User Manual for
Project Registration (Individual)

Prepared by
APOnline
Andhra Pradesh Real Estate Regulatory Authority

Internal Approval

<table>
<thead>
<tr>
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<th>Date</th>
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</thead>
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<tr>
<td>Prasanth Reddy C</td>
<td>25/05/2018</td>
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<tr>
<td>Raghavendra Rao Jakka</td>
<td>28/05/2018</td>
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<tbody>
<tr>
<td>Sudhakar Volukula</td>
<td>28/05/2018</td>
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Distribution list

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<th>Role</th>
</tr>
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<tbody>
<tr>
<td>B. Bala Kishore</td>
<td>Group Leader</td>
</tr>
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Document Control Information

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<td>5(Affected Points: 3, 4, 10, 11, 14, 16, 17, 21, 53, 54, 55, 56, 57, 58 &amp; 59)</td>
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## Change Note History

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<td>1. Partially Completed changed as Existing 2. Added Bank State field 3. Added Promoter Website URL, License No Issued by Local Bodies, License Issued Date, GST Number Fields 4. Modifications in No Litigation Screen 5. Added Co-Promoter Tab 6. Label changes in Project Details 7. Changes in Development details, such as based on project type upload excel sheets reflection 8. Implemented Mobil No in all Associate Details 9. Changes in Upload Documents Screen 10. Label changes in Ongoing Project Screens 11. Implemented UPI Payment gateway 12. Implemented e-Challan Payment gateway 13. Implemented OTP Authentication for access the Partial Completed Application 14. Implemented changes in partial completed application screens</td>
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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**

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

Table 1: List of Abbreviations

4. **SOFTWARE AND TECHNOLOGIES**

<table>
<thead>
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<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
5. **PROCESS – PROJECT REGISTRATION (INDIVIDUAL)**

The below mentioned process of Project (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 **Registration** Link under APRERA Home Page as shown in depicted in Figure 1.

![Figure 1: Home Page](image1)

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

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

![Figure 3: Instructions for Project Registration](image)

**Case 1: New Project Registration**

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

![Figure 4: Application Type Selection (New)](image)
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 other-than Individual, an alert message shows a message as “Can Not Registered as Individual” as depicted in Figure 7.

![Figure 7: Alert message, Cannot registered as 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
9. Click **Get Details** button as shown in Figure 6, Promoter registration page displayed as depicted in Figure 9.

![Figure 9: Project Registration Home Page](image)
10. Enter Project Bank Account Details such as Bank State, Bank Name, Branch Name, Account No and upload latest Bank statement (IFSC Code auto populated) as depicted in Figure 10.

![Figure 10: Project Bank Account Details Screen](image10)

11. Enter **Promoter Details** such as Promoter Name, Father Name, Aadhaar Number, Mobile Number, Land Line No, Email, Promoter Website URL, State/UT, District, and License Number by the Local bodies, License Issued Date, GST Number and upload relevant documents as depicted in Figure 11.

![Figure 11: Promoter Details](image11)
12. Enter Projects Launched in the past 5 Years, 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 12.

**Figure 12: Projects Launched in the past 5 Years Screen**

**Note:** In the Past Experience details, Current Status represents Completed/Delay/Ongoing. In the above Figure (12), selected as Completed. If it is delay or ongoing, mention no. of months delay and expected completion date respectively.

13. Click **Add** button, details will be shown as Grid as depicted in Figure 13.

**Figure 13: Grid View of Past Experience Details**
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](image)

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

![Figure 15: Litigations (No) Screen](image)

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

![Figure 16: Grid View of Litigation Details](image)
16. Enter **Co – Promoter Details (Owner – Only if sale transaction is involved)** details if any, such as Co – Promoter type (Individual/Organization), Nationality (Indian/Foreigner), Name, State/UT, District, Address, Mobile No, Email ID, Aadhaar No, PAN Card No and upload relevant documents as depicted in Figure 17.

![Figure 17: Co - Promoter Details](image17.png)

17. Click **Add** button, details will be shown as Grid as depicted in Figure 18.

![Figure 18: Grid View of Co - Promoter Details](image18.png)
18. Scan past three years Income – Tax return acknowledgments, Balance Sheet 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 promoter has to upload the available IT returns and audit balance sheets of the entity with a specific reason, refer form P12 in form downloads for proforma of this Sample Affidavit.

19. Click ‘Save and continue’ button, a dialog box will appear like ‘Promoter details saved successfully.’ where Click ‘OK’ button as depicted in Figure 20.

![Figure 20: Confirmation Screen for Upload Documents](image)
20. Click **OK** button in the Figure 20, Project Details page displayed under Project Registration Form as depicted in Figure 21.

![Figure 21: Project Details Page](image-url)
21. Enter Project Name, Project Description, Project Type (Commercial/Residential/Project by Govt. Departments/Mixed Development/Layout for Plots/Layout for Plots & Buildings), Project Status (New Project/Ongoing Project), Building Plan No, Building Permission Validity From, Building Permission Validity To, 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), Height of the Building (in Meters), 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 22.

![Figure 22: Project Reg. Details: Residential/Commercial/Mixed Development/Project by Govt. Departments](image)

**Case 2:** If Project Type is: Layout for Plots then enter Total layout area, Total plotted area in the layout, Total roads area 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 23.
**Case 3:** If Project Type is: **Layout for Plots & Buildings** then enter Total layout area, Total plotted area in the layout, Total roads area 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 (Including Stilt area + parking area) and Total Built-up area for Residential (Including Stilt area + parking area) as depicted in Figure 24.

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**Figure 23: Project Reg. Details: Layout – Plots**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Description</th>
<th>Project Type</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SILICON MAYA TOWERS</td>
<td>PHASE 1</td>
<td>Layout for Plots</td>
<td>New Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Plan No</th>
<th>Building Permission Validity From</th>
<th>Building Permission Validity To</th>
<th>Project Starting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>10/10/2017</td>
<td>26/10/2022</td>
<td>31/10/2017</td>
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</tbody>
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<table>
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<tr>
<th>Proposed Date Of Completion</th>
<th>Total Area Of Land (in acre)</th>
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<tr>
<td>10/10/2017</td>
<td>4000</td>
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<table>
<thead>
<tr>
<th>Total Layout area (in acre)</th>
<th>Total plotted area in the layout (in Sq. m)</th>
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<tr>
<td>(1 acre=4047 Sq.m)</td>
<td>(9253.00)</td>
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<table>
<thead>
<tr>
<th>Total roads area proposed in the layout (in Sq.m)</th>
<th>Area of open spaces proposed in the layout (in Sq.m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200.00</td>
<td>150.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area provided for amenities (in Sq.m)</th>
<th>Area provided for utilities (in Sq.m)</th>
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</thead>
<tbody>
<tr>
<td>500.00</td>
<td>400.00</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Area proposed for common pool parking (in Sq.m)</th>
<th>Area proposed for club house or other proposed amenities (in Sq.m)</th>
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</thead>
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<td>5412.00</td>
<td>832.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Built-up Area for Commercial (including stilt area + parking area) (in Sq.m)</th>
<th>Total Built-up Area for Residential (including stilt area + parking area) (in Sq.m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10200.00</td>
<td>45000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Cost of Construction (INR)</th>
<th>Cost of Land (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>1234567890</td>
</tr>
</tbody>
</table>

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**Figure 24: Project Reg. Details: Layout - Plots & Buildings**

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APOnline Confidential  Page 21
22. Enter **Project Site Address** and **Project Local Address for Communication** such as Project Address Line1, Project Address Line 2, District, Mandal, Local Area/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 25.

**Note:** If Project Site Address and Project Local Address for Communication are same then select Check box as depicted in below Figure 25.

![Figure 25: Project Site address & Local Address for Communication](#)

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 26.

![Figure 26: Project Ongoing Status Screen](#)
Note: In the above point (23), 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 27.

Figure 27: Confirmation Screen for Project Details
25. Development Details page displayed under Project Registration Form as depicted in Figure 28.

![Development Details Screen](image)

**Figure 28: Development Details Screen**
26. Enter **Development Details** such as Type of Building (this will be populated based on the Project Type as mentioned Table - 3) as depicted in Figure 29.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Project Type</th>
<th>Possibility of Building Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Residential</td>
<td>Villa or Flat (any one only)</td>
</tr>
<tr>
<td>2</td>
<td>Commercial</td>
<td>Commercial</td>
</tr>
<tr>
<td>3</td>
<td>Project by Govt. Departments</td>
<td>Villa or Flat or Commercial (Any one only)</td>
</tr>
<tr>
<td>4</td>
<td>Mixed Development</td>
<td>Villa, Flat, Commercial (Minimum two types required)</td>
</tr>
<tr>
<td>5</td>
<td>Layout for Plots</td>
<td>Plots</td>
</tr>
<tr>
<td>6</td>
<td>Layout for Plots &amp; Buildings</td>
<td>Villa, Flat, Commercial, Plot (Minimum two types required but Plot Mandatory)</td>
</tr>
</tbody>
</table>

**Table 3: Building Types based on Project Type**

Note: Here I am selecting Project Type as **Residential** and Building type as **Flat**

→ If Type of Building is "Flat", then No. of Blocks *: __________________

Note: Based on the No. of Block fill the Flat details in excel sheet available in Forms Download (Form – P5)

→ If Type of Building is "Villas", No. of Villas *: __________________

Note: Based on the No. of Villas fill the Villa details in excel sheet available in Forms Download (Form – P6)

→ If Type of Building is "Plot", No. of Plots*: ________________________________

Note: Based on the No. of Block fill the Flat details in excel sheet available in Forms Download (Form – P7)

→ If Type of Building is "Unit", No. of Blocks *: ____________________________

Note: Based on the No. of Block fill the Unit details in excel sheet available in Forms Download (Form – P8)

---

**Figure 29: Development Details Screen**
27. Click “Click here to download Flat details Excel Template” on Figure 29, a Excel file downloaded or download Form – P5 (available in Forms Download) and fill Excel sheet based on Total No. of Blocks as depicted in Figure 28.

Figure 30: Format for Flats details entry

Note:

**Case 1:** Conditions for filling the Excel sheet for Flats/Commercial

- Different Block Names must equal to No. of Blocks
- Build-up area of particular block should be same for all Floors
- Flat Name/Unit No must be unique within a block.

**Case 2:** Conditions for filling the Excel sheet for Villas

- Villa Number Must Unique for each "Name of the Villa"
- Name of the Villa may not be unique
- Built-up area of villa may not be unique under group of villas (Name of the villa).

**Case 3:** Conditions for filling the Excel sheet for Plots

- Plot Number Must Unique for each "Plot Number "
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 31.

![Figure 31: Upload Excel & View Flat Details](image)

29. Enter Internal Development Work such as Roads, Water Supply, etc., (Value 0 to 99) as depicted in Figure 32.

![Figure 32: Internal Development Work Details Screen](image)
30. Enter **Other External Works** such as Work Description and Work Type and Click **Add** button, then automatically that will be shown as Grid format as depicted in Figure 33.

![Figure 33: Other External Development Works Details Screen](image1)

31. 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](image2)
32. Associate Details page displayed under Project Registration Form as depicted in Figure 35.

![Figure 35: Associated Details Screen](image-url)
33. 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 Agent also

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

34. 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, Registration No. with COA and Mobile Number as depicted in Figure 37.

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

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

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

![Figure 38: Grid View of Project Architect Details](image)
36. 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, Local Authority License Number and Mobile Number as depicted in Figure 39.

Note: We can add more than one Structural Engineer also

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

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

![Figure 40: Grid View of Structural Engineer Details Screen](image)

38. Enter Project Contractors details such as, Contractor Nature of Work, Contractor Name, Email ID, Address Line1, Address Line2, State/UT, and District, PIN Code, Year of Establishment, Number of Key projects completed and Mobile Number as depicted in Figure 41.

Note: We can add more than one Project Contractor also

![Figure 41: Project Contractor Details Screen](image)
39. Click **Add** button, details will be shown as Grid as depicted in Figure 42.

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

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

   **Note: We can add more than one Chartered Accountant details also**

![Figure 43: Chartered Accountant Details Screen](image)

41. Click **Add** button, details will be shown as Grid as depicted in Figure 44.

![Figure 44: Grid View of Chartered Accountant Details Screen](image)
42. Enter Project Engineer details such as, Project Engineer Name, Email ID, Address Line1, Address Line2, State/UT, District, PIN Code, Number of Key projects completed and Mobile Number as depicted in Figure 45.

Note: We can add more than one Project Engineer details also

![Figure 45: Project Engineer Details Screen](image)

43. Click Add button, details will be shown as Grid as depicted in Figure 46

![Figure 46: Grid View of Project Engineer Details Screen](image)

44. Click ‘Save and continue’ button in the above Figure 46, a dialog box will appear like ‘Associated Team Details saved successfully’, where Click OK button as depicted in Figure 47.

![Figure 47: Confirmation Screen for Associated Team Details Screen](image)
45. Upload Documents page displayed under Project Registration Form as depicted in Figure 48.

![Figure 48: Upload Documents Screen](image-url)
46. Click Choose file and Upload relevant document based on the file format size as depicted in Figure 49.

![Figure 49: Documents Uploaded Screen](image-url)
47. Check **Declaration** statement as depicted in Figure 50.

![Declaration Statement](image)

**Figure 50: Declaration Statement**

48. Click **Save** button in the above Figure 50, Preview page displayed, check all details, if all the details are correct in the application Click **Get OTP** button (for Mobile number verification) as depicted in Figure 51.

![Mobile Number Validation](image)

**Figure 51: Mobile Number Validation**

49. Enter OTP number received by promoter and Click **Verify OTP** as depicted in Figure 52.

![Verification of Mobile No with OTP](image)

**Figure 52: Verification of Mobile No with OTP**

50. After OTP Verification is completed, if promoter wants to print his/her application, Click **Print**, then next Click **Proceed for Payment** button as depicted in Figure 53.

![Print filled Application and Proceed to Payment](image)

**Figure 53: Print filled Application and Proceed to Payment**
51. Click Proceed for Payment button in above screen, Payment Page displayed as depicted in Figure 54.

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

![Figure 54: Payment Details Page](image)

52. Click Make Payment button in the Figure 54, it will redirect to Payment Gateway page where promoter can pay Registration Fee through Net Banking/Debit Card/Credit Card/UPI/ e-Challan. Once payment confirmed, an acknowledgment page displayed as depicted in Figure 55.

![Figure 55: Acknowledgment Receipt](image)

**Note:** If Payment Mode is e-Challan, then for payment confirmation it takes 4 to 5 hours after payment done at Bank.
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.

53. Select Project Application Type as **Existing** and Click **Submit** button as depicted in Figure 56.

54. Click **Submit** button in Figure 56, Project Registration Form page displayed as depicted in Figure 57.

---

**Figure 56: Application Type Selection (Existing)**

**Figure 57: Partially Completed – Project Registration Form**
55. Enter **PAN Card Number** and click **Get OTP** button as depicted in Figure 58.

![Figure 58: OTP Request Screen](image)

56. Enter OTP number received by promoter and click **Verify OTP** as depicted in Figure 59.

![Figure 59: Authentication Verification Screen](image)

Note: Here OTP sent to mobile number, which is already captured at the time of New Registration

57. After OTP Verification is completed, Partial Applications home page displayed as depicted in Figure 60.

![Figure 60: Partial Completed Applications Home Screen](image)
58. Click **Application Number** link as depicted in Figure 61.

![Figure 61: Partial Completed Applications Selection Screen](image)

59. Once click the Application Number, Agent registration page will be displayed as depicted in Figure 62.

![Figure 62: Partial Filled Project Registration Form](image)

Form the Above screen onwards Promoter 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. 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

<table>
<thead>
<tr>
<th>Inspected By</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sudhakar Volukula</td>
<td>28/05/2018</td>
<td></td>
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<table>
<thead>
<tr>
<th>Approved By</th>
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<th>Signature</th>
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<tbody>
<tr>
<td>B. Bala Kishore</td>
<td>29/05/2018</td>
<td></td>
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Table 4: Approvals