Project Description, Project Type (Commercial/ Residential/ Project by Govt. Departments/ Mixed Development/ Layout-Plots/ Layout – Plots & Buildings), Project Status (New Project/Ongoing Project), 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), 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 21.

Project Registration Form



Promoter Profile	Project Details	Development Details	Associate Details	Upload Documents	Preview	Payment	Acknowledgment
Project Name*	Project Description	Project Type*	Project Status*				
MAREECHI TOWERS	PHASE 1	Residential	New Project				
Project Starting Date*	Proposed Date Of Completion*	Total Area Of Land (in Sq.m)*	Total Plinth Area (in Sq.m)*				
01/12/2017	31/12/2020	65000	1200				
Total Open Area(in Sq.m)*	Total Built-up Area(in Sq.m)*	No. of Garages Available for Sale*	Total Area of Garages(in Sq.m)*				
1200	650000	1	1200				
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	1	1200				
Estimated Cost of Construction(INR)*	Cost of Land(INR)*	Total Project Cost(INR)*					
125000000	5409800	130409800					

Figure 21: Project Reg. Details: Residential/ Commercial/ Mixed Development/ Project by Govt. Departments

Case 2: If Project Type is: **Layout – Plots** then enter Layout area, Total plotted area in the layout, Total roads are 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 22.

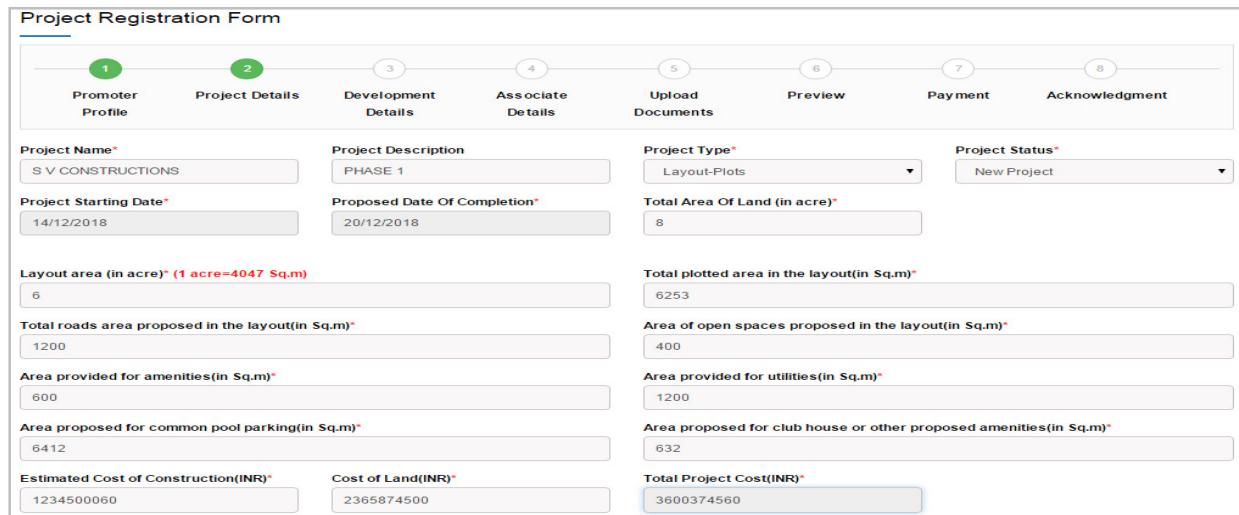


Figure 22: Project Reg. Details: Layout - Plots

Case 3: If Project Type is: **Layout – Plots & Buildings** then enter Layout area, Total plotted area in the layout, Total roads are 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 and Total built-up area for residential as depicted in Figure 23.

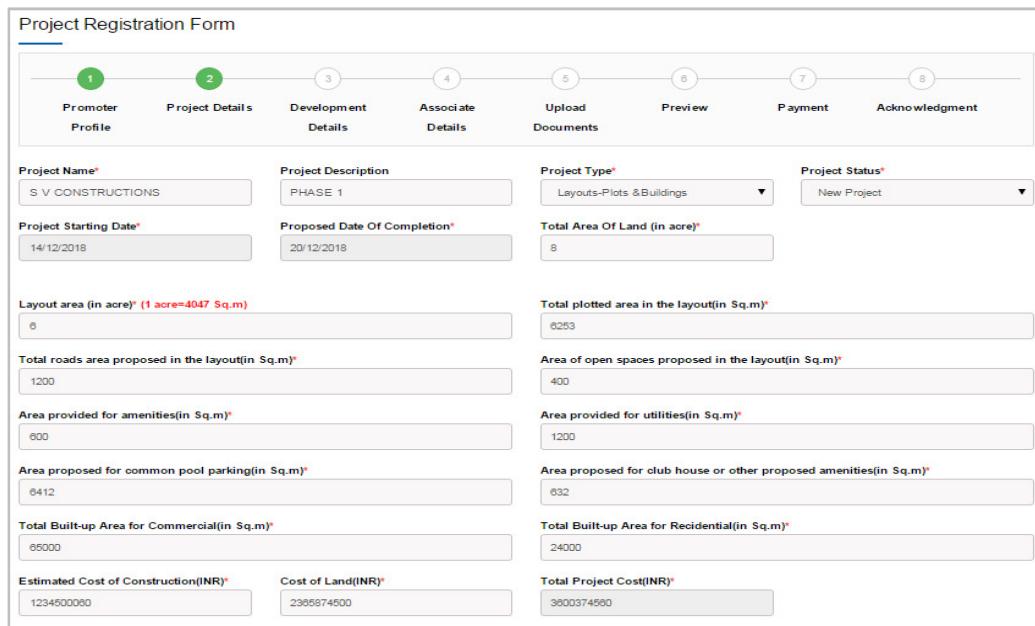


Figure 23: Project Reg. Details: Layout - Plots & Buildings

22. Enter **Project Site Address** and **Project Local Address for Communication** such as Project Address, District, Mandal, 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 24.

Note: If Project Site Address and Project Local Address for Communication are same then select Check box as depicted in below Figure 24.

Project Site Address

Project Address Line1*	Project Address Line2	District*	Mandal/Tahsil*
PLAT NO 143	BESIDE NAIDUPETA MAIN ROAD	East Godavari	Gandepalle
Village*	PIN Code*	Latitude*	Longitude*
SURAMPALEM	519870	12.7654N	14.9850E
Plan Approving Authority*	ULB List*	Building Plan No *	Approved Date *
Commissioner, ULB	Amalapuram	ULB1234	20/10/2017

Upload Address Proof

No file chosen

test.pdf

Project Local Address For Communication

Project Local Address for Communication is same as Project Site Address

Project Address Line1*	Project Address Line2	District*	Mandal/Tahsil*
PLAT NO 143	BESIDE NAIDUPETA MAIN ROAD	East Godavari	Gandepalle
Village*	PIN Code*		
SURAMPALEM	519870		

Figure 24: 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 25.

Project Site Address

Project Address Line1*	Project Address Line2	District*	Mandal/Tahsil*
PLAT NO 143	BESIDE NAIDUPETA MAIN ROAD	East Godavari	Gandepalle
Village*	PIN Code*	Latitude*	Longitude*
SURAMPALEM	519870	12.7654N	14.9850E
Plan Approving Authority*	ULB List*	Building Plan No *	Approved Date *
Commissioner, ULB	Amalapuram	ULB1234	20/10/2017
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/Tahsil*
PLAT NO 143	BESIDE NAIDUPETA MAIN ROAD	East Godavari	Gandepalle
Village*	PIN Code*		
SURAMPALEM	519870		

Figure 25: Project Ongoing Status Screen

Note: In the above point (20), 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 26.

Commissioner, ULB

Amalapuram

Upload Address Proof

Choose File

test.pdf

rera.ap.gov.in says:

Project Detail saved successfully

OK

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/Tahsil*
PLAT NO 143	BESIDE NAIDUPETA MAIN ROAD	East Godavari	Gandepalle
Village*	PIN Code*		
SURAMPALEM	519870		

Save And Continue

Figure 26: Confirmation Screen for Project Details

APOnline Confidential

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25. Development Details page displayed under Project Registration Form as depicted in Figure 27.

You are here : Home / Project Registration Form

Project Registration Form

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*
Total No. of Blocks*

Flat

[Click here to download Flat Details Excel Template](#)

Upload Flat Details*

No file chosen

Upload Excel

Internal Development Work

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

Other External Development Works

Work Description

Work Type

Project Bank Account Details

Bank Name*
Branch Name*
Account No*
IFSC Code*

Figure 27: Development Details Screen

APOnline Confidential

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26. Enter **Development Details** such as Type of Building (this will be populated based on the Project Type. If Project Type is Residential/Commercial/Mixed Development/Govt. Projects then Type of Building as Flat otherwise it is Plot) and Total No. of Blocks as depicted in Figure 28.

Development Details

Type of Building*

Total No. of Blocks*

[Click here to download Flat Details Excel Template](#)

Upload Flat Details*

Figure 28: Development Details Screen

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

	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 29: Format for Flats details entry

Note: Conditions for filling the Excel sheet

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

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 30.

Development Details															
Type of Building*		Total No. of Blocks*													
Type of Building*	Total No. of Blocks*														
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 30: Upload Excel & View Flat Details

29. Enter Internal Development Work such as Roads, Water Supply, etc., (Value between 0 to 99) as depicted in Figure 31.

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 31: Internal Development Work Details Screen

30. Enter **Other External Works** such as Work Description and Work Type and click on **Add** button, then automatically that will be shown as Grid format as depicted in Figure 32.



S.no	Work Description	Work Type	Action
1	PLANTATION	Self Development	Delete

Figure 32: Other External Development Works Details Screen

31. Enter **Project Bank Account Details** such as Bank Name, Branch Name, Account No and IFSC Code as depicted in Figure 33.

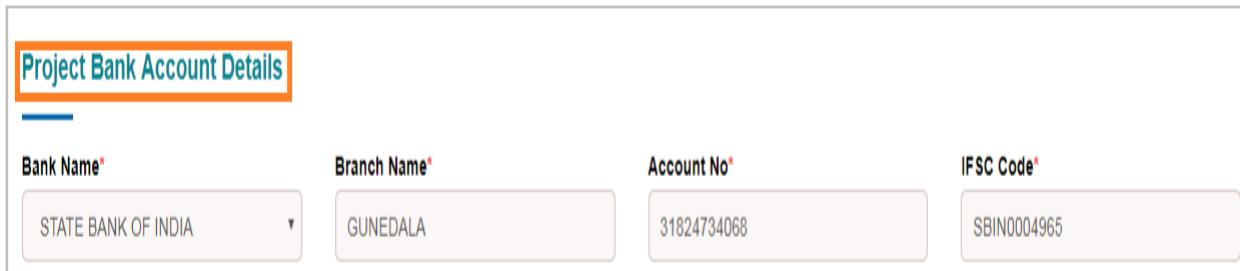


Figure 33: Project Bank Account Details Screen

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

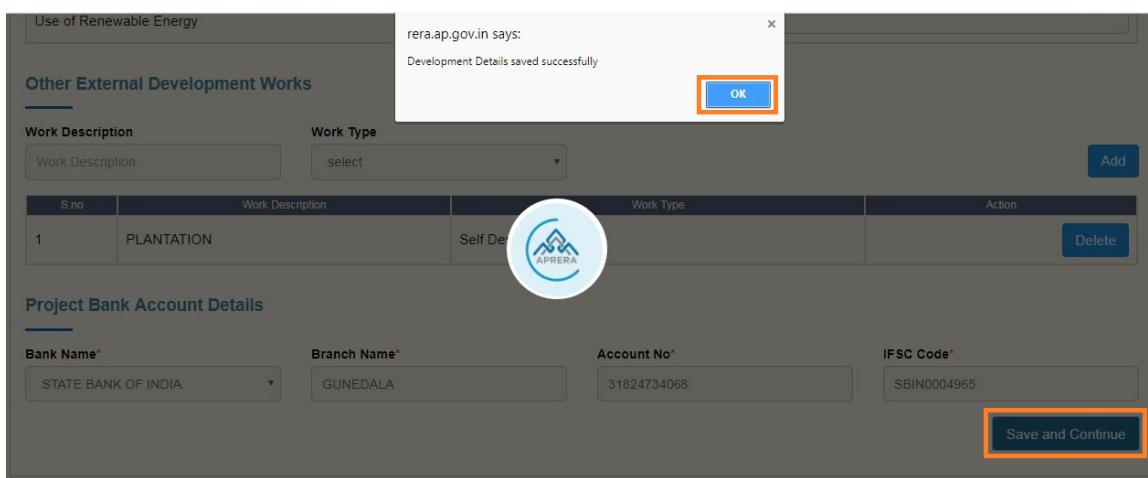


Figure 34: Confirmation Screen for Development Details Screen

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

You are here : Home / Project Registration Form

Project Registration Form

1 2 3 4 5 6 7 8

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

Project Agent

Agent RERA Registration No. Agent Name Agent Address

Agent RERA Reg No Agent Name Agent Address

Add

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*

Number of Key projects completed Reg. Number With COA

Add

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*

No. of Key Projects completed Licence Number

Add

Project Contractors

Contractor Name* Email ID* Address Line 1* Address Line 2*

Contractor 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*

No. of Key Projects

Add

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

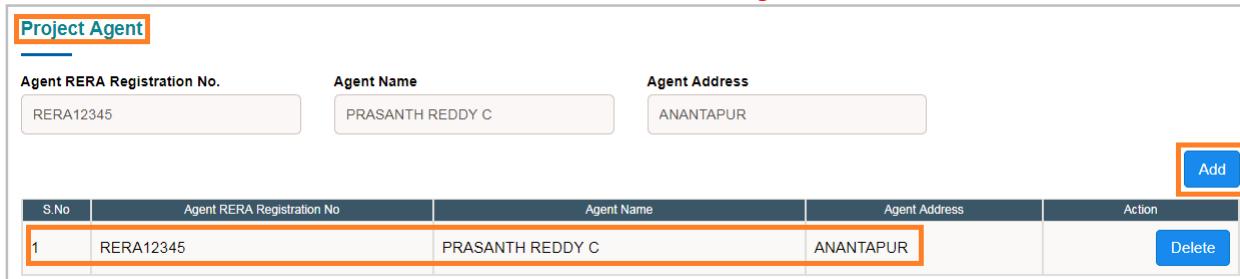
Add

Save and Continue

Figure 35: Associated Details Screen

34. 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 Engineer also



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

Figure 36: Project Agent Details Screen

35. 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 and Registration No. with COA as depicted in Figure 37.

Note: We can add more than one Engineer also

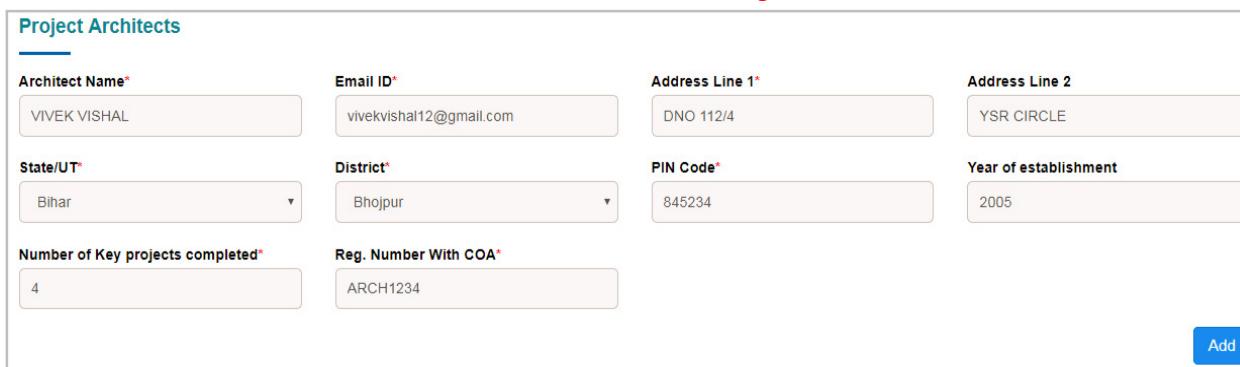
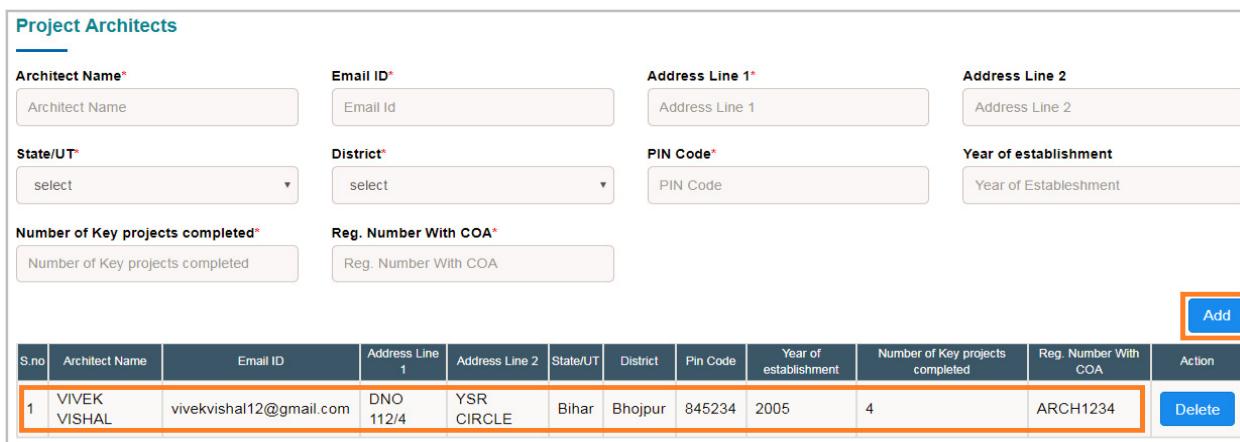


Figure 37: Project Architects Details Screen

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



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	Action
1	VIVEK VISHAL	vivekvishal12@gmail.com	DNO 112/4	YSR CIRCLE	Bihar	Bhojpur	845234	2005	4	ARCH1234	Delete

Figure 38: Grid View of Project Architect Details

37. 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 and Local Authority License Number as depicted in Figure 39.

Note: We can add more than one Engineer also

Structural Engineers

Engineer Name*	Email ID*	Address Line 1*	Address Line 2
SAMBA SIVA	sambasivapuch@gmail.com	DNO 12/E	NARSARAO PETA
State/UT *	District*	PIN Code*	Year of establishment
Andhra Pradesh	Guntur	517609	2009
Number of Key projects completed*	Local Authority Licence Number*	<input style="border: 1px solid #009640; border-radius: 5px; padding: 2px 10px; background-color: #009640; color: white; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Add"/>	
3	ENGR45209		

Figure 39: Structural Engineer Details Screen

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

Note: We can add more than one Engineer also

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*	<input style="border: 1px solid #009640; border-radius: 5px; padding: 2px 10px; background-color: #009640; color: white; font-weight: bold; font-size: 10px; margin-right: 10px;" type="button" value="Add"/>	
No. of Key Projects completed	Licence Number		

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	Action
1	SAMBA SIVA	sambasivapuch@gmail.com	DNO 12/E	NARSARAO PETA	Andhra Pradesh	Guntur	517609	2009	3	ENGR45209	<input style="border: 1px solid #009640; border-radius: 5px; padding: 2px 10px; background-color: #009640; color: white; font-weight: bold; font-size: 10px;" type="button" value="Delete"/>

Figure 40: Grid View of Structural Engineer Details Screen

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

Note: We can add more than one Engineer also

Project Contractors

Contractor Name*	Email ID*	Address Line 1*	Address Line 2
KALYANI SINGH	kalyani123@gmail.com	PLAT NO 401	MAYA TOWERS
State/UT *	District*	PIN Code*	Year of establishment
Chhattisgarh	Durg	490810	2012
Number of Key projects completed*		<input type="text" value="2"/> Add	

Figure 41: Project Contractor Details Screen

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

Note: We can add more than one Contractor details.

Project Contractors

Contractor Name*	Email ID*	Address Line 1*	Address Line 2							
Contractor Name	Email Id	Address Line1	Address Line2							
State/UT *	District*	PIN Code*	Year of establishment							
select	select	PIN Code	Year of Establishment							
Number of Key projects completed*		<input type="text" value="No. of Key Projects"/> Add								
S.no	Contractor Name	Email ID	Address Line 1	Address Line 2	State/UT	District	Pin Code	Year of establishment	Number of Key projects completed	Action
1	KALYANI SINGH	kalyani123@gmail.com	PLAT NO 401	MAYA TOWERS	Chhattisgarh	Durg	490810	2012	2	Delete

Figure 42: Grid View of Project Contractor Details Screen

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

Note: We can add more than one Engineer also

Chartered Accountant

Chartered Accountant Name*	Email ID*	Address Line 1*	Address Line 2
YASWONTH REDDY	yaswanth.reddy@gmail.com	DNO 1/24	NEAR HP GAS
State/UT *	District*	PIN Code*	ICAI Member Id*
Telangana	Ranga Reddy	500074	ICAI50120
Number of Key projects completed*		<input type="text" value="2"/> Add	

Figure 43: Chartered Accountant Details Screen

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

Note: We can add more than one Engineer also

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* <input type="text" value="No. of Key Projects Completed"/> Add																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>YASWONTH REDDY</td> <td>yaswanth.reddy@gmail.com</td> <td>DNO 1/24</td> <td>NEAR HP GAS</td> <td>Telangana</td> <td>Ranga Reddy</td> <td>500074</td> <td>ICAI50120</td> <td>2</td> <td>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	Action	1	YASWONTH REDDY	yaswanth.reddy@gmail.com	DNO 1/24	NEAR HP GAS	Telangana	Ranga Reddy	500074	ICAI50120	2	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	Action															
1	YASWONTH REDDY	yaswanth.reddy@gmail.com	DNO 1/24	NEAR HP GAS	Telangana	Ranga Reddy	500074	ICAI50120	2	Delete															

Figure 44: Grid View of Chartered Accountant Details Screen

43. Click 'Save and continue' button in the above Figure 44, a dialog box will appear like '**Associated Team Details saved successfully**', where click **OK** button as depicted in Figure 45.

1 SINGH kalyani123@gmail.com 401 rera.ap.gov.in says:
Associated Team Details saved successfully

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* <input type="text" value="No. of Key Projects Completed"/> Add																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>YASWONTH REDDY</td> <td>yaswanth.reddy@gmail.com</td> <td>DNO 1/24</td> <td>NEAR HP GAS</td> <td>Telangana</td> <td>Ranga Reddy</td> <td>500074</td> <td>ICAI50120</td> <td>2</td> <td>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	Action	1	YASWONTH REDDY	yaswanth.reddy@gmail.com	DNO 1/24	NEAR HP GAS	Telangana	Ranga Reddy	500074	ICAI50120	2	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	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 45: Confirmation Screen for Associated Team Details Screen

44. Upload Documents page displayed under Project Registration Form as depicted in Figure 46.

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	Uploaded Document
1. Copies of the registered ownership documents / Copies of the pattadar pass books issued by the Revenue department* (Max size 5MB)	<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* (Max size 1MB)	<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* (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
4. Commencement notice* (Max size 1MB)	<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* (Max size 5MB)	<input type="button" value="Choose File"/> No file chosen	
6. Land Title search Report from an Advocate having experience of at least ten years in land related matters * (Max size 5MB)	<input type="button" value="Choose File"/> No file chosen	
7. Latest (by 60 days) Encumbrance certificate issued by the Registration department* (Max size 50MB)	<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* (Max size 1MB)	<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* (Max size 10MB)	<input type="button" value="Choose File"/> No file chosen	
10. Approved plan / list of amenities proposed in the site* (Max size 10MB)	<input type="button" value="Choose File"/> No file chosen	
11. NOC's issued by Authorities* (Max size 5MB)	<input type="button" value="Choose File"/> No file chosen	
12. Detailed technical specifications (including Brand and its 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* supTechS	<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* (Max size 1MB)	<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 * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
15. Licenses/Enrolment form of Structural Engineer of the project * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
16. Licenses/Enrolment form of Architect or firm or company * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
17. Licenses/Enrolment form of Engineer or firm or company * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
18. Licenses/Enrolment form of Chartered Accountant or firm or company * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
19. Detailed estimate of the expenditure for construction of the building* (Max size 5MB)	<input type="button" value="Choose File"/> No file chosen	
20. Details of source of finances to meet the expenditure for construction of building* (Max size 1MB)	<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 * (Max size 5MB)	<input type="button" value="Choose File"/> No file chosen	
22. Proforma of the Allotment Letter proposed to be signed with the Allottee * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
23. Proforma of the Agreement for Sale proposed to be signed with the Allottee* (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
24. Proforma of the Conveyance Deed proposed to be signed with the Allottee* (Max size 1MB)	<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 * (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
26. Copy of Insurance coverage for the land and the building of the Real Estate Project * (Max size 2MB)	<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 authorised by the promoter under Rule 3-B(2) (a) to (n) of AP Real Estate Rules-2017* (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
28. Brochure of Current Project (Max size 2MB)	<input type="button" value="Choose File"/> No file chosen	
29. Existing Layout Plan* (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
30. Change of Land Use (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	
31. Latest Project/ Site/ Building Photo* (Max size 1MB)	<input type="button" value="Choose File"/> No file chosen	

Figure 46: Upload Documents Screen

45. Click **Choose file** and Upload relevant document based on the file format and file size as depicted in Figure 47.

You are here : Home / Project Registration Form

Project Registration Form

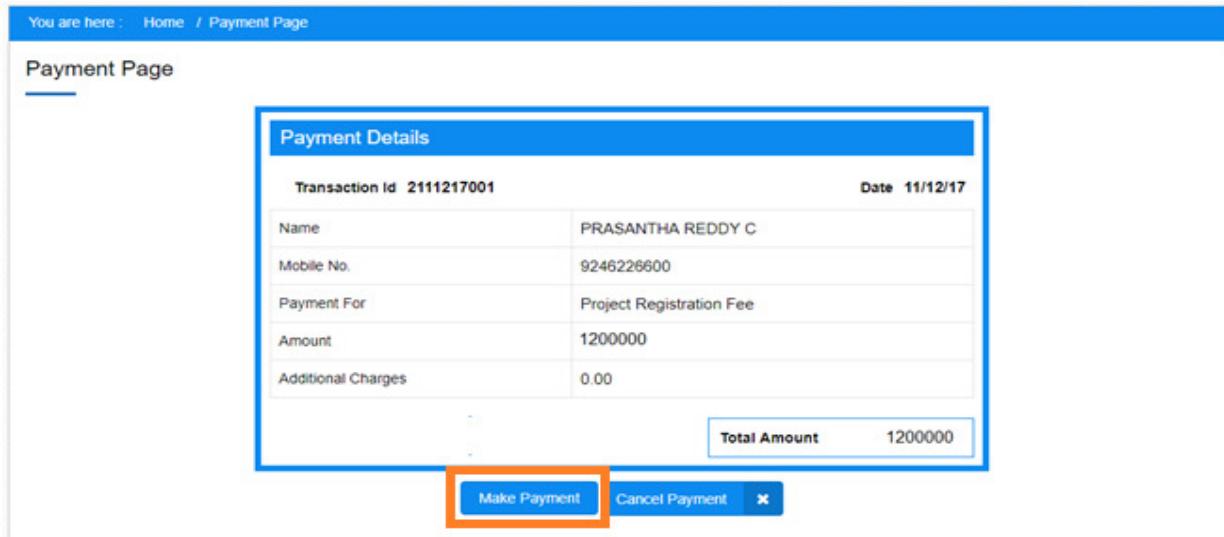
1 Promoter Profile 2 Project Details 3 Development Details 4 Associate Details 5 Upload Documents 6 Preview 7 Payment 8 Acknowledgment

Document Type	Upload	Uploaded Document
1.Copies of the registered ownership documents / Copies of the pattadar pass books issued by the Revenue department* (Max size 5MB)	<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* (Max size 1MB)	<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* (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
4 Commencement notice* (Max size 1MB)	<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* (Max size 5MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
6.Land Title search Report from an Advocate having experience of at least ten years in land related matters * (Max size 5MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
7.Latest (by 60 days) Encumbrance certificate issued by the Registration department* (Max size 50MB)	<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* (Max size 1MB)	<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* (Max size 10MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
10.Approved plan / list of amenities proposed in the site* (Max size 10MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
11.NOC's issued by Authorities* (Max size 5MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
12.Detailed technical specifications (including Brand and its 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* fupTechS	<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* (Max size 1MB)	<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 * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
15.Licenses/Enrolment form of Structural Engineer of the project * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
16.Licenses/Enrolment form of Architect or firm or company * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
17.Licenses/Enrolment form of Engineer or firm or company * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
18.Licenses/Enrolment form of Chartered Accountant or firm or company * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
19.Detailed estimate of the expenditure for construction of the building* (Max size 5MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
20.Detailed estimate of the expenditure for construction of the building* (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
21.Detailed estimate of the expenditure for construction of the building* (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
22.Proforma of the Allotment Letter proposed to be signed with the Allottee * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
23.Proforma of the Agreement for Sale proposed to be signed with the Allottee* (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
24.Proforma of the Conveyance Deed proposed to be signed with the Allottee* (Max size 1MB)	<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 * (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
26.Copy of Insurance coverage for the land and the building of the Real Estate Project * (Max size 2MB)	<input type="button" value="Choose File"/> test.pdf	
27.FORM - B, Declaration, supported by an affidavit, which shall be signed by the promoter or any person authorised by the promoter under Rule 3-B(2) (a) to (n) Of AP Real Estate Rules-2017* (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
28.Brochure of Current Project (Max size 2MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
29.Existing Layout Plan* (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
30.Change of Land Use (Max size 1MB)	<input type="button" value="Choose File"/> test.pdf	test.pdf
31.Latest Project/ Site/ Building Photo* (Max size 1MB)	<input type="button" value="Choose File"/> Chrysanthemum.jpg	Chrysanthemum.jpg

Figure 47: Documents Uploaded Screen

46. Click **Save** button in the above Figure 47, Preview page displayed, check all details, if all the details are correct in the application click on Make Payment button. Once button clicked, Payment Page displayed as depicted in Figure 48.

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



Payment Details	
Transaction Id	21111217001
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 X	

Figure 48: Payment Details Page

47. Click Make Payment button in the Figure 48, it will redirect to Payment Gateway page where agent can pay Registration Fee through Net Banking/Debit Card/Credit Card. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 49.



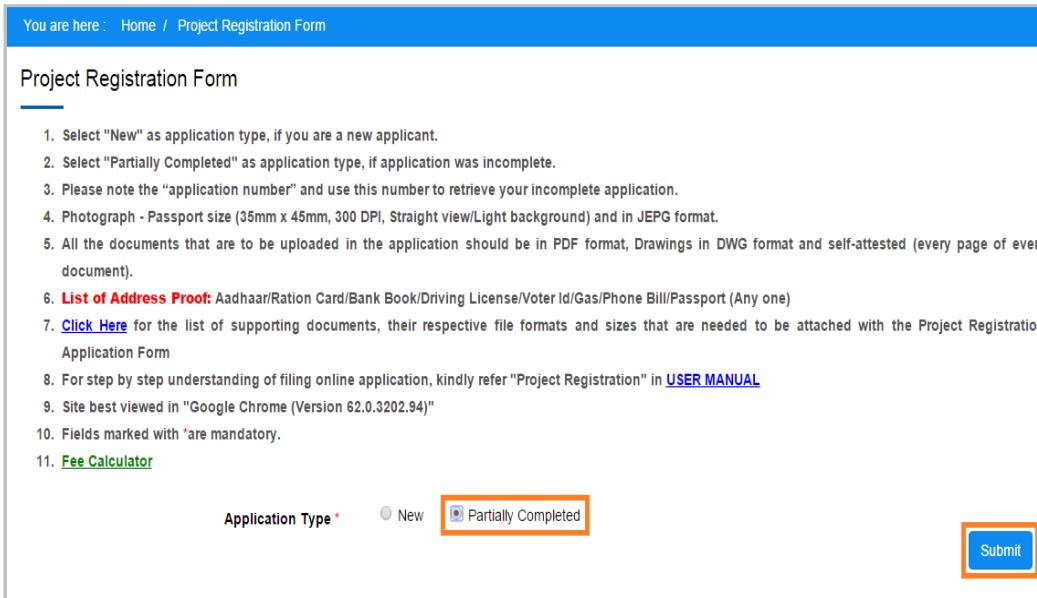
Application Id A10111713171306		Date 10/11/2017
Name	PRASANTH	
Type of Payment	Project	
Transaction No	1101117001	
Mobile No	9246226600	
E-Mail Id	prasant.chappidi@gmail.com	
Amount		1200000.00
Service Charge		0.00
GST		0.00
Total Amount 1200000.00		

Figure 49: 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.

48. Select Project Application Type as **Partially Completed** and click on **Submit** button as depicted in Figure 50.



You are here : Home / Project Registration Form

Project Registration Form

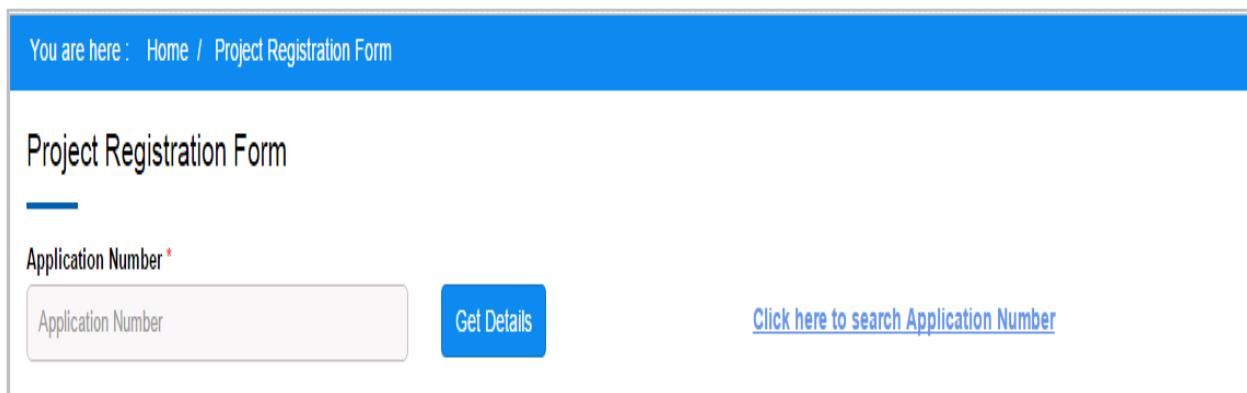
1. Select "New" as application type, if you are a new applicant.
2. Select "Partially Completed" as application type, if application was incomplete.
3. Please note the "application number" and use this number to retrieve your incomplete application.
4. Photograph - Passport size (35mm x 45mm, 300 DPI, 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, Drawings in DWG format and self-attested (every page of every document).
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 and sizes that are needed to be attached with the Project Registration Application Form
8. For step by step understanding of filing online application, kindly refer "Project Registration" in [USER MANUAL](#)
9. Site best viewed in "Google Chrome (Version 62.0.3202.94)"
10. Fields marked with * are mandatory.
11. [Fee Calculator](#)

Application Type * New Partially Completed

Submit

Figure 50: Application Type Selection (Partially Completed)

49. Click **Submit** button in Figure 50, Project Registration Form page displayed as depicted in Figure 51.



You are here : Home / Project Registration Form

Project Registration Form

Application Number *

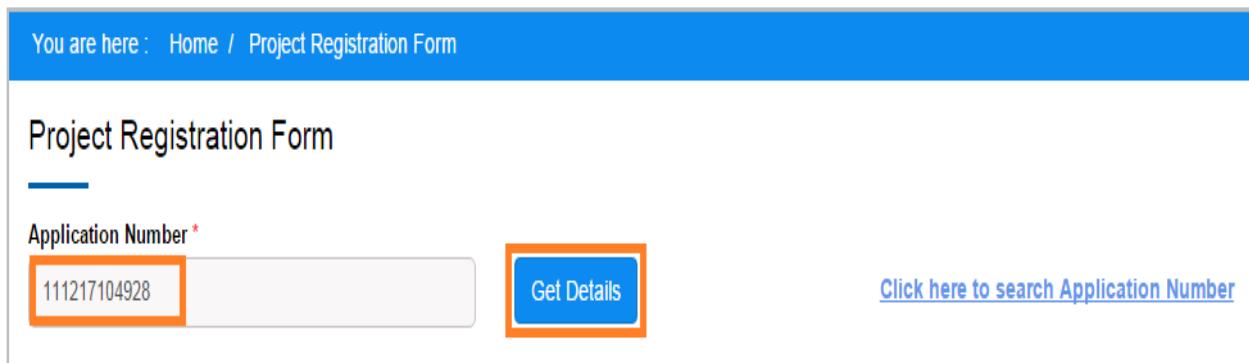
Application Number

Get Details

[Click here to search Application Number](#)

Figure 51: Partially Completed – Project Registration Form

50. If Promoter knows the Project Application No, Enter **Application Number** and click **Get Details** Button as depicted in Figure 52.



You are here: Home / Project Registration Form

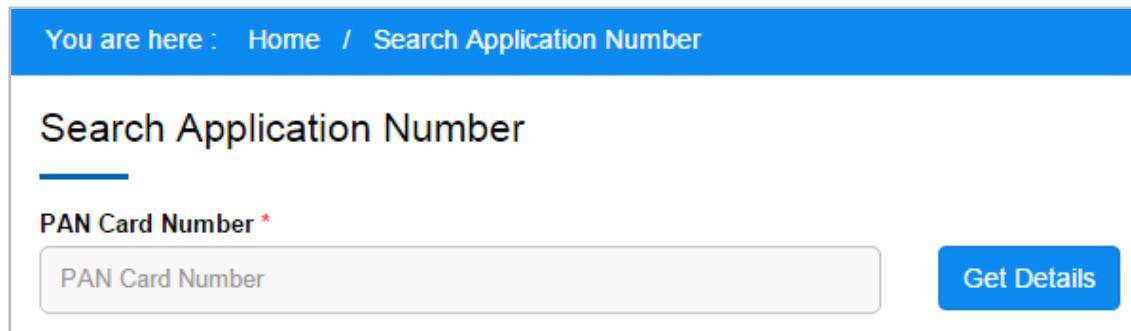
Project Registration Form

Application Number *

 Get Details [Click here to search Application Number](#)

Figure 52: Partially Completed Application No

51. If Promoter don't know the Application Number, Click '**Click here to search Application Number**' Link in the above Figure 52, then Search Application Number page displayed as depicted in Figure 53.



You are here: Home / Search Application Number

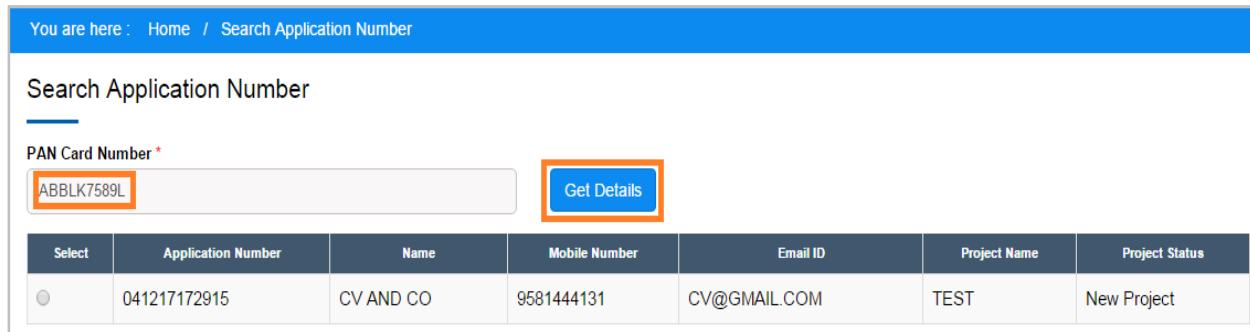
Search Application Number

PAN Card Number *

 Get Details

Figure 53: Search Application No Page

52. Enter **PAN Number** and click **Get Details** Button, it displays all the projects application no's as depicted in Figure 54.



You are here: Home / Search Application Number

Search Application Number

PAN Card Number *

 Get Details

Select	Application Number	Name	Mobile Number	Email ID	Project Name	Project Status
<input checked="" type="radio"/>	041217172915	CV AND CO	9581444131	CV@GMAIL.COM	TEST	New Project

Figure 54: Searching for Existing Projects

53. Select Application Number and Click **Submit** Button as depicted in Figure 55.

Figure 55: Select Partially Completed Application No screen

54. Click Submit on above Figure 55, selected application number reflected to Project Registration Form, where click Get Details Button as depicted in Figure 56.

Figure 56: Get Details Page

55. Partially Completed application form will be displayed as depicted in Figure 57

Figure 57: Partially Completed Application Screen

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

7. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team and shall be the basis for using for registration process for other than Individual. 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.

8. APPROVALS

Inspected By	Date	Signature
Sudhakar Volukula	19/12/2017	
Approved By	Date	Signature
B.Bala Kishore	19/12/2017	

Table 3: Approvals