



Guidelines for registration of Real Estate Projects

Registration Guidelines for Project Registration – [Incase Promoter is other than Individual]

Sno	Tab	Requirement	Remarks/ Explanation
PROMOTER PROFILE (To be Provided at the time of registering first project only)			
1.	1.1 My Profile	<p>Promoter - Other than Individual (Company/ Proprietorship Firm/ Societies/ Partnership Firm/Competent Authority etc.)</p> <p>a) Promoter - Other than Individual Details:</p> <ul style="list-style-type: none"> i) Name of organisation, ii) type of organisation, iii) Main objects of organization <p>b) Registered address of organization</p> <ul style="list-style-type: none"> i) Address Line1, ii) Address Line2, iii) State, iv) District, v) PIN Code <p>c) Organization Address for Official Communication</p> <ul style="list-style-type: none"> i) Address Line1, ii) Address Line2, iii) State, iv) District, v) PIN Code <p>d) Details of Authorized Signatory who will sign Form B and application form:</p> <ul style="list-style-type: none"> i) Name of Authorised Signatory, ii) Mobile No. of Authorised Signatory, iii) Email of Authorised Signatory, iv) Landline Number of Authorised Signatory. <p>e) Other Details:</p> <ul style="list-style-type: none"> i) Weblink of the promoter /Parent Website, ii) PAN Number of organization, iii) Do you have Annual Report consisting of Director's Report, Auditor's Report, Audited P & L, Balance Sheet and Cash Flow Statements?(Y/N) iv) Do you have any Parent Entity? (Y/N) v) Do you have any Past Experience? (Y/N) vi) Years of Experience of Promoter in Real Estate Development in Punjab vii) Years of Experience of Promoter in Real Estate Development in Other states or UTs viii) Number of Completed Projects in Last Five Years ix) Number of Completed Projects in Last Five Years x) Number of Ongoing Projects xi) Area to be Constructed under such projects 	



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Sno	Tab	Requirement	Remarks/ Explanation
	1.2 Parent Entity(s) Details	<p>a) Details of Parent Entity/Entities if applicable:</p> <p>i) Name, ii) Type of Enterprise, iii) Main Objects</p> <p>b) Registered address</p> <p>i) Address Line1, ii) Address Line2, iii) District, iv) State, v) Address PIN,</p> <p>c) Number of years of experience of the parent entity in real estate development:</p> <p>i) Number of Years (in Punjab) ii) Number of Years (in UT/Other state)</p>	
	1.3 Organisation Member details	<p>Chairman, Partner, Director or other Authorized Signatory Details</p> <p>a) Organization Member Details:</p> <p>i) Name of Member, ii) Designation</p> <p>b) Address for Communication</p> <p>i) Address Line1, ii) Address Line2, iii) District, iv) State, v) PIN Code,</p> <p>c) Other Details:</p> <p>i) PAN no., Aadhar No., ii) Mobile No., Landline Number, iii) Email Address</p> <p>d) Upload Photograph of the Member/ Director/Chairman</p>	<ul style="list-style-type: none"> • Please enter separate email ids and mobile numbers for Chairman, Partner, Director or other Authorized Signatory
	1.4 Promoter's Track Record - Details & Profile – Completed & On-Going Projects	<p>Details and Profile of On-Going and Completed Projects in Past Five Years or since Inception</p>	<ul style="list-style-type: none"> • The provided details should be as per the official documents. In case there are any changes the promoter must provide the supporting documents to justify the change.



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Sno	Tab	Requirement	Remarks/ Explanation
		a) Project Profile: i) Project Name, ii) Project Status (On-going, Complete), iii) Project Type (Residential, Commercial, Industrial, Mixed Development), iv) Type of Land of the Project (Promoter Owned, Leased, Joint Development), v) Area Constructed under the Project (Sqmt) b) Other Details: i) Project Start Date, ii) Proposed Date of Completion, iii) Actual Date of Completion, iv) Any Litigation Related to Project (Yes/No)? v) Any Payment Pending Related to Land (Yes/No)?	
	1.5 Promoter's Track Record –Litigations If Any	Detail of Promoter Litigation related to Project (If Any) a) Select Option: i) Select Project Name b) Promoter's Project related Litigation Details: i) Case Title, Case Number, ii) Authority Forum Name where Case is Pending/Resolved	
	1.6 Documents Upload	a) Promoter Document Details: i) Document Name <ul style="list-style-type: none"> • Annual Report, • Auditors Report, • Company Registration Certificate/Partnership Deed/Sole Proprietorship Firm • Directors Report, • PAN Card (Organization), • In case of company copy of MOA & AOA of the Company ii) Document Reference Number, iii) Date of Document Upload, iv) Remarks, If Any	<ul style="list-style-type: none"> • Please refer to the section on List of documents to beuploaded as part of the Promoter Profile
	1.7 Profile - Review/ Confirm	a) Promoter's Profile b) Member(s) Detail c) Track Record of the Promoter d) Litigation Detail e) Document(s) Detail	<ul style="list-style-type: none"> • This is the last step to be followed after filling in the application and uploading the documents related to the promoter's profile. Any changes after this step can be made after the application is sent back to promoter by the authority after unlocking relevant fields.



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Sno	Tab	Requirement	Remarks/ Explanation
PROJECT DETAILS			
2.	2.1 Add Project (Details of the project being applied for registration)	Project(s) Details a) Select Option: i) Existing PB-RERA Project (Select in case of offline registered projects), ii) New Project	
		b) Project Registration Details: i) Existing Punjab RERA Number (to be filled in case of offline registered projects) ii) Project Name iii) Project Amenities (A note explaining the salient features of the proposed project including access to the project, design for electric supply including street lighting, water supply arrangements and site for disposal and treatment of storm and drainage water, any other facilities and amenities or public health services proposed to be provided in the project)	
		c) Specification Details of Proposed Project as per the Brochure/ Prospectus: i) Structure, ii) Flooring, iii) Wall Finishing, iv) Sanitary Fittings, Electrical Fittings, Kitchen, Others If Any (Yes/No): (Others: Name, Others: Details)	The documents being uploaded should match the details mentioned in the brochure/ prospectus of the project. (Only in case of Building/Tower Development projects)
		d) Type of Project (Check relevant components of the Project for which registration is required): i) Commercial <ul style="list-style-type: none"> • Building/Tower Development, • Plotted Development ii) Residential <ul style="list-style-type: none"> • Building/Tower Development, • Plotted Development iii) Industrial <ul style="list-style-type: none"> • Building/Tower Development, • Plotted Development 	
		e) Project Status Details: i) Project Status, ii) Project Cost (in rupees), iii) Project Start Date (as per the License to develop colony) iv) Original Date of Project Completion (as per project Brochure) v) Proposed Date of Project Completion as specified in Form B.	a) Cost of project should be as per CA certificate and must be in Rupees only. b) The project start date shall be assumed to be the date when the commencement certificate or license to develop colony or regularization certificate is issued or date when the TP Scheme in respect of the project is notified. c) The proposed completion date should be exactly as per the Form B.



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Sno	Tab	Requirement	Remarks/ Explanation
		f) Project Address Details: i) Address Line1, ii) Address Line2, iii) State, iv) District, v) Sub Division, vi) Address PIN, vii) Project Potential Zone, viii) Project Website Web Link. (not mandatory)	The address mentioned should be as per the address on the layout plan/approvals.
		g) Contact Person/person for Communication with regards to Project i) Authorized Person <ul style="list-style-type: none"> • First Name, • Middle Name, • Last Name, ii) Address <ul style="list-style-type: none"> • Address Line 1, • Address Line 2, • State, • District, • PIN Code, iii) Authorized Person Email, iv) Authorized Person Mobile Phone	Please provide details of senior member of managerial team. Along with the copy of authority letter in favor of the person, in case the authorized person is other than the promoter (Details of the consultant or advocate will not be accepted)
		b) Other Details: i) Is the proforma for Agreement of Sale as per prescribed format of the RERA Act, 2016 and Rules Amended (2020) Form "Q"? (Yes/No), ii) Is Project falls under Mega Project category? (Yes/No), iii) Is any pending litigation(s) related to the Project? (Yes/No), iv) Is any regularization certificate issued related to the Project? (Yes/No)	
	2.2 Project Land Details	Select Project (Select the project from the list in the dropdown for which you wish to add the land details. Projects already added shall appear in this list) a) Project Land Details: i) Total Area of Land Proposed to be developed (in sqmtrs)	The details should be as per the latest approved layout plan. (component wise)



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		<p>b) Area of Land Under various components (in sqmtrs only) (Please fill as applicable; and write nil against other items):</p> <ul style="list-style-type: none"> i) Area under group housing development excluding common areas and amenities, ii) Area under residential plotted development excluding common areas and amenities, iii) Area under commercial development excluding common areas and amenities, Area under industrial development excluding common areas and amenities, iv) Area under institution, club, school and reserved area development excluding common areas and amenities, v) Area under EWS development excluding common areas and amenities vi) Area under common amenities servicing the entire project 	<p>The details should be as per the latest approved layout plan. (component wise)</p>
		<p>c) Area of Land (Ownership Status Wise) Proposed to be Developed Under various components (in sqmtrs only):</p> <ul style="list-style-type: none"> i) Area of Land Owned by Promoter, ii) Area of Land Not Owned by Promoter <p>d) Other Details:</p> <ul style="list-style-type: none"> i) Longitude of Start point of proposed project land, ii) Latitude of Start point of proposed project land, iii) Longitude of End point of proposed project land, iv) Latitude of End point of proposed project land, v) Name of Villages, vi) Is there Any Project Land Encumbrances?, vii) Project Land Status <ul style="list-style-type: none"> • Owned By Promoter, • Not Owned By Promoter, • Both (Owned or Not Owned) by Promoter 	
	2.3 Project Land Details – Land Khasra Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the land khasra details. Projects already added shall appear in this list)</p> <p>a) Project Land - Khasra Number Details:</p> <ul style="list-style-type: none"> i) Khasra Number of Land proposed to be developed, ii) Area of Land proposed under Khasra Number (in sqmtrs), iii) Name of Villages under Khasra Number, iv) Project Land Status <ul style="list-style-type: none"> • Owned By Promoter, • Not Owned By Promoter 	<p>To upload a PDF of khasra plan containing khasra numbers in the project under the head project land khasra report.</p>
	2.4 Project Litigations	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the project litigation details. Projects already added shall appear in this list)</p>	



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Sno	Tab	Requirement	Remarks/ Explanation
	2.5 Project Approval Details/NOC's	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the approval details. Projects already added shall appear in this list)</p> <p>a) Project Approval Details:</p> <p>i) Document Name (Select document from the Dropdown List)</p> <ul style="list-style-type: none"> • AAI Height NOC from Civil Aviation Department/ Airport Authority, • Amendments or revisions in sanctioned Layout/ Sanction/ Building Plan, • Application for Occupancy/ Completion/ Phase Completion Certificate, • Application for renewal of any of the NOCs. • Borewell Registration certificate from Central Ground Water Authority, • Completion/Phase Completion certificate from Municipal/ Competent Authority, • Defense Clearance, • Electric Substation NOC, • Environment Clearance certificate / NOC, • NOC from Fire Department / Chief Fire Officer, • NOC from Mining Department, • NOC from NHAI/ PWD, • Occupancy Certificate from Municipal / Competent Authority, • Pollution Clearance from Punjab Pollution Control Board, • Other Document, <p>ii) Document Type (Select type from the Dropdown List)</p> <ul style="list-style-type: none"> • Approvals, • Permissions, • Clearances, • Modifications, • Amendments, • Revisions, • Legal Documents, <p>iii) Document Status (Select status from the Dropdown List)</p> <ul style="list-style-type: none"> • Applied, • To Be Applied, • Received, Revised, <p>iv) Date of Issue/ Application/ Receipt</p> <p>b) Upload Document (Select the file to be uploaded from the computer)</p>	<ul style="list-style-type: none"> • NOC's as specified in conditions of the CLU or License to develop colony. • In case of regularized unauthorized colony, regularization certificate of unauthorized colony issued by the Competent Authority is to be uploaded
	2.7 Project Update Details – Construction Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the Construction details. Projects already added shall appear in this list)</p> <p>a) Building/ Tower/ Block Construction Details:</p> <p>i) Building/Tower/Block Name,</p> <p>ii) Number of Floor/Plots Proposed,</p> <p>iii) Number of Floor/Plots Currently Sanctioned</p> <p>b) Group Housing or Building/ Tower Development:</p>	<ul style="list-style-type: none"> • Building/Tower/ Block Name should be given to easily categorize the different type of plots/ inventory based on logical grouping which can be size of the plot or so it can be identified easily. • In case of built up projects it can be the name of towers. The layout plan should be referred to while filling in these details.



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Sno	Tab	Requirement	Remarks/ Explanation
		i) Number of Floors Constructed	
	2.8 Project Update Details – Inventory Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the Inventory details. Projects already added shall appear in this list)</p> <p>a) Building/ Tower/ Block Inventory Details:</p> <ul style="list-style-type: none"> i) Building/ Tower/ Block Name (Dropdown list of Towers i.e Towers - A, Towers – B...), ii) Type of Apartment/Shop/Plot, iii) Carpet Area of Apartment/ Shop/ Plot (in sqmtrs), iv) Exclusive Open Terrace Area (in sqmtrs), v) Area of the Exclusive Balcony or Verandah (in sqmtrs), vi) Total Number of Apartment/ Shop/ Plot, vii) Number of Apartment/Shop/Plot already sold 	<ul style="list-style-type: none"> • Building /Tower name is auto picked in the list as per the information provided in the Construction details. • Refer to layout plan in case of plotted development and building plans for Tower Development projects • Carpet area should match with the building plan.
	2.9 Project Update Details – Internal Facilities Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the Internal facilities details. Projects already added shall appear in this list)</p> <p>a) Internal Infrastructure and Facilities Name:</p> <ul style="list-style-type: none"> i) Internal Infrastructure Facilities Name (Click whichever option is applicable) <ul style="list-style-type: none"> • Fire Fighting, • Drinking Water, • Emergency Evacuation, • Use for Renewable Energy, • Rain Water Harvesting, • Street Lighting, • Hospitals, • Gym (Gymnasium), • Club House, • Swimming pool, • Park, • Religious Places, • Schools, • Other <p>b) Internal Infrastructure and Facilities Details:</p> <ul style="list-style-type: none"> i) Internal Infrastructure Facilities Details, (Any relevant details to the item selected above) ii) Work Progress % Percentage (percentage of the work completed) 	
	2.10 Project Update Details – External Facilities Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the External Facilities details. Projects already added shall appear in this list)</p> <p>a) External Infrastructure and Facilities Name:</p> <ul style="list-style-type: none"> i) External Infrastructure Facilities Name (To be selected from the given list) <ul style="list-style-type: none"> • External Roads and Road System Landscaping, 	



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		<ul style="list-style-type: none"> Water Supply System, Sewerage and Drainage System, Electricity Supply Transformer and Sub Station, Solid Waste Management and Disposal, Other <p>b) External Infrastructure and Facilities Details:</p> <p>i) External Infrastructure Facilities Type (Select from the options in the list)</p> <ul style="list-style-type: none"> Self- Development, External Development Work (External Agency/ Local Authority Name), <p>ii) Work Progress % Percentage, (percentage of the work completed)</p> <p>iii) External Infrastructure Facilities Details</p>	
2.11	Project Update Details – Parking Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the parking details. Projects already added shall appear in this list)</p> <p>a) Parking Details:</p> <p>i) Type of Parking (Select from the list below)</p> <ul style="list-style-type: none"> Garages, Covered, Open, Stilt, Basement, <p>ii) Total Area of Parking Space (in sqmtrs), (total area being covered as per layout plan)</p> <p>iii) Total Number of Parking Space</p> <p>iv) Number of Parking Space Booked or Sold</p>	Provide number of parking spaces, in case of Building/Tower Development.
2.12	Project Update Details – Project Professionals	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the project professionals. Projects already added shall appear in this list)</p> <p>a) Project Professional Details:</p> <p>i) Name of Professional,</p> <p>ii) Associated Consultant Type</p> <ul style="list-style-type: none"> Real Estate Agent, Structural Engineer, Contractor, Architect, Chartered Accountant Others, <p>iii) RERA ID/ Registration Number/ Licence number/ Membership number</p> <p>iv) Name and Year of Establishment of Promoter,</p> <p>v) Name and Profile of Key Projects Completed</p> <p>b) Address for Official Communication:</p> <p>i) Address Line 1,</p> <p>ii) Address Line 2,</p>	



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Sno	Tab	Requirement	Remarks/ Explanation
		iii) Select State, iv) Select District, v) PIN Code c) Other Details: i) Mobile Number, ii) Landline Number, iii) Email Address	
2.13	Project Update Details – Project Photographs	Select Project (Select the project from the list in the dropdown for which you wish to add the project updates . Projects already added shall appear in this list) a) Construction Status Details: i) Select Option from (Dropdown list) <ul style="list-style-type: none"> • Advertisement and Brochure/ Prospectus (File Type: .PDF, File Size: 1 MB), • Building/ Tower/ Block Construction (File Type: .JPG/.JPEG, File Size: 1 MB), • Internal Infrastructure and Common Areas(File Type: .JPG/.JPEG, File Size: 1 MB), • Photograph Title, • Remarks If Any b) Upload Photograph	<ul style="list-style-type: none"> • To be submitted at the time of registration also and must correspond to the layout plan/ building plans for the part of the project being applied for registration. • The inventory details of the project so submitted at the time of registration shall be updated on quarterly basis aspart of the quarterly updates. • For the purpose of filling in the details of apartment/shop/plot already sold, provide detail of the units for which the conveyance deed has already been executed. The number of Apartments/Plots/Shops already sold (filled at the time of registration) cannot be changed.
2.14	Special Bank Account	Bank Account Details of the Special/Separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose as per sub- clause (D) of clause (I) of subsection (2) of section (4) of Real Estate (Regulation and Development) Act, 2016. a) Special Bank Account Details: i) Bank Name (to be selected from the drop down list) ii) Branch Name iii) Bank Account Number iv) Bank IFSC Code v) Account Holder Name vi) Bank Address Details b) Address: i) Address Line 1, ii) Address Line 2, iii) Select State, iv) Select District, v) PIN Code c) Upload Scan Copy of Cancelled Cheque (Photo Should be in .jpg format and less than 512KB)	<ul style="list-style-type: none"> • Please ensure the information provided in the application matches with the information on the cancelled cheque/ any other document being uploaded. • Provide separate bank account for each project. • Provide either copy of cancelled cheque or declaration from the bank regarding special bankaccount.
2.15	Payment Details	Payment for Registration Fees a) Payment Details: i) Payment Type	



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Sno	Tab	Requirement	Remarks/ Explanation
		<ul style="list-style-type: none"> • Registration Fee, • Late Fee, • Any Other Fee, ii) Payment Mode <ul style="list-style-type: none"> • Demand Draft, • Bankers Cheque, • Online Payment, iii) Fee Amount (in rupees), iv) Composite web-portal Fee (in rupees), v) Bank Charges (in rupees), vi) Bank Name (Dropdown List of Banks), vii) Branch Name, viii) Branch Address, ix) DD/Bankers Cheque Number, x) Date of Payment for Registration Fees, xi) DD/Bankers Cheque Amount (in rupees) <p>b) Upload Scan copy of DD/ Bankers Cheque (Photo Should be in .jpg format and less than 512KB)</p>	
	2.16 Project review and confirm -> Project Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the land details. Projects already added shall appear in this list)</p> <p>Press <Submit Project Details> Confirm status of each item</p> <ol style="list-style-type: none"> 1. Project Registration 2. Land Details 3. Khasra Details 4. Litigation Details 5. Approvals Details 6. Special Bank Account Details 7. Document Details 8. Quarterly Update Details (Click on the label to confirm quarterly details) 9. Payment Details <p>Disclaimer (I Agree, the button at the bottom of the Disclaimer shall be active once the status of all the sections mentioned above is complete). Click on this button and your application shall be submitted.</p>	<ul style="list-style-type: none"> • This is the last step to be followed after filling in the application and uploading of the documents relating only to the project profile. Any changes after this step can be made after the application is sent back to promoter by the authority after unlocking relevant fields.
	2.17 Project review and confirm -> Project Details	<p>Select Project (Select the project from the list in the dropdown for which you wish to add the land details. Projects already added shall appear in this list)</p> <p>Select Year</p> <p>Select Quarter (at the time of registration select registration process from the dropdown list)</p> <p>Press <Submit Project Details> then confirm status of each item</p> <ol style="list-style-type: none"> 1. Building/ Tower/ Block Construction Detail 	



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Sno	Tab	Requirement	Remarks/ Explanation
		2. Building/ Tower/ Block Inventory Detail 3. Internal Infrastructure and Facilities Detail 4. Project Parking Detail 5. Project Professional Detail 6. External Development Work Detail 7. Photograph of Construction Detail	

List of documents to be uploaded as part of the promoter profile

1	a) Audited annual P&L statement for the last three financial years OR Incase the enterprise has been in existence for less than 3 years, the audited annual P&L statements for the years in existence,	<ul style="list-style-type: none"> These documents are required to be submitted as required under Rule 15. It is desirable that they should be submitted along with the application for registration. Director's report is required to be submitted in case of Public Ltd or Private Ltd companies only. Audited Financial reports should carry UDIN of the Chartered Accountant
	b) Audited annual balance sheet for the last three financial years OR Incase the enterprise has been in existence for less than 3 years, the audited annual balance sheets for the years in existence.	
	c) Audited cash flow statement for the last three financial years OR Incase the enterprise has been in existence for less than 3 years, the audited annual cash flow statement for the years in existence.	
	d) Annual Director and Auditor's report for the last three financial years OR Incase annual report not available, only auditor report is required OR In case the enterprise has been inexistence for less than 3 years, the Director and auditor's report for the years inexistence.	
2	Company Registration Certificate	<ul style="list-style-type: none"> Certificate of Incorporation along with copy of MOA/AOA in case of Pvt Ltdor Public Ltd Company Copy of the Partnership Deed and certificate of registration of firm in case of partnership concern Copy of the PAN card or ITR in case of an individual
3	PAN Card (Organization)	<ul style="list-style-type: none"> PAN Card of the organization

List of documents to be uploaded as part of the project documents

Project approvals

1	Approved Layout Plan	<ul style="list-style-type: none"> Layout Plan of the project land, approved by the competent authority clearly marking the Land Area proposed to be developed and for which RERA Registration is sought. The area under consent and under ownership should be highlighted clearly. If the project under consideration is a part of the mega project or any other project, the project area being proposed to be registered should be clearly highlighted.
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		<ul style="list-style-type: none"> • Submit a clear scan of the area of the layout plan covering all inventories from the approved layout plan. • Khasras Numbers should be superimposed on layout plan.
2	Approved Project Site OR Location Map	<ul style="list-style-type: none"> • Approved Site plan or site map or location map of the project showing the location of the project land. Layout plan is mandatory, the site plan may also be submitted in addition to the layout plan if available.
3	Sanctioned Building Plan	<ul style="list-style-type: none"> • Sanctioned building plan incase of building/ tower/ group housing/ villas development. In case of plotted development, upload the layout plan. • In addition, <ul style="list-style-type: none"> • Submit a clear scan of the area of the building plan covering all inventory. • In case of self-certification scheme please submit the receipts of fee deposited.
4	License to develop colony or society from Competent Authority,	<ul style="list-style-type: none"> • Valid license or Application for the renewal of License to develop colony or society from the Competent Authority. • In case of mega project, agreement signed between the state government and promoter shall be provided which is considered as commencement certificate. If expired, copy of application applied for renewal of the same along with receipt of fees should be provided. • If license to develop colony issued under PAPRA has expired, then provide copy of application applied for renewal of the license along with receipt of fees paid to the Competent Authority. • In case of unauthorized colonies, Regularization Certificate issued by the Competent Authority shall be treated as the license to develop colony, and is to be uploaded with all annexures. If provisional regularization certificate has expired, then to provide final regularization certificate issued by the Competent Authority. • Copy of final notification printed in gazette in case of TP Scheme and in case of land of Improvement Trusts
5	CLU Certificate	<ul style="list-style-type: none"> • In the case of unauthorized colonies, Regularization Certificate issued by the Competent Authority shall be treated as a CLU Certificate.
6	Copy of Registration as Promoter	<ul style="list-style-type: none"> • Govt. entities are exempted. In case of sites allotted by GMADA, GLADA, ADA, JDA, etc. in open auction or otherwise, Promoter registration is exempted as the PAPRA is not applicable in such cases. • In case of unauthorized colonies, Regularization Certificate issued by the Competent Authority shall be treated as a Promoter Registration if the regularization certificate is issued in the name of the Promoter. In • case the regularization certificate issued is not in the name of the promoter applying for registration of the project, then the promoter will be required to submit copy of Promoter Registration Certificate. • The certificate of registration as promoter is required to be submitted by the promoter in cases where area of the project for which registration is



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		applied falls under mega project.
Declarations and Proforma		
7	Filled copy of Form B	<ul style="list-style-type: none"> The prescribed format may be downloaded from the Forms and Templates section under the Downloads tab of the web portal. The Name of the project and promoter must be mentioned in the FORM B. The Promoter should score out or delete the entries in para 1 and 2 which are not applicable to his case. A notarized Form-B has to be submitted with the exact date of completion mentioned in dd/MM/yyyy format.
8	Declaration for Agreement For Sale, Conveyance Deed and Allotment Letter	<ul style="list-style-type: none"> Declaration stating that the clauses mentioned in Conveyance Deed and Allotment Letter are in conformity with the Agreement of Sale as per RERA Act/Rules.
9	Pro forma Agreement of Sale to be signed with allottees,	<ul style="list-style-type: none"> Format for agreement for sale as prescribed in the Punjab Real Estate (Regulation and Development) Rules, 2017 shall be applicable to all the projects approved after 01.05.2017. Format for agreement for sale as prescribed in the Punjab RERA (amended) Rules, 2020 as per Form Q is applicable to all applications received in this Authority on or after 08.10.2020.
10	Pro forma of Conveyance Deed to be signed with allottees,	<ul style="list-style-type: none"> Pro Forma of Conveyance or Sale Deed to be signed with the allottees at the time of registry. No formats have been prescribed for the conveyance deed in the Act, Rules or regulations. The promoter has to submit his own formats for conveyance deed as per the type of the project i.e. in case of Plotted, it should be plotted development and in case of built up, it should be for built up development. Besides providing the formats for conveyance deed, the promoter has to provide an undertaking that the format they have submitted, will be used for the purpose in conformity with the RERA Act and Rules.
11	Pro forma of Allotment Letter to be provided to allottees	<ul style="list-style-type: none"> Proforma of Allotment Letter to be provided to the allottee at the time of allotment of a particular unit of the project. No formats have been prescribed for the Allotment letter or the conveyance deed in the Act, Rules or regulations. The promoter has to submit his own formats for allotment letter and conveyance deed as per the type of the project i.e. in case of Plotted, it should be plotted development and in case of built up, it should be for built up development Besides providing the formats for Allotment letter and conveyance deed, the promoter has to provide an undertaking that the format they have submitted and will use for these purposes will be in conformity with the RERA Act and Rules.
Land related		
12	Land Title Search Report	<ul style="list-style-type: none"> Land title search report from an advocate having experience of at least ten years



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13	Latest Jamabandi Document	<ul style="list-style-type: none"> • Latest jamabandi of the project land, should relate to period when the application for registration is submitted to Authority.
14	Legal Title Deed(s) - In case Land is owned by Promoter	<ul style="list-style-type: none"> • Authenticated copy of the legal title deed through which land is acquired, reflecting the title of the promoter to the land on which development of project is proposed. • Upload any Document from Sale Deed / Gift Deed / Exchange Deed / Inheritance / Court Decree / Other. • The land details submitted should match the official records being submitted and title deed for the land not owned • Where the land is inherited copy of the relevant jamabandi is required.
15	Non Encumbrance Certificate Or Details of Encumbrances over land	<ul style="list-style-type: none"> • Any Encumbrance even if not recorded in the revenue record should be declared. • The Non Encumbrance certificate should relate to the period when the application for registration of the project is filed before the Authority
16	Project Land Khasra Report or Plan	<ul style="list-style-type: none"> • Khasra details of the project land consisting of a) Khasra Number b) Area of land proposed to be developed under the khasra no. c) Name of the village under the khasra no. d) ownership status-Not Owned By Promoter/Owned By Promoter. • Upload a PDF of khasra plan containing khasra numbers in the project under the project land khasra report.
Additional Documents to be submitted in case the land is not owned by the promoter		
	a) Consent details of land owner	<ul style="list-style-type: none"> • Upload - Consent Details of Land Owner in case land is not owned by promoter. Should be accompanied in the form of the collaboration agreement, joint agreement or any other agreement between the promoters and other land owners whereby the right to sell is granted to the promoter explicitly by all the land owners. Consent/NOC to become promoter, of the land owners is essential.
	b) Copy of collaboration agreement, joint agreement or any other agreement entered into between promoter and owner(s) has to be submitted for all the projects where the land is under consent	<ul style="list-style-type: none"> • Copy of collaboration agreement, development agreement, joint development agreement or any other agreement entered between promoter and actual land owner(s) in case land is not owned by promoter. • Registration shall be granted strictly as per the sanctioned layout plan and for the area owned by the promoter, if the consent or JDA is not granted
	c) Copies of title and other documents reflecting title of the owner(s) of land	<ul style="list-style-type: none"> • Legal title deed of the original owner(s) of the part of the project land not owned by promoter.
Professional Certificate		
17	CA Certificate (Form 3)	<ul style="list-style-type: none"> • It is mandatory to mention UDIN of the CA on document certified by Chartered Accountant. • In case of on-going projects following certificates along with CA certificate are also required to be submitted <ul style="list-style-type: none"> ✓ Architect Certificate Form 1 see regulation 3 ✓ Engineer Certificate Form 2 see regulation 3 <p style="text-align: center;">The prescribed format may be downloaded from the Forms & Templates section under the Downloads tab of the web portal.</p>
Other documents to be submitted as part of quarterly update		



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a) Copy of project advertisements b) Copy of project prospectus OR Self-declaration by applicant in case any of the above are not being used for the project.	<ul style="list-style-type: none">• Copy of project advertisement be provided in case of projects ongoing as on 01.05.2017
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