



GUJARAT REAL ESTATE REGULATORY AUTHORITY
GOVERNMENT OF GUJARAT

Gujarat RERA

Website User Manual

Version 1.0

(gujrera.gujarat.gov.in)

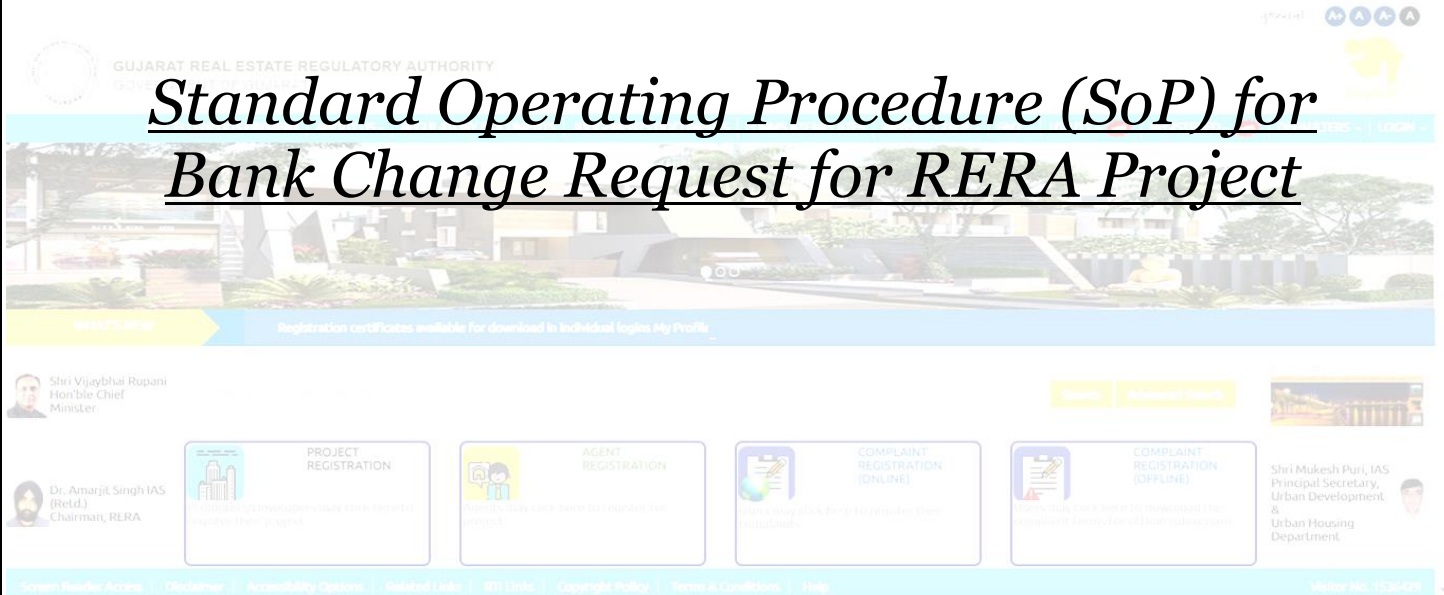


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1. Bank Change Request (BCR) Submission Flow Understanding and Instructions

1.1 Background

In exercise of the powers conferred by Section 37 of the Real Estate (Regulation and Development) Act-2016, the Gujarat Real Estate Regulatory Authority having considered it necessary in the interest of on-time delivery of any plot, apartment or building and for the purpose of ensuring the non-diversion of project funds, has issued the “Gujarat RERA Bank Account Directions, 2018”.

In accordance to this, the Promoters now will be able to provide online request to Gujarat RERA Authority for changing the Project specific RERA Bank Account and take necessary approvals.

Projects liable for submitting BCR:

Which projects are required to provide Bank Change Request to Authority?

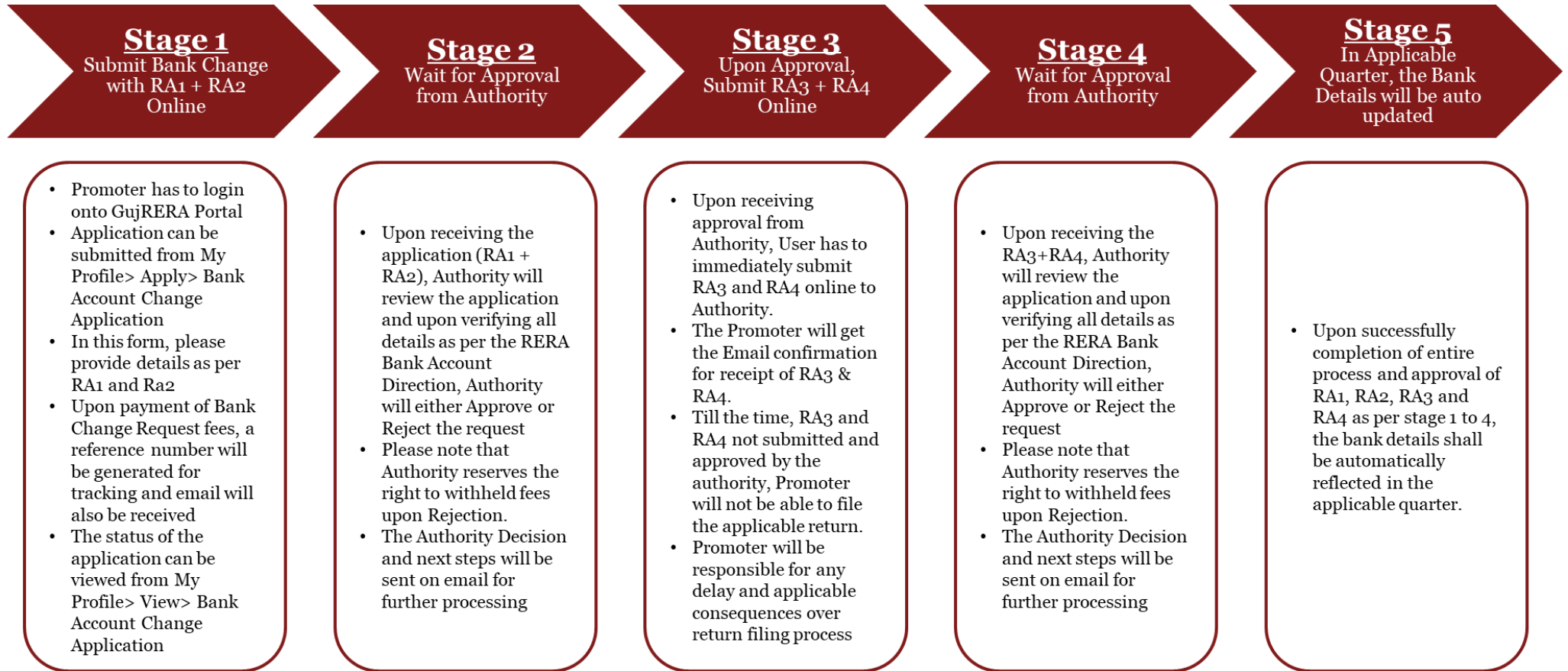
- (a) Any registered project that requires change in RERA Bank Account at any stage till the Project is completed as per RERA Act, Rules and Regulation.
- (b) Any Project having provided different bank account details during Project Application and Subsequent Quarterly return updates.
- (c) If the existing Project RERA bank account is not as per the GujRERA Banking Directions.

Upon finding any discrepancy in such cases of change of RERA Project Bank Account without prior approval of the GujRERA Authority, Project Promoter is liable for the Authority Action as may be decided.

In this regard, GUJRERA authority has defined the Standard Operating Procedure (SOP) for online submission of bank Change Request by Promoter. The same has been incorporated and made accessible to Promoter through existing GUJRERA Portal on <https://gujrera.gujarat.gov.in>

The detailed step by step instructions for the same is explained in this document.

1.2 Bank Change Request (BCR) Submission Flow Understanding and Instructions

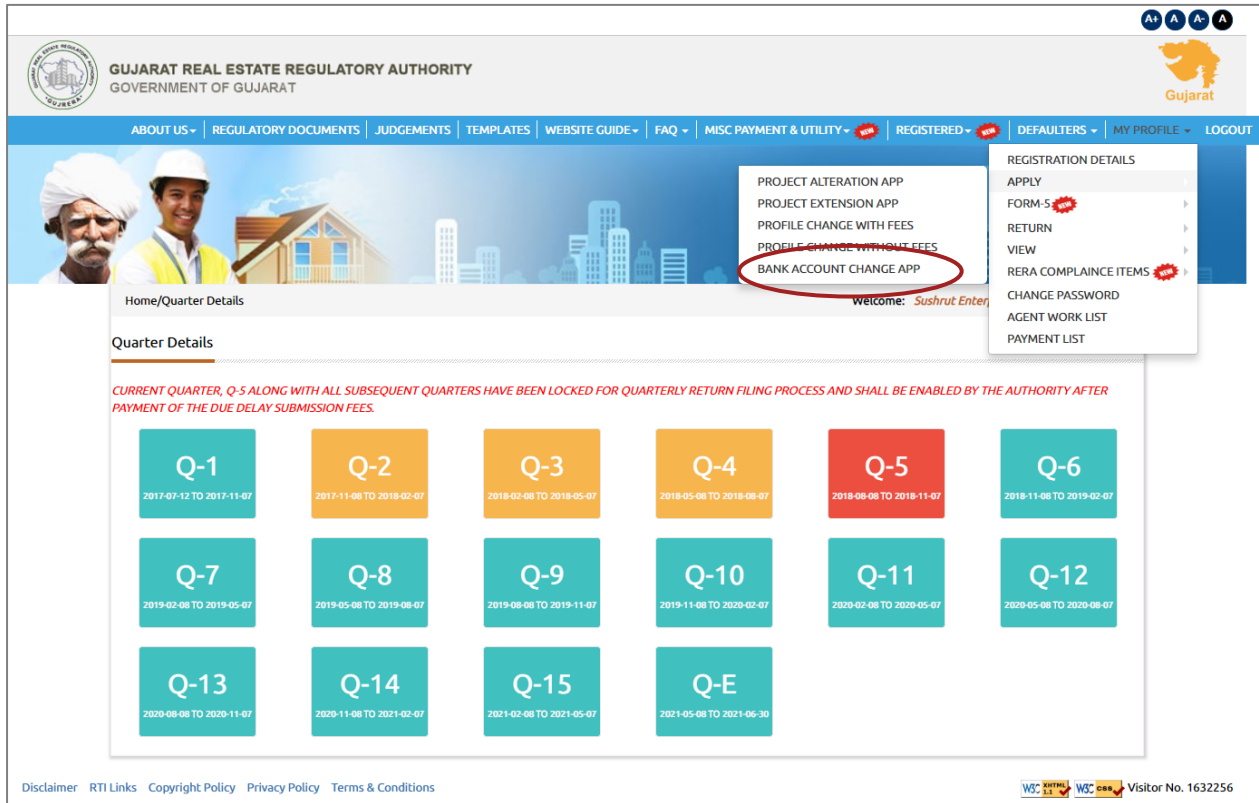


- Above process flow describes how the promoter will be able to apply for Bank Change Request (BCR) to Gujarat RERA as per the Gujarat RERA Regulation.

2 Step by Step guide to submit BCR

2.1 Initiate BCR and Submit RA1 + RA2 Online

2.1.1 Initiate Bank Change Request Application



The screenshot displays the Gujarat Real Estate Regulatory Authority (GujRERA) website. The header includes the logo and name of the authority, along with navigation links such as 'ABOUT US', 'REGULATORY DOCUMENTS', 'JUDGEMENTS', 'TEMPLATES', 'WEBSITE GUIDE', 'FAQ', 'MISC PAYMENT & UTILITY', 'REGISTERED', 'DEFAULTERS', 'MY PROFILE', and 'LOGOUT'. A dropdown menu is open, showing various application options: 'PROJECT ALTERATION APP', 'PROJECT EXTENSION APP', 'PROFILE CHANGE WITH FEES', 'PROFILE CHANGE WITHOUT FEES', and 'BANK ACCOUNT CHANGE APP', which is circled in red. Below the menu, the main content area shows 'Quarter Details' with a grid of quarters (Q-1 to Q-15 and Q-E) and their respective dates. A warning message states: 'CURRENT QUARTER, Q-5 ALONG WITH ALL SUBSEQUENT QUARTERS HAVE BEEN LOCKED FOR QUARTERLY RETURN FILING PROCESS AND SHALL BE ENABLED BY THE AUTHORITY AFTER PAYMENT OF THE DUE DELAY SUBMISSION FEES.' The footer contains a disclaimer, RTI Links, Copyright Policy, Privacy Policy, Terms & Conditions, and a visitor number.

- Navigate to BCR Application link as per above.

2.1.2 Submit RA1 + RA2 and Pay the BCR Fees

- Promoter will have the Bank Details auto fetched from the Application Form – A that has been submitted to authority for the RERA Registration upon submitting the BCR for the first time.
- **In RA2, as per RERA Banking Direction, Promoter has to ensure keeping the suffix as “RERA Account for <Project Name> Real Estate Project” with Account Holder Name. Failing to which, the BCR request is liable for rejection and withholding of the fees paid for the same. The same is required to be produced as part of RA2 in this BCR Application Online.**
- Promoter has to provide relevant details as shown in below screenshot as part of the online BCR Submission
- Promoter also has to pay the BCR Fees as decided by the GujRERA Authority.



Home/Project/Bank account change application

Welcome: *Sushrut Enterprises Private Limited*

Project Current Bank Details

Bank Name: Branch Name:
 Account Number: IFSC Code:
 District: State/UT:

Project Bank Details (RA1 & RA2)

Bank Name*	<input type="text" value="--Select--"/>	Branch Name*	<input type="text"/>
A/C Holder Name (Suffix the term "RERA Account For Saujanya Apartments Real Estate Project")*	<input type="text"/>	Type Of Account*	<input type="text" value="--Select--"/>
Account No.*	<input type="text"/>	IFSC Code*	<input type="text"/>
State/UT*	<input type="text" value="Gujarat"/>	District*	<input type="text" value="Ahmedabad"/>
Closing Balance*	<input type="text"/>	Closing Balance Date*	<input type="text"/>
Upload RA2 certificate with existing bank (Only PDF)*	<input type="button" value="Choose File"/> No file chosen	Reason*	<input type="text"/>

Payment

Amount (INR)*

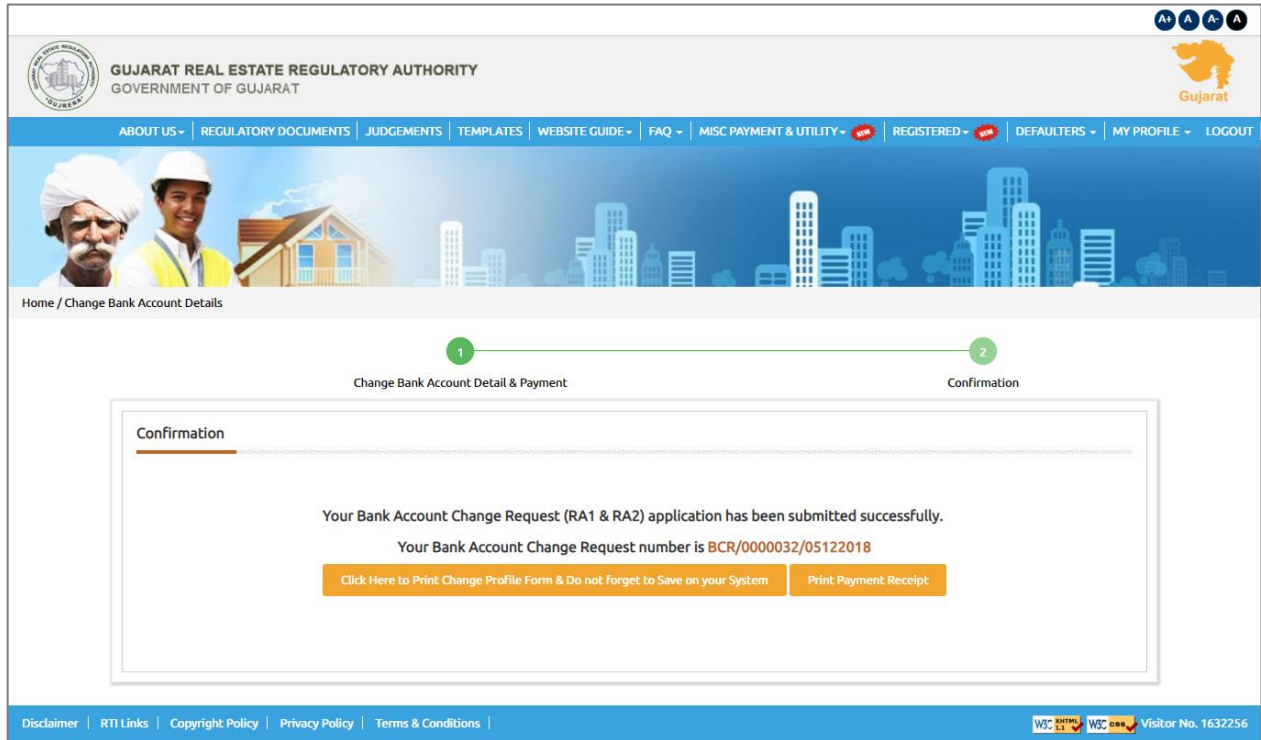
Notice:

- You will be re-directed to SBI ePay Payment Gateway from which you can pay this amount using "Net Banking", "Credit Card", "Debit Card" options available on ePayment Gateway.
- In Corporate Account - Net Banking Maker - Checker Scenario, Checker has to ensure to "Check and Approve" transaction within 20 minutes post initiating the transaction to ensure successful transaction. Failing to which, the transaction will be treated as Failed. For further inquiry/ refund please contact SBI ePay
- REFUND (Scenarios and Process)
 - As stated in detailed T&C, the paid fee does not in any way guarantee issuance of services and the fees paid is not eligible for refund or chargeback in any case.
 - When a candidate makes double payment by mistake, the refund (part/ full) may be considered, as the Authority may decide, subject to
 - The user bring it to the notice of the GUJRERA authority by email within 7 days of making such payment. Any request beyond 7 days will not be entertained.
 - The email should be sent to epay-rera@gujarat.gov.in with subject line clearly mentioning "Request for Refund" words along with other details of the transaction.
 - The refund process (in case of double payment by mistake only), via the same source of payments made in such cases, will be initiated in 3 to 5 working days after receiving the refund request and due decision about the refund amount is taken by the GUJRERA Authority.
 - In case of auto-refund (when the amount does not reach GUJRERA Account), the time taken for credit depends on bank and varies from bank to bank and GUJRERA has no control over it. Hence, one may contact the respective bank for such transactions.

Declarations

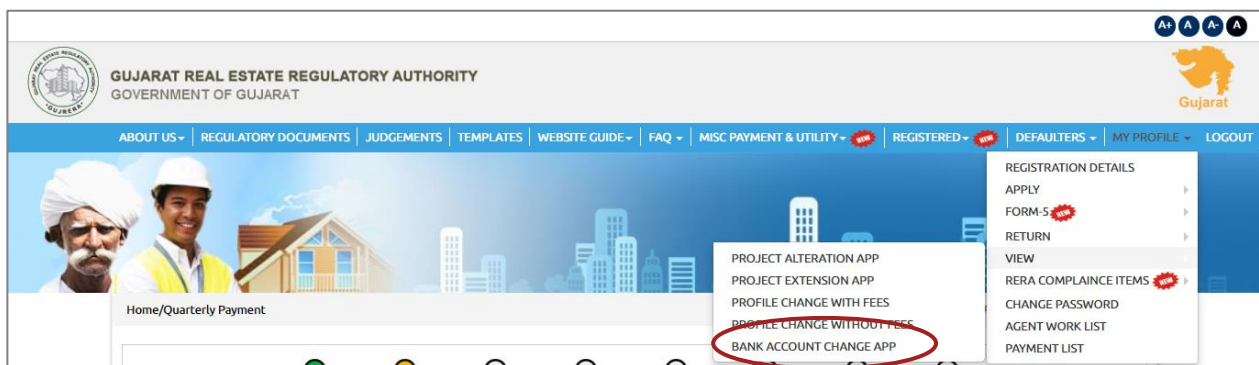
- I agree to all Terms and Condition defined by GUJRERA For using Online Payment Gateway Facility using this Portal. The detailed T&C can be found "Terms & Conditions" Section on this website.
- I verify that the contents of the above sections are true to my personal knowledge and belief and I have not suppressed any material fact(s)

2.1.3 Successful submission of BCR (RA1+RA2)



- Upon Successful submission of RA1 and RA2, Promoter will have an acknowledgement number issued for the BCR
- Promoter can also download the BCR Form and Payment receipt on this page.
- Till the time authority approves the BCR RA1 and RA2, Promoter will not be able to Submit RA3 and RA4.
- Promoter will get an email confirming the same.

2.1.4 View the BCR application submitted to Authority



- All BCR requests will be available for viewing as above.

2.2 Initiate RA3+RA4 to Authority upon RA1+RA2 Approval

2.2.1 Fill RA3 and RA4 Applications

- Promoter will be able to see the revised bank details as per below image and is required to submit Transferred Amount as per RA3 along with other details as mentioned below:

GUJARAT REAL ESTATE REGULATORY AUTHORITY
GOVERNMENT OF GUJARAT

ABOUT US - REGULATORY DOCUMENTS | JUDGEMENTS | TEMPLATES | WEBSITE GUIDE - | FAQ - | MISC PAYMENT & UTILITY - | REGISTERED - | DEFAULTERS - | MY PROFILE - | LOGOUT

Home/Project/Bank Account Change Application(RA3 & RA4) Welcome: Sushrut Enterprises Private Limited

Project Bank Details (RA1 & RA2)

Bank Name*	ORIENTAL BANK OF COMMERCI	Branch Name*	asdf asdf a
A/C Holder Name (Suffix the term "RERA Account for Saujanya Apartments Real Estate Project")*	Asdfasd RERA Account for Saujanya.	Type Of Account*	Current Account
Account No.*	123123123123123	IFSC Code*	SBIN0000000
State/UT*	Gujarat	District*	Ahmedabad
Closing Balance*	222222	Closing Balance Date*	04/12/2018

Project Bank Details (RA3 & RA4)

Transferable Amount (Rs.) 222222

Transferred Amount as per RA3(Rs.)*	222222	Date of Transferred Amount as per RA3*	05/12/2018
RA3 (Only PDF)*	Choose File Invoice.pdf	RA4 (Only PDF)*	Choose File Scope of ...k-V1.pdf

SUBMIT

Disclaimer RTI Links Copyright Policy Privacy Policy Terms & Conditions

W3C HTML5 W3C CSS3 Visitor No. 1632305

- Promoters are advised to transfer the amount as mentioned in the closing balance as part of RA3 Certificate.

2.2.2 Successful submission of BCR (RA3 and RA4)

The screenshot displays the Gujarat Real Estate Regulatory Authority (Gujarat RERA) website. The header includes the authority's name and logo, along with navigation links such as 'ABOUT US', 'REGULATORY DOCUMENTS', 'JUDGEMENTS', 'TEMPLATES', 'WEBSITE GUIDE', 'FAQ', 'MISC PAYMENT & UTILITY', 'REGISTERED', 'DEFAULTERS', 'MY PROFILE', and 'LOGOUT'. A banner image shows a construction worker and a house. Below the banner, a progress bar indicates three steps: 1. Change Bank Account Detail(RA1 & RA2) & Payment, 2. Change Bank Account Detail(RA3 & RA4), and 3. Confirmation. The 'Confirmation' step is active, showing a message: 'Your Bank Account Change Request (RA3 & RA4) application has been submitted successfully based on Request number. BCR/0000034/05122018'. The footer contains a disclaimer, RTI Links, Copyright Policy, Privacy Policy, Terms & Conditions, and a visitor ID of 1632313.

- Post successful submission of RA3 and RA4, Promoter will be get the email confirmation.
- Promoter will also be notified for further decision of the authority on email.
- **NOTE:**
 1. **Upon RA1 and RA2 approval, Promoter will be barred to file the applicable quarter till the time RA3 and RA4 are Submitted and Approved by the Authority.**
 2. **It is the sole responsibility of the promoter to obtain RA3-RA4 and submit the same to authority online on-time. The promoter will be accountable for the consequences occurring due to any delay in this process.**
 3. **It is advisable to avoid submission of BCR around the Applicable Quarter Ending Dates.**

Disclaimer: All the images, screenshots, plans used in this document are just for demonstration and for the purpose of promoter training only. The actual system, icons, tables may differ from the ones shown here. The details mentioned here are subject to change without prior information to the promoters.