







## ALLOTMENT OF RESIDENTIAL PLOTS IN ACTION AREA II B, NEWTOWN

### PROCEDURE FOR ONLINE FILLING UP OF APPLICATIONS:

For filling up 'e-application' (Online), Applicants needs to visit the official website of WBHIDCO: "[www.wbhidcoltd.com](http://www.wbhidcoltd.com)" and proceed as follows:-

- (i) Click on "**ALLOTMENT OF RESIDENTIAL PLOT**" tile appearing at the top on the home page.
- (ii) Applicant will be taken to a new page where you will see the Home Page of the 'e-application' (Online).
- (iii) The Home Page of the 'e-application' (Online) has the following "Info, Applications, Circulars, Contacts, Online Presence" sections.
- (iv) Applicant needs to go through the [Circulars](#) "Circulars" section for **FAQ, Brochure, List of Plots and Locations of Plots**.
- (v) Once an Applicant has gone through all the required information, they may click on  "**Apply**" button for the relevant application form.
- (vi) There are two types of applications available for the applicant,
  - **Application Form for Cooperative Society (proposed)**
  - **Application Form for Individual (Single & Joint Applicant)**
- (vii) Clicking on "Apply" will ask the Applicant to [Sign In](#) | [Register](#) "**Sign In**" or "**Register**", "**Sign In**" is for already registered users, while "**Register**" is for New Users/Applicants.
- (viii) Applicant needs to "**Register**" either  **By Email** or  **By Mobile** by Email or By Mobile. Provide your Name, valid Email id, Mobile Number and password. These are the two modes of registering. You can choose any.
  - **Mobile registration:** The OTP for verification will be sent to the mobile number given by you. Put OTP in the space provided and register.
  - **Email registration:** A verification link will be sent to the email id provided by you, clicking on the link in the email will activate your account.
- (ix) Applicant can start application process only after account is activated by any mode (email or mobile number).
- (x) Applicant needs to "**Re-Login**" by clicking on  "**Apply**" button for the relevant application form (Cooperative Society (proposed) or Individual (Single & Joint Applicant)).
- (xi) On clicking on "Application Form for Individual (Single & Joint Applicant)", an Applicant is taken to the Individual's Application Form. Similarly, on clicking on "Application Form for

(Cooperative Society (proposed)”, an Applicant is taken to the Cooperative Society (Proposed) Form.

- (xii) Fill-Up the Application Form and click on  “SUBMIT” to finish the Application Form and proceed to the next stage, i.e., payment.
- (xiii) You may click on  “SAVE” any time to save whatever has already been filled up for later.
- (xiv) On successful submission of the form, the Applicant shall be guided to the landing page for Payment.
- (xv) The modes of payment available are through online (Credit Card, Debit Card, Net Banking) and through generation of challan / e Challan (offline).
- (xvi) For Online mode, on successful payment confirmation, a Receipt Number shall be generated which will be printed on the receipt. Receipt will be available on email and in your online application account.
- (xvii) For Offline Transaction through generation of e-Challan, kindly visit your bank (Non-ICICI Bank) and initiate NEFT/RTGS against the challan. Please note that transaction will be rejected if there is any discrepancy in the *(i) Amount (ii) 12 digit Alpha-Numeric Account Number starting with “WBHC” (iii) IFSC Code*. Every Challan has unique account number and only 1 (one) payment will be accepted per challan.
- (xviii) On Successful receipt of Form & Money, “**Unique Application Number (UAN)**” will allotted and communicated to your registered email id within 2 working days. You can access the submitted form and receipts at all time by logging into your online application account.
- (xix) Lottery will be held based on this system generated **Unique Application Number (UAN)** assigned only after Payment Confirmation.