



GOA REAL ESTATE REGULATORY AUTHORITY
DEPARTMENT OF URBAN DEVELOPMENT
GOVERNMENT OF GOA

101, 1st Floor, 'SPACES' Building, Plot No. 40, EDC Patto Plaza, Panaji 403 001 GOA
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F.No.1/RERA/Circulars/2019/102

Date: 07/02/2023

CIRCULAR

Sub: Online application for Renewal of registration of agents.

Renewal of registration of real estate agents is mandated under Section 9 of the Real Estate (Regulation and development) Act, 2016 read with Rule 13(1) (2) (3) and (4) of the Goa Real Estate (Regulation and Development) (Registration of Real Estate Projects, Registration of Real Estate agents, Rates of Interest and Disclosures on Website) Rules, 2017 and Regulations thereof.

2. Goa RERA would like to bring to the notice of all real estate agents with regard to **online** application for extension of registration of real estate agent.
3. In order to facilitate to apply **online** for renewal of registration of real estate agents, the agents are directed to submit renewal application **online**.
4. They may follow the given below process:
 - a) Use **agent login** under the label **registration renewal**.
 - b) Fill/select the details; upload the document **-Form 'X'** -Application for renewal of registration of real estate agent with following documents:
 - c) Upload the Original registration certificate.

- d) Upload the Authenticated copy of the address proof of the place of business.
 - e) Upload the IT returns for last 3 years.
 - f) Upload the Company registration certificate. (in case of firm/societies/companies.
 - g) Upload Letterhead with rubberstamp impression.
 - h) Upload any other documents, if any.
 - i) Fill the payment details and attach the payment receipt. (**Amount of fee same as registration fee**)
 - j) Details of registration in any other state or Union Territory.
 - k) Click on declaration and submit the form.
5. All real estate agents are hereby directed to apply **online** for renewal of real estate agents henceforth. This circular comes into force with immediate effect.
6. This issues with approval of the Goa RERA.


07/02/2023
(Sandra D'Souza)
O.S.D (RERA)

Copy to:

1. Goa Association of Realtors, 214-A, 2nd Floor, Citi Center, Patto Plaza, Panjim, Goa. 403001.
2. The President, CREDAI, Goa 315, Gera Imperium-II, Patto Plaza, Panaji-Goa 403001 with a request to kindly inform all CREDAI members.

3. The Chairman, The Institute of Engineers (India), D-Type Quarters, D-8-1, Government Polytechnic Campus, Altinho, Panaji0-Goa. 403 001 with a request to kindly inform all members.
4. The Chairman, The Indian Institute of Architects (IIA-Goa Chapter), Trupti, Patrakar Nagar, Porvorim, Bardez, Goa, 403 521 with a request to kindly inform all members.
5. The Chairman, WIRC Goa Institute of Chartered Accountants of India, 201/2, 2nd Floor, Kamat Towers, Patto Plaza, Patto Centre, Panaji, Goa 403001 with a request to kindly inform all members.
6. The Chairman, PNS, 501, Radiance Kotwal Park, Near Bodyline Gym, Opposite Ved Mandir, Trimbak Road, Tilakwadi, Nashik, 422002 with a request to kindly inform all members.
7. The Technical Assistant, Goa RERA for uploading in the Goa RERA website.

Copy also to:

The Director, Department of Urban Development, (Municipal Administration), Dempo Towers, EDC, Patto Plaza, Panaji-Goa- for information.

FORM 'X'

[See rule 13(1)]

APPLICATION FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

From:

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To

The Goa Real Estate Regulatory Authority,

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Sir,

I/We apply for renewal of my/our registration as a real estate agent under registration certificate bearing No., which expires on

As required I/We submit the following documents and information, namely: –

- (i) Rupees as renewal fee;
- (ii) The original registration certificate; and
- (iii) Status of the applicant, whether individual/company/proprietorship firm/societies/partnership firm/limited liability partnership;
- (iv) In case of individual–
 - (a) Name:
 - (b) Father's Name:
 - (c) Occupation:
 - (d) Permanent address:
 - (e) Photograph:OR
 - In case of firm/societies/companies
 - (a) Name:
 - (b) Address:
 - (c) Copy of registration certificate:
 - (d) Major activities:
 - (e) Name, photograph and address of partners/directors:
- (v) income tax returns filed under the provisions of the Income Tax Act, 1961 for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act, 1961 for any of the three year preceding the application, a declaration to such effect;
- (vi) particulars of registration including the bye-laws, memorandum of association, articles of association, etc. as the case may be;
- (vii) authenticated copy of the address proof of the place of business;
- (viii) Details of registration in any other State or Union territory;
- (ix) Any other information as specified by regulations.

Dated:

Place:

Yours faithfully,

Signature and seal (if any) of the applicant(s)