Q. How do I update fields that are greyed (locked), even after the project update payment?
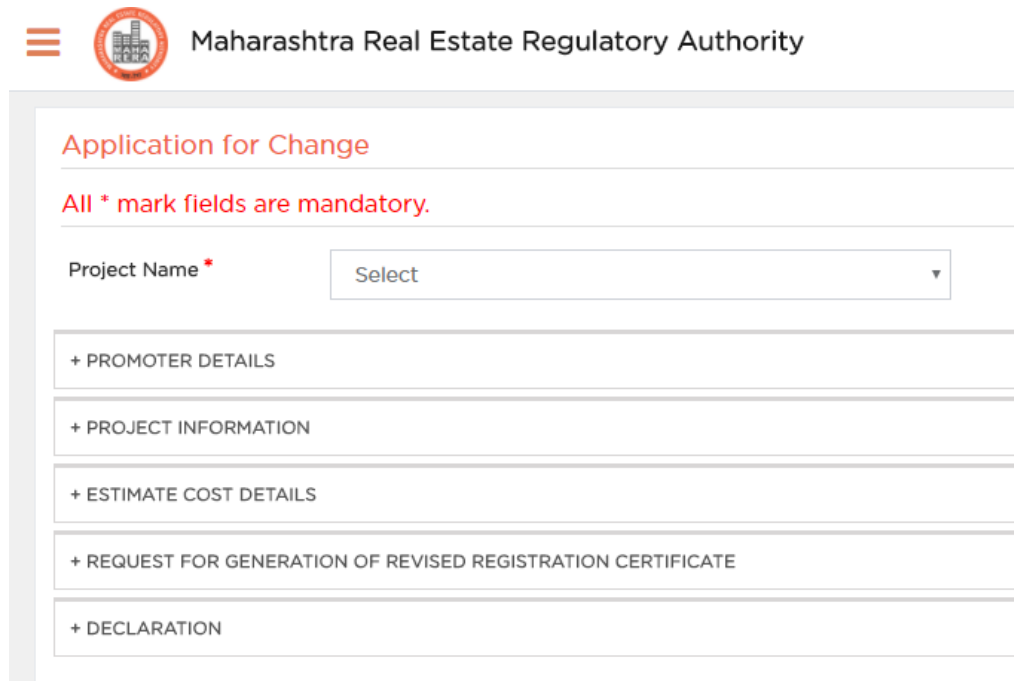
The fields that are unavailable for editing are through the project update feature are available through the Application for change module.

> ➢ **Correction Module (Application for Change)**

The correction module can be accessed the in the project application by following the below steps

1. Login via the Online Application to access the MahaRERA portal with your username and password.
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 upload supporting documents.
5. 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"

6. Move to declaration and select the date. Click on Submit.
7. The page will reload. The button "Preview Changes" will now be available.
8. Click to preview. "Proceed of payment" button will be available at the bottom of the preview page.
9. Click on the button to make the Payment of Rs. 5000/-. After payment is successful, the receipt will become available under the Download Payment Receipts Section.
10. After payment is successful, the receipt will become available under the Download Payment Receipts Section.

Q. Where can find information on Update and Revision/Correction of information filled on the application portal?

For information please refer to **SOP** for Updating Registered Projects and Revising /Correcting Information with respect to Registered Projects and Registered Real Estate Agents available on the MahaRERA website under Orders and Circulars.

https://maharera.mahaonline.gov.in/Upload/PDF/SOP%20for%20Updating%20and%20Revising-Correction.pdf
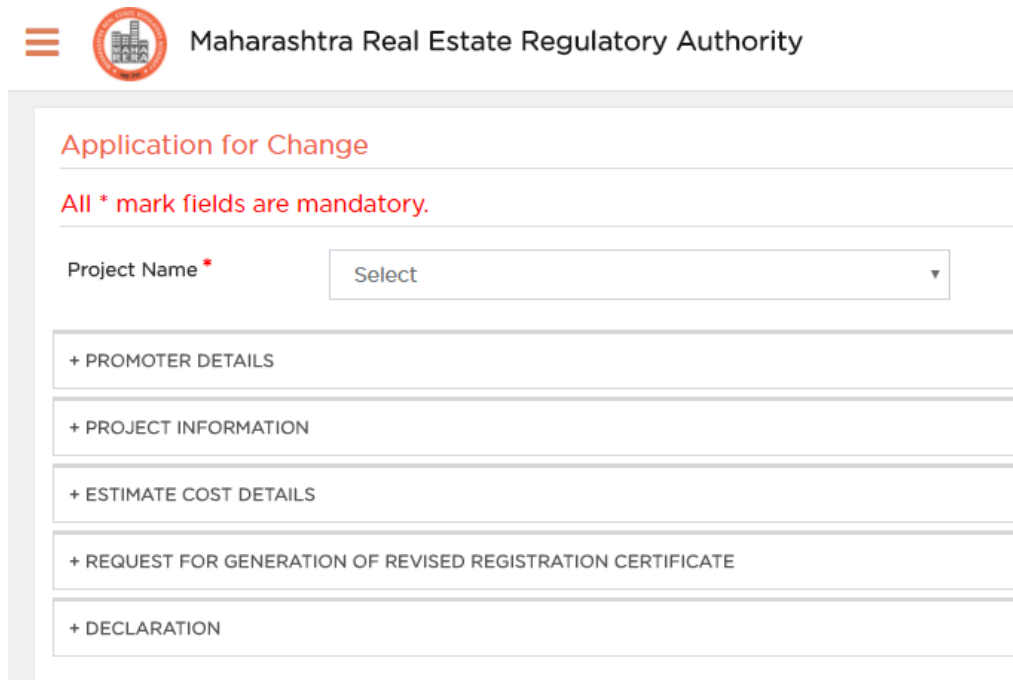
and **Amendment** to the Circular on Standard Operating Procedure for Updating Registered Projects and Revising/Correcting information with respect to Registered Project and Agents

https://maharera.mahaonline.gov.in/Upload/PDF/Circular%20No%2014.pdf

Q. I have to update or correct information in my project or agent registration certificate?

Repeat the steps above for the the "Application for Change" tab

1. Update required fields under the various section applicable and upload supporting documents.

11. Move to declaration and select the date. Click on Submit.
12. The page will reload with the button "Preview Changes". Click to preview.
13. Proceed to make the Payment.

Q. I don't have any changes in the registration certificate and want make changes in the fields restricted (grayed) through the project update module.

In case the changes applied for, do not result in any changes in the Registration Certificate. Please follow the same steps described above. You can skip the revised certificate section in the "Application for change".

Q. How do I get the get the Authority Order for the "Change of Promoter" field available in the Application for Change module?

Please refer to the Circular for "Procedure for Transferring or Assigning Promoter's Rights and Liabilities to a Third Party" available on the MahaRERA website under Downloads > Orders and Circulars of MahaRERA.