User Manual for
Agent Registration (Individual)

Prepared by

APOnline

Internal Approval

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Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0	NA	NA	NA	NA
1.1	01/08/2018	APRERA	5 (Affected Points: 1, 2, 12, 16, 17, 22 & 23)	Logo, Screen Colours and Litigations
1.2	25/01/2018	APRERA	5 (Affected Points: 1, 2 & 19)	Home Screen and Print Preview option
1.3	16/05/2018	APRERA	5 (Affected Points: 3, 4, 9, 14, 27, 28, 29, 30, 31, 32 & 33)	Validations & New Chnages

Change Note History

Ref. No.	Release Date	Version No.	Section No.	Page No. & Line No.	Remarks
1	25/12/2017	1.1	5	Point 1, Page 8, Figure 1	Logo Changed
2	25/12/2017	1.1	5	Point 2, Page 8, Figure 2	Logo Changed

3	5/1/2018	1.1	5	Point 12, Page 13, Figure 13(New Screen)	Added Declaration statement for litigations are no
4	5/1/2018	1.1	5	Point 16, Page 13, Figure 17	Upload Documents Screen Changed
5	5/1/2018	1.1	5	Point 17, Page 13, Figure 18 (New Screen)	Added Declaration Statement
6	5/1/2018	1.1	5	Point 17, Page 16, Figure 20	Preview page modified as per changes
7	5/1/2018	1.1	5	Point 22, Page 18, Figure 23	Payment Screen Changed
8	5/1/2018	1.1	5	Point 23, Page 18, Figure 24	Acknowledgment Screen Changed
9	25/1/2018	1.2	5	Point 1, Page 8, Figure 1	Home Screen Changed
10	25/1/2018	1.2	5	Point 2, Page 8, Figure 2	Home Screen Changed
11	25/1/2018	1.2	5	Point 19, Page 16, Figure 20	Added Print Button in Preview
12	25/1/2018	1.2	5	Point 19, Page 16, Figure 21	New Screen

| 13 | 30/4/2018 | 1.3 | 5 | **Point:** - 3,4,9,14,27,28,29,30,31,32 & 33

Page: - 10, 12,15,21,22 &23

Figure: - 3,4,9,15,29,30,31,32,33,34 & 35 | • Added Instructions
• Replaced Existing with Partially Completed
• Added New Validation
• Changes in "No Litigation" case
• Added New Screens in Partial Completed application |

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1. INTRODUCTION

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

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

2. OBJECTIVE

✓ Ensuring Transparency & Efficiency in real estate sector in regards to sale of plot, apartment, building or real estate project.

✓ Protecting the interest of consumers in real estate sector.

✓ Establishing adjudicating mechanism for speedy dispute redressal.

✓ Establishing Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority.

3. ABBREVIATIONS

Abbreviation	Expansion
APRERA	Andhra Pradesh Real Estate Regulatory Authority

Table 1: List of Abbreviations

4. SOFTWARE AND TECHNOLOGIES

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

Table 2: Software and Technologies

5. PROCESS – AGENT REGISTRATION (INDIVIDUAL)

The below mentioned process of Agent (Individual) Registration under Andhra Pradesh Real Estate (Regulation and Development) Rules, 2017.
Navigate to portal www.rera.ap.gov.in.

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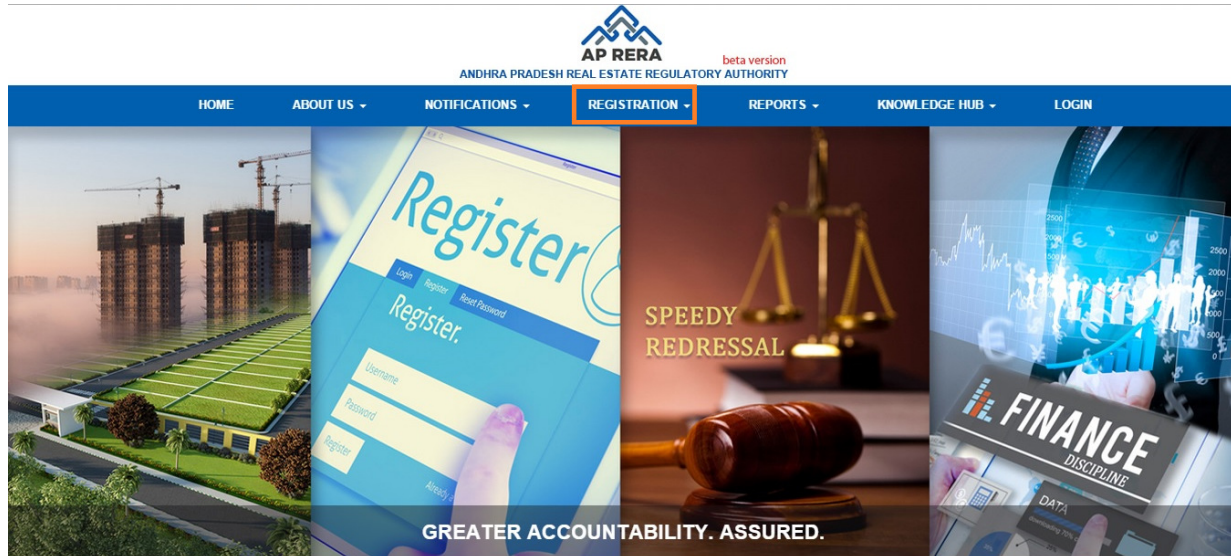

Figure 1: Home Page

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

Figure 2: Agent Registration Selection Page

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

Figure 3: Agent Registration Home Screen

Case – 1: New Registration

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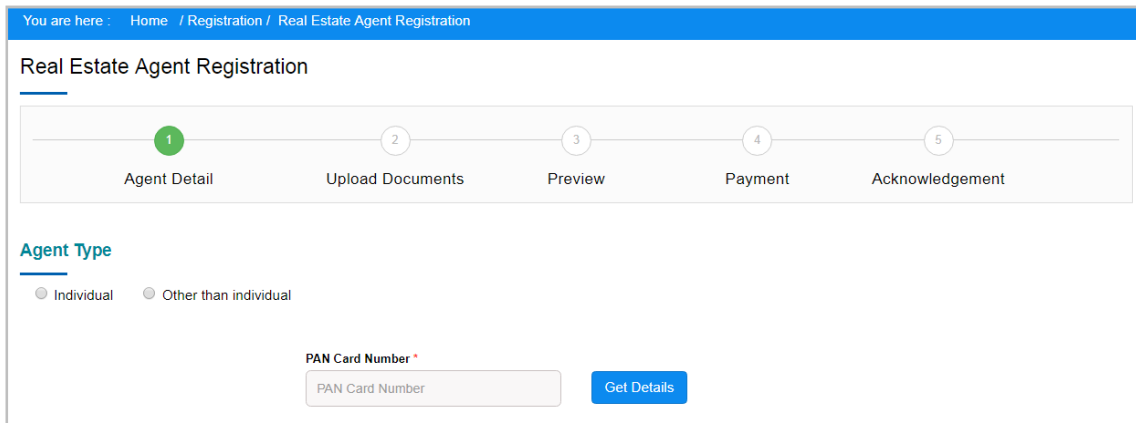

Figure 4: Application Type Selection
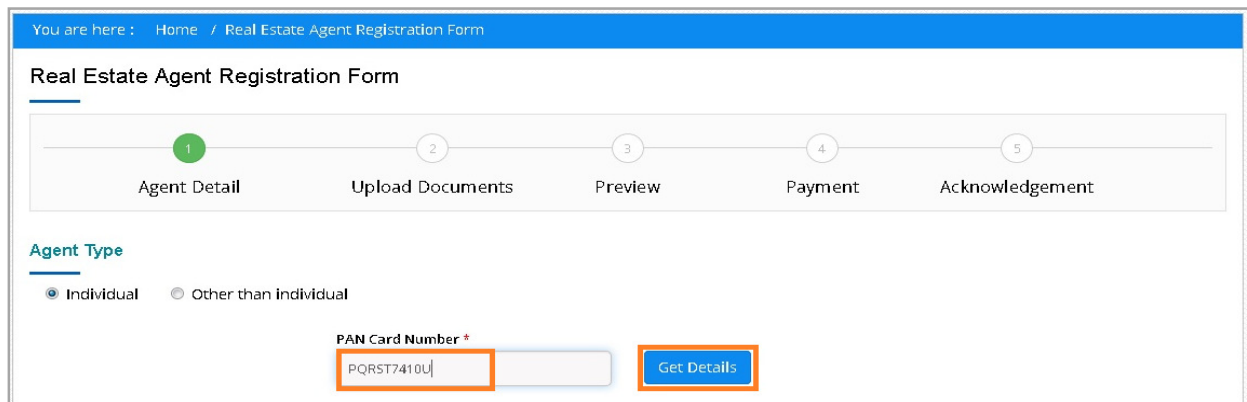
5. Once click Submit button in Figure 4, Agent registration page displayed as depicted in Figure 5.

Figure 5: Agent Registration Screen
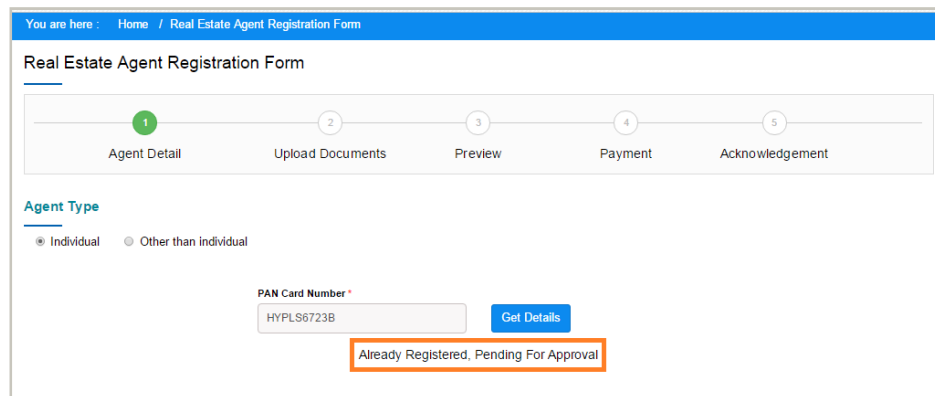
6. Enter **PAN Card** Number and click **Get Details** button as depicted in Figure 6.

Figure 6: Get Details Button Page

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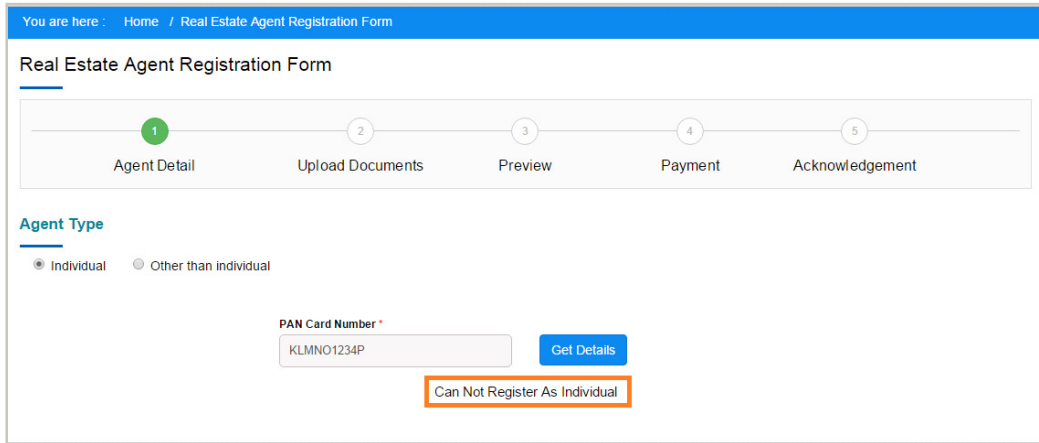

Figure 7: Alert Message, if already Registered

Note: If already approved, then it shows a message as **"Your Registration No: XXXXXXXXXXXXX"**

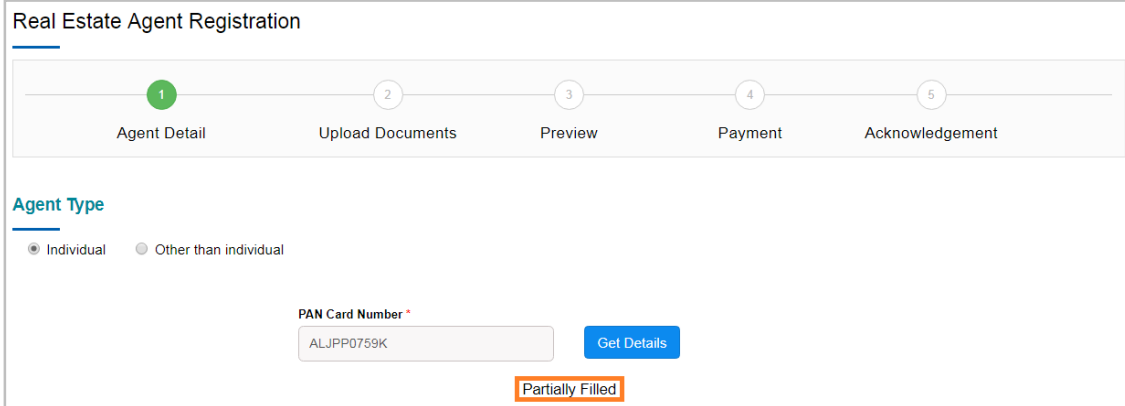8. If PAN Card is used for other-than Individual, an alert message shows a message as "**Can Not Registered as Individual**" as depicted in Figure 8.

Figure 8: Alert Message, Cannot Register as Individual

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

Figure 9: Partial Completed Application

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

Real Estate Agent Registration

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

Agent Type

○ Individual   ○ Other than individual

Applicant Details

Agent Name *	Upload Photograph *	Father's Name *	Occupation *
Agent Name	Choose File No file chosen	Father Name	Select ▼

Email Id *	Aadhaar Number*	PAN Card Number *	Upload PAN Card *
Email Id	Aadhaar Number	PRASA1234N	Choose File No file chosen

Mobile Number *	Land Line Number	License Number by the local bodies	License issued date
Mobile Number	Land Line Number	License Number by the local bodies	License issued date

Upload License certificate	GST Num	Upload GST Num Document	
Choose File No file chosen	GST Num	Choose File No file chosen	

Local Address For Communication

Address Line 1 *	Address Line 2	State *	District *
Address Line 1	Address Line 2	Select ▼	Select ▼

Mandal *	Local Area/Village *	PINCode *	Upload Address Proof *
Select ▼	Select ▼	PINCode	Choose File No file chosen

Projects Launched In The Past 5 Years

Last five years project details *   ○ Yes   ○ No

Litigations

Any Civil/Criminal Cases *   ○ Yes   ○ No

Other State/UT RERA Registration Details

Do you have registration in other states *   ○ Yes   ○ No

Save And Continue

Figure 10: Agent Registration Home Page

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

Applicant Details

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

Figure 11: Applicant Details Page

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

Local Address For Communication

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

Figure 12: Local Address for Communication Page

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

Past Experience

Any projects handled in last 5 Years *   ◉ Yes   ○ No   Project Name *

Project Name   [Add]

S.No.	Project Name	Action
1	MAYA TOWERS PHASE 1	Delete
2	MAYA TOWERS PHASE 2	Delete

Figure 13: Past Experience

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

Figure 14: Litigation Details

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

Figure 15: Litigations (No) Screen

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

Figure 16: Grid View of Litigation Details

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

Figure 17: Other RERA Registration Details

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

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

Figure 18: Confirmation Screen for Agent Details

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

Figure 19: Upload Documents

Note: If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period agent has to upload the available IT returns of the entity with a specific reason, refer A3 in form downloads for proforma of this Sample Affidavit.

19. Check **Declaration** statement as depicted in Figure 20.

Figure 20: Declaration Statement

Note: Where Applicant name capture from Applicant details automatically.

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

Figure 21: Confirmation Screen for Upload Documents

21. Preview page displayed as depicted in Figure 22.

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

Real Estate Agent Registration

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

Agent Type   Individual

Applicant Details

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

Local Address For Communication

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

Projects Launched In The Past 5 Years

Last five years project details   Yes

S.No.	Project Name
1	MAYA TOWERS PHASE 1
2	MAYA TOWERS PHASE 2

Litigations

Any Civil/Criminal Cases   No

Self Declared Affidavit   TEST.pdf

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

Other State/UT RERA Registration Details

Do you have registration in other states   Yes

S.No.	Registration Number	State/UT	District
1	RERA12345	Kerala	Kozhikode

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

Declaration

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

[Print]

Mobile Number *
9246226600   [Get OTP]

Figure 22: Preview

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

Figure 23: Print Preview Screen

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

Figure 24: Mobile No Validation

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

Figure 25: Verification of Mobile No with OTP

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

Figure 26: Download filled Application and Proceed to Payment

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

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

Figure 27: Payment Page

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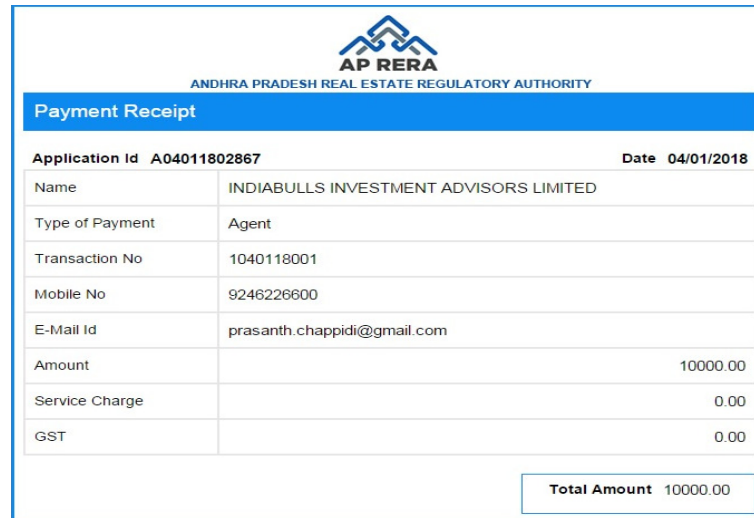
Figure 28: Acknowledgment Receipt

Case 2: Partially Completed Application

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

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

Figure 29: Partial Completed Application Home Screen
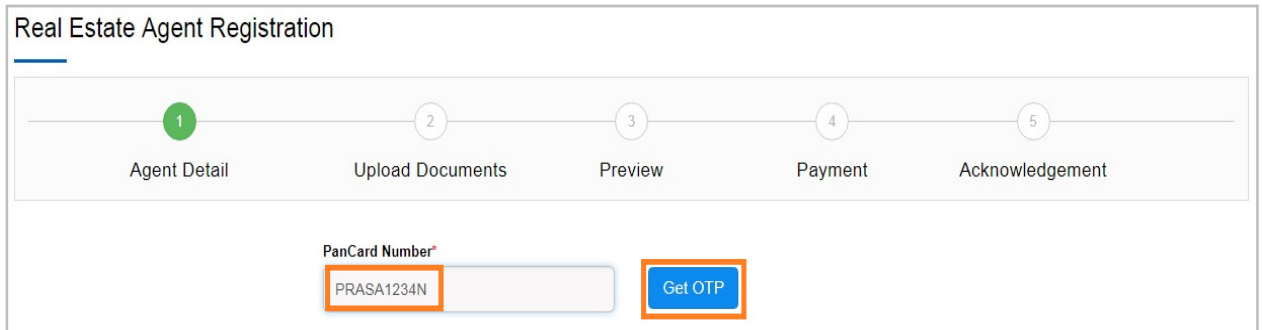
28. Click Submit Button in Figure 29, Agent registration page displayed as depicted in Figure 30.

Figure 30: Agent Registration Home Screen
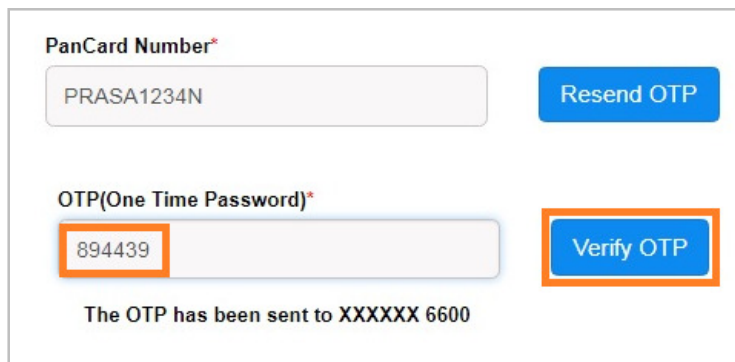
29. Enter **PAN Card Number** and click **Get OTP** button as depicted in Figure 31.

Figure 31: OTP Request Screen

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

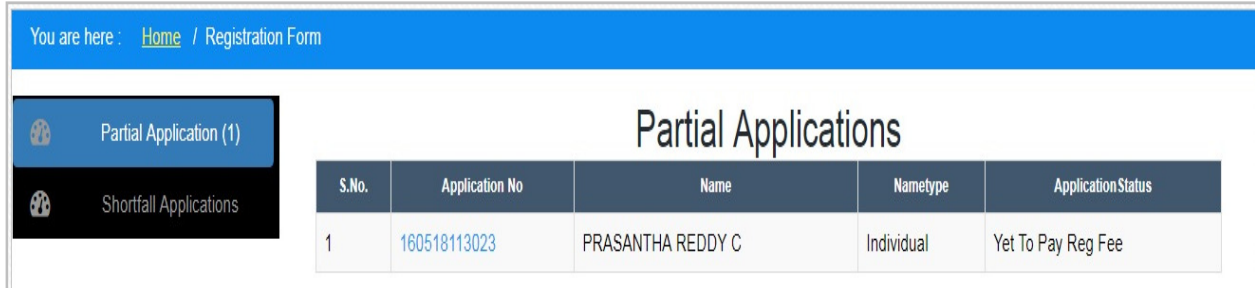**Figure 32: Authentication Verification Screen**

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

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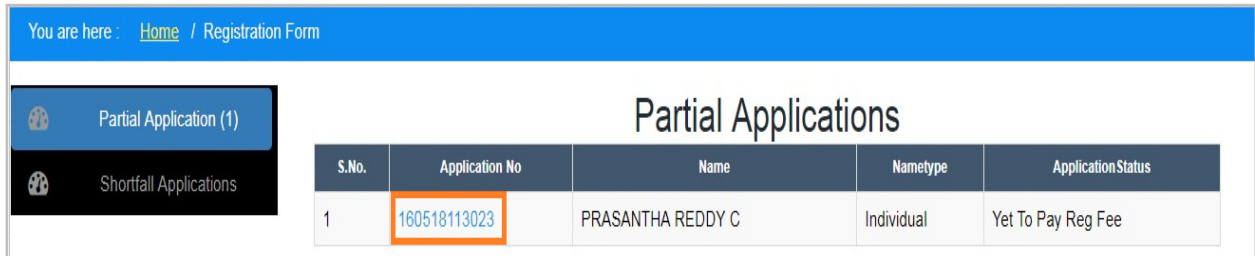
Figure 33: Partial Completed Applications Home Screen

32. Click on Application Number link as depicted in Figure 34.
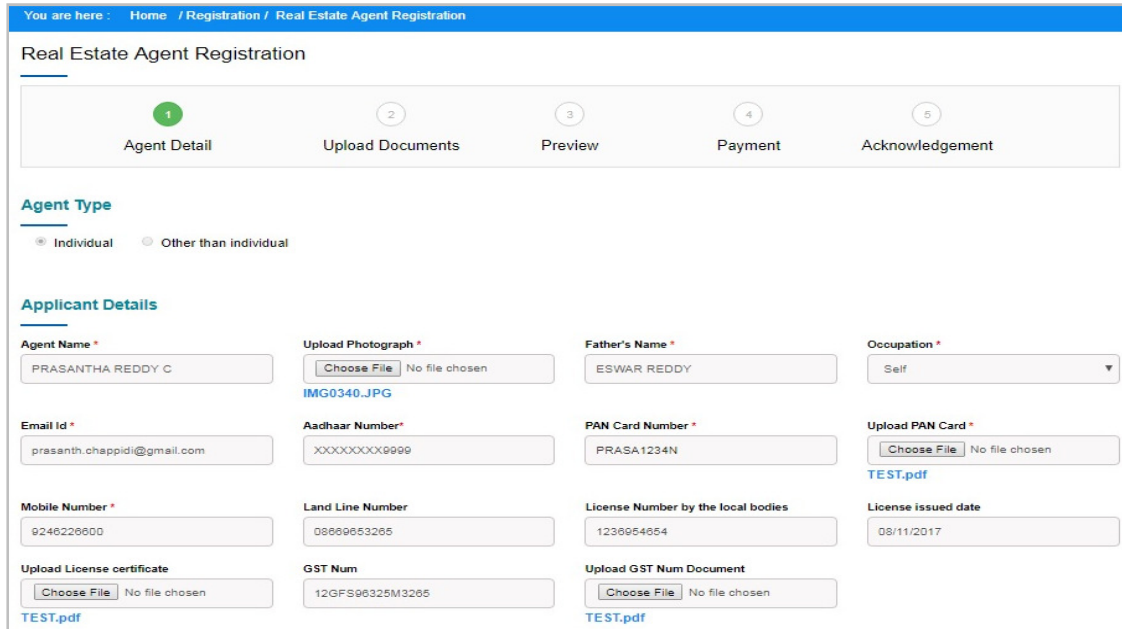
Figure 34: Select Partial Completed Application

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

Figure 35: Partial Filled Agent Registration Form

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

6. CHANGE MANAGEMENT PROCEDURES

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

7. APPROVALS

Inspected By	Date	Signature
Sudhakar Volukula		
Approved By	**Date**	**Signature**
B.Bala Kishore		

Table 3: Approvals