User Manual for
Project Registration (Other – than Individual)

Prepared by
APOnline
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Distribution list

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1. INTRODUCTION

APRERA (Andhra Pradesh Real Estate Regulatory Authority) has been developed under section 4.3 of the Real Estate (Regulation & Development) Act, 2016. The Department of Municipal Administration & Urban Development, Government of Andhra Pradesh is the nodal department for the implementation of RERA Act in the state of Andhra Pradesh. All sections of the Real Estate (Regulation & Development) Act, 2016 came into force with effect from 1st May, 2017. The Andhra Pradesh Real Estate (Regulation & Development) Rules, 2017 was approved by Government of Andhra Pradesh and notified on March 27, 2017.

2. OBJECTIVE

✓ Ensuring Transparency & Efficiency in real estate sector in regards to sale of plot, apartment, building or real estate project.
✓ Protecting the interest of consumers in real estate sector.
✓ Establishing adjudicating mechanism for speedy dispute redressal.
✓ Establishing Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority.

3. SCOPE

Scope of this document helps in Registration process under APRERA other than individual

4. ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRERA</td>
<td>Andhra Pradesh Real Estate Regulatory Authority</td>
</tr>
</tbody>
</table>

Table 1: List of Abbreviations

5. SOFTWARE AND TECHNOLOGIES

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Software</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASP .NET</td>
<td>4.5</td>
</tr>
<tr>
<td>2</td>
<td>SQL Server</td>
<td>2010</td>
</tr>
</tbody>
</table>

Table 2: Software and Technologies
6. PROCESS – PROJECT REGISTRATION (OTHER – THAN INDIVIDUAL)

The below mentioned process of Project (Other – than Individual) Registration under Andhra Pradesh Real Estate (Regulation and Development) Rules, 2017.

Note: All the mandatory fields have to be filled in; otherwise Application will not be accepted by the system

Navigate to portal www.rera.ap.gov.in.

1. **Promoter**: click on **Registration** Link under APRERA Home Page as shown in depicted in Figure 1.

![Figure 1: Home Page](image)

2. Select **Project Registration** link under ‘Registration’ (in Home page) as depicted in Figure 2.

![Figure 2: Project Registration Selection Page](image)
3. Project registration instruction page is displayed as depicted in Figure 3.

![Project Registration Form]

**Figure 3: Instructions for Project Registration**

**Case 1: New Application**

4. Select Project Application Type as **New** and click on **Submit** button as depicted in Figure 4.

![Application Type Selection (New)]

**Figure 4: Application Type Selection (New)**
5. Click **Submit** button in Figure 4, Promoter profile page displayed under Project Registration Form as depicted in Figure 5.

![Figure 5: Promoter Page](image)

6. Enter **PAN Card** Number and click **Get Details** button as depicted in Figure 6.

![Figure 6: Get Details Button Page](image)

7. If PAN Card is used for Individual, an alert message shows a message as “**Can Not Registered as Other Than Individual**” as depicted in Figure 7.

![Figure 7: Alert message, Cannot registered as other Than Individual](image)
8. If Promoter already registered under different projects based on the same PAN Card Number, then Existing Promoter details will fetched automatically as depicted in Figure 8.

Figure 8: Existing Promoter details page
Note: Once Promoter details fetched based on PAN Card in Figure 8, continue from Point 19.

9. Click **Get Details** button as shown in Figure 4, Promoter Profile page displayed as depicted in Figure 9.

![Project Registration Form](image)

**Figure 9: Promoter Profile Home Page**
10. Enter **Organization Details** such as Organization type (Company/ Trust/ Partnership/ Proprietorship/ Joint Venture), Organization Name, CIN/Registration Number, Date of Registration, Email Id, Mobile Number, Land Line Number, GSTIN and upload relevant documents as depicted in Figure 10.

![Figure 10: Promoter Details](image-url)

11. Enter **Director/Member Details** such as Director Type (Indian/Foreigner). Based on Director/Member type, agent can fill rest of the details like...,

   a. If Director type as Indian → Designation (Director/Trustee/etc...), Name, Email ID, Mobile No, State/UT, District, Address Line 1, Address Line 2, PIN Code, PAN Card No, Aadhaar Card No, DIN Number (Only for Company, Partnership and Joint Venture)

   b. If Director type as Foreigner → Designation (Director/Trustee/etc...), Name, Mobile No, Email ID, Address Line 1, Address Line 2, DIN Number (Only for Company, **Partnership** and Joint Venture)

![Figure 11: Director Details Page](image-url)
12. Click **Add** button, details will be shown as Grid as depicted in Figure 12.

![Figure 12: Grid View of Director Details Screen](image)

13. Enter Other RERA Registration details if any (If available, enter Registration number, State and Have your said registration been revoked? (if Yes, enter Remarks) and click on Add Button) as depicted in Figure 13.

![Figure 13: Other RERA Registration Details](image)
14. Enter **Past Experience** if any (i.e. Yes), such as Project Name, Project Type, Current Status (Completed/Delay/Ongoing), Address, State/UT, District and PIN Code as depicted in Figure 14.

**Figure 14: Past Experience**

**Note:** In the Past Experience details, Current Status represents Completed/Delay/Ongoing. In the above Figure 14, selected as Completed. If it is delay or ongoing, mention no. of months delay and expected completion date respectively

15. Click on **Add** button, details will be shown as Grid as depicted in Figure 15.

**Figure 15: Grid View of Past Experience Details**
16. Enter Litigation details if any, such as Case No, Name & Place of Tribunal/Authority, Name of the Petitioner, Name of the Respondent, Facts of the case/Contents of the Petitioner, Present status of the case, Interim Order if any (if yes, upload relevant document) and details of final order if disposed (if yes, upload relevant document) otherwise upload Self Declaration Affidavit as depicted in Figure 16.

![Figure 16: Litigation Details](image)

Note: In case Petitioner, Respondent are more than once please provide their names by comma (,) separated.

17. Click Add button, details will be shown as Grid as depicted in Figure 17.

![Figure 17: Grid View of Litigation Details](image)
18. Scan past three years Income – Tax return acknowledgments, Balance Sheet and upload into the system, as depicted in Figure 18.

Note: In case of non availability of financial documents due to total number of financial years of establishment being less than 3 years the entity can upload a blank document with "NOT APPLICABLE with appropriate reason" text against relevant/respective year column and upload & submit available documents only.

19. Click ‘Save and continue’ button, a dialog box will appear like ‘Promoter details saved successfully. Please note down your application number (Format: DDMMYYHHMMSS). It can be used for partial completed application’, where click ‘OK’ button as depicted in Figure 19.
20. Click OK button in the Figure 19, Project Details page displayed under Project Registration Form as depicted in Figure 20.

![Project Registration Form]

Figure 20: Project Details Page
21. Enter Project Name, Project Description, Project Type (Commercial/ Residential/ Project by Govt. Departments/ Mixed Development/ Layout-Plots/ Layout – Plots & Buildings), Project Status (New Project/Ongoing Project), Project Starting Date, Proposed date of completion, Estimated cost of construction, Cost of land and based on the Project type enter the following fields also.,

**Case 1:** If Project Type is: **Residential/ Commercial/ Mixed Development/ Project by Govt. Departments** then enter Total Area of Land (in. Sq. m), Total Plinth Area, Total Open Area, Total Built-up Area, No. of Garages available for sale, Total area of garages, No. of open parking spaces, Total open parking area, No. of covered parking spaces and Total covered parking area as depicted in Figure 21.

![Project Registration Form](image)

Figure 21: Project Reg. Details: Residential/ Commercial/ Mixed Development/ Project by Govt. Departments
**Case 2:** If Project Type is: **Layout – Plots** then enter Layout area, Total plotted area in the layout, Total roads are proposed in the layout, Area of open spaces proposed in the layout, Area proposed for amenities, Area proposed for utilities, Area proposed for common pool parking and Area proposed for club house/ other proposed amenities as depicted in Figure 22.

![Figure 22: Project Reg. Details: Layout - Plots](image)

**Case 3:** If Project Type is: **Layout – Plots & Buildings** then enter Layout area, Total plotted area in the layout, Total roads are proposed in the layout, Area of open spaces proposed in the layout, Area proposed for amenities, Area proposed for utilities, Area proposed for common pool parking, Area proposed for club house/ other proposed amenities, Total built-up area for commercial and Total built-up area for residential as depicted in Figure 23.

![Figure 23: Project Reg. Details: Layout - Plots & Buildings](image)
22. Enter **Project Site Address** and **Project Local Address for Communication** such as Project Address, District, Mandal, Village, PIN Code, Latitude, Longitude, Plan Approving Authority (APCRDA/UBL/UDL/Town Planning), Building Plan No, Approved Date and Upload relevant upload document as depicted in Figure 24.

**Note:** If Project Site Address and Project Local Address for Communication are same then select Check box as depicted in below Figure 24.

![Figure 24: Project Site address & Local Address for Communication](image-url)
23. If Project Status is On Going Project, then enter Project Ongoing Status Details and Upload Form 1, Form 2, Form 3 as per APRERA Regulations, 2017 as depicted in Figure 25.

![Figure 25: Project Ongoing Status Screen](image)

**Note:** In the above point (20), if Is there any subsequent modifications to the plan is Yes, then upload relevant document and Is the project delayed is Yes, enter No. of Months delay

24. Click ‘Save and continue’ button, a dialog box will appear like ‘Project details saved successfully’, where click OK button as depicted in Figure 26.

![Figure 26: Confirmation Screen for Project Details](image)
25. Development Details page displayed under Project Registration Form as depicted in Figure 27.

![Development Details Screen](image_url)

*Figure 27: Development Details Screen*
26. **Enter Development Details** such as Type of Building (this will be populated based on the Project Type. If Project Type is Residential/Commercial/Mixed Development/Govt. Projects then Type of Building as Flat otherwise it is Plot) and Total No. of Blocks as depicted in Figure 28.

![Development Details Screen](image)

<table>
<thead>
<tr>
<th>Type of Building</th>
<th>Total No. of Blocks</th>
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<tbody>
<tr>
<td>Flat</td>
<td>2</td>
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Click **here to download Flat Details Excel Template** on Figure 28, a Excel file downloaded and fill Excel sheet based on Total No. of Blocks as depicted in Figure 29.

![Format for Flats details entry](image)

<table>
<thead>
<tr>
<th>Name of the Block</th>
<th>Built-up area of each Block (Sq Mt)</th>
<th>Floor Number</th>
<th>Flat Number</th>
<th>Type of Flat (1BHK/2BHK/3 BHK/Others)</th>
<th>Carpet Area of each unit (Sq Mt)</th>
<th>Area of exclusive balcony/veranda (Sq Mt)</th>
<th>Area of exclusive open terrace if any (Sq Mt)</th>
<th>Total area of each Flat/unit (Sq Mt)</th>
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</thead>
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<tr>
<td>A</td>
<td>20000</td>
<td>1</td>
<td>101</td>
<td>1BHK</td>
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<td>12300</td>
<td>12300</td>
<td>12300</td>
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<tr>
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<td>12300</td>
<td>12300</td>
<td>12300</td>
<td>12300</td>
</tr>
</tbody>
</table>

**Figure 29: Format for Flats details entry**

**Note:** Conditions for filling the Excel sheet

- Different Block Names must equal to No. of Blocks
- Build-up area of particular block should be same for all Floors
- Flat Name must be unique within a block.
28. Upload filled Excel sheet and click Upload Excel, if the filled data is correct then the details displayed under Development Details tab as depicted in Figure 30.

![Figure 30: Upload Excel & View Flat Details](image)

29. Enter **Internal Development Work** such as Roads, Water Supply, etc., (Value between 0 to 99) as depicted in Figure 31.

![Figure 31: Internal Development Work Details Screen](image)
30. Enter Other External Works such as Work Description and Work Type and click on Add button, then automatically that will be shown as Grid format as depicted in Figure 32.

![Figure 32: Other External Development Works Details Screen](image)

31. Enter Project Bank Account Details such as Bank Name, Branch Name, Account No and IFSC Code as depicted in Figure 33.

![Figure 33: Project Bank Account Details Screen](image)

32. Click ‘Save and continue’ button, a dialog box will appear like ‘Development details saved successfully’, where click OK button as depicted in Figure 34.

![Figure 34: Confirmation Screen for Development Details Screen](image)
33. Associate Details page displayed under Project Registration Form as depicted in Figure 35.

![Figure 35: Associated Details Screen](image-url)
34. Enter **Project Agent** Details such as Agent RERA Registration No and press tab button, based on the RERA Registration no., Agent Name and Agent Address will be fetched automatically. Once details fetched click **Add** button, then agent details will shown in Grid format as depicted in Figure 36.

**Note:** We can add more than one Engineer also

![Figure 36: Project Agent Details Screen](image)

35. Enter **Project Architects** details such as, Architect Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Year of Establishment, Number of Key projects completed and Registration No. with COA as depicted in Figure 37.

**Note:** We can add more than one Engineer also

![Figure 37: Project Architects Details Screen](image)

36. Click **Add** button, details will be shown as Grid as depicted in Figure 38.

![Figure 38: Grid View of Project Architect Details](image)
37. Enter Structural Engineers details such as, Engineer Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Year of Establishment, Number of Key projects completed and Local Authority License Number as depicted in Figure 39.

**Note:** We can add more than one Engineer also

![Figure 39: Structural Engineer Details Screen](image)

38. Click **Add** button, details will be shown as Grid as depicted in figure 40.

**Note:** We can add more than one Engineer also

![Figure 40: Grid View of Structural Engineer Details Screen](image)
39. Enter Project Contractors details such as, Contractor Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Year of Establishment and Number of Key projects completed as depicted in Figure 41.

Note: We can add more than one Engineer also

![Figure 41: Project Contractor Details Screen](image)

40. Click **Add** button, details will be shown as Grid as depicted in Figure 42.

Note: We can add more than one Contractor details.

![Figure 42: Grid View of Project Contractor Details Screen](image)

41. Enter Chartered Accountant details such as, Chartered Accountant Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, ICAI Member ID and Number of Key projects completed as depicted in Figure 43.

Note: We can add more than one Engineer also

![Figure 43: Chartered Accountant Details Screen](image)
42. Click Add button, details will be shown as Grid as depicted in Figure 44. 
   
   **Note: We can add more than one Engineer also**

   ![Figure 44: Grid View of Chartered Accountant Details Screen](image)

43. Click ‘Save and continue’ button in the above Figure 44, a dialog box will appear like ‘Associated Team Details saved successfully’, where click OK button as depicted in Figure 45.

   ![Figure 45: Confirmation Screen for Associated Team Details Screen](image)
44. Upload Documents page displayed under Project Registration Form as depicted in Figure 46.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Upload</th>
<th>Uploaded Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copies of the registered ownership documents / Copies of the patio/building book issued by the Revenue department* (Max size 5MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>2. Copies of the plan / detail plan / drawing plan issued by the Revenue department (Max size 1MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>3. Detailed site plan showing the measurements as on ground including diagonals, Latitude and Longitude at end points of the project site* (Max size 8MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>4. Commencement notice* (Max size 1MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>5. Copy of the registered development agreement between the Owner of the land and the Promoter along with the ink documents / Authorization letter given by the Land owner to undertake the construction of the building by the promoter* (Max size 5MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>6. Land Title search Report from an Advocate having experience of at least ten years in land related matters* (Max size 5MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>7. Latest (by 03 days) Encumbrance certificate issued by the Registration department* (Max size 10MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>8. Details of the cases pending before the Authorities or in Courts of Law and their current status along with the copies of the orders issued* (Max size 1MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>9. Copy of the plan and proceedings issued by the competent Authority for approval of plans* (Max size 10MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>10. Approved plan / list of amenities proposed in the site* (Max size 10MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>11. NOC’s issued by Authorities* (Max size 5MB)</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>12. Detailed technical specifications (including Brand and 4 details) of the construction of the buildings and facilities proposed in the project as approved by the Competent Authority under any law for the time being in force* &amp; TechS</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>12. Full address of the proposed development project along with the land mark number and a location plan ‘Plan plan drawn to a scale” (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. License/Enrolment form of Civil Contractors, or turnkey contractor, or EPC Contractors, Structural Engineer of the project* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. License/Enrolment form of Structural Engineer of the project* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. License/Enrolment form of Architect or firm or company* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. License/Enrolment form of Engineer or firm or company* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. License/Enrolment form of Chartered Accountant or firm or company* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Detailed estimate of the expenditure for construction of the building* (Max size 5MB)</td>
<td></td>
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<tr>
<td>20. Details of source of finances to meet the expenditure for construction of building* (Max size 1MB)</td>
<td></td>
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<tr>
<td>21. Details of financial agreement made with any bank or other financial institution recognised by the Reserve Bank of India and legal safeguards taken, if any, for the construction of building, or transfer of building by sale, gift or mortgage or otherwise* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Proforma of the Aditional Letter proposed to be signed with the Allottee* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Proforma of the Agreement for Sale proposed to be signed with the Allottee* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Proforma of the Conveyance Deed proposed to be signed with the Allottee* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Structural Stability Certificate duly issued by Certified Structural Consultant/Engineer along with the details of parameters followed for verification of structural stability* (Max size 1MB)</td>
<td></td>
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<tr>
<td>26. Copy of insurance coverage for the land and the building of the Real Estate Project* (Max size 2MB)</td>
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</tr>
<tr>
<td>27. FORM- I , Declaration, supported by an affidavit, which shall be signed by the promoter or any person authorised by the promoter under Rule 3-8(2) (a) to (n) of AP Real Estate Rules-2017* (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Brochure of Current Project (Max size 2MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Existing Layout Plan* (Max size 1MB)</td>
<td></td>
<td></td>
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<tr>
<td>30. Change of Land Use (Max size 1MB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Latest Project Site / Building Photo* (Max size 1MB)</td>
<td></td>
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</tr>
</tbody>
</table>

Figure 46: Upload Documents Screen
45. Click **Choose file** and Upload relevant document based on the file format and file size as depicted in Figure 47.

![Figure 47: Documents Uploaded Screen](image-url)
46. Click **Save** button in the above Figure 47, Preview page displayed, check all details, if all the details are correct in the application click on Make Payment button. Once button clicked, Payment Page displayed as depicted in Figure 48.

**Note:** Registration Fee for Project is variant. It will be calculated based on Project Type, Site Area and Built-up area/Layout area.

![Figure 48: Payment Details Page](image)

47. Click Make Payment button in the Figure 48, it will redirect to Payment Gateway page where agent can pay Registration Fee through Net Banking/Debit Card/Credit Card. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 49.

![Figure 49: Acknowledgment Receipt](image)
**Case 2: Partially Completed Application**

Note: Partially Completed application is used, Only if the application has not reached the final submission stage, then the Project Registration form can still be edited.

48. Select Project Application Type as **Partially Completed** and click on Submit button as depicted in Figure 50.

![Figure 50: Application Type Selection (Partially Completed)](image)

49. Click Submit button in Figure 50, Project Registration Form page displayed as depicted in Figure 51.

![Figure 51: Partially Completed – Project Registration Form](image)
50. If Promoter knows the Project Application No, Enter **Application Number** and click **Get Details** Button as depicted in Figure 52.

![Figure 52: Partially Completed Application No](image)

51. If Promoter don’t know the Application Number, Click ‘**Chick here to search Application Number**’ Link in the above Figure 52, then Search Application Number page displayed as depicted in Figure 53.

![Figure 53: Search Application No Page](image)

52. Enter **PAN Number** and click **Get Details** Button, it displays all the projects application no’s as depicted in Figure 54.

![Figure 54: Searching for Existing Projects](image)
53. Select Application Number and Click **Submit** Button as depicted in Figure 55.

![Figure 55: Select Partially Completed Application No screen](image)

54. Click Submit on above Figure 55, selected application number reflected to Project Registration Form, where click Get Details Button as depicted in Figure 56.

![Figure 56: Get Details Page](image)

55. Partially Completed application form will be displayed as depicted in Figure 57

![Figure 57: Partially Completed Application Screen](image)

Form the Above screen onwards Promoter Continues the rest of the application as explain above.
7. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team and shall be the basis for using for registration process for other than Individual. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

8. APPROvals

<table>
<thead>
<tr>
<th>Inspected By</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sudhakar Volukula</td>
<td>19/12/2017</td>
<td></td>
</tr>
<tr>
<td>Approved By</td>
<td>Date</td>
<td>Signature</td>
</tr>
<tr>
<td>B.Bala Kishore</td>
<td>19/12/2017</td>
<td></td>
</tr>
</tbody>
</table>

Table 3: Approvals