REAL ESTATE

REGULATORY

AUTHORITY(RERA)

PROJECT REGISTRATION

USER MANUAL

Guidelines for Registration of Project

General Instructions

1. All the fields marked * are mandatory. In case any field is not applicable, enter "NA" or "0" (zero)

2. Special characters like %, &, #, @, *, (,), ", etc. are not allowed.

3. Upload documents in minimum size with specific extension as shown on the form.

4. All uploaded documents must be perfectly legible.

5. Complete all sections of the Registration pages viz; promoter's details, project details, document details and payment details.

Step by Step Guide to Register Any Project

1. Log in to https://rera.bihar.gov.in

2. The following will appear on the screen:-

Click on the Project Registration Tab, that is showing in different sections on home page.

4. The following options will appear:-

Project Registration, Agent Registration, Register Complaint, Log in, Order/Judgments, Notice, Cause List, Search Project, Project Status, Press Release, Media News, Photo Gallery

5. To register your Project, you have to first Click Project Registration Tab as marked below on the screen:-
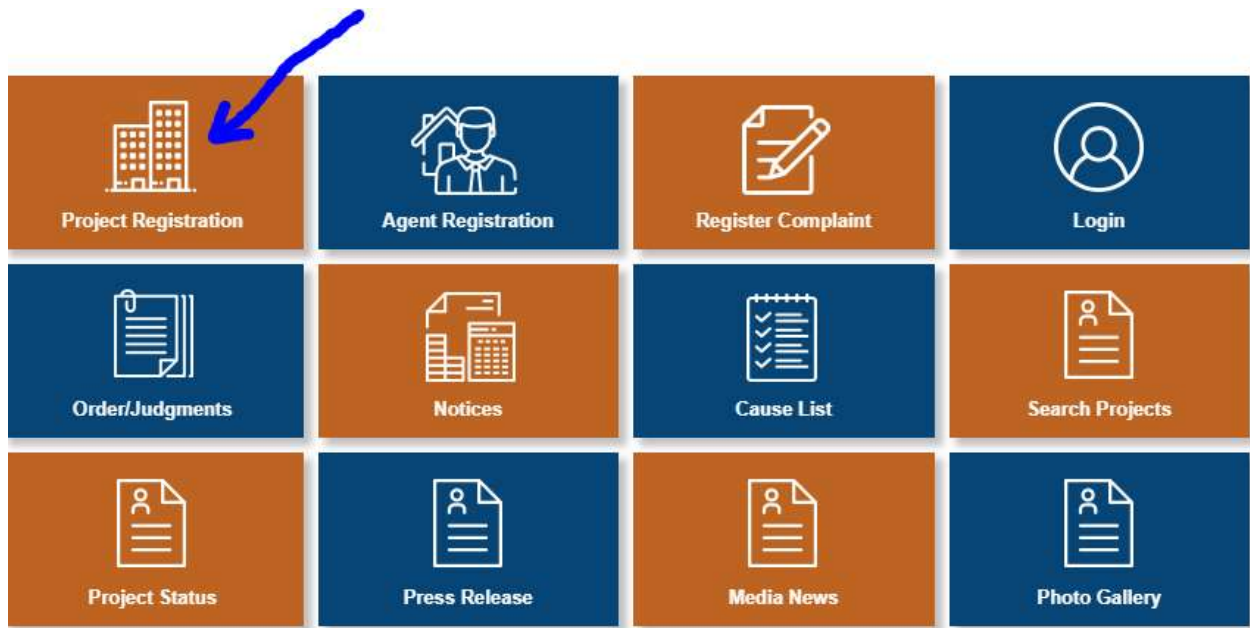
6. After Clicking on Project Registration Tab to register a Project the following will appear on the screen:-

Mark Promoter checked box as shown in the arrow below the screen.

Select Promoter Type from drop down list. The following options will appear:-

Individual, Company, Proprietorship Firm, Societies, Partnership Firm, Competent Authority, Local Authority.

In case of Individual, enter your PAN Number, email-id and mobile number correctly because after clicking Register button, you will never change further and those other than Individual are required to enter PAN number, email-id and mobile number of the Company/Firm/Trust, as the case may be.

7. After clicking Register button you will be ask for detailed modifications i.e; "Information provided by you here are not allowed to Edit/Delete later. Mobile and Email id will be used for communication with RERA Bihar." So before clicking YES button carefully check all the details.

After that you will get an OTP (One Time Password) on your mobile number.

8. Verify your OTP clicking Verify OTP Button, thereafter User id and password will be sent on your mobile number.

9. Log In/Sign In

After getting user id and password, click Login Tab, the following will appear on your screen:-

enter user id, password and Captcha in the text box click Login button as below.

10. Promoter's Details :

After login, you will get first Tab named "Promoter's Details". Click it and enter profile of the Company/Firm/Trust/Individual, as the case may be. As you have already entered Type of promoter, PAN number, mobile number and email-id at the time of creating your account on RERA portal, there is no need to re-enter. Apart from it, Name of Promoter (e.g; abc.pvt.ltd.), Name of contact Person, Designation of contact person, Telephone No (with STD code), secondary contact number, Fax Number, website address (e.g; https://***.com), registered address of the promoter, State, district, PIN code , Registration Certificate/Registered Deed to be uploaded in the form of (.PDF), below link 'uploaded' will highlight and color will appear blue. You can check whether the uploaded document is correct or not, if you want to change it then choose another file and upload it. The company registration number/deed number should be entered correctly.

11.Organization's Director/Member/Partner/Chairman/Trustee Details :

Fill in the appropriate details of the Chairman, Partner, Director or Other Authorized Signatory and fill their respective designation, Name, Mobile No, PAN No, Aadhar Number, email-id, Address, State(select from Dropdown list), District(select from dropdown list), PIN Code, Photograph of the Chairman, Partner, Director to be uploaded in (JPEG,JPG,PNG), Fill in the complete section and upload their

photograph. Click on Add button to save one by one about all the Members/Directors of the Organization. If you commit mistake, you may remove it or re-enter again.

12. Registration Details with any other State/UTs

If you have completed any project in other State(s), you have to fill up these details like RERA Registration Number, concerned State. If registration has been revoked, then select proper reason (Forgery/Providing false Information, Forgery Investigation, Misleading Information, Suspension for six months from public procurement) from dropdown list.

13. Previous Project Details (Last 5 Years only)

For showing your all previous projects, you have to select Project Type (i.e. Residential/Group Housing, Commercial/Mixed Development/Plotted Development). Providing project description is mandatory but only 350 maximum characters are allowed. Give Current Status (Completed, Ongoing, Delay). In case of delay, give number of months delayed, Date of Completion, Type of Occupancy (Residential/Commercial/Mixed Development/Others) select from dropdown list. Is there any legal case pending ? If yes, then enter Case No, Case Detail, Case Status on respective textbox.

Is payment pertaining to Project Land is pending ? If no, then enter the amount, Project address, State (select from dropdown list), District (select from dropdown list), PIN code, upload project completion certificate and occupancy certificate in the form of .pdf. If you want to skip, then click checkbox and enter reason for not uploading the details and Click Add Project button shown just below. If you want to change it, then there is an option for deletion on which you can add or remove

Note :   If there are any litigation related to a particular project then user will enter valid details related to the litigation.

Finally, save it by clicking button "Save & Continue" but this is not the final submission. Until first project payment is done, you can make some changes.

14. Project Details :

To add new project, your promoter details should be submitted carefully, thereafter you can add project. For this, you have to select Second Tab "Project Details". There is a button named "Add new project" will appear. After that an entry form will appear as below. In this section Project Information details are required e.g; Project name, Project description, Type of project (Residential/Group housing/ Commercial/Mixed/Development/Residential or Commercial/Plotted Development) Project Status (New Project launched/ongoing) Project Start Date, Project End Date, Total Area of Land (in Sq Mtr), Total Open Area (in Sq Mtr), Proposed Covered Area (in Sq Mtr), Total Built up Area (Sq. Mtr). If development is in phases, then click 'YES', then enter No. of Phases and Current Phase Area (Sq Mtr), Estimated cost of Development (in lakh), Estimated Cost of Land (in lakh).

> Note : If you select Project type "Plotted Development" then complete entry screen will appear as per Plotted development required field.

AAAPL1234G   LOGOUT

| Promoter Detail | Project Detail | Upload Document | Payment Detail | Project Progress |

PROJECT DETAIL

Project Details

Project Information

Project Name*	[ ]	Project Description*	[ ] (Max 350 Chars)
Project Type *	--Select-- ▼	Project Status *	--Select-- ▼
Reason for delayed	[ ]	No. of month (Delayed)	[ ]
Project Start Date*	[ ] 📅	Project End Date*	[ ] 📅
Total Area of Land (Sq Mtr)*	[ ]	Total Open Area (Sq. Mtr.)*	[ ]
Proposed Covered Area (Sq Mtr)*	[ ]	Total Builtup Area (Sq. Mtr.)	[ ]
If development is in phases*	○ Yes ● No		
Estimated cost of development (In Lakh)*	[ ]	Estimated cost of land (In Lakh)*	[ ]

15. Project location Details :

You have to enter proper location of your project with latitude and longitude. Enter the required fields i.e. Project Address, District (select from dropdown list), Sub Division, Block, Village, City/Town, boundaries of project (East, West, South, North) latitude and longitude being most important, Latitude of the End point of the plot and Longitude of End point of the plot.

(Note: Visit your site and take a picture of your plot. The property will show you Latitude and Longitude like Ex. 25.591089and 85.108221, after that enter your latlong details. There is location image button. This button is only for checking your plot location. Please check your correct location is correctly show or not.
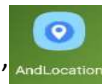
Note: You may download an app named 'andLocation' [AndLocation] from playstore on your mobile, install it and go on to your site (plot), stand at end point of the plot and click 'andLocation' App. Check the Latitude and Longitude and enter in the respective textbox.

Project Location Details

Project Address *	[ ] (Max 350 Chars)	District*	Araria ▼
		Khesra No./Plot No.*	[ ]
Sub division*	[ ]	Block*	[ ]
Village	[ ]	City/Town	[ ]
Boundaries (East)*	[ ]	Boundaries (West)*	[ ]
Boundaries (North)*	[ ]	Boundaries (South)*	[ ]
Latitude of End point of the plot*	Ex. 11.111111	Longitude of End point of the plot*	Ex. 11.111111 📍

Note: Please enter valid Latitude and Longitude as per Instructed in Textbox and Check clicking Location Image Button.

16. Project Development Details :

The development of the project require some important details like No. of Garages Available for Sale, Total Area of Garages (Sq Mtr), No. of Open Parking, Total Area of Open Parking (Sq Mtr), No. of Covered Parking, Total Area of Covered Parking (Sq Mtr), Land Ownership Details, (maximum in 350 haracters) Proposed Period of Completion (in month), Permissible FAR, Sanctioned FAR, Proposed No. of Building or Wing, Sanctioned No. of Building(s) or Wing(s), Aggregate Area of Recreational Open Space, Architecture/Design standards used, Type of construction technology used, Earthquake resistant measures adopted for building and common areas. All these fields are mandatory to be filled.

17. Building Details :

If you have selected other than Plot development, then building details have to be filled up such as; Name of Building, Sanctioned No. of Floors, Type of Apartment/Flat/Inventory (select from dropdown list as 1 BHK, 2 BHK, etc.), No. of Apartment/Flat/Inventory, Carpet Area (Sqft), Area of Exclusive Balcony/Verandah (Sq ft), Area of Exclusive Open Terrace if any(Sq. ft.). There is a button just below named "Add apartment details". Please click it as your Type of Apartment/Flat/Inventor.

18. In case of Plot Development :

Select type of plot (Type-1/Type-2/Type-3 etc) which means that as per your section, layout plan is divided in different category. So category is a type of plot, Area of plots, No. of Plots, Description. After that click button "Add Plot" and enter as many type as you wish. This description field is not mandatory.

19. External Development Work :

Please select from below and enter :-

Road System (Local Authority/Self Development), Water Supply (Local Authority/Self Development), Sewage and Drainage System (Local Authority/Self-Development), Electricity Supply Transformer and Sub Station (Local Authority, Self-Development), Solid Waste Management and Disposal (Local Authority/Self-Development).

20. Project Bank A/c Details as per Section 4 (2)(I)(D) of the Act :

In this section, Promoter has to fill up Bank A/c Details specially related to the project. Select Bank Name from dropdown list, Branch Name, Account Number, IFSC Code. There is a button named "Validate IFSC". Click it to get complete address of the bank which will appear automatically in Bank Address textbox), State (select from dropdown list), District (select from dropdown list), upload scanned copy of Bank Pass Book/Statement in .pdf formats. Uploaded label will automatically highlight and color will turn blue which you may check.

21. Associated Vendor details :

Project associated vendor details are more important. Select Vender Type (Architects/Engineers/ Contractors/Other), Email-id, Vender's Name, Address, State (select from dropdown list), District (select from dropdown list), PIN code , Year of Establishment, Key Projects Completed and click 'Add Vender' button one by one.

Finally save it by clicking button "Save & Continue". This is not the final submission, you may make some changes in the data until project payment is made.

22. Document Upload Details :

To upload documents, select Tab "Upload Document". You will see a record list in tabular form with project id. On the right side of the table, there is a button named "Document Upload". Click it to get uploading form as below. All document should be in .pdf formats.

To upload Balance Sheet, Audited Profit Loss Statement, Director's Report, Cash Flow Statement of financial year 2017-18, choose a file in pdf format and click "Upload" button. If document is not available, check "Radio" button i.e; "Check this to enter specific reason for not uploading the document in detail" will appear a textbox for genuine reason. it will automatically display in below table which you may change or remove.

To Upload Balance Sheet, Audited Profit Loss Statement, Director's Report, Cash Flow Statement of financial year 2016-17 and 2015-16, choose a file in pdf format and click upload button, if document is not available, check radio button i.e; "Check this to enter specific reason for not uploading the document in detail" will appear a textbox for genuine reason. it will automatically display in below table which you may change or remove.

Other documents to be uploaded like PAN Card, Notice of Commencement (Note: Notice of Commencement is mandatory in case of New Project.), Approved Layout Plan with approval letter, Land Documents & Location 1. Registered Deed of land where project is proposed, 2. Mutation Order and rent receipt, 3. Agreement with land owner, Sanctioned Layout Plan, Area Development Plan, Brochure of Current Project, Declaration (Form B) in original, Non-Encumbrance Certificate in original, Sanctioned

Building Plan with approval certificate, Proforma of Conveyance Deed, Proforma of Allotment Letter, Any other project related Documents (Environmental Clearance, NOCs etc.), Land Deed Agreement.

You may skip it with genuine reason but you can't skip with the following seven document and you must upload it.

1. PAN Card
2. Land Documents & Location
    a. Registered Deed of land where project is proposed
    b. Mutation Order and rent receipt
    c. Agreement with land owners
3. Declaration (Form B) in original
4. Sanctioned Building Plan with approval certificate
5. Proforma of Allotment Letters
6. Land Deed Agreement
7. Agreement for sale in RERA formats.

Document Type	Upload .pdf file		
PAN Card*	Choose File No file chosen	Upload	
Notice of Commencement	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details
Note :- Notice of Commencement should mandatory in case of New Project.			
Approved Layout Plan with approval letter	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details
Land documents & Location-* 1. Registered deed of land where project is proposed 2. Mutation order and rent receipt 3. Agreement with land owner	Choose File No file chosen	Upload	
Sanctioned Layout Plan	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details
Area Development Plan	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details
Brochure of Current Project	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details
Declaration (Form B) in original*	Choose File No file chosen	Upload	in details
Non-encumbrance Certificate in original	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details
Sanctioned building Plan with approval certificate*	Choose File No file chosen	Upload	
Proforma of convence deed	Choose File No file chosen	Upload	☐ Check this to enter specific reason for not uploading the document in details

This form is basically for Project Construction Status. Photographs to be uploaded at least in one or or more (maximum five) is mandatory in the form of jpeg,jpg,png.

Finally, save it by clicking button "Save & Continue" but this is not the final submission and you may make some change in data or document until project payment is done.

23. Payment :

After final submission of document and photograph of the project, you will see below a tabular form as the Application Status "Save as Draft". Click Pay Now button which will automatically calculate the amount, select Payment Mode (Demand Draft/Bankers Cheque) accepted, Bank Name, Branch Name, Demand Draft/Cheque No. and upload scanned copy of the Demand Draft or Banker's Cheque in form jpg,jpeg,png.

Check the following:-

 1. Except Aadhar Card Number & Financial Details, all other information will be added to the public domain.

2. I/We solemnly affirm and declare that the particulars given in herein are correct to [my/our] knowledge and belief and no material fact has been concealed by [me/us] therefrom

Promoter Detail	Project Detail	Upload Document	Payment Detail	Project Progress

PAYMENT

Project ID	Project Name	Project Type	Project Status	Total Area of Land	Total Builtup Area	Current Phase Area	Development Cost	Application Status		
RERAP2711201700041-1	LOTUS ABODE	Residential/Group Housing	Ongoing	9130.00	0.00	0.00	4500.00	Submitted	🔍	Pay Now
RERAP2711201700041-2	LOTUS ABODE	Residential/Group Housing	Ongoing	9130.00	0.00	0.00	4500.00	Save as draft	🔍	Pay Now

Payment

Payment Mode*	Demand Draft ▼	Bank Name*	STATE BANK OF INDIA ▼
Amount*	(Calculated as per section (3)(3) of Bihar RERA Rule)	Branch*	
DD/Cheque No.*		Attach Scan Copy Only jpg,jpeg,pnb *	Choose File No file chosen Uploaded

Demand Draft/Cheque Should be in favour of "Real Estate Regulatory Authority Bihar" and Payable at Patna

☐ Except Aadhar Card Number & Financial Details, all other information will be added to the public domain

☐ I/We solemnly affirm and declare that the particulars given in herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom

Preview Project	Submit Project

Before submitting the project, see Project Preview. If there any change or correction anywhere, just change it. All datas are still in the draft mode but after submitting Project you will never change any data in promoter, project and document.

Note: A promoter need not create more than one User and in case of any other project creation, promoter should always use the same user.

Checklist for Hard-copy submission in RERA office :-

NAME OF PROJECT -

NAME OF PROMOTER-

DATE OF SUBMISSION OF ONLINE APPLICATION_____& HARD COPY
_____

APPLICATION NO. -

S NO	DOCUMENT TYPE		YES/NO	NO. OF PAGES	PAGE NO.	PAGING NO. IN FILE
(I)	(II)		(III)	(IV)	(V)	(VI)
1	PRINTED COPY OF ONLINE SUBMITED APPLICATION FORM					
2	COMPANY REGISTRATION CERTIFICATE					
3	OCCUPANCY PERMISSION					
4	**Previous Project Details (Last 5 years only)**					
4	SCAN COPY OF BANK PASS BOOK(WITH BRANCH NAME, IFSC CODE, A/C NO./CANCILE CHAQUE)					
5	DEMAND DRAFT WITH PHOTOCOPY (NAME, MOBILE NO.,SIGNATURE ON BACK SIDE OF THE DRAFT)					
	ANNUAL REPORT					
6	A	BALANCE SHEET FOR PRECEDING 3YEARS				
	B	AUDITED P&L STATMENT FOR PRECEDING 3YEARS				
	C	CASH FLoW STATEMENT FOR PRECEDING 3YEARS				
	D	DIRECTOR'S REPORT FOR PRECEDING 3YEARS				
	E	AUDITOR'S REPORT FOR PRECEDING 3YEARS				
7	FORM – B (AFFIDAVIT CUM DECLARATION)-IN ORIGINAL					
8	NON- ENCUMBRANCE CERTIFICATE)-IN ORIGINAL					
9	LAND DEED AGREEMENT/ AGREEMENT WITH LAND OWNER					
10	REGSITERED DEED OF LAND WHERE PROJECT IS PROPOSED					
11	MUTATION ORDER & RENT RECICEPT/ LPC					
12	NOTICE OF COMMENCEMENT VERIFIED WITH COMPETENT AUTHORITY AS PER BIHAR BUILDING BY-LAWS OR AFFIDAVIT - IN ORIGINAL(MANDATORY FOR NEWLY LAUNCHED PROJECT)					
13	PAN CARD					
14	AADHAR CARD					
15	PROFORMA OF AGREEMENT FOR SALE					
16	PROFORMA OF ALLOTMENT LETTER					

DOCUMENT CHECK LIST CUM INDEX AT THE TIME OF RECEIVING THE HARD COPIES

17	PROFORMA OF CONVEYANCE DEED				
18	OTHER PROJECT RELATED DOCUMENTS IF ANY (ENVIRONMENTAL CLEARANCE, NOCs ETC.)				
19	BUILDING PERMIT APPROVAL CERTIFICATE (BY U.L.B OR PLANING AUTHORITY)				
20	SANCTIONED DETAILED SITE , LOCTION & SERVICES PLANS				
21	SANCTIONED FLOOR PLANS				
22	All Documents Should be Signed by Promoter/Developer				
23	Name & Address of your Agent for facilitating your sales				

RECEIVED BY _____

_____

          (SIGNATURE OF D.E.O/PROGRAMMER WITH NAME)   (SINGNATURE OF APPLICANT)

Thank You