User Manual for
Agent Registration (Other – than Individual)

Prepared by
APOnline
Internal Approval

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Distribution list

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**Page:** 9, 11, 15, 17, 21, 22 & 23  
**Figure:** 3, 4, 9, 17, 21, 31, 32, 33, 34, 35, 35, 36 & 37  
- Added Instructions  
- Replaced Existing with Partially Completed  
- Added New Validation  
- Changes in “No Litigation” case  
- Labels changed in Upload Documents Screen  
- Added New Screens in Partial Completed application |
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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. SCOPE

The scope of this document is to explain the process flow for register Agent as Other – than individual.

3. ABBREVIATIONS

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

Table 1: List of Observation

4. SOFTWARE AND TECHNOLOGIES

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<td>2</td>
<td>SQL Server</td>
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Table 2: Software and Technologies
5. **PROCESS – Agent Registration (Other – than Individual)**

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

Navigate to portal [www.rera.ap.gov.in](http://www.rera.ap.gov.in).

1. **Agent:** Click **Registration** Link under APRERA Home Page as depicted in Figure 1.

![Figure 1: Home Page](image1.png)

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

![Figure 2: Agent Registration Selection Page](image2.png)
3. Agent Registration page is displayed as depicted in Figure 3.

![Figure 3: Agent Registration Home Screen](image)

**Case 1: New Registration**

4. Select Application Type as **New** and click **Submit** button as depicted in Figure 4.
5. Once click Submit button in Figure 4, Agent registration page is displayed as depicted in Figure 5.

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

7. If Agent already registered based on the PAN Card Number, an alert message shows a message as “**Already registered, Pending for Approval**” as depicted in Figure 7.

---

**Note:** If already approved, then it shows a message as “Your Registration No: XXXXXXXXXXXXX”
8. 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 8.

9. If Agent details are already available on PAN Card Number, an alert message shows a message as “Partially Filled” as depicted in Figure 9.
10. Click **Get Details** button as shown in Figure 6, Agent registration page displayed as depicted in Figure 10.

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**Figure 10: Agent Registration Home Page**

---
11. Enter **Organization Details** such as Organization type (Company/ Trust/ Partnership/ Joint Venture), Organization Name, and CIN/Registration Number, Date of Registration, Email Id, Mobile Number, Land Line Number, GSTIN and upload relevant documents as depicted in Figure 11.

![Figure 11: Applicant Details Page](image)

12. Enter **Local address for Communication** details such as Complete Address (D. No, Street, land Mark, District, Mandal, Local Area/Village and PIN code) and upload relevant address proof document as depicted in Figure 12.

![Figure 12: Local Address for Communication Page](image)
13. 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 13: Director/Member Details

14. Click Add button, details will be shown as Grid as depicted in Figure 14.

Figure 14: Grid View of Director/Member details
15. Enter **Past Experience** if any, and Click **Add** button as depicted in Figure 15.

![Figure 15: Past Experience](image)

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) as depicted in Figure 16, otherwise upload self declared affidavit as depicted in Figure 17.

![Figure 16: Litigation Details](image)

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

![Figure 17: Litigations No Screen](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 18.

![Figure 18: Grid View of Litigation Details](Image)

18. Enter **Other RERA Registration Details** if any (If available, enter Registration number, State and District and Click Add Button) as depicted in Figure 19.

![Figure 19: Other RERA Registration Details](Image)

**Note:** All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.
19. Click ‘Save and continue’ button, a dialog box will appear ‘Agent details saved successfully’, where 
click OK button as depicted in Figure 20.

![Figure 20: Confirmation Screen for Agent Details](image)

20. Upload three years Income – Tax return acknowledgments and upload into the system, as depicted 
in Figure 21.

![Figure 21: Upload Documents](image)

21. Check Declaration statement as depicted in Figure 22.

![Figure 22: Declaration Statement](image)

**Note:** Where Applicant name capture from Applicant details automatically.

22. Click Save and Continue button in Figure 22, pop-up will be appearing “Documents Uploaded 
Successfully” and Click OK button as depicted in Figure 23.

![Figure 23: Confirmation Screen for Upload Documents](image)
23. Preview page displayed as depicted in Figure 24.

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**Real Estate Agent Registration Form**

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<td>Other than Individual</td>
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<tr>
<td>Organisation Details</td>
<td></td>
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<tr>
<td>Organisation Type</td>
<td>Company</td>
</tr>
<tr>
<td>Registration Number</td>
<td>0234567890</td>
</tr>
<tr>
<td>PAN Card Number</td>
<td>U1234567890</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>9876543210</td>
</tr>
<tr>
<td>GSTIN</td>
<td>023456789012</td>
</tr>
<tr>
<td>Main Address For Comm.</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>Town/City</td>
<td>Hyderabad</td>
</tr>
<tr>
<td>State</td>
<td>Andhra Pradesh</td>
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<td>District</td>
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**Director Details**

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<th>State</th>
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<tr>
<td>1</td>
<td>Prasad</td>
<td>Director</td>
<td>123456789012</td>
<td>123 Main Street</td>
<td>Hyderabad</td>
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**Past Experience**

- Maya Towers Phase 1
- Maya Towers Phase 2

**Litigations**

- Any Criminal Cases: Yes
- Any Civil Cases: Yes

**Other RERA Registration Details**

- No registration in other state: Yes

**Documents**

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**Declaration**

**S V CONSTRUCTIONS** solemnly affirm and declare that the particulars given above are correct to my/our knowledge and belief.

- Mobile Number: 8345608086

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Figure 24: Preview
Note: In the Above Figure (Figure 24), Mobile Number automatically fetched from Applicant details and also applicant need to print preview of the application click Print button as depicted in Figure 25.

24. Click Get OTP button (for Mobile Number validation) as depicted in Figure 26.

25. Enter OTP number received by agent and click Verify OTP as depicted in Figure 27.
26. After OTP Verification is completed, if agent wants to download his/her application, click ‘Download PDF’, then next click **Proceed for Payment** button as depicted in Figure 28.

![Figure 28: Download filled Application and Proceed to Payment](image)

**Note**: - Registration Fee for Agent (Individual): Rs. 50000/-

27. Click **Proceed for Payment** button in Figure 28, Payment Page displayed as depicted in Figure 29.

![Figure 29: Payment Page](image)
28. Click **Make Payment** button in Figure 29, it will redirect to Payment Gateway page where agent can pay Registration Fee through Net Banking/Debit Card/Credit Card/UPI. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 30.

![Figure 30: 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.

29. Select Agent Type as **Existing** and Click **Submit** button as depicted in Figure 31.

![Figure 31: Partial Completed Application Home Screen](image)
30. Click **Submit** Button in Figure 31, Agent registration page displayed as depicted in Figure 32.

![Figure 32: Agent Registration Home Screen](image)

31. Enter **PAN Card Number** and click **Get OTP** button as depicted in Figure 33.

![Figure 33: OTP Request Screen](image)

32. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 34.

![Figure 34: Authentication Verification Screen](image)

Note: Here OTP sent to mobile number, which is already captured at New Registration.
33. After OTP Verification is completed, Partial Applications home page displayed as depicted in Figure 35.

![Figure 35: Partial Completed Applications Home Screen](image1)

34. Click **Application Number** link as depicted in Figure 36.

![Figure 36: Partial Completed Applications Home Screen](image2)

35. Once click the Application Number, Agent registration page will be displayed as depicted in Figure 37.

![Figure 37: Partial Filled Agent Registration Form](image3)

Form the Above screen onwards Agent Continues the rest of the application as explain above
6. CHANGE MANAGEMENT PROCEDURE

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team for registration process for other than Individuals. 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.

7. APPROVALS

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Table 3: Approvals