USER GUIDE

LOGIN

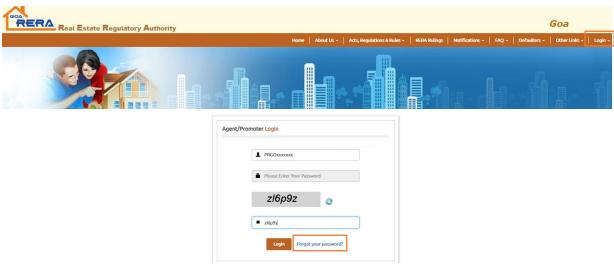Visit the RERA Home page and Login as Agent/ Promoter.

Fig 1

If the applicant has forgotten the password then the applicant can Click on 'Forget your Password' link to reset his/her password.
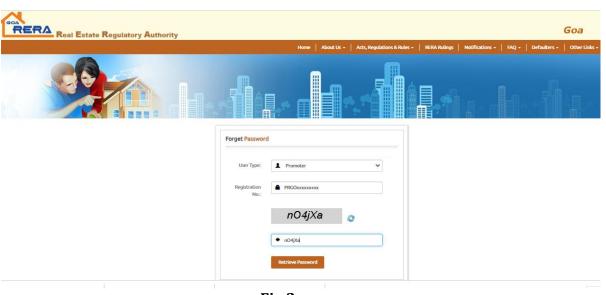

Fig 2

After clicking on Retrieve password, the user will receive a reset password link on his/her registered email id.

After successful login, the user gets directed to project Dashboard page as seen in fig 3.

Fig 3

From the menu panel, select My Profile option, a drop down will get populated, user can select the following for updations :
1) Promoter details
2) Promotor (Landowner/Investor)
3) Associated Vendor Details
4) Payment Details
5) Project Photos
6) Project Documents
7) Project Details
8) Project Quarterly status

Fig 4

The above updations are explained as below:

1) **Promoter/Agent Details:** Here the User can view his/her details.

Fig 5

2) **Promoter (Land Owner/ Investor):** Here the user can view the Promoter (Land Owner/ Investor) Details, Contact details and separate bank details.
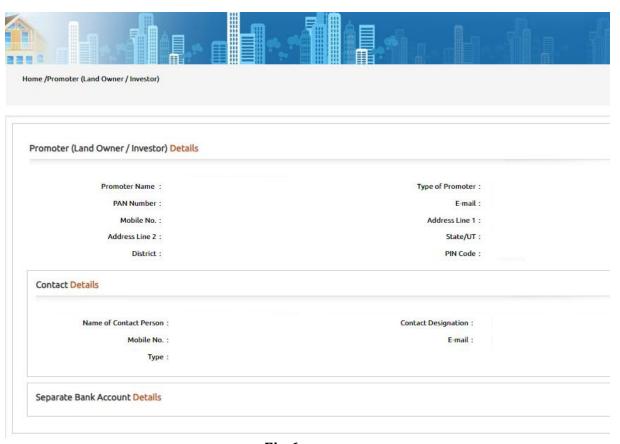

Fig 6

3) **Associated Vendor Details:** In this the user can edit the the details such as user can Add New Agent, Remove Architect/ Structural Engineer/ Contractor also can Add New Architect/ Structural Engineer/ Contractor.
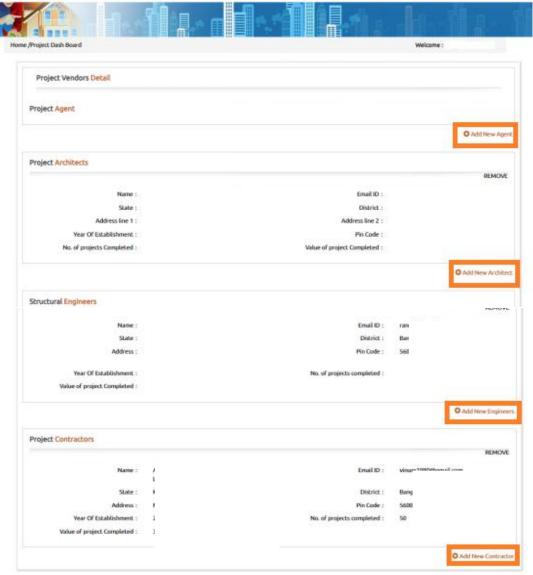(Any updation should be first informed to Goa RERA Authority)

Fig 7

4) **Payment Details**: Here the user can only view his/her payment details (payment made during the online registration).

Fig 8

5) **Project Photos**: Here the user can upload the project related photos, once uploaded cannot be deleted. For deletion promoter needs to ask the RERA authority for changes.
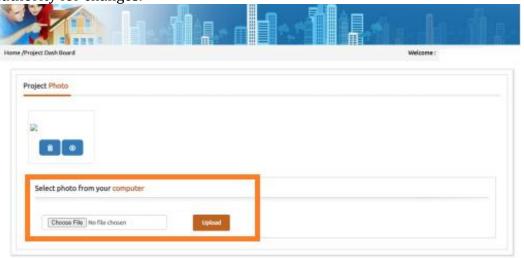

Fig 9

6) **Project Documents** : Here the user/promoter can view the project documents/ Project Approval.
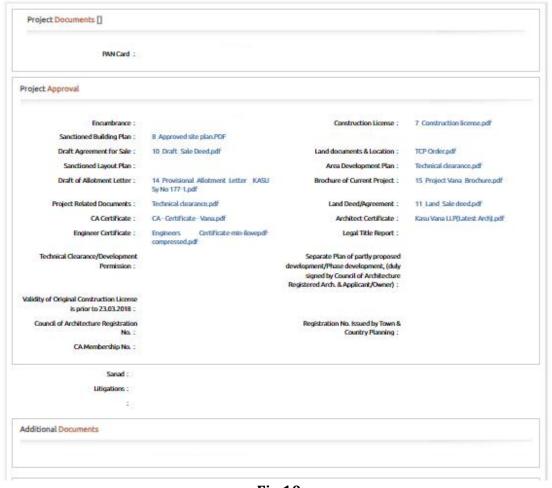

Fig 10

The user can upload the documents related to litigations, other approvals, NOC's under the tab 'Additional project related documents/ information' (any document which is being uploaded the Aadhaar/PAN nos. to be masked/ hidden and uploaded. (these documents uploaded are shown for the public view).

Project digitally signed registration certificate/extension certificate are downloadable.

Fig 11

7) Project Details: Here the user can view the Project Details, Building Details - Number of Building, FSI/ FAR Details, Project Bank Details, Development Details and the External Development Work.
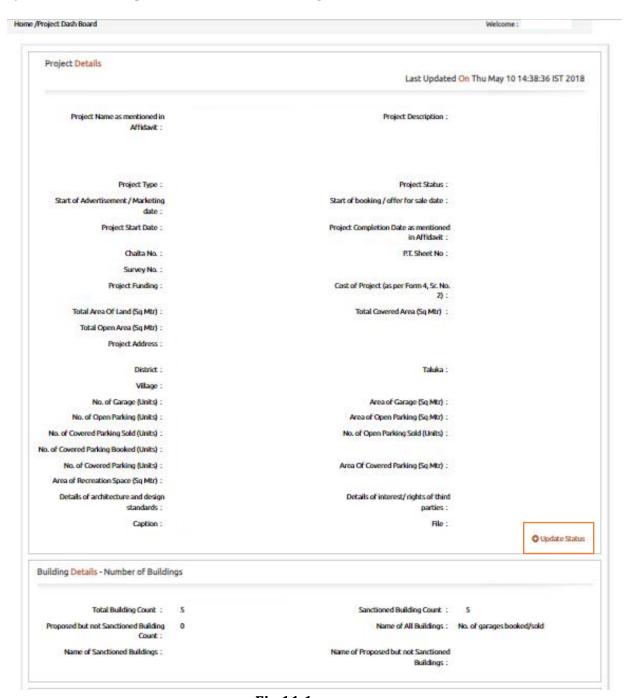
a) The user can update status as shown in fig 11.1.

Project Details

Last Updated On Thu May 10 14:38:36 IST 2018

Project Name as mentioned in Affidavit :   Project Description :

Project Type :   Project Status :

Start of Advertisement / Marketing date :   Start of booking / offer for sale date :

Project Start Date :   Project Completion Date as mentioned in Affidavit :

Chalta No. :   P.T. Sheet No :

Survey No. :

Project Funding :   Cost of Project (as per Form 4, Sr. No. 2) :

Total Area Of Land (Sq Mtr) :   Total Covered Area (Sq Mtr) :

Total Open Area (Sq Mtr) :

Project Address :

District :   Taluka :

Village :

No. of Garage (Units) :   Area of Garage (Sq Mtr) :

No. of Open Parking (Units) :   Area of Open Parking (Sq Mtr) :

No. of Covered Parking Sold (Units) :   No. of Open Parking Sold (Units) :

No. of Covered Parking Booked (Units) :

No. of Covered Parking (Units) :   Area Of Covered Parking (Sq Mtr) :

Area of Recreation Space (Sq Mtr) :

Details of architecture and design standards :   Details of interest/ rights of third parties :

Caption :   File :

⊕ Update Status

Building Details - Number of Buildings

Total Building Count :   5   Sanctioned Building Count :   5

Proposed but not Sanctioned Building Count :   0   Name of All Buildings :   No. of garages booked/sold

Name of Sanctioned Buildings :   Name of Proposed but not Sanctioned Buildings :

Fig 11.1

b) Once the project is completed, select project status as completed and upload the completion order and occupancy certificate as shown in fig 11.2. Here the user can also update the other mandatory tabs.
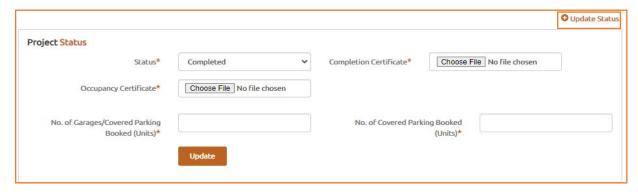

Fig 11.2

c) In development details, No. of inventory booked/ sold/ unsold details should be updated as shown in fig 11.3.

Fig 11.3

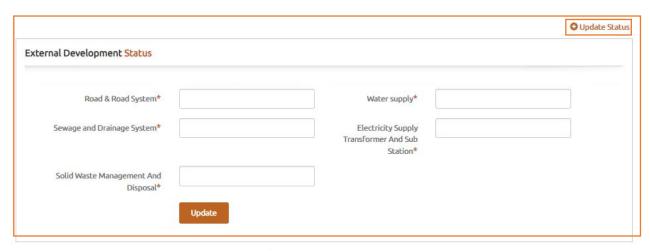d) External development work to be updated as shown in fig 11.4.

Fig 11.4

Quarterly Status: After clicking on Project Quarterly Status, following page will be shown:
a) Annual Statement of Accounts (FORM-6)
b) Project Quarterly Approvals/ NOC taken
c) Pending Quartely Approvals/ NOC taken
d) Quarterly Building Details
e) Quaterly External Development

Fig 12

a) <u>Annual Statement of Accounts (FORM-6):</u> After clicking onto "click to view", The fig 13 gets populated where you can upload the Financial Year report by selecting the financial year.

Fig 13

b) Project Quarterly Approvals/ NOC taken: After clicking onto "click to view", the fig 14 gets populated where you can enter the details of the project quarterly approvals.

Fig 14

c) Pending Quarterly Approvals/ NOC taken: After clicking on "click to view", the fig 15 gets populated where you can fill in the details of the approval pending from.

Fig 15

d) <u>Quarterly Building Details:</u> After clicking onto "click to view", the fig 16 gets populated where you can enter the completion percentage of the work. Update the percentage of work completed on quarterly basis.

Quarterly Building Details (Click To view)

Building Details	Completion Percentage
Excavation *	
Basement(s) And Plinth*	
Podiums*	
Stilt Floor*	
Slabs of Super Structure*	
Internal Fittings *	
Sanitary Fittings/Electrical fittings*	
Staircase/Lifts/Lobbies/Underground and Overground water tanks*	
External Work/Waterproofing *	
Completion/Occupancy Certificate Requirements*	

Submit

Fig 16

Quarterly External Development: After clicking on "click to view", the fig 17 gets populated where you can enter the details of the project and Update the percentage of work completed on quarterly basis.

Fig 17

PROJECT EXTENSION

Here the user can apply for online Project Extension by selecting the date of Extension and the reason of Extension. Here you can upload the supporting document if needed. Then the user needs to enter the payment details. The user needs to accept the declaration and submit for Project Extension.

Fig 18

After successful submission of the Project Extension, an confirmation email will be sent to the applicant registered email id.