# Guidelines for Registration of Project

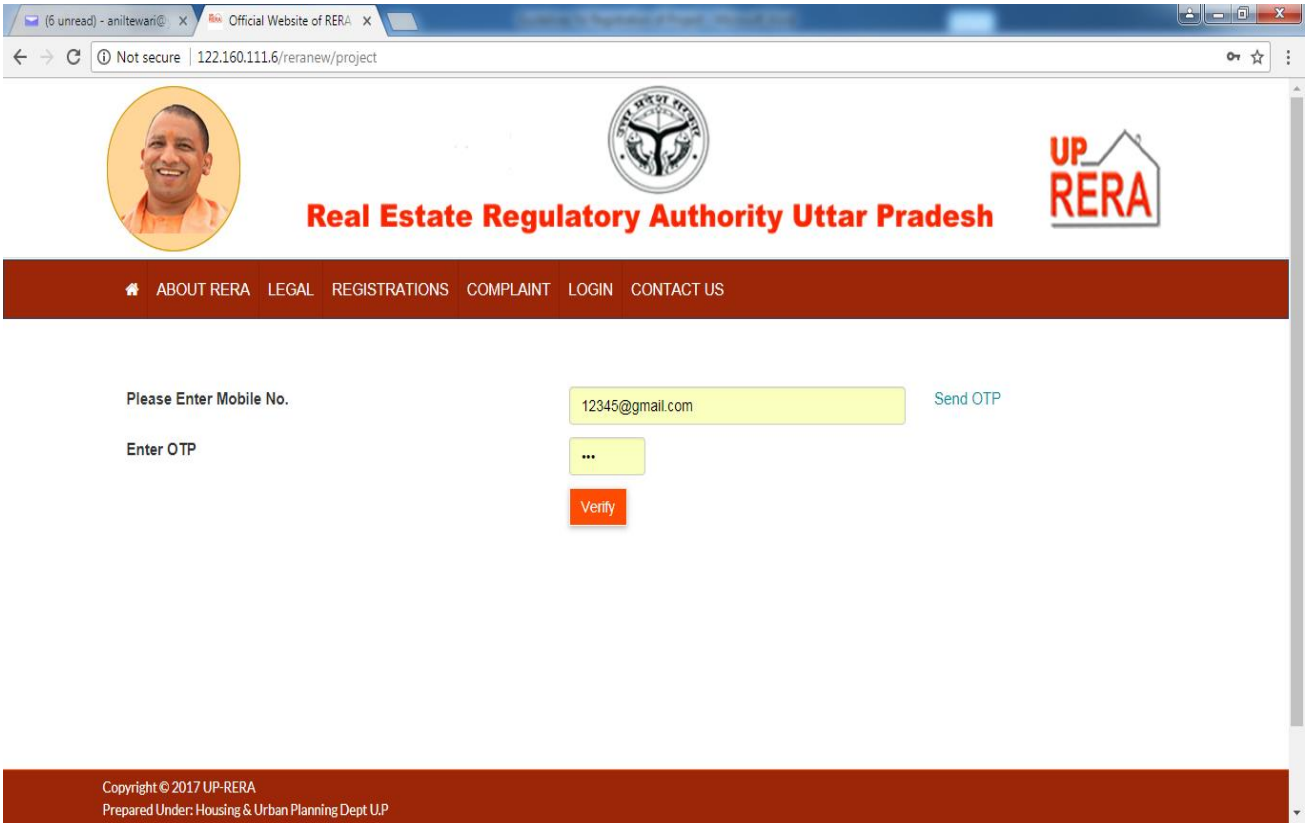
## General Instructions

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.

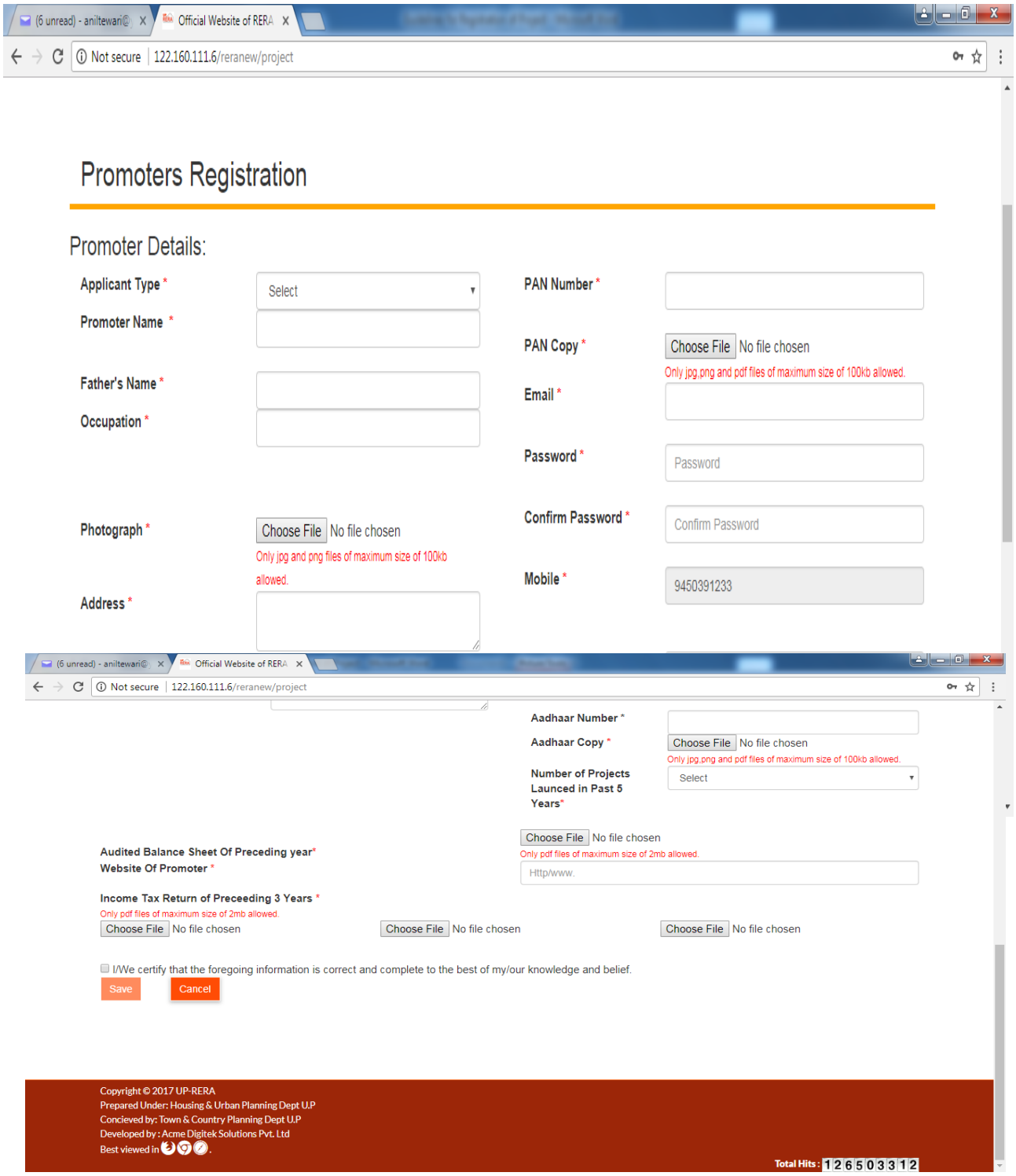
## Step by Step Guide to Register Any Project

1. Log on to [www.up-rera.in](http://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 & Name of Chairman and Photographs & Name/s and Address/s 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**).

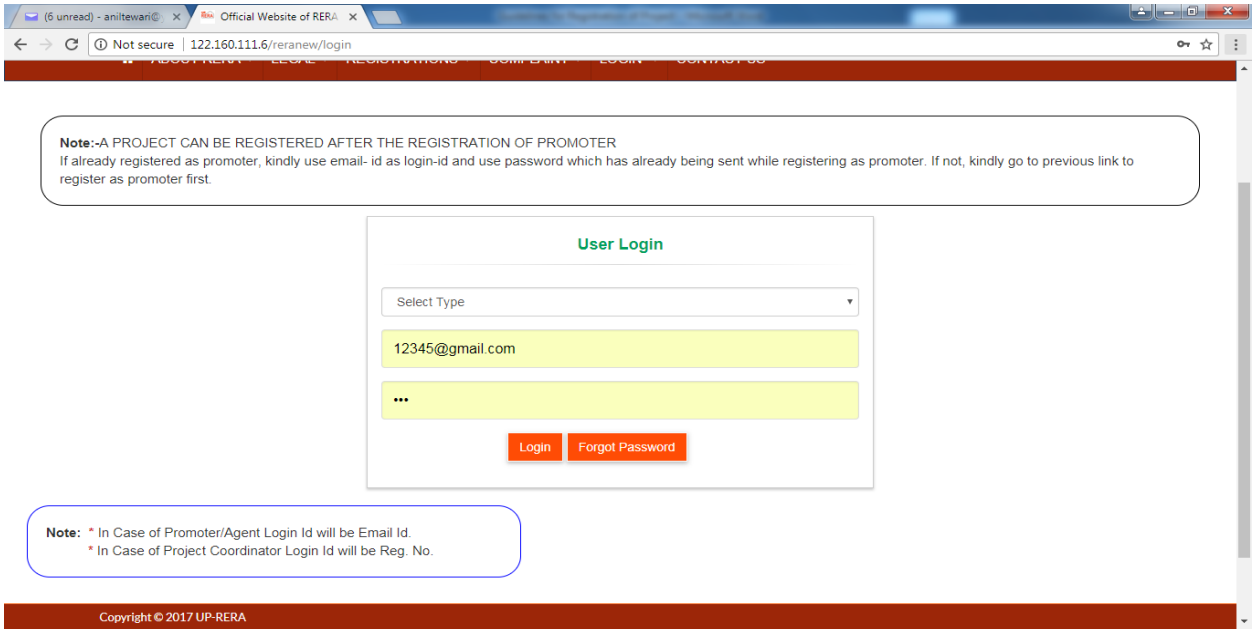
Now upload Audited Balance Sheet of preceding year and ITR of last 3 years.

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 after giving your declaration 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.**

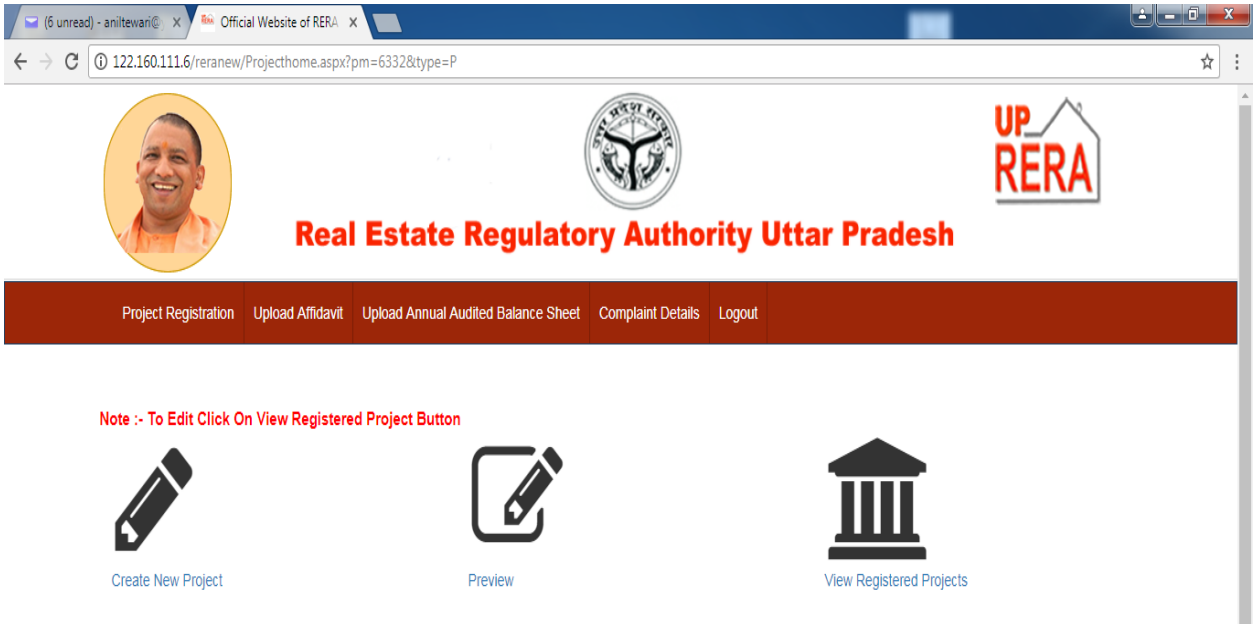
7. This Login Id and Password will be required for Registering New Projects and Viewing/ Editing or Uploading any Document in Projects already registered .

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.

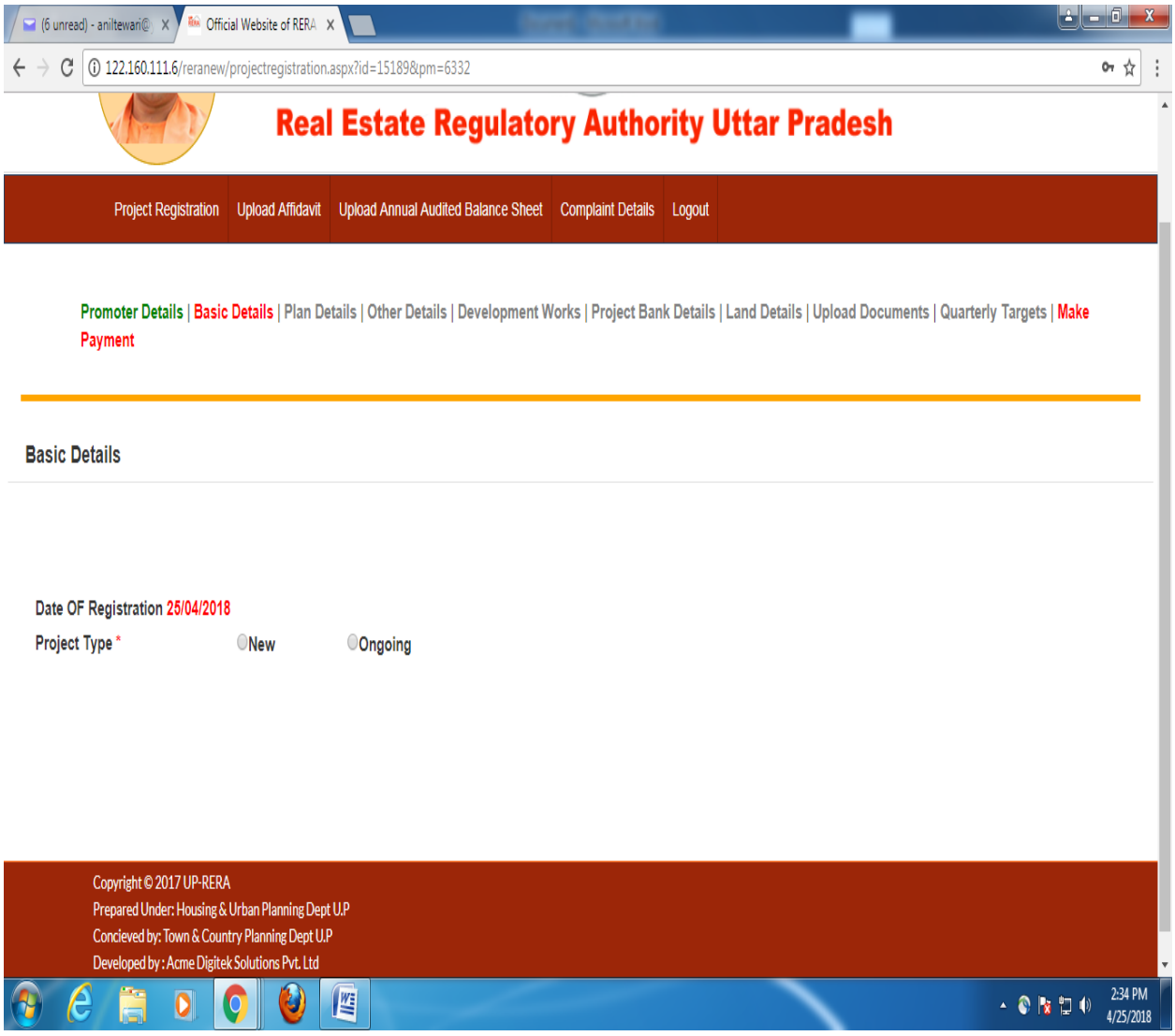
**View Registered Projects :** To view all your projects registered in RERA.

**Download CA Certificate :** To download CA certificate.

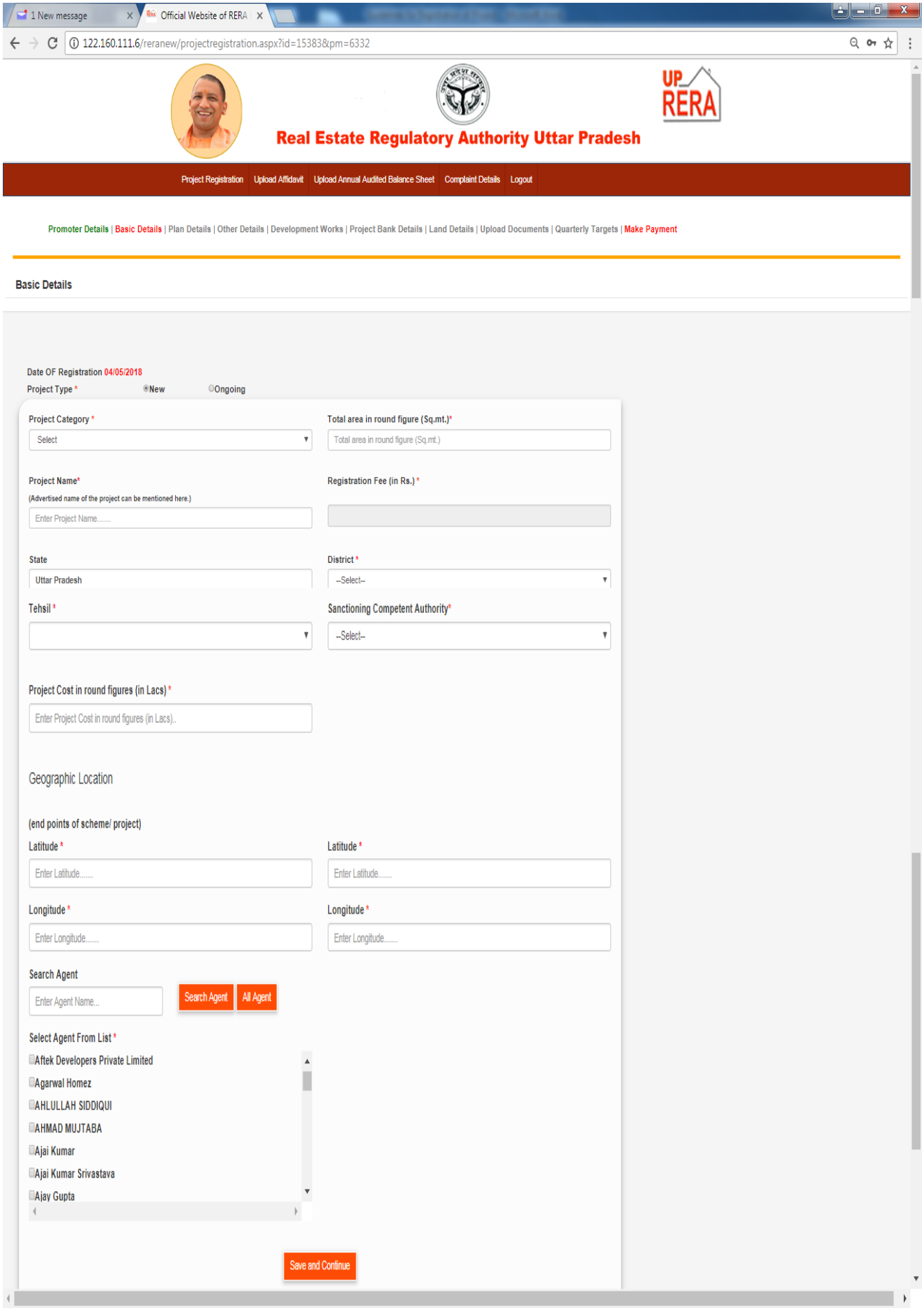
**Download Engineer's Certificate :** To download Engineer certificate.

**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.


1 New message
Official Website of RERA
122.160.111.6/reranew/projectregistration.aspx?id=15383&pm=6332
Real Estate Regulatory Authority Uttar Pradesh
UP RERA
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 *
Select
Total area in round figure (Sq.mt.)*
Total area in round figure (Sq.mt.)
Project Name*
(Advertised name of the project can be mentioned here.)
Enter Project Name.....
Registration Fee (in Rs.) *
State
Uttar Pradesh
District *
--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 *
Enter Latitude.....
Latitude *
Enter Latitude.....
Longitude *
Enter Longitude.....
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.

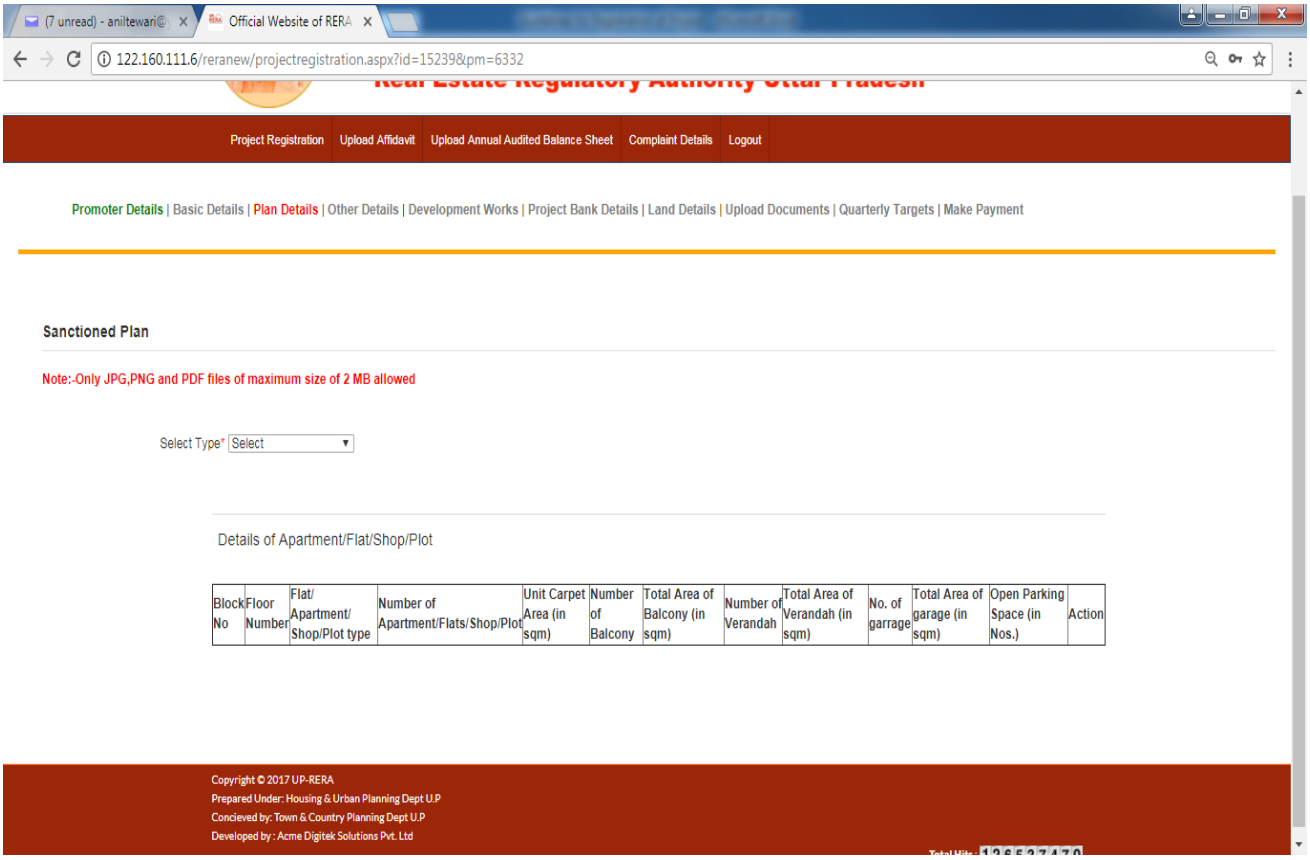
**Sanctioning Competent Authority :** Authority that has sanctioned the map e.g. Ghaziabad Development Authority, Lucknow Development Authority, Noida, etc.

**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.

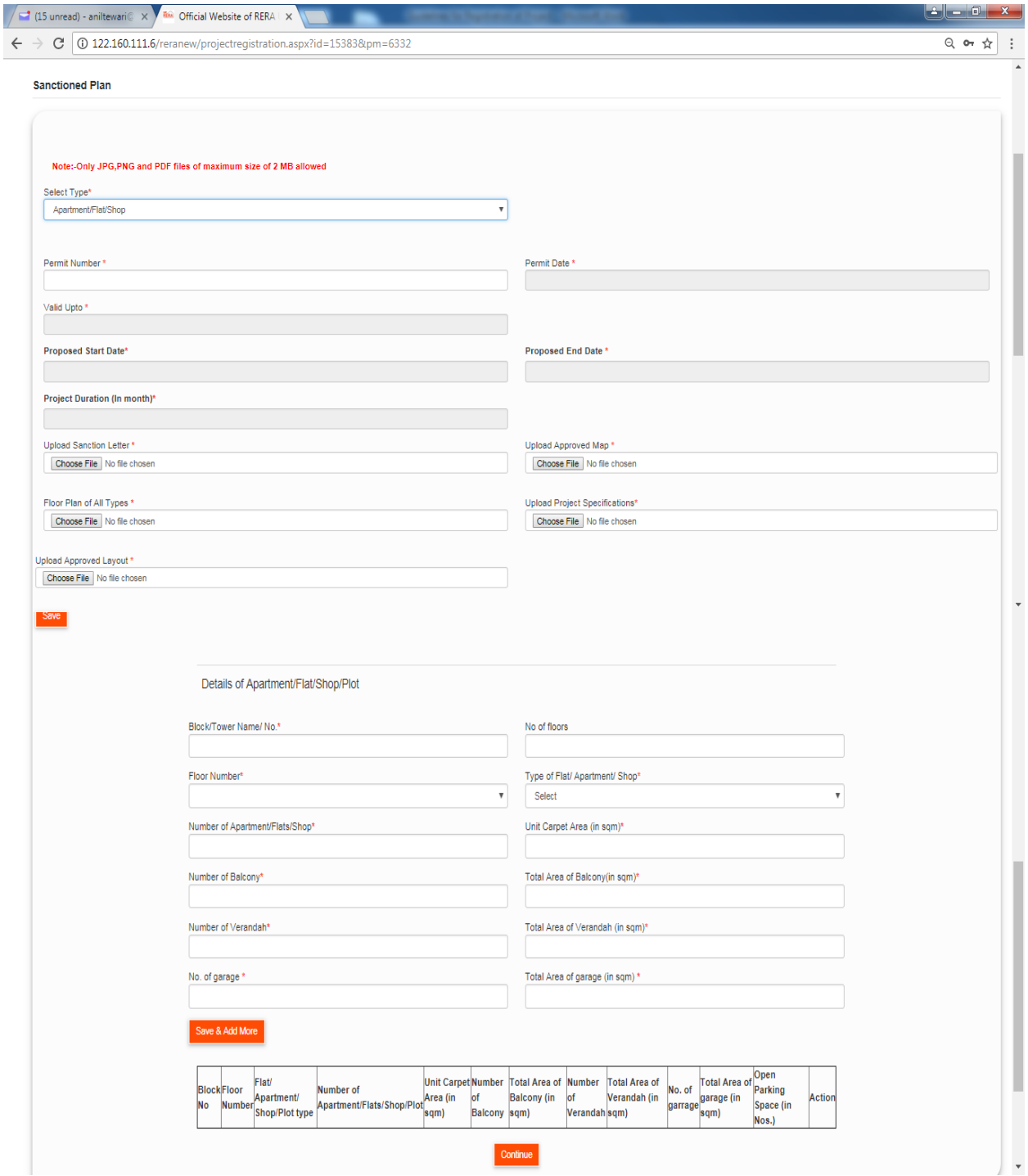


Click in the text box given before **Select Type**. The following two options will appear.

- 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

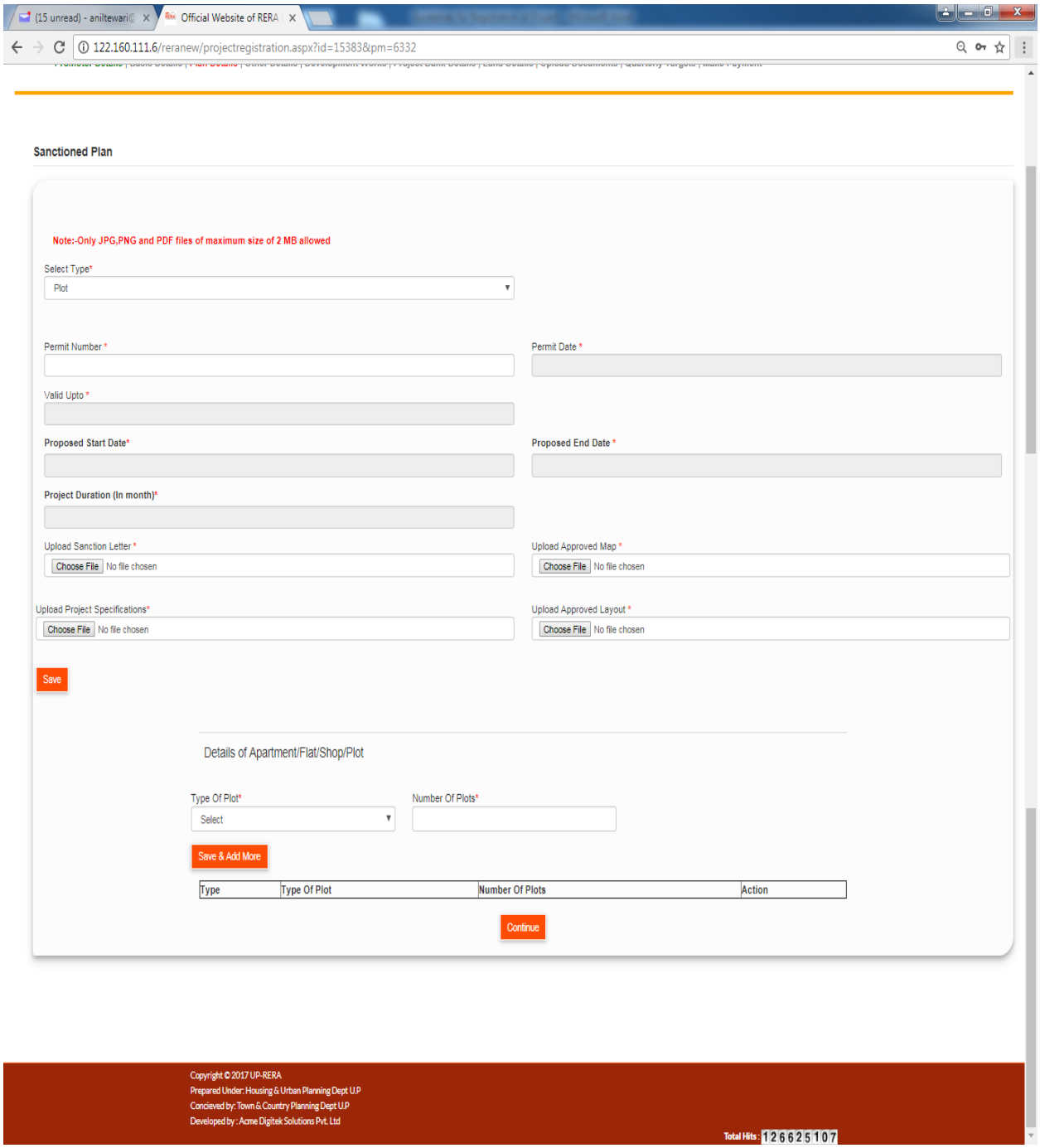
If Type of Apartment/Flat/Shop on the same floor are different, you have to give separate entry for each type. For example, if on 1st floor, there are two types of Apartment/ Flat/Shop viz. 1 BHK & 2 BHK, there will be two entries for 1st floor.

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.

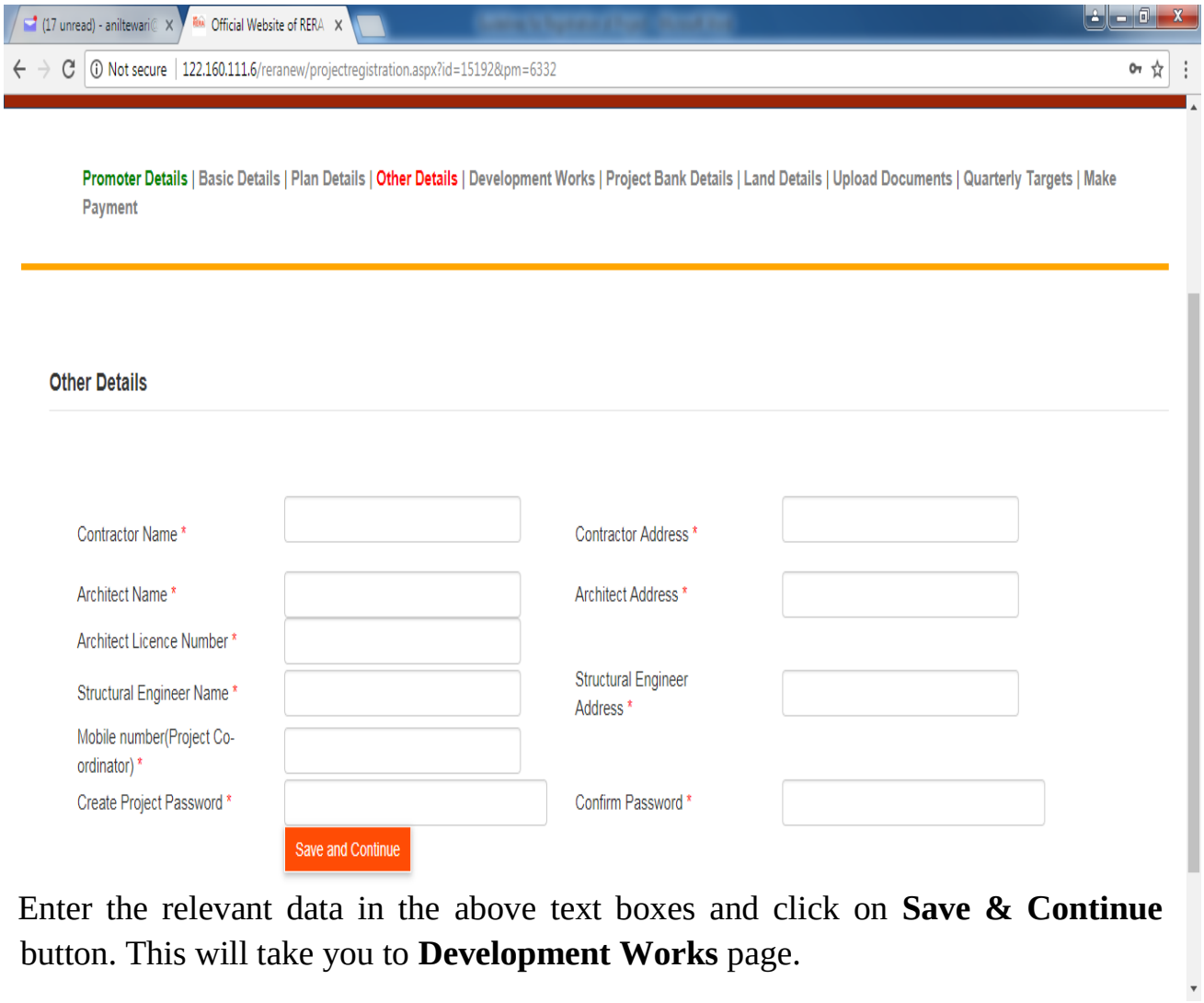
Enter Proposed Start Date and Proposed End Date of the Project. **Proposed End Date** cannot be beyond the date for which construction permit has been sanctioned.

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 :

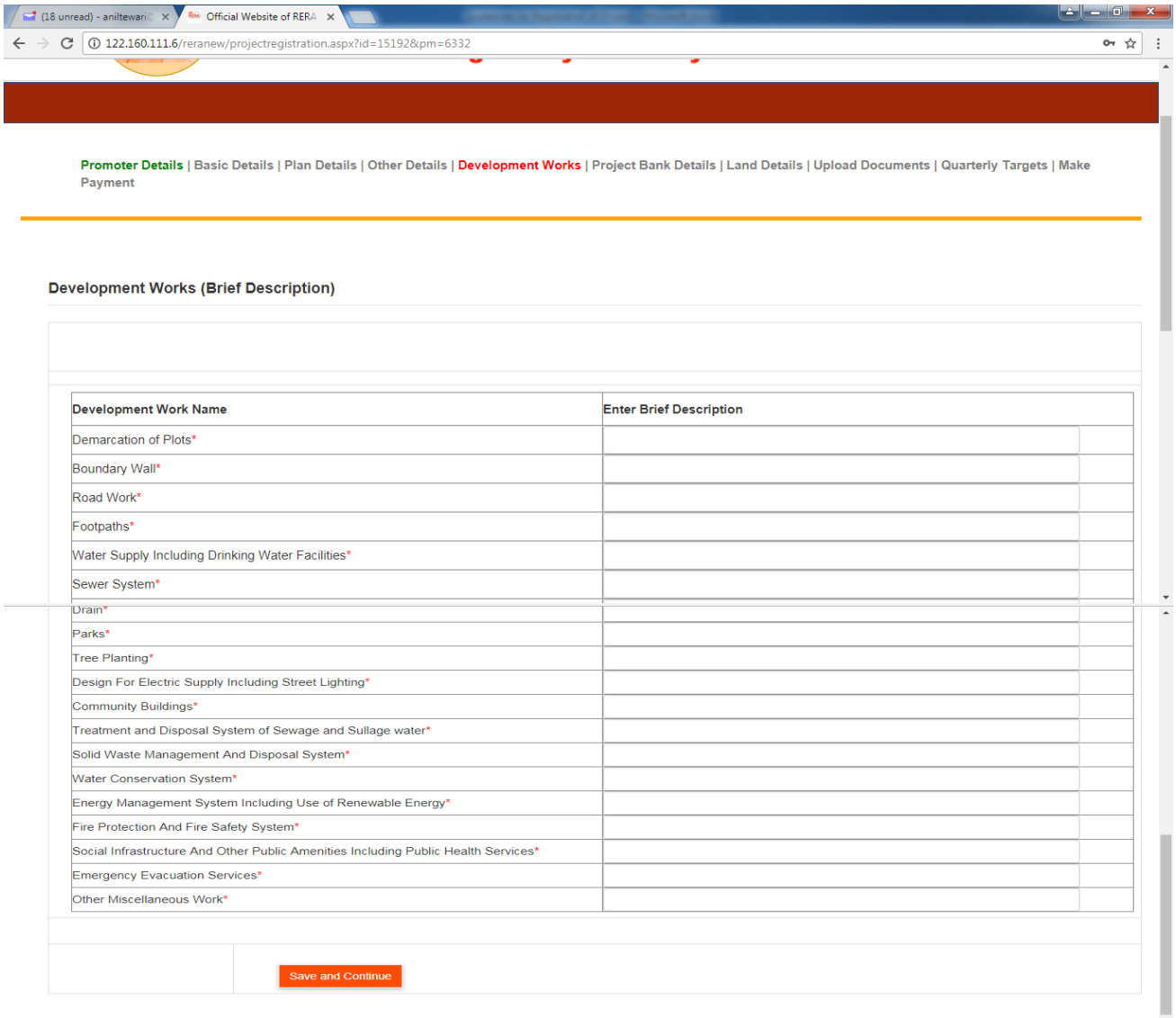
- Upto 100 sqm
- 100 to 150 sqm
- 150 to 200 sqm
- 200 to 250 sqm
- 250 to 500 sqm
- Above 500 sqm

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.

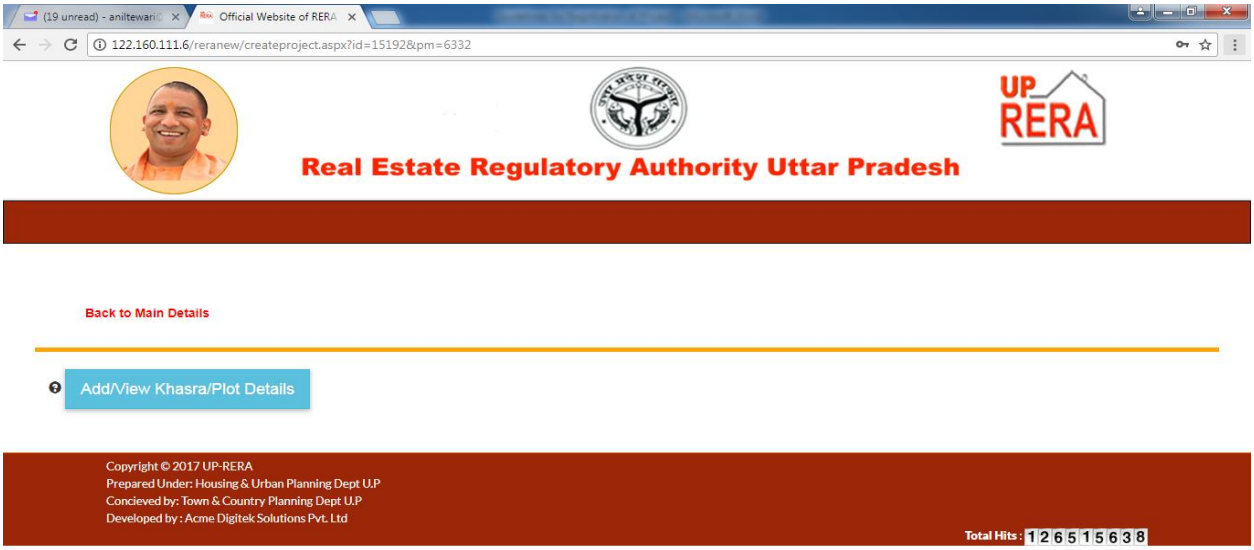
Now you at **Development Works (Brief Description)** page




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.

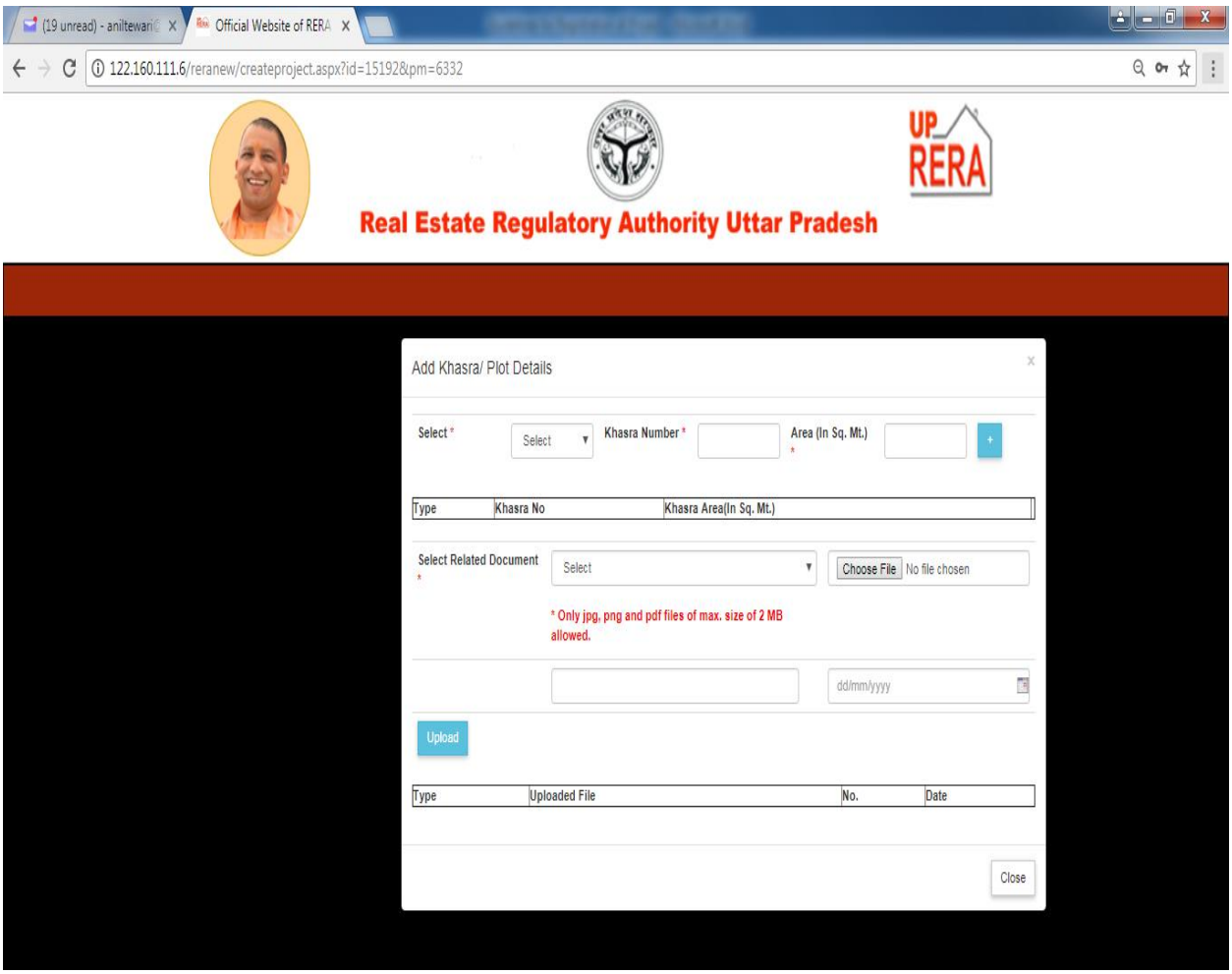
Enter Bank Details of Escrow A/c. Only details of Escrow A/c should be given. **Separate A/c details have to be given for each project to be registered in RERA.**

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

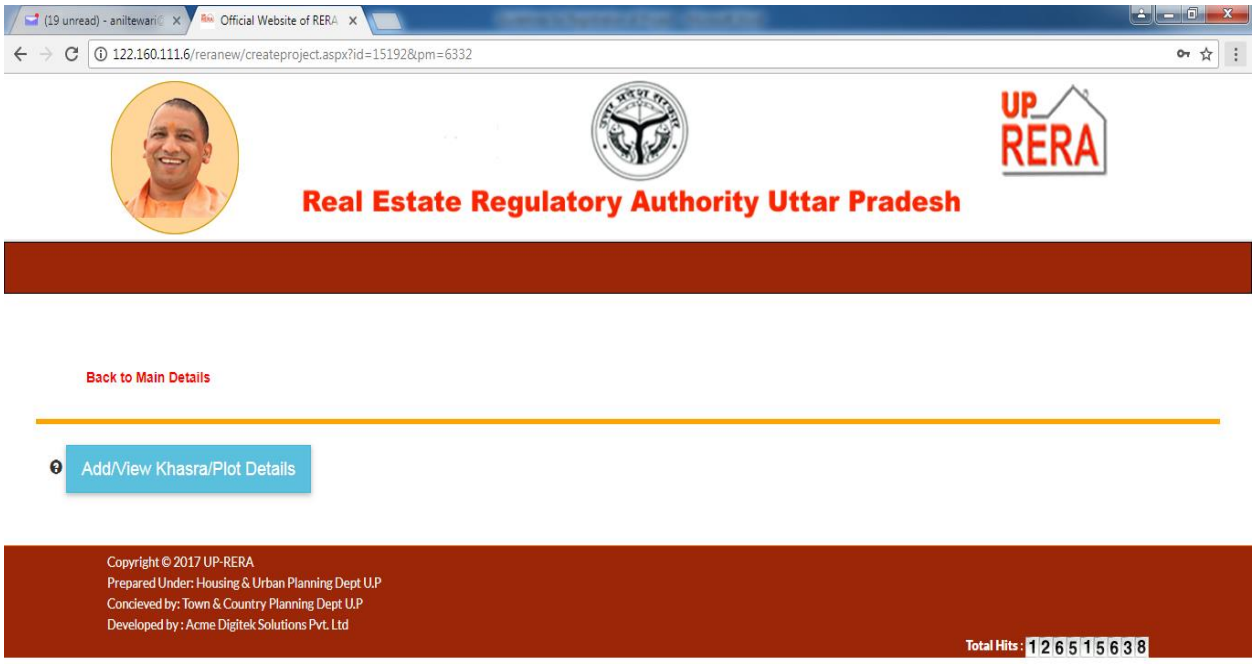
Select the relevant option. Enter detail in the text boxes and click on '+' button. Multiple Khasra/Plot details can be entered.
Now click in the text box given before **Select Related Document**. The following options will appear.

- 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.

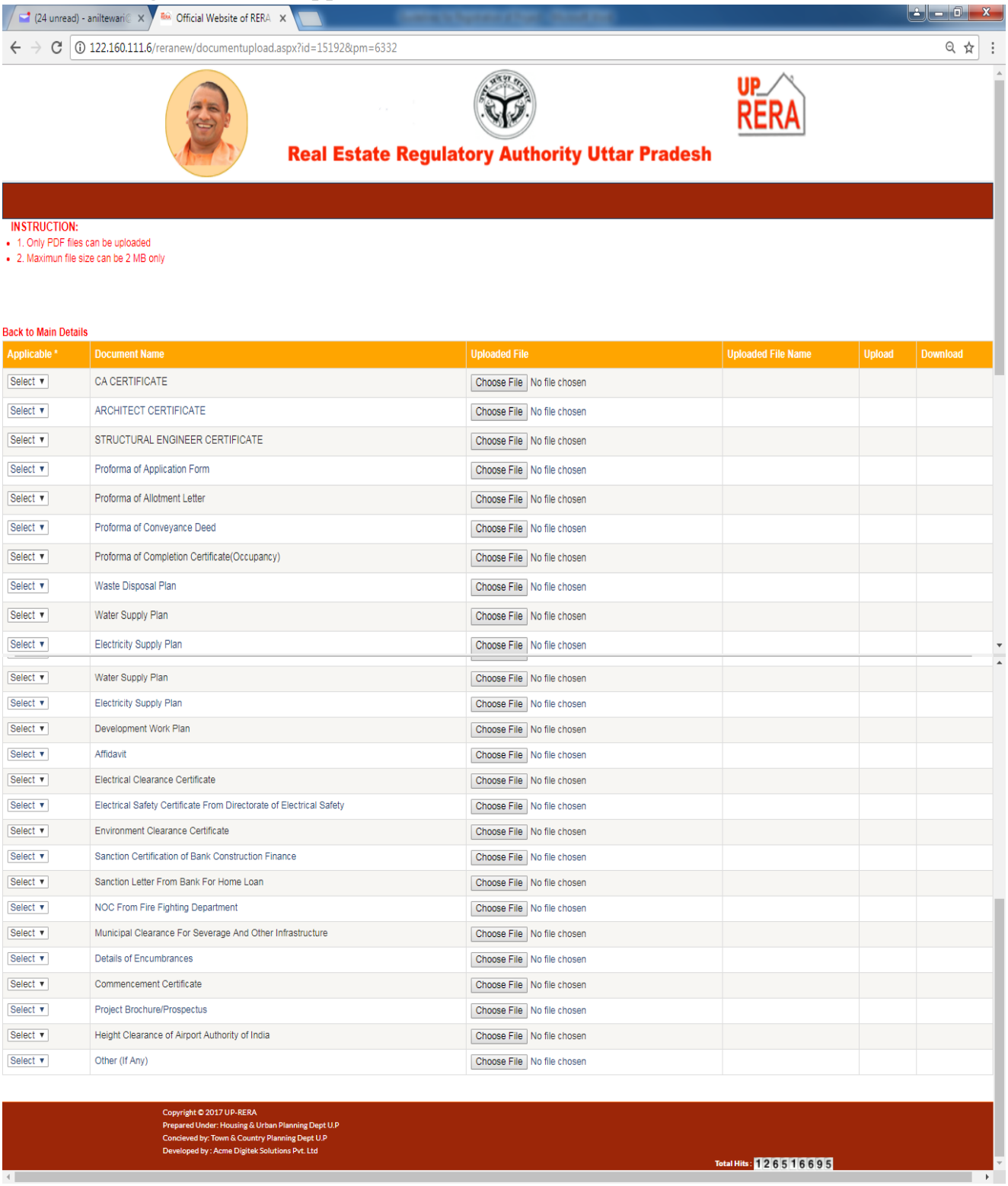
Only after giving above details and attaching documents, the data and document will be saved.

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.



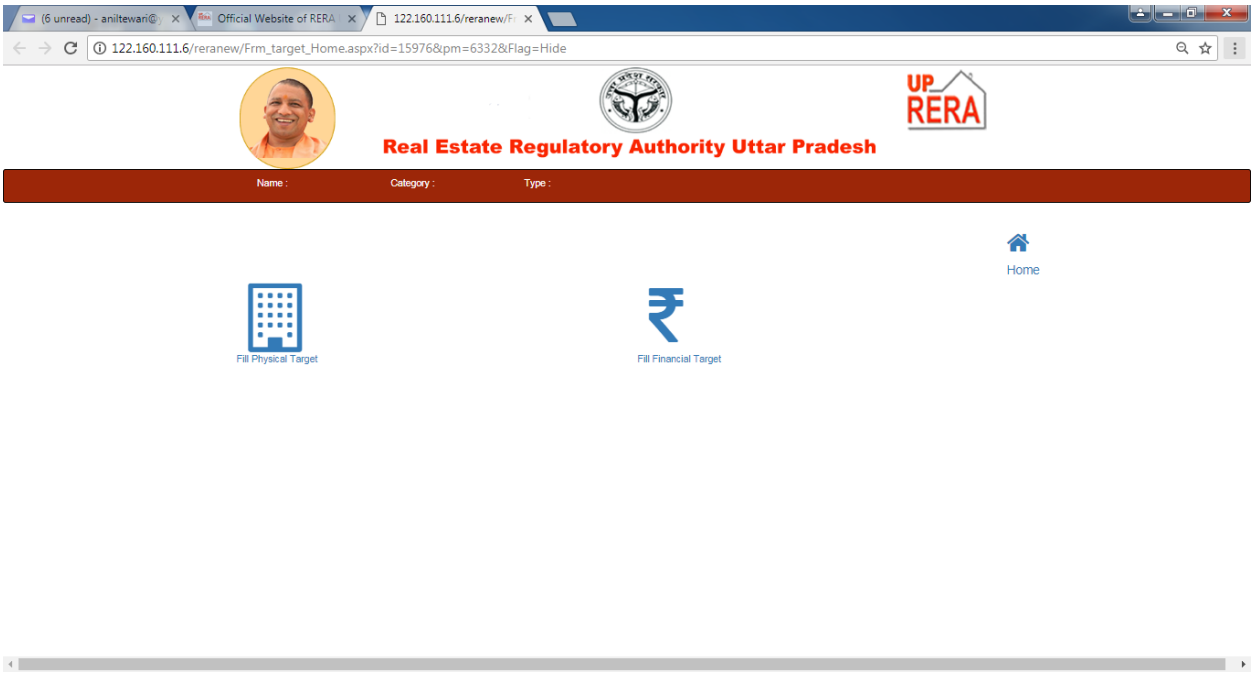

Click on **Applicable** button given against each Document Name. The following two options will appear.

- 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.

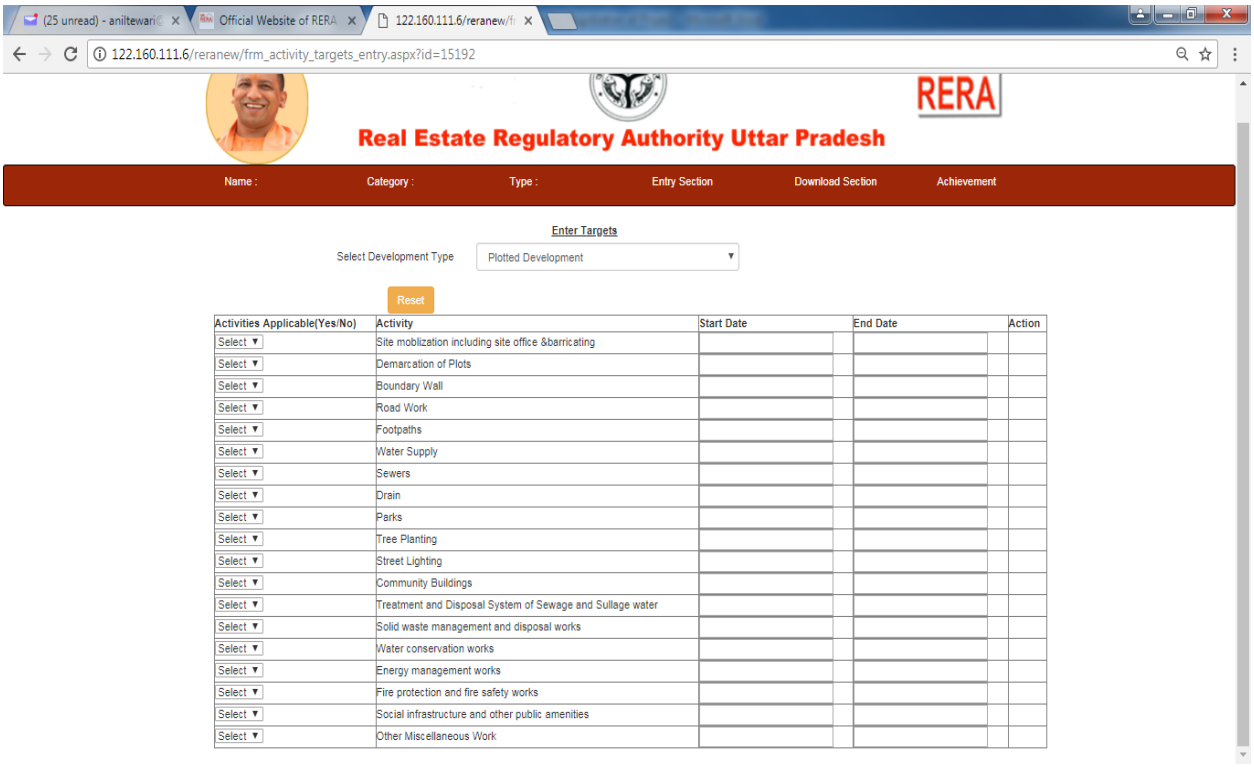



This page will allow you to enter Physical and Financial Targets of your project. First click on **'Fill Physical Target'** button. The following screen will appear.

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.

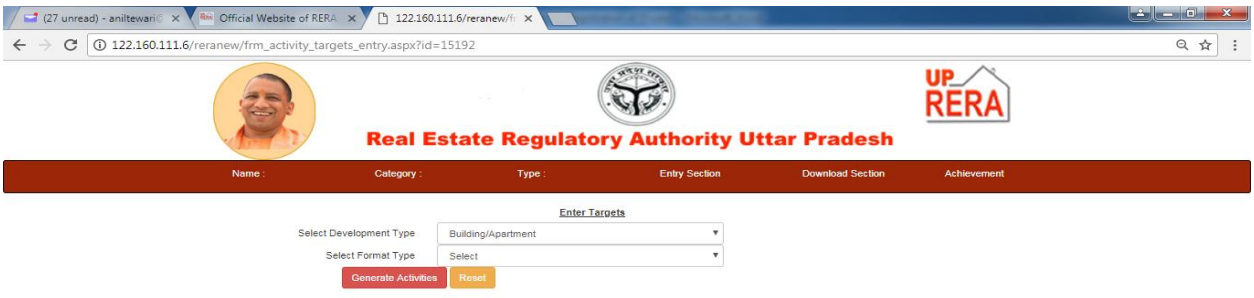
- Yes
- No

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.

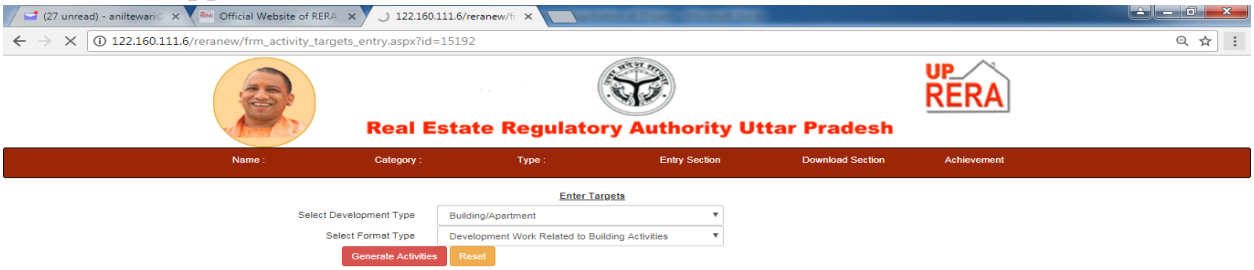


Now click in the text box given before **Select Format Type** button.
The following two options will appear.

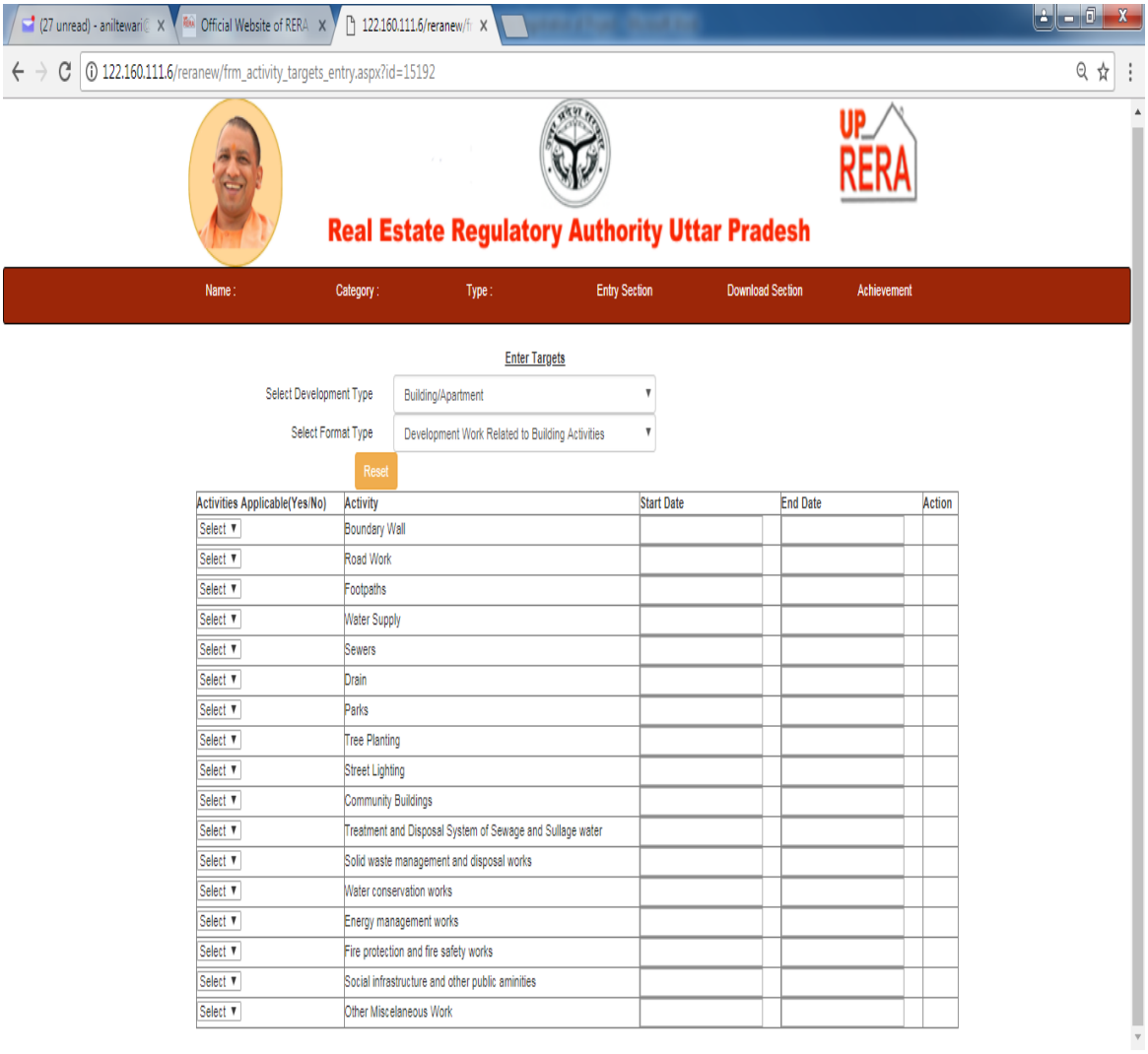
- Development Work Related to Building Activities
- Building-Apartment Construction Activities

**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.

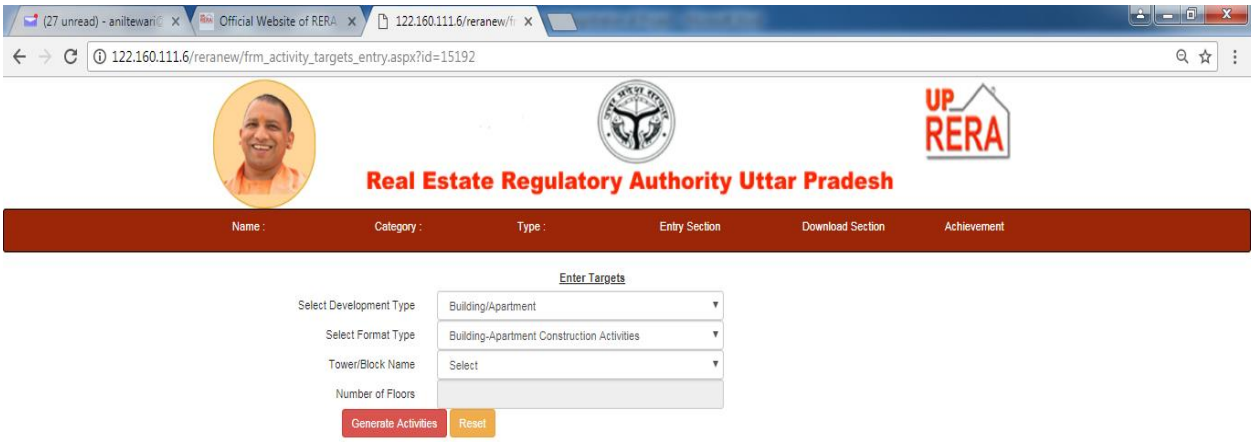
- Yes
- No

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.

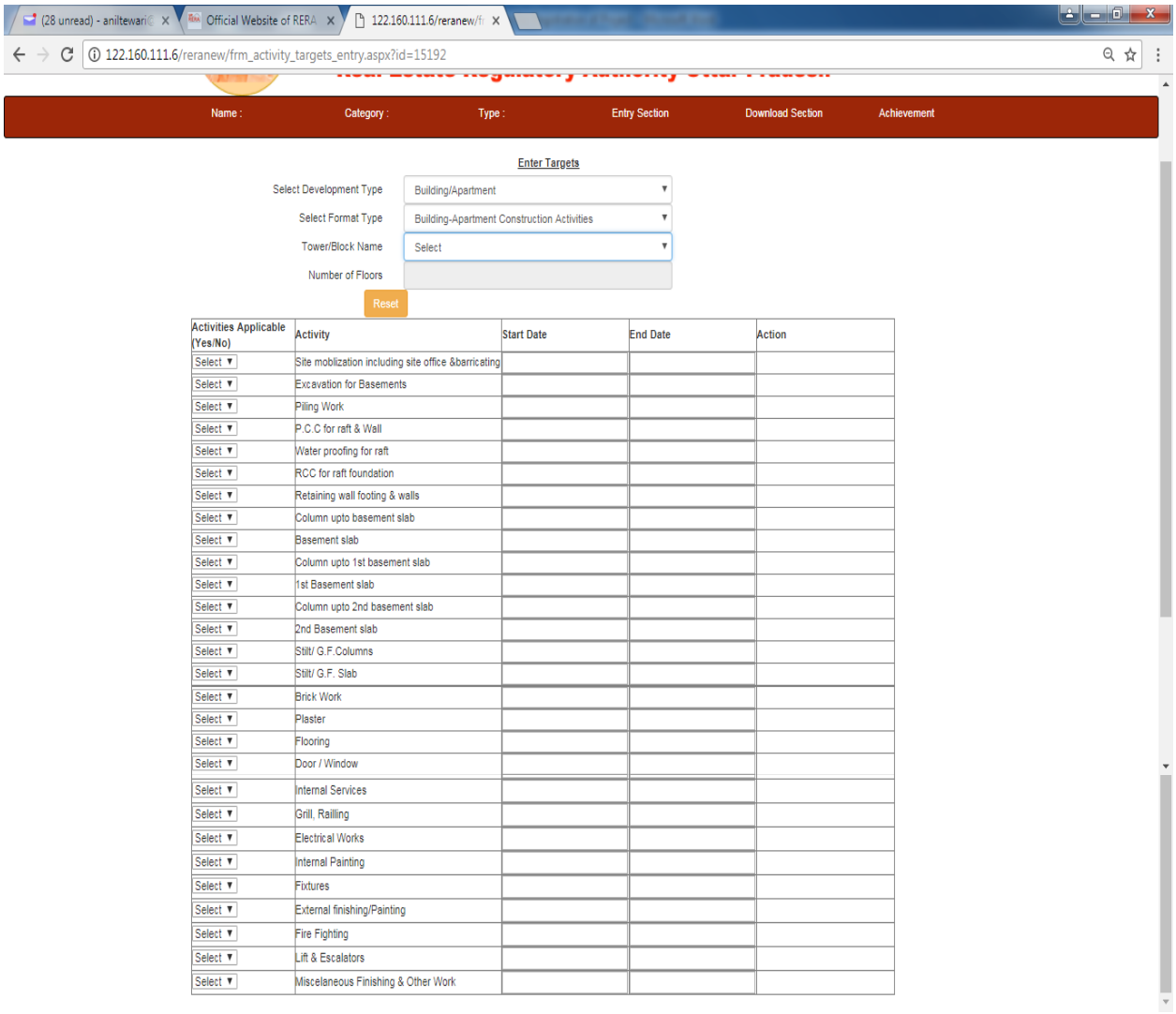
Complete this task for all the Activities given in the Table. Without selecting **'Yes/No'** against each activity, you cannot go to next task.

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.

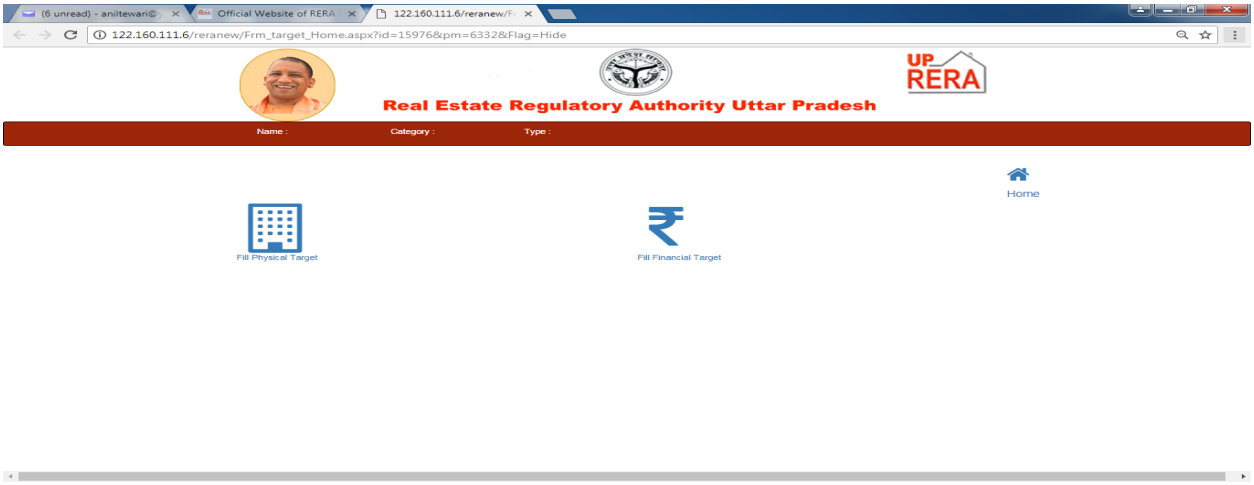
- Yes
- No

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.

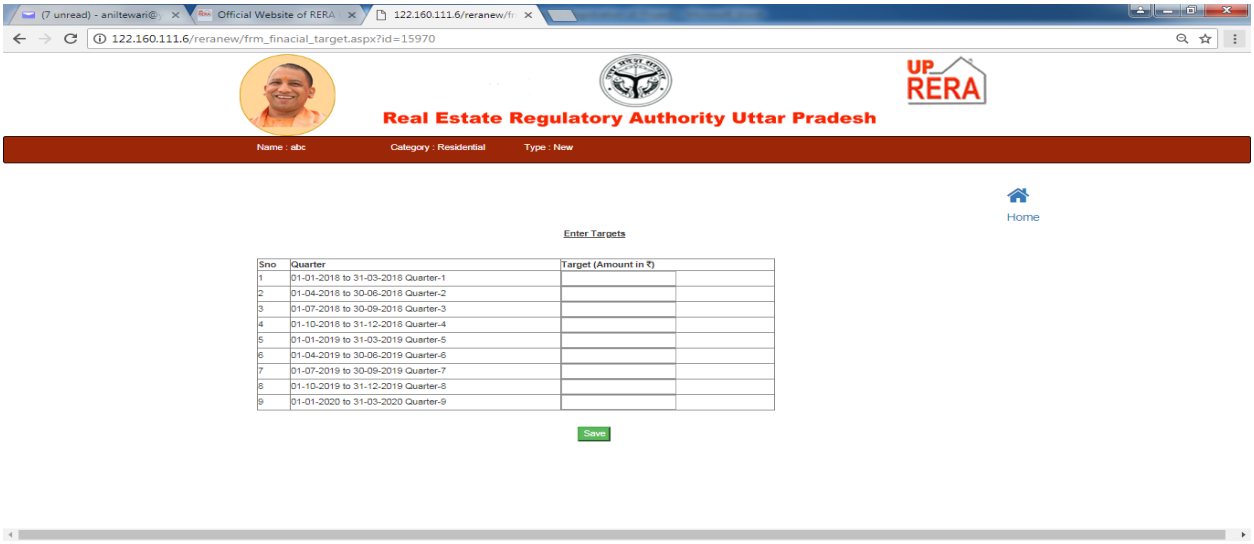
If you select **'No'**, click on **'Save'** button in the Action column and proceed to next activity.

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.

# Guidelines for Editing Registered Project & Promoter details and Updating Achievement

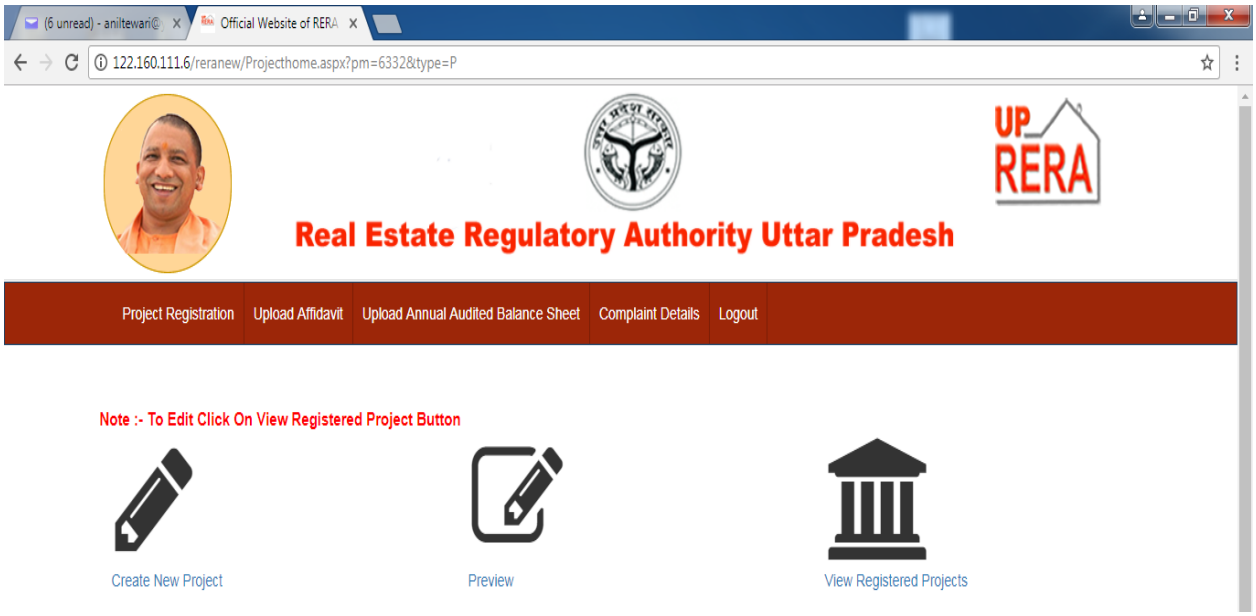
## General Instructions

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. Check **Alert** message of the Main project page for any missing/incomplete details.

## Step by Step Guide

1. Log on to [www.up-rera.in](http://www.up-rera.in)
2. The following screen will appear

3. Login as a Promoter with your registered Login Id and Password.
4. Once your Login ID and Password is verified, the following screen will appear




5. Click on View Registered Project.
6. Select the Project you want to Edit and click on **'Search'** button.
7. The details of the selected project will appear on the screen.
8. Now click on **'Click Here to Pay for Editing Project'** button. The amount to be paid will be 10% of the Registration Fee up to 06.06.2018 and 20% of the Registration Fee from 07.06.2018 to 06.07.2018.
9. **Before making payment, clear History and Allow Popup from your Browser setting.**
10. You can make payment by using either PNB or ICICI gateway.
11. Once your payment is successful, following options will be available in your Registration page.
    - Edit Promoter Details
    - Edit Project Details
    - Edit Quarterly Target
    - Update QPR Achievement
    - Update Booking, Sales, Payments, etc.
12. Fields which are editable by the Promoter bear '**Blue**' edit button and which are editable by RERA bear '**Red**' edit button.
13. Missing details must be **compulsorily** added by the Promoter to complete the Registration.
14. Click on **'Edit Project Details'** button.
15. Section-wise fields which can be edited and details required to be given by you in your Registration page are as follows :

- **Basic Details Section**

  **Fields which can be edited**

  - Tehsil and Latitudes/Longitudes.

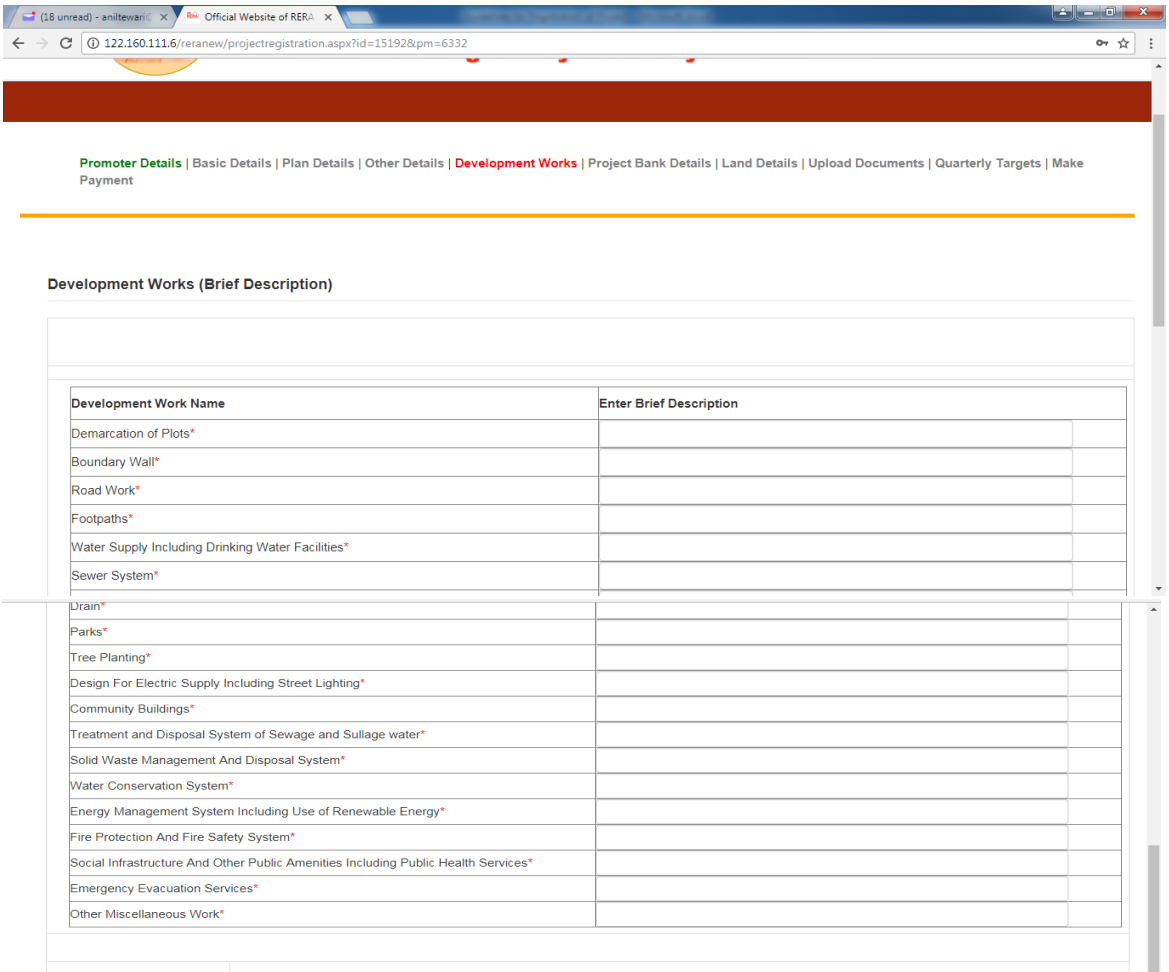
  **Details required to be given by you**

  - Sanctioning Competent Authority.
  - New Agent. Select **'Not applicable'** if no agent is associated with the project.
- **Plan Details**
  - Select one of the following two options
    - Apartment/Flat/Shop
    - Plot
  - Previously entered Permit Number and Permit date will appear.
  - Enter Valid Upto Date (date of validity of Permit).
  - Revised End Date is Proposed End Date of your project and it is editable. This date cannot be beyond date of validity of Permit/Sanction letter mentioned in Valid Upto text box.
  - Upload all the required documents and click on **Save** button to save the data.
  - Data will be saved only after all the required documents have been uploaded successfully.
  - In case New Permit Number has been issued by the Competent Authority, click on **Click here to add another Permit detail** button and enter Revalidated Permit Number, Revalidated Permit Date and Valid Upto Date (date of validity of Permit) and upload all the documents and click on **Save** button.
  - Multiple entries for Permit details are allowed.
  - Now enter details of Apartment/Flat/Shop/Plot, as the case may be.
  - In case of Apartment/Flat/Shop, 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

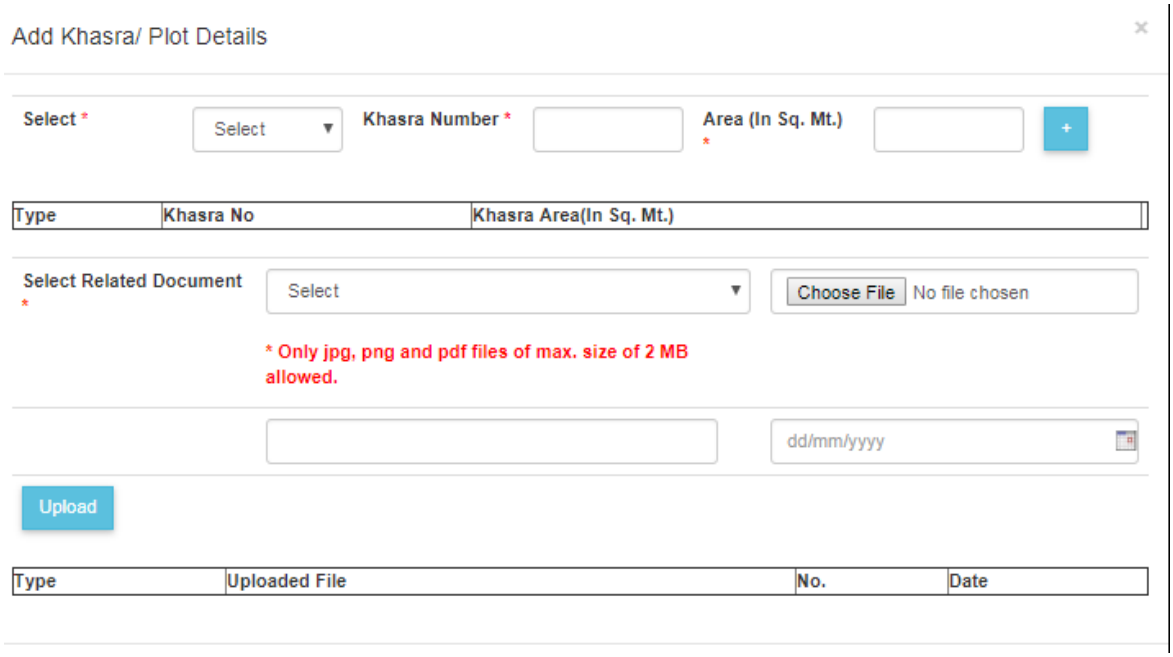
- If Type of Apartment/Flat/Shop on the same floor are different, you have to give separate entry for each type. For example, if on 1st floor, there are two types of Apartment/ Flat/Shop viz. 1 BHK & 2 BHK, there will be two entries for 1st floor.
- You can add any number of data here by clicking on **Save & Add More** button.
- In case of Plot, the following Types of Plots 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 Plots of each Type of Plot. You can add any number of data here by clicking on **Save & Add More** button.

- **Development Works Section**



Enter Brief Logical Description against each Development Work Component. In case any component is not applicable, enter **'NA'**. Click on **Save & Continue** button.

- **Land Details Section**




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

- Khasra
- Plot

Select the relevant option. Enter details in the text boxes and click on '+' button.

Multiple Khasra/Plot details can be entered.

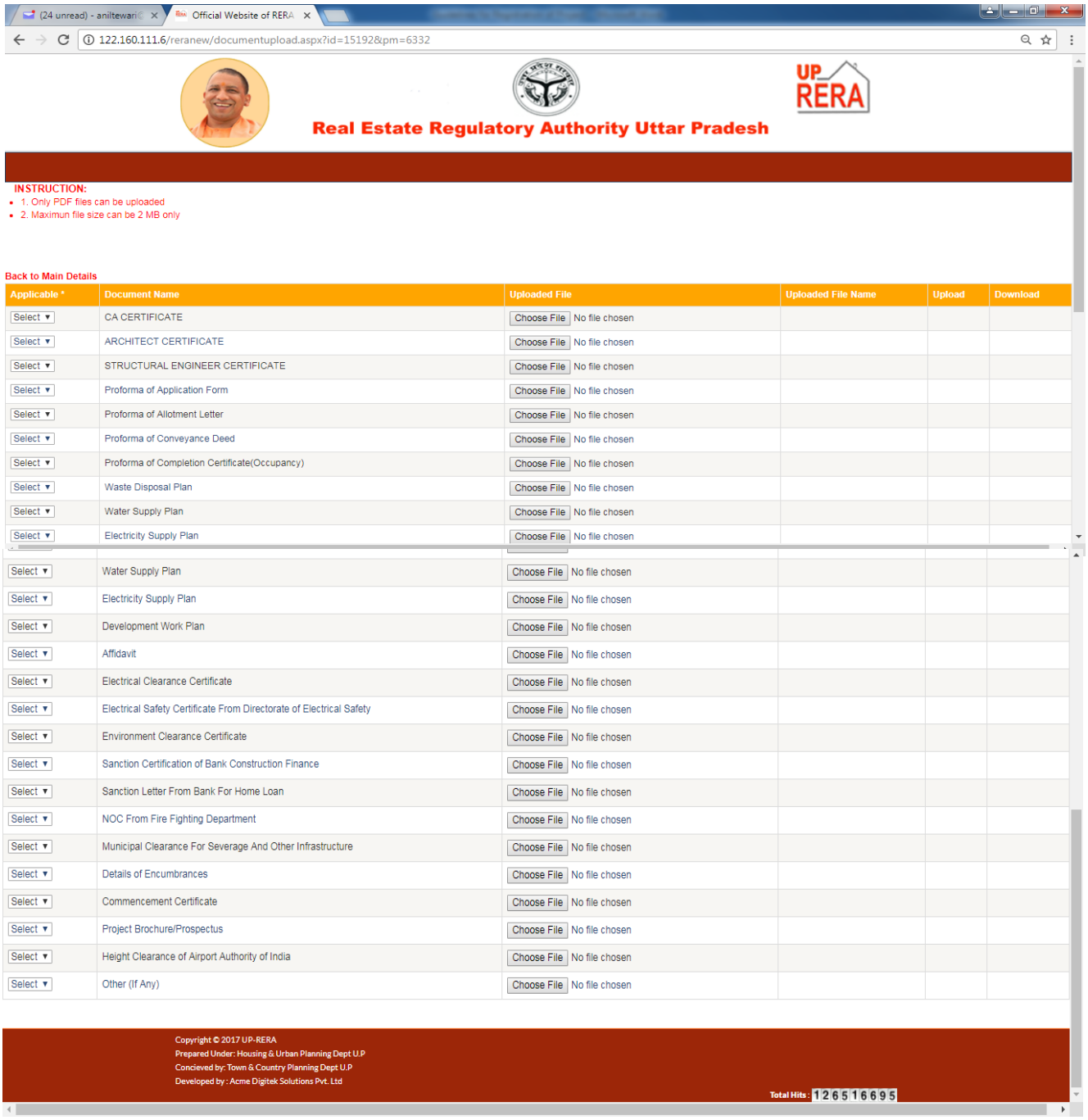
Now click in the text box given before **Select Related Document**. The following options will appear.

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

Select relevant option and Upload the required document. 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.

- **Upload Documents Section**



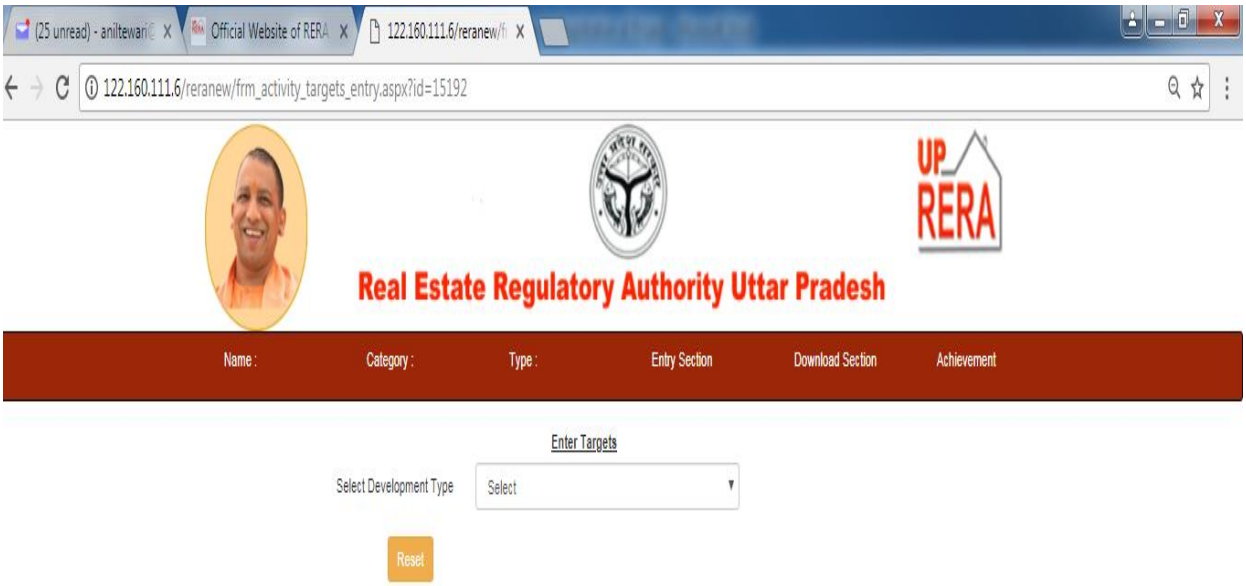

Click on **Applicable** button given against each Document Name. The following two options will appear.

- Yes
- No

If you select **'Yes'**, upload the relevant Documentby 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 the specified document, you cannot go to next field.

16. Now click on **Click here to edit Quarterly Target** button. The following screen will appear. This page will allow you to enter Physical and Financial Targets of your project.

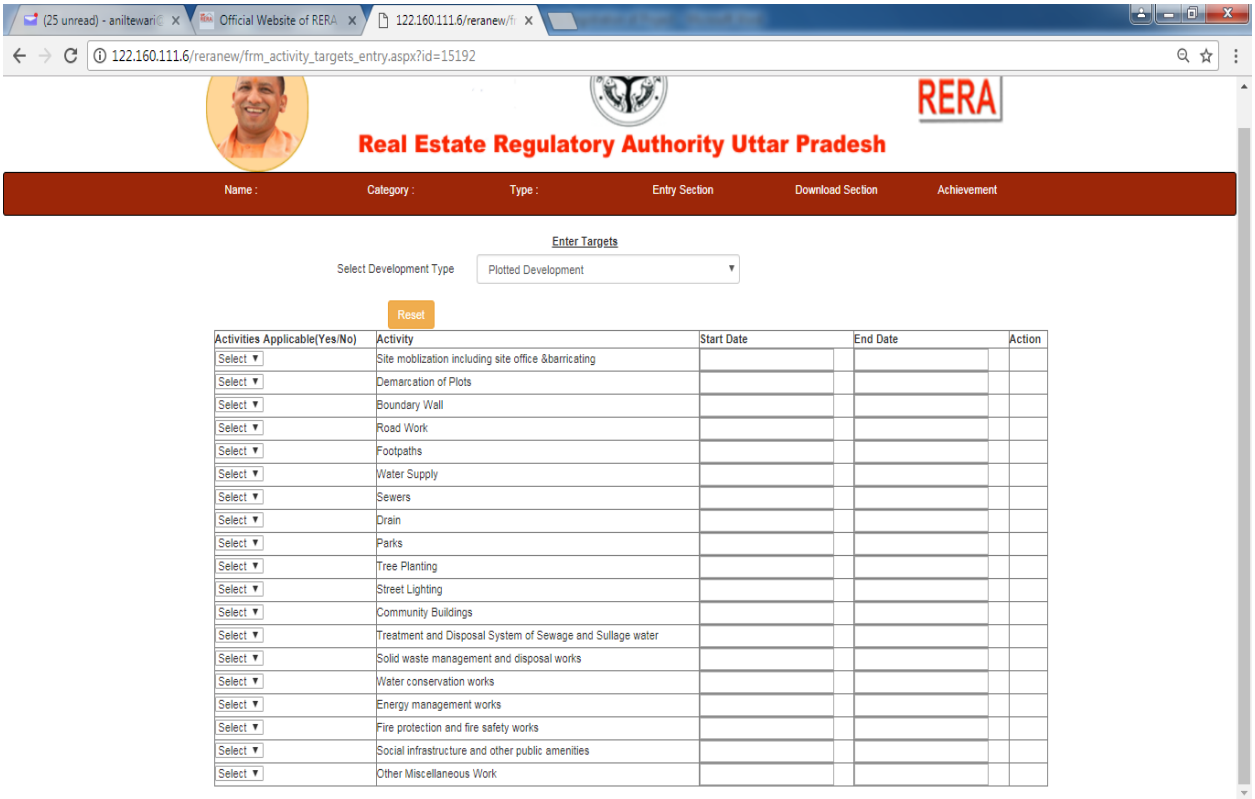
First click on **'Fill Physical Target'** button. The following screen will appear




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

- Plotted Development
- Building/Apartment

For **Plotted Development**, the following screen will appear.



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

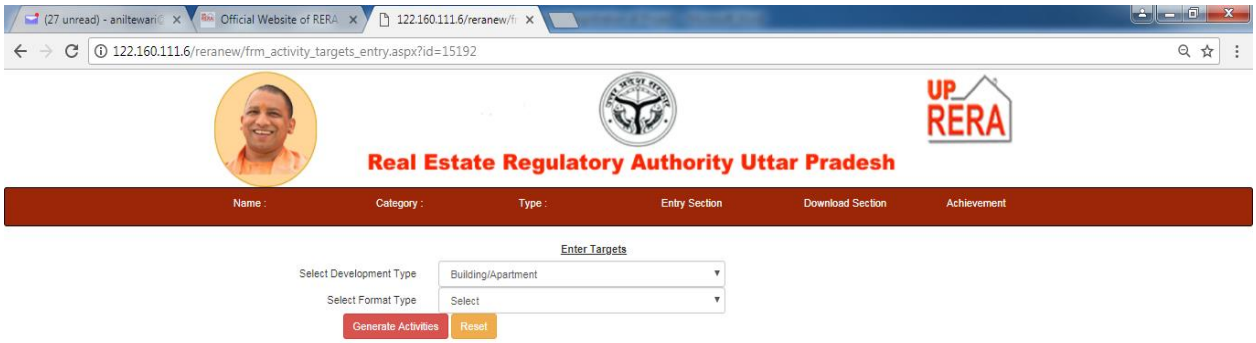
- Yes
- No

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.

For **Building/Apartment**, the following screen will appear




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

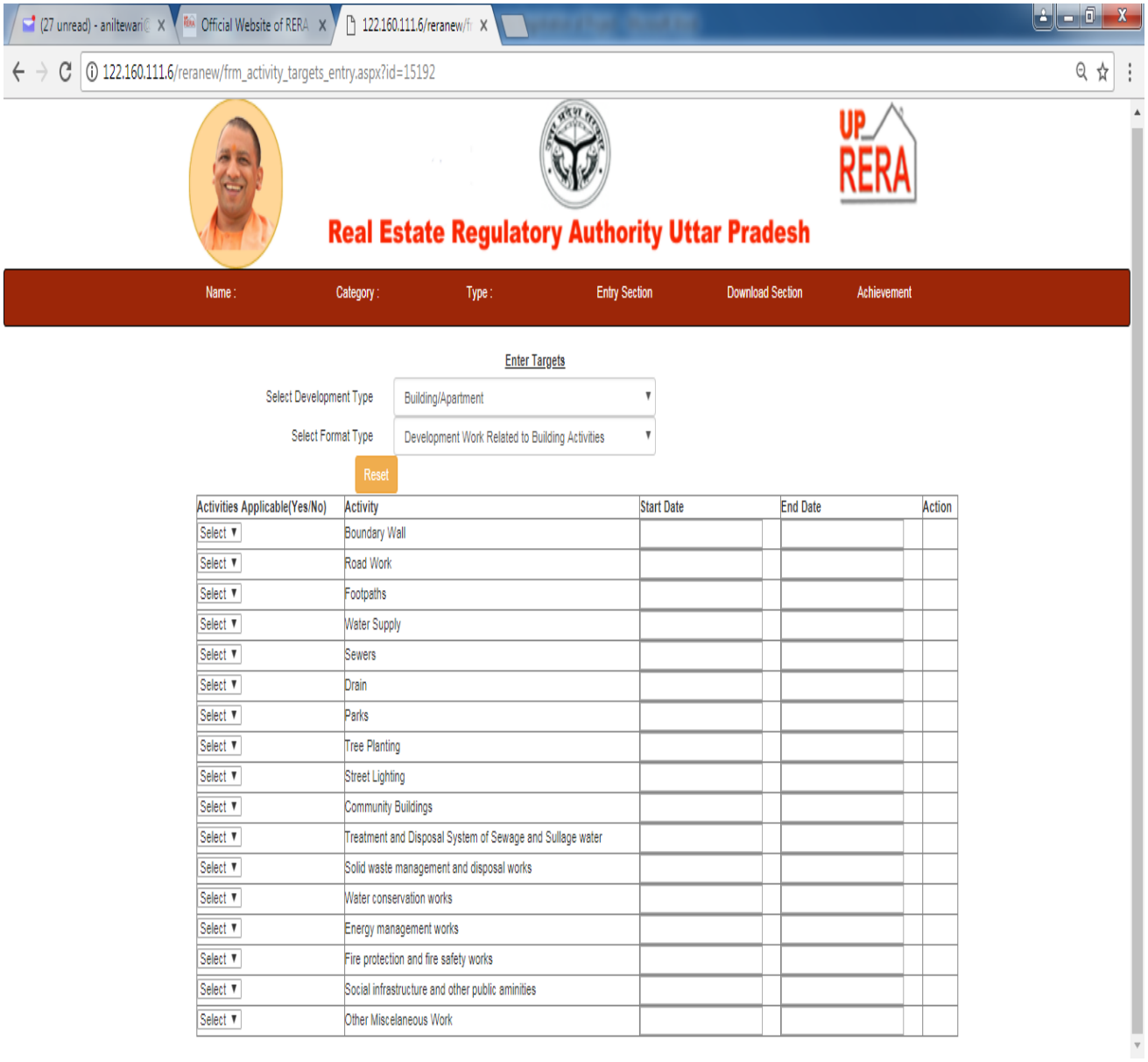
The following two options will appear.

- 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.

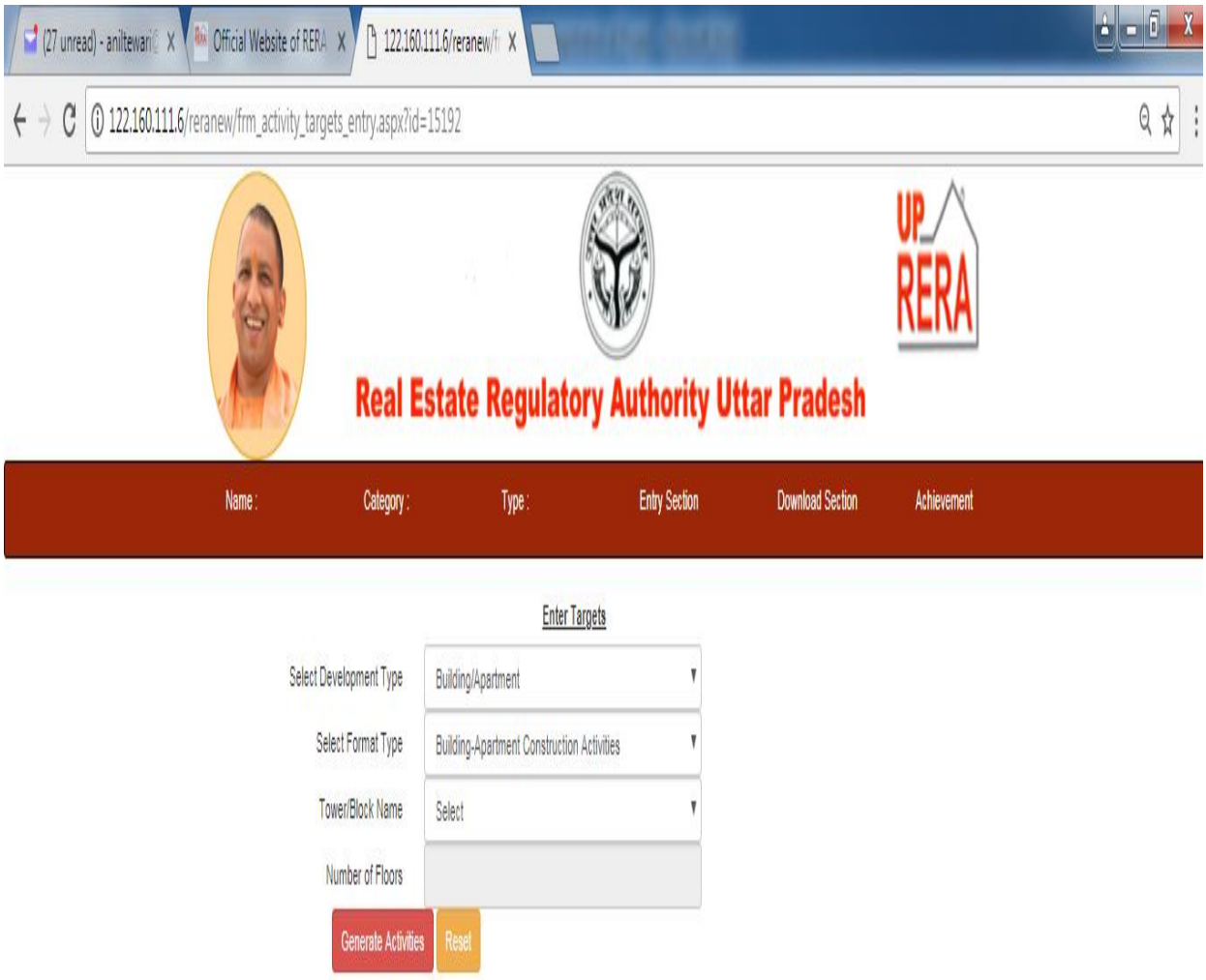
- Yes
- No

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.

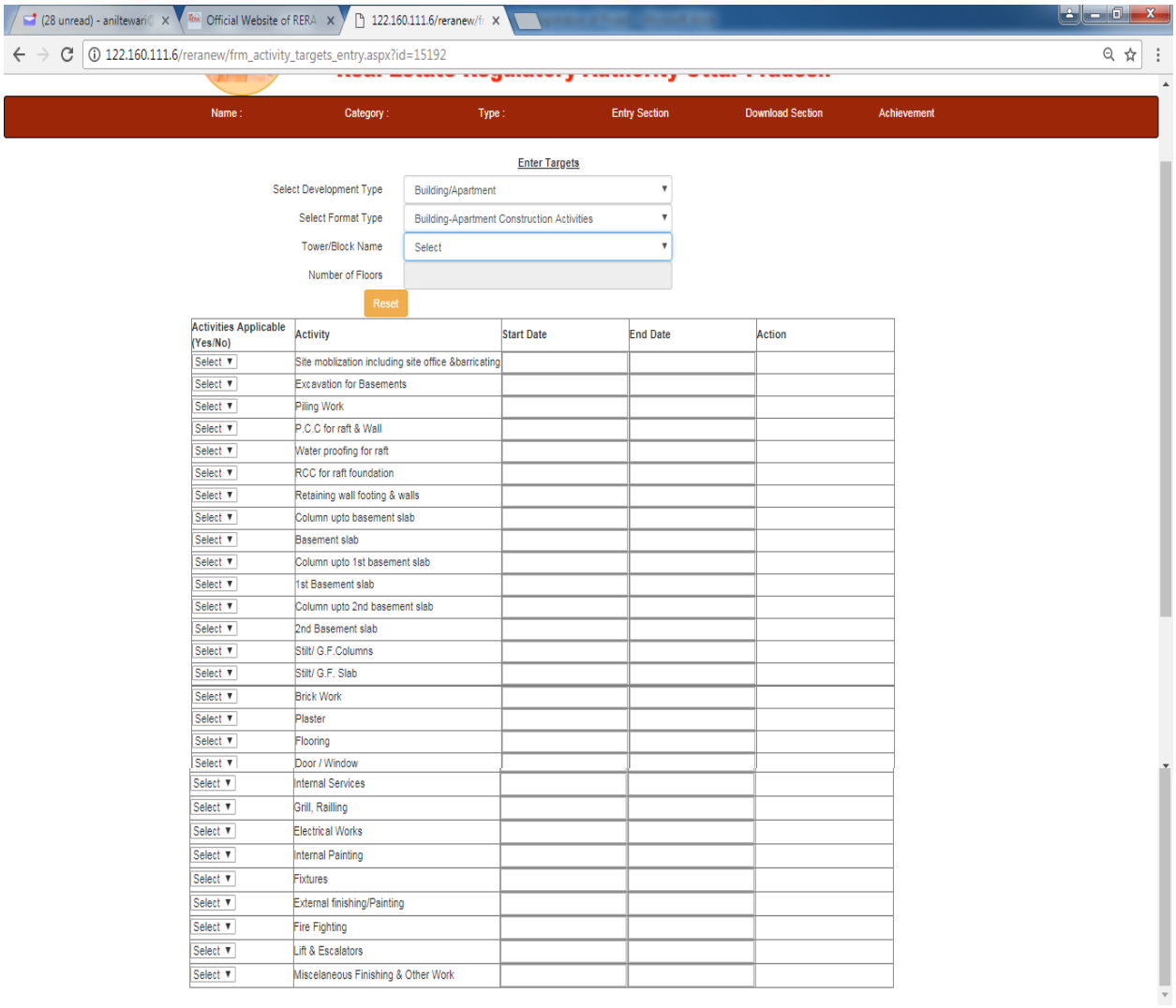
Complete this task for all the Activities given in the Table. Without selecting **'Yes/No'** against each activity, you cannot go to next task.

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.

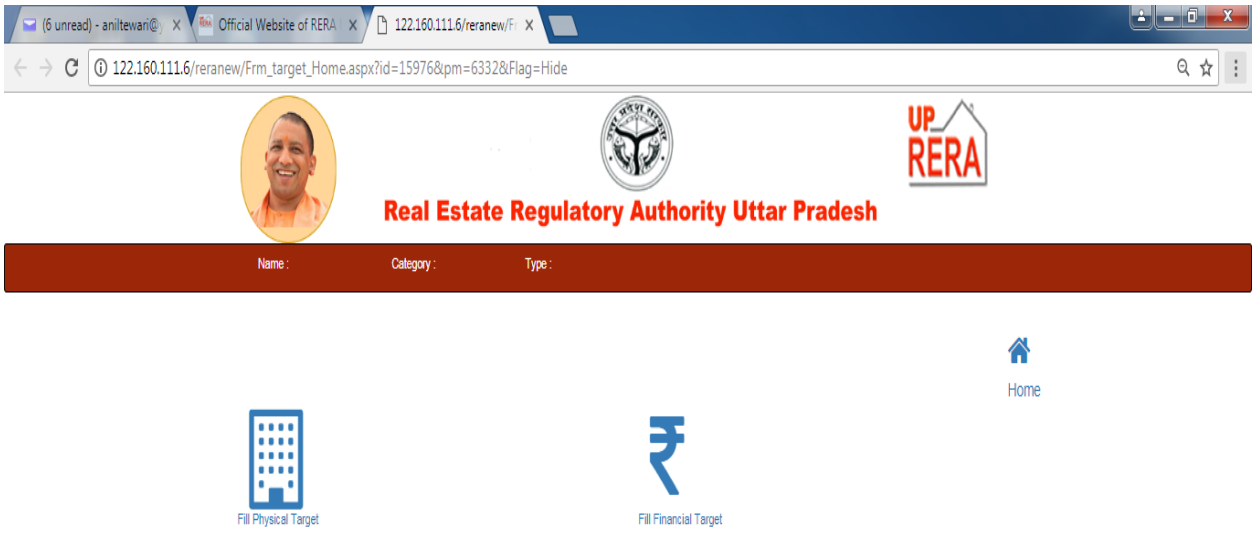
- Yes
- No

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.

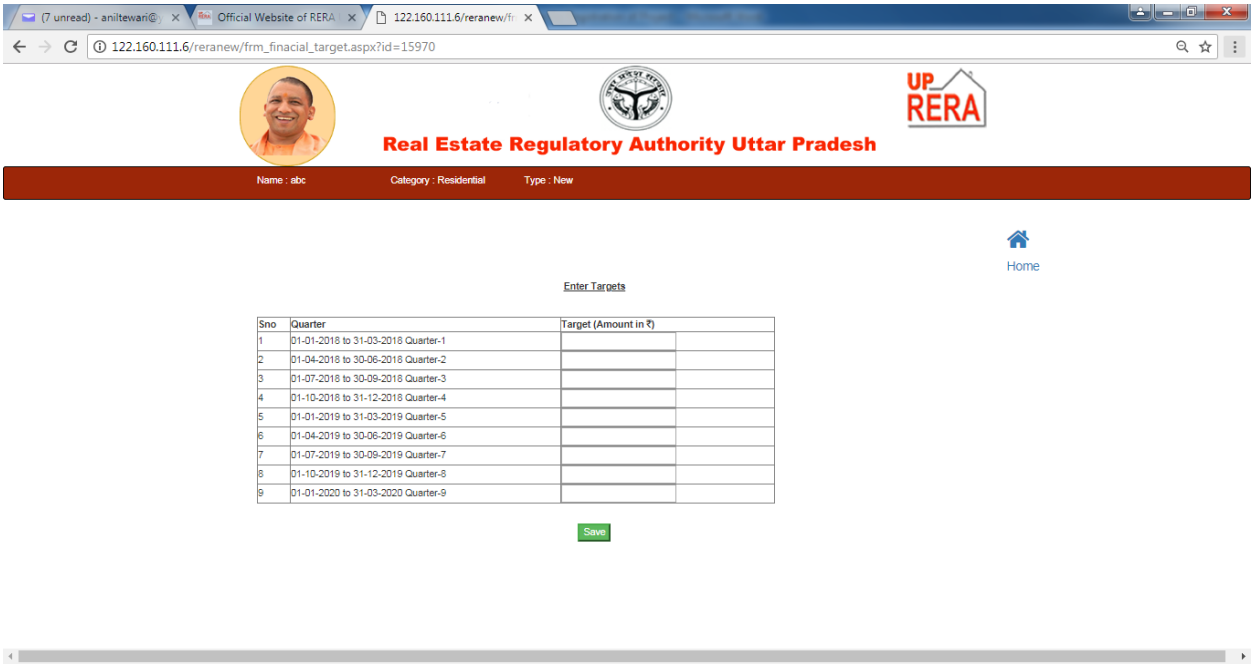
If you select **'No'**, click on **'Save'** button in the Action column and proceed to next activity.

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

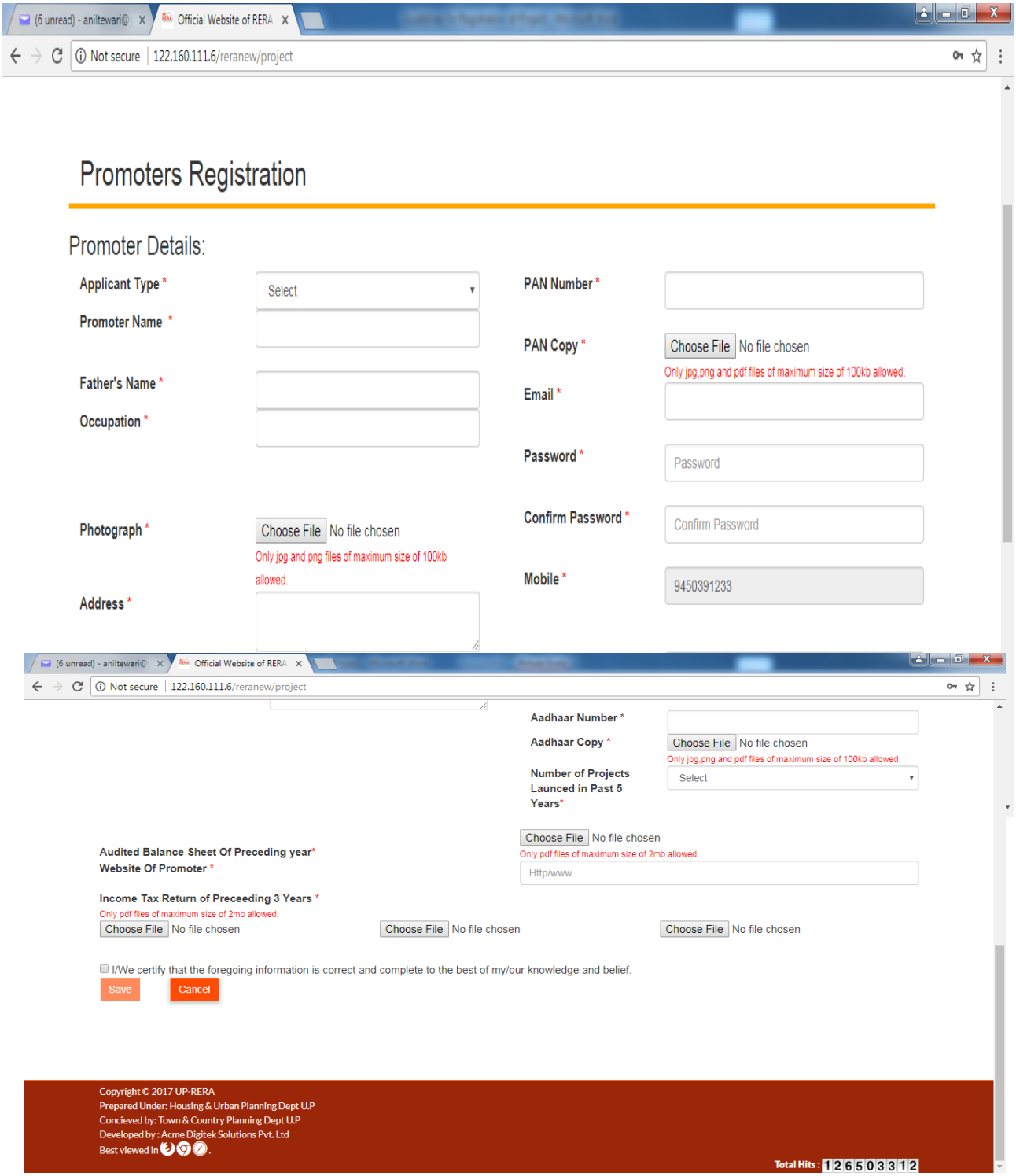



Enter Targets for each Quarter and close the Tab.

## Edit Promoter Details

Promoter is required to complete the missing details given at the time of Registration.

Click on **Edit Promoter Details** button. The following screen will appear.



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**)

Give Name and Address of Partners/Directors.

At the end of the page, give declaration by clicking on check box given before **I/We certify that the foregoing information is correct and complete to the best of my/our knowledge and belief.**

## Update QPR

At the end of Every Quarter of the Financial Year, Promoter is required to update the Physical and Financial achievements against the targets entered during Project Registration.

To do this, click on **Update QPR Achievement** button. The following screen will appear.

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

- Plotted Development
- Building/Apartment
- Financial Target

If you select Building/Apartment, the following two options will appear.

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

Quarterly Targets entered by you during Project Registration will be shown here. Select Development Type one by one and enter the achievement for the particular quarter.

**This button will be open for a specified time period at the end of every quarter.**

## Update Booking, Sales, Payments, etc.

Promoter is required to update these entries regularly.

To do this, click on **Update Booking, Sales, Payments, etc.** button. The following screen will appear.

Save Draft

2. **Booking of Garages**

| Type of Unit | Total Up-to Previous Quarter | Booked in Present Quarter | Total Under Project |
|---|---|---|---|
| | 0 | | |

3. **Is Real Estate Project developed on a Leasehold Land ?**

○ Yes ◉ No

a. **Whether all dues and charges in regard to the leasehold land have been paid ?**

◉ Yes ○ No

Add

| Date of Payment | Amount | |
|---|---|---|
| 31-05-2018 | 122.00 | Delete |
| 31-05-2018 | 11.00 | Delete |

Save Draft

4. **Whether Association of Allottees(AOA) formed?**

○ Yes ◉ No

5. **Whether Project handed over to AOA in the present Quarter.**

○ Yes ◉ No

6. **Whether lease certificate /deed handed over to AOA in the present Quarter?**

○ Yes ◉ No

7. **Number of Conveyance Deed Executed**

Add

| Type of Unit | Conveyance Deed Executed Up to the Previous Quarter | Present Quarter | Total | |
|---|---|---|---|---|
| UPTO 100 sqm | 0 | 32.00 | 32.00 | Delete |
| 100 to 150 sqm | 0 | 33.00 | 33.00 | Delete |

Save Draft

8. **Details of Re-sale**

Add

| Tower/Block Name | Unit Type | Flat No./Plot No. | Name of Original Allotee | Name of Second Allotee | Date of Resale | |
|---|---|---|---|---|---|---|
| bdfg | 100 to 150 sqm | 22 | dasdasd | sdfdsfsdf | 18-05-2018 | Delete |
| 45 | UPTO 100 sqm | 456456 | ytyhfgh | hfgh | 16-05-2018 | Delete |
| | Select | | | | | Delete |

Save Draft

9. **List of approvals taken up till date of commencement**

Add

| List of Approvals | Description | |
|---|---|---|
| Format 1 | Test | Delete |
| Format 2 | Test3 | Delete |

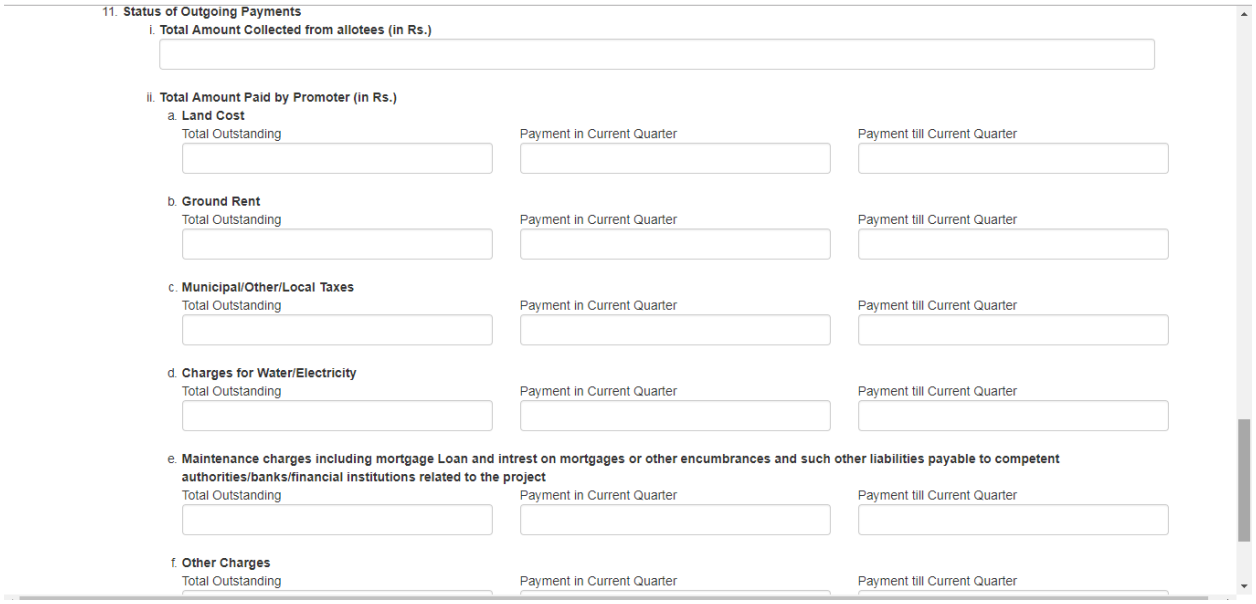
Save Draft

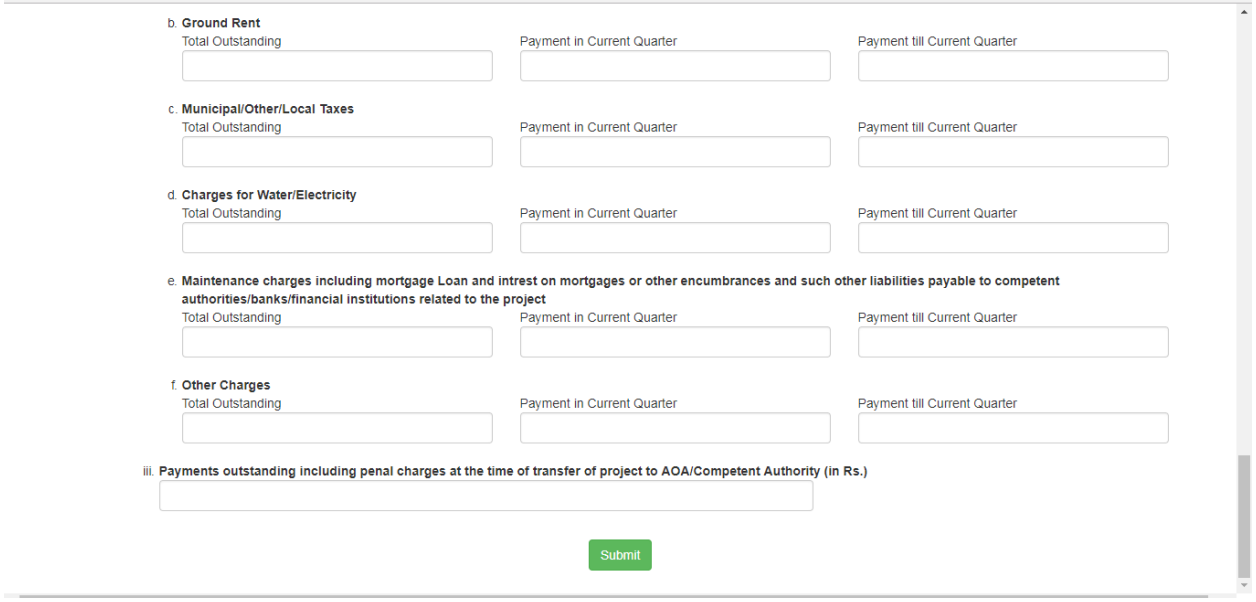
10. **Approvals Pending**

Add

| List Pending Approvals | Approvals Taken Till Present Quarter | |
|---|---|---|
| 12 | 232 | Delete |
| fdf | 5464 | Delete |

Save Draft




Promoter is required to give details of the following activities

- Booking of Plots/Apartments/Units
- Booking of Garages
- Projects developed on a Leasehold Land
- Association of Allottees
- Conveyance Deed Executed
- Details of Re-sale
- Necessary Approvals Taken up/Pending
- Status of Outgoing Payments