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# USER MANUAL

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Homebuyers



JANUARY 27, 2021

UNITECH LTD

<http://connect.unitechgroup.com/>

## 1. Purpose:

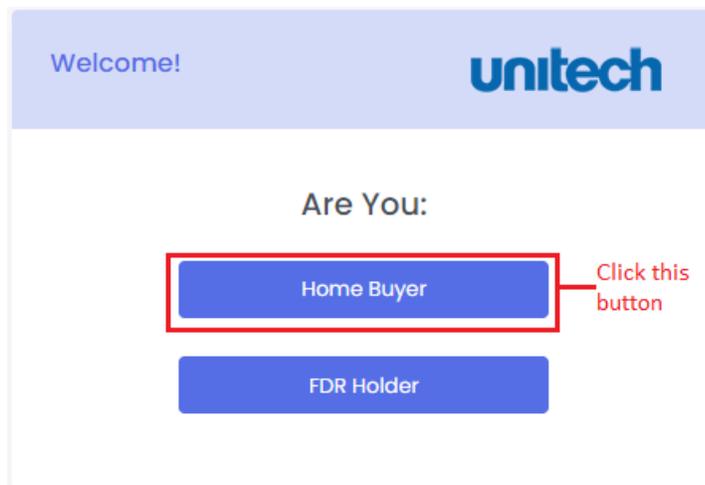
The purpose of this manual is to guide the Home buyer which includes buyer of residential units and commercial units to update their contact details on the portal of Unitech Ltd. The purpose of this portal is to consolidate the contact information of all homebuyers for future communication. Explanation of each field and flow of the form is explained in simple terms.

Follow the guide to complete the update process of contact details. To update the contact details, follow the URL (<http://connect.unitechgroup.com/>). Before proceeding with the given process, please keep following documents with you to avoid any hassle:

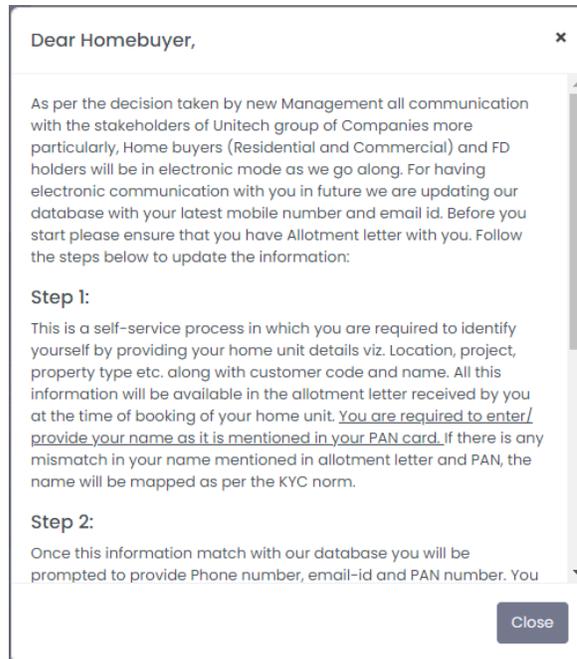
- Allotment Letter and,
- PAN Card.

## 2. Instruction:

- a) Once you hit the <http://connect.unitechgroup.com/> link, you will land on the homepage as shown below. Click on the 'Home buyers' button as shown in below screenshot.



- b) The first thing you will see after clicking on the 'Home Buyer' button is the 'Instruction Page' with following major heads:
- I. Purpose of the form.
  - II. Request for desired documents before proceeding with the form i.e., allotment letter and PAN card.
  - III. Steps to fill the form correctly and submitting the details successfully.
  - IV. Process to follow in case of multiple allotment of units on the name of single buyer.
  - V. Submission of query/ concern in case of failure in submission of contact details.



- c) After the instruction page, comes the 'Unit Details' section where details regarding property, a given buyer has purchased are requested. All the details asked in this section are mentioned in the 'Allotment letter'. This section is used to verify the end user as authentic buyer of a given unit.

Note: Please keep refer to the Allotment letter before filling the form.

Welcome!

unitech

Each mandatory field is marked with (\*)

1 UNIT DETAILS

2 PERSONAL DETAILS

Project Location \* --Please Select--

Project Name \* --Please Select--

Property Type \* --Please Select--

Customer Code \*

Name of Allottee (As per PAN) \*

Note: All the given details are mentioned in the Allotment Letter.

Save & Next

- d) Once all the details are mentioned in the form, proceed for next section of the form by clicking 'Save & Next'.

Welcome! unitech

• Each mandatory field is marked with (\*)

1 ————— 2

**UNIT DETAILS** **PERSONAL DETAILS**

Project Location \* Project Name \* Property Type \*

--Please Select-- --Please Select-- --Please Select--

Customer Code \* Name of Allottee (As per PAN) \*

Click 'Save & Next' button to proceed ahead with 'Personal Details' section. Save & Next

- e) The next section is 'Personal Details' section where contact details of the buyer is asked. The only purpose of this form is to capture the latest contact details of the actual buyer. The shared contact details (both email & phone number) will be used for future communication as it is decided by new management that in future all communication will be done electronically.
- f) It is to be noted that the Name of allottee as mentioned in the PAN shall be entered. In case there is mismatch name as mentioned in PAN and allotment letter the name as mentioned in PAN has to be entered.

Note: Please use the same contact details (both email address & phone number), in case if you are sharing details for multiple units assigned to single allottee.

Welcome! unitech

• Each mandatory field is marked with (\*)

1 ————— 2

**UNIT DETAILS** **PERSONAL DETAILS**

Phone Number \* OTP \*

Enter Phone Num | Generate OTP Enter OTP Verify

Email \* PAN Number \*

Email  Verify

Name of Allottee \*

ava spicex Pvt Ltd

Previous Save

- g) Please share the PAN details of the buyer on whose name the given unit is allotted. It is to be ensured that name provided for the allottee matches with name in PAN for successful submission of information.

Welcome! **unitech**

• Each mandatory field is marked with (\*)

1 UNIT DETAILS

2 PERSONAL DETAILS

Phone Number\*  Enter Phone Numl

OTP\*  Enter OTP

Email\*  Email

**PAN Number\***

Name of Allottee\*  ova spicex pvt ltd

- h) Once all the details are shared, click on 'Save' button to finally submit the details. Once all the details are verified, it will be saved to the Unitech database, and you will get the confirmation message after which you will be redirected to the landing page again (as shown in point number 2.a).

Note: In case if you have multiple assets/ units allotted to you by Unitech, then please follow all the above-mentioned points again for sharing the details against the new unit.

- i) In case if the final submission does not happen or you stuck at any stage (including both 'Unit Details' section as well as 'Personal Details' section), then in the given case you can raise concern with Unitech for offline verification. For this, follow 'Please click here' link as shown below (in footer section).

**If you are unable to submit your information, Please click here**

User Manual - [Please click here](#) [Click here in case if you are not able to submit the details.](#)

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- j) Please share the details on the form, pops up after clicking the link mentioned above.

**Raise Concern** ✕

Name\*

Contact Number\*  Enter Phone Number

Email ID\*  Email

Description\*

Upload Supporting Document

Supported files types: pdf,jpeg,jpg,png and Document size: 1MB

Note: In case if you want to share supporting documents, then kindly attach the details with specified format on the given form.

- k) Once the form is finally 'Saved and Submitted', Unitech team will update you on your query/ concern in a given stipulated time duration.
- l) Copy of this manual is available in footer as shown below. Please do consult the document for better understanding of the form and for hassle free submission of details.

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