User Manual for
Agent Registration (Individual)

Prepared by
APOnline
Andhra Pradesh Real Estate Regulatory Authority

Internal Approval

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<th>Date</th>
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<td>Prasantha Reddy C</td>
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**Page:** 10, 12, 15, 21, 22 & 23

**Figure:** 3, 4, 9, 15, 29, 30, 31, 32, 33, 34 & 35

- Added Instructions
- Replaced Existing with Partially Completed
- Added New Validation
- Changes in “No Litigation” case
- 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. 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. ABBREVIATIONS

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Table 1: List of Abbreviations

4. SOFTWARE AND TECHNOLOGIES

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Table 2: Software and Technologies
5. **PROCESS – AGENT REGISTRATION (INDIVIDUAL)**

The below mentioned process of Agent (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)

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

![Figure 2: Agent Registration Selection Page](image2)
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

![Figure 4: Application Type Selection](image)
5. Once click Submit button in Figure 4, Agent registration page displayed as depicted in Figure 5.

![Figure 5: Agent Registration Screen](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 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.

![Figure 7: Alert Message, if already Registered](image)

**Note:** If already approved, then it shows a message as **“Your Registration No: XXXXXXXXXXXXX”**
8. If PAN Card is used for other-than Individual, an alert message shows a message as “Can Not Registered as 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.

**Figure 10: Agent Registration Home Page**
11. Enter **Applicant Details** such as Agent Name, Father Name, Occupation (Self/Salaried/Others), e-mail ID, Aadhaar number, PAN Card Number, Mobile Number, Land Line Number, License Number by the local bodies, License issued date, GST Number 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 (street, nearby, 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 **Past Experience** if any and Click **Add** button as depicted in Figure 13.

![Figure 13: Past Experience](image)
14. 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 14, otherwise upload Self declared affidavit as depicted in Figure 15.

**Figure 14: Litigation Details**

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

**Figure 15: Litigations (No) Screen**

15. Click **Add** button, details will be shown as Grid as depicted in Figure 16.

**Figure 16: Grid View of Litigation Details**
16. Enter **Other RERA Registration Details** if any (If available, i.e., Yes, enter Registration number, State and District and Click **Add** Button) as depicted in Figure 17.

![Figure 17: Other RERA Registration Details](image)

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

17. Click ‘**Save and continue**’ button, a dialog box will appear ‘**Agent details saved successfully**’, where click **OK** button as depicted in Figure 18.

![Figure 18: Confirmation Screen for Agent Details](image)
18. Upload three years Income – Tax return acknowledgments and upload into the system, as depicted in Figure 19.

![Figure 19: Upload Documents](image)

**Note:** If the entity is registered below 3 years period, and if the IT returns are not available for 3 years period agent has to upload the available IT returns of the entity with a specific reason, refer A3 in form downloads for proforma of this Sample Affidavit.

19. Check **Declaration** statement as depicted in Figure 20.

![Figure 20: Declaration Statement](image)

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

20. Click **Save and Continue** button in Figure 19, pop-up will be appearing “**Documents Uploaded Successfully**” and Click **OK** button as depicted in Figure 21.

![Figure 21: Confirmation Screen for Upload Documents](image)
21. Preview page displayed as depicted in Figure 22.
Note: In the Above Figure (Figure 22), Mobile Number automatically fetched from Applicant details and also applicant need to print preview of the application click Print button as depicted in Figure 23.

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

23. Enter OTP number received by agent and click **Verify OTP** as depicted in Figure 25.
24. 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 26.

![Figure 26: Download filled Application and Proceed to Payment](image)

**Note:** - Registration Fee for Agent (Individual): Rs. 10000/-

25. Click **Proceed for Payment** button in Figure 26, Payment Page displayed as depicted in Figure 27.

![Figure 27: Payment Page](image)
26. Click Make Payment button in Figure 27, 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 28.

![Figure 28: 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.

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

![Figure 29: Partial Completed Application Home Screen](image)
28. Click Submit Button in Figure 29, Agent registration page displayed as depicted in Figure 30.

![Figure 30: Agent Registration Home Screen](image)

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

![Figure 31: OTP Request Screen](image)

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

![Figure 32: Authentication Verification Screen](image)

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

![Figure 33: Partial Completed Applications Home Screen](image1)

32. Click on Application Number link as depicted in Figure 34.

![Figure 34: Select Partial Completed Application](image2)

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

![Figure 35: Partial Filled Agent Registration Form](image3)

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

This document is meant for usage by the Andhra Pradesh Real Estate Regulatory Authority team Usage by Agent (Individual Registration). 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