# Procedure Manual - 1

1. **For Viewing of your Accounts Ledger,**
2. **For Payment of the Partially refunded Amount, and**

3. **For payment of Installments of the Total Due Amount**

Homebuyers, who have not registered themselves for Contact Updations or at connect.unitechgroup.com, will have to first register themselves with the portal for which the Steps are mentioned below:

<u>**Step 1: Registration**</u>

❖ Open your Web browser preferably Google Chrome.
❖ Go to www.unitechgroup.com
❖ Once you click on the tab **Contact Updations**, you will get the screen as under:
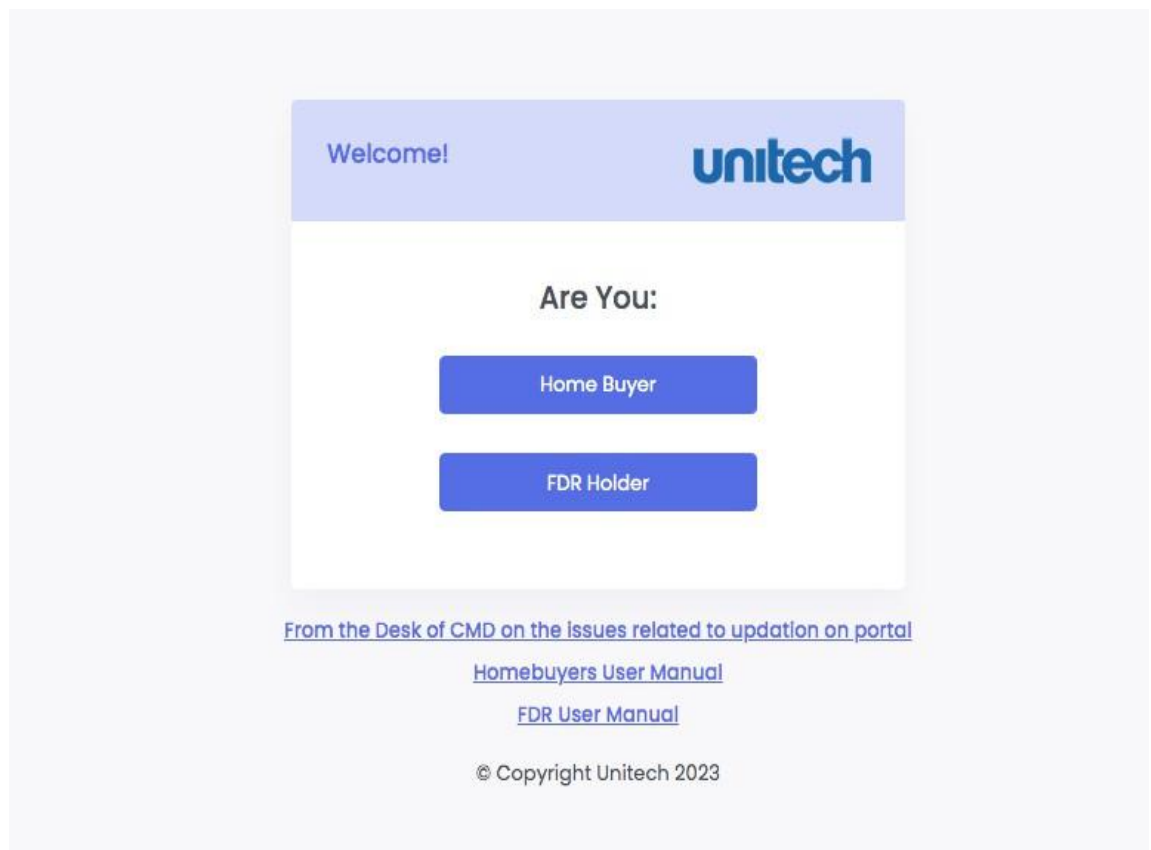
❖ Click on *Home Buyer* tab.
❖ You will get the following Screen wherein you fill in the relevant information on the screen.

Kindly Note:

(i)   While entering details, the Homebuyers/ users tend to make mistakes and get the following message "Please provide valid property details to proceed". As such, it is helpful that you have your Allotment Letter by your side while entering the relevant details.

(ii) Generally, it happens due to incorrect Property Type, Tower, Block/ Floor and Unit No. If your Unit No is mentioned as 0004 in your allotment letter then enter 0004. Similarly, if your Tower is mentioned at A02 in allotment letter then enter the same.

(iii) Once you fill the valid details click on *Save & Next*.

(iv) In case you have multiple units at the same or different project(s), you can add more unit details by clicking on tab *Add More Unit Details*.

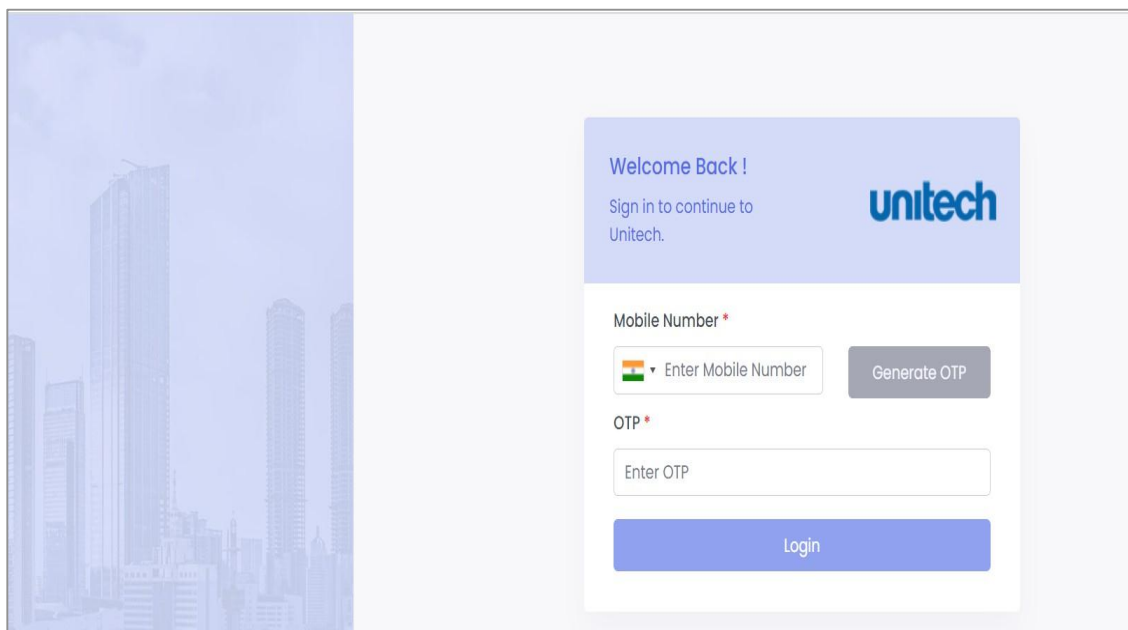(v)   You will get the screen as shown herein below:

- ❖ Enter the mobile number you wish to associate with this unit. Then click on <u>Generate OTP</u>. You will receive OTP on the mobile number. Enter the OTP and click on <u>Verify</u>. You will get message as verified Successfully.

- ❖ Enter the PAN number of the Homebuyer and click on <u>Verify</u>. The portal will verify the PAN details with NSDL. Once verified successfully, you will get verified message.

- ❖ Once all information is filled click on <u>Save</u>. You will get a success message.

- ❖ This will complete your registration. You can use the mobile number to Login for further services at the Connect Portal.

Once you have registered yourself on the Contact Updation or the Homebuyers who have already registered themselves on Contact Updation may follow the steps given below.
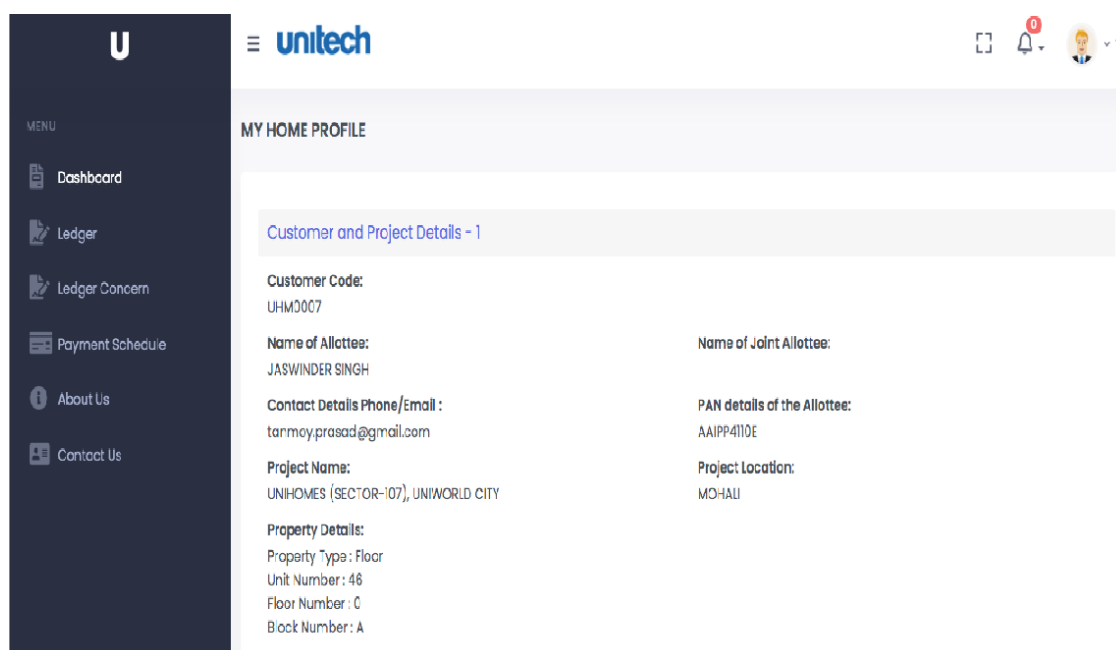
Step 2:

Login:

On clicking on the <u>Sign-in</u> tab, you will get following screen. Enter the mobile number with which you have registered your unit. Enter the OTP received on the mobile number to login into the portal.

To view the Account Ledger

❖   Once you are logged-in, you will see the screen as below.

❖ Click on the <u>Ledger</u> in the left hand side Menu bar.

❖ Following screen will appear:

❖ Click on the drop down list <u>Customer Code</u> as shown on the screen

❖ You will be able to see all your customer codes linked with the phone number

❖ Select the one for which you want to see the Ledger.

❖ Once you select the customer code, click the drop down list <u>Project Location</u>

❖ Select the Project Location for the Customer code you have selected.

❖ Once you have selected the Customer Code and Project Location, click on <u>Submit</u> button.

❖ The Ledger of the Customer Code as selected by you will be shown to you. The screenshot in next page shows the screen with Ledger.

❖ You can click on <u>Download</u> to down the Ledger in PDF format. You can also print the Ledger and keep it with you for future reference.

Step 3: (Optional)

In case you find incorrect or missing entries in your Ledger

To Raise issue in Ledger

❖ To raise an Issue in Ledger Click on the Raise Concern Button (Shown in Red).

❖ A pop-up will come on the screen as shown below:

❖ Click on the Voucher Type, enter the Voucher Number, add description and attach supporting documents to your concern. Click on <u>Submit</u> button to submit the concern.

❖ Once successfully submitted, you will get the following message – Concern Submitted

❖ Submit one concern for one discrepancy.

❖ Incase there are multiple discrepancies you can submit multiple concerns.

❖ You can view the status of your concerns raised by clicking on the Menu item Ledger Concern on Left hand Menu bar. Screen shot below shows the screen with a concern.

Step 4:

View Total Due Amount, Refund amount and Make Payments

❖ Click on the Payments link in the left hand Menu bar.

❖ Following screen will appear

❖ Select Customer Code and Project Location from the drop down list. The drop down list contains all customer codes, which have been associated with your registered Mobile Number. Click <u>Submit</u> to view the partial Refund received against the Unit, Total Due Amount and the Payment Schedule.

≡ **unitech**

Total Refunded Amount from H'ble SC Registry :₹8,03,648.00

BASICS	EXTERNAL / INTERNAL DEV CHARGES	PREFERENCE lOCATION CHARGES	CAR PARKING	TERRACE	CONTIGENCY	MISCELLANEOUS CHARGES	DUE DATE
7,95,611.10	0.00	0.00	0.00	0.00	0.00	0.00	15-02-2024
8,036.57	0.00	0.00	0.00	0.00	0.00	0.00	15-02-2024

Total Due Amount (excluding TAX): ₹35,56,714.59
TDS (U/S 194-IA): ₹0.00
TDA to be paid directly to Unitech (excluding TDS & TAX): ₹35,56,714.59

BASICS	EXTERNAL/INTERNAL DEV CHARGES	PREFERENCE lOCATION CHARGES	CAR PARKING	TERRACE	CONTIGENCY	
32,51,052.09	0.00	58,162.50	2,47,500.00	0.00	0.00	0.00

Total Due Amount (excluding TAX): ₹84,81,708.00
TDS (U/S 194-IA): ₹84,817.08
TDA to be paid directly to Unitech (excluding TDS & TAX): ₹83,96,890.92

BASICS	EXTERNAL/INTERNAL DEV CHARGES	PREFERENCE lOCATION CHARGES	CAR PARKING	TERRACE	CONTIGENCY	
72,08,932.50	1,18,404.00	9,90,000.00	0.00	0.00	0.00	

Installment Number	Installment Amount	Tax	Pending Due Amount	Interest on Pending Due Amount	Total Amount	Paid Amount	Due Date
1	41,98,445.46	5,44,901.22	0.00	0.00	47,43,347.00	0.00	05-04-2024
2	37,78,600.92	4,90,411.10	0.00	0.00	42,69,012.00	0.00	05-07-2024
3	4,19,844.55	54,490.12	0.00	0.00	4,74,335.00	0.00	05-10-2024

❖ On the screen as shown above, you will be able to see Head wise (i) the Principal Amount refunded, (ii) Total due amount, and (iii) all installments to be made by you along with the due date of payment.

❖ Payment for the partially refunded Principal Amount can be made by clicking on the Pay Now button at the end of the row.

❖ **No payment will be received against the partially refunded amount after the Due Date (15.02.2024).**

❖ Payment for Installment Amount can be made by clicking on the *Pay Now* button at the end of the row.

❖ Any delay in installment payment will attract interest.

 ➢ Kindly Note: The due amount shown does not include any amount refunded, IFMS and any other charges collected at the time of possession.

 ➢ At the time of offer of Possession, a final audit of the calculations will be done. Any adjustments will be done at the time of possession of the unit.

❖ After Clicking on Pay Now button, you will view the details as a demand letter. You can down load the Demand letter. The screen presented to you will be as follows:

- ❖ Click on the Online Payment button at the center bottom of screen. The next screen is a confirmation screen for initiating payment. Click on Pay Now button to initiate the payment.


- ❖ Unitech is using the payment gateway of ICICI Bank. Hence, you will be directed to ICICI Payment Gateway for making payments.

- ❖ Select the payment mode from three options available on portal - (i) Internet Banking, (ii) NEFT/RTGS, and (iii) UPI

❖ For payment through Internet banking and UPI, follow the instructions as displayed on the screen as you move ahead with payment.

❖ For any future reference, please note the **transaction id** which is displayed on screen on the bank portal.

❖ On successful completion of payment, you will see the screen as shown in screenshot below.

❖ If you get a failure message, check with the bank if your money is deducted or not. Incase money is deducted, send the details of payment to assistance for further guidance.

❖ For selecting payment mode NEFT/RTGS the ICICI gateway portal will provide you with a NEFT/RTGS challan. Payment on NEFT/RTGS can be made in following ways:

➢ If you have facility of making NEFT/RTGS online from bank portal using Internet banking facility. You can add the bank account details and IFSC code to you NEFT payment screen. You can make NEFT/RTGS transaction as per the Challan.

➢ You may contact your bank to make NEFT/RTGS payment.

➢ It may be noted that the payment details will be updated in your Ledger Account in around 24 hrs. In case it is not updated even after 48 hours, you may connect to Assistance for further guidance.
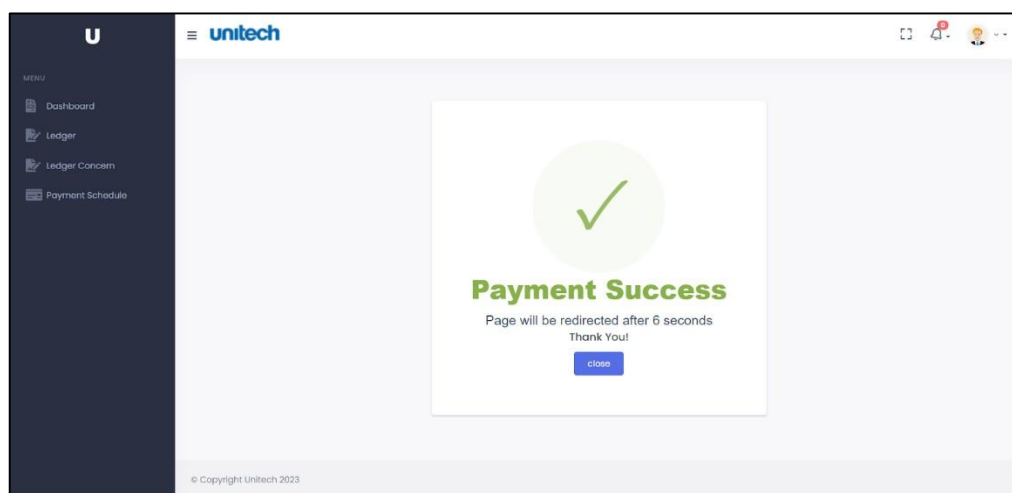
Note: **The Account Number in each Challan is unique to a payment. Hence, you are advised to use the Account Number as mentioned in the Challan. Any payment made to any other account number will not be accounted for.**

Step 5 -

To view Receipt-cum-invoice

(i)   Go to <u>Payment schedule</u> tab on the left side menu bar.

(ii)   You will have to choose the Customer Code and Project Location to view the refund details.

(iii)   Once you choose the customer code and location from the drop down the screen as shown below will appear.

(iv)   Click on the <u>View Receipt</u> tab shown against each installment.

INVOICE

Customer Code	Bill Number	Mode Of payment	Total Amount	Date	Action
UR69J	004566	UPI_ICICI	2.00	12-10-2023	Download
UR69J	004566	NET_BANKING_ICICI	2.00	06-11-2023	Download
UR69J	004566	NET_BANKING_ICICI	2.00	07-11-2023	Download
UR69J	004566	NET_BANKING	2.00	07-11-2023	Download
UR69J	004566	NET_BANKING	2.00	07-11-2023	Download
UR69J	004566	NET_BANKING	2.00	08-11-2023	Download

For any assistance call at 9810942776 (Raghubeer)/ 9599056077 (Devender) (9:30 AM to 5:30 PM on all weekdays) or WhatssApp your query to 9599056077. You can also reach us by sending e-mail to homebuyers@unitechgroup.com.