

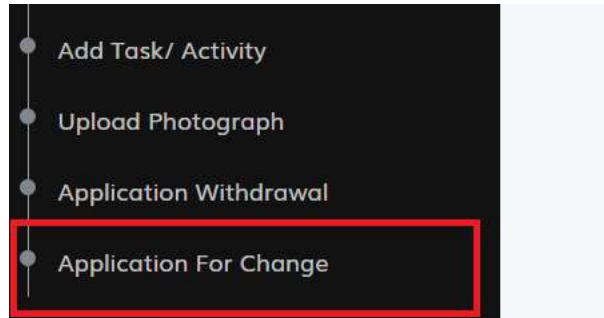
KERALA REAL ESTATE  
REGULATORY  
AUTHORITY  
(K-RERA)



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

Following items can be corrected online:

- Promoter Information
- Project information
- Estimated Cost

Any other changes as to be submitted manually to Authority along with the correction fee. For more information, please refer to Public Notice K-RERA/T3/102/2021 dated 27/08/2021.

- PROMOTER DETAILS

Field Name	Existing Information	Proposed Information	Reason for Change
Organization Type	Company	Select Organization Type	Select Reason
Organization Name	Nikhil's co.		Select Reason
House Number/ Building Name	FAS		Select Reason
Street Name	SF		Select Reason
Locality	DSF		Select Reason
Landmark	FDS		Select Reason
State/ UT	KERALA	Select State/ UT	Select Reason
District	Select District	Select District	Select Reason
Taluk	Changanassery	Select Taluk	Select Reason
Panchayat/ Municipality/ Corporation	FSDP		Select Reason
PinCode	001122		Select Reason
PAN number	BJOPN9999N		Select Reason
Upload Supporting Document dhas	<input type="button" value="Choose File"/> No file chosen		
	<b>* Self signed declaration in case of typo error &amp; Order in case of orders by authority.</b>		

Save

- PROJECT INFORMATION

Field Name	Existing Information	Proposed Information	Reason for Change
Project Status		<input type="radio"/> On-Going Project <input type="radio"/> New Project	Select Reason <input type="button" value="v"/>
Project Name		<input type="text"/>	Select Reason <input type="button" value="v"/>
Proposed Date of Completion (As per agreement with the Allottee)		X <input type="text"/>	Select Reason <input type="button" value="v"/>
Survey/ Resurvey Number(s)		<input type="text"/>	Select Reason <input type="button" value="v"/>
District	Select District <input type="button" value="v"/>	Select Taluka <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
Taluk	Select Taluka <input type="button" value="v"/>	Select Taluka <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
Village	Select Village <input type="button" value="v"/>	Select Village <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
Pin Code	ProjectPincode	<input type="text"/>	Select Reason <input type="button" value="v"/>
Total Land Area (In sqmts)		000000.00	Select Reason <input type="button" value="v"/>
Total Floor Area of the project proposed for registration (As mentioned in the Building Permit) (in Sqmts)		0000000.00	Select Reason <input type="button" value="v"/>
Total Floor Area under Other uses (As mentioned in the Building Permit) (in Sqmts)		0000000.00	Select Reason <input type="button" value="v"/>
Total Floor Area under Residential Use (As mentioned in the Building Permit) (in Sqmts)		0000000.00	Select Reason <input type="button" value="v"/>
Project Type	Select Type <input type="button" value="v"/>	Select Type <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
Total Building Count (As per Sanctioned Plan)		<input type="text"/>	Select Reason <input type="button" value="v"/>
Upload Supporting Document	<input type="button" value="Choose File"/> No file chosen * Self signed declaration in case of typo error & Order in case of orders by authority.		

Save Project

+ ESTIMATE COST DETAILS

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 <small>* Self signed declaration in case of typo error &amp; Order in case of orders by authority.</small>

+ 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	<a href="#">View More</a>	NA	NA	

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