

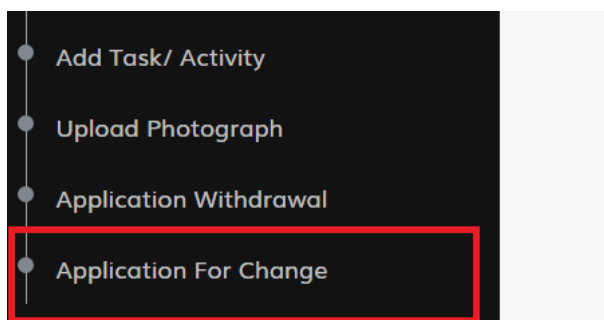
KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)



CORRECTION APPLICATION (APPLICATION FOR CHANGE) MANUAL

Apply for correction (Application for Change) in project or promoter details after certificate generation

1. Login to the K-RERA web portal and select “Project details”.
2. Click on the “Application for Change” tab available under the Project Details dropdown.



3. Select the project.
4. Update required fields under the various section applicable and provide reason for change.
5. Upload supporting documents under each section

Application for Change

All * mark fields are mandatory.

Project Name *

- PROMOTER DETAILS

Click on to expand	Existing Information	Proposed Information	Reason for Change
Organization Type	<input type="text" value="Company"/>	<input type="text" value="Select Organization Type"/>	<input type="text" value="Select Reason"/>
Organization Name	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Reason"/>
House Number/ Building Name	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Reason"/>
Street Name	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Reason"/>
Locality	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Reason"/>
Landmark	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Reason"/>
State/ UT	<input type="text" value="KERALA"/>	<input type="text" value="Select State/ UT"/>	<input type="text" value="Select Reason"/>
District	<input type="text" value="Select District"/>	<input type="text" value="Select District"/>	<input type="text" value="Select Reason"/>
Upload Supporting Document dhas	<input type="button" value="Choose File"/> No file chosen <small>* Self signed declaration in case of typo error & Order in case of orders by authority.</small>		

6. If the changes requested are for fields included in the certificate, make sure to tick the checkbox under “Request for Generation of Revised Registration Certificate”

Application for Change

All * mark fields are mandatory.

Project Name *

+ PROMOTER DETAILS

+ PROJECT INFORMATION

+ ESTIMATE COST DETAILS

- REQUEST FOR GENERATION OF REVISED REGISTRATION CERTIFICATE

Field Name	Regenerate Certificate	Reason for Change	Upload Document
Request for Generation of Revised Registration Certificate	<input type="checkbox"/>	Select Reason	<input type="button" value="Choose File"/> No file chosen <i>* Self signed declaration in case of typo error & Order in case of orders by authority.</i>

+ DECLARATION

I do hereby verify that all information provided by me are true to my personal knowledge and belief and that I have not suppressed any material fact(s).
☐ I have accepted all terms and conditions.
 Date :

7. Save changes made in each section

8. Tick the check box in “Declaration” and submit the application

9. Click to preview. “Proceed to payment” button will be available at the bottom of the preview page.

10. Click on the “Make Payment” button to pay Rs. 2000/-. After payment, application will be submitted to the Authority for verification.

11. Promoters/ Agents can view the status of the correction application (Application for Change) on their “Dashboard”

Status

Project Name	Application Status	Payment/ Submitted Status	Scrutiny Status	Certificate/ Application Preview	Correction Status	Extension Status	Extension Certificate
	Done	Payment Done	Certificate Generated		Accept	Scrutiny Pending - Desk - 1	
	Done	Payment Done	Certificate Generated		Accept	NA	
	Done	Submitted	Rejected		NA	NA	
	Done	Submitted	In Process More Information Required- NOT COMPLETE- Desk - 2		NA	NA	
			View More				

12. If new certificate is requested by the promoter, a new certificate will be generated and will be uploaded in the "Public Search"