This document contains step by step instructions to fill the application form for Extension of the Project Registration / Completion of Project Registration
Step 1: To apply for Extension of Project Registration visit the RERA Portal click on the Registration Tab and below again click on the Apply for Extension / Completion.

Step 2: The login screen will appear for logging in considering RERA Registration number as key factor. And for reference user can download

- Checklist of Key information/document required
- Extension User Manual
- Certificate format by clicking on respective link.
Step 3: Enter RERA Registration number and enter the OTP sent to the user E-mail and Mobile number and click on Login

Step 4: After Logging in, read the Important points.
A. To Apply For Completion Click on Apply For Completion Button and Fill the Completion Form By uploading Occupancy Certificate, Completion Certificate, Registered Agreement of Sale and Registered conveyance deed for an individual unit along with their Dates.

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Certificate</th>
<th>Date dd/mm/yyyy</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Occupancy Certificate</td>
<td></td>
<td>Choose file: No file chosen</td>
</tr>
<tr>
<td>2</td>
<td>Completion certificate</td>
<td></td>
<td>Choose file: No file chosen</td>
</tr>
<tr>
<td>3</td>
<td>Registered Agreement of Sale</td>
<td></td>
<td>Choose file: No file chosen</td>
</tr>
<tr>
<td>4</td>
<td>Registered conveyance deed for an individual</td>
<td></td>
<td>Choose file: No file chosen</td>
</tr>
</tbody>
</table>

Submit

Confirmation

Application for Completion of Project bearing Registration Number ____________________________ has been submitted successfully.
B. To Apply For Extension Click on Apply for Extension Button and Fill The Form.

**Step 5:** The Project details will be auto filled and proposed end date of the Project need to be filled along with Plan renewal details and Project current site photo and fill all the details applicable along with mandatory details.

![Extension Form Diagram]

- **Project Details:**
  - RERA Registration Number
  - Promoter / Company Name
  - Promoter / Company Address

- **Project Plan Details:**
  - Project End Date (Previous):
  - Project End Date (New):
  - Project plan renewed?: Yes / No
  - Project's current site photo:
  - Reason For Delay:
  - Relevant Document:

- **Current Project Details:**
  - Architect Certificate for Work Completion Schedule Till Date:
  - Engineer Certificate for Work Completion Schedule Till Date:
  - CA Certificate for Funds Utilization:
  - Project Registration Certificate:
Step 6: After all the above details and submitting by clicking Next, the Extension payment form will open with promoter name and Amount will be auto-filled. And click on “click here for Online payment”.

Note: Payment will be 50% of the RERA Registration Amount
Step 7: Payment page will open here the users should select the Mode of payment and select the remittance bank and Enter the captcha code and submit.
Step 8: After completion of payment confirmation page will open.