

User Manual Project Registration form for Individual

Go to the website:

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

- Click on **Project Registration** to register your project.

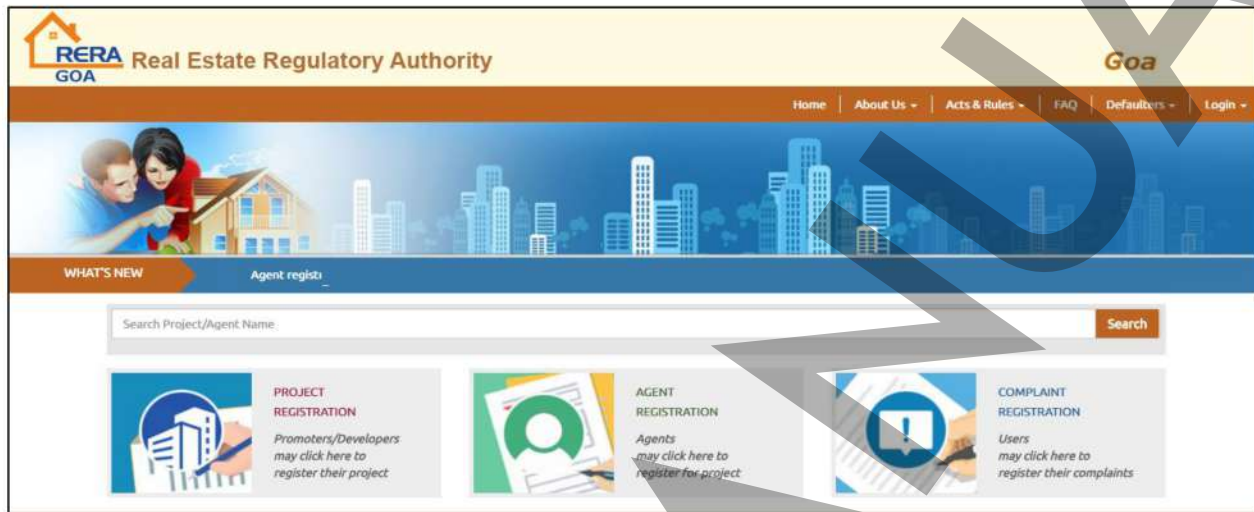


Fig 1.1

- Enter a valid email Id in the given form & click on the **"Generate OTP"** button which will redirect to Registration Form page wherein you have to enter the OTP received in your mail.

 The screenshot shows the "Verify Email ID" form on the RERA Goa website. The form is titled "Verify Email ID" and has a sub-label "Email ID*". There is a text input field for the email address. Below the input field is a "Generate OTP" button. A note at the bottom of the form states: "NOTE : OTP will be sent on registered email ID". The background of the form is light gray with a subtle grid pattern.

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.

Fig 2.1

- As shown in the above figure (**Fig 2.1**), In Promoter Details section the user has to fill the Name, father's name. PAN Number, Aadhaar Number, Mobile No., Telephone No., Address Line 1, Address Line 2, Pin code, GST Registration No., you can upload photograph in either Image or PDF format and maximum size allowed is 1 MB.

Is there Authorized Person ?*

☐ Yes ☒ No

Fig 2.2

- As shown in the above figure (**Fig 2.2**), if there is no Authorized person then “NO” option can be selected, otherwise “YES” option can be selected and the Authorized Section will be displayed as shown in figure (**Fig 2.3**) below.

Authorized Person Details

Name of Authorized Person* Mobile No*

Email Address*

Address Line 1* Address Line 2*

State* --Select-- District* --Select--

Pincode*

Photograph* No file chosen

Authorization Letter* No file chosen

Fig 2.3

- As shown in above figure (**Fig 2.3**), 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.

Projects launched in last 5 years (Click on [Add More](#) to add Projects launched in last 5 years)

[Add more](#)

Fig 2.4

- As shown in the above figure (**Fig 2.4**), 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.

Projects launched in last 5 years (Click on [Add More](#) to add Projects launched in last 5 years)

DELETE

Project Name

Project Description (Maximum 500 Character)

Current Status

Project Completion Certificate No file chosen

Type of Project
 Select
 Residential
 Commercial
 Mixed Development
 Plotted Development
 Re-Development

Is there any case pending Yes ☒ No ☐

Is Payment Pertaining to Project Land Pending Yes ☒ No ☐

Project Address

State/UT

District

Pin Code

[Add More](#)

Fig 2.5

- As shown in the above Figure (**Fig: 2.5**), 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.

Projects launched in last 5 years (Click on [Add More](#) to add Projects launched in last 5 years)

Project Name

Project Description (Maximum 500 Character)

Current Status

Project Completion Certificate No file chosen

Type of Project
 Select
 Residential
 Commercial
 Mixed Development
 Plotted Development
 Re-Development

Is there any case pending Yes ☒ No ☐

Is Payment Pertaining to Project Land Pending Yes ☒ No ☐

Project Address

State/UT

District

Pin Code

[Add More](#)

Fig 2.6

- 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.

Projects launched in last 5 years (Click on [Add More](#) to add Projects launched in last 5 years)

Project Name

Project Description (Maximum 500 Character)

Current Status

No of Months Delayed

Type of Project
 Select
 Residential
 Commercial
 Mixed Development
 Plotted Development
 Re-Development

Is there any case pending Yes ☒ No ☐

Is Payment Pertaining to Project Land Pending Yes ☒ No ☐

Project Address

State/UT

District

Pin Code

[Add More](#)

Fig 2.7

- As shown in the above Figure (**Fig: 2.7**), If Current Status is selected as “**Delay**”, the applicant has to enter the No. of Months Delayed.

Projects launched in last 5 years (Click on **Add More** to add Projects launched in last 5 years)

DELETE

Project Name:

Project Description (Maximum 500 Character):

Current Status:

Expected Completion Date:

Type of Project:

Is there any case pending: Yes ☐ No ☐

Is Payment Pertaining to Project Land Pending: Yes ☐ No ☐

Project Address:

State/UT:

District:

Pin Code:

Add More

Fig 2.8

- As shown in the above Figure (**Fig: 2.8**) 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.

Other Promoter Details

Promoter (Landowner/Investor)

DELETE

Name*

PAN Number*

Mobile No.*

Address Line 1*

State/UT* --Select--

PIN Code*

Type*

E-mail*

Address Line 2*

District* --Select--

Contact Details

Name of Contact Person*

Mobile No.*

Type of Agreement/Arrangement*

Contact Designation*

E-mail*

Separate Bank Account Details

Bank Name* --Select--

Account No.*

State* --Select--

Branch Name*

IFSC Code*

District* --Select--


 Add more

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.

Other Promoter Details

Promoter (Landowner/Investor)

DELETE

Name*

Type*

PAN Number*

Mobile No.*

Address Line 1*

State/UT*

PIN Code*

E-mail*

Address Line 2*

District*

Contact Details

Name of Contact Person*

Contact Designation*

Mobile No.*

E-mail*

Type of Agreement / Arrangement*

Separate Bank Account Details

Bank Name*

Branch Name*

Account No.*

IFSC Code*

State*

District*

[Add more](#)

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.

Project Detail

Project Name*

Project Description*

Project Type*

- Select
- Residential/Group Housing
- Commercial
- Mixed Development
- Plotted Development
- Re-Development

Project Status*

- Select--
- New Project Launch
- Delayed
- Ongoing
- Completed

Project Start Date*

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February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Clear

Close

Project End Date*

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Today

Next >

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Clear

Close

Total Area Of Land (Sq Mtr)*

Total Open Area (Sq Mtr)*

Total Covered Area (Sq Mtr)*

Project Address Line 1*

Project Address Line 2*

District*

Taluka*

No. of Garages*

Area of Recreation Space (Sq Mtr)*

Total Area of Garages (Sq Mtr)*

Total Area Of Open Parking (Sq Mtr)*

No. of Open Parking*

Total Area Of Covered Parking (Sq Mtr)*

No. of Covered Parking*

Details of architecture and design standards*

Details of interest/rights of third parties*

Caption

File No file chosen

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.

Project Detail

Project Name*

Project Description*

Project Type*

Project Status*

Project Start Date*

Project End Date*

Total Area Of Land (Sq Mtr)*

Total Area of Plots (Sq Mtr)

Type of Plots

Extent of Share in Common Areas and Amenities

Total Open Area (Sq Mtr)*

Project Address Line 1*

District*

No. of Garages*

Total Area of Garages (Sq Mtr)*

No. of Open Parking*

No. of Covered Parking*

Details of architecture and design standards*

Project Address Line 2*

Taluka*

Area of Recreation Space (Sq Mtr)*

Total Covered Area (Sq Mtr)*

Area of Plots for Sale (Sq Mtr)

No. of Plots for Sale

Total Area Of Open Parking (Sq Mtr)*

Total Area Of Covered Parking (Sq Mtr)*

Details of interest/ rights of third parties*

File No file chosen

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.

Project Detail

Project Name*

Project Description*

Project Type*

Project Status*

Project Start Date*

Project End Date*

Total Area Of Land (Sq Mtr)*

Total Area of Plots (Sq Mtr)*

Type of Plots*

Extent of Share in Common Areas and Amenities*

Total Open Area (Sq Mtr)*

Project Address Line 1*

District*

No. of Garages*

Total Area of Garages (Sq Mtr)*

No. of Open Parking*

No. of Covered Parking*

Details of architecture and design standards*

Project Address Line 2*

Taluka*

Area of Recreation Space (Sq Mtr)*

Total Area Of Open Parking (Sq Mtr)*

Total Area Of Covered Parking (Sq Mtr)*

Details of interest/ rights of third parties*

File No file chosen

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.

Project Detail

Project Name*

Project Description*

Project Type*

- Select
- Residential/Group Housing
- Commercial
- Mixed Development
- Plotted Development
- Re-Development

Reason For Delay*

Project Start Date*

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Clear

Close

No of Month (Delayed)*

Project End Date*

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Clear

Close

Total Area Of Land (Sq Mtr)*

Total Open Area (Sq Mtr)*

Project Address Line 1*

District*

No. of Garages*

Total Area of Garages (Sq Mtr)*

No. of Open Parking*

No. of Covered Parking*

Details of architecture and design standards*

Caption

Total Covered Area (Sq Mtr)*

Project Address Line 2*

Taluka*

Area of Recreation Space (Sq Mtr)*

Total Area Of Open Parking (Sq Mtr)*

Total Area Of Covered Parking (Sq Mtr)*

Details of interest/ rights of third parties*

File No file chosen

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.

Building Details - Number of Buildings

Total Building Count*

Sanctioned Building Count*

Proposed but not Sanctioned Building Count*

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.

Development Details

Type of Inventory* Shops

Select

Flats

Villas

Shops

Plots

Others

No of Inventory Available For Sale*

Carpet Area (Sq Mtr)*

Area of exclusive balcony/verandah (Sq Mtr)*

Area of exclusive open terrace if any (Sq Mtr)

DELETE

Add More

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.

Development Details

Type of Inventory* Others

Specify Type of Inventory*

No of Inventory Available For Sale*

Carpet Area (Sq Mtr)*

Area of exclusive balcony/verandah (Sq Mtr)*

Area of exclusive open terrace if any (Sq Mtr)

DELETE

Add More

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.

External Development Work

Road System*
 Select
 Government Authority
 Self Development

Water Supply*
 Select
 Government Authority
 Self Development

Sewage and Drainage System*
 Select
 Government Authority
 Self Development

Electricity Supply Transformer And Sub Station*
 Select
 Government Authority
 Self Development

Solid Waste Management And Disposal
 Select
 Government Authority
 Self Development

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 Station, and Solid Waste Management And Disposal.

Other External Development Works (Click on Add More to add Other External Development Works)

Add more

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.

Other External Development Works (Click on Add More to add Other External Development Works)

DELETE

Work Description	
<input type="text"/>	<input type="text" value="Select"/> Select Government Authority Self Development

Add more

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.

FSI / FAR Details

Build-up Area as per approved FSI / FAR (In Sq.Mts) (A)*

Build-up Area as per proposed FSI / FAR (In Sq.Mts)(Proposed but not sanctioned)
(As soon as approved, should be immediately updated in approved FSI / FAR) (B)*

Total FSI (A + B)*

Separate Bank Account Details

Bank Name* Branch Name*

Account No.* IFSC Code*

State* District*

Bank Name dropdown list:
 UCO Bank
 Axis Bank
 ANDHRA BANK
 Allahabad Bank
 Bank of Baroda
 BANK OF INDIA
 Bank of Maharashtra
 Canara Bank
 CENTRAL BANK OF INDIA
 DENA BANK
 FEDERAL BANK OF INDIA
 HDFC
 Indian Bank
 ICICI Bank
 Industrial Development Bank of India
 INDIAN OVERSEAS BANK
 Karnataka Bank Ltd.
 Karur Vysya Bank Ltd.
 ORIENTAL BANK OF COMMERCE
 PUNJAB NATIONAL BANK OF INDIA

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.

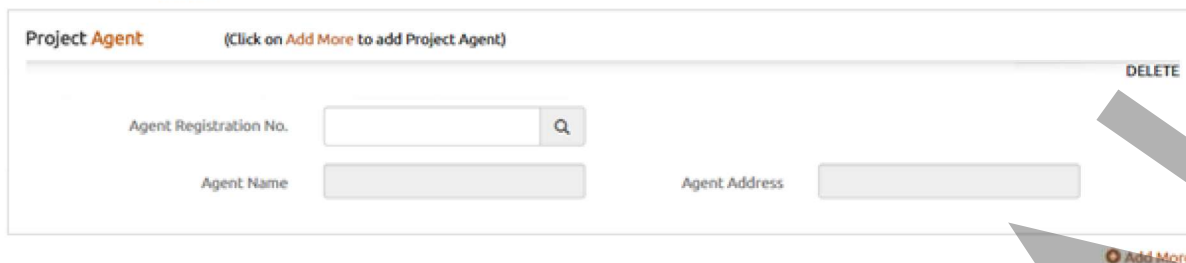
Associated Vendor Details

Project Agent [Add More](#)

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.

Associated Vendor Details



Project Agent (Click on **Add More** to add Project Agent)

Agent Registration No.

Agent Name

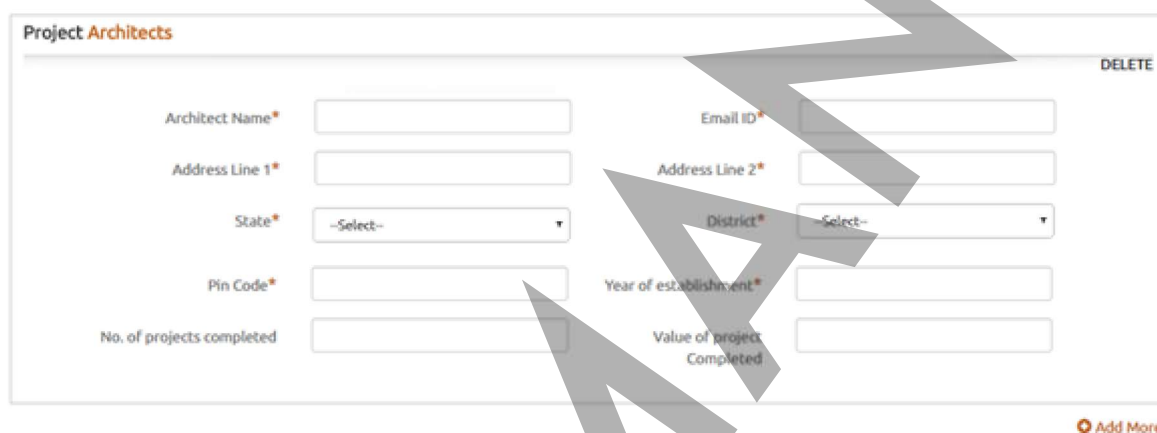
Agent Address

DELETE

Add More

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.



Project Architects (Click on **Add More** to add Project Architect)

Architect Name*

Email ID*

Address Line 1*

Address Line 2*

State*

District*

Pin Code*

Year of establishment*

No. of projects completed

Value of project Completed

DELETE

Add More

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.

Structural Engineers DELETE

Engineer Name* Email ID*

Address Line 1* Address Line 2*

State* District*

Pin Code* Year of establishment*

No. of projects completed Value of project Completed

Add More

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.

Project Contractors (Click on Add More to add Project Contractors)

Add More

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.

Project Contractors (Click on Add More to add Project Contractors) DELETE

Contractor Name* Email ID*

Address Line 1* Address Line 2*

State* District*

Pin Code* Year of establishment*

No. of projects completed Value of project Completed

Add More

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.

Upload Documents

PAN Card* No file chosen

Encumbrance* Yes ☐ No ☒

Construction License* No file chosen

Approved Sanctioned Plan* No file chosen

Approved Layout Plan* Yes ☐ No ☒

Draft Agreement for Sale* No file chosen

Land documents & Location* No file chosen

Sanctioned Layout Plan* Yes ☐ No ☒

Area Development Plan* No file chosen

Draft of Allotment Letter* No file chosen

Brochure of Current Project* No file chosen

Project Related Documents* No file chosen

Form II (as per RERA Rules)* No file chosen

Land Deed/Agreement* No file chosen

CA certificate* No file chosen

Architect Certificate* No file chosen

Engineer Certificate* No file chosen

Additional Documents

Enter Caption	Choose File	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen
Enter Caption	<input type="button" value="Choose File"/>	No file chosen

Site Photo

Site Photo No file chosen

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, Engineer Certificate	5MB
Approved Sanctioned Plan, Approved Layout Plan, Draft Agreement for Sale, Land Documents and Location, Sanctioned Layout Plan, Area Development Plan, Brochure of Current Project, Land Deed/Agreement	30MB
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.

Payment Details

Project Id:

Project Name:

Payment Mode*:

Bank Name*:

Amount:

Branch*:

Select Payment Mode*:

Date Of Payment*:

Attach Scan Copy*: No file chosen

Account Details for NEFT/RTGS

- ✓ Name of Party: THE GOA REAL ESTATE REGULATORY AUTHORITY
- ✓ Bank Name: State Bank Of India
- ✓ Branch: PANAJI
- ✓ Account No: 37191127730
- ✓ IFSC code: SBIN0000509
- ✓ MICR code: 403002005

☐ Except Aadhaar Card Number, all other information will be added to the public domain

☐ [I/We] solemnly affirm and declare that the particulars given in herein are correct to [my /our] knowledge and belief and nothing material has been concealed by [me/us] there from

[SBI Payment Portal](#) **NEW!**

Please Enter Above Captcha

Fig 6.1

- As shown in above figure (**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.