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Chairman



Uttar Pradesh Real Estate Regulatory Authority

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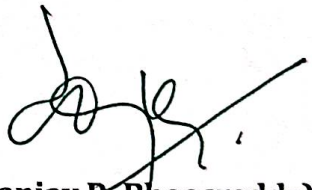
MESSAGE

The Uttar Pradesh Real Estate Regulatory Authority (U.P. RERA) is committed to ensuring transparency and accountability in the real estate sector of Uttar Pradesh. In furtherance of this objective, the Authority has prepared a **User Manual** for the Process of **Agent Training, Certification and Registration** on the U.P. RERA portal.

This user manual provides step-by-step guidance to real estate agents for completing their training, obtaining certification, and submitting online applications for registration on the U.P. RERA portal in a smooth and efficient manner, as per the requirements of the Real Estate (Regulation and Development) Act, 2016, Uttar Pradesh Real Estate (Regulation and Development) Rules, 2016, Uttar Pradesh Real Estate Regulatory Authority (General) Regulations, 2019 and the relevant orders and directions of the Authority. This Manual aims to make the process of agent training, certification, and registration faster, easier, and user-friendly.

The manual has now been made available on the U.P. RERA portal for public access. I am confident that it will serve as a useful reference for real estate agents and other stakeholders in effectively navigating the online processes of the Authority.

U.P. RERA remains steadfast in its efforts to build a skilled, transparent, and accountable real estate ecosystem in Uttar Pradesh.


(Sanjay R. Bhoosreddy)
Chairman



User Manual

On

Real Estate Agent Registration Module

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

Naveen Bhawan, Rajya Niyojan Sansthan, Kala Kankar House Old

Hyderabad, Lucknow – 226007 www.up-rera.in

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1. Introduction – Agent Registration

Welcome to the Real Estate Agent Registration Module of the Uttar Pradesh Real Estate Regulatory Authority (UP RERA) web portal.

Registration of real estate agents under the Uttar Pradesh RERA framework is a mandatory regulatory requirement for all brokers and facilitators operating within the State. The registration framework is designed to promote transparency, accountability, and consumer confidence in real estate transactions by ensuring that agents meet prescribed eligibility standards and adhere to professional conduct norms.

The registration process is fully online and can be completed through the UP RERA web portal. Applicants are required to furnish personal and organisational details, identity and address proofs, financial information, photographs, and prescribed affidavits, along with payment of the applicable registration fee. Upon successful verification and approval, UP RERA issues a registration number, which is valid for a specified period in accordance with applicable regulations.

Registered agents are required to comply with the code of conduct, maintain accurate and up-to-date records, and ensure timely and truthful disclosure of all relevant project and transaction-related information to consumers and the Authority. Non-compliance with the regulatory requirements may attract penalties, suspension or cancellation of registration, and other legal consequences as prescribed under the Act and Rules.

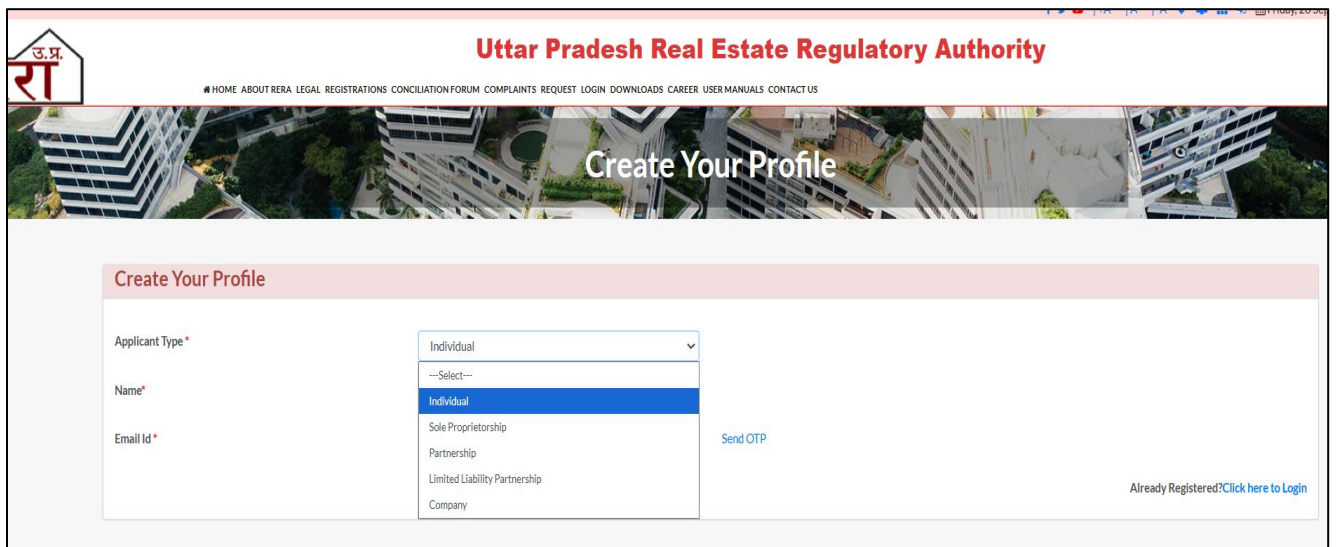
This user manual provides step-by-step guidance for navigating the UP RERA online portal and completing the agent registration process. By following the instructions outlined in this guide, applicants can complete their registration efficiently and ensure compliance with the regulatory framework.

2. Creation of Agent Login Credentials

Visit the UP RERA Web Portal at '<https://www.up-rera.in>' and hover over the 'Registration' tab in the navigation bar. Click on 'Agent' to create login credentials for accessing the Agent Dashboard.



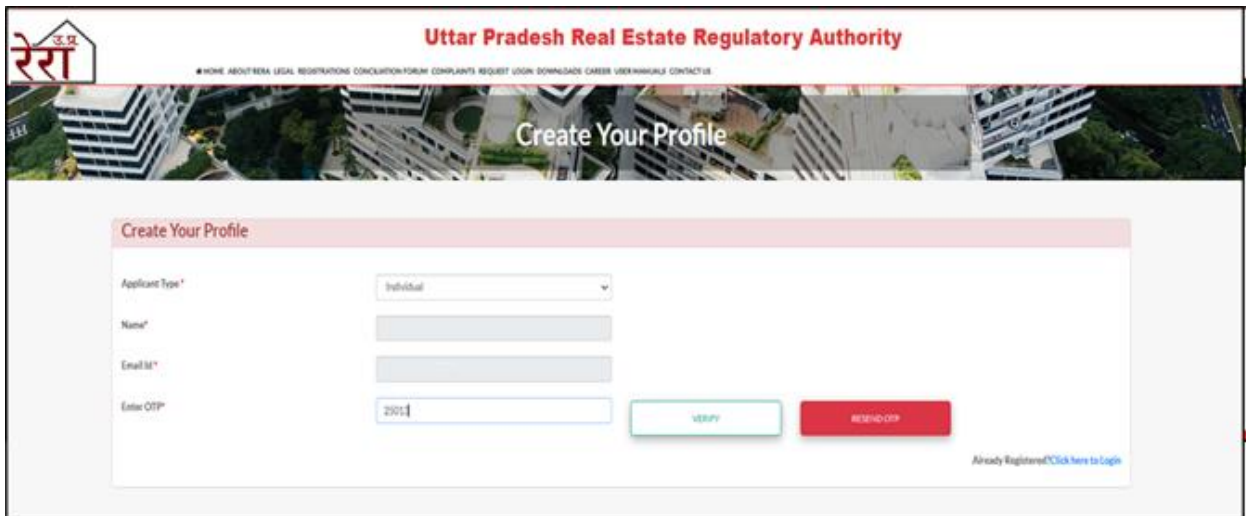
On the landing page, select the appropriate applicant type from the dropdown list: Individual, Sole Proprietorship, Partnership, Limited Liability Partnership (LLP), or Company.



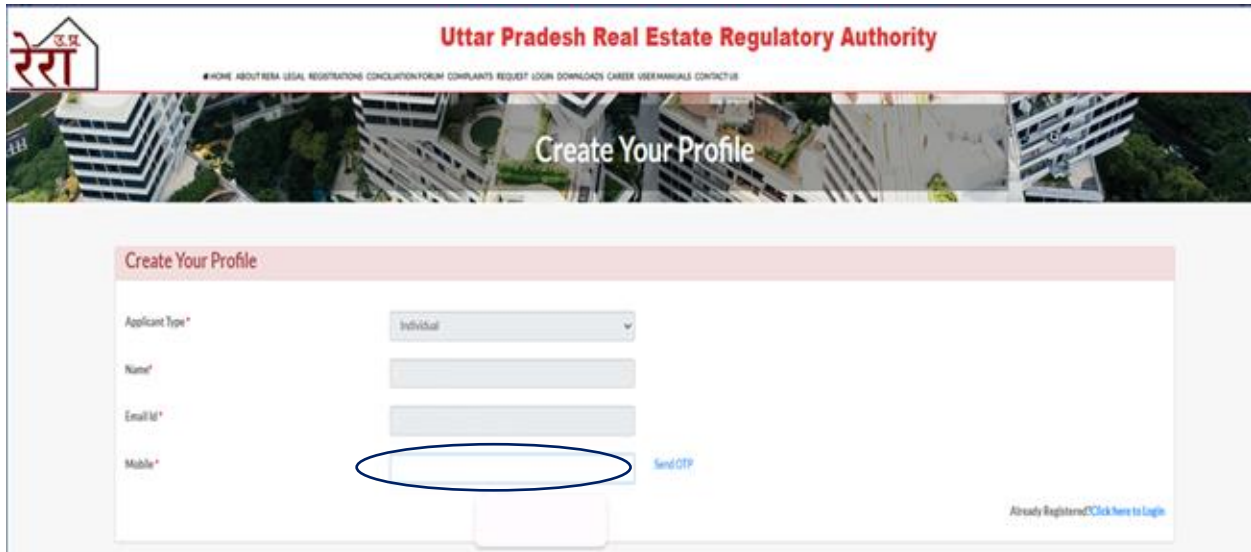
If “Individual” is selected, enter your full name and personal email ID. For all other applicant types, enter the legal name of the entity and the official email ID to be used for registration and future communication.



Next, click the "Send OTP" button on the right side. You will then receive an email containing the OTP. Enter the OTP received on email and click on Verify.



Now, enter the mobile number and click the “Send OTP”. Once again, enter the OTP received on your phone and click on "Verify".



Uttar Pradesh Real Estate Regulatory Authority

HOME ABOUT RERA LEGAL REGISTRATIONS CONCILIATION FORUM COMPLAINTS REQUEST LOGIN DOWNLOADS CAREER USER MANUALS CONTACT US

Create Your Profile

Applicant Type* Individual

Name*

Email ID*

Mobile* [Send OTP](#)

[Already Registered? Click here to Login](#)



Uttar Pradesh Real Estate Regulatory Authority

HOME ABOUT RERA LEGAL REGISTRATIONS CONCILIATION FORUM COMPLAINTS REQUEST LOGIN DOWNLOADS CAREER USER MANUALS CONTACT US

Create Your Profile

Applicant Type* Individual

Name*

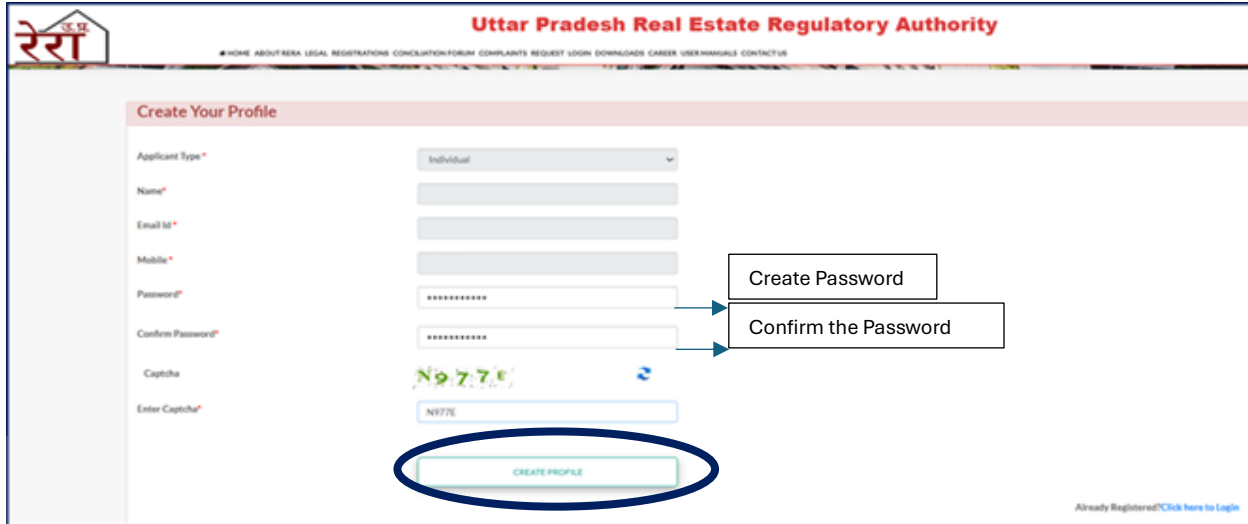
Email ID*

Mobile*

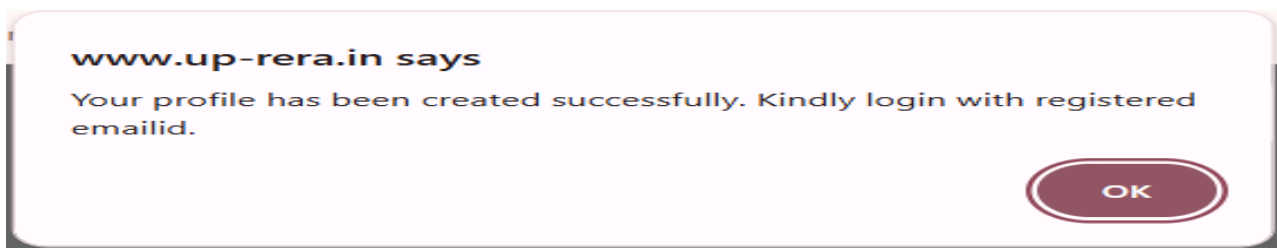
Enter OTP*

[Already Registered? Click here to Login](#)

Next, create a password and confirm it, enter the captcha as displayed by the system, and then click on "Create Profile".



Once the profile is created, the following message will be shown to confirm successful creation of Login Credentials and Agent Profile.



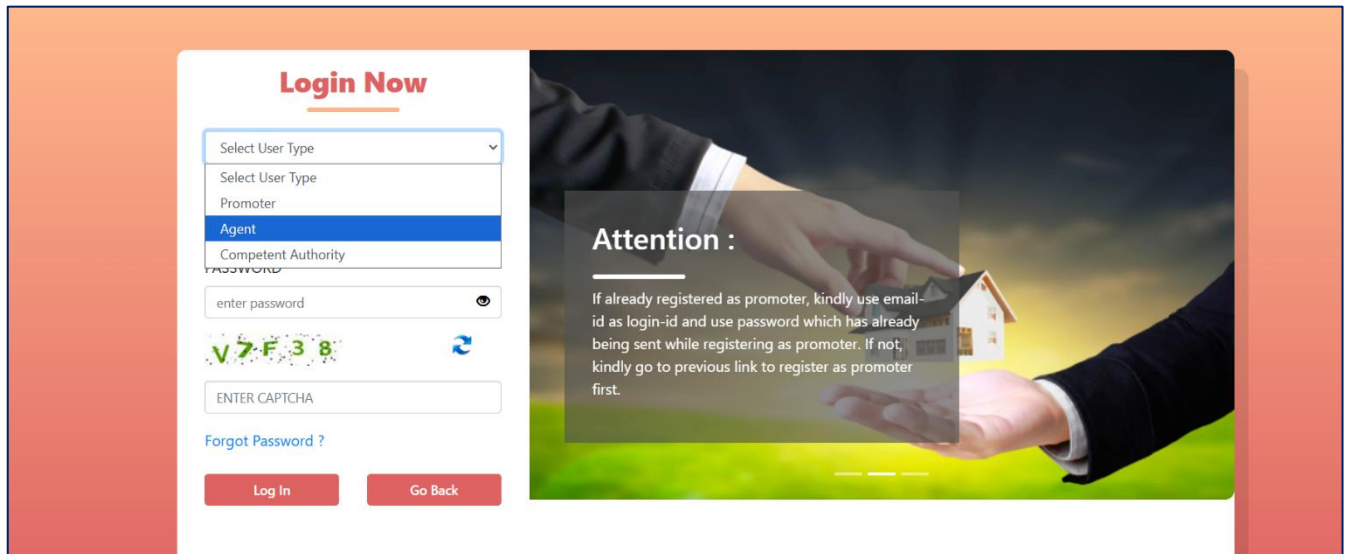
3. Update Basic Details

Once the Login Credentials and Agent Profile are created, the agent is required to update basic details.

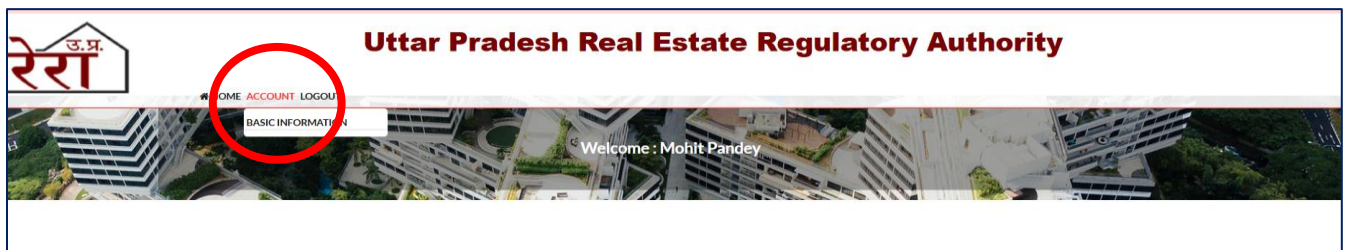
Visit the UP RERA Web Portal at '<https://www.up-rera.in>' and hover over the 'Login' tab in the navigation bar and click on 'User Login' to access the User Login page.



When the login page appears, select "Agent" as the user type, then enter User ID (email), password, and the captcha to proceed 'Agent Dashboard' page.



When you arrive at your dashboard for the first time, hover over the 'Account' tab in the navigation bar and click on 'Basic Information.'

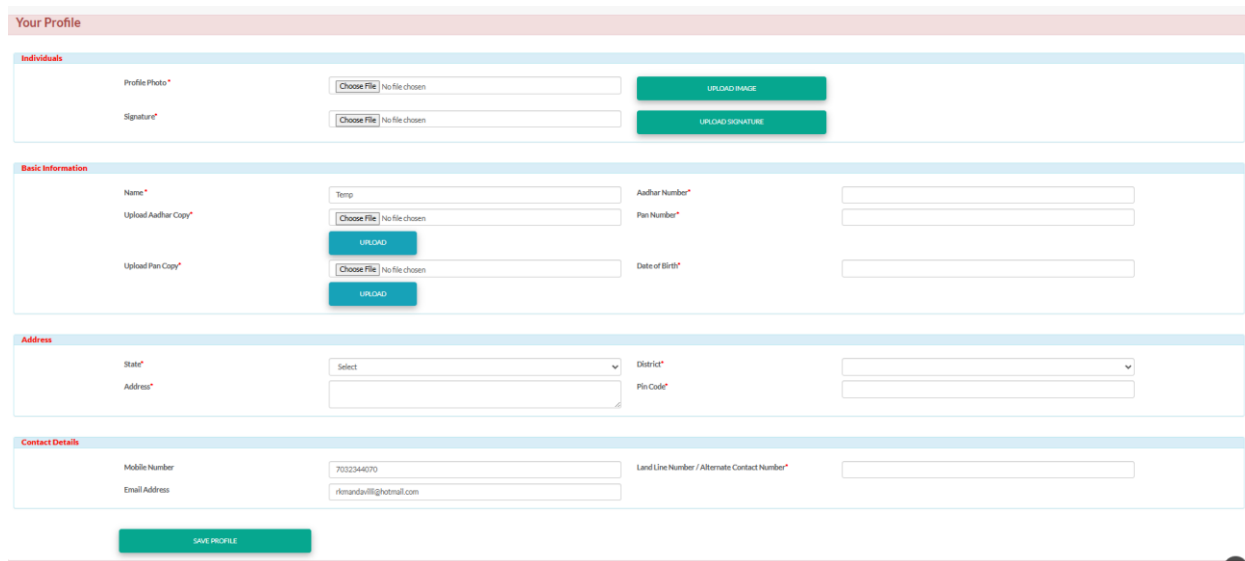


The basic details to be furnished shall vary based the agent type selected at the time of profile creation. Based on the type of Agent, the basic details shall vary on the Agent Dashboard.

Note: Kindly be mindful while filing the basic details since this information will be auto filled to the registration application.

3.1 For Individuals

Under the Basic Details of Self Proprietorship, the agent is required to provide the following details –



The screenshot shows the 'Your Profile' registration form for individuals. It is organized into four main sections:

- Individuals:** Contains 'Profile Photo*' and 'Signature*' fields, each with a 'Choose File' button and an 'UPLOAD IMAGE' button.
- Basic Information:** Contains 'Name*' (with a 'Temp' dropdown), 'Aadhar Number*', 'Pin Number*', and 'Date of Birth*'. It also includes 'Upload Aadhar Copy*' and 'Upload Pan Copy*' fields with 'Choose File' and 'UPLOAD' buttons.
- Address:** Contains 'State*' (a dropdown menu), 'District*', 'Address*', and 'Pin Code*' fields.
- Contact Details:** Contains 'Mobile Number' (with the value 9022544070), 'Land Line Number / Alternate Contact Number*', and 'Email Address' (with the value rmandaxr@hotmail.com).

A 'SAVE PROFILE' button is located at the bottom of the form.

- Photo:** Click on 'Choose File' to select the agent photograph, then click on 'Upload Image' to upload it. The file should be in JPG format with maximum size of 500 KB.
- Signature:** Click on 'Choose File' to select the agent signature, then click on 'Upload Image' to upload it. The file should be in JPG format with maximum size of 500 KB.
- Name:** The agent name will be auto-filled with the name provided at the time of login creation.
- AADHAR Number:** Enter the AADHAR number of the agent.

- e) **AADHAR Copy:** Click on 'Choose File' to select the file and then click on 'Upload' to upload the copy of AADHAR. The file should be in PDF format with a maximum file size of 2 MB.
- f) **PAN Number:** Enter the PAN number of the agent.
- g) **PAN Copy:** Click on 'Choose File' to select the file and then click on 'Upload' to upload the copy of PAN. The file should be in PDF format with a maximum file size of 2 MB.
- h) **Date of Birth:** Enter the data of birth of the agent
- i) **Address:** Provide the address of the agent as mentioned on AADHAR.
- j) **Contact Details:** The Mobile Number and Email Address will be auto filled with the details provided at the time of login creation. Additionally, enter land line number or any alternate contact number.

Click on 'Save' to save the profile

3.2 For Self-Proprietorship

Under the Basic Details of Self Proprietorship, the agent is required to provide the following details –

- a) **Photo:** Click on 'Choose File' to select the photograph of the proprietor and then click on 'Upload Image' to upload the photograph of the proprietor. The file should be in JPG format with maximum size of 500 KB.
- b) **Signature:** Click on 'Choose File' to select the signature of the proprietor and then click on 'Upload Signature' to upload the signature of the proprietor. The file should be in JPG format with maximum size of 500 KB.
- c) **Name:** The Proprietorship name will be auto-filled with the name provided at the time of login creation.
- d) **Registration Certificate Number:** Enter the Registration Number issued, or GST Number issued to the proprietorship firm.
- e) **Main Objective:** Enter the primary business of the proprietorship firm in brief.
- f) **Date of Incorporation:** Enter the data of incorporation of the proprietorship firm.

- g) **Registration Certificate:** Upload copy of Registration Certificate or GST Registration Certificate by clicking on ‘Choose File’ to select the file and then click on ‘Upload’. The file should be in PDF format with max size of 2 MB.
- h) **Brief Details of Enterprise:** Upload brief details of the proprietorship firm by clicking on ‘Choose File’ to select the file and then click on ‘Upload’. The file should be in PDF format with maximum size of 2 MB.

The screenshot shows the 'Your Profile' page with a header 'Welcome : Alok Kumar'. The 'Sole Proprietorship' section includes fields for 'Profile Photo*' and 'Signature*', each with a 'Choose File' button and 'No file chosen' text, and corresponding 'UPLOAD IMAGE' and 'UPLOAD SIGNATURE' buttons. The 'Basic Information' section includes fields for 'Name*' (filled with 'Alok Kumar'), 'Registration Certificate Number*', 'Date of Registration*', 'Main Objective*', 'Upload Registration Certificate*' (with 'Choose File' and 'No file chosen'), and 'Upload Brief Details of Enterprise*' (with 'Choose File' and 'No file chosen'). There are 'UPLOAD' buttons for the certificate uploads.

- i) **Registered Address:** Provide the registered address of the proprietorship firm as mentioned in the Registration Certificate / GST Registration Certificate.
- j) **Contact Details:** The Mobile Number and Email Address will be auto filled with the details provided at the time of login creation. Additionally, enter land line number or any alternate contact number.

The screenshot shows the 'Registered Address' section with fields for 'State*' (dropdown), 'District*' (dropdown), 'Address*' (text), and 'Pin Code*' (text). The 'Contact Details' section includes 'Mobile Number' (filled with '8889164840'), 'Land Line Number / Alternate Contact Number*' (text), and 'Email Address' (filled with 'shobhitbuhaney17@gmail.com'). The 'Employees Detail' section has a field for 'Total No of Employees in the firm*'. A 'SAVE PROFILE' button is located at the bottom.

- k) **Employee Detail:** Provide the number of employees (including partners) in the partnership firm who are directly engaged in real estate agency work. Additionally provide the following details for all the employees required to undergo Real Estate Agent Training & Certification Program –

Add details of employees for the training and certification program:

Sr. No.	Name	Address	Email	Mobile	Father/Husband Name	Upload Employee Photograph	Upload	View	Upload Employee Signature	Upload	View
1						Choose File No file chosen	UPLOAD		Choose File No file chosen	UPLOAD	Delete
<input type="button" value="ADD MORE"/>											

- i) **Name:** Mention the complete name of the employee as mentioned on their AADHAR.
- ii) **Address:** Mention the complete address of the employee. The address should be the address provided on their AADHAR.
- iii) **Email:** Enter the email address of the employee
- iv) **Father / Husband Name:** Enter the Father or Husband name of the employee
- v) **Mobile:** Enter mobile number of the employee
- vi) **Employee Photograph:** Click on ‘Choose File’ to select the photograph of the employee and then click on ‘Upload’ to upload the photograph. The uploaded photograph can be viewed by clicking on ‘View’. The file should be in JPG format with maximum size of 500 KB.
- vii) **Employee Signature:** Click on ‘Choose File’ to select the signature of the employee and then click on ‘Upload’ to upload the signature. The uploaded signature can be viewed by clicking on ‘View’. The file should be in JPG format with maximum size of 500 KB


By clicking on ‘Add More’, you can include the names of additional employees. You may also delete an employee by clicking ‘Delete’.

Click on ‘Save’ to save the profile

3.3 For Partnership Firm

Under the Basic Details of a Partnership, the agent is required to provide the following details –

- a) **Name:** The company name will be auto-filled with the name provided at the time of login creation.
- b) **Registration Number:** Enter the Registration Number issued by Registrar of Firms. In case the partnership is not registered with Registration of Firms, then enter the GST Number.
- c) **Main Objective:** Enter the primary business of the partnership in brief.
- d) **Date of Incorporation:** Enter the data of incorporation of the partnership firm.
- e) **Registration Certificate:** Upload copy of Registration Certificate by clicking on 'Choose File' to select the file and then click on 'Upload'. In case, the partnership is not registered with Registrar of Firm, upload a copy of GST Registration. The file should be in PDF format with maximum size of 2 MB.
- f) **PAN Number:** Enter the PAN Number issued to the partnership firm.
- g) **PAN Copy:** Upload copy of PAN by clicking on 'Choose File' to select the file and then click on 'Upload'. The file should be in PDF format with a maximum file size of 2 MB.
- h) **Partnership Deed / Agreement:** Upload Partnership Deed, Memorandum of Association by clicking on 'Choose File' to select the file and then click on 'Upload'. The file should be in PDF format with maximum size of 2 MB.



Uttar Pradesh Real Estate Regulatory Authority

HOME ACCOUNT LOGOUT

Your Profile

Partnership

Profile Photo *	<input type="text" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD IMAGE"/>	
Signature *	<input type="text" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD SIGNATURE"/>	

Basic Information

Name	<input type="text" value="Saurabh and LLP"/>	Registration Number *	<input type="text"/>
Main Objective *	<input type="text"/>	Date of Incorporation *	<input type="text"/>
PAN Number *	<input type="text"/>	Upload PAN Copy *	<input type="text" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>
Upload Registration Certificate *	<input type="text" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>	Upload Partnership Deed / Agreement *	<input type="text" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>

Registered Address

State *	<input type="text" value="Select"/>	District *	<input type="text"/>
Address *	<input type="text"/>	Pin Code *	<input type="text"/>

Contact Details

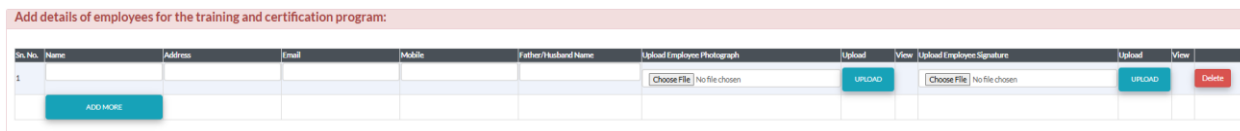
Mobile Number	<input type="text" value="8889164840"/>	Land Line Number / Alternate Contact Number *	<input type="text"/>
Email Address	<input type="text" value="shobhitshahney17@gmail.com"/>		

Employees Detail

Total No of Employees in the firm *	<input type="text"/>
-------------------------------------	----------------------

- i) **Registered Address:** Provide the registered address of the partnership firm as mentioned in the Registration Certificate / GST Registration Certificate.
- j) **Contact Details:** The Mobile Number and Email Address will be auto filled with the details provided at the time of login creation. Additionally, enter land line number or any alternate contact number.
- k) **Employee Detail:**
 - i. Provide the number of partners in the firm, additionally also provide the following details of the partners along with the roles (e.g. operations etc) assigned to them.
 - ii. Provide the number of employees (including partners) in the partnership firm who are directly engaged in real estate agency work. Additionally provide the

following details for all the employees required to undergo Real Estate Agent Training & Certification Program –



- i) **Name:** Mention the complete name of the employee as mentioned on their AADHAR.
- ii) **Address:** Mention the complete address of the employee. The address should be the address provided on their AADHAR.
- iii) **Email:** Enter the email address of the employee
- iv) **Father / Husband Name:** Enter the Father or Husband name of the employee
- v) **Mobile:** Enter mobile number of the employee
- vi) **Employee Photograph:** Click on ‘Choose File’ to select the photograph of the employee and then click on ‘Upload’ to upload the photograph. The uploaded photograph can be viewed by clicking on ‘View’. The file should be in JPG format with maximum size of 500 KB.
- vii) **Employee Signature:** Click on ‘Choose File’ to select the signature of the employee and then click on ‘Upload’ to upload the signature. The uploaded signature can be viewed by clicking on ‘View’. The file should be in JPG format with maximum size of 500 KB

By clicking on ‘Add More’, you can include the names of additional employees. You may also delete an employee by clicking ‘Delete’.

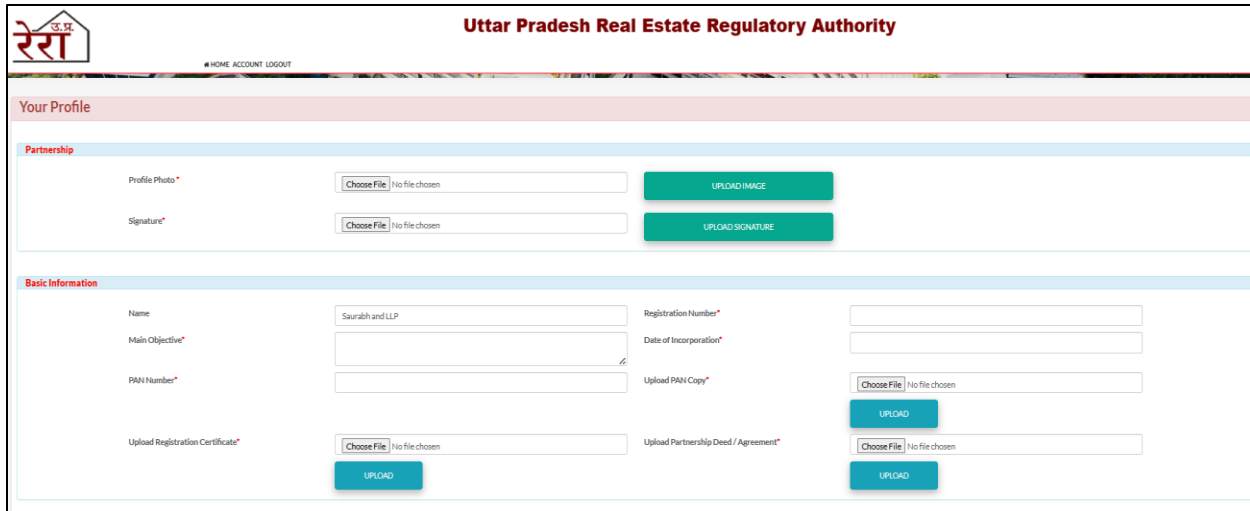
Click on ‘Save’ to save the profile

3.4 For Limited Liability Partnership (LLP)

Under the Basic Details of a Limited Liability Partnership (LLP), the agent is required to provide the following details –

- a) **Name:** The LLP name will be auto-filled with the name provided at the time of login creation.
- b) **Registration Number:** Enter the Limited Liability Partnership Identification Number (LLPIN) issued by Registrar of Companies.

- c) **Main Objective:** Enter the primary business of the LLP in brief.
- d) **Date of Incorporation:** Enter the data of incorporation of the LLP.
- e) **LLP Registration Certificate:** Upload copy of LLP Registration Certificate by clicking on 'Choose File' to select the file and then click on 'Upload'. The file should be in PDF format with maximum size of 2 MB.
- f) **PAN Number:** Enter the PAN Number issued to the LLP.
- g) **PAN Copy:** Upload copy of PAN by clicking on 'Choose File' to select the file and then click on 'Upload'. The file should be in PDF format with maximum size of 2 MB.
- h) **Partnership Deed / Agreement:** Upload LLP Partnership Deed, Incorporation Certificate by clicking on 'Choose File' to select the file and then click on 'Upload'. The file should be in PDF format with maximum size of 2 MB.



Uttar Pradesh Real Estate Regulatory Authority

HOME ACCOUNT LOGOUT

Your Profile

Partnership

Profile Photo*

Signature*

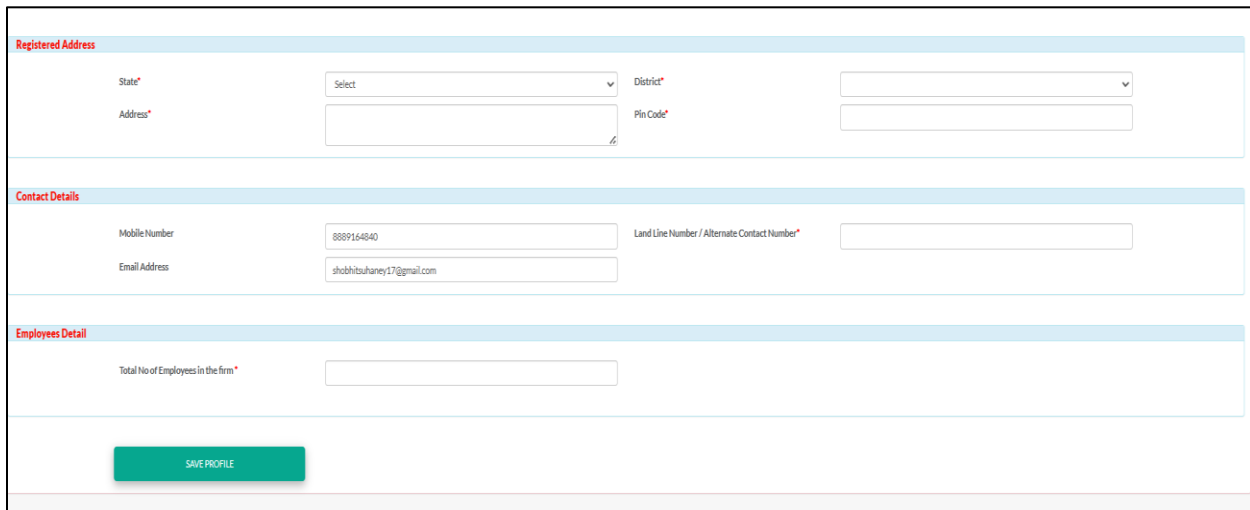
Basic Information

Name Registration Number*

Main Objective* Date of Incorporation*

PAN Number* Upload PAN Copy*

Upload Registration Certificate* Upload Partnership Deed / Agreement*



Registered Address

State* District*

Address* Pin Code*

Contact Details

Mobile Number Land Line Number / Alternate Contact Number*

Email Address

Employees Detail

Total No of Employees in the firm*

- i) **Registered Address:** Provide the registered address of the LLP as mentioned with the Registrar of Companies.
- j) **Contact Details:** The Mobile Number and Email Address will be auto filled with the details provided at the time of login creation. Additionally, enter land line number or any alternate contact number.
- k) **Employee Detail:** Provide the number of employees (including partners) in the partnership firm who are directly engaged in real estate agency work. Additionally provide the following details for all the employees required to undergo Real Estate Agent Training & Certification Program –

Add details of employees for the training and certification program:

Sr.No.	Name	Address	Email	Mobile	Father/Husband Name	Upload Employee Photograph	Upload	View	Upload Employee Signature	Upload	View
1						<input type="text" value="Choose File No file chosen"/>	<input type="button" value="UPLOAD"/>		<input type="text" value="Choose File No file chosen"/>	<input type="button" value="UPLOAD"/>	<input type="button" value="Delete"/>
<input type="button" value="ADD MORE"/>											

- i) **Name:** Mention the complete name of the employee as mentioned on their AADHAR.
- ii) **Address:** Mention the complete address of the employee. The address should be the address provided on their AADHAR.
- iii) **Email:** Enter the email address of the employee
- iv) **Father / Husband Name:** Enter the Father or Husband name of the employee
- v) **Mobile:** Enter mobile number of the employee
- vi) **Employee Photograph:** Click on 'Choose File' to select the photograph of the employee and then click on 'Upload' to upload the photograph. The uploaded photograph can be viewed by clicking on 'View'. The file should be in JPG format with maximum size of 500 KB.
- vii) **Employee Signature:** Click on 'Choose File' to select the signature of the employee and then click on 'Upload' to upload the signature. The uploaded signature can be viewed by clicking on 'View'. The file should be in JPG format with maximum size of 500 KB.

By clicking on 'Add More', you can include the names of additional employees. You may also delete an employee by clicking 'Delete'.

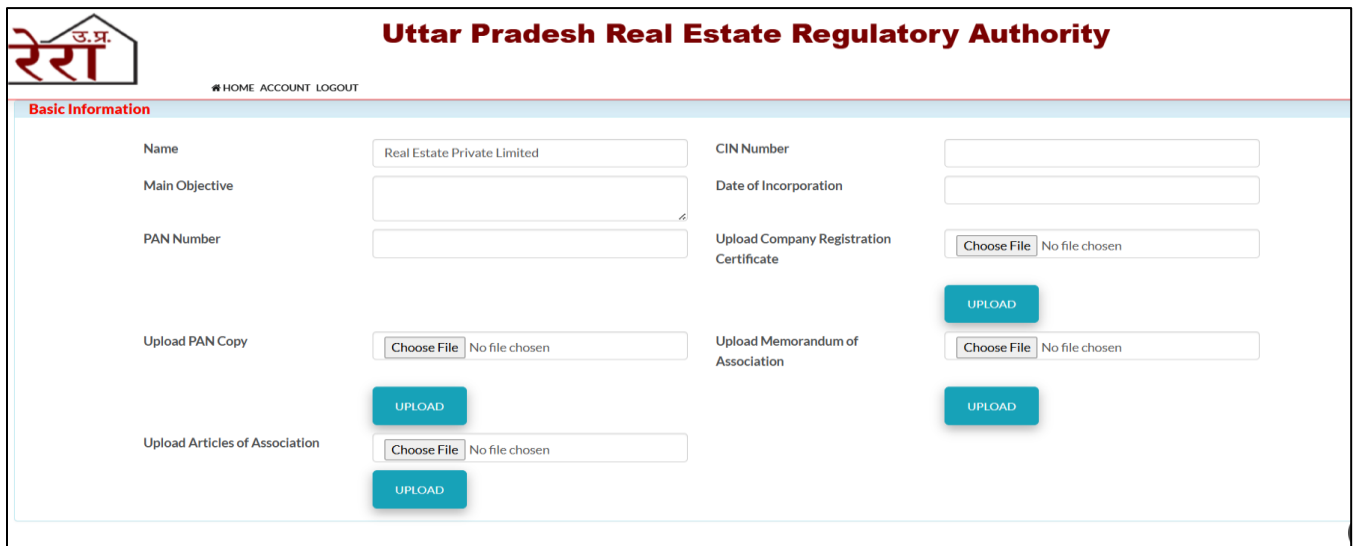
Click on 'Save' to save the profile

3.5 For Company

Under the Basic Details of a company, the agent is required to provide the following details –

- a) **Name:** The company name will be auto-filled with the name provided at the time of login creation.
- b) **CIN Number:** Enter the Corporate Identification Number (CIN) issued by Registrar of Companies.
- c) **Main Objective:** Enter the primary business of the company in brief.
- d) **Date of Incorporation:** Enter the data of incorporation of the company.
- e) **Company Registration Certificate:** Upload copy of Company Registration Certificate by clicking on 'Choose File' to select the file and then click on 'Upload'. The file should be in PDF format with maximum size of 2 MB.

- f) **PAN Number:** Enter the PAN Number issued to the company.
- g) **PAN Copy:** Upload copy of PAN by clicking on ‘Choose File’ to select the file and then click on ‘Upload’. The file should be in PDF format with maximum size of 2MB.
- h) **Memorandum of Association:** Upload Memorandum of Association by clicking on ‘Choose File’ to select the file and then click on ‘Upload’. The file should be in PDF format with maximum size of 2 MB.
- i) **Articles of Association:** Upload Articles of Association by clicking on ‘Choose File’ to select the file and then click on ‘Upload’. The file should be in PDF format with maximum size of 2 MB.

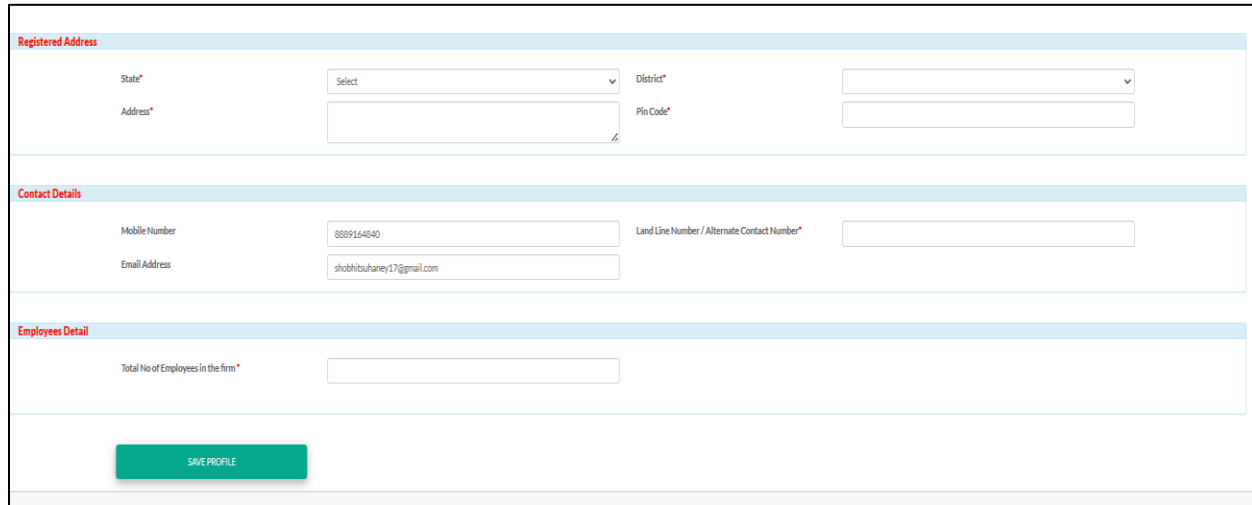


The screenshot shows the 'Uttar Pradesh Real Estate Regulatory Authority' web portal. At the top left is the RERA logo. To its right is the text 'Uttar Pradesh Real Estate Regulatory Authority'. Below the logo is a navigation menu with 'HOME ACCOUNT LOGOUT'. The main section is titled 'Basic Information' and contains a registration form. The form has the following fields and controls:

- Name:** Text input field containing 'Real Estate Private Limited'.
- Main Objective:** Text input field.
- PAN Number:** Text input field.
- CIN Number:** Text input field.
- Date of Incorporation:** Text input field.
- Upload Company Registration Certificate:** File upload control with a 'Choose File' button and 'No file chosen' text. Below it is a blue 'UPLOAD' button.
- Upload PAN Copy:** File upload control with a 'Choose File' button and 'No file chosen' text. Below it is a blue 'UPLOAD' button.
- Upload Memorandum of Association:** File upload control with a 'Choose File' button and 'No file chosen' text. Below it is a blue 'UPLOAD' button.
- Upload Articles of Association:** File upload control with a 'Choose File' button and 'No file chosen' text. Below it is a blue 'UPLOAD' button.

- j) **Registered Address:** Provide the registered address of the company as mentioned with the Registrar of Companies.

k) Contact Details: The Mobile Number and Email Address will be auto filled with the details provided at the time of login creation. Additionally, enter land line number or any alternate contact number.



The screenshot shows a registration form with three main sections:

- Registered Address:** Includes fields for State (dropdown), District (dropdown), Address, and Pin Code.
- Contact Details:** Includes fields for Mobile Number (pre-filled with 8889164840), Land Line Number / Alternate Contact Number, and Email Address (pre-filled with shobhitsuhaney17@gmail.com).
- Employees Detail:** Includes a field for Total No of Employees in the firm.

A green button labeled "SAVE PROFILE" is located at the bottom of the form.

l) Employee Detail: Provide the number of employees (including partners) in the partnership firm who are directly engaged in real estate agency work. Additionally provide the following details for all the employees required to undergo Real Estate Agent Training & Certification Program –

Add details of employees for the training and certification program:

Sr.No.	Name	Address	Email	Mobile	Father/Husband Name	Upload Employee Photograph	Upload	View	Upload Employee Signature	Upload	View
1						Choose File No file chosen	UPLOAD		Choose File No file chosen	UPLOAD	Delete
<input type="button" value="ADD MORE"/>											

- i) **Name:** Mention the complete name of the employee as mentioned on their AADHAR.
- ii) **Address:** Mention the complete address of the employee. The address should be the address provided on their AADHAR.
- iii) **Email:** Enter the email address of the employee
- iv) **Father / Husband Name:** Enter the Father or Husband name of the employee
- v) **Mobile:** Enter mobile number of the employee
- vi) **Employee Photograph:** Click on 'Choose File' to select the photograph of the employee and then click on 'Upload' to upload the photograph. The

uploaded photograph can be viewed by clicking on ‘View’. The file should be in JPG format with maximum size of 500 KB.

- vii) **Employee Signature:** Click on ‘Choose File’ to select the signature of the employee and then click on ‘Upload’ to upload the signature. The uploaded signature can be viewed by clicking on ‘View’. The file should be in JPG format with maximum size of 500 KB.

By clicking on ‘Add More’, you can include the names of additional employees. You may also delete an employee by clicking ‘Delete’.

Click on ‘Save’ to save the profile

3.6 For Societies

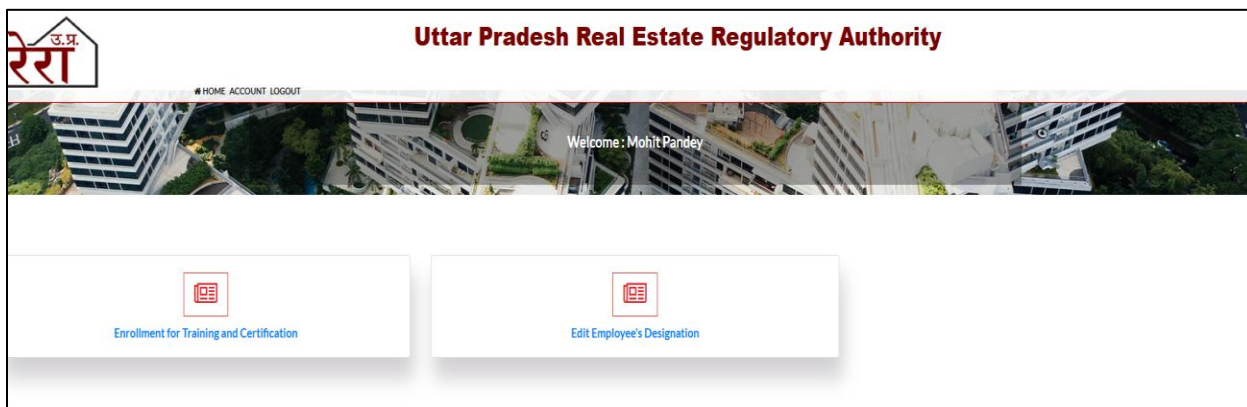
- h) **MOA/Bylaws:** Upload self-attested copies of Memorandum of Association and Bylaws by clicking on ‘Choose File’ to select the file and then click on ‘Upload’.

3.7 For all categories (as above)

SOP as per para “क-9” of Agent Training order dated 05.01.2026 i.e. notarized affidavit to be uploaded for undertaking that all the remaining officers and employees will undergo training in due course of time (as per para क-9) of the order.

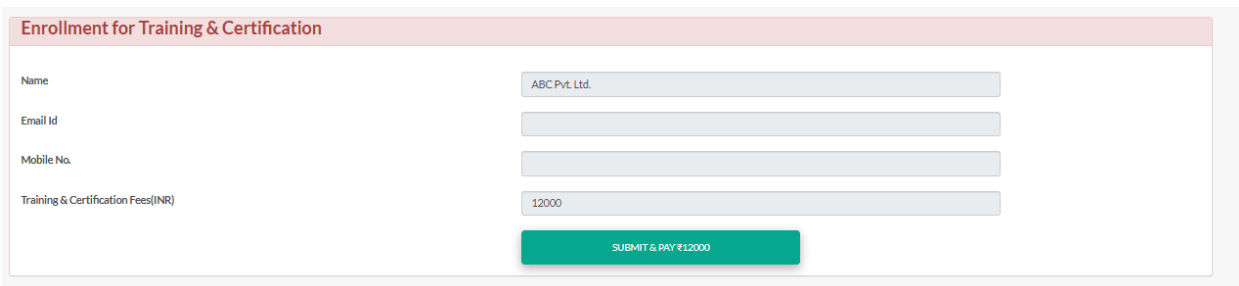
4. Applying for Real Estate Agent Training & Certification Program

Once the agent profile is created, click on ‘Enrollment for Training and Certification’ on the Agent Dashboard to enroll for the Real Estate Agent Training and Certification Program.



The Program is a four-day classroom-based training conducted by U.P. RERA in Lucknow and Greater Noida and is a mandatory step before proceeding for submission of registration application. A fee of Rs. 6000/- is required to be paid for each employee disclosed at the time updating basic details towards enrollment for training and certification program.

Based on the number of employees mentioned while updating the basis information, the total Training & Certification fee shall be calculated. Click on ‘Submit & Pay’ to redirected to the Payment Gateway for making payment.



5. Real Estate Agent Training & Certification Program

UP RERA will notify the scheduled dates and timings of the four-day Real Estate Agent Training & Certification Program for all employees declared in the agent’s profile at the time of registration.

Attendance is mandatory for all nominated employees for the complete four-day training program. Attendance will be recorded for each day, and only those who attend all four days will be eligible to appear for the certification examination.

Upon completion of the training program, participants must appear for the certification examination and secure the minimum qualifying score, as prescribed by UP RERA.

UP RERA will issue the Real Estate Agent Training Certificate to employees who have successfully completed the four-day training program and passed the certification examination. The digital certificate will be made available on the Agent Dashboard and can be downloaded for official use.

For issuance of the physical certificate, successful participants shall be required to attend the certificate distribution session in person at Lucknow, on the date and venue communicated by UP RERA.

6. Submission of Real Estate Agent Registration Form

The Real Estate Agent Registration Form will be enabled on the Agent Dashboard only after UP RERA uploads the Real Estate Agent Training Certificate to the system.

Upon activation of the form, the agent is required to complete and submit the registration application along with the applicable registration fee, as prescribed by UP RERA.

The Agent Registration Form comprises the following sections:

- a) **Basic Information** – All details provided at the time of creation of the agent profile will be auto-filled in this section. Any changes to these details must be carried out by updating the agent profile.
- b) **Registered Address:** The registered address details entered during profile creation will be auto-filled in this section. In case of any modifications, the agent is required to update the profile accordingly. Additionally, the agent must upload valid documentary proof of the registered address, as prescribed by UP RERA.
- c) **Contact Details:** The contact details provided during profile creation will be auto-filled in this section. Any changes must be made by updating the agent profile.
- d) **Director (In case of Company) / Designated Partner (In case of LLP) Details:** The agent is required to provide the following details of all the directors of the company / designated partners of the LLP –
 - i) Director Identification Number (DIN) / Limited Liability Partner Identification Number (LLPIN)
 - ii) Director / Designated Partner Name
 - iii) Photograph of Director / Designated Partner

- iv) Address
 - v) District
 - vi) State
 - vii) Postal Identification Number (PIN)
 - viii) Mobile Number, preferably linked to AADHAR
 - ix) Email Address
 - x) AADHAR Number / Passport Number (In case of non-Indian nationals)
 - xi) AADHAR / Passport Copy by clicking on 'Choose File' to select the file and then click on 'Upload' to upload the copy. You may click on 'View' to view the uploaded document
- e) Partner Details (In case of Partnership):**
- i) Partner Name
 - ii) Photograph of Partner
 - iii) Address
 - iv) District
 - v) State
 - vi) Postal Identification Number (PIN)
 - vii) Mobile Number, preferably linked to AADHAR
 - viii) Email Address
 - ix) AADHAR Number / Passport Number (In case of non-Indian nationals)
 - x) AADHAR / Passport Copy by clicking on 'Choose File' to select the file and then click on 'Upload' to upload the copy. You may click on 'View' to view the uploaded document
- f) Branch Office Details:** The agent is required to disclose details of all branch offices operating within the State of Uttar Pradesh. In cases where the registered address of the agent is outside Uttar Pradesh, the address of the office operating within Uttar Pradesh must be provided under this section.

- g) Policy Enquiry:** Under this section, the agent is required to indicate whether any police enquiry is pending or has been initiated against the agent by selecting 'Yes' or 'No'.

If 'Yes' is selected, the agent must provide details of each case, including (but not limited to) the Case/FIR Number, police station, year, and current status.

If 'No' is selected, the agent is required to upload an Affidavit/Declaration confirming that there are no pending enquiries or litigations, in the format prescribed under the SOP for Registration of Real Estate Agents.

- h) Criminal Case:** Under this section, the agent is required to indicate whether any criminal case is pending or has been registered against the agent by selecting 'Yes' or 'No'.

If 'Yes' is selected, the agent must provide details of each case, including (but not limited to) the Case/FIR Number, court/police station, year, and current status.

If 'No' is selected, the agent is required to upload an Affidavit/Declaration confirming that there are no pending criminal cases or litigations, in the format prescribed under the SOP for Registration of Real Estate Agents.

- i) Case Pending:** Under this section, the agent is required to indicate whether any case is pending against the agent before any Regulatory Authority, Tribunal, or Forum by selecting 'Yes' or 'No'.

If 'Yes' is selected, the agent must provide details of each case, including (but not limited to) the Case Number, name of the Authority/Tribunal/Forum, year, and current status.

If 'No' is selected, the agent is required to upload an Affidavit/Declaration confirming that there are no pending cases or litigations, in the format prescribed under the SOP for Registration of Real Estate Agents.

- j) Past Experience in Real Estate Sector:** Under this section, the agent is required to indicate whether they have any prior experience working in the real estate sector within the State of Uttar Pradesh by selecting 'Yes' or 'No'.

If 'Yes' is selected, the agent must provide details of all projects with which they were associated, including the corresponding UP RERA Registration IDs of such projects, wherever applicable.

- k) **Registration with Other State/UT RERAs:** Under this section, the agent is required to indicate whether registration with other State/UT RERAs exists.

If 'Yes' is selected, the Agent Registration Number issued by another State/UT RERA and number of projects where the agent is operating must be disclosed.

- l) **Additional Documents:** Under this section, the agent is required to upload the following documents:

- i) **Letterheads and Rubber Stamp:** A certified copy of all letterheads proposed to be used by the agent, along with an impression of the rubber stamp, duly signed by the authorized signatory.
- ii) **Acknowledgement Receipt Format / Declaration:** Self-certified copies of the acknowledgement receipt format(s) proposed to be issued by the agent. In case the agent does not issue any acknowledgement receipts, a declaration on the agent's letterhead stating that no such acknowledgement receipts are issued must be uploaded.
- iii) **Income-Tax Returns (ITRs):** Self-certified copies of the Income-Tax Returns (ITRs) for the preceding three financial years. In cases where ITRs have not been filed, the agent must upload an exemption affidavit in the format prescribed in the SOP for Registration of Real Estate Agents dated 30 March 2024.
- iv) **Training Certificate and Exemption (if applicable):** Under the "Others" category, where applicable, the agent is required to upload a notarized affidavit seeking exemption shall also be uploaded in accordance with the policy laid down in the Office Order on the Agent Training and Certification Programme dated 5 January 2026.