

User Manual for
Agent Registration (Other – than Individual)



Prepared by
APOnline

Internal Approval

Prepared by	Date
Prasantha Reddy C	17/05/2018
Reviewed by	Date
Raghavendrara Rao Jakka	18/05/2018
Approved by	Date
Sudhakar V	18/05/2018

Distribution list

Name	Role
B .Bala Kishore	Group Leader

Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0	NA	NA	NA	NA
1.1	09/01/2018	APRERA	5 (Affected Points: 1, 2, 14, 18, 19, 21, 25 & 26)	Logo, Screen Colours and Litigations
1.2	25/01/2018	APRERA	5 (Affected Points: 1, 2 & 22)	Home Screen and Print Preview Button

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	05/01/2018	1.1	5	Point 14, Page 14, Figure 15	Added Declaration statement for Litigations are no
4	05/01/2018	1.1	5	Point 18, Page 16, Figure 19	Upload Documents Screen Changed

5	05/01/2018	1.1	5	Point 19, Page 16, Figure 20	Added Declaration Statement
6	05/01/2018	1.1	5	Point 21, Page 17, Figure 22	Preview page modified as per changes
7	05/01/2018	1.1	5	Point 25, Page 19, Figure 26	Payment screen changed
8	05/01/2018	1.1	5	Point 26, Page 19, Figure 27	Acknowledgment screen changed
9	25/01/2018	1.2	5	Point 1, Page 8, Figure 1	Home Screen Changed
10	25/01/2018	1.2	5	Point 2, Page 8, Figure 1	Home Screen Changed
11	25/1/2018	1.2	5	Point 22, Page 17, Figure 22	Added Print Button in Preview
12	25/1/2018	1.2	5	Point 22, Page 18, Figure 23	New Screen
13	30/4/2018	1.3	5	<p>Point: - 3,4,9,16,20,29,30,31,32,33,34 & 35</p> <p>Page: - 9,11,15,17,21,22 & 23</p> <p>Figure: - 3,4,9,17,21,31,32,33,34,35,36 & 37</p>	<ul style="list-style-type: none"> • Added Instructions • Replaced Existing with Partially Completed • Added New Validation • Changes in “No Litigation” case • Labels changed in Upload Documents Screen • Added New Screens in Partial Completed application



Contents

1. INTRODUCTION.....	7
2. SCOPE.....	7
3. ABBREVIATIONS.....	7
4. SOFTWARE AND TECHNOLOGIES.....	7
5. PROCESS – Agent Registration (Other – than Individual)	8
6. CHANGE MANAGEMENT PROCUDERES.....	24
7. APPROVALS	24



List of Tables

Table 1: List of Observation 7
Table 2: Software and Technologies..... 7
Table 3: Approvals 24

List of Figures

Figure 1: Home Page	8
Figure 2: Agent Registration Selection Page.....	8
Figure 3: Agent Registration Home Screen.....	9
Figure 4: Application Type Selection.....	9
Figure 5: Agent Registration Home Screen.....	10
Figure 6: Get Details Button Page	10
Figure 7: Alert Message, if already registered.....	10
Figure 8: Alert Message, Can't Register as Individual.....	11
Figure 9: Partial Completed Application.....	11
Figure 10: Agent Registration Home Page	12
Figure 11: Applicant Details Page.....	13
Figure 12: Local Address for Communication Page	13
Figure 13: Director/Member Details.....	14
Figure 14: Grid View of Director/Member details	14
Figure 15: Past Experience.....	15
Figure 16: Litigation Details.....	15
Figure 17: Litigations No Screen	15
Figure 18: Grid View of Litigation Details	16
Figure 19: Other RERA Registration Details.....	16
Figure 20: Confirmation Screen for Agent Details	17
Figure 21: Upload Documents	17
Figure 22: Declaration Statement.....	17
Figure 23: Confirmation Screen for Upload Documents	17
Figure 24: Preview	18
Figure 25: Print Preview Screen	19
Figure 26: Mobile No Validation.....	19
Figure 27: Verification of Mobile No with OTP	19
Figure 28: Download filled Application and Proceed to Payment	20
Figure 29: Payment Page.....	20
Figure 30: Acknowledgment Receipt	21
Case 2: Partially Completed Application.....	21
Figure 31: Partial Completed Application Home Screen.....	21
Figure 32: Agent Registration Home Screen.....	22
Figure 33: OTP Request Screen	22
Figure 34: Authentication Verification Screen	22
Figure 35: Partial Completed Applications Home Screen	23
Figure 36: Partial Completed Applications Home Screen	23
Figure 37: Partial Filled Agent Registration Form.....	23

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. SCOPE

The scope of this document is to explain the process flow for register Agent as Other – than individual.

3. ABBREVIATIONS

Abbreviation	Expansion
APRERA	Andhra Pradesh Real Estate Regulatory Authority

Table 1: List of Observation

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 (Other – than Individual)

The process of Agent (Other – than 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.

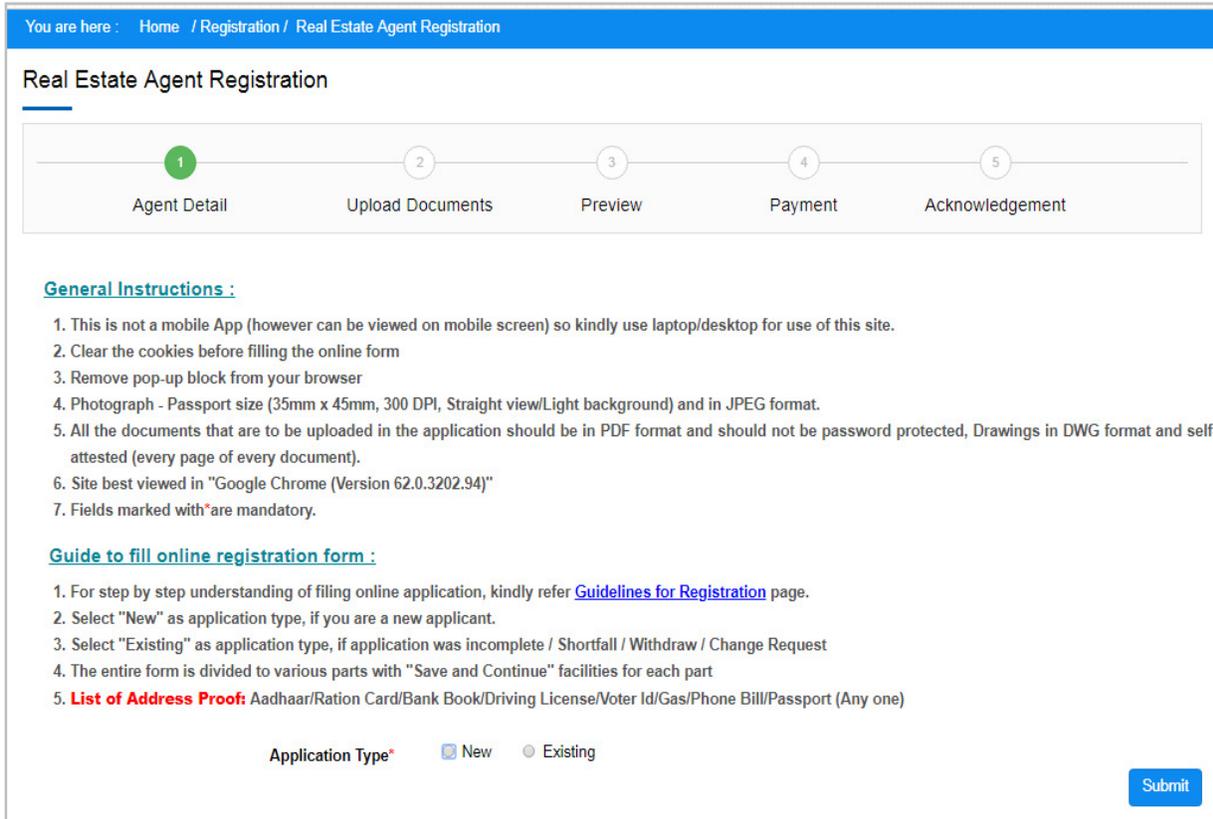


Figure 3: Agent Registration Home Screen

Case 1: New Registration

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

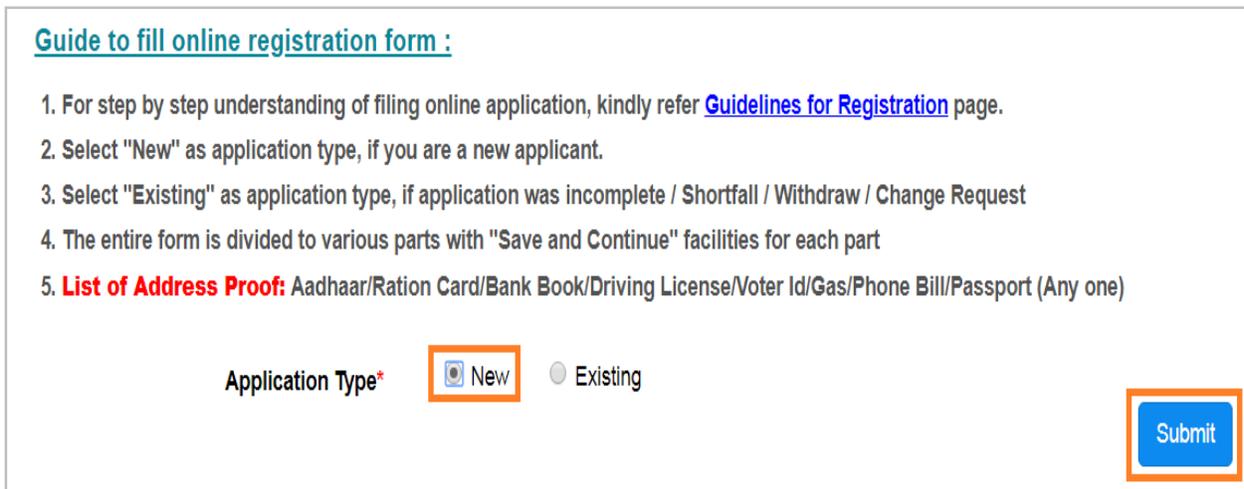
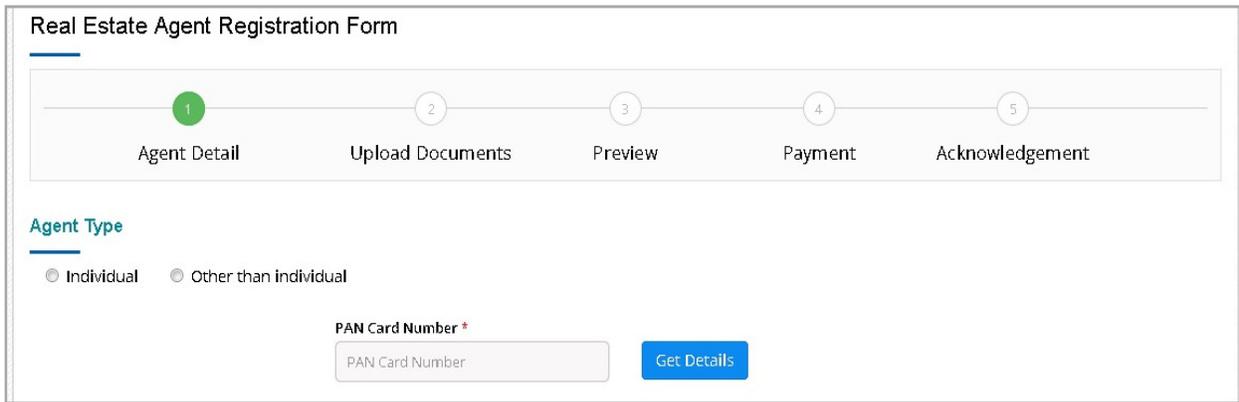


Figure 4: Application Type Selection

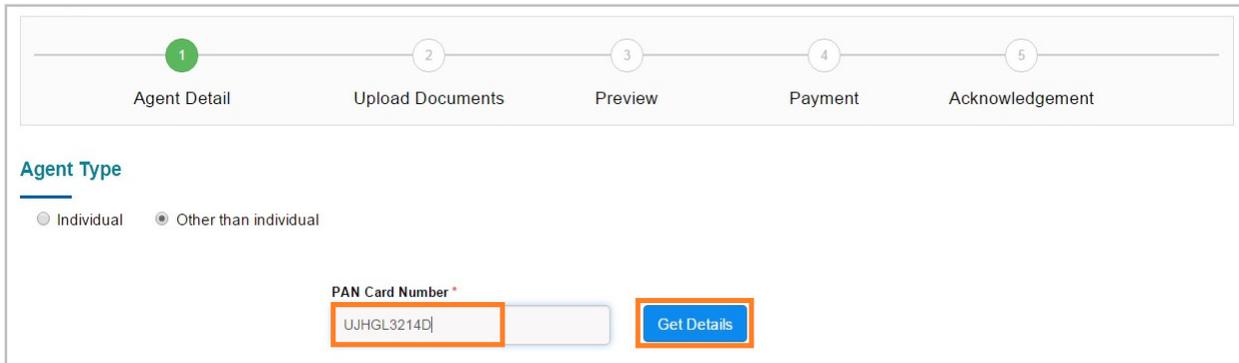
5. Once click Submit button in Figure 4, Agent registration page is displayed as depicted in Figure 5.



The screenshot shows the 'Real Estate Agent Registration Form' with a progress bar at the top containing five steps: 1. Agent Detail (highlighted in green), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Below the progress bar, there is a section for 'Agent Type' with two radio buttons: 'Individual' and 'Other than individual'. Underneath, there is a 'PAN Card Number *' field with a text input containing 'PAN Card Number' and a blue 'Get Details' button.

Figure 5: Agent Registration Home Screen

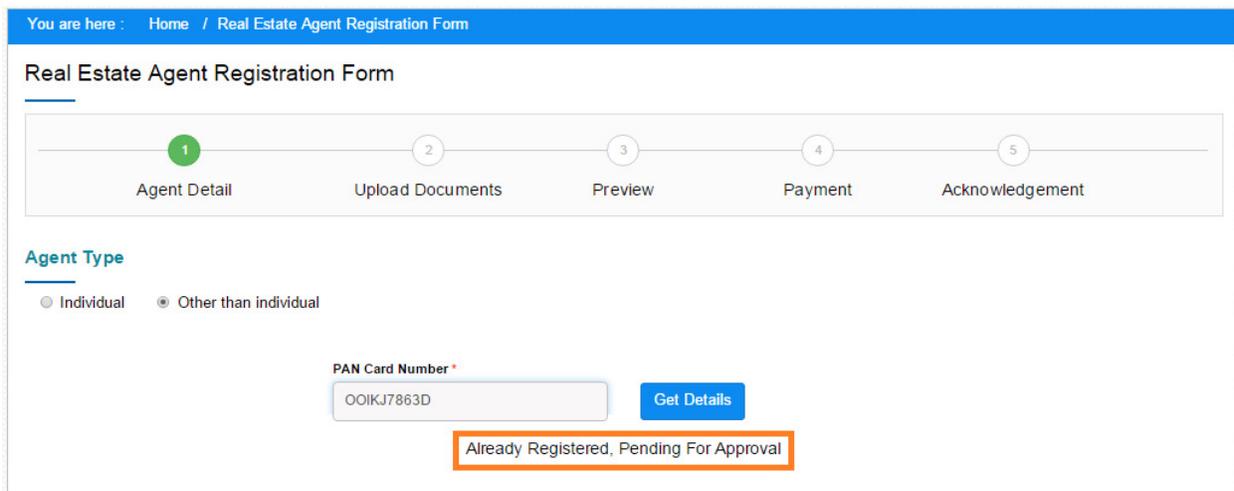
6. Enter PAN Card Number and click Get Details button as depicted in Figure 6.



This screenshot is similar to Figure 5, but the 'PAN Card Number *' field now contains the value 'UJHGL3214D'. The 'Get Details' button is highlighted with an orange border.

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.

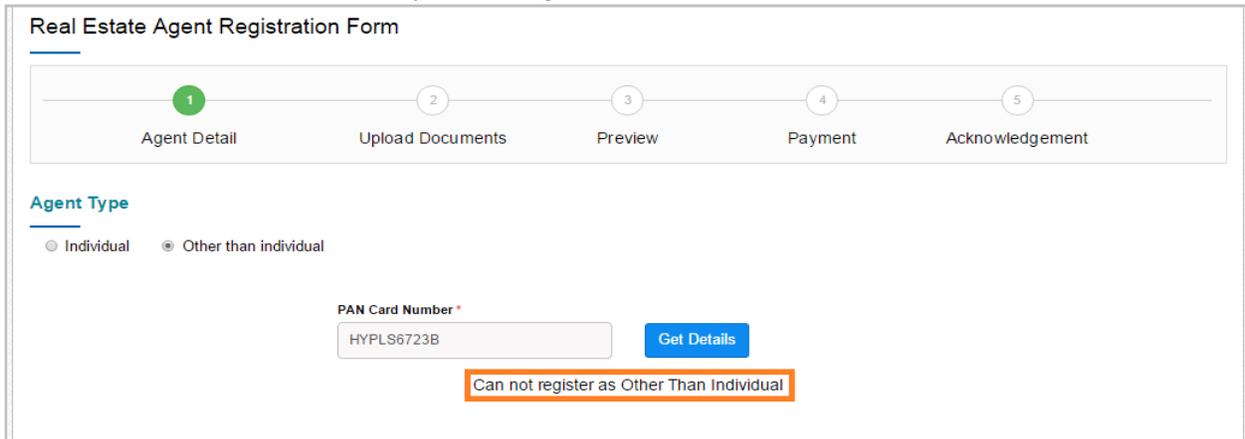


This screenshot shows the registration form with the 'PAN Card Number *' field containing 'OOIKJ7863D'. Below the input field, an orange-bordered alert box displays the message: 'Already Registered, Pending For Approval'. The 'Get Details' button is also visible.

Figure 7: Alert Message, if already registered

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

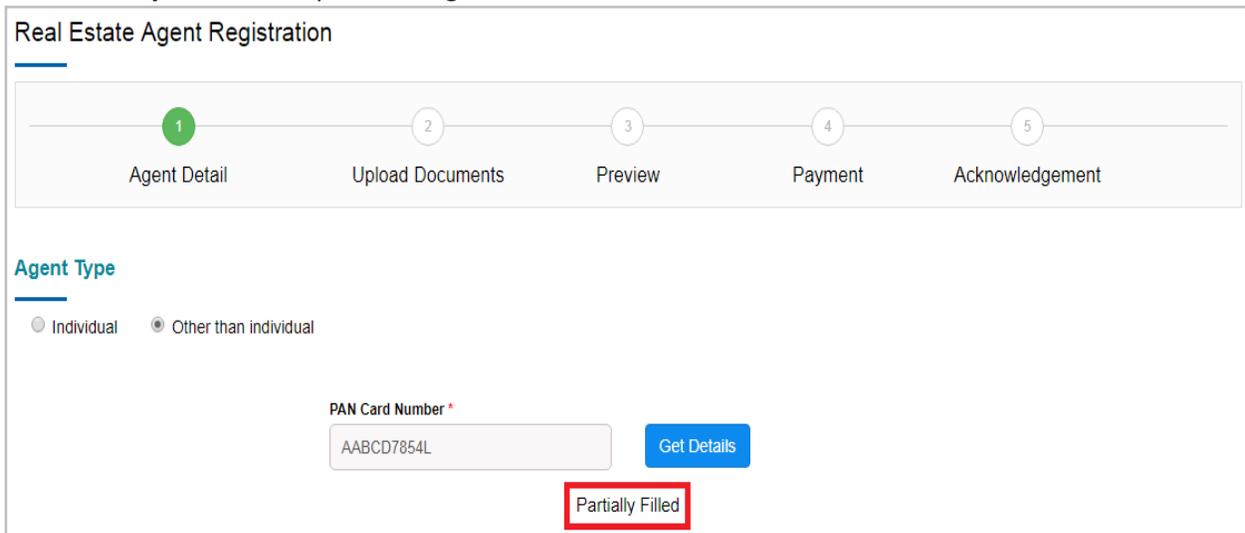
8. If PAN Card is used for Individual, an alert message shows a message as **“Can Not Registered as Other – than Individual”** as depicted in Figure 8.



The screenshot shows the 'Real Estate Agent Registration Form' with a progress bar at the top containing five steps: 1. Agent Detail (highlighted in green), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Below the progress bar, the 'Agent Type' section has two radio buttons: 'Individual' (unselected) and 'Other than individual' (selected). A text input field for 'PAN Card Number *' contains the value 'HYPLS6723B'. To the right of the input field is a blue 'Get Details' button. Below the input field, a red-bordered box contains the error message: 'Can not register as Other Than Individual'.

Figure 8: Alert Message, Can't Register as Individual

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



The screenshot shows the 'Real Estate Agent Registration' form with a progress bar at the top containing five steps: 1. Agent Detail (highlighted in green), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Below the progress bar, the 'Agent Type' section has two radio buttons: 'Individual' (unselected) and 'Other than individual' (selected). A text input field for 'PAN Card Number *' contains the value 'AABCD7854L'. To the right of the input field is a blue 'Get Details' button. Below the input field, a red-bordered box contains the alert message: 'Partially Filled'.

Figure 9: Partial Completed Application

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

You are here : [Home](#) / [Real Estate Agent Registration Form](#)

Real Estate Agent Registration Form

1
Agent Detail

2
Upload Documents

3
Preview

4
Payment

5
Acknowledgement

Agent Type

Individual
 Other than individual

Organisation Details

Organisation Type * <input type="text" value="Select"/>	Organisation Name * <input type="text" value="Organisation Name"/>	Registration Number * <input type="text" value="Registration Number"/>	Date of Registration * <input type="text" value="Select Date"/>
Registration Certificate * <input type="button" value="Choose File"/> No file chosen	PAN Card Number * <input type="text" value="UJHGL3214D"/>	Upload PAN Card* <input type="button" value="Choose File"/> No file chosen	Email Id * <input type="text" value="Email Id"/>
Mobile Number * <input type="text" value="Mobile Number"/>	Land Line Number <input type="text" value="Land Line Number"/>	GSTIN <input type="text" value="GSTIN"/>	GSTIN Upload * <input type="button" value="Choose File"/> No file chosen
Memorandum of articles/Bye-laws Upload * <input type="button" value="Choose File"/> No file chosen			

Local Address For Communication

Address Line 1 * <input type="text" value="Address Line 1"/>	Address Line 2 <input type="text" value="Address Line 2"/>	State * <input type="text" value="Select"/>	District * <input type="text" value="Select"/>
Mandal * <input type="text" value="Select"/>	Local Area/Village * <input type="text" value="Select"/>	PINCode * <input type="text" value="PINCode"/>	Upload Address Proof * <input type="button" value="Choose File"/> No file chosen

Authorized Signatory Details

Name * <input type="text" value="Name"/>	Mobile Number * <input type="text" value="Mobile Number"/>	Email Id * <input type="text" value="Email Id"/>	Photo * <input type="button" value="Choose File"/> No file chosen
Board Resolution for Authorized Signatory * <input type="button" value="Choose File"/> No file chosen			

Past Experience

Any projects handled in last 5 Years *
 Yes
 No

Litigations

Any Civil/Criminal Cases *
 Yes
 No

Other RERA Registration Details

Do you have registration in other states *
 Yes
 No

Figure 10: Agent Registration Home Page

11. Enter **Organization Details** such as Organization type (Company/ Trust/ Partnership/ Joint Venture), Organization Name, and CIN/Registration Number, Date of Registration, Email Id, Mobile Number, Land Line Number, GSTIN and upload relevant documents as depicted in Figure 11.

Organisation Details

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

Figure 11: Applicant Details Page

12. Enter **Local address for Communication** details such as Complete Address (D. No, Street, land Mark, 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 * <input type="text" value="3/703-38"/>	Address Line 2 <input type="text" value="YSR CIRCLE"/>	State * <input type="text" value="Andhra Pradesh"/>	District * <input type="text" value="Ananthapuramu"/>
Mandal * <input type="text" value="Tadipatri"/>	Local Area/Village * <input type="text" value="TADPATRI (R)"/>	PINcode * <input type="text" value="515411"/>	Upload Address Proof * <input type="button" value="Choose File"/> TEST.pdf TEST.pdf

Figure 12: Local Address for Communication Page

13. 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

Indian Foreigner

Designation * Director	Name * PRASANTHA REDDY C	Email Id * prasanth.chappidi@gmail.com	Mobile Number * 9246857496
State/UT * Andhra Pradesh	District * Srikakulam	Address Line 1 * D NO 142 MAIN ROAD	Address Line 2 GANDHI ROAD
Pincode * 518695	PAN Card Number * AVCPP7856G	Upload PAN Card * Choose File TEST.pdf	Aadhaar Number * 204126301351
Upload Aadhaar Card * Choose File TEST.pdf	Photograph * Choose File Tulips.jpg	Address Proof Choose File TEST.pdf	DIN Number * 63515015

[Add](#)

Figure 13: Director/Member Details

14. Click **Add** button, details will be shown as Grid as depicted in Figure 14.

Director Details

Indian Foreigner

Designation * Select	Name * Name	Email Id * Email Id	Mobile Number * Mobile Number
State/UT * Select	District *	Address Line 1 * Address Line 1	Address Line 2 Address Line 2
Pincode * Pincode	PAN Card Number * Pan Card Number	Upload PAN Card * Choose File No file chosen	Aadhaar Number * Aadhaar Number
Upload Aadhaar Card * Choose File No file chosen	Photograph * Choose File No file chosen	Address Proof Choose File No file chosen	DIN Number * 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 SANTHA REDDY C	63515015	204126301351	prasanth.chappidi@gmail.com	9246857496	Andhra Pradesh	Srikakulam	D NO 142 MAIN ROAD	GANDHI ROAD	518695	AVCPP7856G	View Photo	View Address	View PAN Card	View Aadhaar Card	Delete

Figure 14: Grid View of Director/Member details

15. Enter **Past Experience** if any, and Click **Add** button as depicted in Figure 15.

Past Experience

Any projects handled in last 5 Years * Yes No

Project Name * Add

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

Figure 15: Past Experience

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) as depicted in Figure 16, otherwise upload self declared affidavit as depicted in Figure 17.

Litigations

Any Civil/Criminal Cases Yes No

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

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 * Yes No Details of final order if disposed * Yes No

Interim Order Certificate * Disposed Certificate *

Figure 16: Litigation Details

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

Any Civil/Criminal Cases * Yes No

Self Declared Affidavit*

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

TEST.pdf

Figure 17: Litigations No Screen

17. Click **Add** button, details will be shown as Grid as depicted in Figure 18.

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

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 * Yes No Details of final order if disposed * Yes 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, RA BORT	FEE NOT PAID	ON GOING	Yes	Yes	View Certificate	View Certificate	Delete

Figure 18: Grid View of Litigation Details

18. Enter **Other RERA Registration Details** if any (If available, enter Registration number, State and District and Click Add Button) as depicted in Figure 19.

Other RERA Registration Details

Do you have any registration in other states Yes No

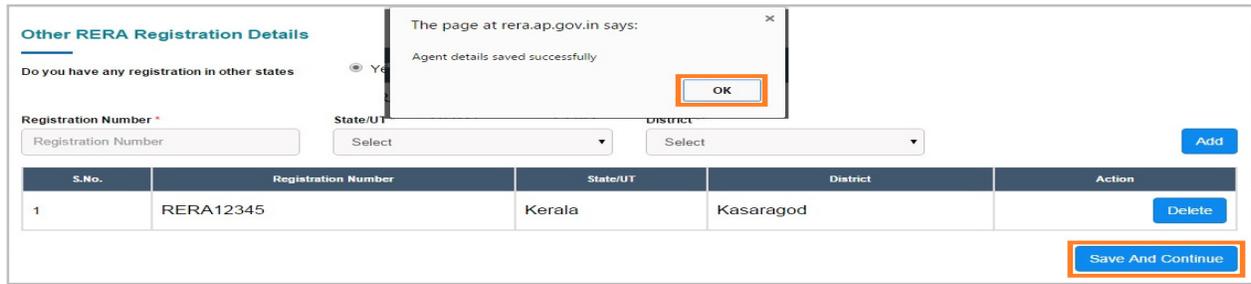
Registration Number * State * District * **Add**

S.No.	Registration Number	State	District	Action
1	RERA123456	KARNATAKA	BENGALORE	Delete

Figure 19: Other RERA Registration Details

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

19. Click 'Save and continue' button, a dialog box will appear 'Agent details saved successfully', where click OK button as depicted in Figure 20.

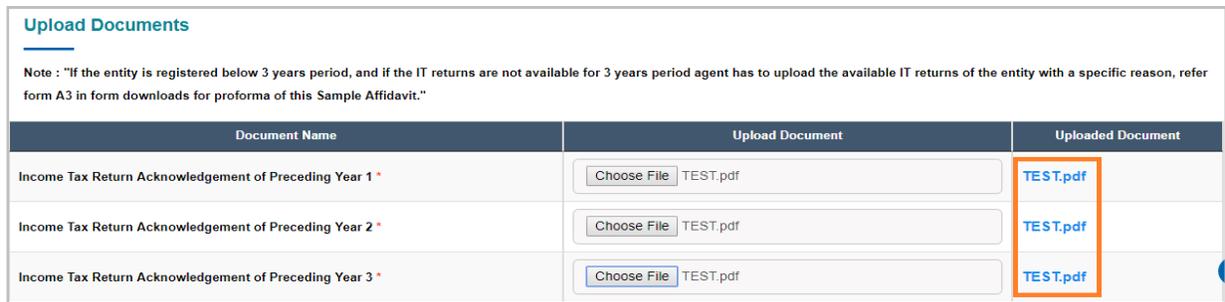


The screenshot shows a form titled "Other RERA Registration Details" with a confirmation dialog box overlaid. The dialog box contains the text "The page at rera.ap.gov.in says: Agent details saved successfully" and an "OK" button. The form below has fields for "Registration Number", "State/UT", and "District", and a table with columns "S.No.", "Registration Number", "State/UT", "District", and "Action". A "Save And Continue" button is highlighted at the bottom right.

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

Figure 20: Confirmation Screen for Agent Details

20. Upload three years Income – Tax return acknowledgments and upload into the system, as depicted in Figure 21.

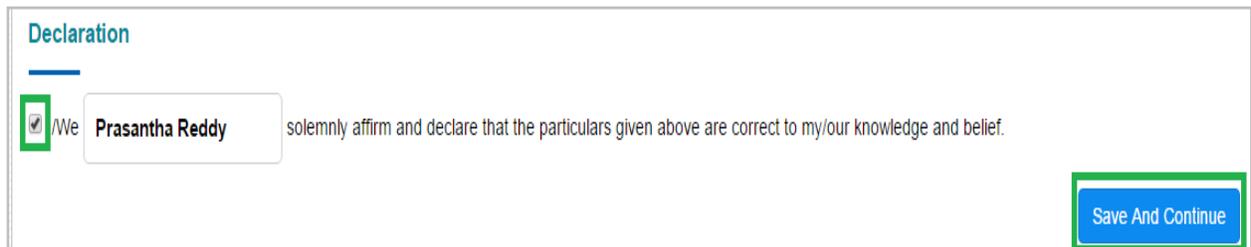


The screenshot shows the "Upload Documents" section with a note: "Note: 'If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period agent has to upload the available IT returns of the entity with a specific reason, refer form A3 in form downloads for proforma of this Sample Affidavit.'" Below the note is a table with columns "Document Name", "Upload Document", and "Uploaded Document".

Document Name	Upload Document	Uploaded Document
Income Tax Return Acknowledgement of Preceding Year 1 *	Choose File TEST.pdf	TEST.pdf
Income Tax Return Acknowledgement of Preceding Year 2 *	Choose File TEST.pdf	TEST.pdf
Income Tax Return Acknowledgement of Preceding Year 3 *	Choose File TEST.pdf	TEST.pdf

Figure 21: Upload Documents

21. Check Declaration statement as depicted in Figure 22.

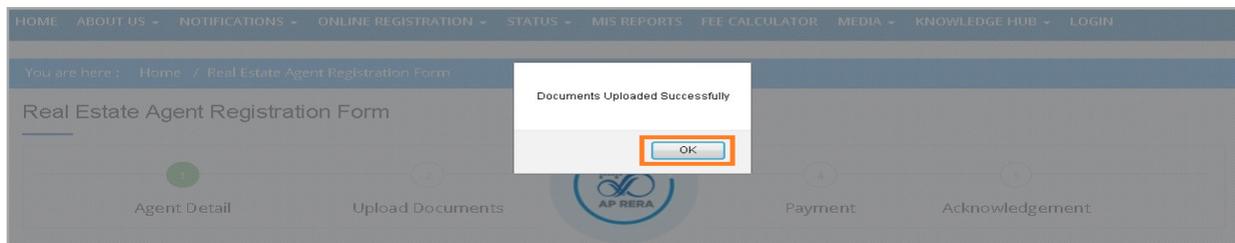


The screenshot shows the "Declaration" section with a signature field containing the name "Prasantha Reddy" and the text "solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief." A "Save And Continue" button is highlighted at the bottom right.

Figure 22: Declaration Statement

Note: Where Applicant name capture from Applicant details automatically.

22. Click Save and Continue button in Figure 22, pop-up will be appearing "Documents Uploaded Successfully" and Click OK button as depicted in Figure 23.



The screenshot shows the "Real Estate Agent Registration Form" with a "Documents Uploaded Successfully" dialog box overlaid. The dialog box contains the text "Documents Uploaded Successfully" and an "OK" button. The form below has a progress bar with steps: "Agent Detail", "Upload Documents", "Payment", and "Acknowledgement".

Figure 23: Confirmation Screen for Upload Documents

23. Preview page displayed as depicted in Figure 24.

Real Estate Agent Registration Form

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

Agent Type: Other than individual

Organisation Details

Organisation Type	Company	Organisation Name	S V CONSTRUCTIONS
Registration Number	123456ABCD3652	Date of Registration	01/12/2017
PAN Card Number	UJHGL3214D	Email Id	svconstructions@gmail.com
Mobile Number	9246226600	Land Line Number	04024249586
GSTIN	1234569FG6325G2		

Local Address For Communication

Address Line 1	3/703-38	Address Line 2	YSR CIRCLE
State	Andhra Pradesh	District	Ananthapuramu
Mandal	Tadipatri	Village	TADPATRI (R)
Pincode	515411		

Director Details

S.No.	Nationality	Designation	Partner/Director Name	DIN Number	Aadhaar Number	Email Id	Mobile Number	State	District	Address Line 1	Address Line 2	Pincode	Pan Card	Address Proof	PAN Card	Aadhaar Card	Photo
1	Indian	Director	PRASANT HA REDDY C	6351 5015	2041 2630 1351	prasanth.happidi@gmail.com	9246 8574 96	Andhra Pradesh	Srikulam	D NO 142 MAIN ROAD	GAN DHIR OAD	5186 95	AV CP P7 85 6G	View Address	View Pancard	View Aadhaar	

Past Experience

Any projects handled in last 5 Years: Yes

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

Litigations

Any Civil/Criminal Cases: Yes

S.No.	Case Details	Name And Place	Petitioner	Respondent	Facts Of Case	Present Status	Interim Order	Final Order If Disposed	Interim Certificate	Dispose Certificate
1	12	RURAL POLICE STATION, G UNEDALA	RAM, RAHEEM	BHEEM, RA BORT	FEE NOT PAID	ON GOING	Yes	Yes	View Certificate	View Certificate

Other RERA Registration Details

Do you have any registration in other states: Yes

S.No.	Registration Number	State	District
1	RERA12345	Kerala	Kasaragod

Documents

S.No.	Photo	PAN Card Proof	Address Proof	Reg Certificate	GST Upload	Memorandum of articles/Bye-laws Upload	Aadhaar Card Proof	AS Photo	Board Resolution
1	NA	PAN Card Proof	Address Proof	Reg Certificate	GST	Memorandum of articles/Bye-laws	NA		Board Resolution

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 **S V CONSTRUCTIONS** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

Print

Mobile Number *

Get OTP

Figure 24: Preview

Note: In the Above Figure (Figure 24), Mobile Number automatically fetched from Applicant details and also applicant need to print preview of the application click Print button as depicted in Figure 25.

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 **S V CONSTRUCTIONS** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

[Print](#)

Mobile Number *

8341508696 [Get OTP](#)

Figure 25: Print Preview Screen

24. Click **Get OTP** button (for Mobile Number validation) as depicted in Figure 26.

Documents

S.No.	Photo	PAN Card Proof	Address Proof	Reg Certificate	GST Upload	Memorandum of articles/Bye-laws Upload	Aadhaar Card Proof	AS Photo	Board Resolution
1	NA	PAN Card Proof	Address Proof	Reg Certificate	GST	Memorandum of articles/Bye-laws	NA		Board Resolution

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 **S V CONSTRUCTIONS** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

[Print](#)

Mobile Number *

8341508696 [Get OTP](#)

Figure 26: Mobile No Validation

25. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 27.

Mobile Number *

9246226600 [Resend OTP](#)

OTP(One Time Password):*

308452 [Verify OTP](#)

Figure 27: Verification of Mobile No with OTP

26. 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 28.

Documents

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

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

Download PDF

Proceed for Payment

Figure 28: Download filled Application and Proceed to Payment

Note: - Registration Fee for Agent (Individual): Rs. 50000/-

27. Click **Proceed for Payment** button in Figure 28, Payment Page displayed as depicted in Figure 29.

You are here : Home / Payment Page

Payment Page

Payment Details

Transaction Id **1050118001** Date **04/01/18**

Name	INDIABULLS INVESTMENT ADVISORS LIMITED
Mobile No.	9246226600
Payment For	Agent Registration Fee
Amount	50000.00
Additional Charges	0.00

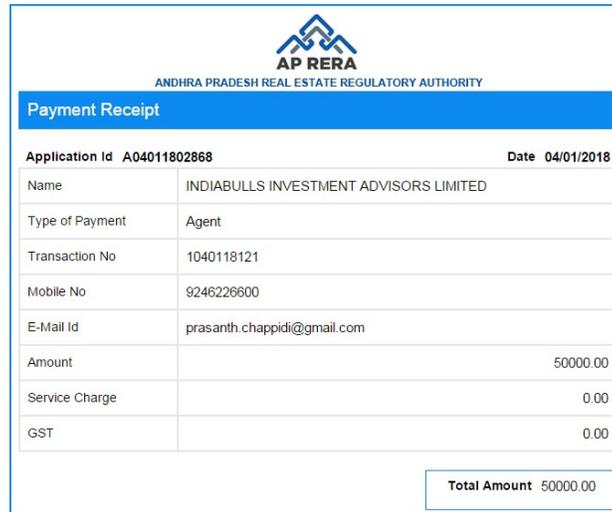
Total Amount 50000.00

Make Payment

Cancel Payment ✕

Figure 29: Payment Page

28. Click **Make Payment** button in Figure 29, 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 30.



AP RERA
ANDHRA PRADESH REAL ESTATE REGULATORY AUTHORITY

Payment Receipt

Application Id	A04011802868	Date	04/01/2018
Name	INDIABULLS INVESTMENT ADVISORS LIMITED		
Type of Payment	Agent		
Transaction No	1040118121		
Mobile No	9246226600		
E-Mail Id	prasanth.chappidi@gmail.com		
Amount			50000.00
Service Charge			0.00
GST			0.00

Total Amount 50000.00

Figure 30: 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.

29. Select Agent Type as **Existing** and Click **Submit** button as depicted in Figure31.

Guide to fill online registration form :

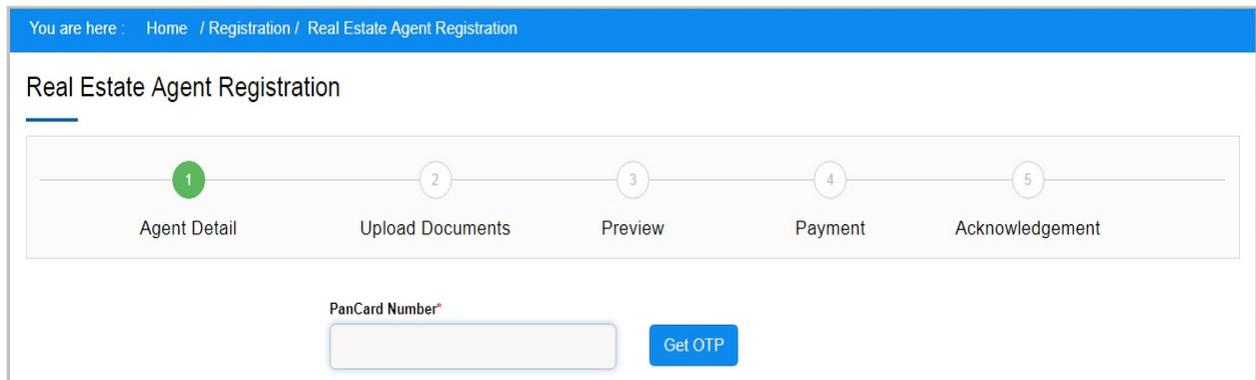
1. For step by step understanding of filing online application, kindly refer [Guidelines for Registration](#) page.
2. Select "New" as application type, if you are a new applicant.
3. Select "Existing" as application type, if application was incomplete / Shortfall / Withdraw / Change Request
4. The entire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

Application Type* New Existing

Submit

Figure 31: Partial Completed Application Home Screen

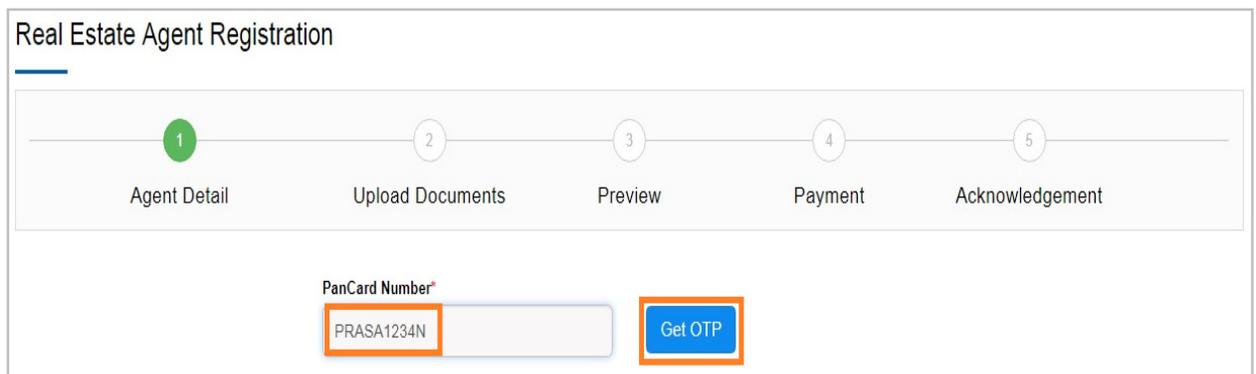
30. Click **Submit** Button in Figure 31, Agent registration page displayed as depicted in Figure 32.



The screenshot shows the 'Real Estate Agent Registration' page. At the top, a blue breadcrumb trail reads 'You are here : Home / Registration / Real Estate Agent Registration'. Below this, the page title 'Real Estate Agent Registration' is displayed. A progress bar contains five steps: 1. Agent Detail (highlighted with a green circle), 2. Upload Documents, 3. Preview, 4. Payment, and 5. Acknowledgement. Below the progress bar, there is a form with a label 'PanCard Number*' and an input field containing the text 'PRASA1234N'. To the right of the input field is a blue button labeled 'Get OTP'.

Figure 32: Agent Registration Home Screen

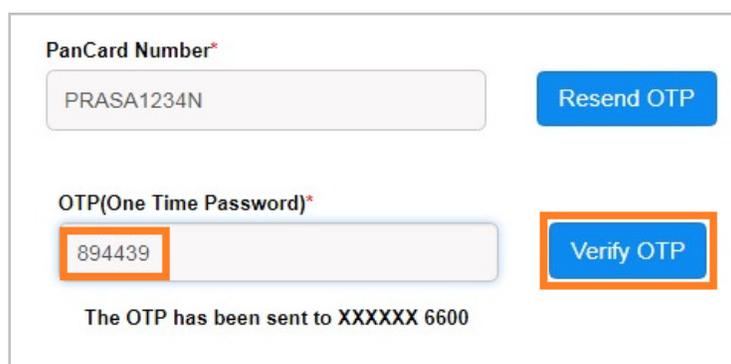
31. Enter **PAN Card Number** and click **Get OTP** button as depicted in Figure 33.



The screenshot shows the 'Real Estate Agent Registration' page with the progress bar. The 'Agent Detail' step is highlighted. The 'PanCard Number*' input field now contains 'PRASA1234N' and is highlighted with an orange border. The 'Get OTP' button is also highlighted with an orange border.

Figure 33: OTP Request Screen

32. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 34.



The screenshot shows the authentication verification screen. It features two input fields. The first is labeled 'PanCard Number*' and contains 'PRASA1234N'. To its right is a blue button labeled 'Resend OTP'. The second input field is labeled 'OTP(One Time Password)*' and contains '894439', which is highlighted with an orange border. To its right is a blue button labeled 'Verify OTP', also highlighted with an orange border. Below the input fields, a message states 'The OTP has been sent to XXXXXX 6600'.

Figure 34: Authentication Verification Screen

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

33. After OTP Verification is completed, Partial Applications home page displayed as depicted in Figure 35.



Figure 35: Partial Completed Applications Home Screen

34. Click **Application Number** link as depicted in Figure 36.

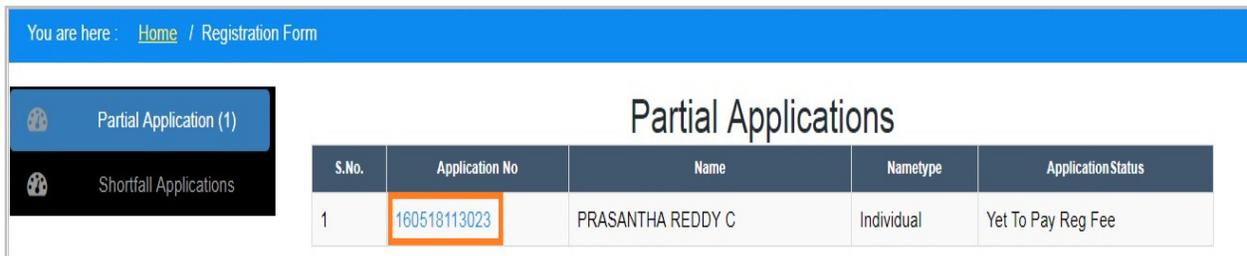


Figure 36: Partial Completed Applications Home Screen

35. Once click the Application Number, Agent registration page will be displayed as depicted in Figure 37.

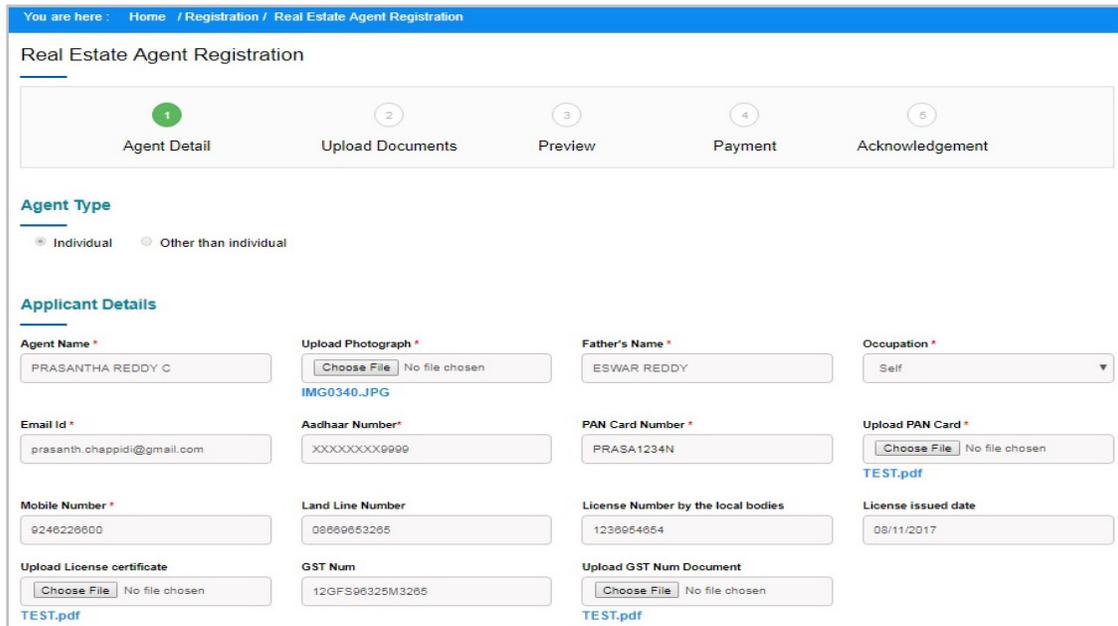


Figure 37: Partial Filled Agent Registration Form

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

6. CHANGE MANAGEMENT PROCUDERES

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team for registration process for other than Individuals. 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