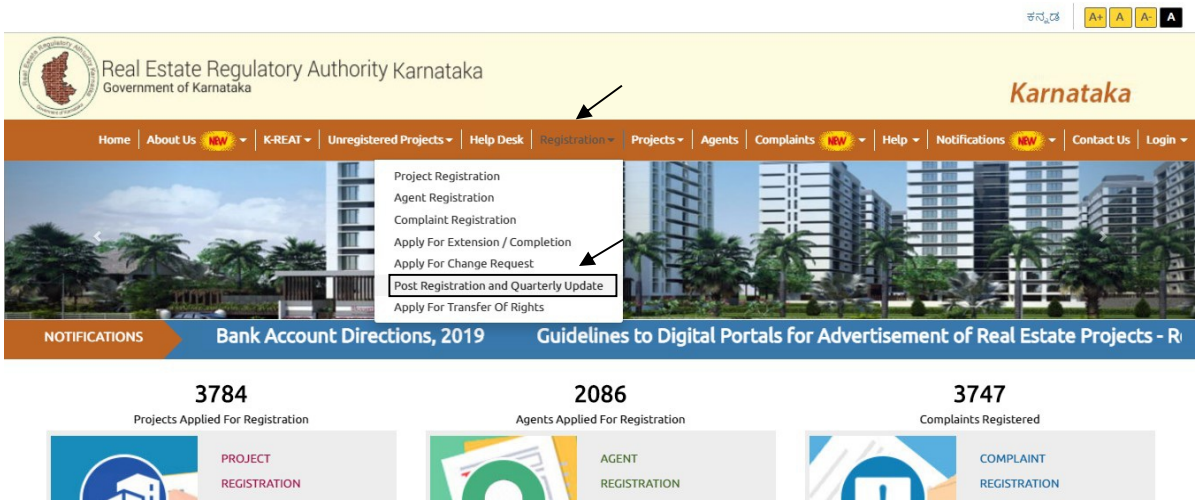
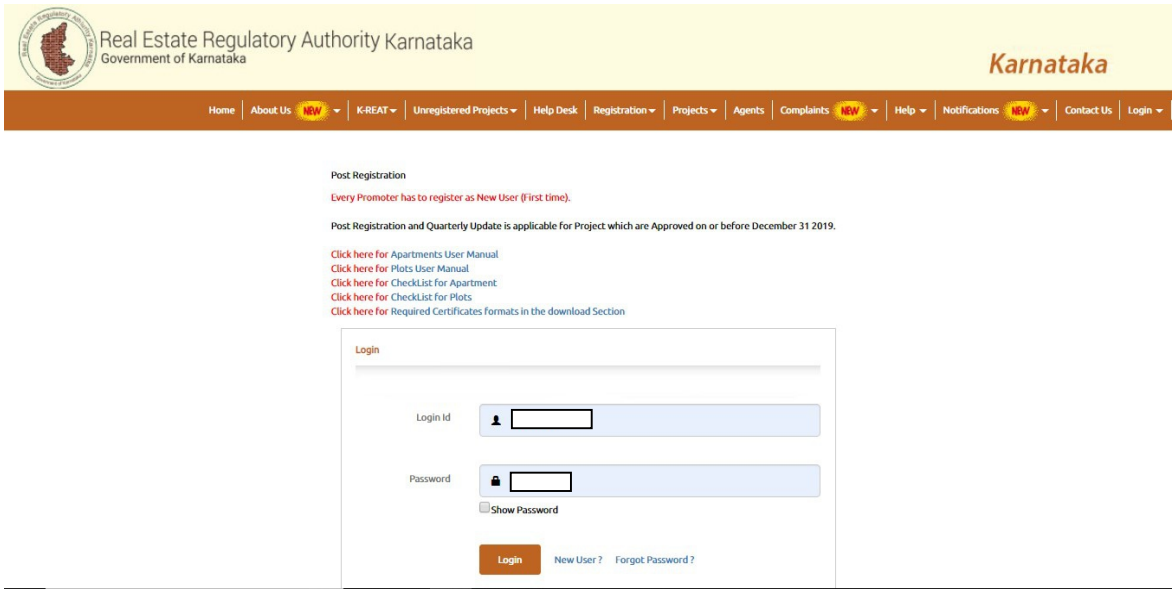
Note: The Post registration application will capture some of the data that was missed at the time of project registration. The post registration part is a one-time activity and must be filled according to the data available in the sanctioned plan

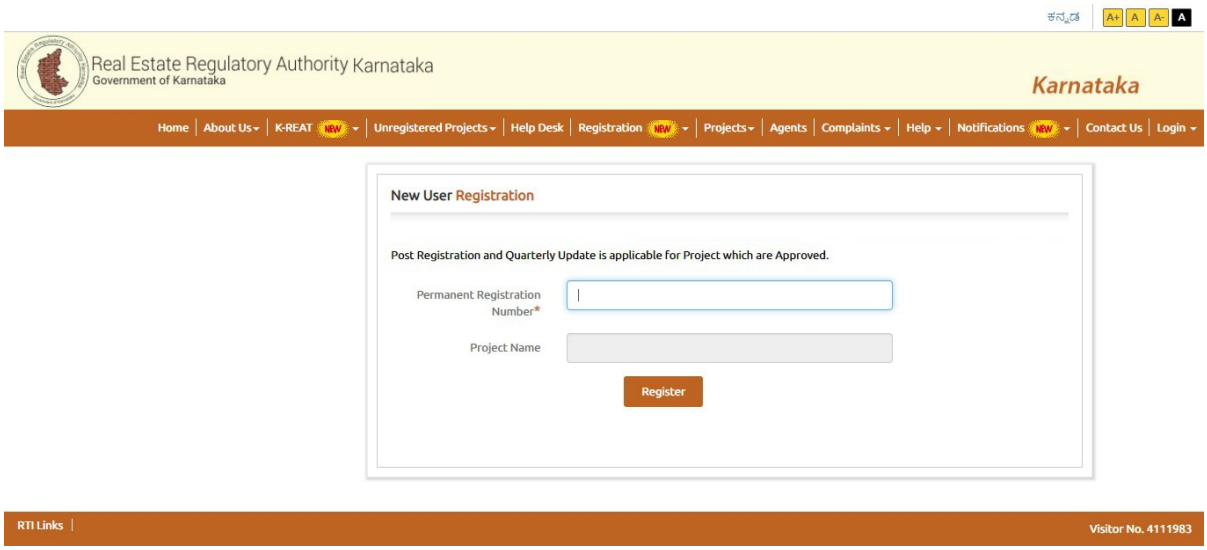
Step 1: To Login / Register visit the RERA portal www.rera.karnataka.gov.in click on Registration Tab and click on Post Registration and Quarterly Update.



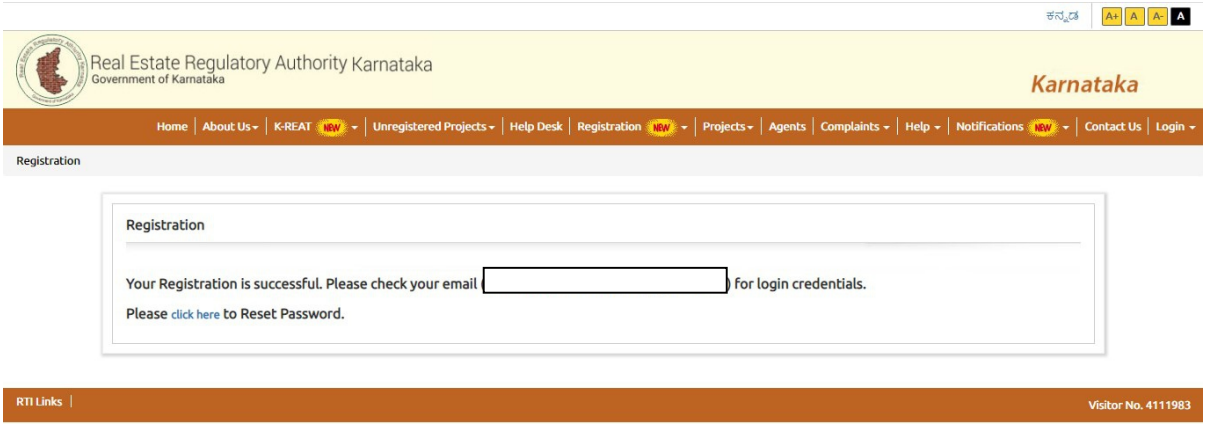
Step 2: Click on new user to register for the first time



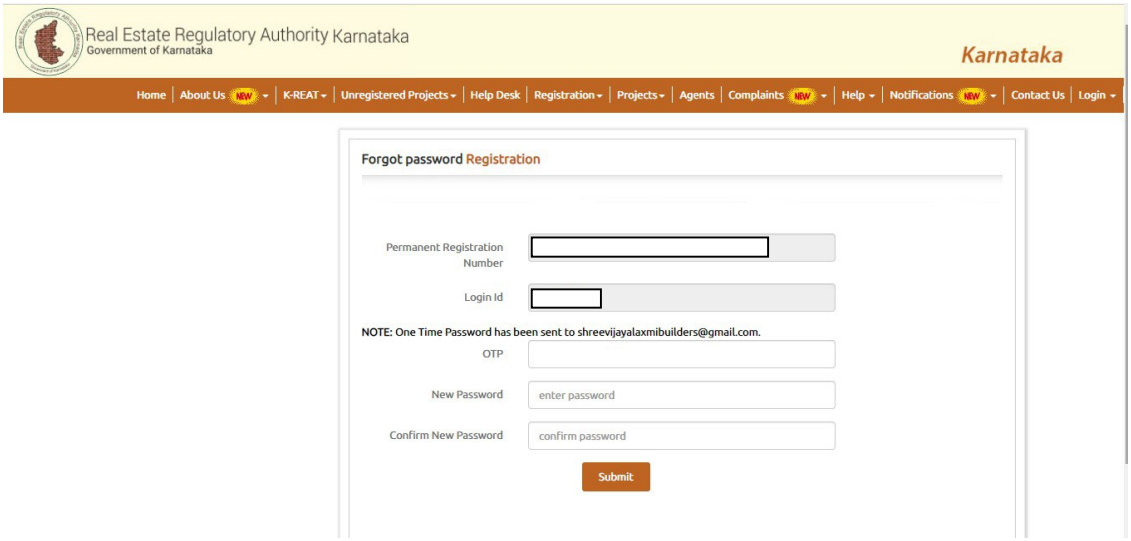
Step 3: Enter the Permanent Registration Number of the project will be autofilled and click on Project Name. After this click on Register.



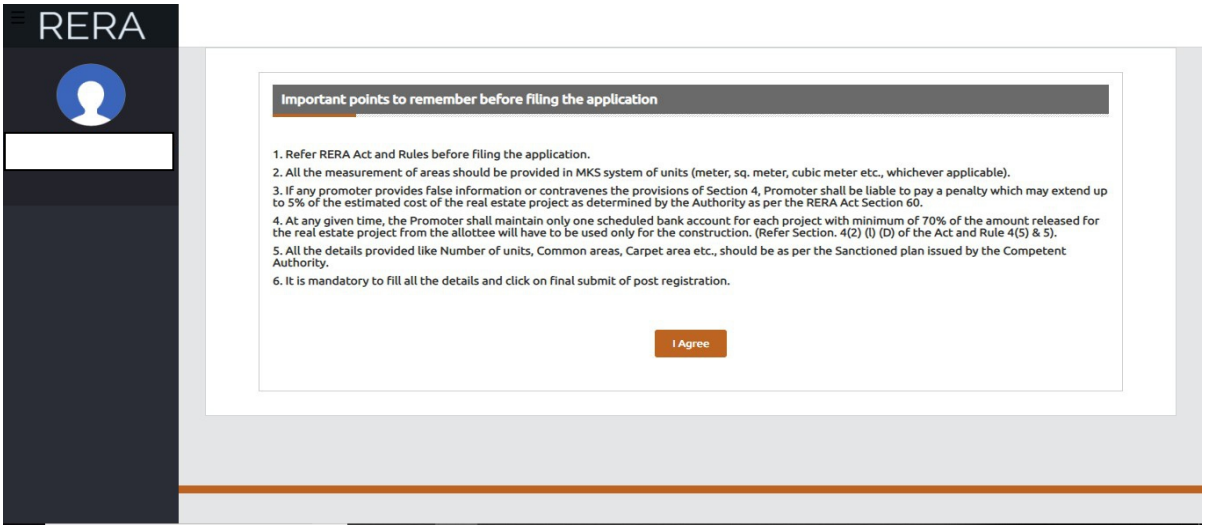
Step 4: Login Id will be sent to the registered email id. The promoter Should Reset the Password.



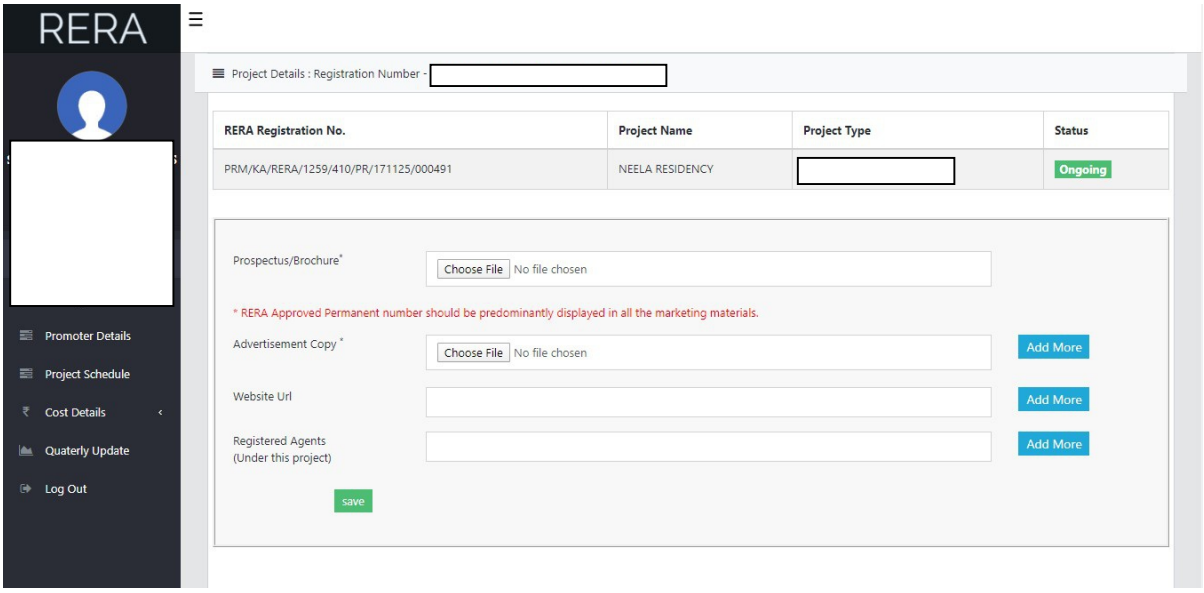
Click on reset Password link shared in Mail and fill the details shown below



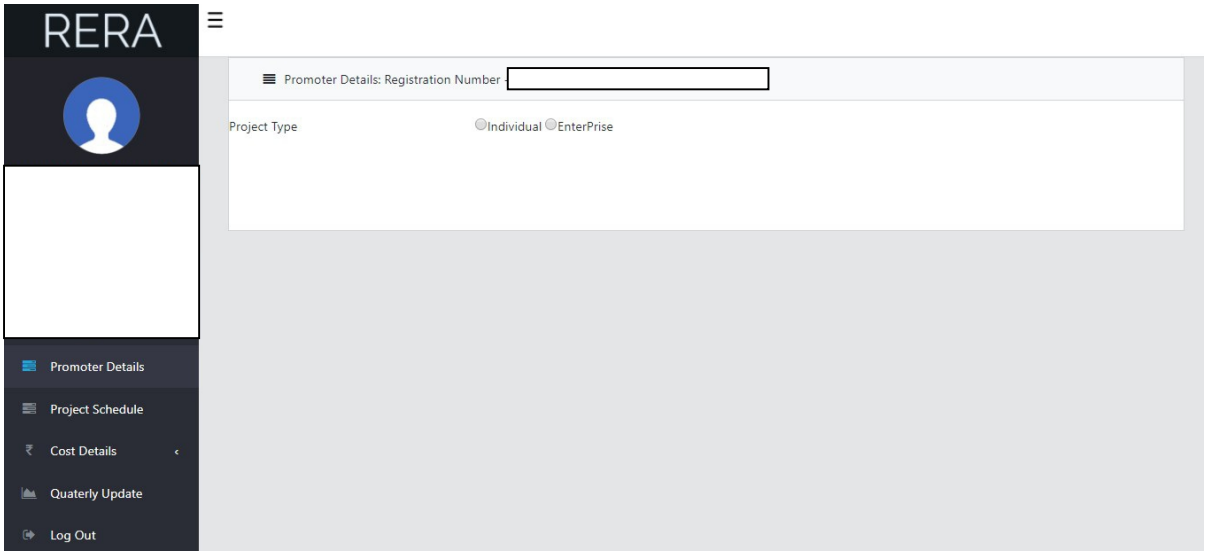
Step 5: After Logging in, read the terms and click on I Agree to proceed further.



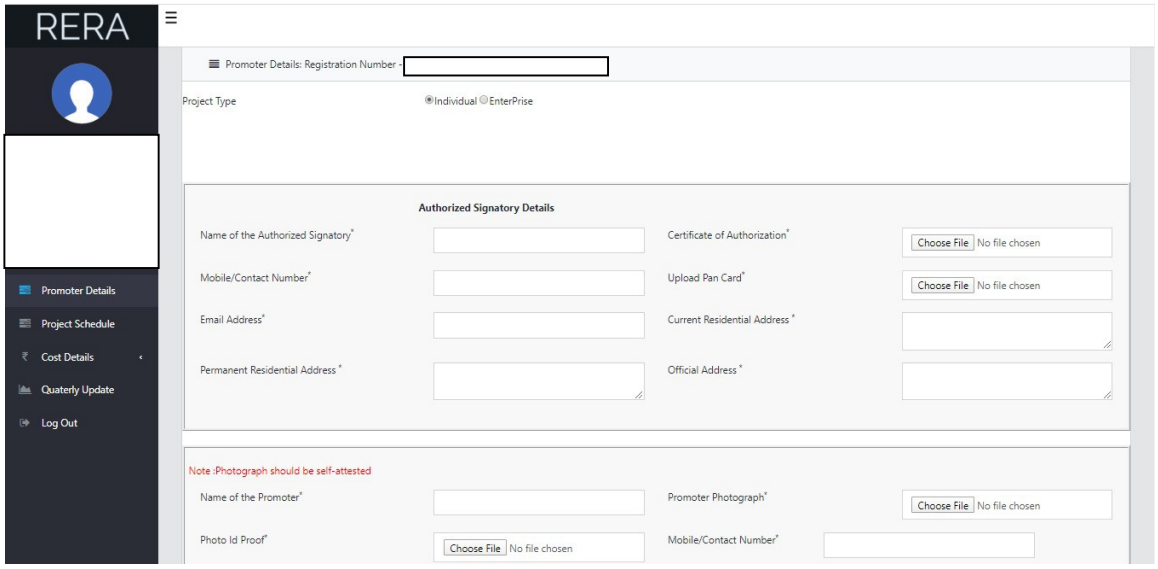
Step 6: The Project Name, Registration number, Type, Status will be mentioned. Attach the project brochure or an advertisement copy; enter the website address and agent registration number for the project. Click on save button after entering the data

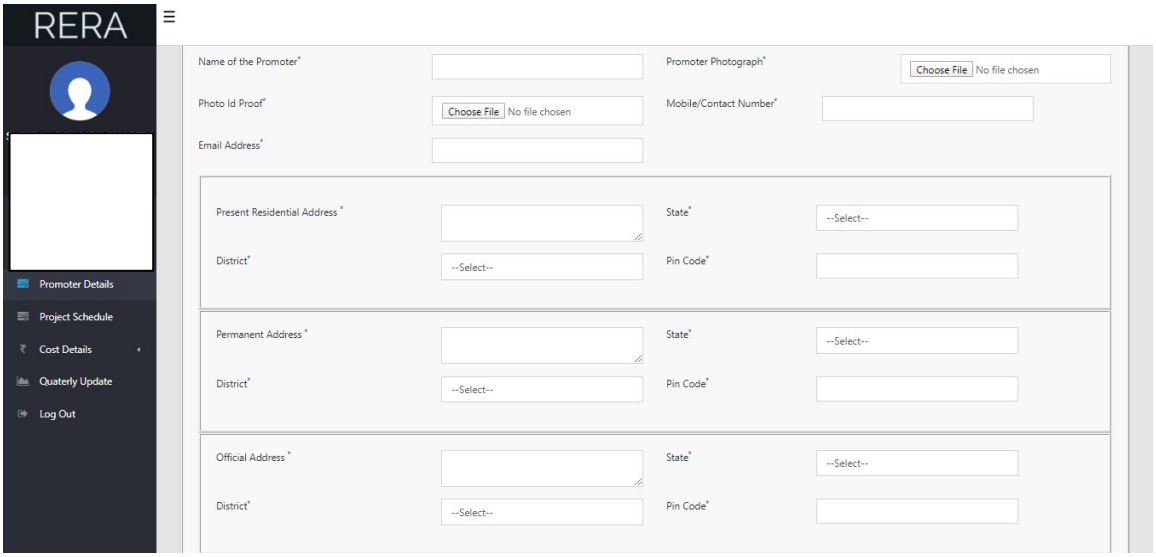


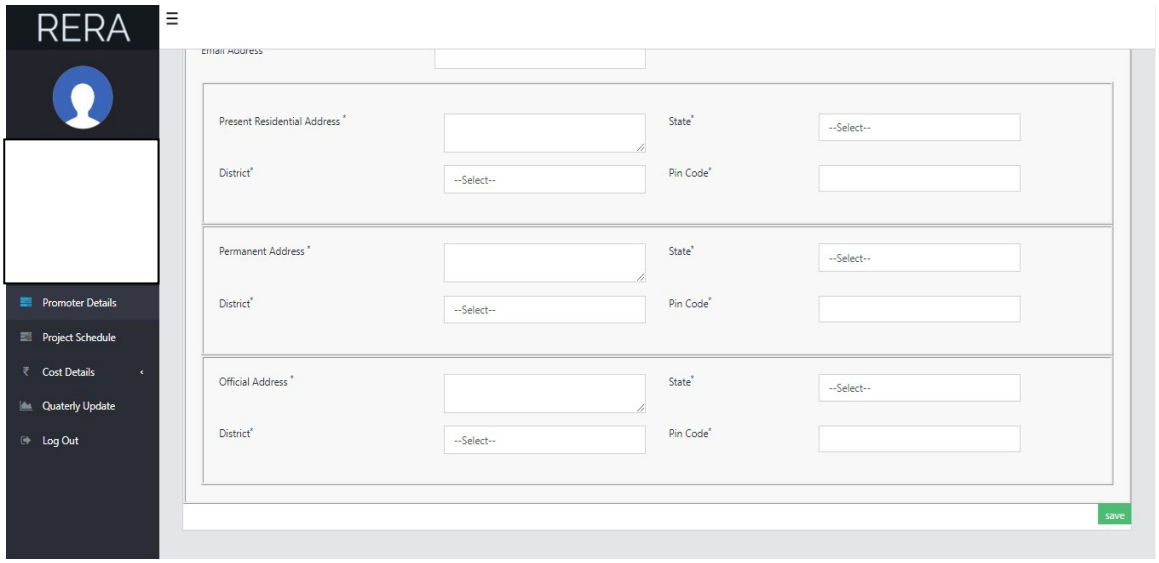
Step 7: In Promoter details Select the project type by clicking on radio buttons and enter the promoter details



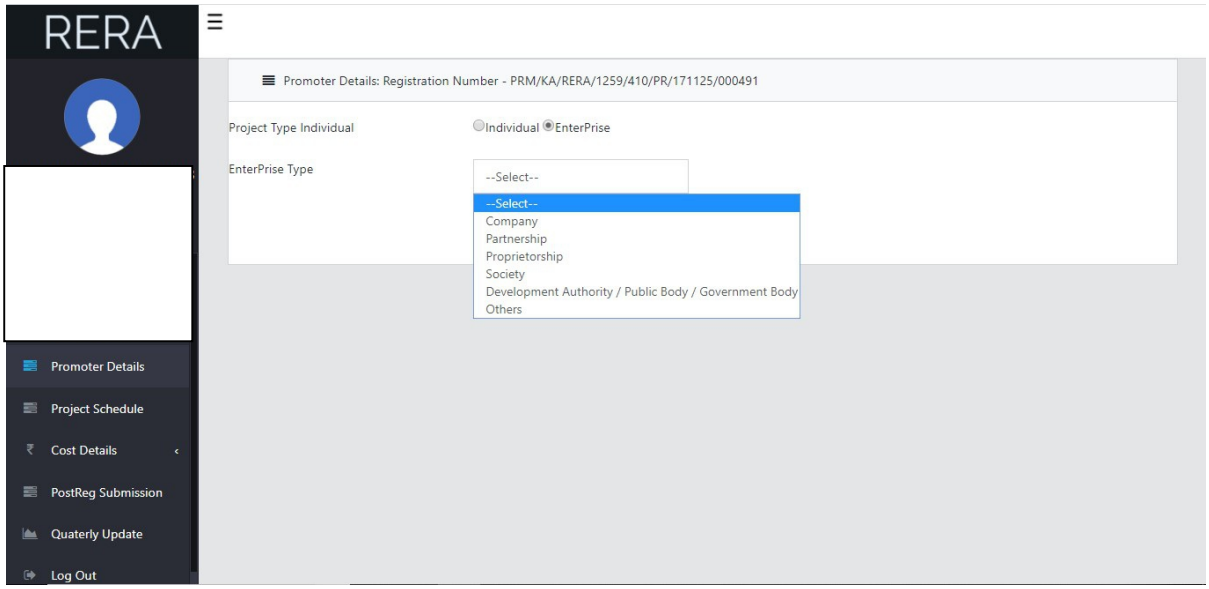
Step 8: If you Select the project type as Individual fill the below details and click on save.



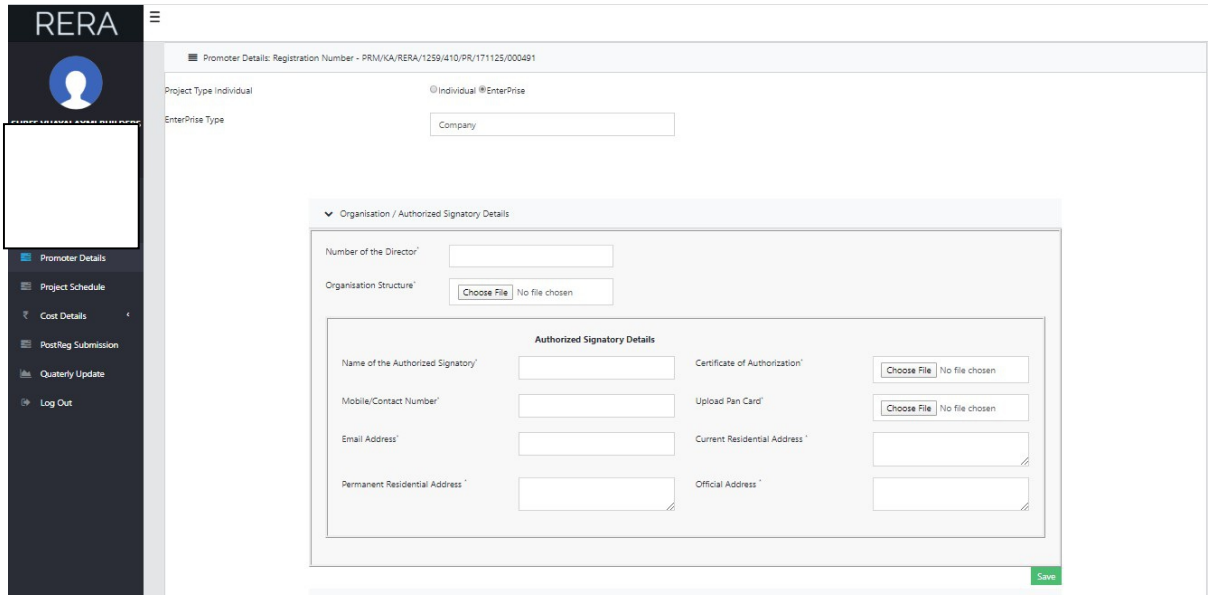


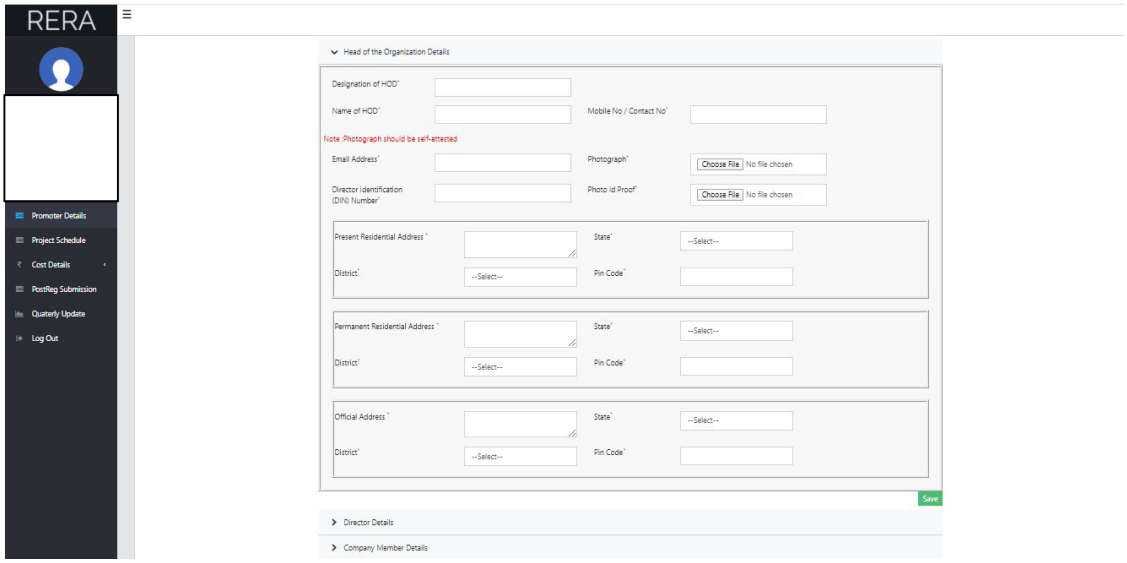


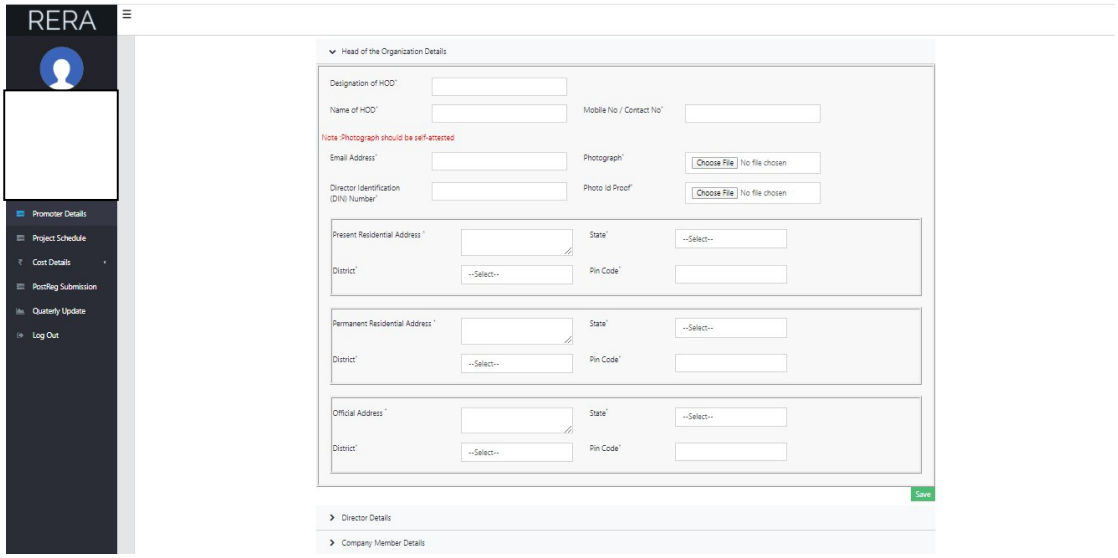
Step 9: If you Select the project type as Enterprise fill the below details and click on save.

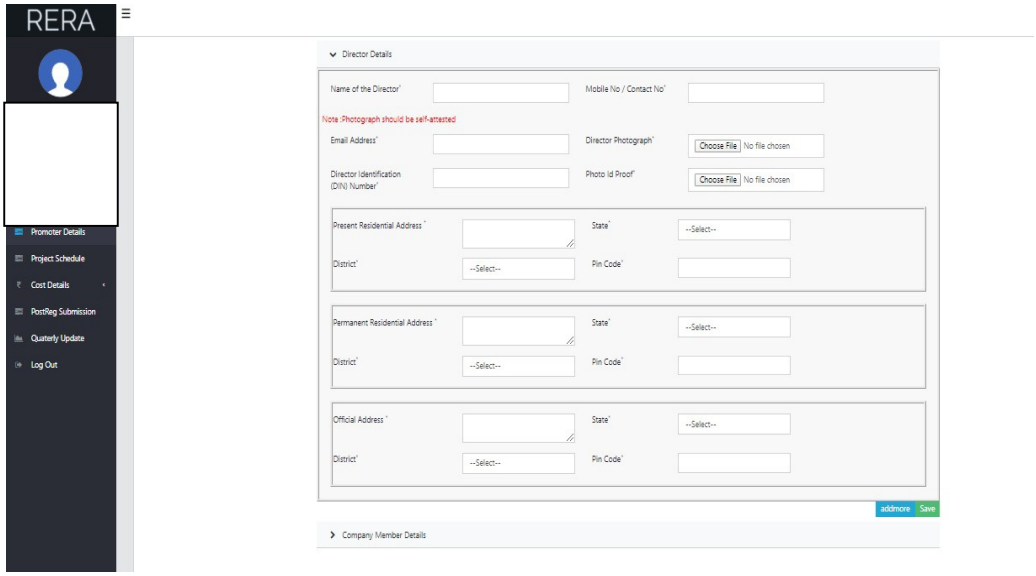


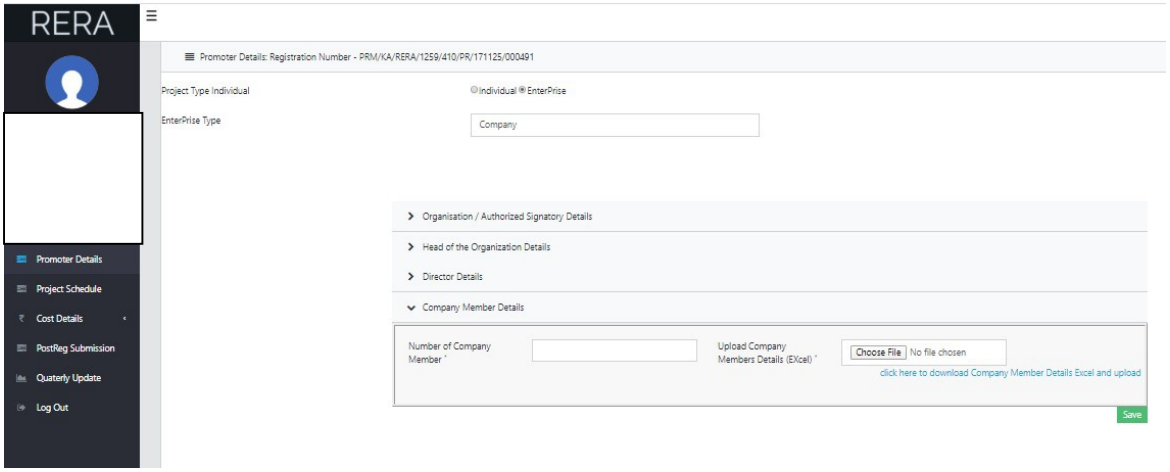
a): If the user select Enterprise Type as Company have to fill the shown below details



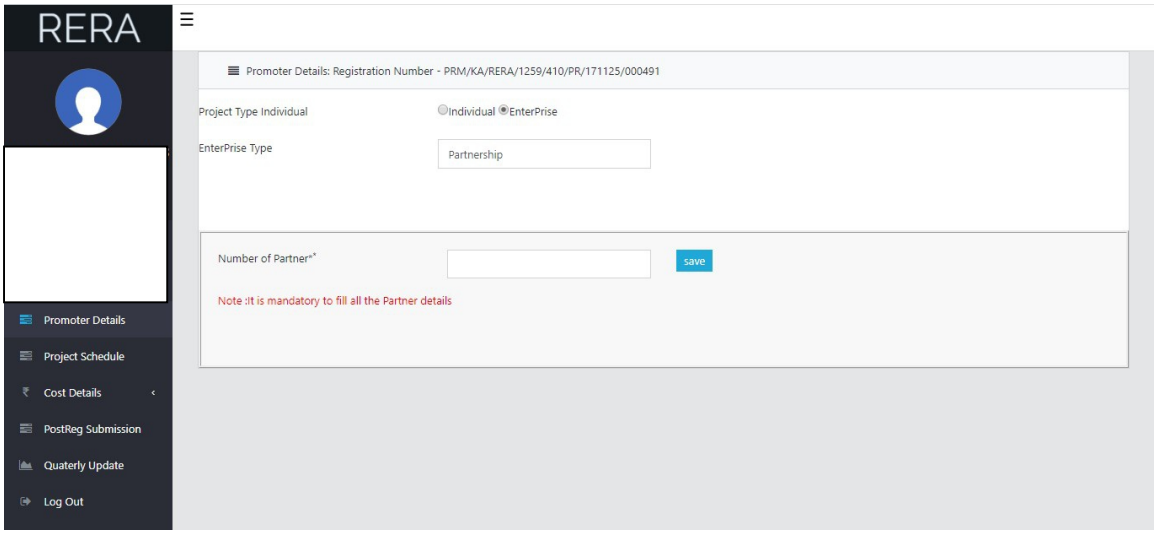



RERA
Promoter Details
Project Schedule
Cost Details
PostReg Submission
Quaterly Update
Log Out
Head of the Organization Details
Designation of HOD*
Name of HOD*
Mobile No / Contact No*
Note :Photograph should be self-attested
Email Address*
Photograph*
Choose File No file chosen
Director Identification (DIN) Number*
Photo Id Proof*
Choose File No file chosen
Present Residential Address *
State*
--Select--
District*
--Select--
Pin Code*
Permanent Residential Address *
State*
--Select--
District*
--Select--
Pin Code*
Official Address *
State*
--Select--
District*
--Select--
Pin Code*
Save
Director Details
Company Member Details

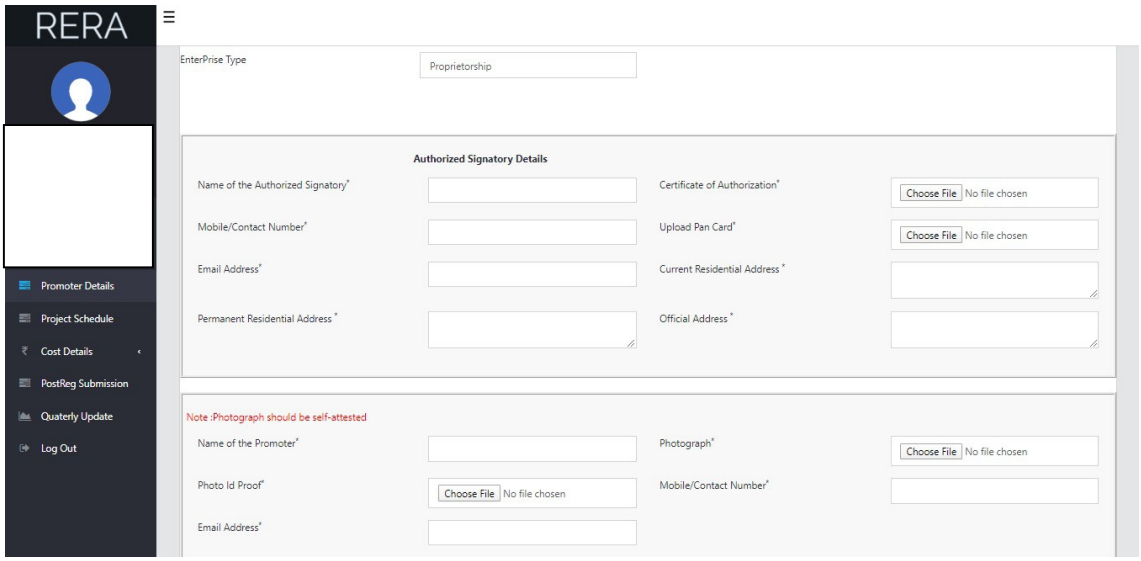

RERA
Promoter Details
Project Schedule
Cost Details
PostReg Submission
Quaterly Update
Log Out
Director Details
Name of the Director*
Mobile No / Contact No*
Note :Photograph should be self-attested
Email Address*
Director Photograph*
Choose File No file chosen
Director Identification (DIN) Number*
Photo Id Proof*
Choose File No file chosen
Present Residential Address *
State*
--Select--
District*
--Select--
Pin Code*
Permanent Residential Address *
State*
--Select--
District*
--Select--
Pin Code*
Official Address *
State*
--Select--
District*
--Select--
Pin Code*
addmore
Save
Company Member Details

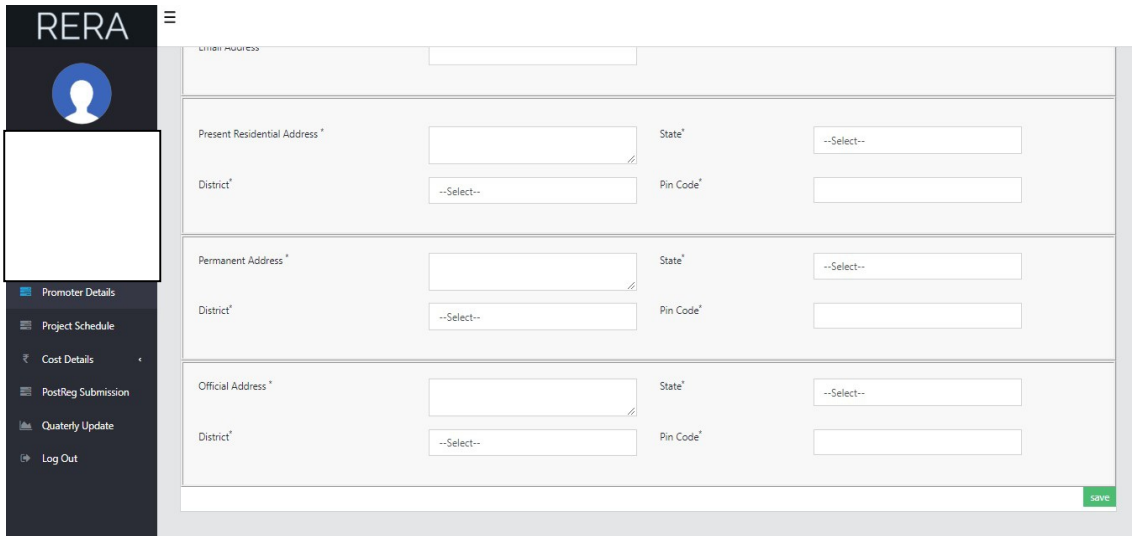

RERA
Promoter Details
Project Schedule
Cost Details
PostReg Submission
Quaterly Update
Log Out
Promoter Details: Registration Number - PRM/KA/RERA/1259/410/PR/171125/000491
Project Type Individual
Individual EnterPrise
EnterPrise Type
Company
Organisation / Authorized Signatory Details
Head of the Organization Details
Director Details
Company Member Details
Number of Company Member *
Upload Company Members Details (EXcel) *
Choose File No file chosen
click here to download Company Member Details Excel and upload
Save

b): If the user select Enterprise Type as Partnership have to fill the shown below details

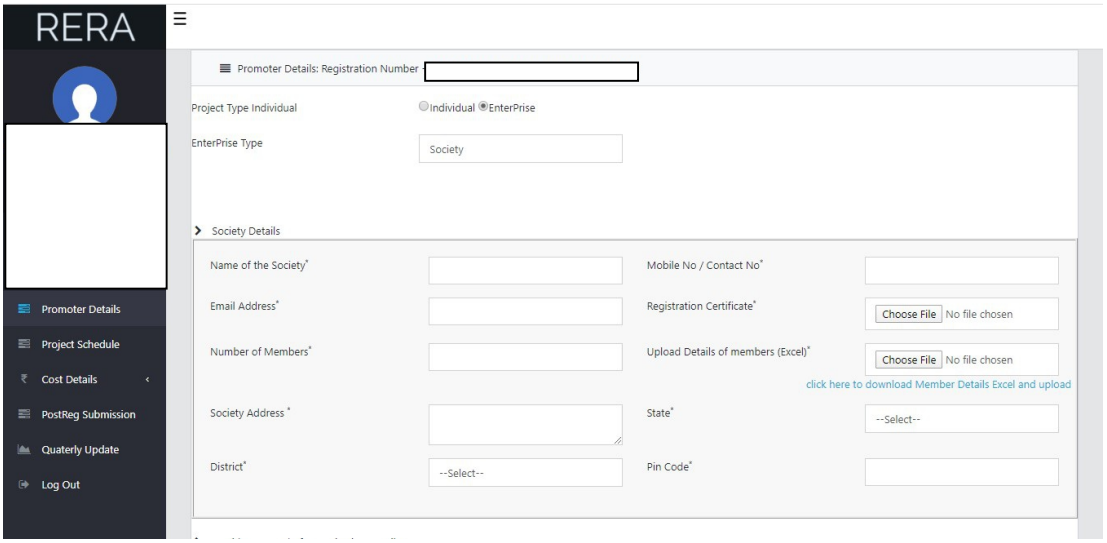


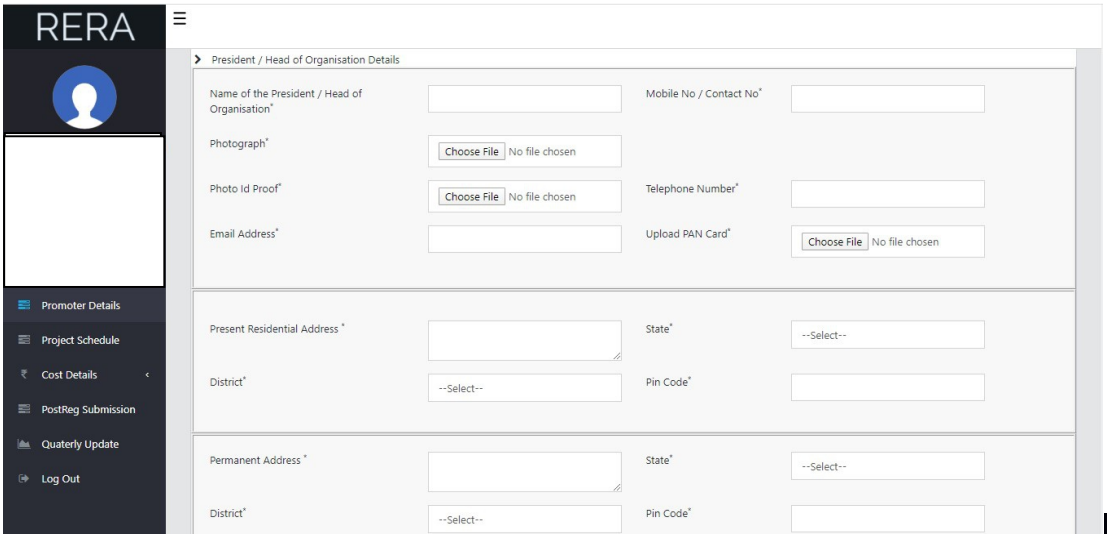
c): If the user select Enterprise Type as Proprietorship have to fill the shown below details

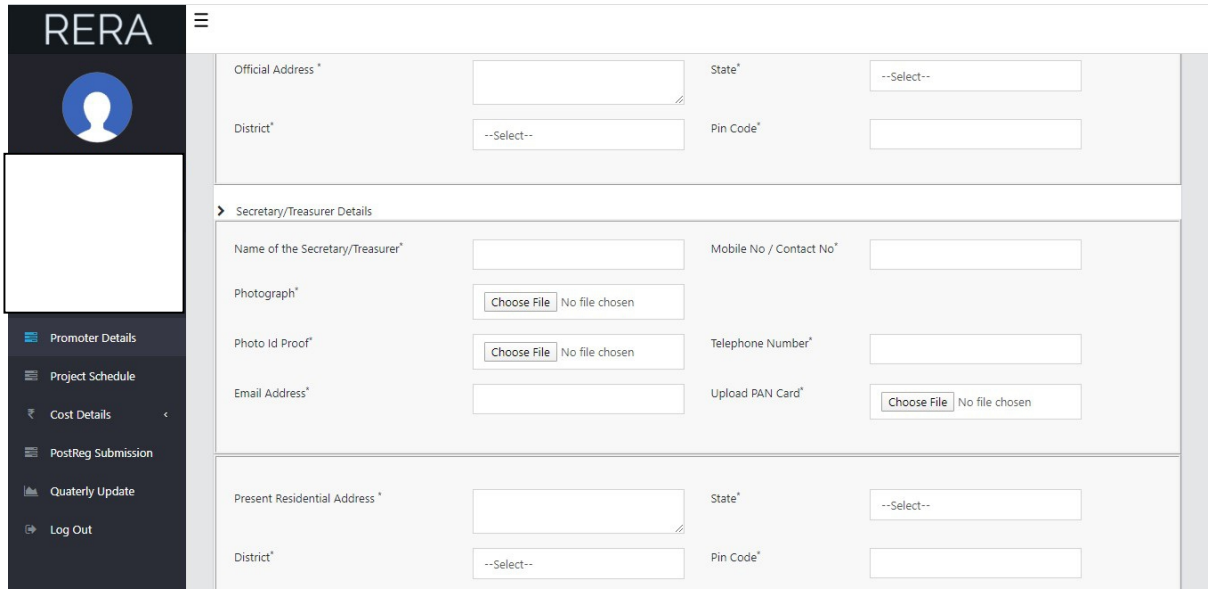


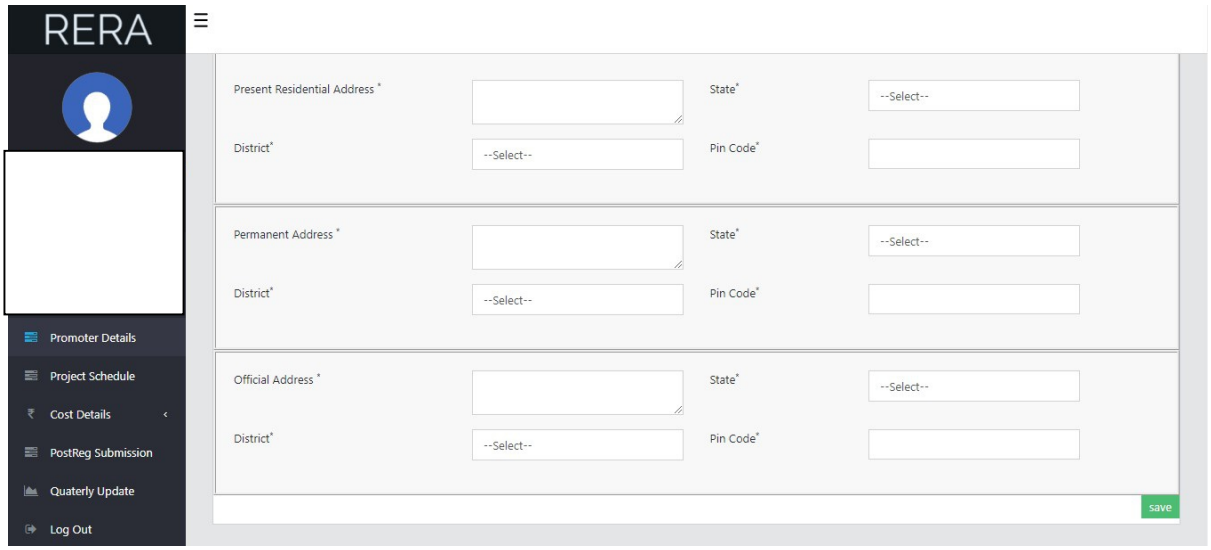


d): If the user select Enterprise Type as Society have to fill the shown below details

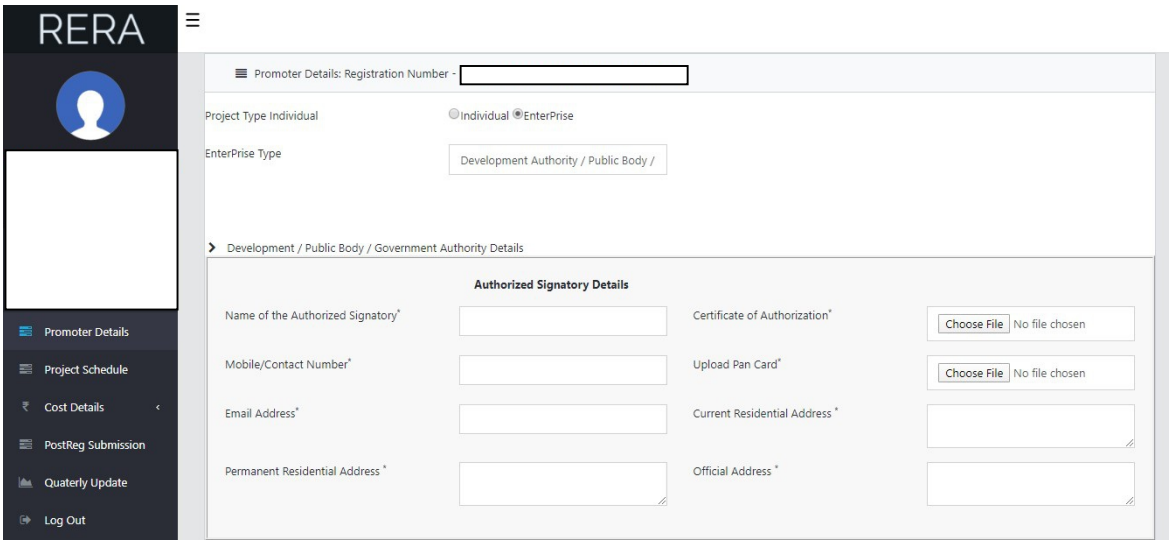


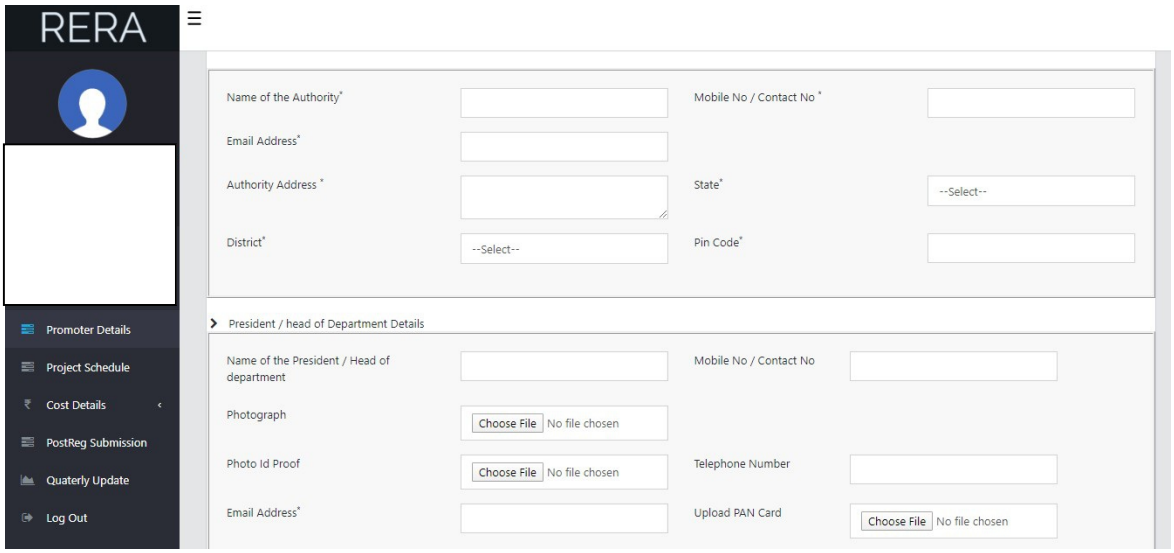


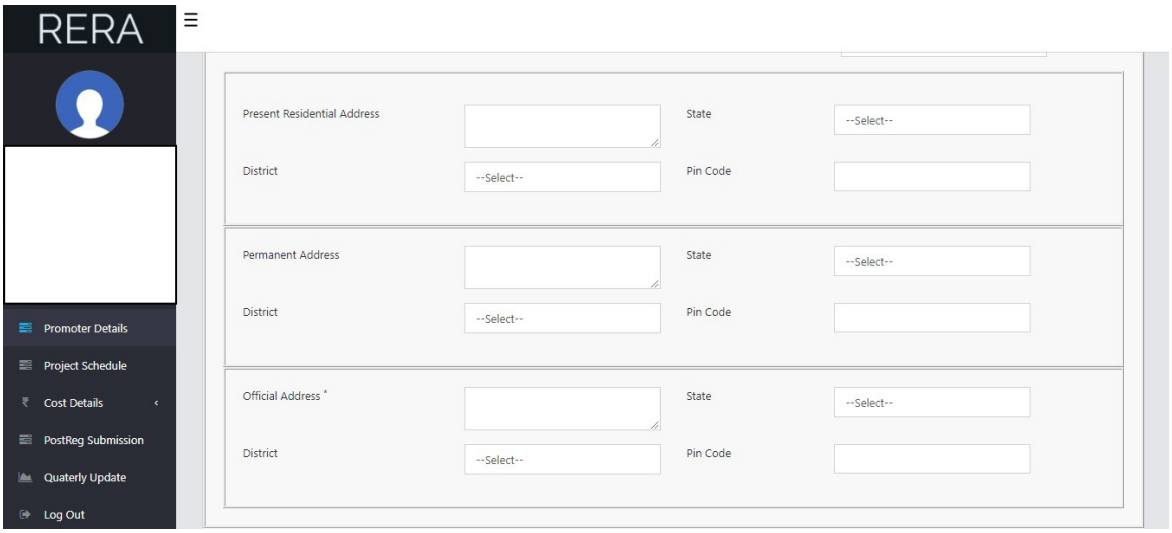

RERA
Promoter Details
Project Schedule
Cost Details
PostReg Submission
Quaterly Update
Log Out
Official Address *
State*
--Select--
District*
--Select--
Pin Code*
Secretary/Treasurer Details
Name of the Secretary/Treasurer*
Mobile No / Contact No*
Photograph*
Choose File No file chosen
Photo Id Proof*
Choose File No file chosen
Telephone Number*
Email Address*
Upload PAN Card*
Choose File No file chosen
Present Residential Address *
State*
--Select--
District*
--Select--
Pin Code*

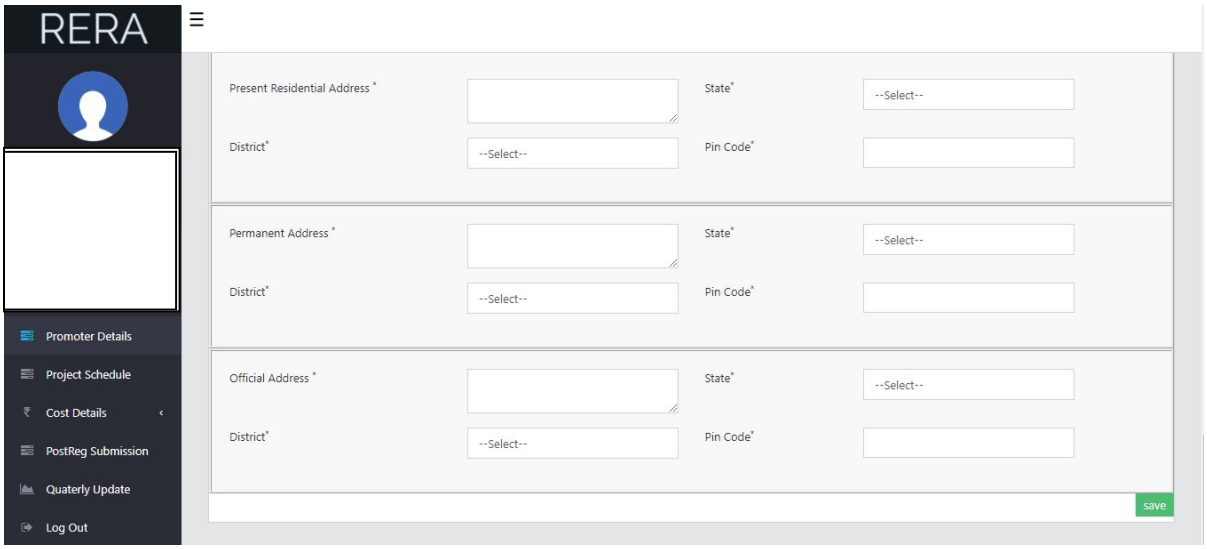

RERA
Promoter Details
Project Schedule
Cost Details
PostReg Submission
Quaterly Update
Log Out
Present Residential Address *
State*
--Select--
District*
--Select--
Pin Code*
Permanent Address *
State*
--Select--
District*
--Select--
Pin Code*
Official Address *
State*
--Select--
District*
--Select--
Pin Code*
save

e): If the user select Enterprise Type as Development Authority/Public Body/Government Body have to fill the shown below details.



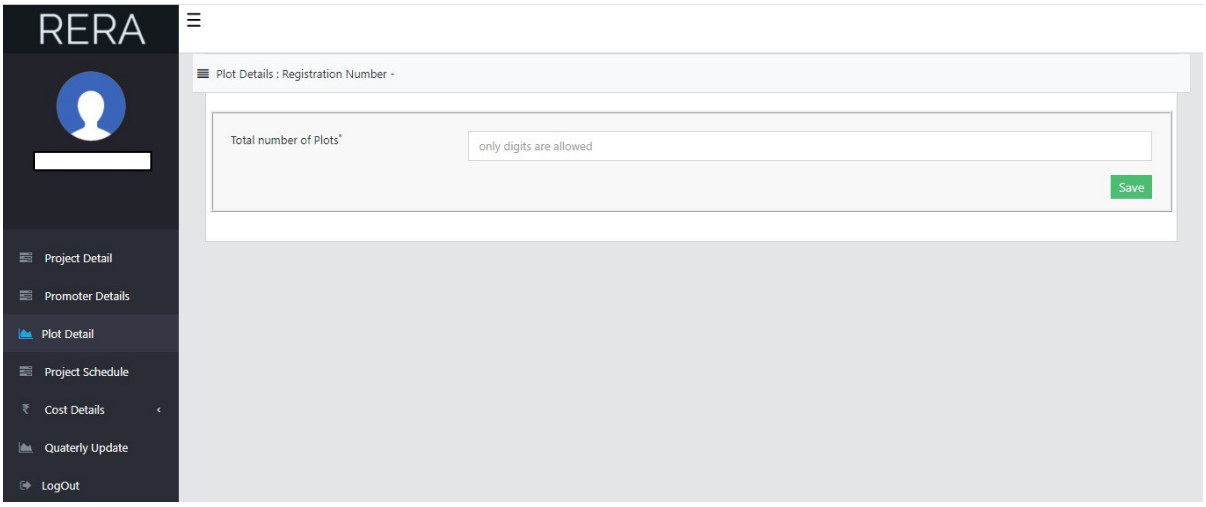




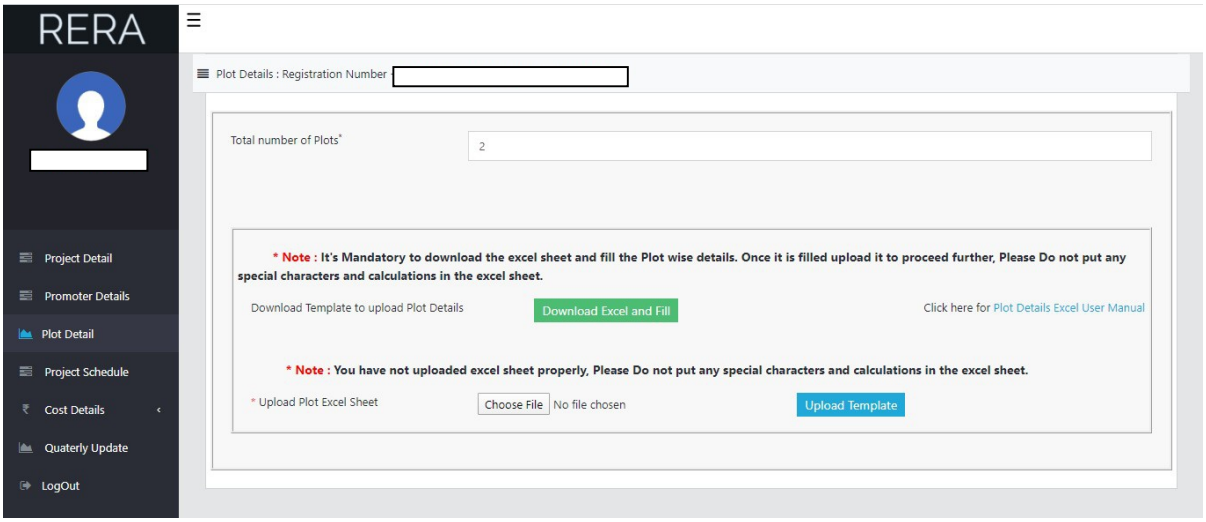


f): If the user select Enterprise Type as Others have to fill the details as shown in company

Step 10 : Enter the plot details in the project and click on save.

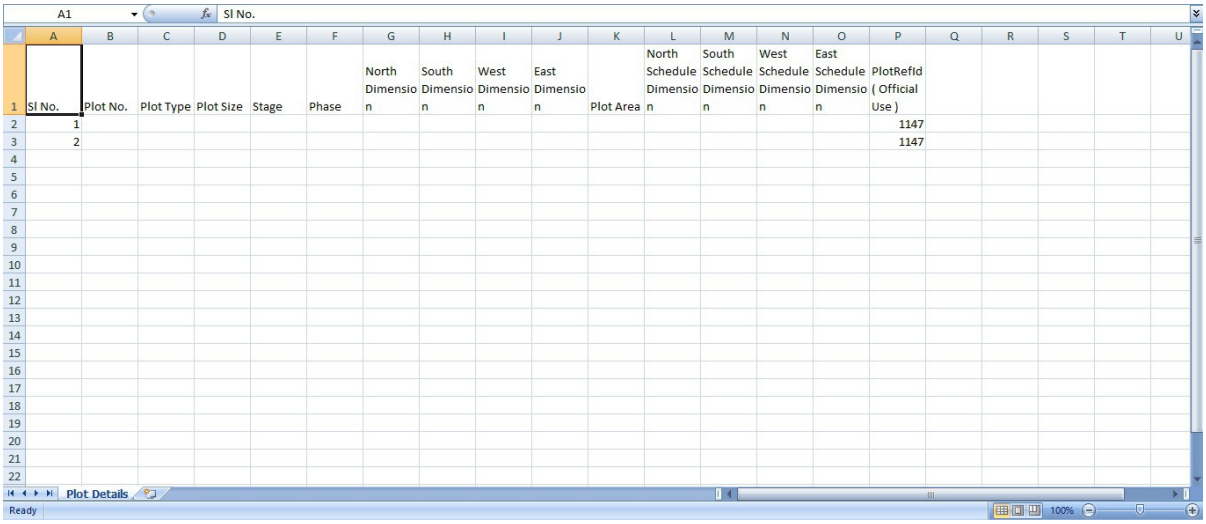


Step 11: Once the no of plots are entered, the saleable details of the plots is to be entered in an excel sheet. Download the excel sheet and fill in the details of the plots.



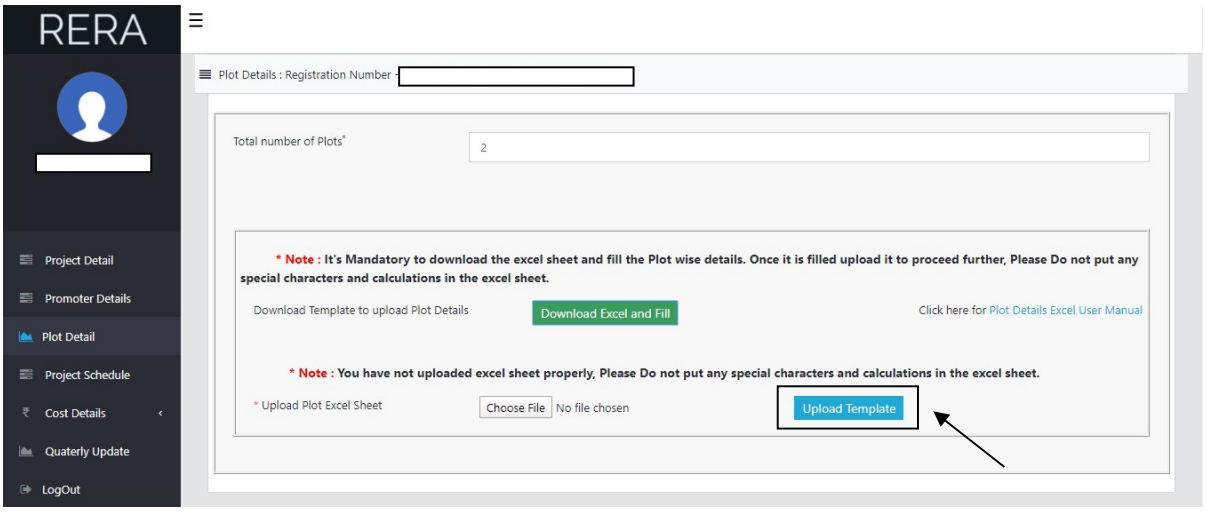
Step 12: The Excel sheet will have fields like Plot Number, type, Size, stage, phase, measurements in all directions, area of the plot and plot schedule. The last field Plot RefId is used for official purpose and it is to be ignored.

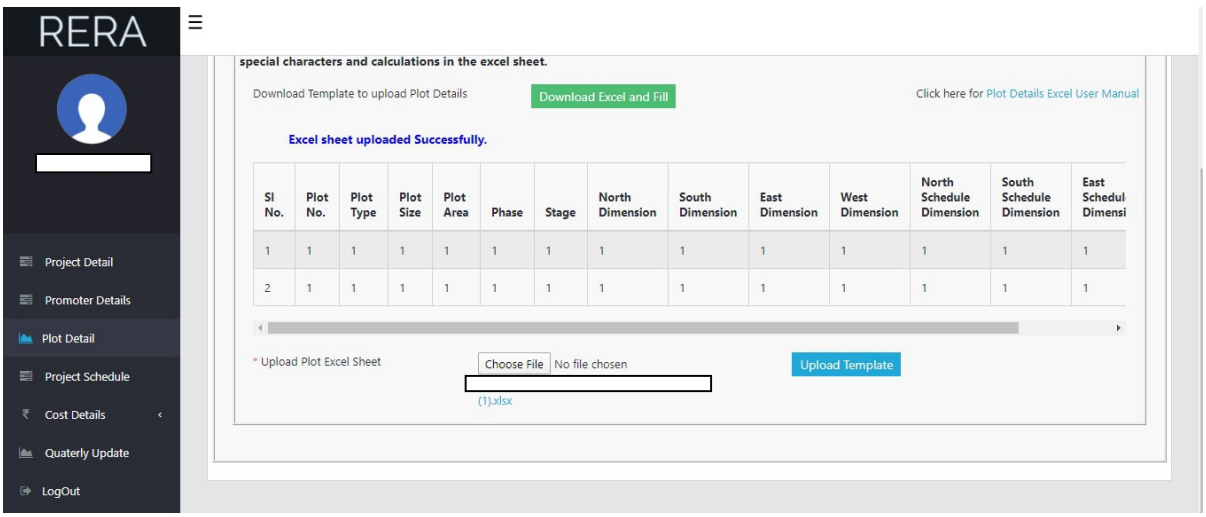
Note : Please fill Excel Sheet without Changing first and last Column of Generated Excel, If you change You will not be Able To Fill Quarterly Updates.



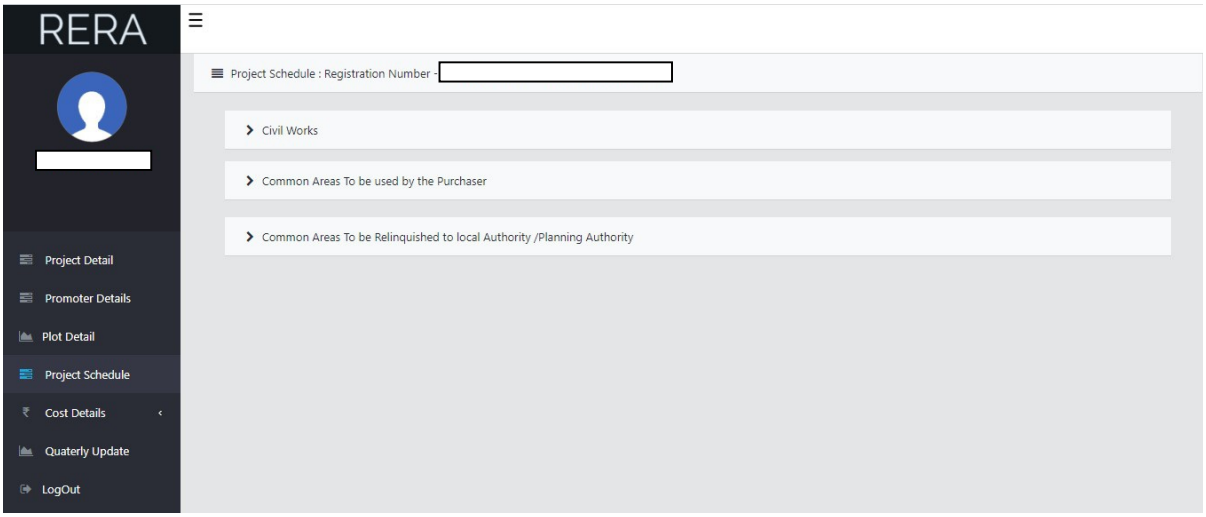
Sl No.	Plot No.	Plot Type	Plot Size	Stage	Phase	North Dimension	South Dimension	West Dimension	East Dimension	Plot Area	North Schedule Dimension	South Schedule Dimension	West Schedule Dimension	East Schedule Dimension	PlotRefId (Official Use)
1															1147
2															1147

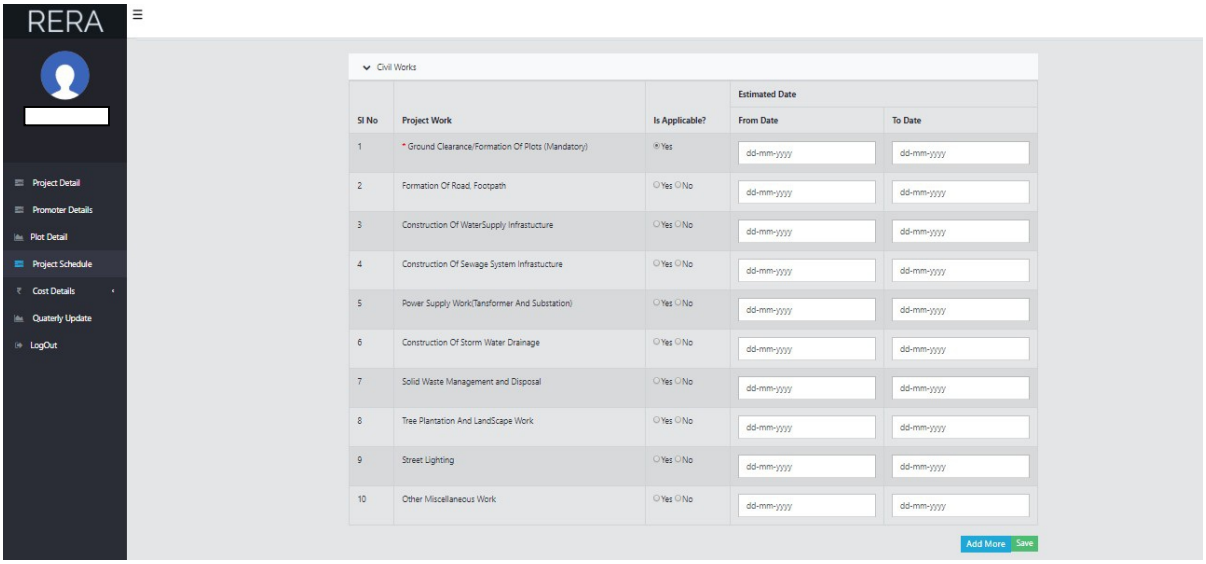
Step 13: After filling the excel sheet, upload it back on the portal. Click on save to move to next page



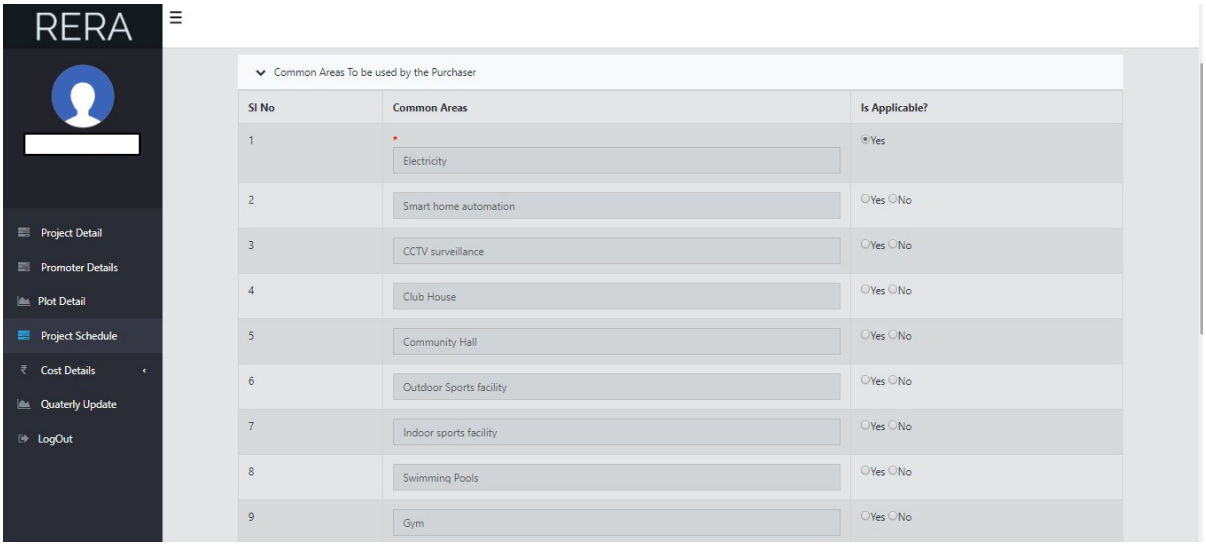


Step 14:Click on the applicable civil work for the project and the estimated time of completion for each applicable civil work. Click on save button to move to next page

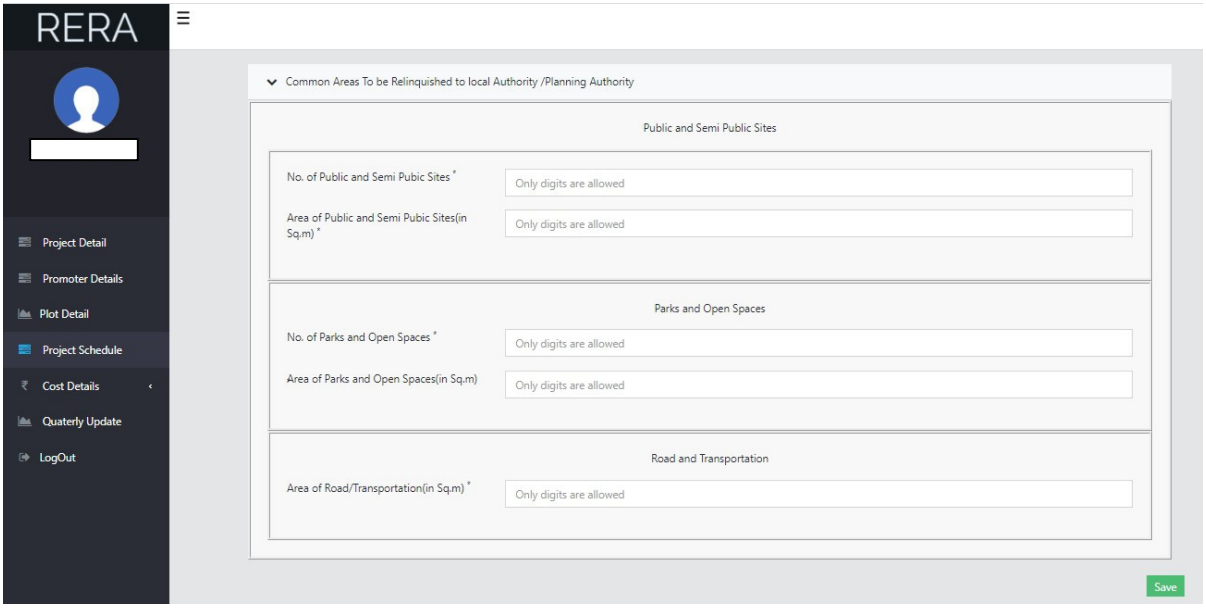




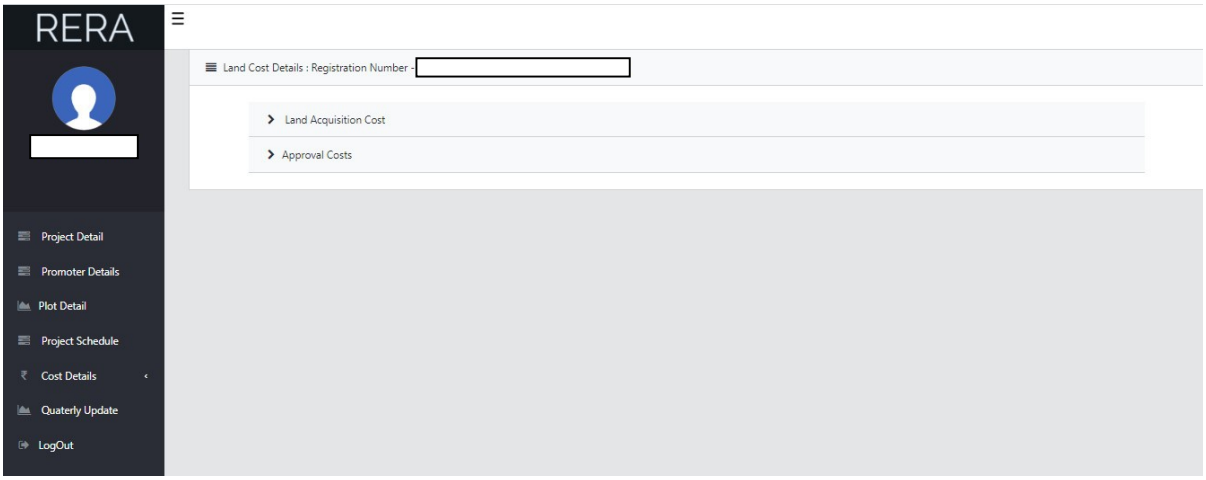
Step 15: Select the applicable Common Area that will be used by the purchaser and click on save button to move to next page

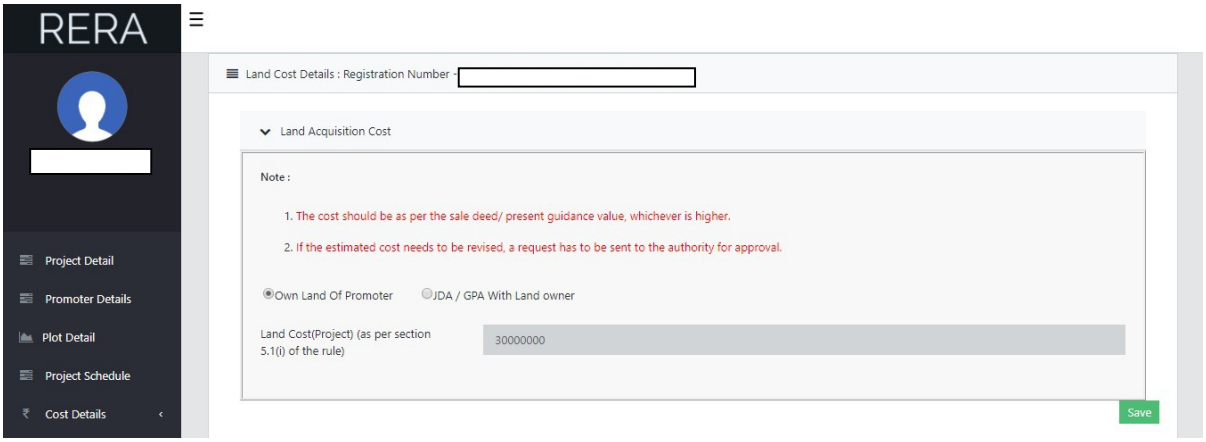


Step 16: Enter the details of Common areas that is to be relinquished to Local Authority/Planning Authority. Click on save button to move to next page

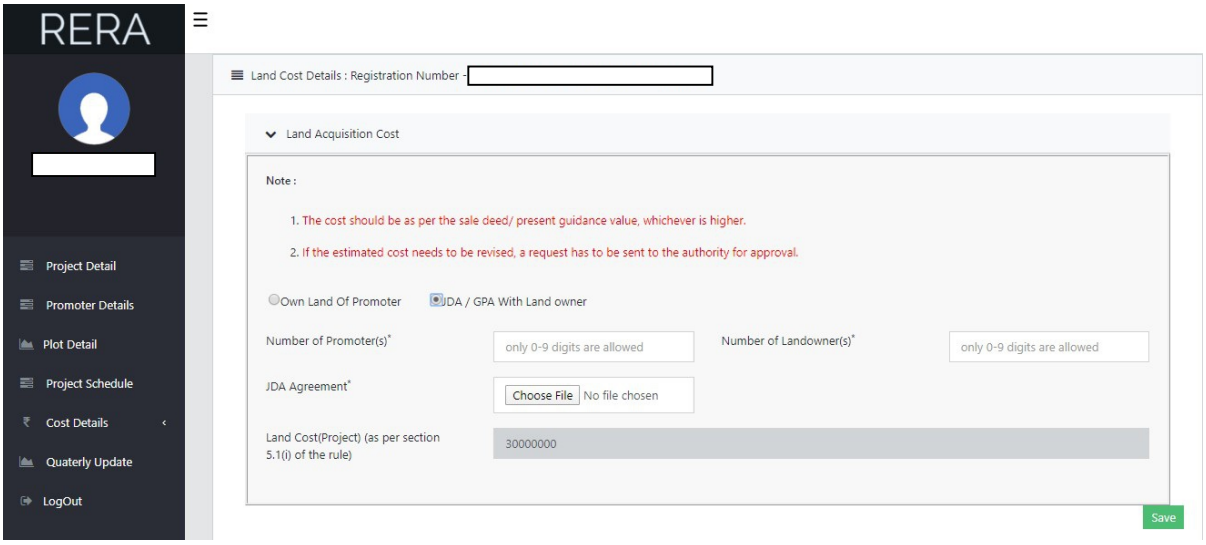


Step 17: Enter the Land acquisition cost details. . The land details will be auto filled. Select if the project is a JDA or not. Click on save button to move to next page

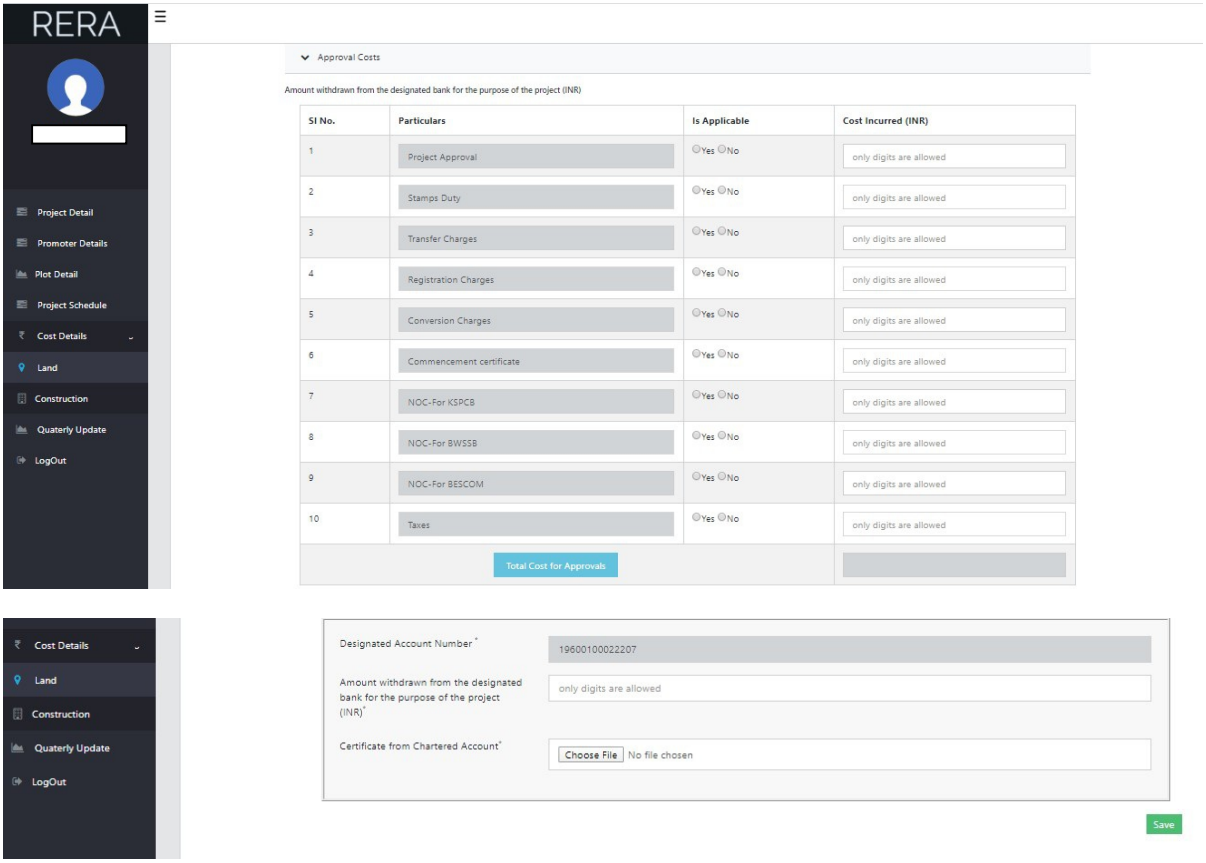




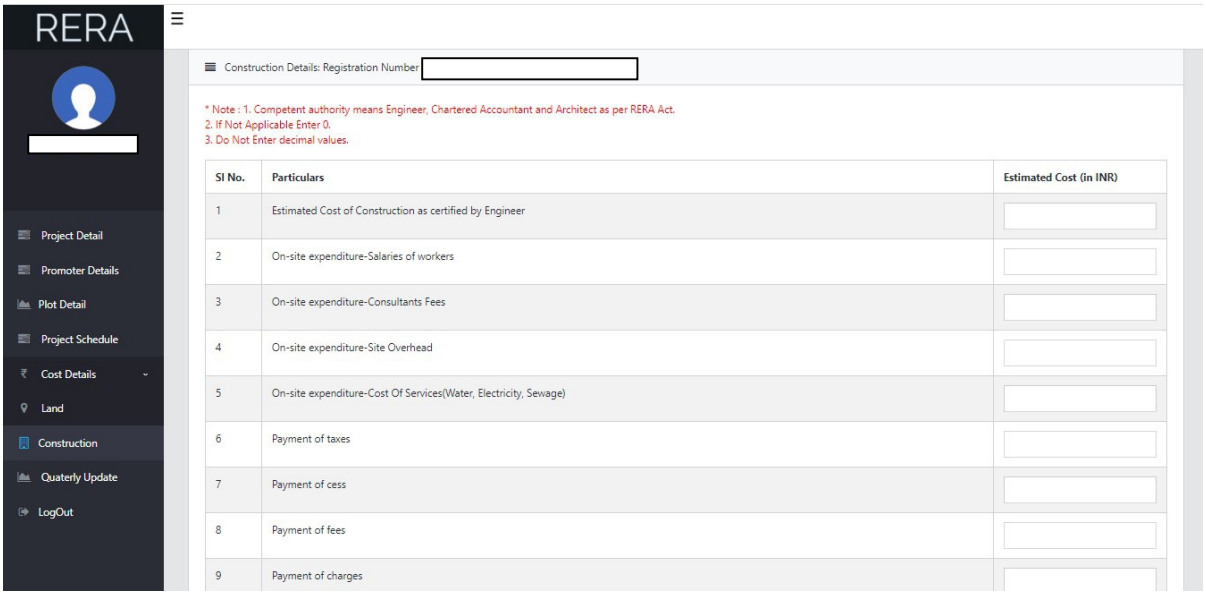
Step 18: If the project is a joint development with the land owner then enter the JDA details. If the land owner is registered with RERA then he/she should enter the RERA registration number. If not, a note will pop up asking the land owner to register with RERA within 7 days of submitting the first quarter details.

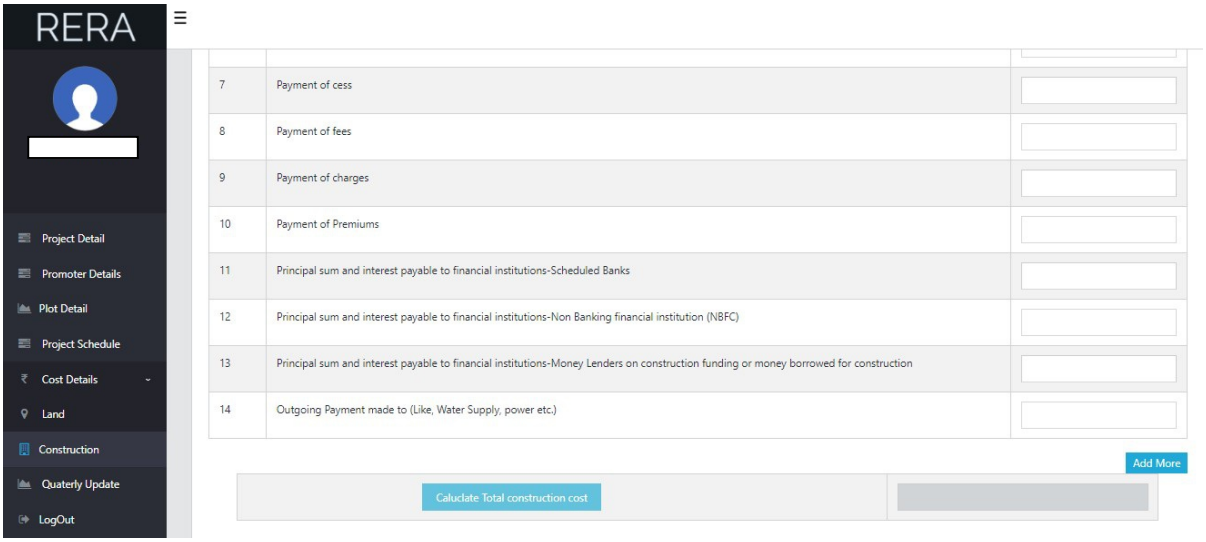


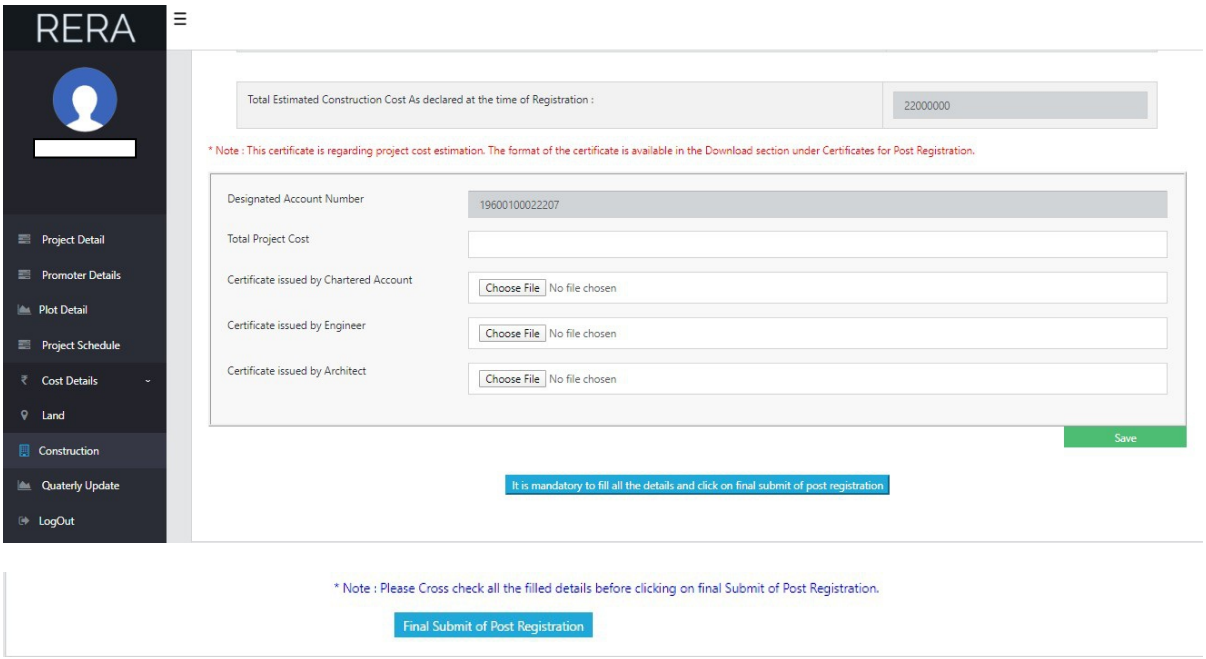
Step 19: Enter the applicable Approval cost details. Click on save button to move to next page



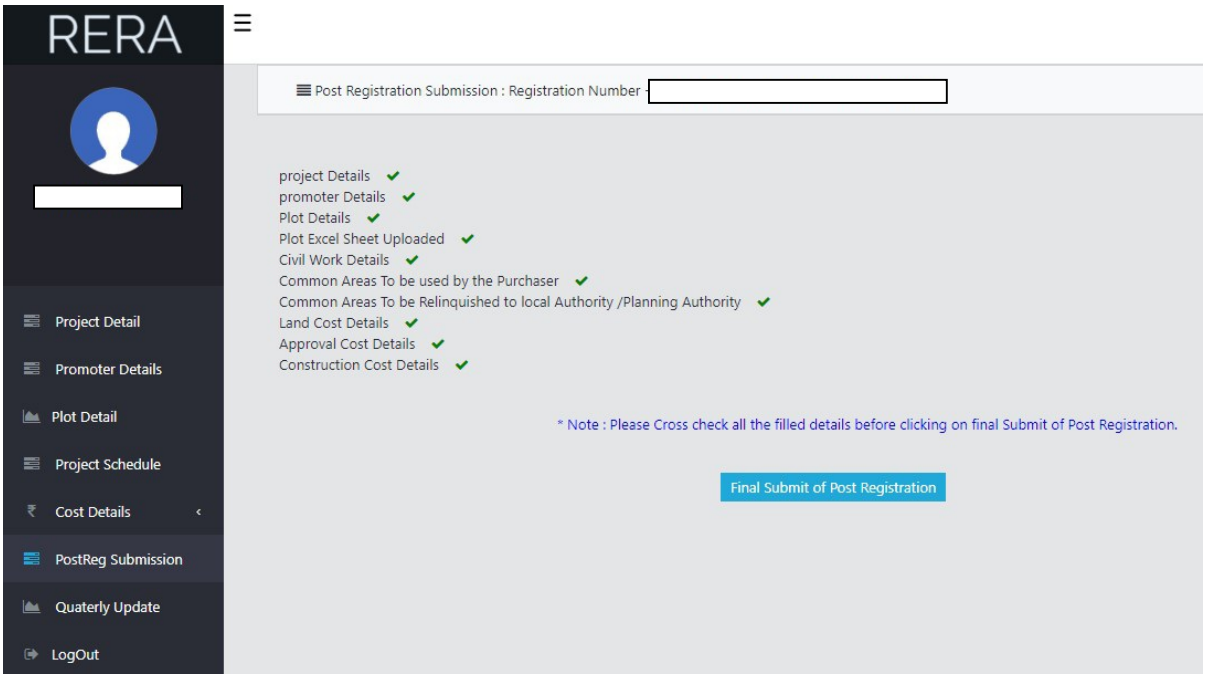
Step 20: Enter the Construction cost details. The estimated cost entered at the time of registration will be shown for reference.



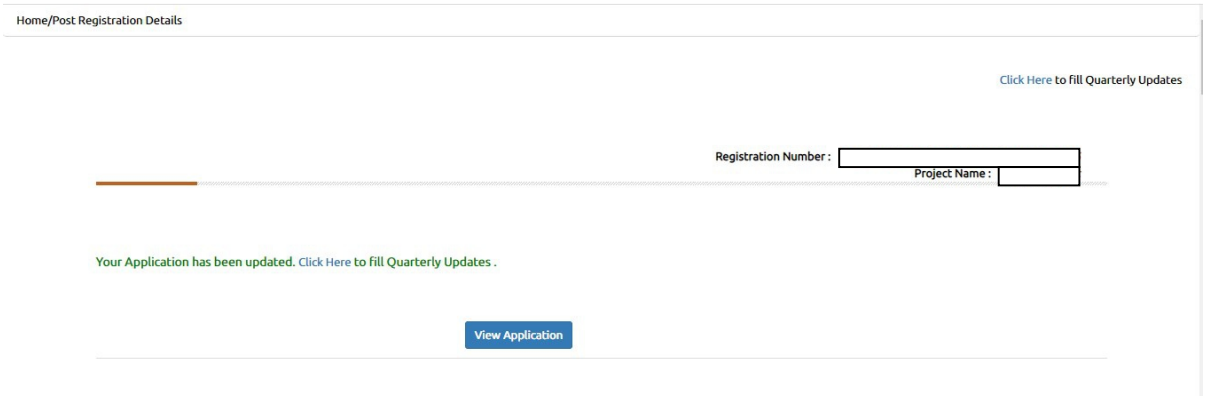


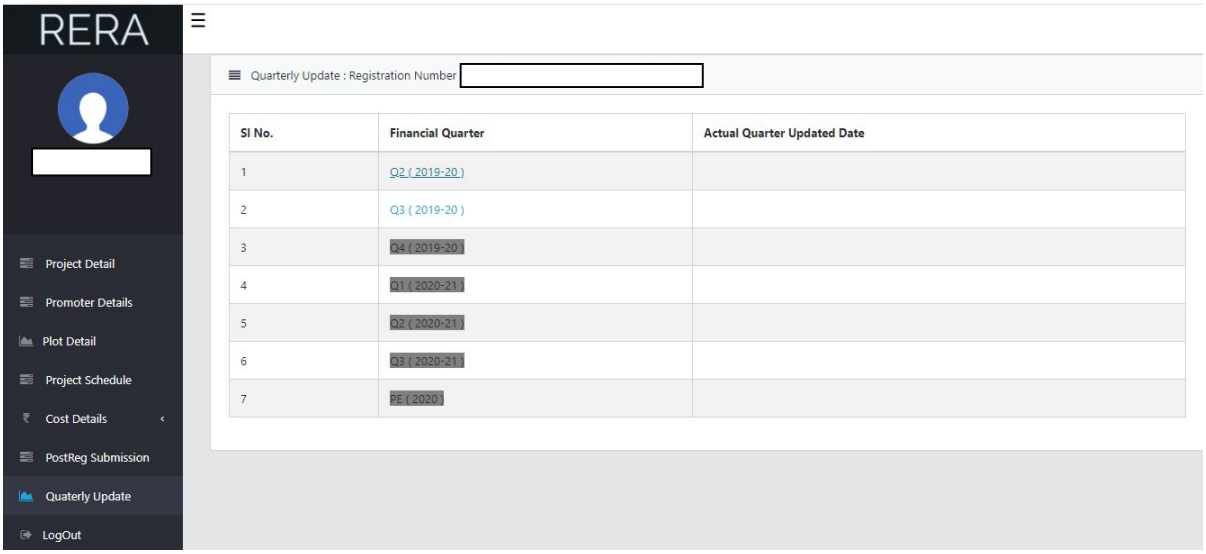


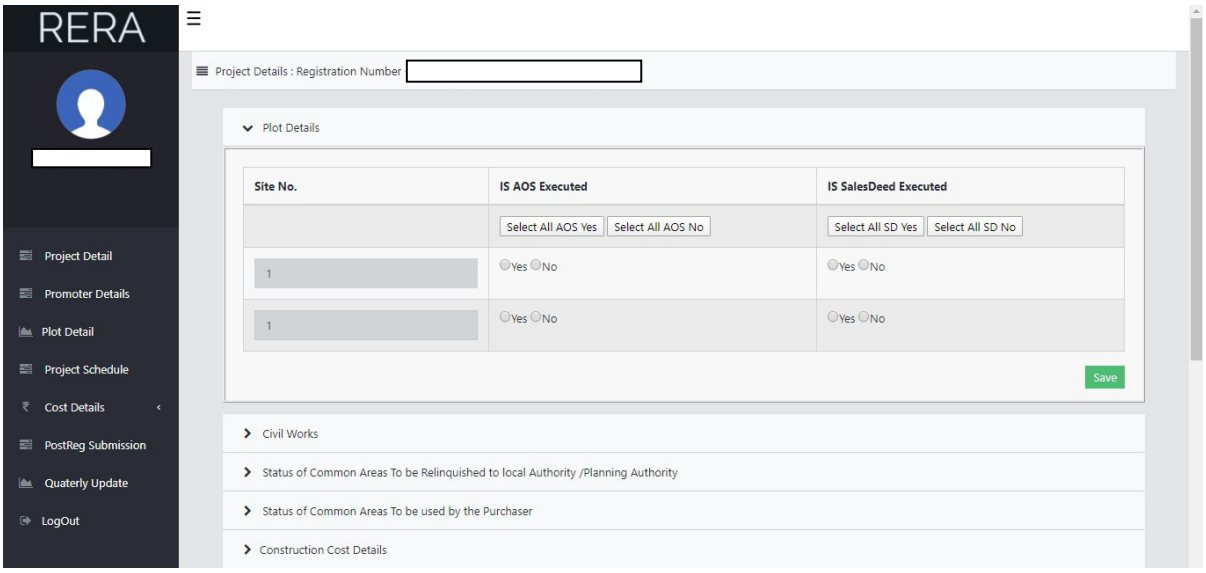
Step 21:Final submit of Post Registration



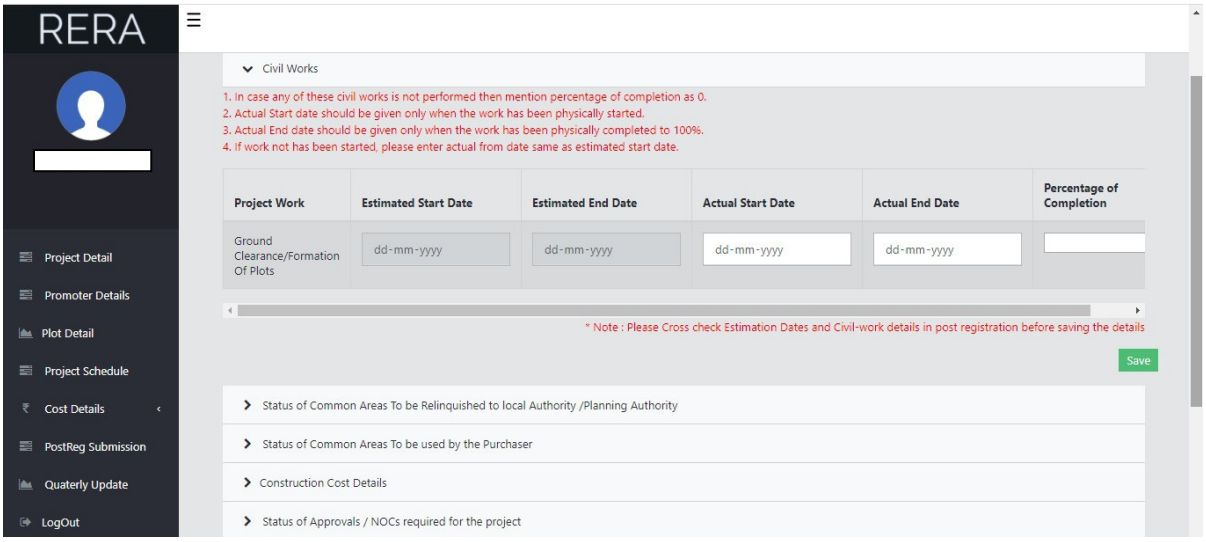
Step 22: From here, the Promoter will have to provide the status of the project every quarter



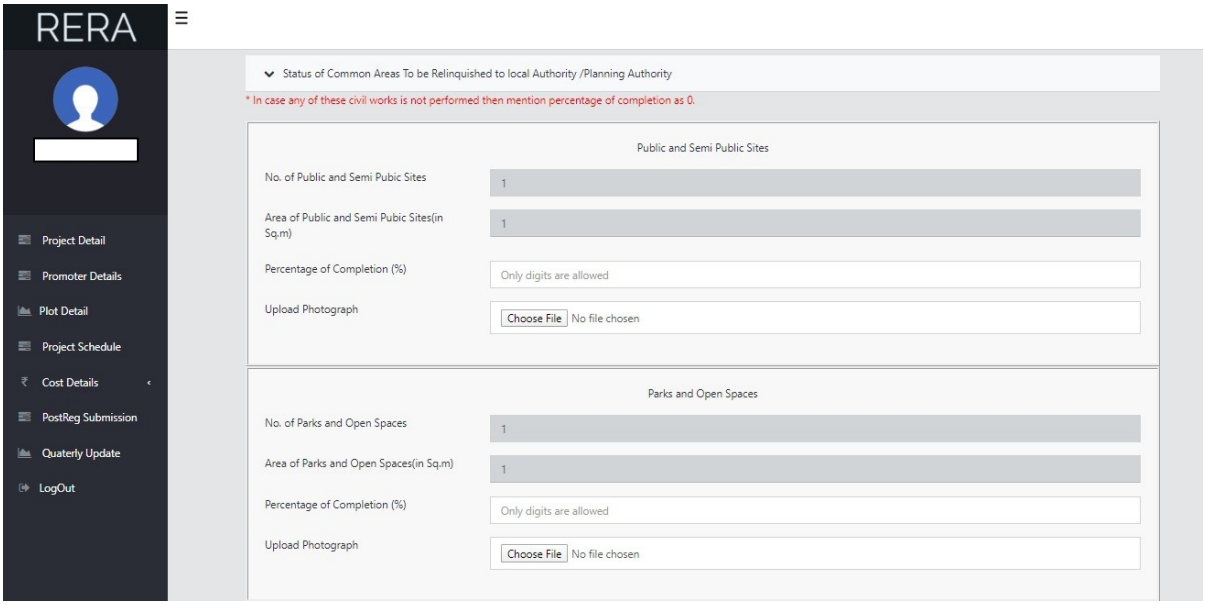




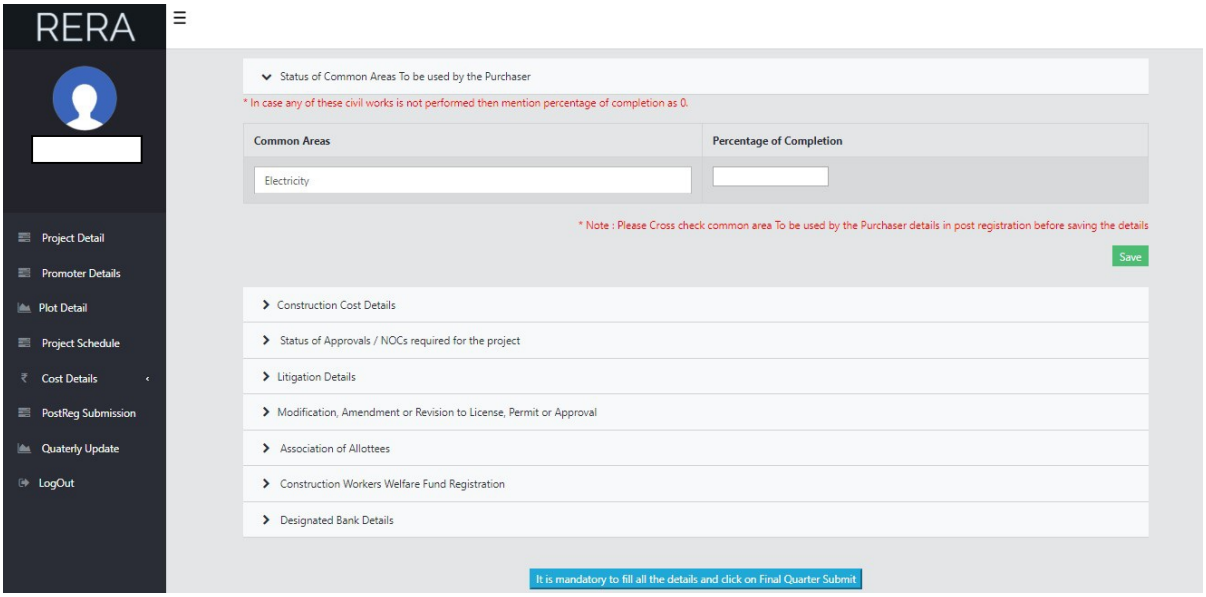
Step 23: All the applicable civil work will be listed here. Enter the percentage of completion of the civil work. If the civil work is 100% complete then enter the actual date, else no need to enter the actual date.



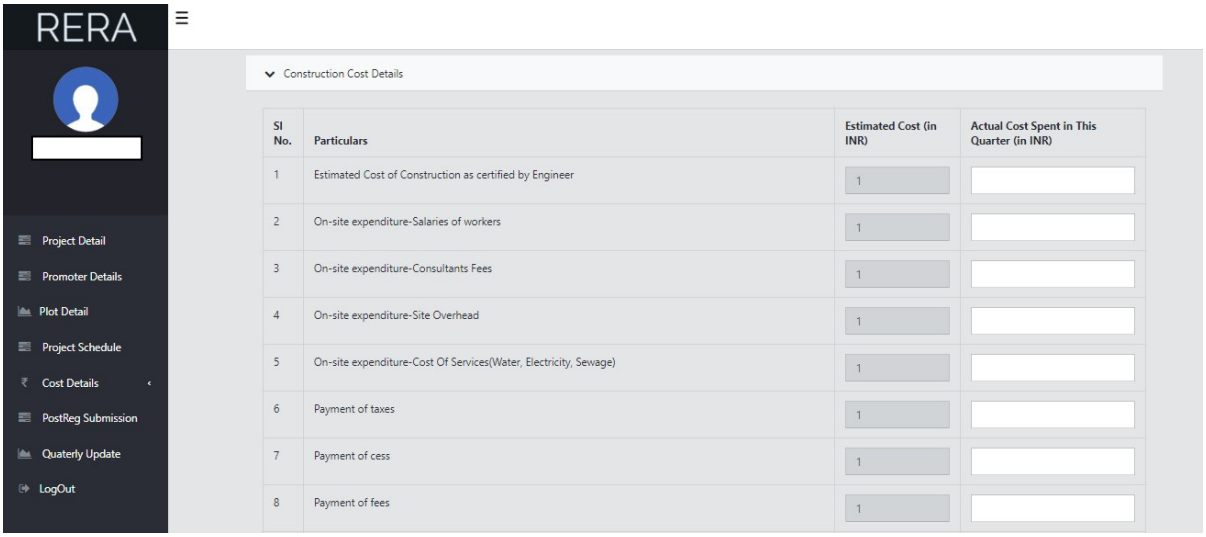
Step 24: Enter the status of common areas to be Relinquished to Local Authority/Planning authority Click on save button to move to next page

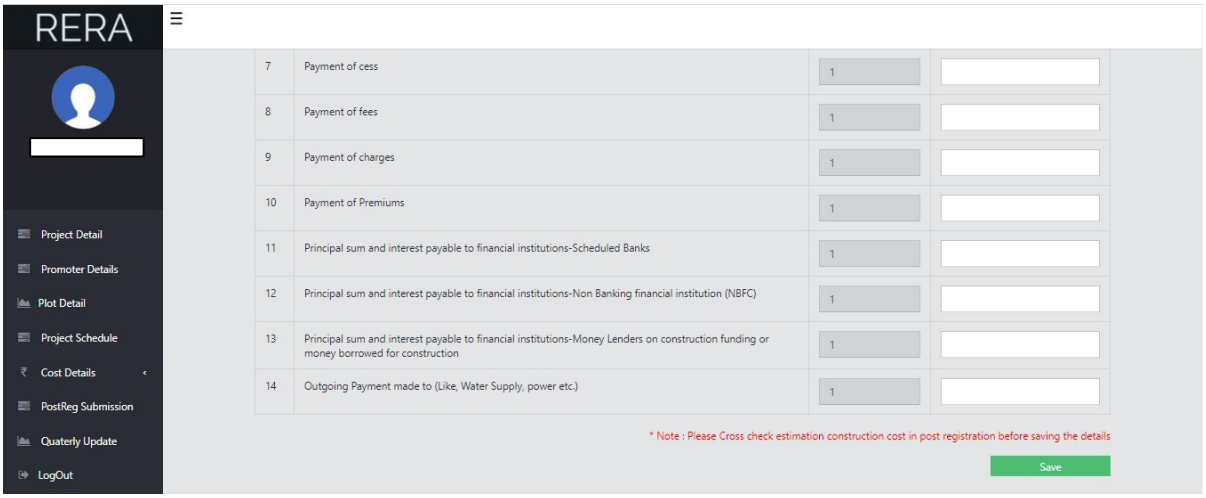


Step 25: Enter the status of common areas to be used by the purchase Click on save button to move to next page

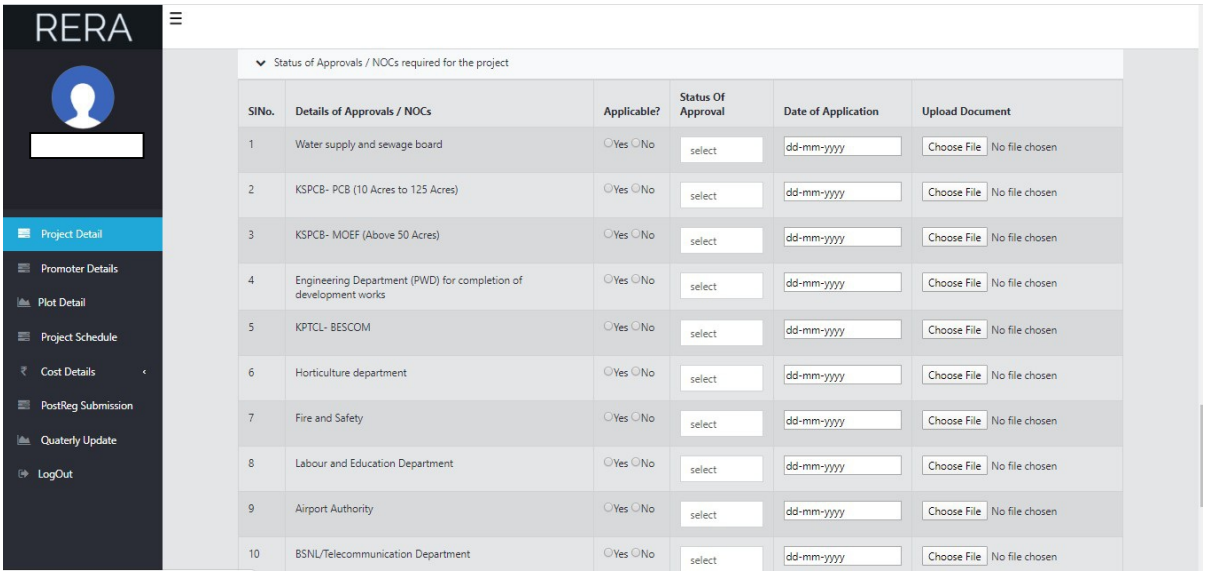


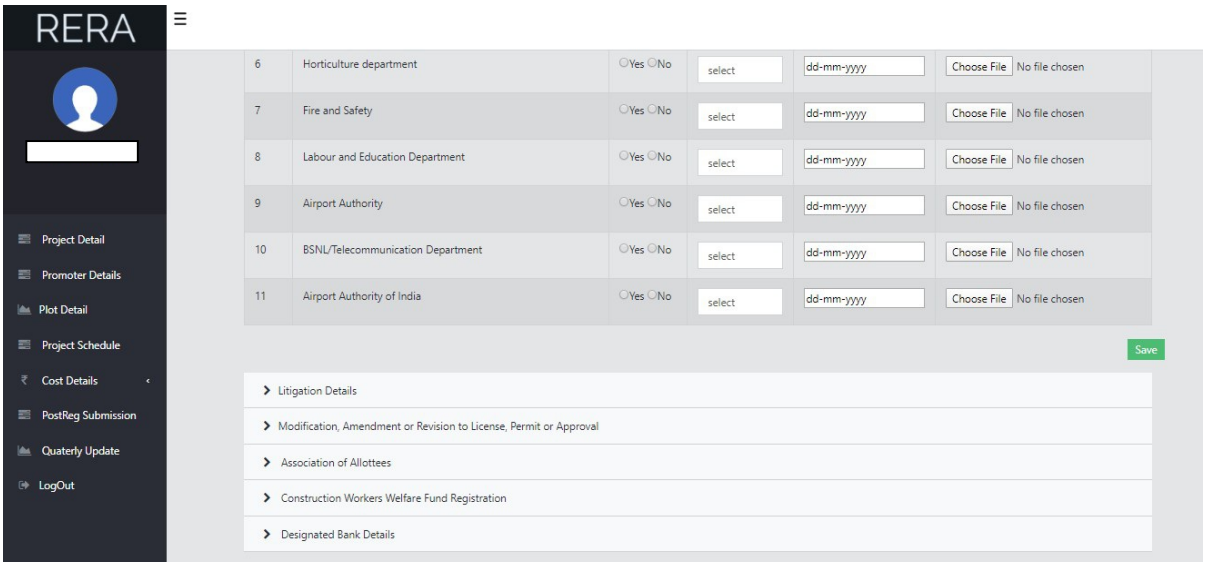
Step 26: Enter the Construction Cost details. Click on save button to move to next page



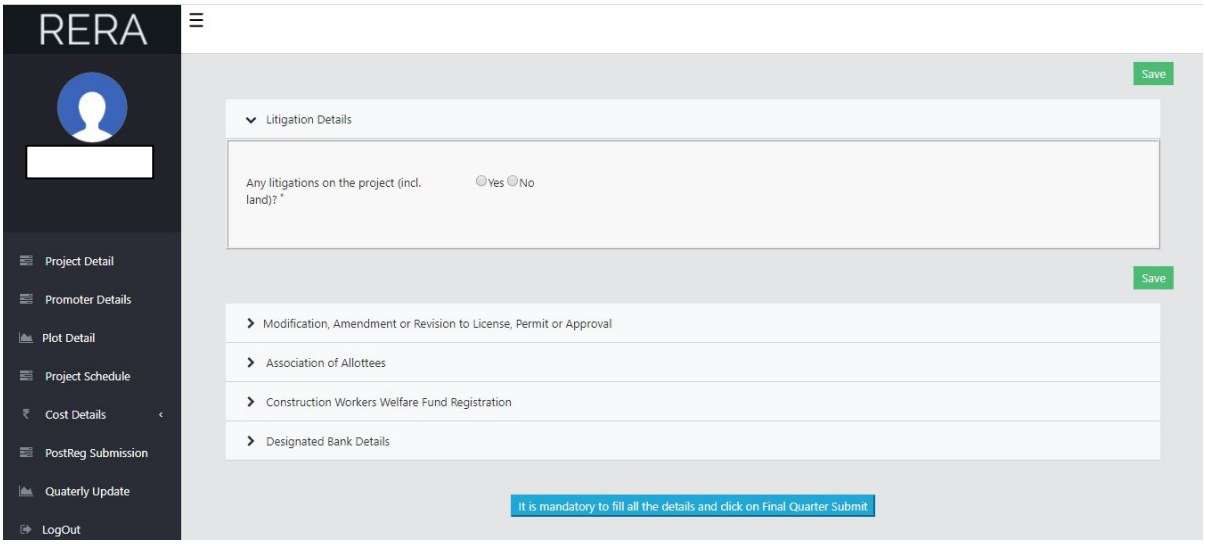


Step 27: Provide the status of each approvals/NOCs required for the project. The Approval/NOC copy must be attached. Click on save button to move to next page

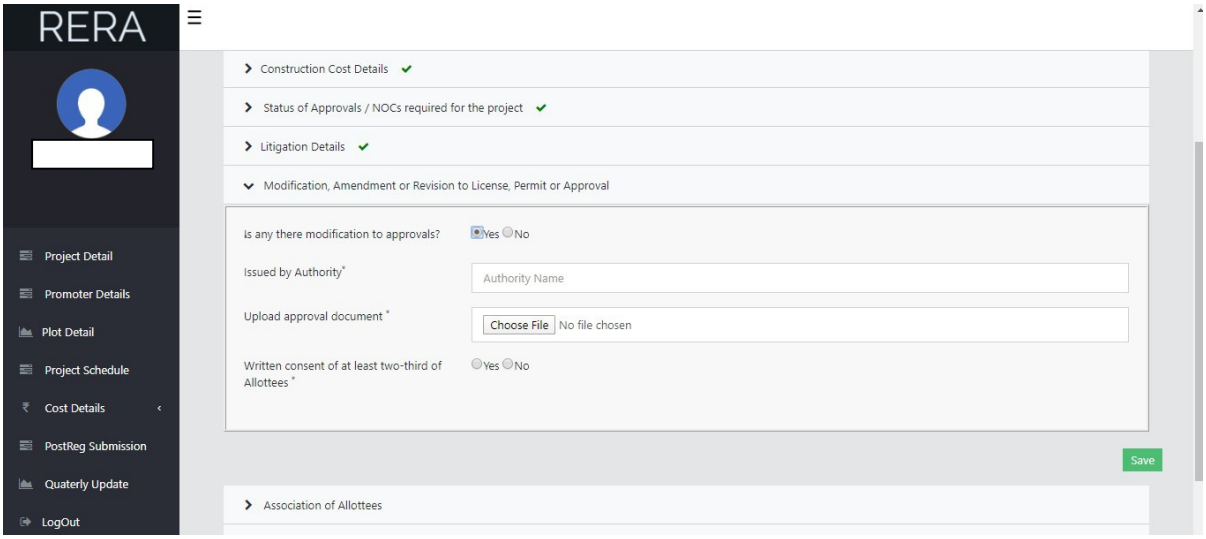




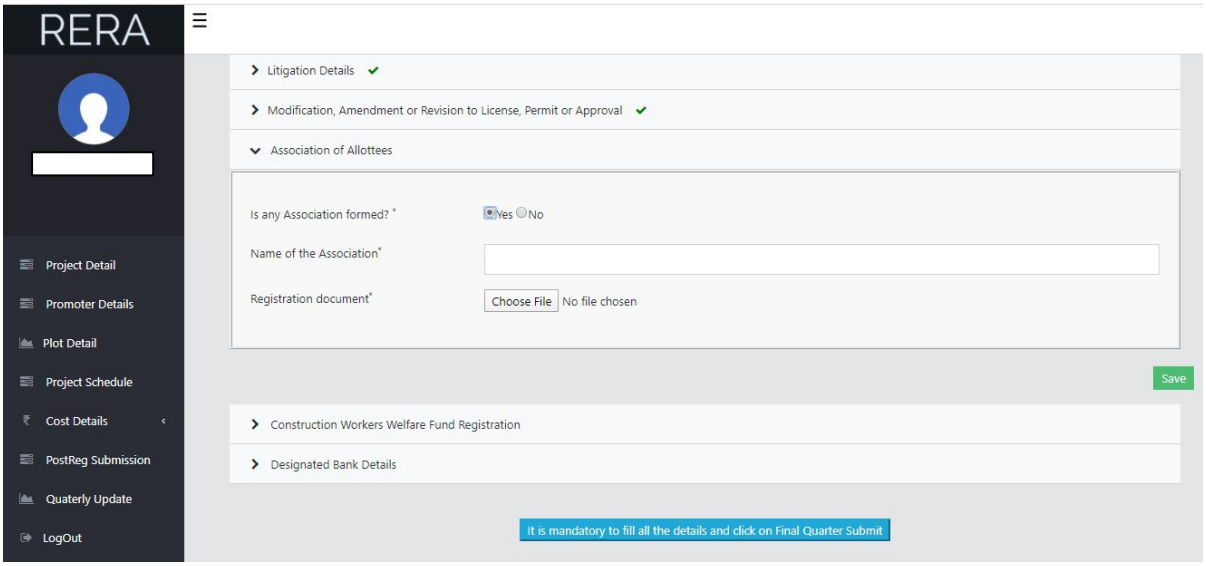
Step 28: If there is any case filed on the project, the details are to be provided in this section and attach supporting documents. Click on save button to move to next page



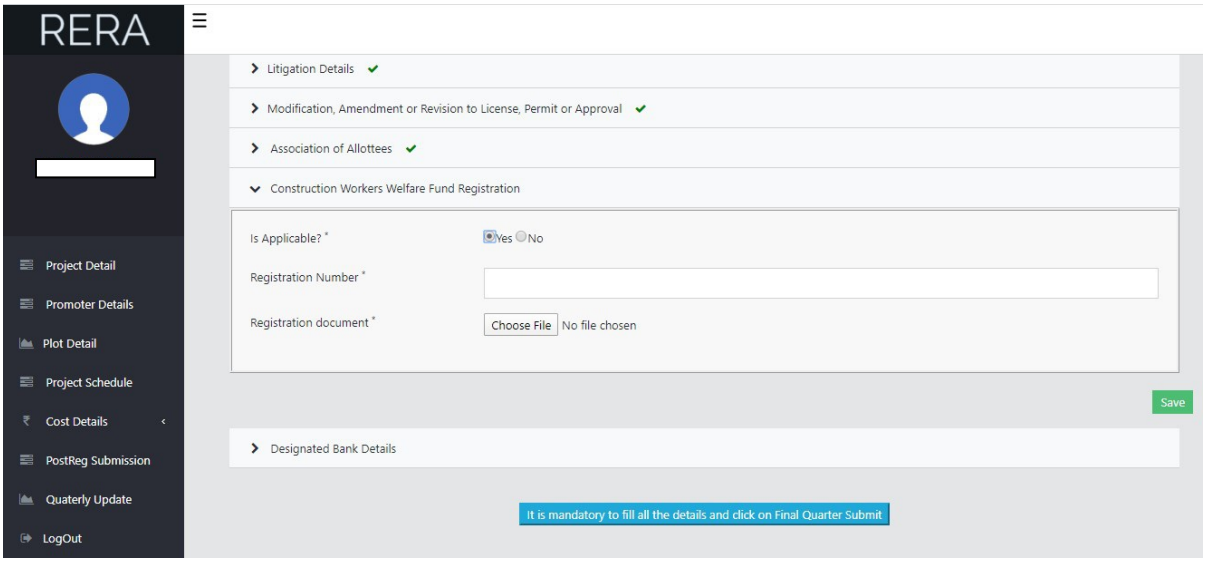
Step 29: If there is any modification in the project plan, the same has to be provided in the below section and attach supporting documents. Click on save button to move to next page



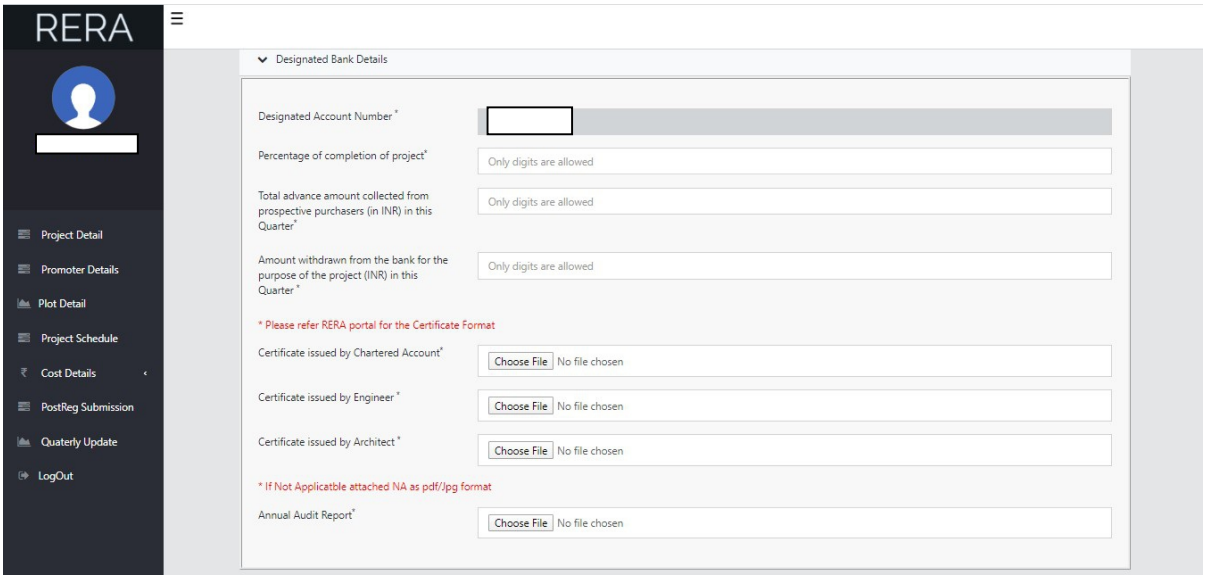
Step 30: Enter the details of Allottees association if any. Click on save button to move to next page



Step 31: Enter the details of Construction Worker's Welfare Fund if any. Click on save button to move to next page



Step 32:Enter the Designated Bank details of the project every quarter and attach certificate signed by Architect, CA, Structural Engineer and Annual Audit Report. All these certificated are available in the 'downloads' section of the RERA portal. Click on save button to move to next page



Note : Please Do Not Enter Special Characters and Decimal Values while Filing.