

Step-by-step procedure for forming and registering an Association of Apartment Owners, under the West Bengal Apartment Ownership Act, 1972 and the West Bengal Apartment Ownership Rules, 1974.

I) Objective

To prescribe the procedure for submission of online application for Registration of Apartment Owners Association through the e-district portal (<https://edistrict.wb.gov.in/portal/home>).

II) Scope

This SOP shall apply to all applicants seeking for registration of an Apartment Owners Association through the designated online portal.

III) Procedure to create User ID

Step 1: Signup

• **Visit the Official Portal**

Go to the official **e-District Portal of Government of West Bengal** through the prescribed web address (<https://edistrict.wb.gov.in/portal/home>)

• **Select “Citizen Registration”**

On the homepage, click on the “**Citizen Registration**” option to initiate creation of a new User ID.

• **Enter** particulars of applicant carefully, including:

- Full Name (as per official records)
- Mobile Number (active and accessible)
- Email ID (valid and functional)
- Residential Address
- State and District

• **OTP based Mobile Authentication**

An OTP (One Time Password) will be sent to the registered mobile number. Enter the OTP correctly to verify and authenticate the mobile number.

• **Create Login Credentials**

- Create a unique **User ID**.
- Set a strong **Password**.
- Confirm the password.

• **Submit the Registration Form**

After verifying all entered details, click on “**Submit**” to complete the registration process.

• **Successful Registration Confirmation**

Upon successful submission, a confirmation message will be displayed.

The User ID thus created may be used for logging in and applying for different services, including registration.

IV) Phase 1: Process of online Application

Step 2: Login

1. Access the official e-district portal.
2. Log in using valid credentials.

Step 3: Navigation

1. **Access Services Menu**
Log in to the portal and click on the ‘**Services**’ menu available on the dashboard.
2. **Select Department**
From the left-side vertical menu, select the “**Department**” option.
Thereafter, from the top horizontal menu, click on “**Housing Department.**”
3. **Choose Service**
Under the Housing Department services, select “**Registration of Apartment Owners Association.**”
4. **Proceed to Application**
Click on ‘**Accept**’ to enter the application window and proceed further.

Step 4: Filling of Application Form

1. Enter all required information in the respective fields accurately.
2. Ensure that no mandatory field is left blank.

Step 5: Entry of Common Areas Details

1. The information under ‘**Area and Description of Common Areas and Facilities**’ shall be entered in the form of a clear and descriptive sentence.

Step 6: Calculation of Percentage of Individual Interest

1. In the field titled ‘**Percentage of Individual Interest in the Common Areas and Facilities of Each Apartment Owner**’, the cumulative total of percentages for all apartment owners must be equal to **100%**.
2. For calculation of such percentage, following area shall be included: both:
 - Total built-up area of the apartment, and
 - Car parking area

3. Compliance Requirement

The applicant shall ensure correctness and completeness of all data entered before final submission, as discrepancies in calculation or incomplete information may lead to rejection or delay in processing.

Necessary documents to be uploaded (*all the uploaded documents must be legible and proper alignment*):

1. *Authenticated copy of building plan or plans duly signed.*
2. *Copy of Sanctioned Site plan.*
3. *Copy of relevant Completion certificate from the local authority or Municipality duly notarized.*

4. *Self-attested EPIC Card/PAN card for new Apartment Owners.*
5. *Copy of Receipt of FORM E. (Duplicate form E affixing the postal receipt be uploaded)*
6. *Document containing all the owner details.*
7. *Authorization Letter by all the Flat Owners.*
8. *Affidavit of the Apartment Owners.*
9. *Description of each apartment of each building.*
10. *Percentage of individual interest in the common areas and facilities of each apartment owners.*
11. *Description of the limited common areas and facilities, if any (including Car Parking).*

Step 7: Payment & Submission: Make the prompted online fee payment and submit the application to the Competent Authority.

Step 8: System Approval: If correct, the Competent Authority approves the online application. You will receive an auto-generated SMS and email requesting the hardcopy submission of Form A.

V) Phase 2: Process of Offline Submission

Notice & Hearing: Upon receipt of the duly completed and correct online application, a hearing notice shall be issued to the applicant through the registered user ID on the portal. The applicant shall be required to accept the said notice online, whereupon the formal hearing notice shall be generated accordingly.

How to Submit the Hard Copy of Form A

- **Whom to submit to:** The Competent Authority under the West Bengal Apartment Ownership Act, 1972.
- **Where to submit:** Office of the Competent Authority, Housing Department, Apartment Cell, 1st Floor, 'A' Block, New Secretariat Buildings, 1, Kiran Shankar Roy Road, Kolkata 700 001.
- **Required Documents:**
 - A forwarding letter stating the AIN No. and the system approval date.
 - A Summary Sheet of the declaration.
 - One original set of the Declaration in Form A, executed and solemnly affirmed before a Magistrate or Notary on a Rs. 10 Non-Judicial Stamp Paper.
 - **Annexures:**
 - **Annexure A:** Authenticated copies of the building plan.
 - **Annexure B:** Authenticated copies of the site plan.
 - **Annexure C:** Copy of the relevant completion certificate.
 - **Annexure D:** Copies of Voter cards/PAN Cards of the declarants for identification.
 - **Annexure E:** Copies of the receipt of the letter in Form-E served to all apartment owners.

- *Note:* If executed by a constituted attorney, an affidavit of the Attorney and the Power of Attorney instrument are also required. The solemn affirmation contained in Form A shall be duly notarized, and the official seal of the Notary Public must be affixed thereon in token of authentication.

Disposal of Form A by the Competent Authority

At the time of hearing, two declarants along with the applicant must remain present in person to confirm and substantiate the facts stated and the documents submitted in support of the application.

- **Acceptance:** If the property falls under the purview of the Act and the declaration is in order, the Competent Authority accepts Form A by endorsing it. A Digitally Signed Acceptance Order (DSAO) is generated for the applicant to download from the portal. One endorsed set of Form A is then returned to the declarants.

VI) Phase 3: Association Formation & Online Registration (Form 1)

Step 1: General Meeting: Within 45 days of Form A's acceptance, hold a general meeting with apartment owners to officially form the Association under a specific name.

- **Step 2: Upload Form 1:** The owner presiding over the meeting must upload a colored scanned PDF of Form 1 to the portal.
- **Step 3: Upload Supporting Documents:** Along with Form 1, upload colored scanned PDFs of the General Meeting Resolution, the Attendance Sheet, and the Accepted Form A.

VII) Phase 4: Final Certification

- **Step 1: Final Approval:** The Competent Authority reviews Form 1 for legal compliance and approves it.
- **Step 2: Download Certificate:** A Digitally Signed Certificate of Registration (Form 2) (DSCR) is generated, which you can then download directly from the portal.