

TAMIL NADU REAL ESTATE REGULATORY AUTHORITY [TNRERA]
[TAMIL NADU AND ANDAMAN NICOBAR ISLANDS]



USER MANUAL - ONLINE REGISTRATION FOR REG-LAYOUT
[FIRM & INDIVIDUAL]

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GUIDELINES

User Manual will help Administrator user and other users of this application for the training and future guidance. Original images of all the images in the user manual are given in the soft copy.

1. ONLINE REGISTRATION

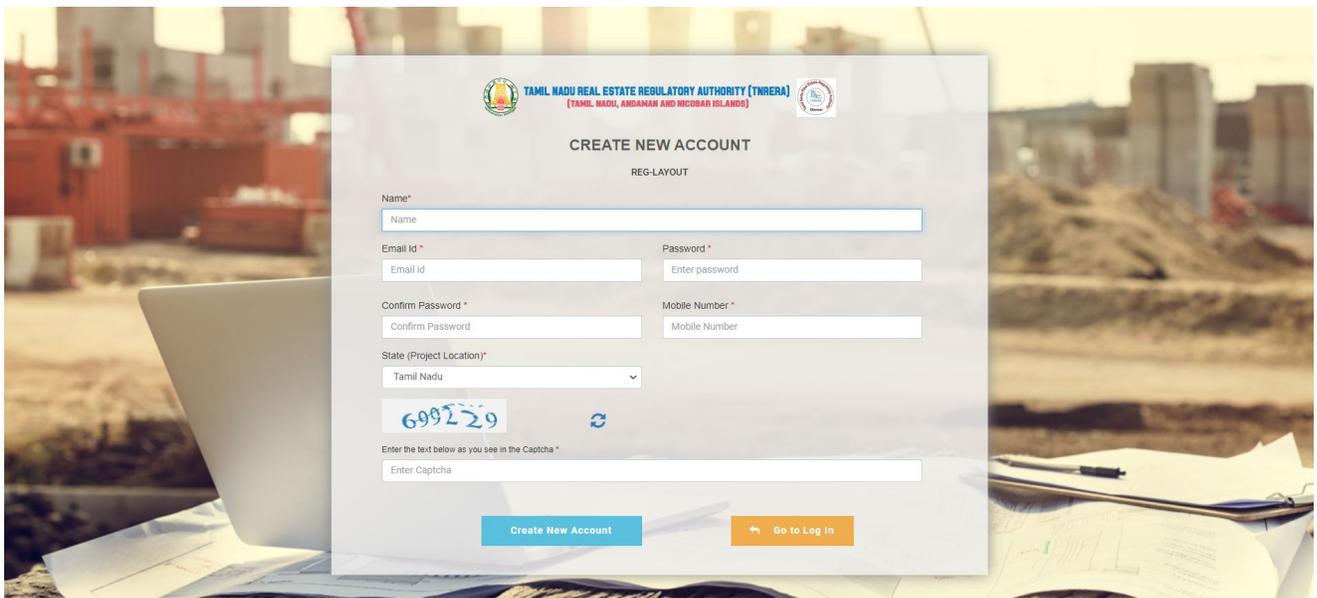
- The following Online Registration will be available on the RERA site.
 - Reg-Layout

2. REG-LAYOUT

- The following modules will be available on the Online Registration for Reg-Layout.
 - FIRM & INDIVIDUAL

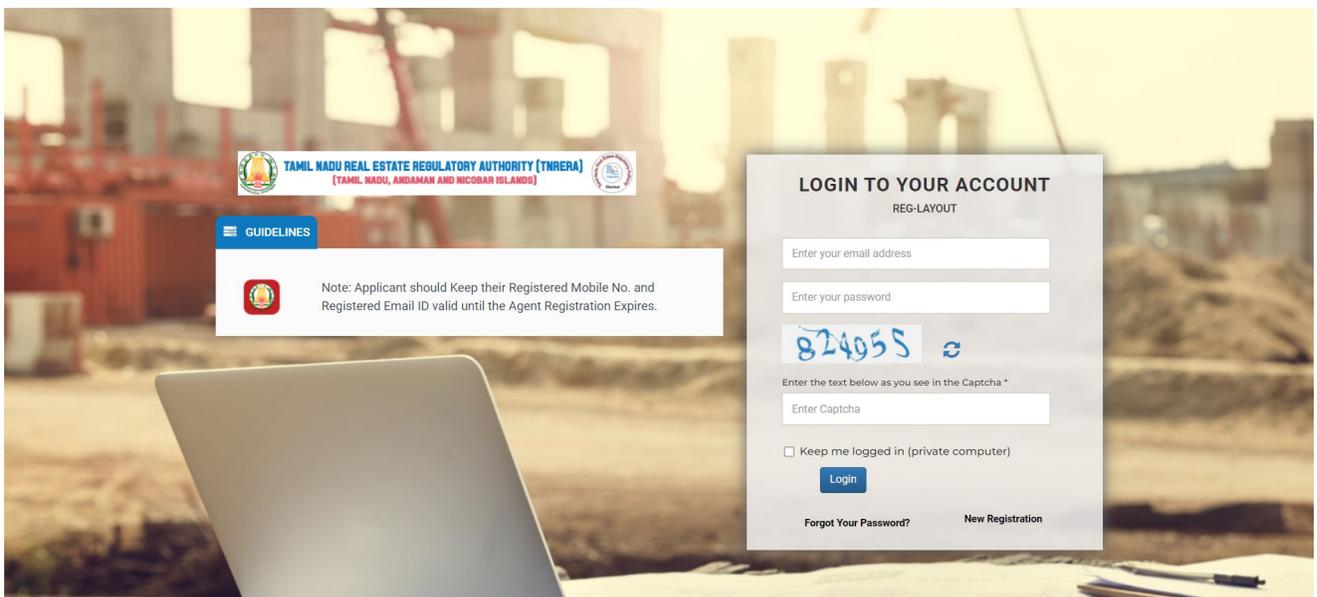
2.1. REG-LAYOUT - REGISTRATION

- Go to Home page using above mentioned URL.
- Under Online Registration for Reg-layout , Click Reg-Layout
- It'll redirect to the login page
- In the Login page, click on New Registration link.
 - Enter Name
 - Enter Email Id
 - Enter Password
 - Enter Confirm Password as same as Password
 - Enter Mobile Number
 - Select State
 - Enter Captcha
 - Click on Create New Account button to create an account.



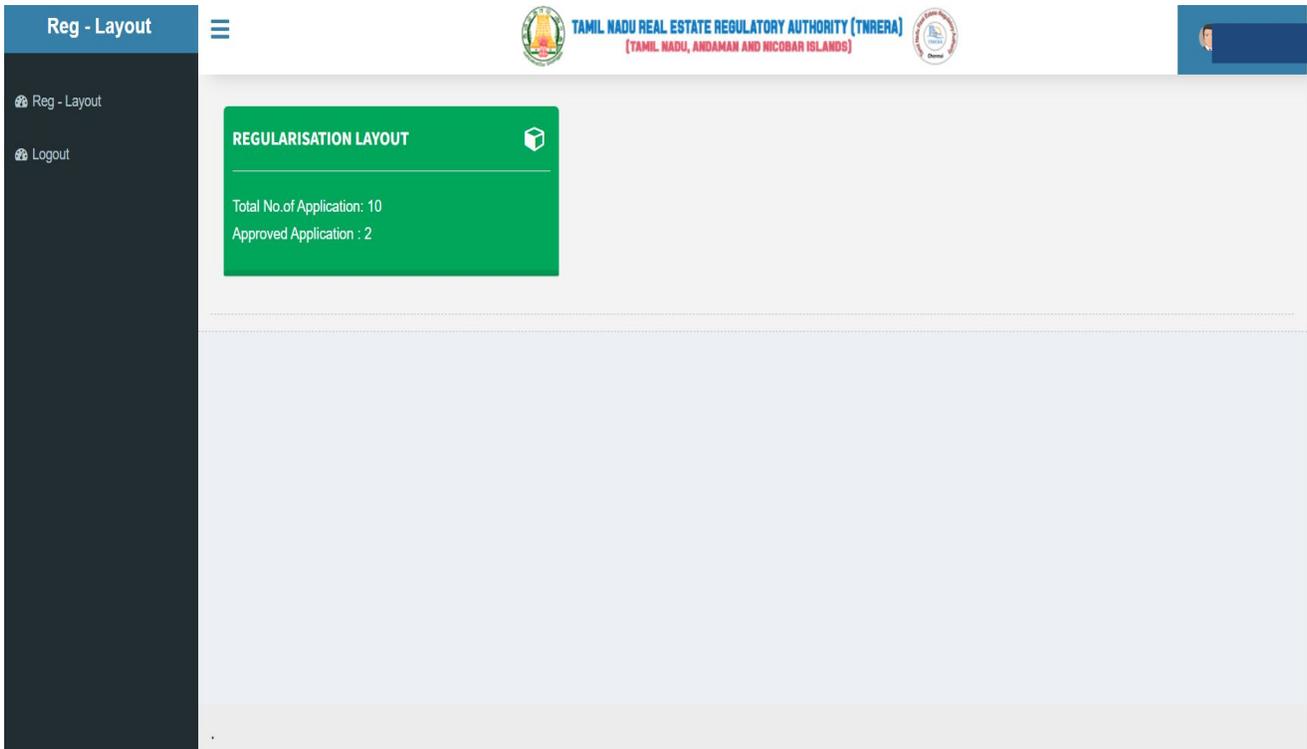
2.2 Reg-Layout - LOGIN

- Go to Home page using above mentioned URL.
- Under Online Registration for Reg-Layout, Click Reg-Layout
- It'll redirect to the login page
- In the Login page, Enter the registered credentials.
 - Enter Your Email Id
 - Enter Your Password
 - Enter Captcha
 - Click on the Login button to login.



2.3 Reg-Layout - DASHBOARD

- After Loggedin successfully, It'll redirect to the home page
- In the Home Page, You can see the Reg - Layout Dashboard.
- In the dashboard you can see the following details.
 - Applied Projects
 - Completed Projects



2.4 Reg-Layout - APPLY FORM - A

- Go to left sidebar, Click Reg- Layout
- Click Apply New Project.
- You can see the Form Application.
 3. In the Application, There are Three steps.
 4. You can redirect to next step after successfully submitted the first step.
 5. * fields are mandatory.
 6. After submitted the 3rd step it'll redirect to the payment gateway.
 7. Your project will go to RERA admin After payment succeeds.

Reg - Layout

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FORM 'A'
[See rule 3(2)]
APPLICATION FOR REGISTRATION OF PROJECT
Regularisation Layout

STEP 1
PROMOTER DETAILS

STEP 2
PROJECT DETAILS

STEP 3
PAYMENT & CONFIRMATION

Regularisation Layout Type (Firm/Individual)

Choose Regularisation Layout Type*

Promoter Detail

2.5. Reg-Layout - VIEW PENDING FORM

- Go to left sidebar, Click Reg - Layout
- Click Partially Updated Projects.
- You can see your Partially Updated Projects.
- In the Partially Updated Projects you can see the filled and not filled steps
- Click the Fill Now link, to continue and fill the application where you left.

Reg - Layout

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Partially Updated Regularisation Layout

Show entries

Copy CSV Excel PDF Print

Search:

S. No	Reference No.	Applicant Name	Promoter Details	Project Details	Payment & Confirmation	Status
1	-		Filled	Fill Now	Not Filled	Incomplete
2	-		Filled	Fill Now	Not Filled	Incomplete
3	TNRL00012023		Filled	Fill Now	Not Filled	Incomplete
4	-		Filled	Filled	Fill Now	Incomplete
5	-		Filled	Fill Now	Not Filled	Incomplete
6	-		Filled	Fill Now	Not Filled	Incomplete
7	TNRL00022023		Filled	Fill Now	Not Filled	Incomplete
8	-		Filled	Fill Now	Not Filled	Incomplete
9	-		Filled	Fill Now	Not Filled	Incomplete
10	-		Filled	Filled	Fill Now	Payment Pending

2.6. Reg-Layout - VIEW SUBMITTED PROJECTS

- Go to left sidebar, Click Project - Layout
- Under Project - Layout, Click View Submitted Layouts.
- In View Submitted Layouts, You can see the following details.
 - ◆ Reference No.
 - ◆ Promoter Details
 - Click Promoter Details View link to view the step1 promoter status
 - ◆ Project Details
 - Click Project Details View link to view the step2 Layout Details
 - ◆ Payment & Confirmation
 - Click Payment View link to view the Payment & Confirmation
 - ◆ Status

Reg - Layout


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- Reg - Layout
- Apply New Project
- View Pending Application
- View Submitted Application
- Logout

Submitted Regularisation Layout

Show entries

Copy CSV Excel PDF Print

Search:

S. No	Reference No.	Application No.	Application submission date	Applicant Name	Promoter Details	Project Details	Payment & Confirmation	Add/View Queries	Status
4	TNRL00032023	TNRERA/REG/0262/2023	19-04-2023		View Step 1	View Step 2	View Step 3		Application Verified by Scrutiny Officer
1	-	TNRERA/REG/0002/2022	02-11-2022		View Step 1	View Step 2	View Step 3	Application Returned	Application Verified by Scrutiny Officer
2	-	TNRERA/REG/0257/2023	17-04-2023	& gfg & ifg	View Step 1	View Step 2	View Step 3		Approved and Registration Certificate is Issued- Download
3	-	TNRERA/REG/0258/2023	18-04-2023	ii & Indra	View Step 1	View Step 2	View Step 3		Application yet to verify by Scrutiny Officer

Query Raised
 Replied By Applicant
 Query Not Raised

2.6.1 ADD / VIEW QUERIES

- The Status column will show the message **(Query Raised by Scrutiny Officer)** If the RERA admins raised any queries from your submitted application.
- Click Queries icon to ask & response to the application Queries
- It'll redirect to the queries page
- In the Queries page, You can see the Update Application Now link nearby View Queries if the RERA admins raised any queries.
- Click the Update Application Now link to update the application. It'll redirect to the submitted form application page
- You have to correct the enabled fields.
- Click the Save button to save the corrected application.

■ Status

- Status column will show your submitted application status.
- The Status column will show the message **(Query Raised by Scrutiny Officer)** If the RERA admins raised any queries from your submitted application.
- Click Queries icon to ask & response about the application Queries.

The End