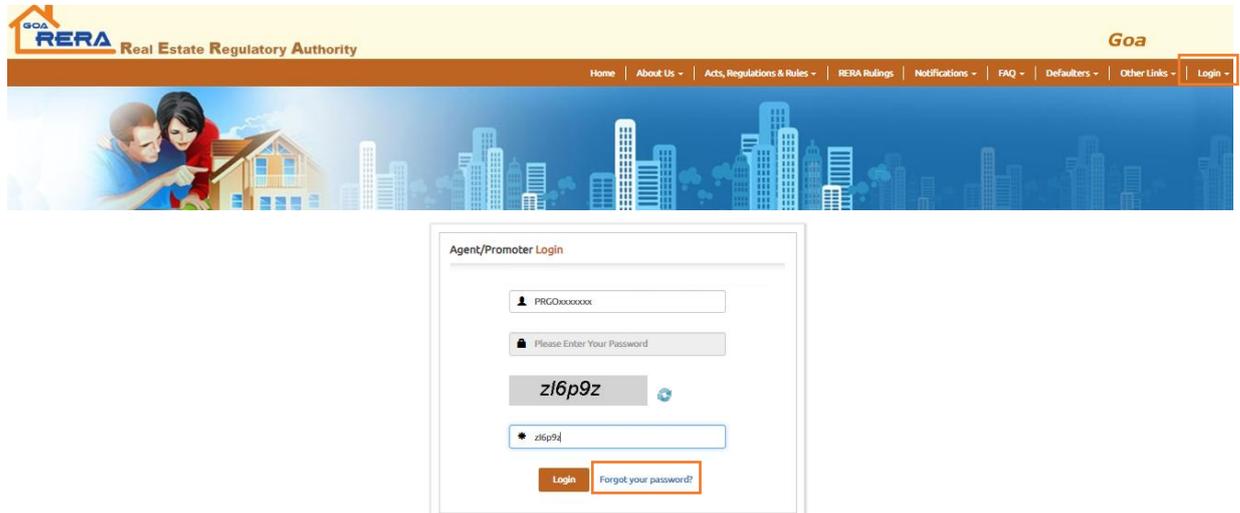


USER GUIDE

LOGIN

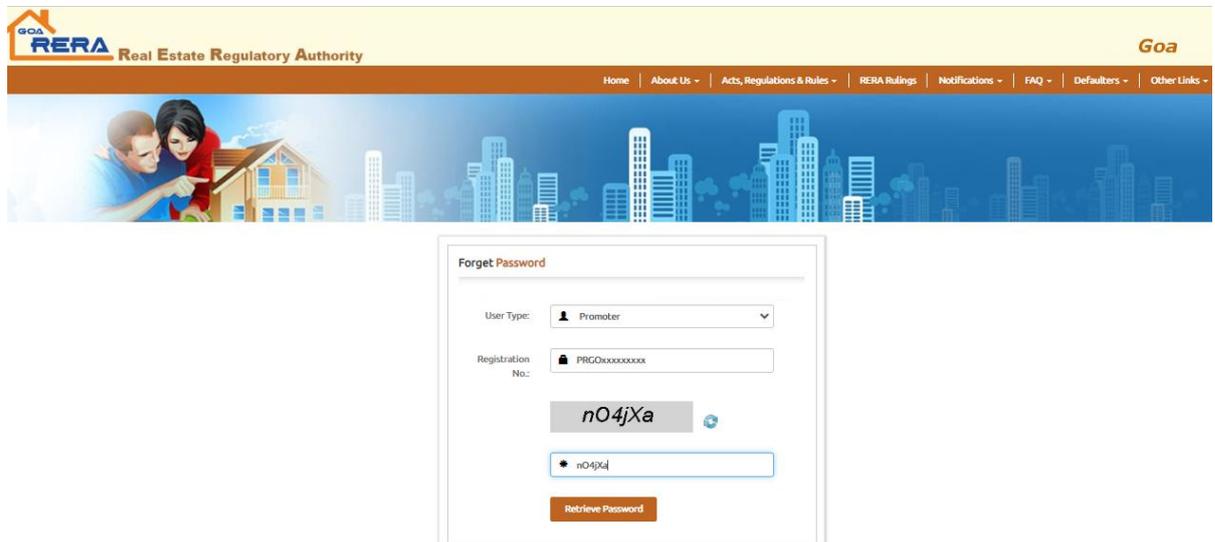
Visit the RERA Home page and Login as Agent/ Promoter.



The screenshot shows the RERA Goa website header with the logo and navigation menu. Below the header is a banner image of a couple looking at a house. The main content area displays the 'Agent/Promoter Login' form. The form includes a registration number field with the value 'PRGOxxxxxx', a password field with the placeholder 'Please Enter Your Password', a CAPTCHA field with the value 'z16p9z', and a reCAPTCHA field with the value 'z16p94'. There are 'Login' and 'Forgot your password?' buttons at the bottom of the form.

Fig 1

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



The screenshot shows the RERA Goa website header and banner. The main content area displays the 'Forget Password' form. The form includes a 'User Type' dropdown menu with 'Promoter' selected, a 'Registration No.' field with the value 'PRGOxxxxxxx', a CAPTCHA field with the value 'nO4jXa', and a reCAPTCHA field with the value 'nO4jXa'. There is a 'Retrieve Password' button at the bottom of the form.

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

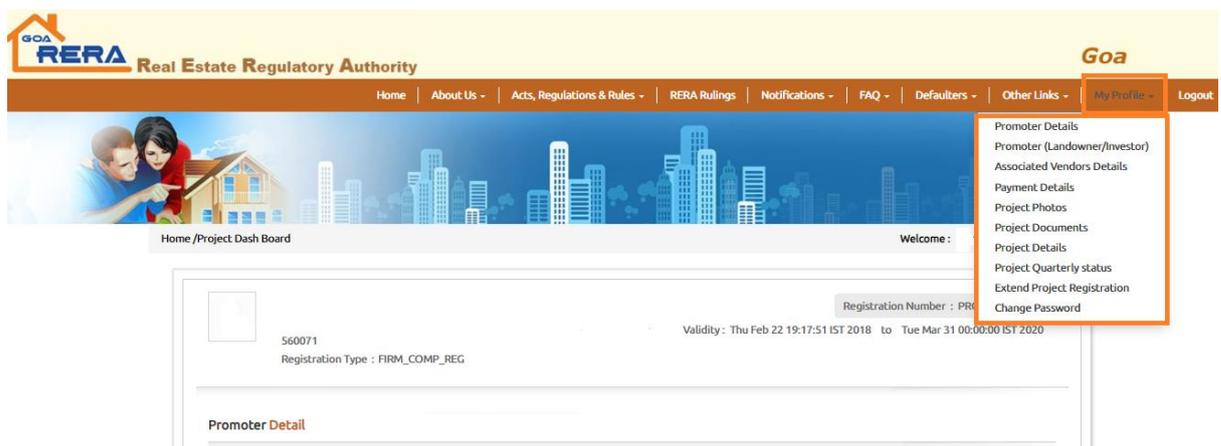


Fig 4

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.

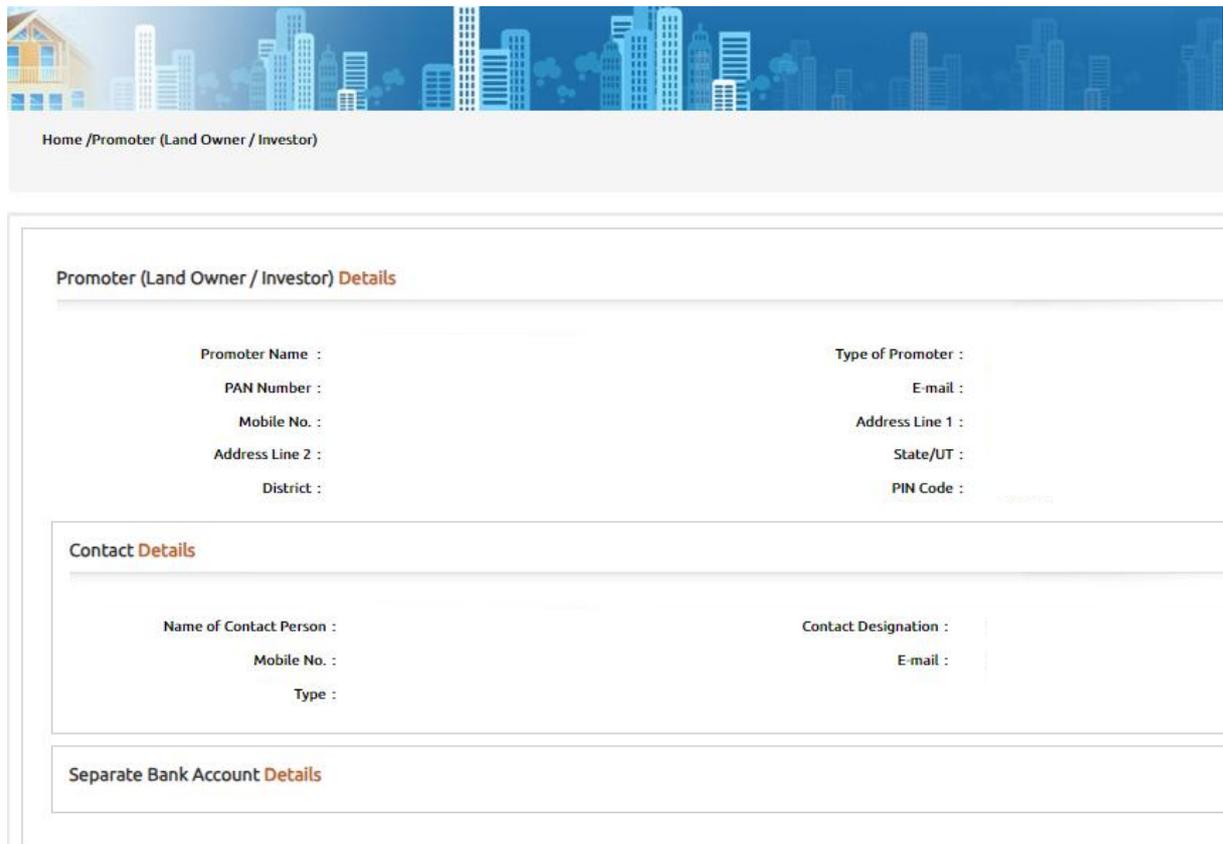


Fig 6

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)

Home /Project Dash Board Welcome :

Project Vendors Detail

Project Agent [Add New Agent](#)

Project Architects REMOVE

Name :	Email ID :
State :	District :
Address line 1 :	Address line 2 :
Year Of Establishment :	Pin Code :
No. of projects Completed :	Value of project Completed :

[Add New Architect](#)

Structural Engineers REMOVE

Name :	Email ID :
State :	District :
Address :	Pin Code :
Year Of Establishment :	No. of projects completed :
Value of project Completed :	

[Add New Engineers](#)

Project Contractors REMOVE

Name :	Email ID :
State :	District :
Address :	Pin Code :
Year Of Establishment :	No. of projects completed :
Value of project Completed :	

[Add New Contractor](#)

Fig 7

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

Real Estate Regulatory Authority Go

Home | About Us | Acts, Regulations & Rules | RERA Rules | Notifications | FAQ | Downloads | Other Links | My

Home /Project Dash board Welcome :

Payment Details

Payment Mode :	Demand Draft	Bank Name :	Axi Bank
Amount :	50000.0	Branch :	JP Nagar
Demand Draft No. :	875281	Attach Scan Copy :	Payment_DD.jpg
Date Of Payment :	-----		

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.

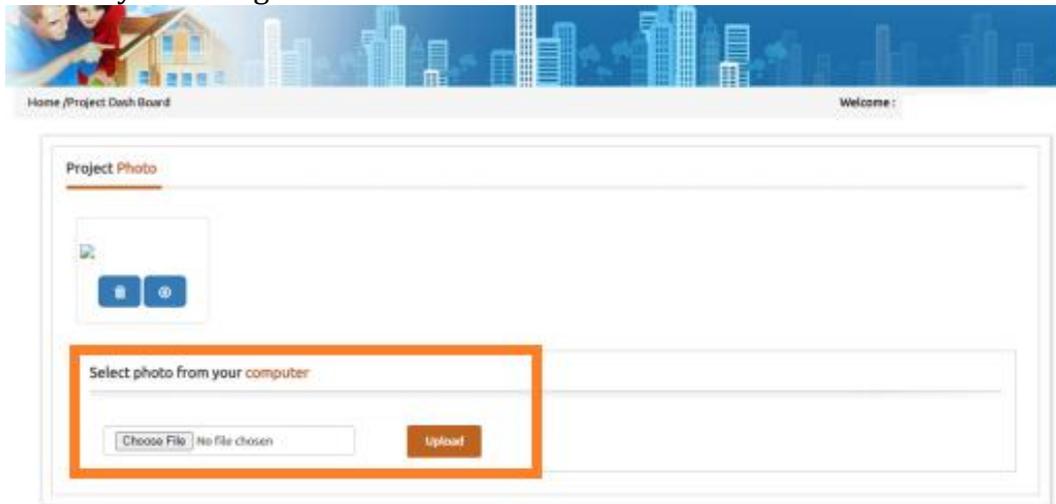


Fig 9

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

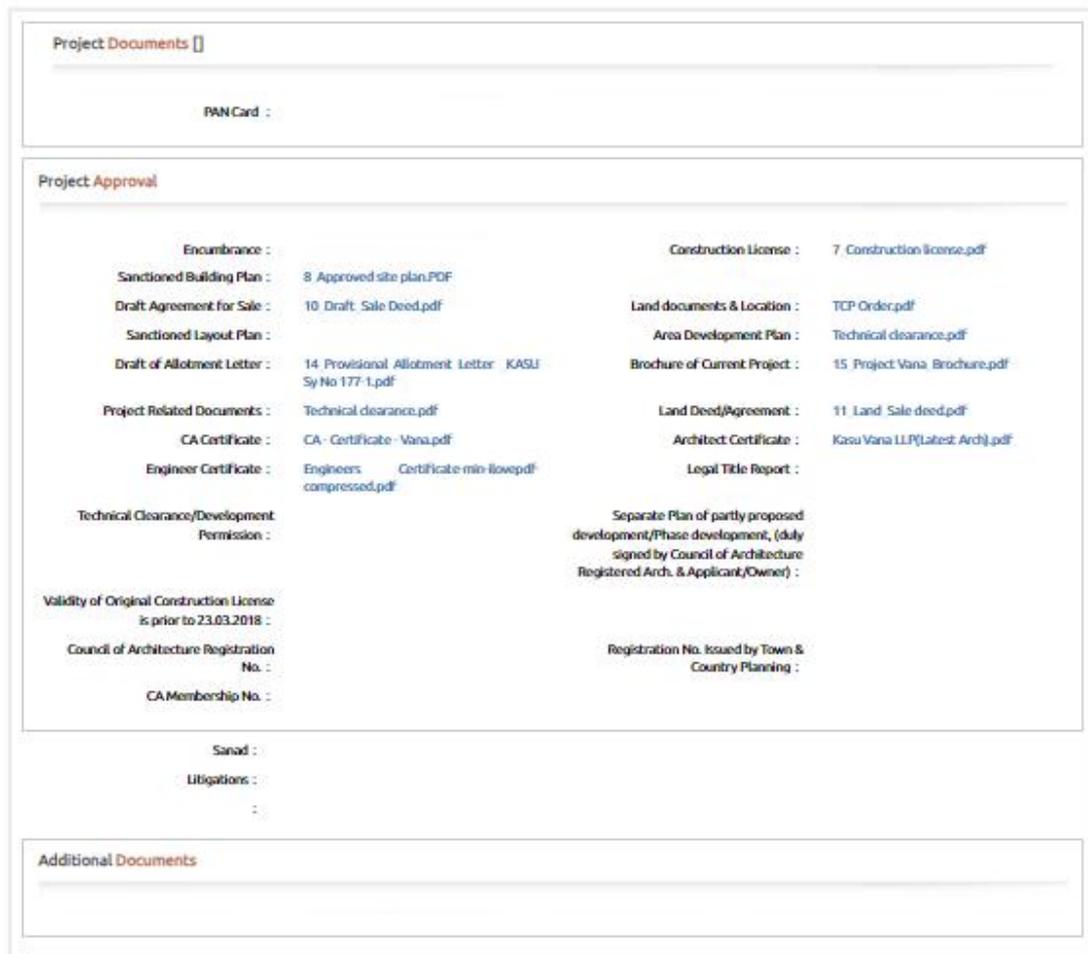


Fig 10

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.

The screenshot shows a web interface for uploading documents. It consists of several sections:

- Additional Documents:** A header section with a horizontal line below it.
- Additional project related documents/ information:** A section with a title and a note: "(if any to be brought to the Authority through email after uploading) Compulsorily masking/hiding the PAN & Aadhaar nos". It contains a form with:
 - A dropdown menu for "Type*" with "Litigations" selected.
 - An "Enter Caption" text input field.
 - A "Choose File" button and "No file chosen" text.
 - An "Add" button.
 - A table header with columns: "TYPE", "CAPTION", and "DOCUMENT".
- Declaration:** A section with a horizontal line and the text "Form II (as per RERA Rules) :".
- Other Documents:** A section with a horizontal line and the text "Audited Accounts Assessment for 2019-2020 :".
- Registration Certificate:** A section with a horizontal line and the text "Registration Certificate:".
- Extension Certificate:** A section with a horizontal line and the text "Extension Certificate:".
- Select File From your computer:** A section with a horizontal line and a form containing:
 - A "Caption*" text input field.
 - A "File*" section with a "Choose File" button and "No file chosen" text.
 - An "Upload" button.

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.

Home /Project Dash Board Welcome :

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

<p>Project Name as mentioned in Affidavit :</p> <p>Project Type :</p> <p>Start of Advertisement / Marketing date :</p> <p>Project Start Date :</p> <p>Chalta No. :</p> <p>Survey No. :</p> <p>Project Funding :</p> <p>Total Area Of Land (Sq Mtr) :</p> <p>Total Open Area (Sq Mtr) :</p> <p>Project Address :</p> <p>District :</p> <p>Village :</p> <p>No. of Garage (Units) :</p> <p>No. of Open Parking (Units) :</p> <p>No. of Covered Parking Sold (Units) :</p> <p>No. of Covered Parking Booked (Units) :</p> <p>No. of Covered Parking (Units) :</p> <p>Area of Recreation Space (Sq Mtr) :</p> <p>Details of architecture and design standards :</p> <p>Caption :</p>	<p>Project Description :</p> <p>Project Status :</p> <p>Start of booking / offer for sale date :</p> <p>Project Completion Date as mentioned in Affidavit :</p> <p>P.T. Sheet No. :</p> <p>Cost of Project (as per Form 4, Sr. No. 2) :</p> <p>Total Covered Area (Sq Mtr) :</p> <p>Taluka :</p> <p>Area of Garage (Sq Mtr) :</p> <p>Area of Open Parking (Sq Mtr) :</p> <p>No. of Open Parking Sold (Units) :</p> <p>Area Of Covered Parking (Sq Mtr) :</p> <p>Details of interest/ rights of third parties :</p> <p>File :</p>
--	--

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.

The screenshot shows a form titled "Project Status" with an "Update Status" button in the top right corner. The form contains the following fields:

- Status*: A dropdown menu with "Completed" selected.
- Completion Certificate*: A file upload button labeled "Choose File" with the text "No file chosen" below it.
- Occupancy Certificate*: A file upload button labeled "Choose File" with the text "No file chosen" below it.
- No. of Garages/Covered Parking Booked (Units)*: An empty input field.
- No. of Covered Parking Booked (Units)*: An empty input field.
- Update: A brown button at the bottom center.

Fig 11.2

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

The screenshot shows a form titled "Development Status" with an "Update Status" button in the top right corner. The form contains the following fields:

- No. of inventory Completed*: An empty input field.
- No. of inventory Booked*: An empty input field.
- No. of inventory Sold*: An empty input field.
- No. of garages booked*: An empty input field.
- No. of garages sold*: An empty input field.
- Update: A brown button at the bottom right.

Fig 11.3

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

The screenshot shows a form titled "External Development Status" with an "Update Status" button in the top right corner. The form contains the following fields:

- Road & Road System*: An empty input field.
- Sewage and Drainage System*: An empty input field.
- Solid Waste Management And Disposal*: An empty input field.
- Water supply*: An empty input field.
- Electricity Supply Transformer And Sub Station*: An empty input field.
- Update: A brown button at the bottom center.

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 Quarterly Approvals/ NOC taken
- d) Quarterly Building Details
- e) Quarterly External Development



Fig 12

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

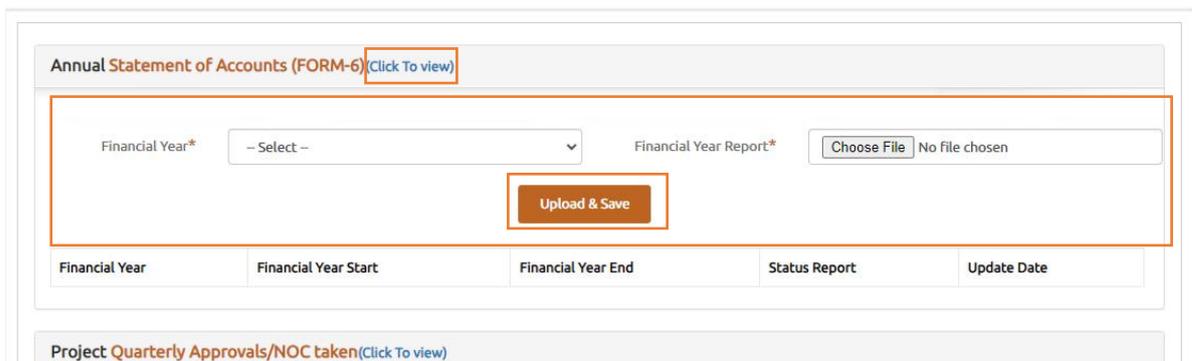


Fig 13

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.

The screenshot shows a web interface with three main sections. The top section is titled "Annual Statement of Accounts (FORM-6) (Click To view)". The middle section is titled "Project Quarterly Approvals/NOC taken (Click To view)" and contains a form with the following fields: "Approval Taken From: *" (text input), "Reference No: *" (text input), and "Date: *" (calendar icon). An "Add" button is located to the right of the Date field. Below the form is a table with the following headers: "Approval Taken From", "Reference No", "Date", and "Updated On". The bottom section is titled "Pending Quarterly Approvals/NOC taken (Click To view)".

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.

The screenshot shows a web interface with three main sections. The top section is titled "Pending Quarterly Approvals/NOC taken (Click To view)" and contains a form with the following fields: "Approval Pending From: *" (text input) and an "Add" button. Below the form is a table with the header "Pending Approvals". The middle section is titled "Quarterly Building Details (Click To view)". The bottom section is titled "Quarterly External Development (Click To view)".

Fig 15

d) Quarterly Building Details: 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.

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

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.

Facilities/Amenities	Proposed	Work Done Percent	Details
Internal Roads and Footpaths*	- Select -	<input type="text"/>	<input type="text"/>
Water Supply*	- Select -	<input type="text"/>	<input type="text"/>
Sewerage*	- Select -	<input type="text"/>	<input type="text"/>
Storm Water Drains*	- Select -	<input type="text"/>	<input type="text"/>
LandScaping/TreePlanting*	- Select -	<input type="text"/>	<input type="text"/>
Street Lighting*	- Select -	<input type="text"/>	<input type="text"/>
Community Building's*	- Select -	<input type="text"/>	<input type="text"/>
Sewage Treatment/Disposal*	- Select -	<input type="text"/>	<input type="text"/>
Solid Waste Management*	- Select -	<input type="text"/>	<input type="text"/>
Water/RainWater Harvesting*	- Select -	<input type="text"/>	<input type="text"/>
Energy Management*	- Select -	<input type="text"/>	<input type="text"/>
Fire Protection*	- Select -	<input type="text"/>	<input type="text"/>
Electrical Station*	- Select -	<input type="text"/>	<input type="text"/>

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.

The screenshot displays a web form for Project Extension. At the top, there is a navigation bar with 'Home /Project Extension Form' on the left and 'Welcome : ' on the right. The main form is divided into several sections:

- Project Extension:** Contains a date picker for 'Proposed Date of Extension*' (format DD/MM/YYYY) and a text area for 'Reason for Extension*'. A 'DELETE' link is visible on the right.
- Supporting Documents (If Any):** Includes a red note: 'Note : Update Quarterly Building, Development details and Annual Statement of Accounts/Annual report (Form 6)'. Below it, another note states: 'Note: Following Documents need to be Uploaded'. A list of required documents is provided:
 - Application for Extension of Registration of Project (Form V)
 - Renewal of Construction License
 - Renewal of Development Permission/Technical Clearance order
 - Any Other DocumentsA table below has columns for 'Document Name*' and 'Attachment*'. The 'Attachment*' column contains a 'Choose File' button and 'No file chosen'. An 'Add more' button is at the bottom right of this section.
- Payment Details:** Features a 'Payment Mode*' dropdown (set to 'Select'), a 'Bank Name*' dropdown (set to '--Select--'), a text field for 'Amount (Same as Registration Fees)' (value: 50000.0), a 'Branch*' text field, a 'Select Payment Type*' dropdown, a date picker for 'Date Of Payment*', and an 'Attach Scan Copy*' field with a 'Choose File' button and 'No file chosen'. To the right, a blue box titled 'Account Details for NEFT/RTGS' lists:
 - ✓ Name of Party: THE GOA REAL ESTATE REGULATORY AUTHORITY
 - ✓ Bank Name : State Bank Of India
 - ✓ Branch :
 - ✓ Account No :
 - ✓ IFSC code :
 - ✓ MICR code :
- Declarations:** Contains a checkbox with the text: 'I verify that the contents of the above sections are true to my personal knowledge and belief and I have not suppressed any material fact(s)'. Below this is a 'Submit' button.

Fig 18

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