User Manual

On

Project Registration Module of UP RERA Web Portal

Uttar Pradesh Real Estate Regulatory Authority (U.P. RERA)

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Contents

1. Introduction to Project Registration Module

Welcome to the Project Registration Module of the Uttar Pradesh Real Estate Regulatory Authority (UP RERA) web portal. This guide offers detailed instructions for navigating the UP RERA online platform to submit the application for registration of a new project. By adhering to the steps outlined in this manual, you can efficiently create the application for registration of a new project under the RERA Act using the UP RERA web portal.

## 1.1 Updating Promoter Details

Before proceeding with the creation of application for registration of a new project, click on **'Update Promoter Details'** to update the promoter profile.
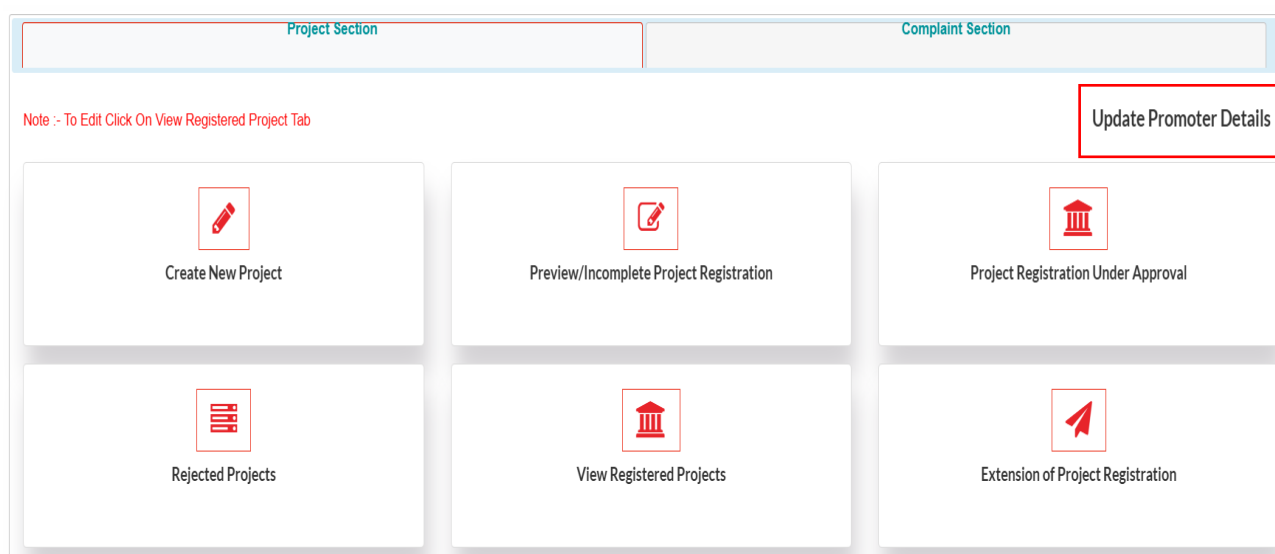
1.2 Create New Project Application for Registration

Click on **'Create New Project'** tab on the Promoter Dashboard to access the application for registration of a new project.

Click on **'Preview / Incomplete Project Registration'** to access any previously saved / incomplete project registration applications that have not yet been submitted.
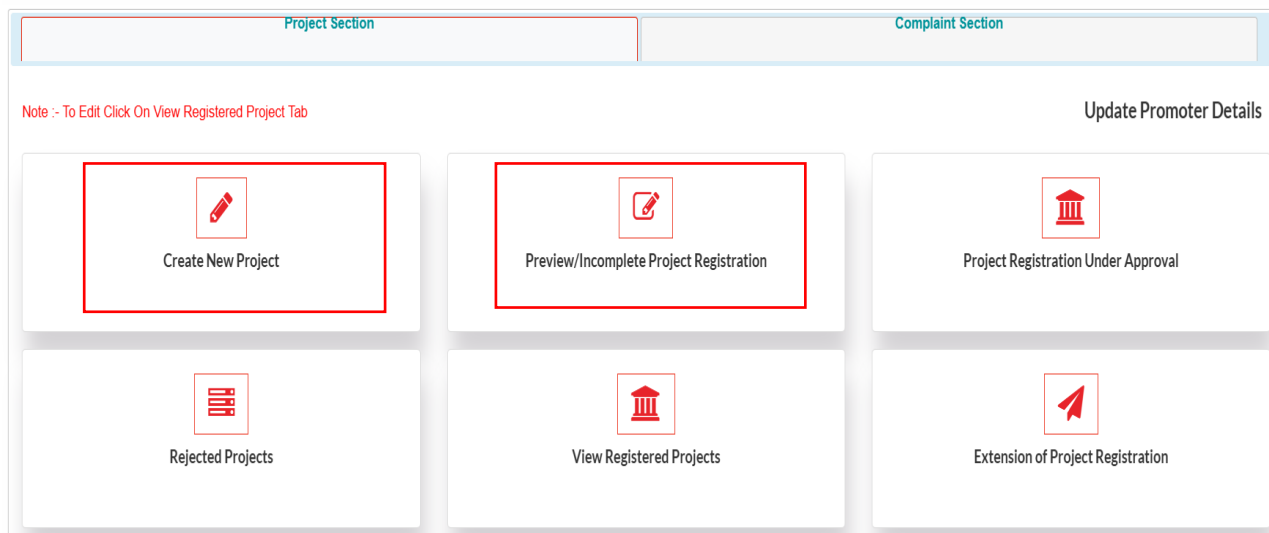
The application on registration of a new project is divided into the following ten (10) sections: -

1. Promoter Details
2. Basic Details
3. Plan Details
4. Other Details
5. Development Works
6. Land Details
7. Bank Details
8. Upload Documents
9. Enter Quarterly Targets
10. Contact Details
11. Make Payment

2. Promoter Details

Promoter details must be up-to-date before moving forward with the application form. The details of the promoter that are currently available on the profile can be viewed by clicking on **'Promoter Details'.**

A pop-up window will open showing the promoter details.

Some of the fields of the promoter profile can be updated using the process mentioned in Section 1.1 of this manual.

3. Basic Details

This section of the application form captures basis details of the project. Following is the step-by-step process of filling the details.

Step 1: Click and select the Project Type – 'New' or 'Ongoing'.

Note: The project type 'New' must be selected for all projects launched after 1st May 2017 and the project type 'Ongoing' must be selected for all projects launched before 1st May 2017.

Step 2: Click on the drop-down to select the 'Project Category'. The drop-down has the following three options –

1) **Residential**: Select this option if much of the project is residential in nature.
2) **Commercial**: Select this option if much of the project is commercial in nature.
3) **Mixed**: Select this option if the project includes both residential and commercial spaces in substantial proportion.

Step 3: Enter the total area of the project in square meters (Sq.mt). The total area must be the net plot area as mentioned in the Sanctioned Map of the project. In case only a certain part of the sanctioned layout is proposed as a Phase, then the mention the proportionate area underlying the proposed phase.

Basic Details

Date OF Registration   25/05/2025

Project Category *

Select

Project Name* (Advertised name of the project can be mentioned here.)

Enter Project Name........

Address *

Address

State*

Uttar Pradesh

Tehsil *

Select Tehsil

Project Cost in round figures (in Lacs) *

Enter Project Cost in round figures (in Lacs)..

Project Type *   ☑ New   ☐ Ongoing

Total area in round figure (Sq.mt.)*

Total area in round figure (Sq.mt.)

Registration Fee (in Rs.) *

Village/Locality/Sector etc. *

Village/Locality/Sector etc.

District *

Select District

Sanctioning Competent Authority*

--Select--

Project Title as per Approved Map *

Enter Project Title as per Approved Map..

Note: *Registration Fee (in Rs.) will be automatically shown by the system based on the selection made under '**Project Category'** and the **Total Area** mentioned. For reference, following are the existing rate at which the registration fee is calculated.*

Project Category	Total Area	
	Up to 1,000 Sq.mt	Exceeding 1,000 Sq.mt
Residential	Rs. 10/- per Sq.mt	Rs. 500/- per Sq.mt
Commercial	Rs. 20/- per Sq.mt	Rs. 1,000- per Sq.mt
Mixed	Rs. 15/- per Sq.mt	Rs. 750/- per Sq.mt

Step 4: Enter the name of the project in the field '**Project Name**'. Kindly ensure that the name mentioned in this filed is the name of the project that will be used for advertising and promotions.

Basic Details

Date OF Registration   25/05/2025

Project Type *   ☑ New   ☐ Ongoing

Project Category *

Select ▾

Total area in round figure (Sq.mt.)*

Total area in round figure (Sq.mt.)

Project Name* (Advertised name of the project can be mentioned here.)

Enter Project Name.......

Registration Fee (in Rs.) *

Address *

Address

Village/Locality/Sector etc. *

Village/Locality/Sector etc.

State*

Uttar Pradesh

District *

Select District ▾

Tehsil *

Select Tehsil ▾

Sanctioning Competent Authority*

--Select-- ▾

Project Cost in round figures (in Lacs) *

Enter Project Cost in round figures (in Lacs)..

Project Title as per Approved Map *

Enter Project Title as per Approved Map..

Note: *It is preferred that the same promoter / promoter group must not have two or more projects of the same name in the same geographic location. In case of phasing of a project, the phase number must be clearly mentioned along with the name of the project.*

Step 5: Enter the complete address of the project using the following fields highlighted in the Figure X.

1) **'Address'**: Enter only the first line of Address in this filed.

2) **'Village / Locality / Sector etc'**: Enter the Village Name or Locality & City Name or Sector & City Name in this filed.

3) **'District'**: Click on the drop-down to view the list of all districts in the state of Uttar Pradesh and then select the **'District'** where the project is located.

4) **'Tehsil':** Click on the drop-down to view the list of all tehsils in the district selected in the **'District'** field, and select the **'Tehsil'** where the project is located.

5) **'State'**: The state shall by default be Uttar Pradesh and cannot be modified.

Note: *Kindly ensure the address of the project in entered / selected as mentioned above. This would help RERA in segregating the project based on geographic location.*

Basic Details

Date OF Registration 25/05/2025	Project Type * ☑ New ☐ Ongoing
Project Category *	Total area in round figure (Sq.mt.)*
Select	Total area in round figure (Sq.mt.)
Project Name* (Advertised name of the project can be mentioned here.)	Registration Fee (in Rs.) *
Enter Project Name.......	
Address *	Village/Locality/Sector etc. *
Address	Village/Locality/Sector etc.
State*	District *
Uttar Pradesh	Select District
Tehsil *	Sanctioning Competent Authority*
Select Tehsil	--Select--
Project Cost in round figures (in Lacs) *	Project Title as per Approved Map *
Enter Project Cost in round figures (in Lacs)..	Enter Project Title as per Approved Map..

Step 6: Click on the drop-down to view the list of all Sanctioning Competent Authorities in the state of Uttar Pradesh and select the name of '**Sanctioning Competent Authority**' that has sanctioned the layout / building plan of the project.

Note: The list includes the name of only those Sanctioning Competent Authorities that have been notified by Town & County Planning Department of Uttar Pradesh as Planning Area. In case the layout / building plan has been approved by any other Authority, select the option 'Any Other Competent Authority' form the drop-down.

Basic Details

Date OF Registration 25/05/2025	Project Type * ☑ New ☐ Ongoing
Project Category *	Total area in round figure (Sq.mt.)*
Select	Total area in round figure (Sq.mt.)
Project Name* (Advertised name of the project can be mentioned here.)	Registration Fee (in Rs.) *
Enter Project Name.......	
Address *	Village/Locality/Sector etc. *
Address	Village/Locality/Sector etc.
State*	District *
Uttar Pradesh	Select District
Tehsil *	Sanctioning Competent Authority*
Select Tehsil	--Select--
Project Cost in round figures (in Lacs) *	Project Title as per Approved Map *
Enter Project Cost in round figures (in Lacs)..	Enter Project Title as per Approved Map..

Step 7: Enter the total cost of the project as certified by the Chartered Accountant in the Form-REG-3 (format of which is given in U.P. RERA Regulations and also available for download on the U.P. RERA web portal).

Note: Kindly ensure that the amount entered in this field is rounded and in is Rs. Lacs only.

Step 8: Enter the name of project as mentioned in the Sanctioned Map in the field '**Project Title as per Approved Map**'.

Step 9: In this next sub-section of the Basic Details, the geographical coordinates i.e., Latitude and Longitudinal points of the project location must be provided. Follow the process below to enter the four coordinate -

1) Select '**Yes'** for the question '**Do you have exact coordinates?**'.

2) Enter the Latitude point in the field '**Enter Latitude1 to Verify**' and Longitude point in the filed '**Enter Longitude1 to Verify**' point and then click on '**Verify on Map'**. Once the points are verified successfully, click on '**Confirm'** to save the points in the fields '**Latitude1**' and '**Longitude1**'.

3) Enter the Latitude and Longitude points of three more corner location of the project land in the fields '**Latitude2**' / '**Longitude2**', '**Latitude3**' / '**Longitude3**' and '**Latitude4**' / '**Longitude4**' respectively. Verification of these three geographical points is not required.

Step 10: Select all the Real Estate Agents that have been engaged for the project from the list of registered Real Estate Agents by clicking on the Radio Button.

Name of Real Estate Agents can be searched in two way –

1) By entering the name of the agent in the 'Search Agent' field.
2) By dragging the scroll bar.

Note: *In case the name of a Real Estate Agent is not available in the list, kindly direct such agent to register themselves with U.P. RERA. Where no Real Estate Agents have been engaged by the promoter, select '**Not Applicable**'.*

Once the name of a Real Estate Agent is selected, the system will prompt to upload a document as proof of engaging the said Real Estate Agent for the project being registered. Click on '**Choose File**' to open the dialog box to select the document from the computer, then click on '**Upload**' for uploading the document. The '**View**' option can be clicked to view the document that was uploaded.

Step 11: Select all the Real Estate Promoters that are related to the project from the list of enrolled Real Estate Promoters by clicking on the Radio Button.

Name of Real Estate Promoters can be searched in two way –

1) By entering the name of the promoter in the 'Search' field.
2) By dragging the scroll bar.

Search Promoter

Enter Promoter Name...

Select Multiple Promoters

☑ Dinesh Promoter Id:UPRERAPRM210979

☐ SMAP BUILDERS AND DEVELOPERS PRIVATE LIMITED Promoter Id:UPRERAPRM16156

☐ G R CONSTRUCTIONS Promoter Id:UPRERAPRM26908

☐ Hebe Infrastructure Private Limited (MAHAGUN GROU Promoter Id:UPRERAPRM2938

☐ JADON INFRATECH Promoter Id:UPRERAPRM82423

☐ NEEVINTERNATIONAL ARCHITECT SURVEYORS PMC N EPC CONSULTANTS LLP

Note: *Provisions of **Section 2zk of the RERA Act** to be referred to determine who all should be included as Promoters. For quick reference, all the developers and land owners must be included as Promoters. In case the name of any promoter is not mentioned in the list, kindly advise the concerned to enrol themselves as a Promoter on the U.P. RERA web portal.*

Step 12: Once all the required fields under the Basic Details are filled, client on '**Save and Continue**' to save your application and move to next section of the application.

SAVE AND CONTINUE

Note: *Once an application is saved by clicking on '**Save and Continue**', all the details entered till that point will be saved as a temporary application. In case the window gets closed or disconnection before clicking on '**Save and Continue**', all the information entered till that point will not get saved and a fresh application needs to be initiated.*

4. Plan Details

This section of the application form captures sanctioned plan details of the project. Following is the step-by-step process of filling the details.

Step 1: Click on the drop-down under 'Select Type' field to select the name of the project from the following options: -

1) **Apartment / Flat / Shop:** Select the option when the project contains either Apartment / Flat / Shops.

2) **Plot:** Select the option when the project contains only plots.

3) **Villa (Plotted Development):** Select the option when the project contains only Villas.

4) **Mixed Development:** Select the option when the project contains more than one of the above three types.

Note: Based on the option selected from the drop-down the fields will differ and hence ensure the correct option is selected.

Step 2:

1) When the option '**Apartment / Flat / Shop**' is selected, following fields are required to be filled –

S.No.	Field Name	Description of What Needs to be Provided
1.	Permit Number	Enter the permit number as mentioned in the Sanction Letter issued by the Competent Authority.
2.	Permit Date	Enter the date mentioned on the Sanction Letter as the date of permit issuance.
3.	Permit Valid Up to	Enter the validity date of the permit as per the conditions stated in the Sanction Letter.
4.	Date till which Permit / Sanctioned Plan is extendable	Enter the date till which the permit or sanctioned plan can be extended under the applicable laws/rules.
5.	Project Start Date	Enter the actual or proposed start date of the project.
6.	Project End Date	Enter the proposed end date of the project. Ensure that it does not exceed the validity period of the Sanction Letter.
7.	Project Duration (in months)	This is auto-calculated by the system based on the difference between Project Start Date and Project End Date.
8.	Upload Sajra Detail	Click on '**Choose File**' to upload the detailed Sajra (land parcel map) showing the project site boundaries and adjoining parcels i.e., superimpose the sanctioned layout

		on the revenue map showing clearly the boundaries of the Khasra underlying the project land and the adjoining land.
9.	**Upload Sanction Letter**	Click on '**Choose File**' to upload the complete Sanction Letter issued by the Competent Authority.
10.	**Upload Approved Map**	Click on '**Choose File**' to upload a scanned copy of every page of the approved layout/map issued by the Competent Authority.
11.	**Floor Plans of All Types**	Click on '**Choose File**' to upload only the officially sanctioned floor plans of each proposed tower/block in the project.
12.	**Upload Project Specifications**	Click on '**Choose File**' to upload the document listing technical and material specifications of the project on the promoter's letterhead, duly signed by the authorized signatory.
13.	**Upload Approved Layout**	Click on '**Choose File**' to upload the approved layout page from the Sanction Map. If the project is phased, indicate phase boundaries, names of the phases, and RERA Registration Numbers where applicable.
14.	**No. of Open Parking**	Enter the number of open (non-covered) parking spaces as shown in the sanctioned map.
15.	**Total Area of Parking (in sqm)**	Enter the combined area (in square meters) of all open parking spaces in the project, as per the sanctioned map.
16.	**No. of Garage**	Enter the number of individual garages included in the project, as per the sanctioned map, where applicable.
17.	**Area of Garage (in sqm)**	Enter the total area (in square meters) of all garages, as per the sanctioned map, where applicable.
18.	**No. of Covered Parking**	Enter the number of covered (but not garage) parking spaces shown in the sanctioned plan.
19.	**Area of Covered Parking (in sqm)**	Enter the total area (in square meters) of all covered parking spaces as per the sanctioned map.

Sanctioned Plan

Note:-Only JPG,PNG and PDF files of maximum size of 10 MB allowed

Select Type* [Apartment/Flat/Shop ▾]

Permit Number *

Permit Date *

Permit Valid Upto *

Date till which Permit/Sanctioned Plan is extendable under extant Laws/Rules*

[dd-MM-yyyy]

Project Start Date*

Project End Date *

Project Duration (In month)*

Upload Sajra Detail *

[Choose File] No file chosen

Upload Sanction Letter *

[Choose File] No file chosen

Upload Approved Map *

[Choose File] No file chosen

Floor Plan of All Types *

[Choose File] No file chosen

Upload Project Specifications*

[Choose File] No file chosen

Upload Approved Layout *

[Choose File] No file chosen

No. Of Open Parking *

Total Area of Parking (in sqm) *

No. of garage*

Area of garage (in sqm)*

No. of Covered Parking*

Area of Covered Parking (in sqm)*

[SAVE]

Click on '**Save**' to save the details and continue to the next part of plan details. A summary of the informaiton entered and documents uploaded shall be shows as below.

Project Start Date	Project End Date
16-06-2025	08-08-2026

SNo.	Permit No	Permit Date	Permit Valid Upto	Date till which Permit/Sanctioned Plan is extendable	No. Of Open Parking	Total Area Of Parking (in sqm)	No Of garage	Area Of garage (in sqm)	No Of Covered Parking	Area Of Covered Parking (in sqm)	Uploaded Approve Layout	Uploaded Sanctioned Letter	Uploaded Approved Map	Uploaded Floor Plan Of All Types	Uploaded Sajra Detail	Remove & Add
1	3242134	26-05-2025	04-10-2025	19-07-2029	12	1234	12	1234	12	1234	Download	Download	Download	Download	Download	Remove & Add

Click on '**Remove & Add**' to make any changes to the details / documents saved.

Details of Apartment/Flat/Shop

This section captures unit-wise details of the project, including block/tower names, floor-wise distribution, type of units (flat/apartment/shop), carpet area, number and area of balconies and verandahs, etc. The information should be entered separately for each block/tower and floor as per the sanctioned map.

S.No	Field Name	Description of What Needs to be Provided

1.	Block/Tower Name/No.	Enter the specific name or number assigned to the block or tower as per the sanctioned layout plan.
2.	No. of Floors	Specify the total number of floors in the respective block/tower.
3.	Floor Number	Select from the drop-down the floor number for which the unit details are being entered. Number of floors availed under the drop-down will be based on the number of floors selected under the field '**No. of Floors**'. The drop-down list shall include the options – Basement 3, Basement 2, Basement 1, Ground Floor, Lower Ground Floor, Upper Ground Floor etc.
4.	Type of Flat/Apartment/Shop	Select the type of unit from the dropdown. The drop-down list shall include the options – Studio, 1 BHK, 2 BHK, 3 BHK, 4 BHK, 5 BHK, Penthouse, Villa, Shop and Other.
5.	Total Number of Apartment/Flats/Shop	Enter the count of residential or commercial units on the selected floor of the tower/block.
6.	Unit Carpet Area (in sqm)	Provide the carpet area (in square meters) for one unit on the selected floor, as per RERA definition (excluding balconies, etc.).
7.	Number of Balcony	Enter the number of balconies provided per unit for the selected type and floor.
8.	Total Area of Balcony (in sqm)	Enter the combined area of all balconies in a single unit (in square meters).
9.	Number of Verandah	Enter the number of verandahs included per unit.
10.	Total Area of Verandah (in sqm)	Enter the combined area of all verandahs per unit (in square meters).

After entering details for one floor of a block/tower, click on **'SAVE & ADD MORE'** to enter details for the next block/tower or floor.

Details of Apartment/Flat/Shop

Block/Tower Name/ No.*	No of floors

Floor Number*	Type of Flat/ Apartment/ Shop*
--Select--	Select

Total Number of Apartment/Flats/Shop*	Unit Carpet Area (in sqm)*

Number of Balcony*	Total Area of Balcony(in sqm)*

Number of Verandah*	Total Area of Verandah (in sqm)*

SAVE & ADD MORE

CONTINUE

After entering the details of all the blocks / towers and their corresponding unit details, click on '**Continue**' to move to the next section of the application form.

2) When the option '**Plot**' is selected, following fields are required to be filled –

Sanctioned Plan

Note:-Only JPG,PNG and PDF files of maximum size of 10 MB allowed

Select Type*   Plot

Permit Number *	Permit Date *

Permit Valid Upto *	Date till which Permit/Sanctioned Plan is extendable under extant Laws/Rules*
	dd-MM-yyyy

Project Start Date*	Project End Date *

Project Duration (In month)*	Upload Sajra Detail *
	Choose File No file chosen

Upload Sanction Letter *	Upload Approved Map *
Choose File No file chosen	Choose File No file chosen

Upload Project Specifications*	Upload Approved Layout *
Choose File No file chosen	Choose File No file chosen

No. Of Open Parking *	Total Area of Parking (in sqm) *

No. of garage*	Area of garage (in sqm)*

No. of Covered Parking*	Area of Covered Parking (in sqm)*

SAVE

Enter the following details.

S.No.	Field Name	Description of What Needs to be Provided
1.	**Permit Number**	Enter the permit number as mentioned in the Sanction Letter issued by the Competent Authority.

2.	**Permit Date**	Enter the date mentioned on the Sanction Letter as the date of permit issuance.
3.	**Permit Valid Up to**	Enter the validity date of the permit as per the conditions stated in the Sanction Letter.
4.	**Date till which Permit / Sanctioned Plan is extendable**	Enter the date till which the permit or sanctioned plan can be extended under the applicable laws/rules.
5.	**Project Start Date**	Enter the actual or proposed start date of the project.
6.	**Project End Date**	Enter the proposed end date of the project. Ensure that it does not exceed the validity period of the Sanction Letter.
7.	**Project Duration (in months)**	This is auto-calculated by the system based on the difference between Project Start Date and Project End Date.
8.	**Upload Sajra Detail**	Click on '**Choose File**' to upload the detailed Sajra (land parcel map) showing the project site boundaries and adjoining parcels i.e., superimpose the sanctioned layout on the revenue map showing clearly the boundaries of the Khasra underlying the project land and the adjoining land.
9.	**Upload Sanction Letter**	Click on '**Choose File**' to upload the complete Sanction Letter issued by the Competent Authority.
10.	**Upload Approved Map**	Click on '**Choose File**' to upload a scanned copy of every page of the approved layout/map issued by the Competent Authority.
11.	**Upload Project Specifications**	Click on '**Choose File**' to upload the document listing technical and material specifications of the project on the promoter's letterhead, duly signed by the authorized signatory.
12.	**Upload Approved Layout**	Click on '**Choose File**' to upload the approved layout page from the Sanction Map. If the project is phased, indicate phase boundaries, names of the phases, and RERA Registration Numbers where applicable.
13.	**No. of Open Parking**	Enter the number of open (non-covered) parking spaces as shown in the sanctioned map.
14.	**Total Area of Parking (in sqm)**	Enter the combined area (in square meters) of all open parking spaces in the project, as per the sanctioned map.

15.	**No. of Garage**	Enter the number of individual garages included in the project, as per the sanctioned map, where applicable.
16.	**Area of Garage (in sqm)**	Enter the total area (in square meters) of all garages, as per the sanctioned map, where applicable.
17.	**No. of Covered Parking**	Enter the number of covered (but not garage) parking spaces shown in the sanctioned plan.
18.	**Area of Covered Parking (in sqm)**	Enter the total area (in square meters) of all covered parking spaces as per the sanctioned map.

Click on '**Save**' to continue to the next part of plan details.

Details of Plot

This section captures basic quantifiable details of plots in plotted development projects. The information should be entered separately for each plot type as per the sanctioned map.

Details of Plot

Type Of Plot*   Number Of Plots*

Select   [   ]   SAVE & ADD MORE

CONTINUE

S.No	Field Name	Description of What Needs to be Provided
1.	**Type of Plot**	Select the type of plot.
		The drop-down list includes the options – Upto 100 sq.mts, 100 to 150 sq.mts, 150 to 200 sq.mts, 200 to 250 sq.mts, 250 to 500 sq.mts and Above 500 sq.mts.
2.	**Number of Plots**	Enter the total number of plots under the selected plot type.

After entering details for one plot type, click on **'SAVE & ADD MORE'** to enter details for the next plot type.

After entering the details of all plot types, click on '**Continue**' to move to the next section of the application form.

3) When the option '**Villa (Plotted Development)**' is selected, following fields are required to be filled –

Sanctioned Plan

Note:-Only JPG,PNG and PDF files of maximum size of 10 MB allowed

Select Type*

Villa (Plotted Development)

Permit Number *

Permit Date *

Permit Valid Upto *

Date till which Permit/Sanctioned Plan is extendable under extant Laws/Rules*

dd-MM-yyyy

Project Start Date*

Project End Date *

Project Duration (In month)*

Upload Sajra Detail *

Choose File   No file chosen

Upload Sanction Letter *

Upload Approved Map *

Choose File   No file chosen

Choose File   No file chosen

Upload Project Specifications*

Upload Approved Layout *

Choose File   No file chosen

Choose File   No file chosen

No. Of Open Parking *

Total Area of Parking (in sqm) *

No. of garage*

Area of garage (in sqm)*

No. of Covered Parking*

Area of Covered Parking (in sqm)*

SAVE

S.No.	Field Name	Description of What Needs to be Provided
1.	**Permit Number**	Enter the permit number as mentioned in the Sanction Letter issued by the Competent Authority.
2.	**Permit Date**	Enter the date mentioned on the Sanction Letter as the date of permit issuance.
3.	**Permit Valid Up to**	Enter the validity date of the permit as per the conditions stated in the Sanction Letter.
4.	**Date till which Permit / Sanctioned Plan is extendable**	Enter the date till which the permit or sanctioned plan can be extended under the applicable laws/rules.
5.	**Project Start Date**	Enter the actual or proposed start date of the project.

6.	**Project End Date**	Enter the proposed end date of the project. Ensure that it does not exceed the validity period of the Sanction Letter.
7.	**Project Duration (in months)**	This is auto-calculated by the system based on the difference between Project Start Date and Project End Date.
8.	**Upload Sajra Detail**	Click on '**Choose File**' to upload the detailed Sajra (land parcel map) showing the project site boundaries and adjoining parcels i.e., superimpose the sanctioned layout on the revenue map showing clearly the boundaries of the Khasra underlying the project land and the adjoining land.
9.	**Upload Sanction Letter**	Click on '**Choose File**' to upload the complete Sanction Letter issued by the Competent Authority.
10.	**Upload Approved Map**	Click on '**Choose File**' to upload a scanned copy of every page of the approved layout/map issued by the Competent Authority.
11.	**Upload Project Specifications**	Click on '**Choose File**' to upload the document listing technical and material specifications of the project on the promoter's letterhead, duly signed by the authorized signatory.
12.	**Upload Approved Layout**	Click on '**Choose File**' to upload the approved layout page from the Sanction Map. If the project is phased, indicate phase boundaries, names of the phases, and RERA Registration Numbers where applicable.
13.	**No. of Open Parking**	Enter the number of open (non-covered) parking spaces as shown in the sanctioned map.
14.	**Total Area of Parking (in sqm)**	Enter the combined area (in square meters) of all open parking spaces in the project, as per the sanctioned map.
15.	**No. of Garage**	Enter the number of individual garages included in the project, as per the sanctioned map, where applicable.
16.	**Area of Garage (in sqm)**	Enter the total area (in square meters) of all garages, as per the sanctioned map, where applicable.
17.	**No. of Covered Parking**	Enter the number of covered (but not garage) parking spaces shown in the sanctioned plan.
18.	**Area of Covered Parking (in sqm)**	Enter the total area (in square meters) of all covered parking spaces as per the sanctioned map.

Details of Villa (Plotted Development)

This section captures basic quantifiable details of villas in the project. The information should be entered separately for each villa type as per the sanctioned map.

Details of Villa (Plotted Development)

Development Type*
Select

Size Of plot (in sqm)*

Number Of Villas *

Carpet Area Of The Villa (in sqm)*

SAVE & ADD MORE

Development Type	Size Of plot	Number Of Plot/Villas	Carpet Area Of The Villa

CONTINUE

S.No	Field Name	Description of What Needs to be Provided
1.	Development Type	Select the development type. The drop-down list includes the options – Plot and Villa
2.	Size of Plot (in sqm)	Provide the area (in square meters) of the plot underlying the villa.
3.	Number of Villas	Provide the number of villas that are being offered in the above-mentioned size.
4.	Carpet Area of the Villa (in sqm)	Provide the carpet area (in square meters) of the villa.

After entering details for one villa type, click on **'SAVE & ADD MORE'** to enter details for the next villa type.

After entering the details of all villa types, click on '**Continue**' to move to the next section of the application form.

4) When the option '**Mixed Development**' is selected, following fields are required to be filled –

Sanctioned Plan

Note:-Only JPG,PNG and PDF files of maximum size of 10 MB allowed

Select Type* : Mixed Development

Permit Number *

Permit Date *

Permit Valid Upto *

Date till which Permit/Sanctioned Plan is extendable under extant Laws/Rules*
dd-MM-yyyy

Project Start Date*

Project End Date *

Project Duration (In month)*

Upload Sajra Detail *
Choose File   No file chosen

Upload Sanction Letter *
Choose File   No file chosen

Upload Approved Map *
Choose File   No file chosen

Upload Project Specifications*
Choose File   No file chosen

Upload Approved Layout *
Choose File   No file chosen

No. Of Open Parking *

Total Area of Parking (in sqm) *

No. of garage*

Area of garage (in sqm)*

No. of Covered Parking*

Area of Covered Parking (in sqm)*

SAVE

Enter the following details.

S.No.	Field Name	Description of What Needs to be Provided
1.	Permit Number	Enter the permit number as mentioned in the Sanction Letter issued by the Competent Authority.
2.	Permit Date	Enter the date mentioned on the Sanction Letter as the date of permit issuance.
3.	Permit Valid Up to	Enter the validity date of the permit as per the conditions stated in the Sanction Letter.
4.	Date till which Permit / Sanctioned Plan is extendable	Enter the date till which the permit or sanctioned plan can be extended under the applicable laws/rules.
5.	Project Start Date	Enter the actual or proposed start date of the project.
6.	Project End Date	Enter the proposed end date of the project. Ensure that it does not exceed the validity period of the Sanction Letter.

7.	Project Duration (in months)	This is auto-calculated by the system based on the difference between Project Start Date and Project End Date.
8.	Upload Sajra Detail	Click on '**Choose File**' to upload the detailed Sajra (land parcel map) showing the project site boundaries and adjoining parcels i.e., superimpose the sanctioned layout on the revenue map showing clearly the boundaries of the Khasra underlying the project land and the adjoining land.
9.	Upload Sanction Letter	Click on '**Choose File**' to upload the complete Sanction Letter issued by the Competent Authority.
10.	Upload Approved Map	Click on '**Choose File**' to upload a scanned copy of every page of the approved layout/map issued by the Competent Authority.
11.	Upload Project Specifications	Click on '**Choose File**' to upload the document listing technical and material specifications of the project on the promoter's letterhead, duly signed by the authorized signatory.
12.	Upload Approved Layout	Click on '**Choose File**' to upload the approved layout page from the Sanction Map. If the project is phased, indicate phase boundaries, names of the phases, and RERA Registration Numbers where applicable.
13.	No. of Open Parking	Enter the number of open (non-covered) parking spaces as shown in the sanctioned map.
14.	Total Area of Parking (in sqm)	Enter the combined area (in square meters) of all open parking spaces in the project, as per the sanctioned map.
15.	No. of Garage	Enter the number of individual garages included in the project, as per the sanctioned map, where applicable.
16.	Area of Garage (in sqm)	Enter the total area (in square meters) of all garages, as per the sanctioned map, where applicable.
17.	No. of Covered Parking	Enter the number of covered (but not garage) parking spaces shown in the sanctioned plan.
18.	Area of Covered Parking (in sqm)	Enter the total area (in square meters) of all covered parking spaces as per the sanctioned map.

Details of Villa (Plotted Development) and Details of Apartment/Flat/Shop

This section captures unit-wise details of the project as per the sanctioned plan. It includes:

- **Block/Tower-wise details:** such as names/numbers, floor distribution, type of units (Flat/Apartment/Shop), unit carpet area, number and area of balconies and verandahs.

- **Villa-specific information:** including basic quantifiable details of each villa type, to be entered individually in accordance with the approved layout.

The information for each of the above categories must be entered block-wise and villa type-wise, respectively, as per the sanctioned map, ensuring accuracy in the project configuration.

For details of Villa / Plot -

S.No	Field Name	Description of What Needs to be Provided
1.	**Development Type**	Select the development type. The drop-down list includes the options – Plot and Villa
2.	**Size of Plot (in sqm)**	Provide the area (in square meters) of the plot underlying the villa.
3.	**Number of Villas**	Provide the number of villas that are being offered in the above-mentioned size.
4.	**Carpet Area of the Villa (in sqm)**	Provide the carpet area (in square meters) of the villa.

After entering details for one villa type, click on **'SAVE & ADD MORE'** to enter details for the next villa type.

For details of Apartment/Flat/Shop -

S.No	Field Name	Description of What Needs to be Provided
1.	**Block/Tower Name/No.**	Enter the specific name or number assigned to the block or tower as per the sanctioned layout plan.
2.	**No. of Floors**	Specify the total number of floors in the respective block/tower.
3.	**Floor Number**	Select from the drop-down the floor number for which the unit details are being entered. Number of floors availed under the drop-down will be based on the number of floors selected under the field '**No. of Floors**'. The drop-down list shall include the options – Basement 3, Basement 2, Basement 1, Ground Floor, Lower Ground Floor, Upper Ground Floor etc.
4.	**Type of Flat/Apartment/Shop**	Select the type of unit from the dropdown. The drop-down list shall include the options – Studio, 1 BHK, 2 BHK, 3 BHK, 4 BHK, 5 BHK, Penthouse, Villa, Shop and Other.
5.	**Total Number of Apartment/Flats/Shop**	Enter the count of residential or commercial units on the selected floor of the tower/block.
6.	**Unit Carpet Area (in sqm)**	Provide the carpet area (in square meters) for one unit on the selected floor, as per RERA definition (excluding balconies, etc.).
7.	**Number of Balcony**	Enter the number of balconies provided per unit for the selected type and floor.
8.	**Total Area of Balcony (in sqm)**	Enter the combined area of all balconies in a single unit (in square meters).
9.	**Number of Verandah**	Enter the number of verandahs included per unit.
10.	**Total Area of Verandah (in sqm)**	Enter the combined area of all verandahs per unit (in square meters).

After entering details for one floor of a block/tower, click on **'SAVE & ADD MORE'** to enter details for the next block/tower or floor. After entering the details of all villa and Apartment/Flat/Shop types, click on '**Continue**' to move to the next section of the application form.

5. Other Details

This section of the application form captures key contact details and credentials of professionals associated with the project, including the contractor, architect, and structural engineer, as well as login credentials for the project account.

Other Details

Contractor Name *	Contractor Address *
Enter Contractor Name........	Enter Contractor Address........
Architect Name *	Architect Address *
Enter Architect Name........	Enter Architect Address........
Architect Licence Number *	
Enter Architect Licence Number.....	
Structural Engineer Name *	Structural Engineer Address *
Enter Structural Engineer Name.....	Enter Structural Engineer Address.....
Mobile number(Project Co-ordinator) *	
Enter Mobile number(Project Co-ordinator).....	
Create Project Password *	Confirm Password *
Password....	Confirm Password....

[SAVE AND CONTINUE]

Step 1: Enter the required details in each of the fields as described in the below table.

S.No.	Field Name	Description of What Needs to be Provided
1.	**Contractor Name**	Full name of the contractor or construction firm responsible for executing development work.
2.	**Contractor Address**	Complete address of the contractor including locality, city, state, and PIN code.
3.	**Architect Name**	Full name of the licensed architect associated with the project.
4.	**Architect Address**	Full address of the architect's practice or organization.
5.	**Architect Licence Number**	Valid licence/registration number in the format **CA/Year/UniqueNumber** issued by the Council of Architecture or relevant authority.
6.	**Structural Engineer Name**	Name of the structural engineer responsible for certifying building structure safety.

7.	**Structural Engineer Address**	Official address of the structural engineer, including city and contactable location.
8.	**Mobile Number (Project Coordinator)**	Mobile number of the project coordinator for communication and system alerts.
9.	**Create Project Password**	A secure password for accessing or managing the project application/account.
10.	**Confirm Password**	Re-enter the password to confirm it matches the one created above.

Step 2: Click on '**Save and Continue**' to save the other details and move to the next section.

6. Development Works

This section of the application form captures brief quantifiable details of various development works in the project, as applicable.

Development Works (Brief Description)

Development Work Name	Enter Brief Description
Demarcation of Plots*	
Boundary Wall*	
Road Work*	
Footpaths*	
Water Supply Including Drinking Water Facilities*	
Sewer System*	
Drain*	
Parks*	
Tree Planting*	
Design For Electric Supply Including Street Lighting*	
Community Buildings*	
Treatment and Disposal System of Sewage and Sullage water*	
Solid Waste Management And Disposal System*	
Water Conservation System*	
Energy Management System Including Use of Renewable Energy*	
Fire Protection And Fire Safety System*	
Social Infrastructure And Other Public Amenities Including Public Health Services*	
Emergency Evacuation Services*	
Other Miscellaneous Work*	

SAVE AND CONTINUE

Step 1: The following details are required to be provided for each development work item. In case any of the development works are not applicable to the project, mention '**Not Applicable**'.

S.No	Development Work Name	Details (Quantitative and Qualitative)
1.	Demarcation of Plots	Number of plots, size per plot, total area demarcated; method of demarcation, survey accuracy
2.	Boundary Wall	Length, height, material used; type (brick, RCC, fencing), appearance, safety features
3.	Road Work	Total road length and width, number of lanes; type of pavement, drainage, surface durability
4.	Footpaths	Length, width, number of crossings; material used, accessibility, safety design
5.	Water Supply Including Drinking Water Facilities	Number of water connections, tank capacity, hydrants; source of water, treatment method, compliance with quality standards
6.	Sewer System	Length of sewer lines, pipe size, manholes; type (gravity/pressure), material used, network design
7.	Drain	Length, width, number of open/covered drains; type (storm/surface), material, disposal method
8.	Parks	Area, number of parks, number of trees/plants; landscaping features, types of parks, public amenities
9.	Tree Planting	Number of trees, types/species, spacing; native/exotic trees, maintenance plan
10.	Design for Electric Supply Including Street Lighting	Number of poles, lights, transformer units; type of lighting (LED/solar), illumination design
11.	Community Buildings	Number, area per building, capacity; purpose (hall, crèche), construction type, facilities
12.	Treatment and Disposal of Sewage and Sullage Water	STP capacity (KLD), number of treatment units; type of STP, treated water use, regulatory compliance
13.	Solid Waste Management and Disposal System	Estimated waste (kg/day), number of bins/collection points; segregation, composting/recycling, collection method
14.	Water Conservation System	Number and size of harvesting pits, recharge wells; water-efficient fixtures, reuse/recharge strategy, system efficiency
15.	Energy Management System (Renewable Energy)	Solar capacity (kW), number of panels; type of renewable energy used, grid integration, backup provisions
16.	Fire Protection and Fire Safety System	Number of hydrants, fire exits, sprinklers; system type (manual/automatic), NBC compliance, fire safety training

17.	Social Infrastructure and Public Health Services	Number/area of amenities (toilets, health units); type of services offered, inclusiveness, accessibility
18.	Emergency Evacuation Services	Number of evacuation points, road widths, signage count; route plan, safety measures, public awareness system
19.	Other Miscellaneous Work	Based on nature of work (e.g., number of CCTV units, benches); beautification efforts, signage, aesthetic and utility elements

Step 2: Click on '**Save and Continue**' to save the development work details and move to the next section.

7. Project Bank Details

This section of the application form captures the details and documents related to the bank accounts opened exclusively for the project. Following is the step-by-step process of filling the details.

Before progressing forward with this section, kindly refer to the Real Estate (Maintenance and Operation of Project Bank Accounts) Directions, 2020 as revised in November, 2023 available on the U.P. RERA Web Portal under 'Legal Section'.

Step 1: Click on '**Choose File**' to upload '**Form RA1**' as prescribed in Real Estate (Maintenance and Operation of Project Bank Accounts) Directions, 2020 as revised in November, 2023 and then click on '**Save**' to access the remaining fields for Project Bank Details.

Step 2: Enter the following details of the Collection Account opened for the project: -

a) **Name of Account:** Enter the name of collection account opened.

b) **Account Number:** Enter the Account Number of the collection account.

c) **Bank Name:** Enter the name of Bank where the collection account was opened.

d) **Branch Name:** Enter the Branch Name of the Bank.

e) **IFSC Code:** Enter the IFSC Code of the Branch of the Bank.

f) **Upload Passbook / Latest Bank Statement of the Account:** Click on '**Choose File**' to select the document to be uploaded and then click on '**Upload**' to upload the latest bank statement / passbook of the collection account. Ensure the statement / passbook is not older then 30 days from the date of submission of the registration application.

g) **Upload Standing Instructions to transfer no more than 30% to Project Transaction Account:** Click on '**Choose File**' to select the document to be uploaded and then click on '**Upload**' to upload. Kindly also upload the '**Form RA7**' as prescribed in Real Estate (Maintenance and Operation of Project Bank Accounts) Directions, 2020 as revised in November, 2023 under this head.

h) **Upload Standing Instructions to transfer no more than 30% to Project Transaction Account:** Click on '**Choose File**' to select the document to be uploaded and then click on '**Upload**' to upload.

i) **Branch District:** Click and select from the drop-down the Branch District in which the collection account was opened.

j) **Branch State:** This field shall be filled by the system after selecting the District Name in the previous field.

k) **Branch Email Address:** Enter the email address of the Branch in this field and avoid providing email addresses of the individual bank employees.

Click on '**Save**' to provide the details of separate account.

Step 3: Enter the following details of the Separate Account opened for the project: -

a) **Name of Account:** Enter the name of separate account opened.

b) **Account Number:** Enter the Account Number of the separate account.

c) **Bank Name:** Enter the name of Bank where the separate account was opened.

d) **Branch Name:** Enter the Branch Name of the Bank.

e) **Branch State:** This field shall be filled by the system after selecting the District Name in the previous field.

f) **Branch District:** Click and select from the drop-down the Branch District in which the collection account was opened.

g) **IFSC Code:** Enter the IFSC Code of the Branch of the Bank.

h) **Upload Passbook / Latest Bank Statement of the Account:** Click on '**Choose File**' to select the document to be uploaded and then click on '**Upload**' to upload the latest bank statement / passbook of the separate account. Ensure the statement / passbook is no older than 30 days from the date of submission of the registration application.

Click on '**Save**' to provide the details of transaction account.

Step 4: Enter the following details of the Transaction Account opened for the project: -

a) **Name of Account:** Enter the name of transaction account opened.

b) **Account Number:** Enter the Account Number of the transaction account.

c) **Bank Name:** Enter the name of Bank where the transaction account was opened.

d) **Branch Name:** Enter the Branch Name of the Bank.

e) **Branch State:** This field shall be filled by the system after selecting the District Name in the previous field.

f) **Branch District:** Click and select from the drop-down the Branch District in which the transaction account was opened.

g) **IFSC Code:** Enter the IFSC Code of the Branch of the Bank.

h) **Upload Passbook / Latest Bank Statement of the Account:** Click on '**Choose File**' to select the document to be uploaded and then click on '**Upload**' to upload the latest bank statement / passbook of the transaction account. Ensure the statement / passbook is no older than 30 days from the date of submission of the registration application.

Transaction Account Details of the Project		
Name of the Account*	Details	
Account Number*	Details	
Bank Name*	Details	
Branch Name*	Details	
Branch Address*	Details	
Branch State*	Uttar Pradesh	
Branch District*	Select	
IFSC Code*	Details	
Upload Passbook/latest Bank Statement of the Account*	Choose File No file chosen	UPLOAD
		SAVE

Step 5: Click on '**Save**' to move to the next section of the application.

8. Land Details

This section of the application form captures land details of the project. The promoter is required to provide details upload document related to the ownership and right to develop the project land. Following is the step-by-step process of filling the details.

Step 1: Click on the drop-down under '**Select'** field to select either 'Khasra' or 'Plot' depending on how the project is identified.

 Select Khasra: If the project is in an area where the land is recorded in revenue records using Khasra numbers.

Select Plot: If the project is in an area where the land is allotted or identified using Plot numbers by a Development Authority.

Step 2: In the '**Khasra / Plot Number'** field, enter the Khasra or Plot Number and the corresponding area of the Khasra or Plot Number must be entered in the field '**Area (In Sq.Mt.)**' Click on '**Save'** to save the record the details of Khasra / Plot of the project land.

Please specify only the area of the Khasra number that pertains to the project, and not the full extent of the Khasra land.

Each entry should correspond to a single Khasra or Plot number. Avoid entering multiple Khasra or Plot numbers in the same field.

The Khasra Numbers / Plot Number mentioned must match the Khasra Numbers / Plot Numbers mentioned on the sanctioned layout of the project.

Any incorrect entry made by mistake can be deleted by clicking on '**Delete'**.

Step 3: Once the Khasra / Plot details are entered, click on the drop-drop down '**Select Related Document**' and select the type of document and then click on '**Choose File**' to upload the document.

In case of Khasra, upload the sale deed / lease deeds / extract of Khatauni etc for each of the Khasra Numbers selected in the previous step. The documents uploaded must in a clear and easily readable form, and must include all the pages of the document.

In case of Plot, upload all relevant sale deeds/lease deeds/allotment Letter etc., issued by Development Authority. The documents uploaded must in a clear and easily readable form, and must include all the pages of the document.

a) **Registry Document:** A legally registered document that records the transfer of ownership / development rights of immovable property from one party to another. It is executed and registered at the Sub-Registrar's office under the Registration Act, 1908, and serves as proof of ownership / development rights. Joint Development Agreement,

Collaboration Agreement, Consortium Agreement etc., must be uploaded under the registry document type.

Select Related Document *	Registry Document ⌄	Choose File No file chosen
Registry Number *		Date dd/mm/yyyy

SUBMIT

Click on '**Choose File'** to upload the document. Enter the Registry No. and select the date on which the document was executed.

b) **Sale Deed:** A legal document that evidences the sale and transfer of ownership of property from the seller to the buyer. It contains details such as the parties involved, property description, sale amount, and is registered with the appropriate authority to be legally valid.

Select Related Document *	Sale Deed ⌄	Choose File No file chosen
Sale Deed No *		Date dd/mm/yyyy

SUBMIT

Click on '**Choose File'** to upload the document. Enter the Sale Deed No. and select the date on which the sale deed was executed.
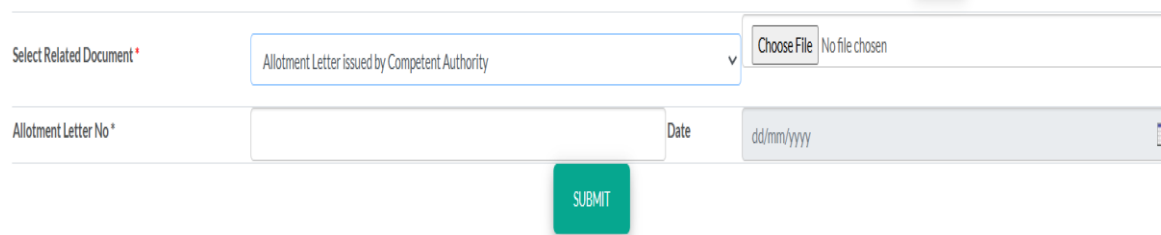
c) **Lease Deed:** A written agreement between a landlord (lessor) and a tenant (lessee) that allows the tenant to use a property for a specified period and rent. It outlines terms like lease duration, rent, and rights/responsibilities of both parties.

Select Related Document *	Lease Deed ⌄	Choose File No file chosen
Lease Deed No *		Date dd/mm/yyyy

SUBMIT

Click on '**Choose File'** to upload the document. Enter the Lease Deed No. and select the date on which the lease deed was executed.

d) **Extract of Khatauni:** A revenue record maintained by the Tehsil or Revenue Department that shows the ownership and cultivation details of agricultural land. It lists the names of landholders, their share, and the land area under their possession.

Select Related Document *	Extract of Khatauni ⌄	Choose File No file chosen
Khatauni Fasli Year *		

SUBMIT

Click on '**Choose File'** to upload the document. Enter the Khatauni Fasil Year.

e) **Allotment Letter Issued by Competent Authority:** a formal document issued by a government or competent authority (such as a development authority or housing board) confirming the allocation of land or a plot to an individual or entity. It includes details like plot size, location, and terms of allotment.

Click on '**Choose File'** to upload the document. Enter the Allotment Letter No. and select the date on which the allotment letter was issued.

Step 4: Click on 'Submit' to move to this next section.

Note: The names of all the land owners / lease holders in the above-mentioned documents must included as a 'Promoter' to the project.

9. Upload Documents

This section of the application form provides for uploading all the important additional documents as required for submitting the application for registration of project.

Step 1: For each type of document, first select where the it is applicable for the project by selecting '**Yes**' or '**No**' under the column '**Applicable**'. Only upon the selecting the option '**Yes**', the button for upload the file shall appear.

In case '**No**' is selected, then click on 'Save' the selection.

Step 2: Click on 'Choose File' to select the document to upload and then click on '**Upload**' to upload the document. Once the document is uploaded, click on the '**Download**' to preview what document got uploaded.

Applicable *	Document Name	Uploaded File	Uploaded File Name	Upload	Download
Yes ⌄	Details of Encumbrances	Choose File No file chosen	PRJ221577096RFP.pdf		Download

Note: Only after completing one type of document, the next document type needs to be filled.

Following is the description what needs to be uploaded for each of the document type.

S.No.	Document Name	Description of What Needs to be Uploaded
1.	**Details of Encumbrances**	Certificate from an advocate, with more than 10 years of experience, declaring the land is free from encumbrances (loan, lien, litigation) or listing existing ones. Also upload the title search report issued by the sub-registrar's office for the all the Khasra / Plot numbers.
2.	**Commencement Certificate**	Official certificate issued by the local development authority or municipality permitting the start of construction as per approved plans i.e. the Sanctioned Letter for the approved layout.
3.	**Other Plan(s) (If Any)**	Any additional plans approved or submitted for the project, e.g., landscape plan, parking layout, traffic circulation plan.
4.	**Proforma of Application Form**	Blank or sample copy of the application form that prospective buyers will fill out to express interest in purchasing a unit/plot.
5.	**Proforma of Allotment Letter**	Draft copy of the allotment letter to be issued to buyers, showing terms of allotment, unit details, payment terms, and conditions.
6.	**Proforma of Conveyance Deed**	Sample format of the conveyance deed through which the title of property will be transferred to the buyer/society.
7.	**Proforma of Completion Certificate (Occupancy)**	Format of the occupancy certificate or completion certificate to be issued after construction, confirming habitability and legal compliance.
8.	**Waste Disposal Plan**	Details on solid waste management and disposal strategy, including segregation, collection, and disposal mechanism, supported by layout if applicable.

| 9. | **Water Supply Plan** | Plan indicating the source, capacity, layout, and distribution system of drinking water supply for the project. |
10.	**Electricity Supply Plan**	Layout or sanction plan from the power distribution company showing electrical connections, transformer placement, and load allocation.
11.	**Development Work Plan**	Plan outlining internal development works like roads, footpaths, street lighting, landscaping, sewerage, and water supply.
12.	**Affidavit**	Legally notarized affidavit in Form B as prescribed in The Uttar Pradesh Real Estate (Regulation and Development) Rules, 2016 by promoter declaring compliance with provisions of RERA and confirming accuracy of information submitted.
13.	**CA Certificate**	Certificate from Chartered Accountant verifying financials of the project including land cost, development cost, amount collected and utilized in the format Form-REG-3 provided on U.P. RERA Web Portal under Downloads section.
14.	**Architect Certificate**	Certificate by project architect confirming stage-wise completion of construction works as per sanctioned plan in the format Form-REG-1 provided on U.P. RERA Web Portal under Downloads section.
15.	**Engineer's Certificate**	Certificate from a structural/civil engineer certifying the physical progress of construction (e.g., plinth, slabs, structure completed) in the format Form-REG-2 provided on U.P. RERA Web Portal under Downloads section.
16.	**Proforma of Agreement for Sale**	Draft agreement to be signed between promoter and buyer which should adhere to The Uttar Pradesh Real Estate (Regulation and Development) (Agreement for Sale / Lease), 2018 provided on the U.P. RERA Web Portal under Legal Section.
17.	**Other**	Any additional document relevant to the project submission not listed above, e.g., environmental clearance, fire NOC, Airports Authority NOC, etc.

10. Enter Quarterly Targets

This section of the application form is for creating quarterly physical (construction and development targets) and financial (expenditure on project) targets.

Physical Targets

Warning! Financial Targets are pending.
In Quarterly Target, Plotted Development Activities are pending.

Fill Physical Target

Fill Financial Target
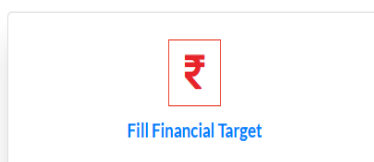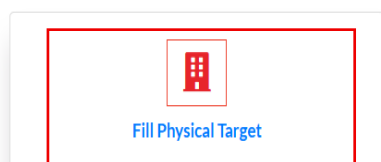
Step 1: Click on 'Fill Physical Target'.

Step 2: Select Building / Apartment from the dropdown.

Edit Quartely Targets

Select Development Type

Select
Select
Building/Apartment

RESET

Step 3: Select 'Building-Apartment Construction Activities'.

Edit Quartely Targets

Select Development Type — Building/Apartment

Select Format Type

Select
Select
Development Work Related to Building Activities
Building-Apartment Construction Activities

GENERATE ACTIVITIES   RESET

Step 4: Select the 'Tower / Block Name' as mentioned in the Plan Details. The number of floors field shall be automatically shown. Then click on 'Generate Activities' to set the quarterly targets.

Edit Quarterly Targets

Select Development Type	Building/Apartment
Select Format Type	Building-Apartment Construction Activities
Tower/Block Name	Tower 1
Number of Floors	5

GENERATE ACTIVITIES   RESET

Step 5: List of all the activities shall be show on the screen. First, select whether each activity is applicable '**Yes**' or '**No**' or the activity is '**Completed**'. In case '**No**' or '**Completed**' is selected for any activity, click on '**Save**' or '**Save Activity**' respectively for each to save the information.

Activities Applicable (Yes/No/Completed)	Activity	Start Date	End Date	Action
Yes	Site moblization including site office &barricating	01-06-2025	20-02-2026	Set Quarterly Targets
Yes	Excavation for Basements	13-06-2025	20-03-2026	Set Quarterly Targets
Completed	Piling Work	04-06-2025	21-03-2026	Save Activity
Select / Yes / No / Completed	P.C.C for raft & Wall			Save
	Water proofing for raft			Save
	RCC for raft foundation			Save
No	Retaining wall footing & walls			Save
No	Column upto basement slab			Save
No	Basement slab			Save
No	Column upto 1st basement slab			Save
No	1st Basement slab			Save

Step 6: Provide the start date and end date for each activity where 'Yes' was selected under Activities Applicable. Then click on 'Set Quarterly Target' to set the quarterly targets for the activity.

While any target can be entered for each quarterly, the total of all the targets must amount to 100.

Set Quarterly Targets

Setting Targets for Tower/Block Tower 1	
01-04-2025 to 30-06-2025 Quarter-1	0
01-07-2025 to 30-09-2025 Quarter-2	0
01-10-2025 to 31-12-2025 Quarter-3	0
01-01-2026 to 31-03-2026 Quarter-4	0
	Total:-0
	Save Targets

CLOSE

Click on 'Save Targets' to save the physical targets.

Activities Applicable (Yes/No/Completed)	Activity	Start Date	End Date	Action
Yes	Site moblization including site office &barricating	01-06-2025	20-02-2026	Target Set

Repeat this activity for all the activities where it is applicable.

Step 7: Select the option 'Development Work Related to Building Activities' as mentioned in Step 3.

Edit Quarterly Targets

Select Development Type   Building/Apartment

Select Format Type   Select

Select
Development Work Related to Building Activities
Building-Apartment Construction Activities

GENERATE ACTIVITIES   RESET

Step 8: List of all the activities shall be show on the screen. First, select whether each activity is applicable '**Yes**' or '**No**' or the activity is '**Completed**'. In case '**No**' or '**Completed**' is selected for any activity, click on '**Save**' or '**Save Activity**' respectively for each to save the information.

Activities Applicable(Yes/No/Completed)	Activity	Start Date	End Date	Action
Select ▾ Select Yes No Completed	Boundary Wall			
	Road Work			
	Footpaths			
	Water Supply			
Select ▾	Sewers			
Select ▾	Drain			
Select ▾	Parks			
Select ▾	Tree Planting			
Select ▾	Street Lighting			
Select ▾	Community Buildings			
Select ▾	Treatment and Disposal System of Sewage and Sullage water			
Select ▾	Solid waste management and disposal works			
Select ▾	Water conservation works			
Select ▾	Energy management works			
Select ▾	Fire protection and fire safety works			
Select ▾	Social infrastructure and other public aminities			
Select ▾	Other Miscelaneous Work			

Step 6: Provide the start date and end date for each activity where 'Yes' was selected under Activities Applicable. Then click on 'Set Quarterly Target' to set the quarterly targets for the activity.

While any target can be entered for each quarterly, the total of all the targets must amount to 100.

Set Quarterly Targets(Target Should be in % and can't be more than 100%)

01-04-2025 to 30-06-2025 Quarter-1	0
01-07-2025 to 30-09-2025 Quarter-2	0
01-10-2025 to 31-12-2025 Quarter-3	0
01-01-2026 to 31-03-2026 Quarter-4	0
	Total:-0

[SAVE TARGETS] [CLOSE]

[CLOSE]

Click on 'Save Targets' to save the physical targets.

Activities Applicable (Yes/No/Completed)	Activity	Start Date	End Date	Action
Yes ▾	Site moblization including site office &barricating	01-06-2025	20-02-2026	Target Set

Repeat this activity for all the activities where it is applicable.

Financial Targets

Step 1: Click on 'Fill Financial Target'.

Step 2: Enter the value of projected expenditure in each quarter based on the quantum of physical work planned. Ensure that the total financial targets amount to the pending expenditure as certified by the Chartered Accountant in Form REG-3.

The number of quarters will be predetermined based on the Project State Date and Project End Date selected previously under Plan Details.

Enter Targets

Sno	Quarter	Target (Amount in)
1	01-04-2025 to 30-06-2025 Quarter-1	
2	01-07-2025 to 30-09-2025 Quarter-2	
3	01-10-2025 to 31-12-2025 Quarter-3	
4	01-01-2026 to 31-03-2026 Quarter-4	
5	01-04-2026 to 30-06-2026 Quarter-5	
6	01-07-2026 to 30-09-2026 Quarter-6	

SAVE

Click on '**Save'** to save the financial quarterly targets.

11. Contact Details

This section of the application form captures the contact details of key personnel related to the project.

Contact Information

P............umber

8130602244

Mobile number(Project Co-ordinator) *

Enter Mobile number(Project Co-ordinator).....

Helpline/Toll Free Number(Project Number) *

Enter Toll Free Project number(Project Toll Free Number).....

SUBMIT

The '**Promoter Mobile Number**' field will be auto-filled by the system using the mobile number provided in the Promoter's profile.

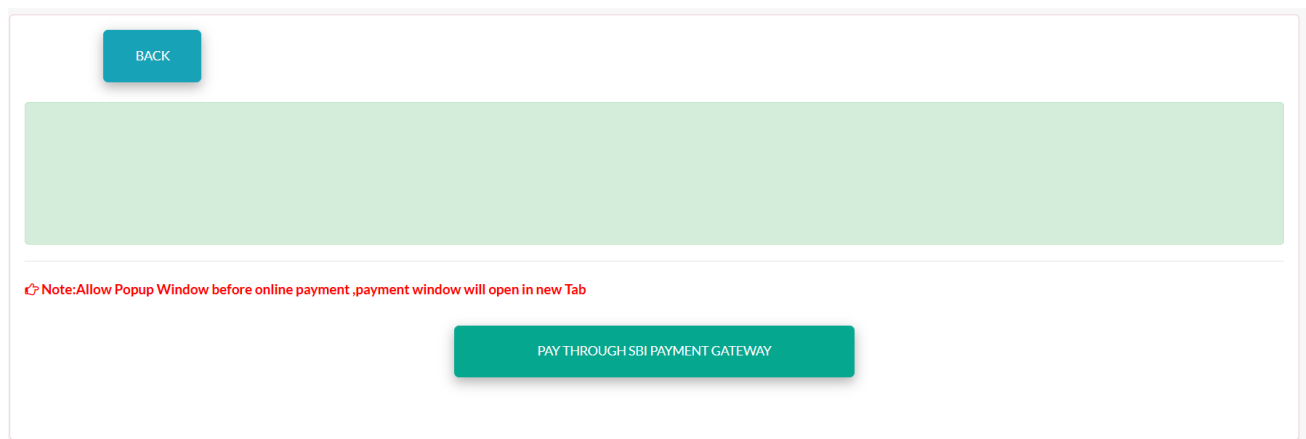**Step 1:** Enter the mobile number of the Project Co-ordinator.

Step 2: Enter the Helpline / Toll Free Number which is unique to the project.

Step 3: Click on '**Submit**' to move to the next section.

12. Make Payment

This section of the application form is for making the payment of registration fees. Only when all the required fields are filled and documents uploaded, the system will allow for making the payment.

Step 1: Click on 'Pay Through SBI Payment Gateway' to open the payment gateway page.

BACK

☞ Note:Allow Popup Window before online payment ,payment window will open in new Tab

PAY THROUGH SBI PAYMENT GATEWAY

Step 2: Enter the payment details and make the payment.

Only after the payment is cleared, the registration application is considered to have been submitted.