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 Registration tab in K-RERA web portal and again click on the Apply for Change Request.

<table>
<thead>
<tr>
<th>SL NO</th>
<th>Type of Transaction</th>
<th>Fee Per Transaction Excluding Taxes and Bank Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Change of Project Name</td>
<td>10000</td>
</tr>
<tr>
<td>2</td>
<td>Change of Email Address</td>
<td>10000</td>
</tr>
<tr>
<td>3</td>
<td>Change of Promoter Name</td>
<td>10000</td>
</tr>
<tr>
<td>4</td>
<td>Change of Bank Account Name</td>
<td>10000</td>
</tr>
<tr>
<td>5</td>
<td>Correction of Project Address</td>
<td>10000</td>
</tr>
<tr>
<td>6</td>
<td>Correction of Promoter Address</td>
<td>10000</td>
</tr>
<tr>
<td>7</td>
<td>Change of Mobile Number</td>
<td>10000</td>
</tr>
</tbody>
</table>
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

There are 2 Types

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

![Login Form](image_url)

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

- User Type
- RERA PROJECT Acknowledgement Number

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

**Step 5:** 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.
3. Then fill all the mandatory and applicable details shown below and click on next for payment procedure.
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. 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.
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.

![User Manual – Change Request](Image)

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

![User Manual – Change Request](Image)

Step 6: 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
2. The user must read the important points popped up and then click on I Agree for the further procedure.

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

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 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.

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

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

1. For Correction of Project 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.

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

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 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.

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.
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.