

REAL ESTATE REGULATORY AUTHORITY

User Manual – Change Request

As on 17/02/2020

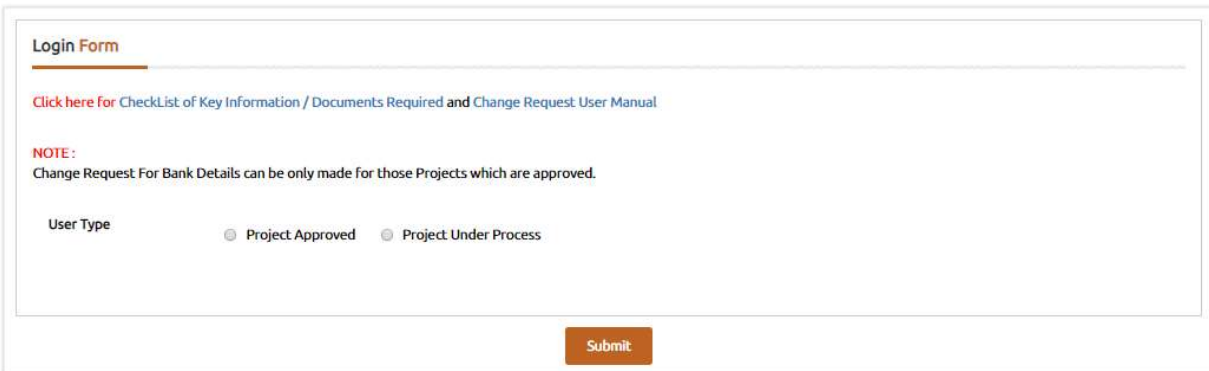
This document contains step by step instructions on how to apply for a 'Change Request'

SL NO	Type of Transaction	Fee Per Transaction Excluding Taxes and Bank Charges
1	Change of Project Name	10000
2	Change of Email Address	10000
3	Change of Promoter Name	10000
4	Change of Bank Account Name	10000
5	Correction of Project Address	10000
6	Correction of Promoter Address	10000
7	Change of Mobile Number	10000

Step 1: To apply for a Change click on the Registration tab in K-RERA web portal and again click on the Apply for Change Request.

The screenshot displays the K-RERA Karnataka website interface. At the top, the header includes the K-RERA logo, the text "Real Estate Regulatory Authority Karnataka Government of Karnataka", and the word "Karnataka". Below the header is a navigation bar with links: Home, About Us, K-REAR, Unregistered Projects, Help Desk, Registration, Projects, Agents, Complaints, Help, Notifications, Contact Us, and Login. The "Registration" link is highlighted, and a dropdown menu is visible with the following options: Project Registration, Agent Registration, Complaint Registration, Apply For Extension / Completion, Apply For Change Request (highlighted with a red box and an arrow), Post Registration and Quarterly Update, and Apply For Transfer Of Rights. Below the navigation bar is a "NOTIFICATIONS" section with two buttons: "Click Here to Apply For Certified Copy" and "Click Here to Register Your Conciliator". At the bottom, there are three statistics cards: "3557 Projects Applied For Registration" (with a "PROJECT REGISTRATION" icon and text), "1948 Agents Applied For Registration" (with an "AGENT REGISTRATION" icon and text), and "3302 Complaints Registered" (with a "COMPLAINT REGISTRATION" icon and text).

Step 2: After completing first step, Login form page will open in that user have to select the User Type and then they have to enter the RERA Project Number



Login Form

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

NOTE:
Change Request For Bank Details can be only made for those Projects which are approved.

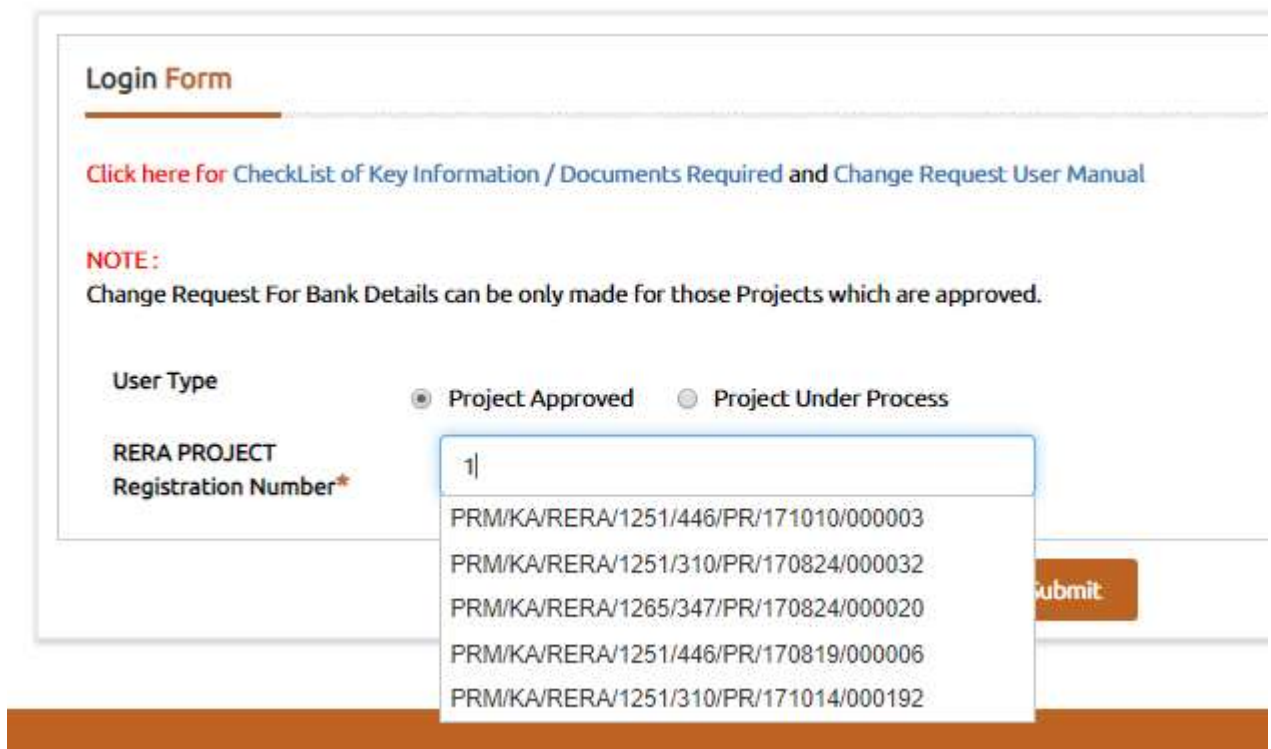
User Type

☒ Project Approved ☐ Project Under Process

Submit

There are 2 Types

1. **Project Approved:** Project which Are Approved Has to Enter Their RERA Permanent Registration Number



Login Form

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

NOTE:
Change Request For Bank Details can be only made for those Projects which are approved.

User Type

☒ Project Approved ☐ Project Under Process

RERA PROJECT
Registration Number*

1|

- PRM/KA/RERA/1251/446/PR/171010/000003
- PRM/KA/RERA/1251/310/PR/170824/000032
- PRM/KA/RERA/1265/347/PR/170824/000020
- PRM/KA/RERA/1251/446/PR/170819/000006
- PRM/KA/RERA/1251/310/PR/171014/000192

Submit

2. **Project Under Process:** Projects Which Are Pending / under Process with Authority Has to Enter Their RERA Acknowledgement Number

Login Form

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

NOTE :
Change Request For Bank Details can be only made for those Projects which are approved.

User Type

☐ Project Approved ☒ Project Under Process

RERA PROJECT Acknowledgement Number*

36
ACK/KA/RERA/1257/334/PR/191014/003622
ACK/KA/RERA/1251/308/PR/191022/003644
ACK/KA/RERA/1271/486/PR/191024/003651
ACK/KA/RERA/1253/286/PR/190318/003136
ACK/KA/RERA/1251/310/PR/191024/003649

Submit

Step 3: After entering the respective RERA Project Number, an OTP will be sent to the registered email-id and phone number of the concerned person. Enter the OTP and Login.

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Real Estate Regulatory Authority Karnataka
Government of Karnataka

Karnataka

Home | About Us **NEW** | K-REAT | Unregistered Projects | Help Desk | Registration | Projects | Agents | Complaints **NEW** | Help | Notifications **NEW** | Contact Us | Login

Home / Change Request for Projects / Agents

Login Form

NOTE: One Time Password has been sent to socka@aarra.in.

RERA Registration Number*

One Time Password*

Please enter One Time Password.

Login

RTI Links | Visitor No. 4112201

Step 4: After logging in, the user will be guided to the following page here the user has to select the Type of Change

Real Estate Regulatory Authority Karnataka
Government of Karnataka

Karnataka

Home | About Us | K-REAT | Unregistered Projects | Help Desk | Registration | Projects | Agents | Complaints | Help | Notifications | Contact Us | Login

1 Change Request 2 Payment 3 Confirmation

Change Request

Type of Change*

Select

- Select
- Change of Project Name
- Change of Email Address
- Change of Promoter Name
- Change of Bank Account
- Correction of Project Address
- Correction of Promoter Address
- Change of Mobile Number

RTI Links | Visitor No. 4112201

Step5: If the user wants to change the project Name then the user must select the Change of Project Name in the Type of Change.

1. For Change of Project name procedure is shown below
2. The user must read the important points popped up and then click on I Agree for the further procedure.

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Government of Karnataka

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3 Confirmation

Change Request

Type

Project Details

Project Name

Proposed Name

Documents


Important points to remember before filing the application

1. New Name should be in adherence to the naming guidelines given in the Companies Act, 2013.
2. Firm/Company has to pass a resolution for the change
3. All the Documents and any communication will be in the new Companies name / Project Name
4. Proposed name should not be undesirable as per the Government guidelines.
5. By changing the name of the Company / Project it shall not affect the rights or obligations of the Company / Project
6. Any legal proceedings which might have commenced in the former name shall be continued with Company / Project

I Agree

Note : Board Resolution copy where the project member are more than

- Then fill all the mandatory and applicable details shown below and click on next for payment procedure.



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1 Change Request

2 Payment

3 Confirmation

Change Request

Type of Change*

Change of Project Name

Project Details

Project Name (Existing)*

AARRA SPRINGS

Promoter Name*

AARRA COMMUNITIES HOLDINGS

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*

Choose File No file chosen

Affidavit*

Choose File No file chosen

Project plan*

Choose File No file chosen

Competent Authority Letter*

Choose File No file chosen

Latest Encumbrance Certificate*

Choose File No file chosen

Other Documents (Relevant)

Document Name*

Document*

Choose File No file chosen

DELETE

Add More

Next

- 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

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1 Change Request 2 Payment 3 Confirmation

Payment

Payment Mode*

Amount*

NEFT/RTGS Transaction Ref. Number*

Unique Token Number*

Attach Online Payment Receipt* No file chosen

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

Only image or pdf file is allowed.
file size upto 1 MB

- 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

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Karnataka

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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

Step 6: 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', Also in this Section user can Track their application Status.

Task List (Applications)									
Total Application(s) : 1									
S.NO	APPLICATION NO	REGISTRATION/ACKNOWLEDGE NO	PROJECT	CHANGE REQUEST FOR	REASON	STATUS	FEES PAID	APPLIED FOR CHANGE REQUEST ON	APPROVED / REJECTED ON
1				Change of Project Address	<input type="checkbox"/>	APPLICATION UNDER PROCESS	10000.0	17-02-2020	




[CLICK HERE TO REQUEST MORE](#)

Step 7: The following page will pop up, when clicked on the “CLICK HERE TO REQUEST MORE” where the procedure will be the same as shown above



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[Home](#) | [About Us](#)  | [K-REAT](#) | [Unregistered Projects](#) | [Help Desk](#) | [Registration](#) | [Projects](#) | [Agents](#) | [Complaints](#)  | [Help](#) | [Notifications](#)  | [Contact Us](#) | [Login](#)

1

2

3

Change Request

Payment

Confirmation

Change Request

Type of Change* Select

RTI Links | Visitor No. 4112202

Step6: If the user wants to change the Email Address then the user must select the Change of Email Address in the Type of Change.

1. For Change of Email Address procedure is shown below

- The user must read the important points popped up and then click on I Agree for the further procedure.

The screenshot shows the Real Estate Regulatory Authority Karnataka website. A modal dialog box is displayed in the center, titled "Important points to remember before filing the application". The dialog contains four numbered points:

1. Firm/Company has to pass resolution for the change
2. All the Documents and any communication will include the new Email-ID
3. By changing the Email-ID, it shall not affect the rights or obligations of the Company / Project
4. Any legal proceedings which might have commenced against the ID shall be continued with Company / Project

At the bottom of the dialog, there is a button labeled "I Agree". The background of the website is dimmed, showing the "Change Request" section with a progress bar indicating steps 1, 2, and 3.

- Then fill all the mandatory and applicable details shown below and click on next for payment procedure and user has to verify the newly entered E-Mail through OTP.

The screenshot shows the Real Estate Regulatory Authority Karnataka website. The "Change Request" form is displayed, with a progress bar indicating steps 1, 2, and 3. The form is divided into several sections:

- Change Request:** A dropdown menu for "Type of Change*" is set to "Change of Project Name".
- Project Details:**
 - Project Name (Existing)*:** AARRA SPRINGS
 - Promoter Name*:** AARRA COMMUNITIES HOLDINGS
 - Proposed Project Name*:** (Empty text field)
- Documents:**
 - Reason for changing the Project Name*:** (Empty text field)
 - Board Resolution Copy*:** (Choose File | No file chosen)
 - Project plan*:** (Choose File | No file chosen)
 - Latest Encumbrance Certificate*:** (Choose File | No file chosen)
 - Affidavit*:** (Choose File | No file chosen)
 - Competent Authority Letter*:** (Choose File | No file chosen)

A note is displayed: "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".

Other Documents (Relevant)

Document Name*

Document* No file chosen

[DELETE](#)

[+ Add More](#)

[Next](#)

4. 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
5. The payment and further procedure will be same as the change of Project Name.

Step 7: If the user wants to change of Promoter Name then the user must select the Change of Promoter Name in the Type of Change.

1. For change of Promoter Name procedure is shown below
2. The user must read the important points popped up and then click on I Agree for the further procedure.

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Government of Karnataka

Karnataka

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1 2 3
Change Request Confirmation

Important points to remember before filing the application

1. Firm/Company has to pass a resolution for the change
2. All the Documents and any communication will include the new Promoter Name
3. Proposed name should not be undesirable as per the Government guidelines
4. By changing the name of the Promoter, it shall not affect the rights or obligations of the Company / Project
4. Any legal proceedings which might have commenced in the former name shall be continued with Company / Project

[I Agree](#)

Promoter Details

Documents

Reason for changing the Promoter 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

- Then fill all the mandatory and applicable details shown below and click on next for payment procedure.

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1 Change Request 2 Payment 3 Confirmation

Change Request

Type of Change* Change of Promoter Name

Promoter Details

Project Name SYMPHONY Promoter Type FIRM_COMP_REG

Promoter Name (Existing) Profound Developers Proposed Promoter Name *

Documents

Reason for changing the Promoter 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* Choose File No file chosen Affidavit* Choose File No file chosen

Project plan Choose File No file chosen GSTIN Certificate* Choose File No file chosen

NOC's Choose File No file chosen PAN Card* Choose File No file chosen

Latest Encumbrance Certificate * Choose File No file chosen

Other Documents (Relevant)

Document Name* Document* Choose File No file chosen

DELETED

Add More

Next

- 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
- The payment and further procedure will be same as the change of Project Name.

Step 8: If the user wants to change of Promoter Name then the user must select the Change of Bank Account Details in the Type of Change.

- For change of Bank Account Details procedure is shown below

- The user must read the important points popped up and then click on I Agree for the further procedure.

The screenshot shows the Real Estate Regulatory Authority Karnataka website. A modal dialog box is displayed over the 'Change Request' form. The dialog box contains the following text:

Important points to remember before filing the application

1. Firm/Company has to pass resolution for the change
2. All the Documents and any communication will include the new Bank Details
3. By changing the Bank Account Details, it shall not affect the rights or obligations of the Company / Project
4. Any legal proceedings which might have commenced against the Account shall be continued with Company / Project

At the bottom of the dialog box, there is a button labeled 'I Agree'.

The background form shows the 'Change Request' section with a progress bar indicating three steps: 1. Change Request, 2. Payment, and 3. Confirmation. The 'Project Details' section includes fields for Project Name (Godrej United) and Promoter Type (FIRM_COMP_REG). The 'Project Bank Details (Existing)' section includes fields for Bank Name (Existing) (Bank of Maharashtra), IFSC (Existing) (MAHB0000403), Bank Branch (Existing) (Brigade Road Branch), Account number (Existing) (60163668861), State (Karnataka), and District (Bengaluru Urban).

- Then fill all the mandatory and applicable details shown below and click on next for payment procedure.

The screenshot shows the Real Estate Regulatory Authority Karnataka website. The 'Change Request' form is displayed with a progress bar indicating three steps: 1. Change Request, 2. Payment, and 3. Confirmation. The 'Change Request' section includes a dropdown menu for 'Type of Change*' (Change of Bank Account). The 'Project Details' section includes fields for Project Name (Godrej United) and Promoter Type (FIRM_COMP_REG). The 'Project Bank Details (Existing)' section includes fields for Bank Name (Existing) (Bank of Maharashtra), IFSC (Existing) (MAHB0000403), Bank Branch (Existing) (Brigade Road Branch), Account number (Existing) (60163668861), State (Karnataka), and District (Bengaluru Urban).

Proposed Bank Details

Account Number*	<input type="text"/>	IFSC Code*	<input type="text"/>
Bank Name*	--Select--	Branch Name*	<input type="text"/>
State*	--Select--	District*	--Select--

Documents

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*	<input type="button" value="Choose File"/> No file chosen	Affidavit*	<input type="button" value="Choose File"/> No file chosen
Old Bank Account Statement*	<input type="button" value="Choose File"/> No file chosen	CA Certificate*	<input type="button" value="Choose File"/> No file chosen
Bank Pass Book Copy*	<input type="button" value="Choose File"/> No file chosen	Reason for changing the BANK Details*	<input type="text"/>

Other Documents (Relevant)

Document Name*	<input type="text"/>	Document*	<input type="button" value="Choose File"/> No file chosen	DELETE
----------------	----------------------	-----------	---	------------------------

[Add More](#)

- 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
- The payment and further procedure will be same as the change of Project Name.

Step 9: If the user wants to Correction of Project Address then the user must select the Correction of Project Address in the Type of Change.

- For Correction of Project Address procedure is shown below

- The user must read the important points popped up and then click on I Agree for the further procedure.

The screenshot shows the Real Estate Regulatory Authority Karnataka website. A modal dialog box is displayed over the 'Change Request' form. The dialog box contains the following text:

Important points to remember before filing the application

1. Firm/Company has to pass resolution for the change
2. All the Documents and any communication will include the new Bank Details
3. By changing the Bank Account Details, it shall not affect the rights or obligations of the Company / Project
4. Any legal proceedings which might have commenced against the Account shall be continued with Company / Project

At the bottom of the dialog box, there is a button labeled 'I Agree'.

The background form shows the 'Change Request' section with the following details:

- Bank Name (Existing): Bank of Maharashtra
- IFSC (Existing): MAHB0000403
- Bank Branch (Existing): Brigade Road Branch
- Account number (Existing): 60163668851

- Then fill all the mandatory and applicable details shown below and click on next for payment procedure.

The screenshot shows the Real Estate Regulatory Authority Karnataka website. The 'Change Request' form is displayed, showing the following details:

Change Request

Type of Change*: Correction of Project Address

Project Details

Project Name*: Godrej United
 Promoter Name*: United Oxygen Company Private Lin

Project Address : Khatha No. 30, Sy.No. 28/2, Hoodi Village, Whitefield Main Road,, K.R. Puram Hobli, Bangalore East Taluk, Bangalore.
 District : Bengaluru Urban
 Tehsil/Sub District : Bengaluru East

New Project Address Details

Reason for changing the Project Address*:

Board Resolution Copy*: No file chosen

Affidavit*: No file chosen

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

The screenshot displays a web form for submitting a change request. It includes the following fields and controls:

- Address Proof Document***: A file upload button labeled "Choose File" and a status "No file chosen".
- Approved Project Plan***: A file upload button labeled "Choose File" and a status "No file chosen".
- Address Line 1***: A text input field.
- Address Line 2***: A text input field.
- District***: A dropdown menu with "--Select--" as the current selection.
- Tehsil/Sub District***: A dropdown menu with "--Select--" as the current selection.
- Pin Code***: A text input field.
- other Documents (Relevant)**: A section containing a table with two columns: "Document Name*" and "Document*". The "Document*" column includes a "Choose File" button and a "No file chosen" status. A "DELETE" link is visible at the end of the row. An "Add More" button is located at the bottom right of this section.
- Next**: An orange button at the bottom center of the form.

4. 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
5. The payment and further procedure will be same as the change of Project Name.

Step 10: If the user wants to Correction of Promoter Address then the user must select the Correction of Promoter Address in the Type of Change.

1. For Correction of Promoter Address procedure is shown below
2. The user must read the important points popped up and then click on I Agree for the further procedure.

The screenshot shows a light blue dialog box with the following content:

- Important points to remember before filing the application**: A title bar with a red underline.
- 1. Firm/Company has to pass a resolution For the change**
- 2. All the Documents and any communication will include the new Promoter Address**
- 3. Any legal proceedings which might have commenced in the former Address shall be continued with Company / Project**
- I Agree**: A button at the bottom center of the dialog box.

- Then fill all the mandatory and applicable details shown below and click on next for payment procedure.

Karnataka

1 2 3
Change Request Payment Confirmation

Change Request

Type of Change* Correction of Promoter Address

Project Details

Project Name* Godrej United Promoter Name* United Oxygen Company Private Lin
 Address : Godrej United, Khatha No. 30, Survey No. 28/2, Whitefield Road, Near Phoenix Market City, Hoodi Village, K.R. Puram Hobli, Mahadevapura PO, Bangalore
 State/UT, District : Karnataka , Bengaluru Urban PIN Code : 560048

New Promoter Address Details

Reason for changing the Promoter Address* 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* Choose File No file chosen Affidavit* Choose File No file chosen

New Promoter Address Details

Reason for changing the Promoter Address* 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* Choose File No file chosen Affidavit* Choose File No file chosen

Address Line 1* Address Line 2*
 State* --Select-- District* --Select--
 Pin Code* Address Proof Document* Choose File No file chosen

other Documents (Relevant)

Document Name* Document* Choose File No file chosen DELETE

Add More

Next

- 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

5. The payment and further procedure will be same as the change of Project Name.

Step 11: If the user wants to change the Mobile Number then the user must select the change the Mobile Number in the Type of Change.

1. For change the Mobile Number procedure is shown below
2. The user must read the important points popped up and then click on I Agree for the further procedure.

Important points to remember before filing the application

1. All the Documents and any communication will include the new Mobile Number
2. By changing the Mobile Number, it shall not affect the rights or obligations of the Company / Project
3. Any legal proceedings which might have commenced against the Mobile Number shall be continued with Company / Project

I Agree

3. Then fill all the mandatory and applicable details shown below and click on next for payment procedure and user has to verify the newly entered Mobile Number through OTP.

Change Request

Type of Change*
Change of Mobile Number

Project Details

Project Name*
Godrej United

Promoter Name*
United Oxygen Company Private Lin

Existing Mobile Number
9902377995

Proposed Mobile Number*
[verify Mobile Number](#)

Reason for changing the Mobile Number*

Documents

Authorization Letter*

Choose File No file chosen

other Documents (Relevant)

Document Name*

Document*

Choose File No file chosen

DELETE

4. 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

5. The payment and further procedure will be same as the change of Project Name.