

REAL ESTATE REGULATORY AUTHORITY

User Manual – Change Request

13/12/2018

This document contains step by step instructions on how to apply for a 'Change Request'

Step 1: To apply for a change, click on the 'Change Request' tab in the homepage

Kannada

Real Estate Regulatory Authority Karnataka
Government of Karnataka

Karnataka

Home | About Us | UnRegistered Projects | Help Desk | Apply for Extension | **Change Request** | Post Registration & Quarterly Update Login | Projects List | Agents List | Complaints | Communication |

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il Registration Number Invalid: Need Permanent (Approved) Number from 1/4/2018 for Marketing/Sale"

PROJECT REGISTRATION
Promoters/Developers may click here to register their project

AGENT REGISTRATION
Agents may click here to register

COMPLAINT REGISTRATION
Users may click here to register their complaints

Step 2: After clicking on 'Change Request', the following page will pop up where the user has to choose between Promoter and Agent

Home / Change Request for Projects / Agents

Login Form

[Click here for Checklist of Key Information / Documents Required and Change Request User Manual](#)

NOTE:
Change Request can be only made for those Projects / Agents which are approved. Projects / Agents under query/rejected cannot apply for change request.

User Type
 Promoter Agent

Submit

Step 3: If clicked on Promoter, the user will have to input their RERA Project Registration Number



Home / Change Request for Projects / Agents

Login Form

[Click here for Checklist of Key Information / Documents Required and Change Request User Manual](#)

NOTE:
Change Request can be only made for those Projects / Agents which are approved. Projects / Agents under query/rejected cannot apply for change request.

User Type
 Promoter Agent

RERA PROJECT
Registration Number*

Step 4: If clicked on Agent, the user will have to input their RERA Agent Registration Number



Home / Change Request for Projects / Agents

Login Form

[Click here for Checklist of Key Information / Documents Required and Change Request User Manual](#)

NOTE:
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User Type
 Promoter Agent

RERA AGENT
Registration Number*

Step 5: After entering the respective Registration Number, an OTP will be sent to the email-id and phone number of the concerned person. Enter the OTP and Login

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Home / Change Request for Projects / Agents

Login Form

NOTE: One Time Password has been sent on [redacted]

RERA Registration Number* One Time Password*

Login

RTI Links | Visitor No. 1503966

Step 6: After logging in, the user will be guided to the following page

Kannada | A+ | A | A- | A

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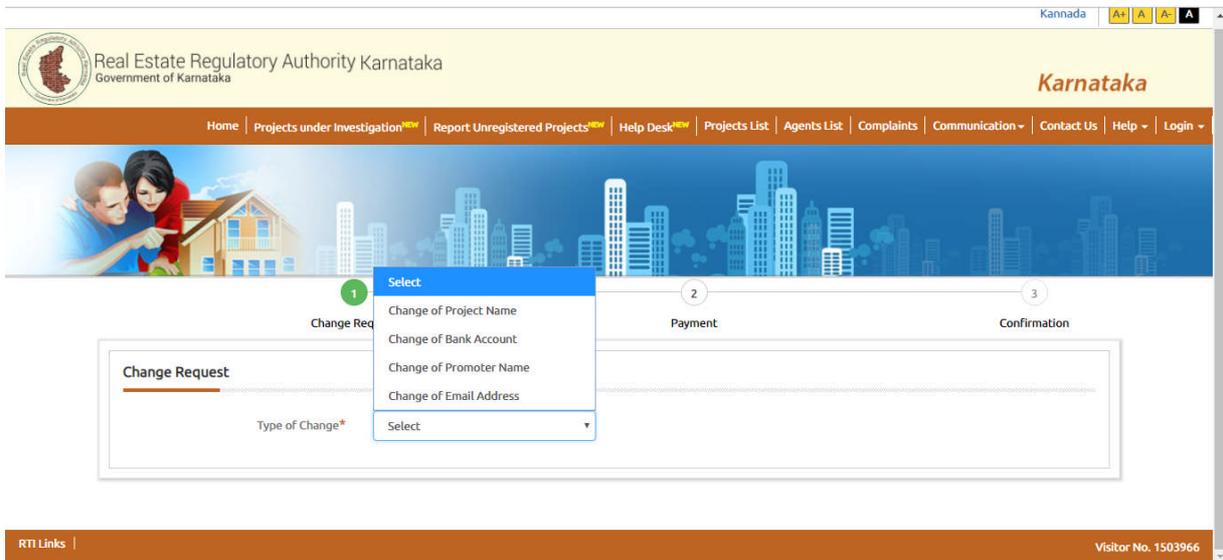
1 Change Request 2 Payment 3 Confirmation

Change Request

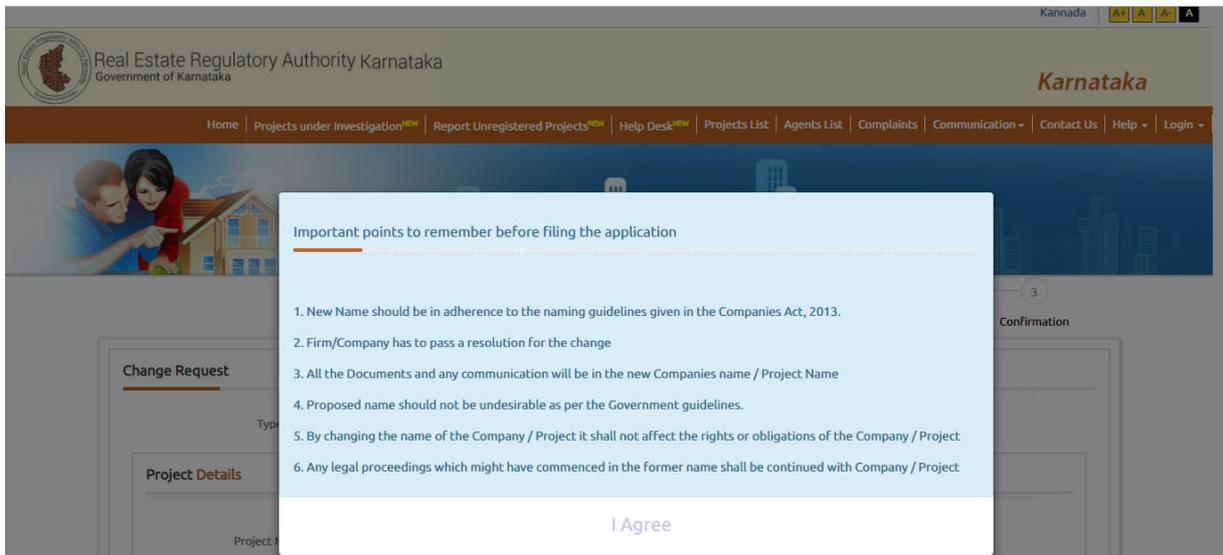
Type of Change*

RTI Links | Visitor No. 1503966

Step 7: The user can choose the type of change they want to apply for from the following options available



Step 8: The user is to go through the disclaimer and keep the following points in mind and then click on 'I Agree'



Step 9: The following details have to be inputted by the user. If the user wants to add other relevant details, the option to do so is also provided. If not, the user can click on the delete button to remove the other documents option. Finally, the user is to click on the 'Next' button in the end

The screenshot shows a web form titled "Change Request" with a progress indicator at the top showing three steps: 1. Change Request (active), 2. Payment, and 3. Confirmation.

Change Request

Type of Change*

Project Details

Project Name (Existing)

Promoter Type

Proposed Project Name*

Documents

Reason for changing the Project Name*

Note : Board Resolution copy where the project member are more than one/Promoter type as company/Firm Affidavit copy where the project member is only one/Promoter type as individual

Board Resolution Copy* No file chosen

Affidavit* No file chosen

Project plan* No file chosen

Competent Authority No file chosen

Other Documents (Relevant)

Document Name*

Document* No file chosen

[DELETE](#)

[Add More](#)

Step 10: After submitting all the required details and documents, the user will be brought to the payment page wherein the mode of payment is to be selected and all the asked details to be submitted

1 Change Request 2 Payment 3 Confirmation

Payment

Payment Mode*

Amount*

Unique Token Number*

Khajane2 Challan OR NEFT/RTGS Transaction Ref. Number*

Attach Online Payment Receipt* No file chosen

1. For making online payment through Khajane II please [click here](#)

2. For NEFT/RTGS below is the details:-
Account Name: Chairman, Real Estate Regulatory Authority Karnataka
Account Number: 520101080940037
IFSC Code: CORP0000144
Bank Name: Corporation Bank
Branch: S.C. Road, Bangalore

Step 11: After clicking on submit, the following page will be displayed with an acknowledgment number (only for reference). To view the status of the Request, the user is to click on the 'Click here to view Change Requests' tab

Home / Change Request for Projects / Agents

1 Change Request 2 Payment 3 Confirmation

Confirmation

Your change request application has been submitted successfully. Your acknowledgement number is ACK/KA/RERA/PRCR/

Step 12: After clicking on that Tab, the user will be taken to the following page where they can see the following details. If the user wants to apply for more changes, they can click on 'Click here to Request More'

Home / Task List

Task List (Applications)

Total Application(s) : 1

S.NO	APPLICATION NO	REGISTRATION NO	PROJECT	CHANGE REQUEST FOR	REASON	STATUS	FEES PAID	APPLIED FOR CHANGE REQUEST ON	APPROVAL / REJECT ON
1				Change of Project Name	rw	APPLICATION UNDER PROCESS	5000.0	13-12-2018	

[CLICK HERE TO REQUEST MORE](#)

Step 13: The following page will pop up, where the procedure will be the same as shown above

Kannada [A+] [A] [A-] [A]

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1 Change Request 2 Payment 3 Confirmation

Change Request

Type of Change*