Instruction set for filing of real estate agent applications on the state RERA web portal

Real Estate Regulatory Authority, Punjab

Table of Contents

I. Preface

This document provides directions to the real estate agents operating in the state of Punjab for uploading information related to their business on the state RERA web portal. It describes the process for three different categories of real estate agent registration applications, namely:

a) New applications
b) Already registered applications
c) Applications under process of registration

The details about each of the above category is covered under subsequent sections of the document. The agents are required to carefully go through each of these sections and follow the instructions of the category which their respective project application falls under.

II. New application registration

Any real estate agent registration application received in the Authority post 03 April 2018 or any subsequent date that may be specified by the Authority shall be considered as a new registration application. The process for online registration of such applications shall be as follows:

1. Any real estate agent applying for a registration of a project shall create a login ID and password by clicking on the "New Registration" link on the login screen. An email along with an activation link shall be sent to the email ID mentioned by the agent during registration. Once the agent clicks on the link, the user ID shall be activated.

2. After logging in, the agent shall create his profile by clicking on the "Agent Profile" link and filling in the required information.

3. The agent shall upload the requisite documents for his application by clicking on the "Document Upload" link.
    a. Once the agent reviews and confirms his information, a unique application ID shall be generated and the agent registration application shall be submitted with the Authority for review.
    b. The agent shall then be required to download and print application form and submit the same along with a hard copy of the uploaded documents to the Real Estate Regulatory Authority, Punjab within 15 days of the online submission.

4. The application shall then be reviewed by the Authority, and in case any clarifications are required, the applications shall be returned online and a system generated email shall be sent to the agent informing about the same.

The agent shall be required to provide the required information online within 15 days of return of the application. A hard copy of the same shall also be required to be submitted to the Authority.

5. The status of the application submitted by the agent shall be also be updated on the dashboard provided under his profile.

6. Once application is registered, a RERA ID shall be generated and an email shall be sent to the agent. The same shall also be updated on the agent's dashboard provided under his profile.

III. Already Registered Real Estate Agents

Any real estate agent registered with the Authority as on 03 April 2018 or any subsequent date that may be specified by the Authority shall be considered as a registered agent. The process for online registration of such projects shall be as follows:

1. Any agent uploading his application details on the web portal shall be required to create a login ID and password by clicking on the "New Registration" link on the login screen. An email along with an activation link shall be sent to the email ID mentioned by the agent during registration. Once the agent clicks on the link, the user ID shall be activated.

2. After logging in, the agent shall create his profile by clicking on the "Agent Profile" link and filling in the required information. The agent needs to ensure that the information provided in this form is consistent with the information provided to the Authority at the time of submission of the offline application for registration.

3. The agent shall upload the requisite documents for his application by clicking on the "Document Upload" link.
   a. In addition, the agent shall be required to upload a self-declaration stating that the documents uploaded online are the same as were submitted at the time of registration. The same needs to be uploaded in Document Upload of the online registration form.
   b. In case any additional documents are uploaded online, which were not provided by the agent at the time of registration, a self-declaration stating the list of additional documents shall be uploaded in Document Upload of the online registration form.
   c. Once the agent reviews and confirms his project information, a unique application ID shall be generated and the registration application shall be submitted online.
   d. The agent shall then be required to submit a hard copy of the additional documents to the Real Estate Regulatory Authority, Punjab within 15 days of the online submission.

4. The status of the application submitted by the agent shall be updated on the dashboard provided under his profile.

5. Once application is approved, the RERA ID of the real estate agent shall be displayed on the agent's dashboard and an email shall be sent to the agent about the same.

IV. Applications under process of registration

Any real estate agent for which application for registration has been submitted at the Authority, however is yet to receive the RERA registration number as on 03 April 2018 or any subsequent date that may be specified by the Authority shall be considered as an application under registration. The process for online registration of such applications shall be as follows:

1. Any agent uploading his application details on the web portal shall be required to create a login ID and password by clicking on the "New Registration" link on the login screen. An email along with an activation link shall be sent to the email ID mentioned by the real estate agent during registration. Once, the agent clicks on the link, the user ID shall be activated.

2. After logging in, the agent shall create his profile by clicking on the "Agent Profile" link and filling in the required information. The agent needs to ensure that the information provided in this form is consistent with the information provided to the Authority at the time of submission of the offline application for registration.

3. The agent shall upload the requisite documents for his application by clicking on the "Document Upload" link.
    a. In addition, the agent shall be required to upload a self-declaration stating that the documents uploaded online are the same as were submitted along with the registration application. The same needs to be uploaded in Document Upload of the online registration form.
    b. In case any additional documents are uploaded online, which were not provided by the agent along with the registration application, a self-declaration stating the list of additional documents shall be uploaded in Document Upload of the online registration form.
    c. Once the agent reviews and confirms his information, a unique application ID shall be generated and the registration application shall be submitted online.
    d. The agent shall then be required to submit a hard copy of the additional documents to the Real Estate Regulatory Authority, Punjab within 15 days of the online submission.

4. The application shall then be reviewed by the Authority, and in case any clarifications are required, the applications shall be returned online and a system generated email shall be sent to the agent informing about the same.
    The agent shall be required to provide the required information online within 15 days of return of the application. A hard copy of the same shall also be required to be submitted to the Authority.

5. The status of the application submitted by the agent shall be also be updated on the dashboard provided under his profile.

6. Once application is registered, a RERA ID shall be generated and an email shall be sent to the agent. The same shall also be updated on the agent's dashboard provided under his profile.

V.   Annexures

Annexure I: List of documents required for Real Estate Agent Registration

#	Document Description	Document Type Allowed
1	Permanent address proof	pdf/jpg/jpeg
2	Address proof for place of business	pdf/jpg/jpeg
3	Copy of PAN (In case of firm, the PAN card of firm is required. In case of individual, PAN card of promoter is required)	pdf/jpg/jpeg
4	Photograph of Agent (In case of individual)	pdf/jpg/jpeg
5	Photograph of Organisation members (In case of firm)	pdf/jpg/jpeg
6	Income Tax Return for the last 3 financial years	pdf/jpg/jpeg
7	Company Registration/MoU/AoA (In case of organization)	pdf/jpg/jpeg
8	Copy of DD/Banker's cheque for the registration fee	pdf/jpg/jpeg