

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Before Filling the Application Form online, please make sure you have following documents/ information readily available with you :

1. A scanned passport size photograph on web resolution. Maximum allowed size is 100x 100 pixels.
2. Scanned copy of Notorised affidavit in the format depicted in Application Booklet. The document should be available in Adobe “pdf” format.
3. If you are claiming any Quota preference in your Application format. The Quota Certificate should be available in Adobe “pdf” format.
4. If you a Senior Citizen (i.e. your age is more than 60 Years), the Senior Citizen Certificate should be available in Adobe “pdf” format.
5. You should have details of your bank account (Bank/Branch Name, IFSC Code and Account Number), in which you want your refund amount to be transferred in case of non-alotment or refund request on any other ground.
6. In case you have already made the Payment for the Registration Amount using RTGS/NEFT to LDA’s designated account, note down the Transaction number and the Transaction Date as it will be required while generating the Deposit Challan.
7. In case you wish to Deposit the Registration Amount using Draft, get the draft prepared and note down the details of the draft as it will be required for generating e-challan, which shall be submitted at LDA’s designated Bank Counters

Process for Filling the Application Form

1. Once you click on the icon marked as “**New Residential Schemes**“, the portal shall display all Residential type property available, for which currently the Registrations are Open.
2. With Each Category of Property, links are provided for downloading the Booklet and the Affidavit format.
3. Please go thru the Booklet, which depicts the details of properties and general terms and conditions, which shall be applicable for the sale of the selected property category.
4. For Submission of the Registration amount you have following options
 - a. Make a Demand Draft equivalent to required Registration Amount and submit at any of the Bank’s Counter specified for this Scheme. In this case e-challan shall be generated after completing the application form, which along with the demand draft should be presented at Bank’s Counter.
 - b. You can deposit the Registration amount in Cash using the e-challan at bank’s cash counter.

- c. You can transfer the Registration Amount to LDA's account using RTGS/NEFT, then fill the E-Challan.
 - d. You can use the On-line Facility to pay registration amount using Credit/Debit Card or Net Banking, which is available with LDA's webportal.
5. For Filling the Application Form, click the link provided for Registration in front of desired property category. It shall open a Bank Application Form , on which details are to be filled.
 6. First of All, please make sure the details displayed in the first two rows of the Opened Form is the same for which you wish to apply for the Registration. If it is not, go back to previous screen and select the desired row.
 7. If the Application form is being filled on behalf of a Company/Firm, please tick the check box provided in the third row of the Form, marked as **Company**
 8. In case of Company, Please fill up the Name of Company as Applicant Name, It's Permanent Address and Local Address in next two rows. (Row no 4 & 5)
 9. In case of Individual, fill up your name, father's name, permanent address, Local address, Sex, Occupation, Quota, Age and Religion in Next four rows of Application Form. (Row no 4 to 7)
 10. In the 8th Row, please fill up the Annual Income, Mobile Number, e-Mail Id and Payment Mode.
 11. In the payment mode box, a drop down shall depict all the possible payment modes allowed for this registration form.
 12. On the 9th row, you have to upload the scanned copy of notarised affidavit , scanned copy of photograph and copy of quota certificate (if Applying in any Quota) shall have to be uploaded in formats as described in the beginning of the document.
 13. If your age is more than 60 years, one more row shall be visible for uploading the Date of Birth Certificate in pdf format.
 14. If any co-applicant is to be registered, please click the button marked as **Co-Applicant Details**. This shall
 15. Display more rows to capture the similar details of co-applicants .
 16. The Last row of the Application form is provided to for filling the details of your bank account, in which you want the refund amount to be transferred. This shall be used for refunding the deposited money on demand or due to non-allotment of property in lottery.
 17. Once you complete the Application form, click the SAVE button to save your registration details
 18. Once you Save the Application Form, you are done with Registration Form and now you have to proceed for Payment Process.
 19. In Payment Process a Challan Screen shall be displayed with all your details populated on screen.

- 20.** You have to fill the other details and print the Challan . The Challan shall be printed in 4 copies if you have opted for payment through Draft/Cash and in two copies if you have opted for RTGS/NEFT or online payment.
- 21.** If you have opted for Cash/ Draft, take all the four copies of challan to designated Bank and deposit your Registration amount.
- 22.** If you have opted for on-line payment or RTGS/NEFT, take the print out of two copies and submit the LDA's copy to LDA Office
- 23.** After clearance of your deposit from Bank, a confirmation SMS shall be sent to your mobile number.