User Manual Project Registration form for Non Individual

Go to the website:

https://rera.goa.gov.in/reraApp/

Click on Project Registration to register your project.



Fig 1.1

Based on your Promoter Type, select either Individual or Societies / Company/Partnership firm /competent authority / Limited Liability Partnership/ Trust Register your project with a valid Email ID. Same Email ID will be used throughout the completion of your project.



Fig 1.2

➤ Based on your Promoter Type, select either Individual or Societies / Company/Partnership firm /competent authority / Limited Liability Partnership/ Trust.

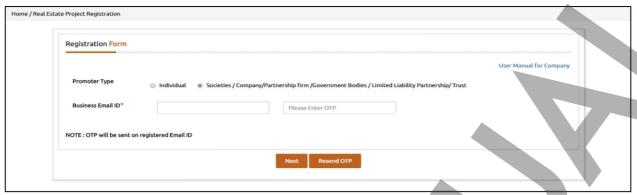


Fig 1.3

- Enter the OTP received in your mail from RERA support and click on "Next" button. If you have not received the OTP click on the "Resend OTP" button which will resend OTP in your mail.
- ➤ After clicking on the "Next" button you will be redirected to the Promoter Details page.

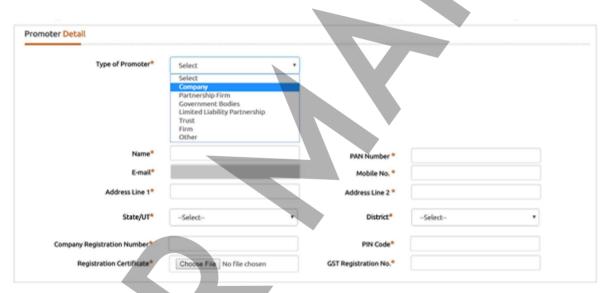


Fig: 2.1

As shown in the above Figure (**Fig: 2.1**) In Promoter Detail section the user has to select Type Of Promoter, State, District, fill the Name, PAN Number, Mobile No., Address Line 1, Address Line 2, Company Registration Number, PIN Code, GST Registration No. and upload the Registration Certificate in either PDF or Image format which has a maximum upload size of 2MB.

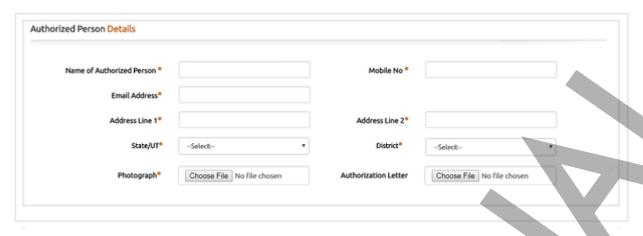


Fig: 2.2

As shown in the above Figure (**Fig: 2.2**), fill in the Authorized Person Details like Name of Authorized Person, Mobile No., Email Address, Address Line 1, Address Line 2, select the State and District. Upload Photograph in either PDF or Image format which has a maximum upload size of 1MB. Authorization Letter is optional whose format should either be PDF or Image and the maximum size allowed for uploading is 1MB.



Fig: 2.3

As shown in the above Figure (**Fig: 2.3**) The Project Member Details is optional. If Project Member has to be added, the applicant can click on "**Add More**" option to add a new Project Member.

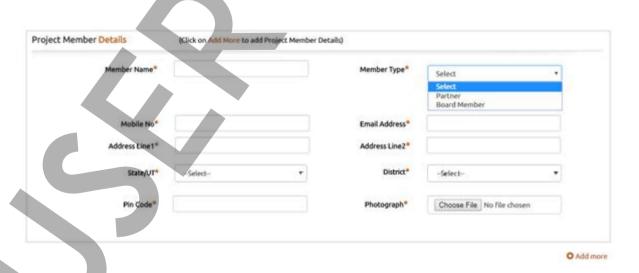


Fig: 2.4

As shown in the above Figure (**Fig: 2.4**), if Project Member Details section is applicable fill in the Member Name, Mobile No., Email Address, Address Line 1, Address Line 2, Pin Code, select the Member Type, State and District. Photograph can be uploaded in either PDF or Image format and maximum size for uploading is 1MB. If more Project Members have to be added, the applicant can click on "**Add More**" to add more Project Members.



Fig: 2.5

As shown in the above Figure (**Fig: 2.5**) RERA Registration Details with any other State/UTs section is optional. If RERA Registration Details with any other State/UTs has to be added, the applicant can click on "**Add More**" option to add RERA registration details.



Fig: 2.6

As shown in the above Figure (**Fig: 2.6**) Applicant will have to enter the RERA Registration Number, select State/UT for the entered registration number, choose the option from Yes or No for the field "Have your registration been revoked?" If Yes is selected then the applicant has to select the reason for revoke which can be seen in the below figure (**Fig: 2.7**)



Fig: 2.7



Fig: 2.8

As shown in the above figure (**Fig 2.8**), Projects launched in last 5 years section is optional. If Projects launched in last 5 years has to be added, the applicant can click on "**Add More**" option to add Projects launched in last 5 years.

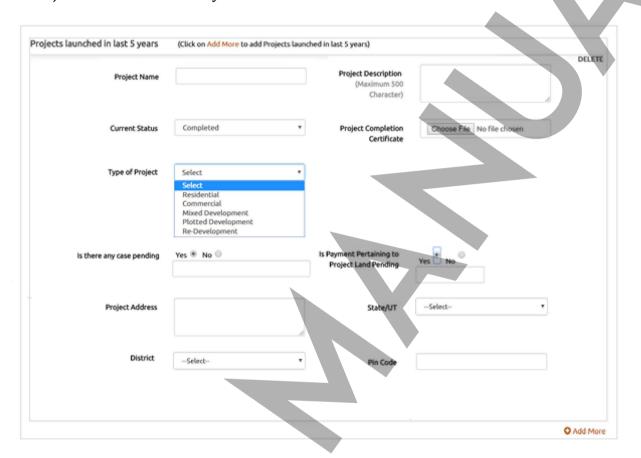


Fig 2.9

As shown in the above Figure (**Fig: 2.9**), If Projects launched in last 5 years is applicable, then applicant has to enter the Project Name, Project Description, Project Address, and Pin code. Select the Current Status, Type of Project, State and District. In case when "Is there any case pending" is applicable, then the applicant can select "YES" option and enter the Case Number, if it is not applicable then "NO" can be selected. Similarly, if "Is Payment Pertaining to Project Land Pending" is applicable, then "YES" option can be selected and the pending amount can be entered.

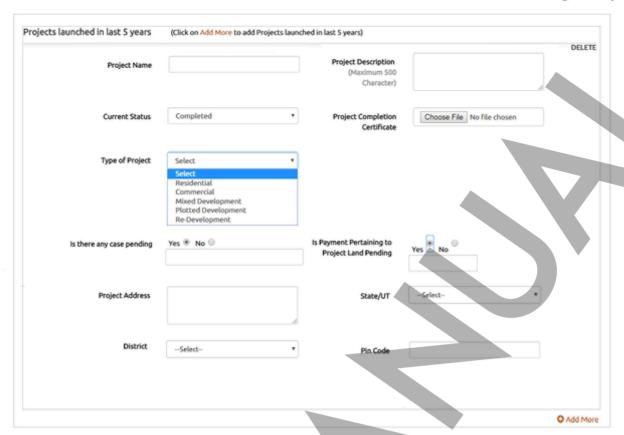


Fig 2.10

➤ If Current Status is selected as "Completed", the applicant has to upload the Project Completion Certificate in either PDF or Image format and maximum size for uploading is 2MB.

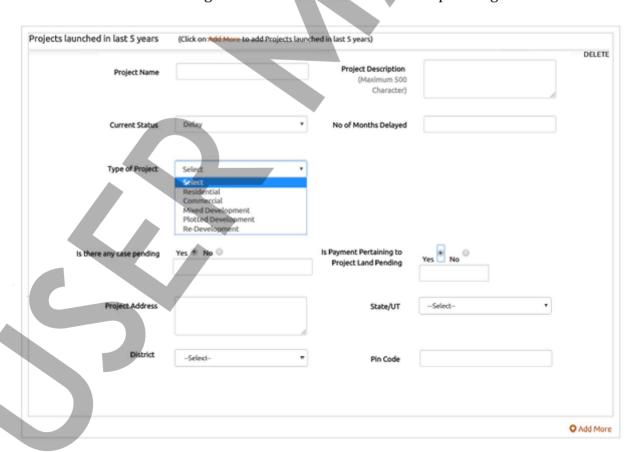


Fig 2.11

As shown in the above Figure (**Fig: 2.11**), If Current Status is selected as "**Delay**", the applicant has to enter the No. of Months Delayed.

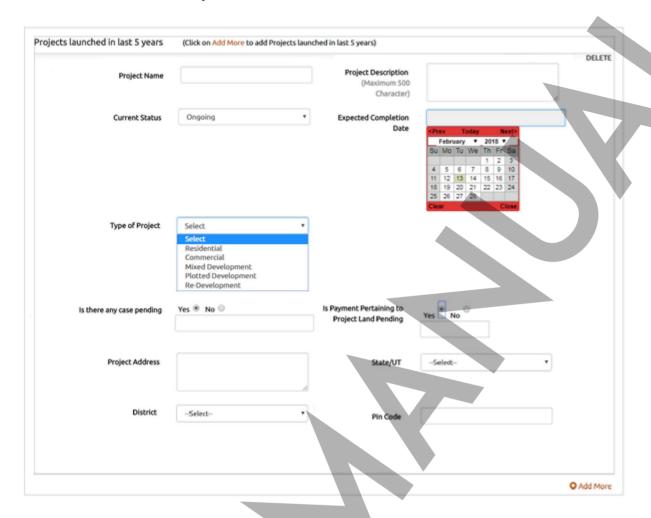


Fig 2.12

- As shown in the above Figure (**Fig: 2.12**) If Current Status is selected as "**Ongoing**", the applicant has to select the Expected Completion Date.
- > On click of the "Next" button it will save the details on the current page and it will redirect to the Other Promoter Details page.

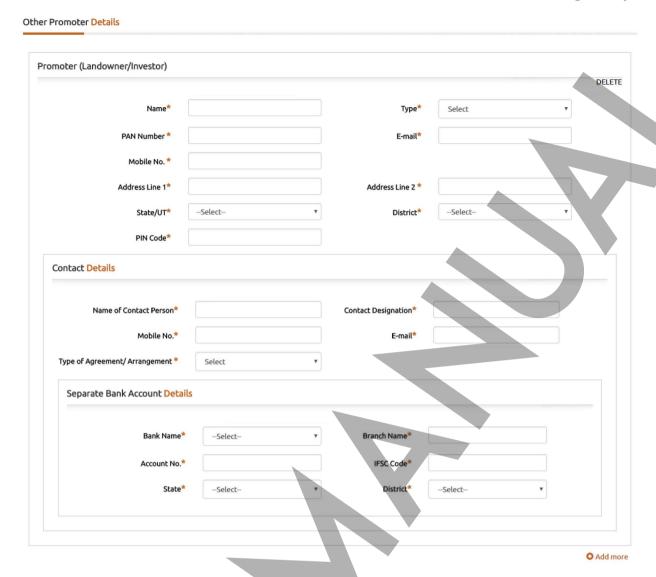


Fig 3.1

As shown in the above Figure (**Fig: 3.1**), Other Promoter Details section is optional. If this page is not applicable, the applicant can click on the "**Delete**" option and proceed further.

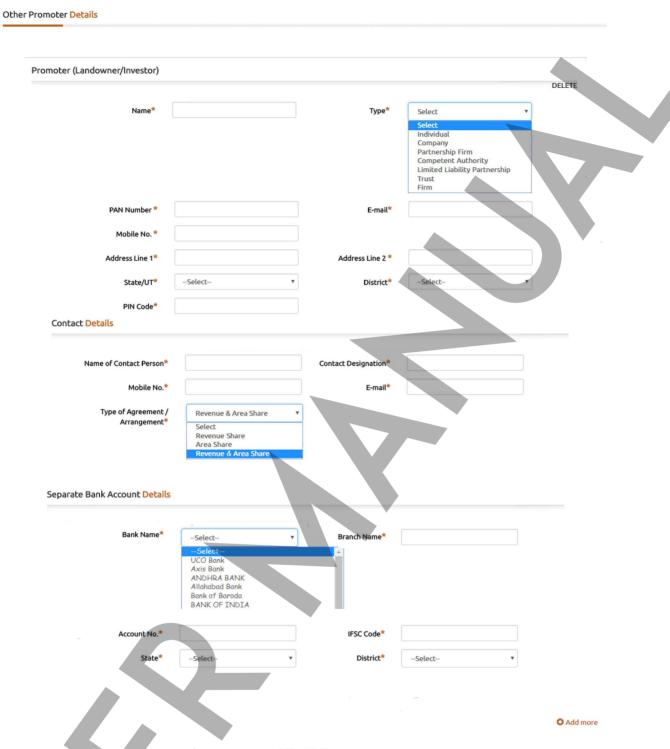


Fig 3.2

- As shown in the above Figure (**Fig: 3.2**), if Promoter (Land Owner/Investor) Details is applicable, the applicant should fill the Promoter Name, PAN number, Email, Mobile Number, Address Line 1, Address Line 2, and Pin Code and select the Current Status, Type of Project, State and District.
- In Contact Details section fill the Name of the Contact Person, Contact Designation, Email, and Mobile No and select the Type of Agreement/Arrangement.
- In Separate Bank Account Details fill the Branch Name, Account No., IFSC code and select the Bank Name, State/UT and District.
- On click of the "Next" button it will save the details on the current page and it will redirect to the Project Detail page.

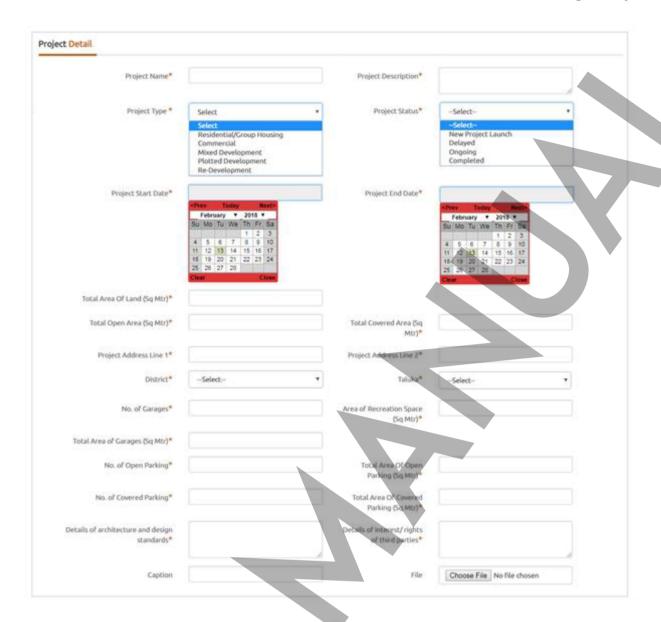


Fig 4.1

As shown in the above figure (**Fig: 4.1**), in Project Details section fill the Project Name, Project Description, Project Address Line 1, Project Address Line 2, Details of Architecture and design standards, Details of Interest/rights of third parties. File and its Caption is optional. If any documents related to the project is applicable then specify the same in the caption field and upload the respective file. The format for file upload is either PDF or Image and the maximum size for file upload is 2 MB.

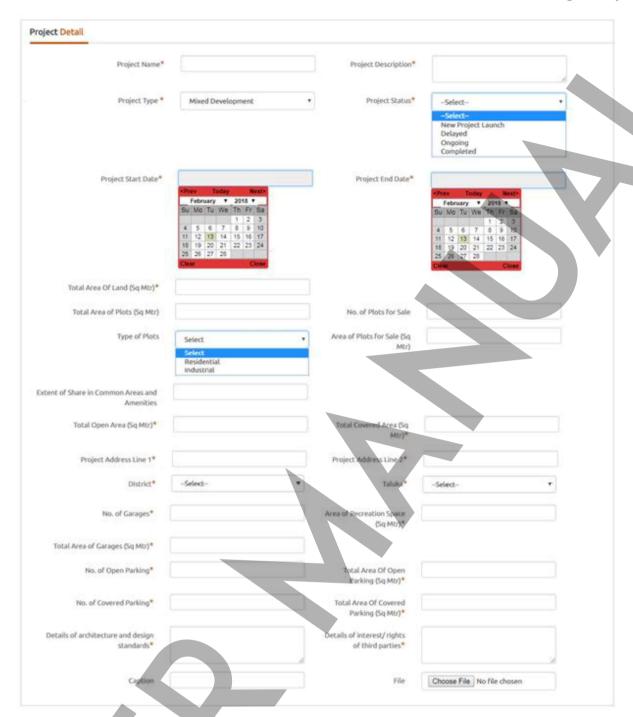


Fig 4.2

As shown in the above figure (**Fig: 4.2**), if Project Type selected is Mixed Development then additional details like Total Area of Plots, No. of Plots for Sale, Area of Plots for Sale, Extent of Share in Common Area and Amenities fields and Type of plots are displayed. These fields are optional, but if one of them is filled then the others become mandatory.

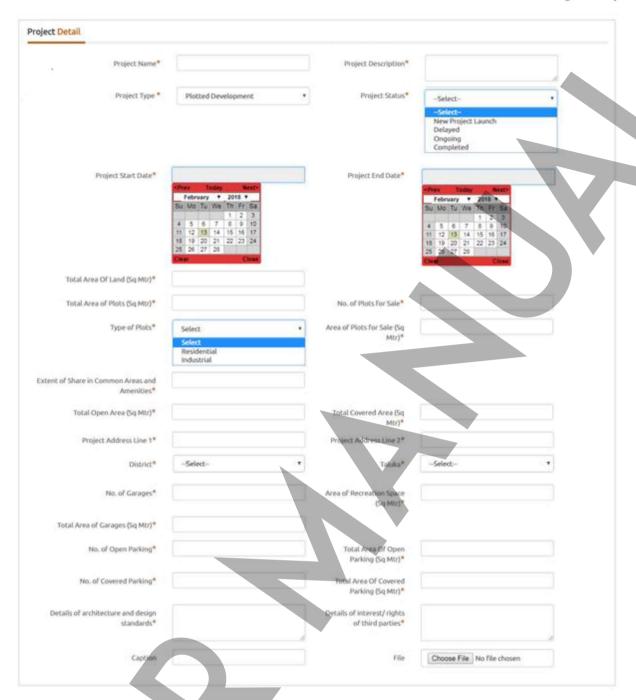


Fig 4.3

As shown in the above Figure (**Fig: 4.3**), if Project Type selected is Plotted Development then additional details like Total Area of Plots, No. of Plots for Sale, Area of Plots for Sale, Extent of Share in Common Area and Amenities fields and Type of plots are displayed. These fields are mandatory.

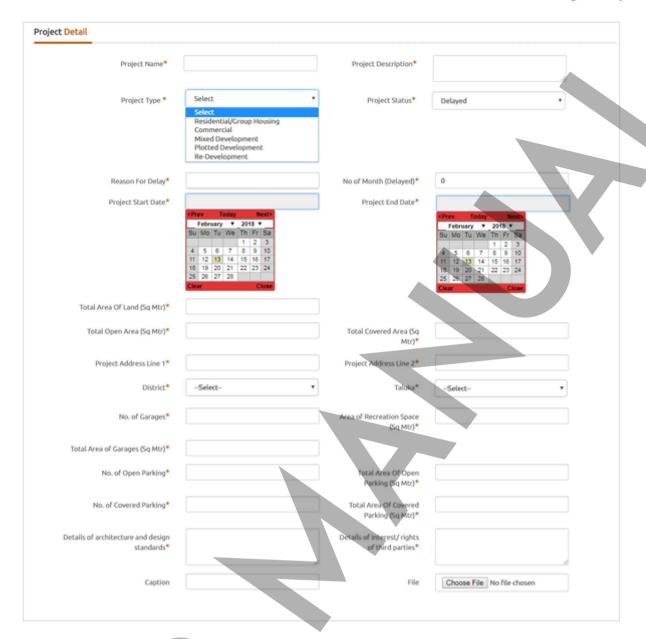


Fig 4.4

As shown in the above Figure (**Fig: 4.4**) If Project Status is selected delayed then Reason for Delay and No. of Month (Delayed) must be entered.



Fig 4.5

As shown in the above Figure (**Fig: 4.5**) In Building Details – Number of Buildings section fill the Building Details section with Total Building Count, Sanctioned Building Count, Proposed but not Sanctioned Building Count.

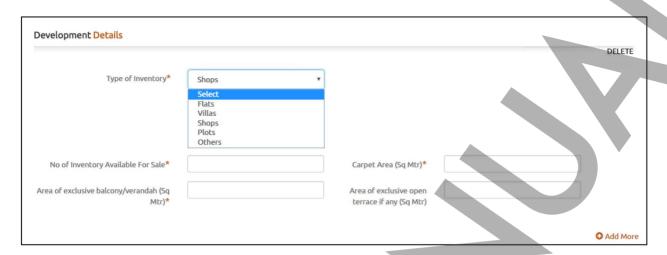


Fig 4.6

As shown in the above Figure (**Fig: 4.6**) In Development Details section fill the No. of Inventory Available for Sale, Carpet Area, and Area of exclusive balcony/verandah and select the Type of Inventory. Area of exclusive open terrace if any is optional and can be entered only if it is applicable.

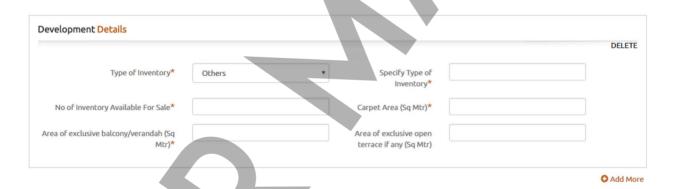


Fig: 4.7

As shown in the above Figure (**Fig: 4.7**) In Development Details section if Type of Inventory is selected as Others, then the applicant will have to Specify Type of Inventory.

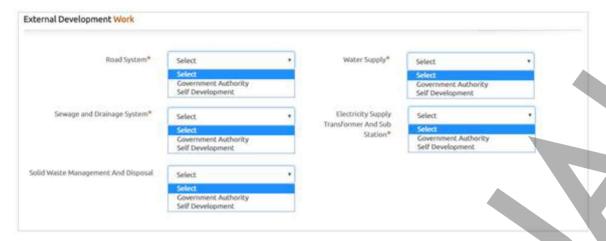


Fig 4.8

As shown in the above figure (**Fig: 4.8**) External Development Work section select the Road System, Water Supply, Sewage and Drainage System, Electricity Supply Transformer And Sub Staion, and Solid Waste Management And Disposal.



Fig 4.9

As shown in the above figure (**Fig: 4.9**), Other External Development Works is optional. If Other External Development Works is applicable, then the applicant can click on "**Add More**" option.



Fig 4.10

As shown in the above Figure (Fig: 4.10), In Other External Development Work section fill in the work description and select one of the option listed.

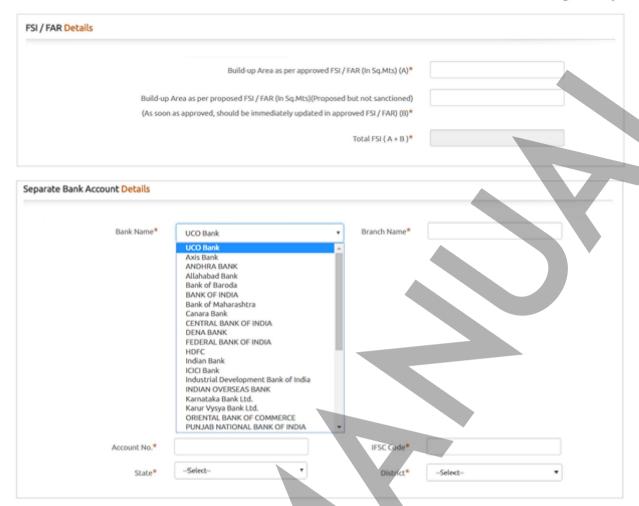


Fig 4.11

- As shown in the above Figure (**Fig: 4.11**), In FSI/FAR details section fill the Build-up area as per approved FSI/FAR, Build-up area as per proposed FSI/FAR but not the sanctioned plan.
- In Separate Bank Account Details section fill the Branch Name, Account No. and IFSC Code. Select the Bank Name, State and District.



Fig 4.12

As shown in the above figure (**Fig: 4.12**) Project Agent Details section is optional. If it is applicable, the applicant can click on "**Add More**" option.

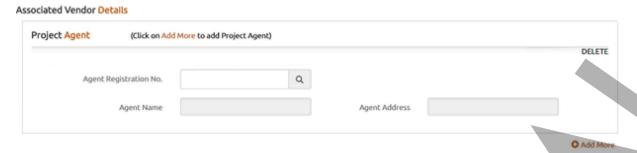


Fig 4.13

As shown in the above Figure (**Fig: 4.13**), If Project Agent is applicable, the applicant can enter the Agent Registration Number and click on the search button. The Agent details will be populated accordingly.

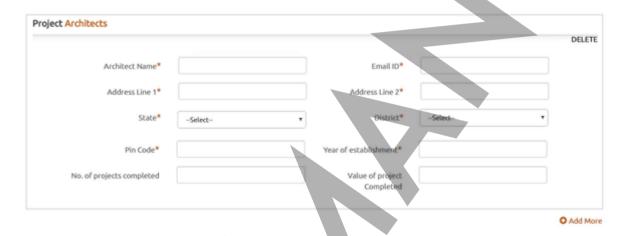


Fig 4.14

As shown in the above Figure (**Fig: 4.14**) In Project Architects Details, fill the Architect Name, Email Id, Address Line 1, Address Line 2, Pin code and Year of Establishment and select the State and District. No. of projects completed and value of projects completed is not mandatory. If there are more than one Architect, the applicant can click on "**Add More**" option and fill the details.

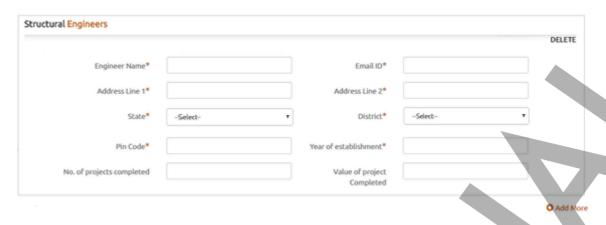


Fig 4.15

As shown in the above Figure (**Fig: 4.15**) In Structural Engineers Details, fill the Engineer Name, Email Id, Address Line 1, Address Line 2, Pin code and Year of Establishment and select the State and District. No. of projects completed and value of projects completed is not mandatory. If there are more than one Engineer, the applicant can click on "**Add More**" option and fill the details.



Fig 4.16

As shown in the above Figure (**Fig: 4.16**) Project Contractors section is optional. If the applicant wants to add a Project Contractor, the applicant can click on "**Add More**" option.

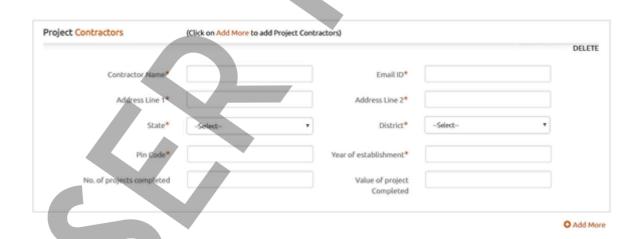


Fig 4.17

As shown in the above Figure (**Fig: 4.17**), In Project Contractor Details, fill the Contractor Name, Email Id, Address Line 1, Address Line 2, Pin code and Year of Establishment and select the State and District. No. of projects completed and value of projects completed is not mandatory. If there are more than one Contractor, the applicant can click on "**Add More**" option and fill the details.

On clicking the "Next" button you will be moved on to next page. And on clicking the "Previous" button you can go back on previous page to edit the details. Also, your data on current form will be saved and will be available for you to edit on your next login.

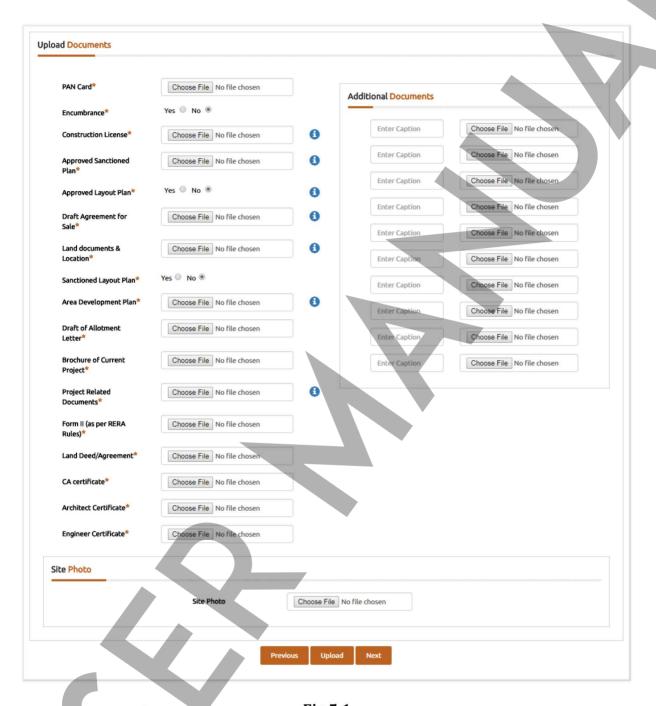


Fig 5.1

As shown in the above figure (**Fig 5.1**), Mentioned documents are required to be uploaded towards your project.

Documents	File Size
Pan Card, Site Photo	1MB
Encumbrance, Construction License, Draft of Allotment Letter, Project Related	
Documents, Form II (as per RERA Rules), CA Certificate, Architect Certificate,	5MB
Engineer Certificate	
Approved Sanctioned Plan, Approved Layout Plan, Draft Agreement for Sale, Land	
Documents and Location, Sanctioned Layout Plan, Area Development Plan, Brochure	30MB
of Current Project, Land Deed/Agreement	
Additional Documents	5MB (Each)

- ➤ Site Photo, Encumbrance, Approved Layout Plan, Sanctioned Layout Plan is optional and can be uploaded if it is applicable.
- ➤ The Certificates should be as per prescribed format given on the site.
- > The file format for uploading can be either Image or PDF.
- ➤ If all the documents are not handy with you at the current moment you can click on "**Upload**" button to save the form partially.
- > Once all the documents have been uploaded the user can click on "Next" and you will be redirected to the Payment page and after clicking on "Previous" you can go back on previous page to edit the details.

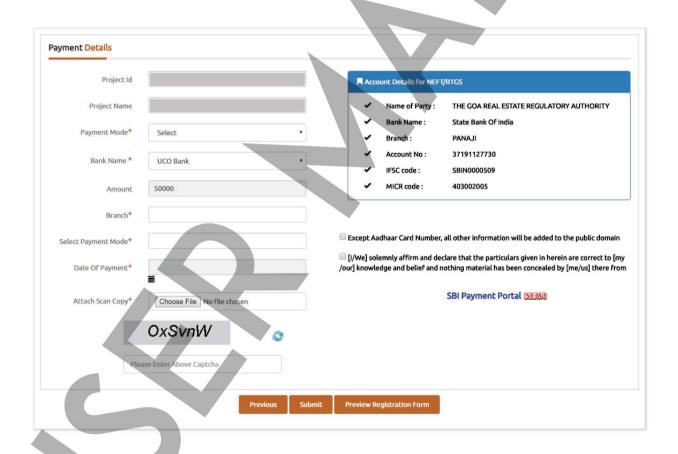


Fig 6.1

- As shown in Fig 6.1, This page will capture the payment details made by you towards the project, that is done by either **Demand Draft** or **NEFT** or **RTGS**.
- Maximum size for uploading Attached Scan Copy is 1MB, which can be either Image or PDF format.

- > On click of "**Previous**" you can go back to "**Upload Documents**" page and edit the documents uploaded.
- The entire form filled can be viewed by clicking on the "**Preview Registration Form**" button.
- After clicking on "**Submit**" your project registration form will be submitted and you will receive an Email for successful registration.

Once the form has been submitted it will be forwarded to the Goa Real Estate Regulatory Authority. The approval or rejection of the project registration will be conveyed to you by mail on your registered email ID by the Goa Real Estate Regulatory Authority.

