Guidelines for Registration of Project

General Instructions

1. All the fields are mandatory. In case any field is not applicable, enter "NA"
2. Special characters like %, &, #, @, *, (,), ", etc. not allowed.
3. Documents only upto the size of 2 MB can be uploaded.
4. All the Uploaded Documents must be perfectly legible.
5. Complete all the Registration pages viz. Basic Details, Plan Details, Other Details, Development Works, Project Bank Details, Land Details, Upload Documents and Quarterly Targets before clicking on 'Make payment' button.
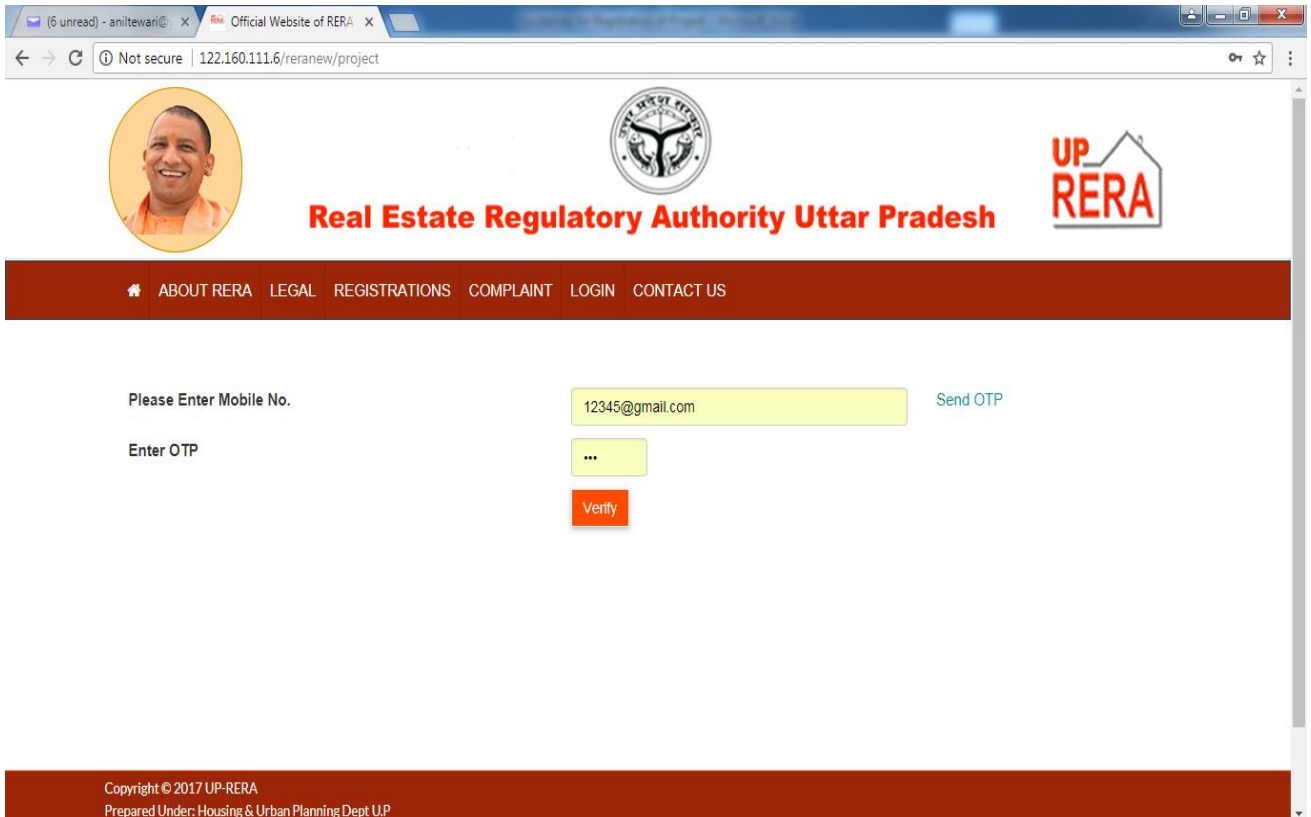
Step by Step Guide to Register Any Project

1. Log on to www.up-rera.in
2. The following screen will appear.

3. Click on REGISTRATIONS button in the Menu Bar of the Header.
4. The following three options will appear.
   - PROMOTERS
   - PROJECTS
   - AGENTS
5. To register your Project, you have to first register yourself as a Promoter.
6. Click on PROMOTERS to register as a Promoter. The following screen will appear.

Enter your Mobile No. in the text box and click on **SEND OTP** button. An OTP will be sent to your entered Mobile No. Now enter this OTP in the relevant text box and verify by clicking on **VERIFY** button. Once your Mobile No. is verified, the following screen for **Promoter Registration** will appear.

Select **Applicant Type** by clicking in the text box given before Applicant Type. The following options will appear.

- Individual
- Company
- Proprietorship Firm
- Societies
- Partnership Firm
- Competent Authority
- Local Authority

Select relevant option and enter all the required details in the text boxes provided in the form.

Upload the following Documents in the **jpg/png/pdf** formats. (**Size mentioned in the above form**)

> **For Individual :** Photograph, PAN & Aadhaar of the applicant .
>
> **For Company :** Company Registration Certificate, PAN, CIN/TAN, Brief detail of Enterprise, Photograph of Chairman and Photographs of all Partners/Directors.
>
> **For Proprietorship Firm/Societies/Partnership Firm :** Company Registration Certificate, PAN, CIN/TAN, Brief detail of Enterprise and Photographs of all Partners/Directors.
>
> **For Competent Authority :** PAN, CIN/TAN and Photograph of Housing Commissioner/ CEO/ VC.
>
> **For Local Authority :** PAN, CIN/TAN and Photograph of M.C./E.O.

Now click in the text box given before **Number of projects launched in past 5 years** and select the relevant option. For each project, the following informations need to be entered :

- Name of Project.
- Status (Completed/Ongoing).
- Land Details
  - State, District, Tehsil, Village/Sector.
  - Area in sq.mt.
  - Plot/Khasra no.
- Details of payment pending against Land cost/dues.
- Pending court cases, if any.
  In case you select **'Yes'**, you have to enter Court Name, Case No. and Case Name.
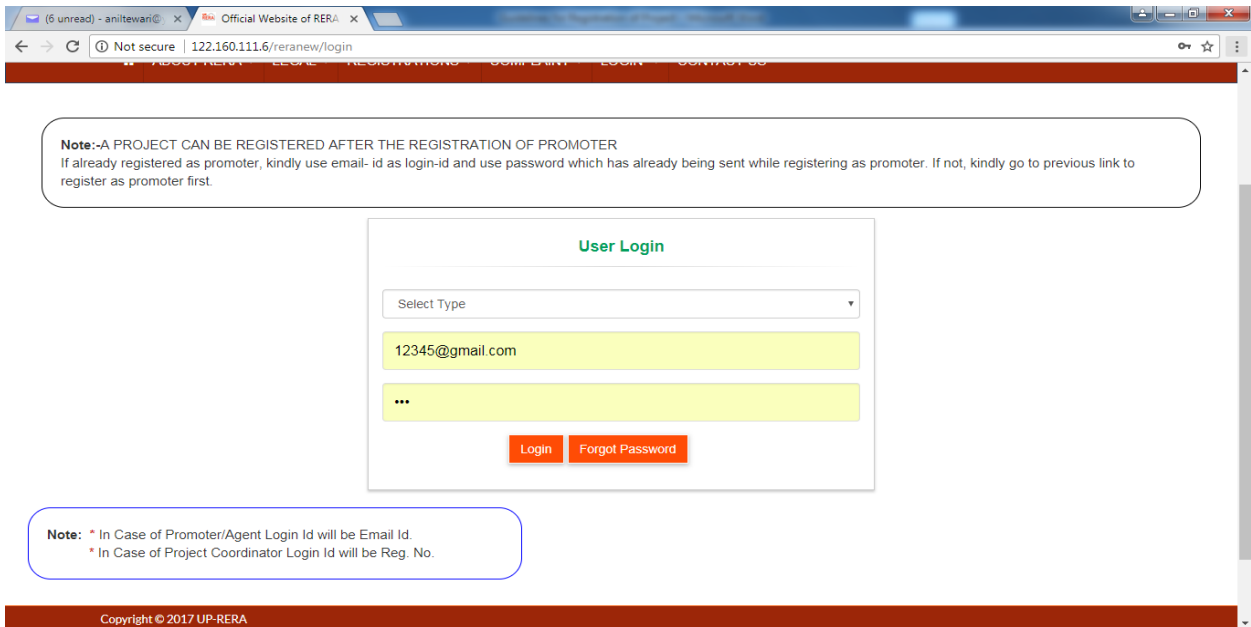- Brief detail of project (**to be uploaded in pdf format**).

Now upload Audited Balance Sheet of preceding year and ITR of last 3 years.

Once you have entered all the required information and uploaded all the documents, certify that the foregoing Information is correct by clicking in the relevant check box.

Now either click on **Save** button to complete your Promoter Registration or **Cancel** button in case you want to edit the data entered by you. Once you click **Save** button, SMS regarding your Login ID and Password will be sent to your registered Mobile No. **The Email and Password entered by you, will be your Login ID and Password.**

7. This Login Id and Password will be required for Registering New Projects and Viewing/ Editing or Uploading any Document in Projects already registered .
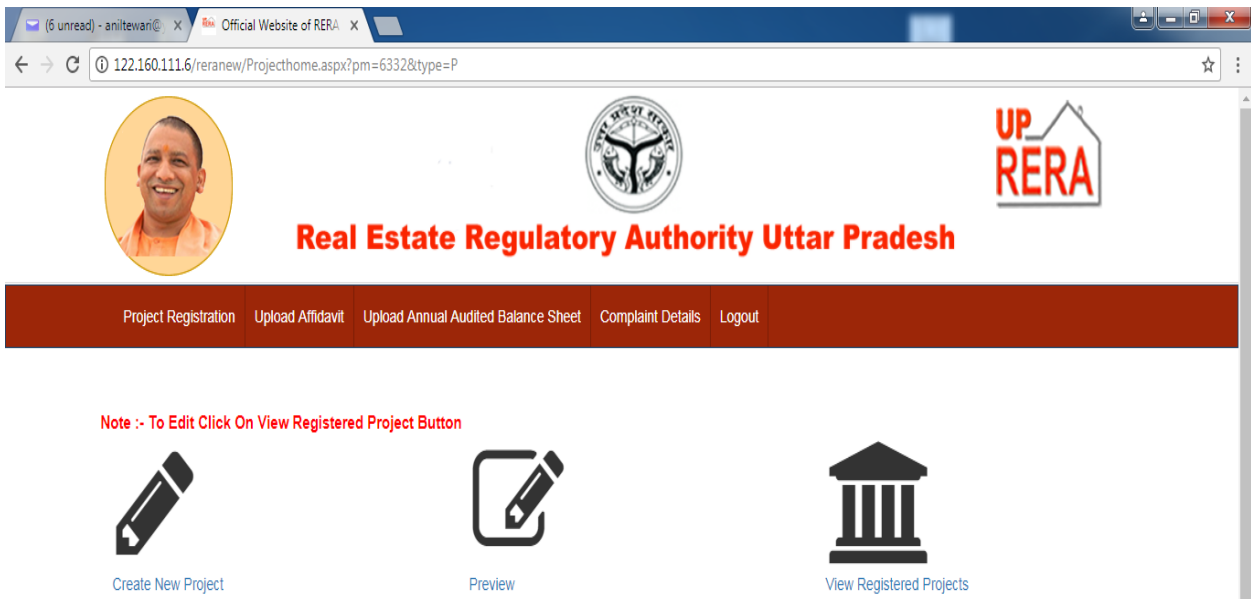
8. Now click on PROJECTS in REGISTRATIONS button. The following screen will appear.

Select **Promoter,** enter your valid Login ID and Password and click on **Login** button.

9. Once your Login ID and Password is verified, the following screen will appear.

Create New Project : To create a new project

Preview : To view your **unregistered projects**. This button also allows you to edit the data already entered in any project except for data entered in

the **Basic Detail** page. It helps you to complete you registration process for any project.

View Registered Projects : To view all your projects registered in RERA.

Download CA Certificate : To download CA certificate.

Download Engineer's Certificate : To download Engineer certificate.

Download Architect Certificate : To download Architect certificate.

To register a project click on **Create New Project**. The following screen will appear.

Select **Project Type** as **New** or **Ongoing.** In this case **New** is selected, **t**he following screen will appear for entering **Basic Details** of the Project.

Real Estate Regulatory Authority Uttar Pradesh

Project Registration   Upload Affidavit   Upload Annual Audited Balance Sheet   Complaint Details   Logout

Promoter Details | Basic Details | Plan Details | Other Details | Development Works | Project Bank Details | Land Details | Upload Documents | Quarterly Targets | Make Payment

Basic Details

Date OF Registration 04/05/2018
Project Type *   ⦿New   ◯Ongoing

Project Category *   Total area in round figure (Sq.mt.)*

Select   ▾   Total area in round figure (Sq.mt.)

Project Name*   Registration Fee (in Rs.) *
(Advertised name of the project can be mentioned here.)

Enter Project Name.......

State   District *

Uttar Pradesh   --Select--   ▾

Tehsil *   Sanctioning Competent Authority*

▾   --Select--   ▾

Project Cost in round figures (in Lacs) *

Enter Project Cost in round figures (in Lacs)..

Geographic Location

(end points of scheme/ project)

Latitude *   Latitude *

Enter Latitude.......   Enter Latitude.......

Longitude *   Longitude *

Enter Longitude.......   Enter Longitude.......

Search Agent

Enter Agent Name...   Search Agent   All Agent

Select Agent From List *

☐Aftek Developers Private Limited
☐Agarwal Homez
☐AHLULLAH SIDDIQUI
☐AHMAD MUJTABA
☐Ajai Kumar
☐Ajai Kumar Srivastava
☐Ajay Gupta

Save and Continue

Click in the text box given before Project Category. The following two options will appear.

- **Residential**
- **Commercial**.

Select the relevant option.

Enter the required details in all the text boxes provided in the form.

Select the Agents associated with your project by clicking in the relevant check box. In case no agent is associated, click **'Not Applicable'** check box.

A brief description about some of the fields of the above form is given below :

Project Name : Name advertised for sale of plot/apartment/shop/villa.

Sanctioning Competent Authority : Authority that has sanctioned the map e.g. Ghaziabad Development Authority, Lucknow Development Authority, Noida, etc.

Project Cost : Cost of the project including Land cost (in round figure of lacs).

Once you have entered all the data, click on **Save and Continue** button.

Before clicking on Save and Continue button, make sure that you have entered all the data correctly.

The following screen of **Plan Details** will appear.

Click in the text box given before **Select Type**. The following two options will appear.

- Apartment/Flat/Shop
- Plot

Select the relevant option.

In case you select **Apartment/Flat/Shop**, the following screen will appear.

First enter details of the Permit issued by Development Authority/Housing Board/Prescribed Authority for approval of your plan in the given text boxes and upload all the required documents.

Enter Proposed Start Date and Proposed End Date of the Project. **Proposed End Date** cannot be beyond the date for which construction permit has been sanctioned. Now click on **Save** button to save the data.

Now enter details of all the Blocks/Towers of your project. All Blocks/Towers and No. of floors entered here will be transferred to your **Quarterly Target** page of registration.

The following Types of Apartment/Flat/Shop will be available :

- Studio
- 1 BHK
- 2 BHK
- 3 BHK
- 4 BHK
- Penthouse
- Villa
- Shop
- Other

If Type of Apartment/Flat/Shop on the same floor are different, you have to give separate entry for each type. For example, if on 1st floor, there are two types of Apartment/ Flat/Shop viz. 1 BHK & 2 BHK, there will be two entries for 1st floor.

Enter the required details in all the text boxes given here.

You can add any number of data here by clicking on **Save & Add More** button.

Once you enter all the relevant details, click on **Continue** button to go to **Other Details** page.

In case you select **Plot**, the following screen will appear.

First enter details of the Permit issued by Development Authority/Housing Board/Prescribed Authority for approval of your plan in the given text boxes and upload all the required documents.

Enter Proposed Start Date and Proposed End Date of the Project. **Proposed End Date** cannot be beyond the date for which construction permit has been sanctioned. Now click on **Save** button to save the data.

Now enter details of all Types of Plots.

The following Types of Plot will be available :

- Upto 100 sqm
- 100 to 150 sqm
- 150 to 200 sqm
- 200 to 250 sqm
- 250 to 500 sqm
- Above 500 sqm

Enter Number of each Type of Plot.

You can add any number of data here by clicking on **Save & Add More** button.

Once you enter all the relevant details, click on **Continue** button to go to **Other Details** page.

Now you are at **Others Details** Page

Enter the relevant data in the above text boxes and click on **Save & Continue** button. This will take you to **Development Works** page.

Now you at **Development Works (Brief Description)** page

Enter Brief Logical Description against each Development Work Component. Click on **Save & Continue** button. This will take you to **Project Bank Details** page as below.

Enter Bank Details of Escrow A/c. Only details of Escrow A/c should be given. **Separate A/c details have to be given for each project to be registered in RERA.**

Click on **Save & Continue** button. **Land Details** page as under will appear.

Click on Add/View Khasra/Plot Details.

The following screen will appear.

Click on **Select** button. The following two options will appear.

- Khasra
- Plot

Select the relevant option. Enter detail in the text boxes and click on **'+'** button. Multiple Khasra/Plot details can be entered.

Now click in the text box given before **Select Related Document**. The following options will appear.

- Registry document
- Sale Deed
- Lease Deed
- Extract of Khatauni
- Allotment Letter issued by Competent Authority

Select relevant option and Upload the required file. Also, enter the number and date of the related document.

Only after giving above details and attaching documents, the data and document will be saved.

Now click on **Close** button, the following screen will appear
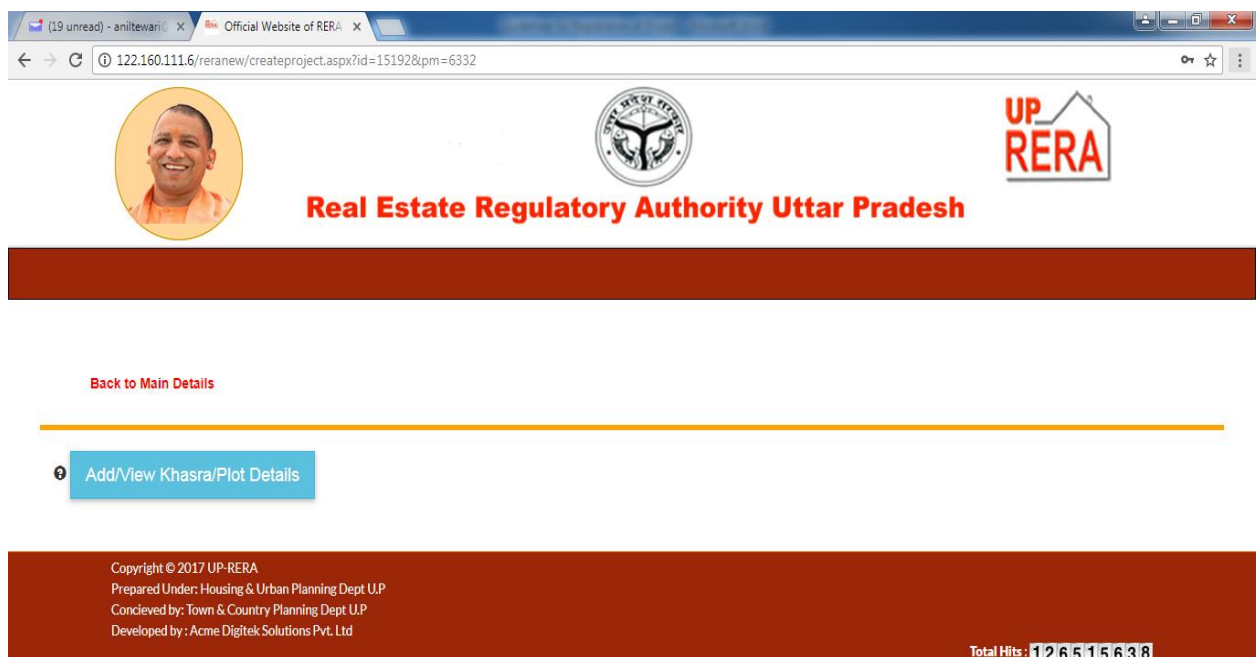
Click on **Back to Main Details** button in this page. This will take you to Main Menu of Registration.

Click on **Upload Documents** button in the Menu Bar of the Header.
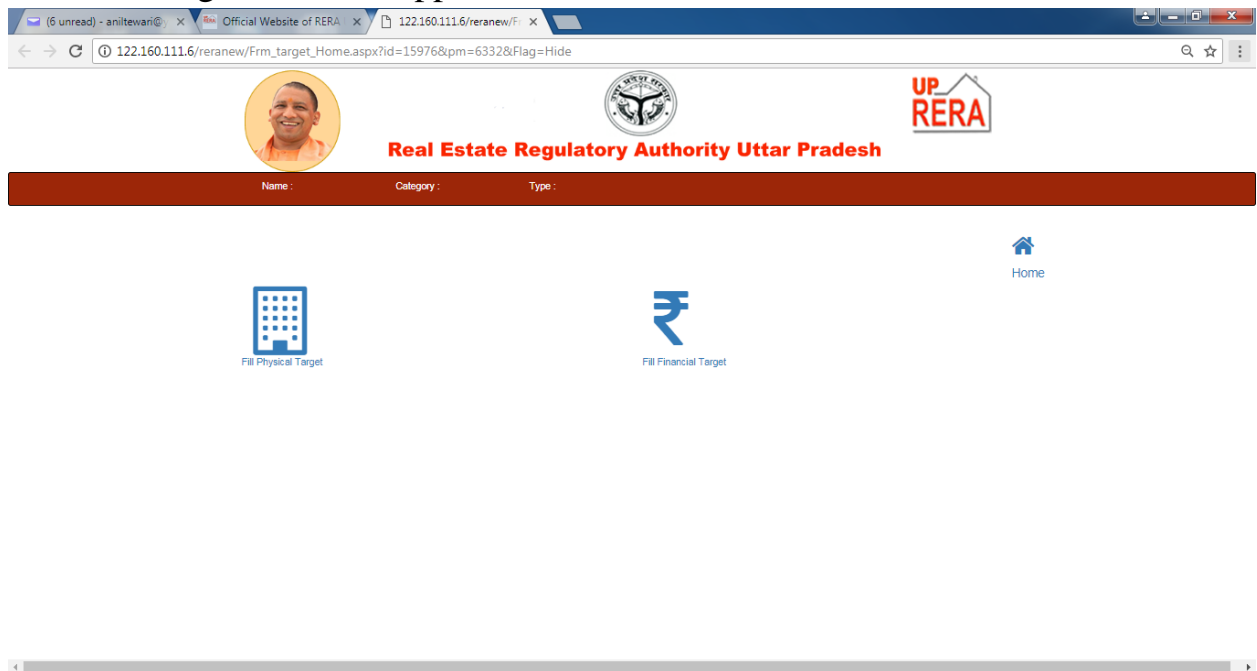The following screen will appear.

Click on **Applicable** button given against each Document Name. The following
two options will appear.

- Yes
- No

If you select **'Yes'**, upload the relevant Document by clicking on **'Upload'** button in Action column. If **'No'** then click on **'Save'** button in Action column. Continue till you have selected all the given documents. Without selecting **'Yes/No'** against every specified document, you cannot go to next field.
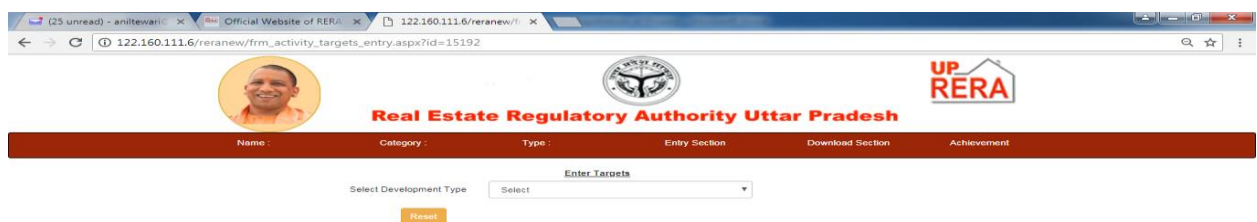
Once you have uploaded/saved all the relevant documents, Click on **Back to Main Details** button and click on **Quarterly Targets** button in the Menu Bar of the Header.

The following screen will appear.

This page will allow you to enter Physical and Financial Targets of your project.

First click on **'Fill Physical Target'** button. The following screen will appear.

Click in the text box given before **Select Development Type** button. The following two options will appear.

- Plotted Development
- Building/Apartment

If you select **Plotted Development**, the following screen will appear.

Click on **Activity Applicable** button given against each Activity. The following two options will appear.

- Yes
- No

If you select **'Yes'**, Enter Start Date and End Date for completion of this Activity. Click on **Target** button in the Action column for this activity, enter the target and proceed to next activity.

If you select **'No'**, click on **'Save'** button in the Action column and proceed to next activity.

Complete this task for all the Activities given in the Table. Without selecting **'Yes/No'** against each activity, you cannot go to next task.

If you select **Building/Apartment**, the following screen will appear.

Now click in the text box given before **Select Format Type** button.

The following two options will appear.

- Development Work Related to Building Activities
- Building-Apartment Construction Activities

You have to select both the options one by one to complete Quarterly Target entries.

First select **Development Work Related to Building Activities**. The following screen will appear.

Click on **Generate Activities** button. The following screen will appear.

Click on **Activity Applicable** button given against each Activity. The following two options will appear.

- Yes
- No

If you select **'Yes'**, Enter Start Date and End Date for completion of this Activity. Click on **Target** button in the Action column for this activity, enter the target and proceed to next activity.

If you select **'No'**, click on **'Save'** button in the Action column and proceed to next activity.

Complete this task for all the Activities given in the Table. Without selecting **'Yes/No'** against each activity, you cannot go to next task.

Now select **Building-Apartment Construction Activities**. The following screen will appear.

Tower/Block Name and Number of Floors in this Tower/Block will be automatically taken from the Details of Apartment/Flat/Shop given in the **Sanctioned Plan** page..

Click on **Generate Activities** button. The following screen will appear.

Click on **Activity Applicable** button given against each Activity. The following two options will appear.

- Yes
- No

If you select **'Yes'**, Enter Start Date and End Date for completion of this Activity. Click on **Target** button in the **Action** column for this activity, enter the target and proceed to next activity.

If you select **'No'**, click on **'Save'** button in the Action column and proceed to next activity.

Complete this task for all the Activities given in the Table. Without selecting **'Yes/No'** against each activity, you cannot go to next task.

Now click on **'Home'** button. The following screen will appear again.
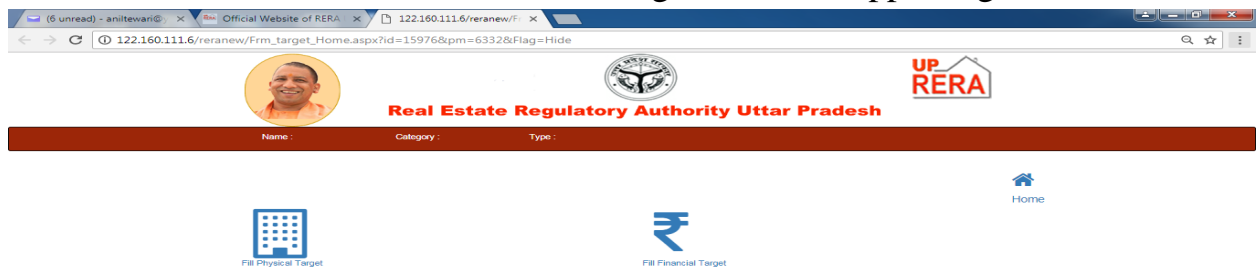
Click on **'Fill Financial Target'** button. The following screen will appear.

Enter Targets for each Quarter and close the Tab.

Now click on **Make Payment** button in the Menu Bar of the Header.

Before making payment, clear History and Allow Popup from your Browser setting.

You can make payment by using either PNB or ICICI gateway.

Once your payment is successful, your Project Registration process is complete.