

**AP**Ønline

# User Manual for Agent Registration (Other – than Individual)





## Internal Approval

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					Upload
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					Screen Changed



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11					Preview
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					Added
					Instructions
					<ul> <li>Replaced</li> </ul>
					Existing with
					Partially
					Completed
					Added New
				Point: -	Validation
				3,4,9,16,20,2930,31,32,33,34	<ul> <li>Changes in</li> </ul>
				& 35	"No
	30/4/2018	13	5	<b>Page:</b> - 9 11 15 17 21 22 & 23	Litigation"
13	50/ 4/2010	1.5	5	<b>1 uge:</b> 5,11,15,17,21,22 & 25	case
				Figure: -	Labels
				3,4,9,17,21,31,32,33,34,35,36	changed in
				& 37	Upload
					Documents
					Screen
					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. 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 <u>www.rera.ap.gov.in</u>.

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



#### Andhra Pradesh Real Estate Regulatory Authority

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

Agent Detail	2 Upload Documents	3 Preview	4 Payment	5 Acknowledgement
da 🕊 na se of productions of	<ul> <li>An any address of the proof page of some characterization</li> </ul>		sconer 🕊 di provincesi.	in the second production in the production
eneral Instructions :				
1. This is not a mobile App (howe	ever can be viewed on mobile scree	en) so kindly use laptop/	desktop for use of this si	te.
2. Clear the cookies before filling	the online form			
3. Remove pop-up block from you	ur browser			
4. Photograph - Passport size (35	mm x 45mm, 300 DPI, Straight view	v/Light background) and	in JPEG format.	
<ol><li>All the documents that are to l attested (every page of every d</li></ol>	be uploaded in the application sho ocument).	uld be in PDF format an	d should not be passwo	rd protected, Drawings in DWG format a
6. Site best viewed in "Google Ch	rome (Version 62.0.3202.94)"			
7. Fields marked with*are mandat	tory.			
Guide to fill online registrat	tion form :			
Guide to fill online registrat	t <mark>ion form :</mark> g of filing online application, kindly	refer <u>Guidelines for Reg</u>	<u>gistration</u> page.	
Guide to fill online registrat 1. For step by step understanding 2. Select "New" as application typ	t <mark>ion form :</mark> g of filing online application, kindly be, if you are a new applicant.	refer <u>Guidelines for Re</u>	<u>jistration</u> page.	
Guide to fill online registrat 1. For step by step understanding 2. Select "New" as application typ 3. Select "Existing" as application	tion form : g of filing online application, kindly pe, if you are a new applicant. n type, if application was incomple	refer <u>Guidelines for Reg</u> te / Shortfall / Withdraw	<u>jistration</u> page. / Change Request	
Guide to fill online registrat 1. For step by step understanding 2. Select "New" as application typ 3. Select "Existing" as application 4. The entire form is divided to var	tion form : g of filing online application, kindly be, if you are a new applicant. n type, if application was incomple rrious parts with "Save and Continu	refer <u>Guidelines for Req</u> te / Shortfall / Withdraw ue'' facilities for each pa	y <u>istration</u> page. / Change Request rt	
Guide to fill online registrat 1. For step by step understanding 2. Select "New" as application typ 3. Select "Existing" as application 4. The entire form is divided to va 5. List of Address Proof: Aadh	tion form : g of filing online application, kindly be, if you are a new applicant. n type, if application was incomple rrious parts with "Save and Continu aar/Ration Card/Bank Book/Driving	refer <u>Guidelines for Reg</u> te / Shortfall / Withdraw ue'' facilities for each pa J License/Voter Id/Gas/P	<u>jistration</u> page. / Change Request rt hone Bill/Passport (Any o	one)
Guide to fill online registrat 1. For step by step understanding 2. Select "New" as application typ 3. Select "Existing" as application 4. The entire form is divided to va 5. List of Address Proof: Aadh App	tion form : g of filing online application, kindly be, if you are a new applicant. n type, if application was incomple urious parts with "Save and Continu aar/Ration Card/Bank Book/Driving uplication Type*	refer <u>Guidelines for Reg</u> te / Shortfall / Withdraw ue" facilities for each pa g License/Voter Id/Gas/P D Existing	j <u>istration</u> page. / Change Request rt hone Bill/Passport (Any o	one)

## **Case 1: New Registration**

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

#### 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

Figure 4: Application Type Selection

**APOnline Confidential** 

Submit



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

Agent Detail Upload Documents Preview	Payment Acknowledgement

Figure 5: Agent Registration Home Screen

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

-	1	2	3	4	5	
	Agent Detail	Upload Documents	Preview	Payment	Acknowledgement	
aent Type						
	Other than individual					
e maniadar						
		PAN Card Number *				
		UJHGL3214D	Get Details			

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.

•			
A cont Datail	Dension	4	

Figure 7: Alert Message, if already registered

APOnline Confidential Page 10



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.

	2	3	4	5
Agent Detail	Upload Documents	Preview	Payment	Acknowledgement
nt Type				
er than i	ndividual			
	PAN Card Number *		_	

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.

Real Estate Agent Re	gistration				
	2	3		5	
Agent Detail	Upload Documents	Preview	Payment	Acknowledgement	
aent Tune					
	an individual				
	PAN Card Number *				
	AABCD7854L	Get Details			
		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

1	Λ
т	U.

Real Estate Agent Registratio	on Form			
	(2)	(3)	(4)	(5)
Agent Detail	Upload Documents	Preview	Payment	Acknowledgement
Agent Type	vidual			
Organisation Details				
Organisation Type *	Organisation Name *	Registration	Number *	Date of Registration *
Select	Organisation Mame	Registratio	i iyunder	Select Date
Registration Certificate *	PAN Card Number *	Upload PAN (	Card*	Email Id *
Choose File No file chosen	UJHGL3214D	Choose F	ile No file chosen	Email Id
Mobile Number *	Land Line Number	GSTIN		GSTIN Upload *
Mobile Number	Land Line Number	GSTIN		Choose File No file chosen
ocal Address For Communicatio	n Address Line 2	State *		District *
ddress Line 1*	n Address Line 2 Address Line 2	State *		District *
.ocal Address For Communicatio ddress Line 1 * Address Line 1	n Address Line 2 Address Line 2 Local Area/Village *	State * Select PINCode *		District * ▼ Select Upload Address Proof *
ddress Line 1 * Address Line 1 *	Address Line 2 Address Line 2 Local Area/Village * Select	State * Select PINCode * PINCode		V Select Upload Address Proof * Choose File No file chosen
Address For Communicatio	n Address Line 2 Address Line 2 Local Area/Village * Select	State * Select PINCode * PINCode		V Select Upload Address Proof * Choose File No file chosen
ame *	n Address Line 2 Address Line 2 Local Area/Village * Select Mobile Number *	State * Select PINCode * PINCode		District * Select Upload Address Proof * Choose File No file chosen Photo *
Address For Communicatio	n Address Line 2 Address Line 2 Local Area/Village * Select Mobile Number * Mobile Number	State * Select PINCode * PINCode Email Id * Email Id		District * Select Upload Address Proof * Choose File No file chosen Photo * Choose File No file chosen
Address For Communicatio	n Address Line 2 Address Line 2 Local Area/Village * Select Mobile Number * Mobile Number • Yes • No	State* Select PINCode* PINCode Email Id * Email Id		<ul> <li>District * <ul> <li>Select</li> <li>Upload Address Proof *</li> <li>Choose File No file chosen</li> </ul> </li> <li>Photo * <ul> <li>Choose File No file chosen</li> </ul> </li> </ul>
.occal Address For Communicatio         ddress Line 1         Address Line 1         landal *         Select         vuthorized Signatory Details         ame *         Name         oard Resolution for Authorized Signatory         Choose File       No file chosen         Past Experience         ny projects handled in last 5 Years *         .itigations         ny Civil/Criminal Cases *         Other RERA Registration Details	n Address Line 2 Address Line 2 Local Area/Village * Select Mobile Number * Mobile Number ● Yes ● No ● Yes ● No	State * Select PINCode * PINCode Email Id * Email Id		District * Select Upload Address Proof * Choose File No file chosen Photo * Choose File No file chosen
cocal Address For Communicatio         ddress Line 1         Address Line 1         landal *         Select         withorized Signatory Details         ame *         Name         oard Resolution for Authorized Signatory         Choose File         No file chosen         'ast Experience         ny projects handled in last 5 Years *         itigations         ny Civil/Criminal Cases *         tther RERA Registration Details         o you have registration in other states *	Address Line 2 Address Line 2 Local Area/Village * Select Mobile Number * Mobile Number • Yes • No • Yes • No • Yes • No	State * Select PINCode * PINCode Email Id * Email Id		District * Select Upload Address Proof * Choose File No file chosen Photo * Choose File No file chosen

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

#### 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 Com	nmunication					
Address Line 1*	A	Address Line 2		State *		District *
3/703-38		YSR CIRCLE		Andhra Pradesh	۲	Ananthapuramu
Mandal *	L	.ocal Area/Village *		PINCode *		Upload Address Proof *
Tadipatri	,	TADPATRI (R)	۲	515411		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			
Designation *	Name *	Email Id *	Mobile Number *
Director •	PRASANTHA REDDY C	prasanth.chappidi@gmail.com	9246857496
State/UT *	District *	Address Line 1*	Address Line 2
Andhra Pradesh 🔹	Srikakulam 🔻	D NO 142 MAIN ROAD	GANDHI ROAD
Pincode *	PAN Card Number *	Upload PAN Card *	Aadhaar Number *
518695	AVCPP7856G	Choose File TEST.pdf	204126301351
Upload Aadhaar Card *	Photograph *	Address Proof	DIN Number *
Choose File TEST.pdf	Choose File Tulips.jpg	Choose File TEST.pdf	63515015
			Add

Figure 13: Director/Member Details

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

esign	ation *			Na	ame *				Ema	il ld *				Mobile Number *			
Sel	ect			•	Name				Er	Email Id			Mobile Number				
itate/U	т*			Di	District * Address Line 1 * Address Line 1 Address Line 1 PAN Card Number * Pan Card Number Choose File No file chosen			Add	Address Line 1 * Address Line 1 Upload PAN Card *			Address Line 2 Address Line 2					
Sel	ect			•				A									
incod	e*			PA				Uplo				Aadhaar Number *					
Pinc	ode							Aumber Choose File No file chosen Aadhaar Number					per				
pload	Aadhaar Card	*		Ph	otograph	•			Add	ress Proof				DIN Number *			
Che	Choose File No file chosen				Choose File No file chosen				Choose File No file chosen			DIN Number					
S No	Designation	Name	DIN	Aadhaar	Email	Mobile	State/IIT	District	Address	Address	Pincode	PAN	Photograph	Address	PAN	Aadhaar	Action
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

Figure 14: Grid View of Director/Member details



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

Any projects handled in l	ast 5 Years * 💿 Yes 🔍 No	Project Name * 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 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 16, otherwise upload self declared affidavit as depicted in Figure 17.

Litigations			
Any Civil/Criminal Cases	Yes O No		
Note : In case Petioner,Respondent ar	e more than one Please provide their nam	es by comma seperated.	
Case No.*	Name & Place of Tribunal/Authority *	Name of the Petioner *	Name of the Respondent *
12	RURAL POLICE STATION, GUNEDALA	RAM, RAHEEM	BHEEM, RABORT
acts of the case/Contents of the Petioner*	Present Status of the case *	Interim Order if any *	Details of final order if disposed *
FEE NOT PAID	ON GOING	Yes ONO	Yes
nterim Order Certificate *	Disposed Certificate *		
Chasse File TEST off	Choose File TEST ndf		

#### Figure 16: Litigation Details

<u>Note</u>: In case Petioner, 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 judi are no cases pending, refer form A4 in form down	cial stamp paper) has to be uploaded if there loads for proforma of this Self Affidavit."	Choose File TEST.pdf TEST.pdf

Figure 17: Litigations No Screen



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

case No	•* No.		Name & Place of Trit	unal/Authority * he court Tribunal/Auth	Name of Name	f the Petioner of the Petior	ner		Name of the Re	espondent* Respondent	
acts of Facts	the cas	e/Contents of the Petioner *	Present Status of the Present Status of	case *	Interim (	Order if any * es ON	0		Details of final	order if dispose	d*
											ļ
S.No.	Case No.	Name And Place	Petioner	Respondent	Facts Of Case	Present Status	Interim Order	Final Order If Disposed	Interim Certificate	Dispose Certificate	Action

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	● Yes  ◎ No			
Registration Number *	State *	District *		
Registration Number	State	District		Add
S No. Registratio	n Number	State	District	
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.

Other RERA Do you have any r Registration Num	Registration Details registration in other states ber * mber	Ye     State/UT     Select	The page at rera.ap.gov.in says: Agent details saved successfully	х ок Select	•	Add
S.No.	Registra	tion Number	State/UT		District	Action
1	RERA12345		Kerala	Kasarago	d	Delete
						Save And Continue

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.

Upload Documents Note : "If the entity is registered below 3 years period, and if the IT returns are not availar form A3 in form downloads for proforma of this Sample Affidavit."	ble for 3 years period agent has to upload the available IT returns of the er	tity with a specific reason, refer
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	TE ST.pdf

Figure 21: Upload Documents

### 21. Check **Declaration** statement as depicted in Figure 22.

Declaration		
We Prasantha Reddy	solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.	
		Save And Continue
	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.

	nt Registration Form			
al Estate Agent Registratio	on Form	Documents Uploaded Successfully		
		ок		
			(a)	
	Upload Documents	AP RERA	Payment	Acknowledgement





## 23. Preview page displayed as depicted in Figure 24.

				2			3						5		
	Agent Detail	ι	Jpload D	Document	ts	Pi	eview		8	Payment		Ack	nowledge	ement	
jent Type		Othe	r than indiv	vidual											
rganisation	Details														
ganisation Type	B	Com	pany				Or	ganisatior	n Name			sv	CONSTRUC	CTIONS	
gistration Num	ber	1234	56ABCD36	652			Da	te of Regi	stration			01/1	12/2017		
N Card Number	r	UJH	GL3214D				En	nail Id				SVCC	onstructions@	⊉gmail.com	
bile Number		9246	226600				La	nd Line N	umber			040	24249586		
TIN		1234	569FG632	25G2											
ocal Addres	s For Comm	unication													
dress Line 1		3/70:	3-38				Ad	Idress Lin	e 2			YSF	RCIRCLE		
te		Andh	ra Pradest	h			Di	strict				Ana	inthapuramu		
ndal		Tadi	oatri				Vil	lage				TAE	OPATRI (R)		
code		5154	11												
rector De	tails														
No. Nationali	ty 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
					san		An		DNO			AV			
1 Indian	Director	PRASANT HA REDDY	6351	2041 2630	hap	9246 8574	dhr a P	Srika kula	142 MAIN	GAN DHI R	5186	CP P7	View		View
		С	5015	1351	i@g mai	96	es	m	ROA D	OAD	95	85 6G	Address	Pancaro	Aadriaar
					L.co m										
2															
		MAYA TOWER	RS PHA	SE 2											
itigations		MAYA TOWER	RS PHA	SE 2											
itigations	Cases	MAYA TOWEF	RS PHA	SE 2											
itigations ny Civil/Criminal no. Case Details	Cases	MAYA TOWEF Yes	RS PHA	SE 2 Petioner		Responder	<b>1</b>	Facts Of C	ase P	resent itatus	Interim Order	Final Disj	Order If posed	Interim Certificate	Dispo
itigations ay Civil/Criminal to. Case Details 12	Cases Nam RURAL POL UNEDALA	MAYA TOWER Yes a And Place	, G R	Petioner RAM, RAH	H BH	Responder IEEM, R DRT	A I	Facts Of C FEE NO PAID	ase Pr S DT ON NG	resent tatus N GOI ,	Interim Order Yes	Final Disj Yes	Order If posed	Interim Certificate <u>View</u> Certificate	Dispo Certific <u>View</u> Certific
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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.

4			•
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
4			•
Declaration			
I/We SVC	ONSTRUCTIONS solemnly affirm and declare that t	he particulars given above are correct to my/our know	ledge 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.

Docu	ments									
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	<u>Reg</u> <u>Certificate</u>	<u>GST</u>	Memorandum of articles/Bye- laws	NA		<u>Board</u> <u>Resolution</u>	
4									Þ	
S.N	lo.	ITR	Of Preceding Year	1		ITR Of Preceding Year 2		ITR Of Preceding Y	/ear 3	
1		ITR C	of Preceding Yea	a <u>r 1</u>		ITR Of Preceding Year 2	E	ITR Of Preceding Year 3		
⊀ Decla ⊮ I/We	ration svcc	ONSTRUCTIONS	solemnly affirm a	and declare that th	ne particular:	s given above are correct to my/our kn	owledge and belie	f.	÷	
									Print	
			Mobile	e Number *						
			834	1508696		Get OTP				

Figure 26: Mobile No Validation

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

9246226600	Resend OTP
P(One Time Password):*	_

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.

Docu	ments									
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 2014-20	015
1		V	ew			View		View		
Down	nload PD	F							F	roceed 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.

Payment De	ment Details			
Transaction I	1050118001	Date 04/01/18		
Name	INDIABULLS INVESTMENT ADVIS	ORS LIMITED		
Mobile No.	9246226600			
Payment For	Agent Registration Fee			
Amount	50000.00			
Additional Charg	es 0.00			

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.

ANDHRA PRADESH REAL ESTATE REGULATORY AUTHORITY				
Application Id A040	1802868 Date 04/01/2	201		
Name	INDIABULLS INVESTMENT ADVISORS LIMITED			
Type of Payment	Agent			
Transaction No	1040118121			
Mobile No	9246226600			
E-Mail Id	prasanth.chappidi@gmail.com			
Amount	5000	0.00		
Service Charge		0.00		
GST		0.00		
	Total Amount 50000.0	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 Figure 31.



Figure 31: Partial Completed Application Home Screen



Andhra Pradesh Real Estate Regulatory Authority

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

You are here : Home / Registration /	Real Estate Agent Registration				
Real Estate Agent Registra	ation				
1	2	3	4	5	
Agent Detail	Upload Documents	Preview	Payment	Acknowledgement	
	PanCard Number*	Get OTP			
		Gerorp			

Figure 32: Agent Registration Home Screen

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

U	2	3	4	5
gent Detail	Upload Documents	Preview	Payment	Acknowledgement

Figure 33: OTP Request Screen

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

PRASA1234N		Resend	ОТР
)TP(One Time Password)	*		

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.

You are	re here : <u>Home</u> / Registration	Form				
₿	Partial Application (1)			Partial Appli	cations	
<i>8</i> 78	Shortfall Applications	S.No.	Application No	Name	Nametype	Application Status
		1	160518113023	PRASANTHA REDDY C	Individual	Yet To Pay Reg Fee

Figure 35: Partial Completed Applications Home Screen

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

You are	e here : <u>Home</u> / Registration	Form				
ß	Partial Application (1)			Partial Applicat	tions	
<i>6</i> 78	Shortfall Applications	S.No.	Application No	Name	Nametype	Application Status
	ononian ippiloalono	1	160518113023	PRASANTHA REDDY C	Individual	Yet To Pay Reg Fee

Figure 36: Partial Completed Applications Home Screen

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

Real Estate Agent Regist	tration		
0	2	3 4	5
Agent Detail	Upload Documents	Preview Payment	Acknowledgement
Agent Type			
Individual     Other than indi	vidual		
Applicant Details			
Applicant Details	Upload Photograph *	Father's Name *	Occupation *
Applicant Details	Upload Photograph *	Father's Name *	Occupation *
Applicant Details Agent Name * PRASANTHA REDDY C	Upload Photograph * Choose File No file chosen IMG0340.JPG	Father's Name * ESWAR REDDY	Occupation *
Applicant Details Agent Name * PRASANTHA REDDY C	Upload Photograph * Choose File No file chosen IMG0340,JPG Aadhaar Number*	Father's Name * ESWAR REDDY PAN Card Number *	Occupation * Self Upload PAN Card *
Applicant Details Agent Name * PRASANTHA REDDY C Email Id * prasanth.chappidi@gmail.com	Upload Photograph * Choose File No file chosen IMG0340,JPG Aadhaar Number* XXXXXXX9999	Father's Name * ESWAR REDDY PAN Card Number * PRASA1234N	Occupation * Self Upload PAN Card * Choose File No file chosen
Applicant Details Agent Name * PRASANTHA REDDY C Email Id * presenth.chappidi@gmeil.com	Upload Photograph * Choose File No file chosen IMG0340,JPG Aadhaar Number* XXXXXXX9999	Father's Name * ESWAR REDDY PAN Card Number * PRASA1234N	Occupation * Self Upload PAN Card * Choose File No file chosen TEST.pdf
Applicant Details Agent Name * PRASANTHA REDDY C Email Id * presenth.chappidi@gmeil.com	Upload Photograph * Choose File No file chosen IMG0340.JPG Asdhaar Number* XXXXXXX9999 Land Line Number	Father's Name * ESWAR REDDY PAN Card Number * PRASA1234N License Number by the local bodies	Occupation * Self Upload PAN Card * Choose File No file chosen TEST.pdf License issued date
Applicant Details Agent Name * PRASANTHA REDDY C Email Id * prasanth.chappidi@gmail.com Mobile Number * 9246226800	Upload Photograph * Choose File No file chosen MG0340.JPG Aadhaar Number* xxxxxxxeeee Land Line Number 08869653265	Father's Name * ESWAR REDDY PAN Card Number * PRASA1234N License Number by the local bodies 1236954654	Occupation * Self Upload PAN Card * Choose File No file chosen TEST.pdf License issued date 08/11/2017
Applicant Details Agent Name * PRASANTHA REDDY C Email Id * presenth.chappidi@gmeil.com Mobile Number * 9246226800 Upload License certificate	Upload Photograph * Choose File No file chosen IMG0340.JPG Aadhaar Number* XXXXXXX9999 Land Line Number 09809653265 GST Num	Father's Name * ESWAR REDDY PAN Card Number * PRASA1234N License Number by the local bodies 1236954054 Upload GST Num Document	Occupation * Self Upload PAN Card * Choose File No file chosen TEST.pdf License issued date 08/11/2017

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