**REAL ESTATE REGULATORY AUTHORITY HIMACHAL PRADESH**

**No. /HP/RERA-(A)-3-2/ Regulations/2023/Vol-1- Shimla-2, 11th January 2024**

**NOTIFICATION**

In exercise of the powers conferred by section 85 of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016) and all other powers enabling it on that behalf, the Himachal Pradesh Real Estate Regulatory Authority, hereby makes the following Regulation to amend the Himachal Pradesh Real Estate Regulatory Authority Periodical Progress Report (Quarterly Progress Report/Annual Progress Report), Regulation No. 2 of 2020 notified vide Notification No HP/RERA-(A)-3-2/ Regulation /2020Vol-1/553 dated 07-08-2020 and published in the Official Gazette of Himachal Pradesh on 14-08-2020, namely:-

1. **Short title and commencement---(1)** This Regulation may be called the Himachal Pradesh Real Estate Regulatory Authority Periodical Progress Report, (Quarterly Progress Report/Annual Progress Report), Amendment Regulation No. 2 of 2024.

**(2)** This Regulation shall come into force from the date of its publication in the Official Gazette of Himachal Pradesh.

1. **Amendment in Format of Quarterly Progress Report (QPR-1) -**
   1. **After Sr. no. 5.3 of Clause 5 i.e. Status of completion of Infrastructure Development** of the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress reports) Regulation No -2 of 2020 (hereafter called as said regulation), the new **Sr. no. 5.4 i.e. “Over all % of completion of the project till date”** shall be inserted.
   2. **After Sr no. 10.3. of Clause 10 i.e. Summary of allottee and sale report** of the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress reports) Regulation No -2 of 2020(hereafter called as said regulation), the new **Sr no. 10.3.1 i.e. undertaking stating** that “**I /we ………. (Promoter name) have issued …… (No. of) Allotment letters in this quarter as per the format, prescribed by the Authority**” shall be inserted.
2. **Amendment in Chartered Accountant’s Certificate (Annexure- 8 & 11) of Format of Quarterly Progress Report (QPR-1)-**

In **Annexure- 8 & 11** i.e. Chartered Accountant’s Certificate of the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress reports) Regulation No -2 of 2020 (hereafter called as said regulation), below the word (Membership No ), the word “CA Unique document identification number (UDIN No)”, “Mobile No.”,

“E-mail”, “Address” and Seal of the C.A. shall be inserted.

1. **Amendment in Chartered Accountant’s Certificate (Annexure-1) of Format of Annual Progress Report (APR-1)-**
   1. In the **Annexure-1 of APR-1 i.e. Chartered Accountant’s Certificate** of the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress reports) Regulation No -2 of 2020 (hereafter called as said regulation), below the word (Membership No ), the word “CA Unique document identification number (UDIN No),” shall

be inserted.

* 1. **In the Annexure-2,** of the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress reports) Regulation No -4 of 2020 (hereafter called as said regulation), the new **Sr. no. 9.3.1 i.e. undertaking stating** that **“I**

**/we ………. (Promoter name) have issued …… (No. of) Allotment letters in this Financial Year as per the format, prescribed by the Authority”** shall be inserted.

* 1. After **Sr. no. 1.12 of Clause 1 i.e. PARTICULAR OF THE REAL ESTATE PROJECT** of the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress reports) Regulation No -2 of 2020 (hereafter called as said regulation), the new **Sr. no. 1.13. i.e. “Over all % of completion of the project till date”** shall be inserted.

**By order (Dr. SHRIKANT BALDI),**

***Chairperson***

# QUARTERLY PROGRESS REPORT (QPR-1)

(Please go through the detailed SOP before filing this Form)

# PARTICULARS OF THE REAL ESTATE PROJECT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Particulars** | **Details** | | | | |
| **No.** |
| 1.1 | Name of the Real Estate Project |  | | | | |
| 1.2 | Phase of the Real Estate Project |  | | | | |
| 1.3 | Name of the Promoter |  | | | | |
|  | Name of the Co- Promoter(s) |  | | | | |
| \*Add more rows to disclose all co- |
| promoters |
| \*\*The land owner, (if not a promoter), will |
| mandatorily be a co-promoter / one of the |
| co- promoters, if there are more than one |
| co- promoters in the phase / project and so |
| on |
| 1.4 | Total area of the Real Estate Project / |  | | | | |
| Phase |
| 1.5 | Location of the Real Estate Project |  | | | | |
| 1.6 | Type of the Real Estate Project or Phase of | Residential Plotted Colony | | | |  |
| the Real Estate Project |
|  | Residential | |  |  |  |
|  | Development Project | | |  |
|  | Commercial | |  |  |  |
|  | Development Project | | |  |
|  | Mix | Land | Use | |  |
|  | Development Project | | |  |
| 1.7 | Registration No. of the Real Estate Project |  | | | | |
| 1.8 | Validity of Registration Certificate | Valid from | | | Valid up to | |
|  | | |  | |
| 1.9 | Date of Start of the Real Estate Project / |  | | | | |
| Phase |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.10 |  |  |  |  |  |  |  | **SPECIFICATIONS** | | |  |  |  |
|  |  | **(**As finalized by Promoter for the Real Estate | | | | | | | | | Project ) |  |
| - | **Particulars** | | | | | | | | |  |  | **Details** |  |
| **(Attach Sheets & Documents)** | | | |
| a. | Individual | | Plots | |  |  |  |  |  | Specifications | | of Boundary | Wall, |
|  | |  | |  |  |  |  |  | Gate & allied works if any, other | | | |
|  | |  | |  |  |  |  |  | thaninfrastructuralworks | | | like |
|  | |  | |  |  |  |  |  | external developments, copy to be | | | |
|  | |  | |  |  |  |  |  | attached as | **Annexure 1A** | |  |
| b. | Apartments/ Flats | | | | | | | | | Detailed specifications of all items, | | | |
| copy to be attached as **Annexure 1B** | | | |
| c. | Cottage/ Villa | | | | | | | | | Detailed specifications of all items, | | | |
| copy to be attached as **Annexure 1C** | | | |
| d. | Commercial Units | | | | | | | | | Detailed specifications of all items, | | | |
| copy to be attached as **Annexure 1D** | | | |
| e. | Garages / Parking Slots (Covered) | | | | | | | | | Detailed specifications of all items, | | | |
| copy to be attached as **Annexure 1 E** | | | |
| f. | Community Buildings | | | | | | | | | Detailed specifications of all items, | | | |
| copy to be attached as **Annexure 1F** | | | |
| g. | Common facilities and services like | | | | | | | |  | Detailed specifications of all items, | | | |
| swimming pool, gym, club, re-creational | | | | | | | |  | copy to be attached as **Annexure 1G** | | | |
| areas indoor and outdoor, (separately for | | | | | | | |  |  | | | |
| all facilities and services), complete | | | | | | | |  |  | | | |
| specifications | | | of external | | | development | |  |  | | | |
| works like boundary wall and gates in a | | | | | | | |  |  | | | |
| gated | community | | | project, | | | flooring, |  |  | | | |
| ceiling, wall surfaces etc. of public areas. | | | | | | | |  |  | | | |
| **1.11** | **AGREEMENT(S) TO SELL** | | | | | | | | | | | | |
| **-** | **Particulars** | | | | | | | | **Attach sheets/ Documents** | | | | |
| a. | Performa of ‘Agreement for sale’ for Plots | | | | | | | | Copy to be attached **(Annexure 2)** | | | | |
| / Flats or Apartments / Villas or Cottages / | | | | | | | |
| Garage or Covered Parking / Commercial | | | | | | | |
| Units **“Form L”**as provided in HP | | | | | | | |
| RERA Rules, 2017 | | | |  |  |  |  |
| b. | An undertaking stating that all the | | | | | | | |  | The undertaking to be provided duly | | | |
| Agreements to sell are absolutely in | | | | | | | |  | signed by | the promoter on the letter | | |
| accordance with the format provided in | | | | | | | |  | head of the firm and should be named | | | |
| HPRealEstate(Regulationand | | | | | | |  |  | **(Annexure 3)** | |  |  |
| Development) Rules, 2017 and carpet area | | | | | | | |  |  | |  |  |
| of the unit for sale is in accordance with | | | | | | | |  |  | |  |  |
| the definition of Carpet Area as specified | | | | | | | |  |  | |  |  |
| in the Real Estate (Regulation and | | | | | | | |  |  | |  |  |
| Development) Act, 2016 and HP Real | | | | | | | |  |  | |  |  |
| Estate | (Regulation and | | | |  | Development) | |  |  | |  |  |
| Rules, 2017. It should also include that the | | | | | | | |  |  | |  |  |
| payment terms with the Allottee are also | | | | | | | |  |  | |  |  |
| in accordance with the terms as specified | | | | | | | |  |  | |  |  |
| in the HP | | Real Estate (Regulation and | | | | | |  |  | |  |  |
| Development) | | | Rules, | | 2017 | | read with |  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Explanation at Sr. No.2 of Form ’L’,  particularly with regards to the clause of taxes and making it clear that there are no hidden clauses.  *The format of the undertaking,*  ***ANNEXURE 3*** *is provided along with this*  *form*. |  | |
| **1.12** | **Quarter for which information is provided** | | |
|  | **Quarter ending (tick mark)** | |
| 31st MAR, 2020 |  |
| 30th JUN, 2020 |  |
| 30th SEPT, 2020 |  |
| 31st DEC, 2020 |  |

* + 1. **BANK DETAILS**

**(Account separately opened for 70% / 100% of amount realized from Allottees)**

|  |  |  |
| --- | --- | --- |
| 2.1 | Account No**.** |  |
| 2.2 | Account Name |  |
| 2.3 | Bank Name |  |
| 2.4 | Branch Name |  |
| 2.5 | IFSC Code |  |
| 2.6 | Branch Address |  |

# DETAILS OF THE INVENTORY OF THE PROJECT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1 | **Total Plot Booking Details** | | | | | | | | | | | | | | |
| From | To | Total Plots | | | Plots | Booked | | / | Plots | Booked/ | | Remaining | |  |
| Date | Date |  | (Nos) |  | Sold | previously | | | Sold in this | |  | Plots |  |  |
|  |  |  |  |  | till the end of | | |  | Quarter | |  |  | |  |
|  |  |  |  |  | Previous Quarter | | | | (Nos) |  |  | (Nos) | |  |
|  |  |  |  |  | (Nos) | |  |  |  |  |  |
|  |  | Resi | Com. | Pub. | Resi | Com. | Pub. | | Resi | Com. | Pub. | Resi | Com. | Pub. |
|  | Beginn | 31st |  |  |  |  |  |  | |  |  |  |  |  |  |
| ing | March |
|  | 2020 |
| **\***Provide an indicative schematic sketch on A-4 size of paper-**SCHEME SKETCH-1** | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.2 | **Details of Individual Plots** | | | | | | | | | | | | | | | |
|  |  | From |  | To | Detail of Total Plots Booked / Sold till the end of | | | | | | | | | Possession |  | Mortgage |
|  | Date | Date | | this Quarter | | |  |  |  |  |  |  | Status |  | If any, plot |
|  |  |  | | Residential | | | Commercial | | | Public / Semi | | |  |  | wise |
|  |  |  | | Pub |  |  |  |  |  |
|  |  |  | | Plot |  | Area | Plot | | Area | Plot | Area | |  |  | |
|  |  |  | | No |  | (Sqm) | No |  | (Sqm) | No | (Sqm) | |
|  | Beginn | | 31st | |  | |  |  | |  |  |  | |  |  | |
|  | ing | March | |  | |  |  | |  |  |  | |  |  | |
|  |  | 2020 | |
|  |  |  | |  |  | |  |  |  | |  |  | |
| □ Increase no. of rows to submit details of all plots for Sr.No. 3.2. Note- 1 sqm. =10.76 sft.  \*\* Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-2** | | | | | | | | | | | | | | | | |
| 3.3 | | **Total Flats/ Apartments Booking Details** | | | | | | | | | | | | | | |
|  | | From |  | To | |  | Total Flats/ | | Total Flats / Apartments | | | | Total Flats/ | |  | Total |
| Date |  | Date | |  | Apartments | |  | Booked / Sold | |  | Apartments | |  | remaining |
|  |  |  | |  |  |  | previously till the end | | | | Booked/Sold in | |  | Flats/ |
|  |  |  | |  |  |  |  | of previous Quarter | | |  |
|  |  |  | |  |  |  | this Quarter | |  | Apartments |
|  |  |  | |  | (Nos) |  |  | (Nos) | |  |
|  |  |  | |  | (Nos) |  | (Nos) |
|  | | Beginning | | 31stMarch | |  | | |  | | | |  | | |  |
| 2020 | |
| \* Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-3** | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.4 | **Details of Individual Flats/ Apartments** | | | | | | | | |
|  | From Date | To Date | Detail of Total Flats/ Apartments Booked / Sold till the end of this Quarter | | | | | Possessio n Status | Mortgage If any, Flat/Apart ment  wise |
| Block/Tower  / No. as per  sanctioned plan | Flat / Apartment  Name / No. | Carpet Area  (Sqm) | Area of exclusive balcony, if any  (Sqm) | Area of exclusive terrace, if any  (Sqm) |
|  | Begin ning | 31 st  March 2020 | (e.g Block-1) |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **\***Increase / decrease no. of rows according to the number of Flats in the block / building. Note- 1 sqm. =10.76 sft. | | | | | | |
| (e.g Block-2) |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| \* Add more no. of blocks/ towers in accordance with the approved number of blocks/ towers as in the latest sanctioned plans to mark the details of all approved flats/Apartments  \*\* Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-4** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.5 | **Brief Details of All Villas / Cottages** | | | | | | | | | |
|  | From | To | Total | Villas/ | Villas/ | Rema | Carpet | Area | Possess | Mortgage |
| Date | Date | Villas/ | cottages | Cottages | ining | Area of | of | ion | If any, |
|  |  | Cottages | booked / | booked/ | Villas/ | Villa / | exclusi | Status | Villa/ |
|  |  | (Nos) | sold | sold in | Cottage | Cottage | ive |  | Cottage |
|  |  |  | previously | this Qtr |  |  | lawn / |  | Wise |
|  |  |  |  |  |  |  | terrace |  |  |
|  |  |  |  |  |  |  | if any, |  |  |
|  |  |  | (Nos) | (Nos) | (Nos) | (Sqm) | (Sqm) |  |  |
| Begin | 31st |  |  |  |  |  |  |  |  |
| ning | March |
|  | 2020 |
| **\***Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-5** | | | | | | | | |  |
| Note- 1 sqm. =10.76 sft. | | |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.6 | **Details of Garages / Parkings (Covered)** | | | | | | | | | | | |
| From | To |  | Total Garages/ | | Garages | |  | Garages | |  | Remaining |
| Date | Date |  | Parking | | booked /sold | |  | booked /sold | |  | Garages |
|  |  |  | (Nos) | | previously | |  | In this Qtr | |  |  |
|  |  |  |  | | (Nos) | |  | (Nos) | |  | (Nos) |
| Beginning | 31 st March | |  | |  | | |  | |  | |
| 2020 |  |
| **\***Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-6** | | | | | | | | | | | |
|  |  |  | |  | |  | | |  | |  | |
| 3.7 | **Details of Individual Garages/ Parkings** | | | | | | | | | | | |
| From | To | Detail of total Garages / Parkings sold / booked till | | | | | | | Possession | | Mortgage If |
| Date | Date | the end of this Quarter | | |  |  |  |  | Status |  | any, |
|  |  | Block/ | | Garage/ | Type of | Carpet | Addition | |  |  | Garage/Cov |
|  |  |  |  | ered |
|  |  | Tower | | Covered | Garage/ | Area | al detail | |  |  |
|  |  |  |  | Parking |
|  |  | Name / | | Parking |  |  |  | |  |  |
|  |  | Covered |  | if any | |  |  | wise |
|  |  | No. as per | |  |  |  |  |
|  |  | No. | Parking | (Sqm) |  | |  |  |  |
|  |  | sanctioned | |  |  | |  |  |  |
|  |  | plan | |  |  |  |  | |  |  |  |
| Beginning | 31st | (e.g | |  |  |  |  | |  | |  |
| March | Block-1) | |  |  |  |  | |  | |  |
| 2020 |  | |  |  |  |  | |  | |  |
|  |  | |  |  |  |  | |  | |  |
|  | □ Increase / decrease no. of rows according to number of flats in the block/building. Note-1 sqm.=10.76 sft | | | | | | | | | |
|  | (e.g Block-2) | |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
|  |  |  | \* Keep adding more no. of blocks/ towers in accordance with the sanctioned number of blocks/ towers as in the latest sanctioned plans  \*\* Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-7** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.8 | **Details of Commercial Buildings** | | | | | | | |
|  | From Date | | To Date | Total | Commercial Units | | Commercial | Remaining |
| Commercial. | /Shops booked / |  | Units / Shops | Commercial |
| Units/Shops | sold previously |  | booked / sold in | Units/Shops |
|  |  | this Qtr |  |
| (Nos) | (Nos) |  | (Nos) |
|  |  | (Nos) |
| Beginning | | 31st March |  |  | |  |  |
| 2020 |
| **\***Provide | an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-8** | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.9 | **Details of Individual Commercial Units (Shops/ Offices/Others)** | | | | | | | | | |
| From Date | To Date | Detail of Total Commercial Units booked / sold till the end of this Quarter | | | | | | Possession Status | Mortgage If any, Garage/Cov ered Parking wise |
| Block//No. as per  sanctioned plan | Commer cial Unit /  Shop No. | | Type Shop/  Office/ Other | Carpet Area  (Sqm) | Addition al detail, if any |
| Beginning | 31st March 2020 | (e.g Block-1) |  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **\***Increase / Decrease no. of rows according to the number of flats in the block/ building.  Note- 1 sqm. =10.76 sft. | | | | | | | |
| (e.g Block-2) |  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  |  | □ Keep adding more no. of blocks/ towers in accordance with the sanctioned number of blocks/ towers as in the latest sanctioned plans  \*\* Provide an indicative schematic sketch on A-4 size of paper **SCHEME SKETCH-9** | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.** | **STATUS OF PHYSICAL COMPLETION OF WORKS** | | | | |
| 4.1 |  | Details of status of Plotted Development | | |  |
|  | (Nomenclature as per Sanctioned Plan) | | |  |
|  | **Plot** | **Residential /** | **% of completion** | **Likely** | **Remarks** |
| **No.** | **Commercial / other Use** | **completion date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| \* Increase no. of rows to submit details of all plots for Sr.No 4.1 | | |  |  |
| To be marked on layout plan schematic Sketch on A-4 size of Paper **SCHEME SKETCH-10** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.2 | Details of status of Completion of Work in Case of Flats/ Apartments (Nomenclature as per Sanctioned Plan) | | | |
|  | **Block/Tower wise details** | **% of completion** | **Likely completion date** | **Remarks** |
| Block 1 |  |  |  |
| Block 2 |  |  |  |
| Block-3 |  |  |  |
| \*Add more rows to mark the details of all blocks/ towers accommodating all Flats/Apartments  \*\* To be marked on layout plan schematic Sketch on A-4 size of Paper **SCHEME SKETCH-11** | | | |
| 4.3 | Details of status of Completion of Work in Case of Villas /Cottages (Nomenclature as per Sanctioned Plan) | | | |
|  | **Villa/Cottage wise details** | **% of completion** | **Likely completion date** | **Remarks** |
| Villa / Cottage -1 |  |  |  |
| Villa / Cottage -2 |  |  |  |
| Villa / Cottage -3 |  |  |  |
| \*Add more rows to mark the details of all Villas / Cottages  \*\* To be marked on layout plan schematic Sketch on A-4 size of Paper **SCHEME SKETCH-12** | | | |
| 4.4 | Details of status of Completion of Work in Case of Garages/ Covered Parking (Nomenclature as Sanctioned Plan) | | | |
|  | **Garage/ Covered Parking wise details** | **% of completion** | **Likely completion date** | **Remarks** |
|  | Garage/Covered parking-1 |  |  |  |
|  | Garage/Covered parking-2 |  |  |  |
|  | Garage/Covered parking-3 |  |  |  |
|  | \*Add more rows to mark the details of all Garage/ Parking  \*\* To be marked on layout plan schematic Sketch on A-4 size of Paper **SCHEME SKETCH-13** | | | |
| 4.5 | Details of status of completion work in case of Blocks/ Shops/ Commercial Units (Nomenclature as per Sanctioned Plan) | | | |
|  | **Tower / Block / Shop wise details** | **% of completion** | **Likely completion date** | **Remarks** |
|  | Commercial Unit/shop - 1 |  |  |  |
|  | Commercial Unit/shop - 2 |  |  |  |
|  | Commercial Unit shop - 3 |  |  |  |
|  | \*Add more rows to mark the details of all Commercial Units  \*\* To be marked on layout plan schematic Sketch on A-4 size of Paper **SCHEME SKETCH-14** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.** | **STATUS OF COMPLETION OF INFRASTRUCTURE DEVELOPMENT** | | | | |
| **Components** | | **% of completion** | **Likely completion date** | | **Remarks** |
| **5.1** | **A-Services** | | | | |
| i. | Roads and Pavements |  |  | |  |
| ii. | Parking |  |  | |  |
| iii. | Water Supply |  |  | |  |
| iv. | Sewerage |  |  | |  |
| v. | Electrification |  |  | |  |
| vi. | Storm Water Drainage |  |  | |  |
| vii. | Parks and Play Grounds |  |  | |  |
| viii. | Street Light |  |  | |  |
| ix. | Renewable Energy System |  |  | |  |
| x. | Security and Fire Fighting |  |  | |  |
| Services |
| xi. | Sewerage Treatment Plant |  |  | |  |
| (STP) |
| xii. | Underground Tank |  |  | |  |
| xiii. | Rain Water Harvesting |  |  | |  |
| xiv. | Electrical Sub-Station |  |  | |  |
| **5.2** | **\*B1–Community building to be transferred to Resident Welfare Association (RWA)** | | | | |
| i. | Community Centre |  |  |  | |
| ii. | Others |  |  |  | |
| **5.3** | **\*B2–Community building to be sold to third party or to be retained by Promoter** | | | | |
| i. | Schools |  |  |  | |
| ii | Club House |  |  |  | |
| iii. | Hospital and Dispensary |  |  |  | |
| iv. | Shopping Areas |  |  |  | |
| v. | Others |  |  |  | |
|  | \* Buildings under B1 and B2 are interchangeable and buildings shall be as per sanctioned plan of the Real Estate Project  \*\* To be marked on layout plan schematic Sketch on A-4 size of Paper **SCHEME SKETCH-15** | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5.4** | Over all % of completion of the project till date | | | | | | | | (%) |
| **6.** | **FINANCIAL PROGRESS(COST AND EXPENDITURE ON THE PROJECT)** | | | | | | | | |
| **Sr.**  **No.** | **Particulars** | | | **Amount (in Rs.)** | | | | | |
| 6.1 | Total estimated cost of the Project Copy should be attached (**Annexure 5)** | | |  | | | | | |
| 6.2 | **Components of expenditure** | | | **Estimated expenditure incurred up to the start of Quarter** | | **Estimated expenditure incurred up to the end of Quarter** | | **Estimated balance Cost** | |
| i | Cost of the land (if not included in the estimated cost) | | |  | |  | |  | |
| ii | Estimated Cost of construction of apartments / commercial area / Mixed use development | | |  | |  | |  | |
| iii | Estimated Cost of infrastructure and other structures/community facilities | | |  | |  | |  | |
| iv | Other costs including External Development Charges (EDC), Internal Development Charges (IDC), Taxes, Levies, Cess etc. | | |  | |  | |  | |
| - | **TOTAL** | | |  | |  | |  | |
| 6.3 | (i) Total estimated expenditure incurred till the end of Quarter under reference | | |  | | | | | |
| (ii) Expenditure of total estimated cost in  % | | | % | | | | | |
| 6.4 | Whether the project is on schedule as per the actual expenditure. | | |  | | | | | |
| (i) Specify the reasons, if not as per schedule | | |  | | | | | |
| (ii) Mention details on how to overcome the backlog | | |  | | | | | |
| 7**.** | **DETAILS OF FINANCIAL TRANSACTIONS IN SEPARATE BANK ACCOUNT** | | | | | | | | |
|  | Amount in Lakhs (Rs.) Status in Separate Bank Account of this Quarter | | | | | | | | |
|  | From Date | To Date | Balance amount before this Quarter (Rs.) | Amount deposited in this Quarter (Rs.) | Amount withdrawal in this Quarter (Rs.) | | Total remaining amount (Rs.) | | |
|  | 01st January 2020 | 31st March 2020 |  |  |  | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8.** | **GOVERNMENT DUES AND PAYMENT DETAILS** | | | | | | | | | | | | | | | | | | | | | |
|  | **Description of Head** | | | | | | | | | | | | | | | |  | **Amount** |  |  | **Image of Receipt** | |
|  | **(in Rs.)** |  |  |  | **(jpeg)** |
| 8.1 | Development fee / Planning Permission Fee / Change of Land Use fee etc. | | | | | | | | | | | | | | | |  | | | |  | |
| 8.2 | Infrastructure | | | charges/ fees paid to any other authority e.g. | | | | | | | | | | |  |  |  | | | |  | |
| NH/PWD/HPSEB/PCB/ULB for NOC | | | | | | | |  |  |  |  |  |  |  |  |
| 8.3 | Compounding Charges/ Regularization charges | | | | | | | | | | | | | | | |  | | | |  | |
| 8.4 | **Total** | | | | | | | | | | | | | | | |  | | | | - | |
| **9.** | **DETAILS OF SANCTION AND REVISED / COMPLETION SANCTION** | | | | | | | | | | | | | | | | | | | | | |
|  | Type of Sanction | | | | |  | Order | |  |  | Date | No. of pages of | | | | | Total no. of | |  |  | Image / Pdf of all | |
| (Proposal | | | / Revised/ | | |  | No |  |  | Sanction | | |  |  | Sanctioned | |  |  | pages of Sanction | |
| Completion ) | | | |  |  |  |  |  |  | Letter | |  |  |  | Plans | |  |  | Letter and Plans | |
|  | | | |  |  |  |  |  |  |  | |  |  |  |  | |  |  | (jpeg/Pdf) | |
| 9.1 |  | | | | | |  | | | |  |  | | | | |  | | | |  | |
| 9.2 |  | | | | | |  | | | |  |  | | | | |  | | | |  | |
|  | **Note.** Copy of Original/ first Sanction to be submitted along with first quarterly progress report of the project in the manner as described above, at serial no. 9 and all subsequent sanctions, if any, in the descending order. Add more rows if needed. | | | | | | | | | | | | | | | | | | | | | |
| **10.** | **MISCELLANEOUS** | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | **List of Channel Partners( HP RERA Registered Agents)** | | | | | | | | | | | | | | | | | | | | | |
|  | Channel Partner’s Name | | | | | | | | | | | | | HP RERA Registration No. | | | | | | | | |
| i. | | | | | | | | | \* | | | |  | | | | | | | | |
| \*Add more rows | | | | | to enter details of all channel partners/ Agents associated with the Real Estate Project | | | | | | | | | | | | | | | | |
| 10.2 | **List of Legal Cases (if any)** | | | | | | | | | | | | | | | | | | | | | |
|  | **Project** | | | | | | | | **Name of Parties and Case** | | | | | |  | **Issue involved** | | |  |  | **Next date of hearing** | |
|  |  | **No.** |  |  |  |  |  | **( in brief)** | |  |  | **and its status** | |
| i. | | \* | | | | | |  | | | | | |  | | | | |  | | |
| ii | | \* | | | | | |  | | | | | |  | | | | |  | | |
| iii | | \* | | | | | |  | | | | | |  | | | | |  | | |
| \* Add more rows | | | |  | to enter details of all legal cases before all Forums | | | | | | | | | | | |  |  |  |  |  |
| 10.3 | **Summary of Allottees and Sale Report during the Quarter** | | | | | | | | | | | | | | | | | | | | | |
|  | Sr. | Unit No. | | |  | Name of | | Date of | |  | Rate (per Sft.) | | Carpet Area of | | | | | Sale value |  | Amount | | Total amount |
| No. |  | and | |  | the |  | booking | |  | of main unit | | the Unit and of | | | | | of Unit |  | collected | | Collected |
|  | parking | | |  | Allottee | |  | |  | and of parking, | |  | parking, if | | |  | including |  |  | |  |
|  | No. if any | | |  |  | |  | |  | if allotted | |  | allotted | |  |  | parking, if |  |  | | (in Rs. ) |
|  |  | | |  |  | |  | |  |  | |  |  | |  |  | allotted |  | (in %) | |  |
| \* |  | | |  | | |  | | |  | |  | | | | | |  | | |  |
|  | \* Add more rows to enter details of all bookings in the Quarter. Note- 1 sqm. =10.76 sft. | | | | | | | | | | | | | | | | | | | | | |
| 10.3.1 | “I /we (Promoter name) have issued …… (No. of) Allotment letters in this quarter as per the  format, prescribed by the Authority”. | | | | | | | | | | | | | | | | | | | | | |
| 10.4 | Latest marketing collateral, if any | | | | | | | | | | | | | | | | Provide brief details | | | | | |
| 10.5 | Copy of latest advertisement details, if any | | | | | | | | | | | |  |  |  |  | Provide brief details | | | | |  |

**Note. —** (\*) Extend as required

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **11.** | **LATEST SITE UPDATE THROUGH MEDIA GALLERY** | | | | | | | |
| 11.1 | **Plots** | | | | | | | |
| Sr. | From | To | Image 1 | Image 2 | Image 3 | Image 4 | Image 5 | Video |
| No. | Date | Date | Jpeg | Jpeg | Jpeg | Jpeg | Jpeg | (only on |
|  |  |  |  |  |  |  |  | website) |
|  | 01 st | 31 st |  |  |  |  |  |  |
| January | March |
| 2020 | 2020 |
| 11.2 | **Flats / Apartments** | | | | | | | |
|  | 01 st | 31 st |  |  |  |  |  |  |
| January | March |
| 2020 | 2020 |
| 11.3 | **Villas / Cottages** | | | | | | | |
|  | 01 st | 31 st |  |  |  |  |  |  |
| January | March |
| 2020 | 2020 |
| 11.4 | **Commercial Units (Shops, Offices, Others etc)** | | | | | | | |
|  | 01 st | 31 st |  |  |  |  |  |  |
| January | March |
| 2020 | 2020 |
| 11.5 | **Facilities like Swimming Pool, Club House, Gym , Central Greens, Parking etc.** | | | | | | | |
|  | 01 st | 31 st |  |  |  |  |  |  |
| January | March |
| 2020 | 2020 |

\*Extend, if required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **12.** | **VARIOUS ANNEXURES AND CERTIFICATES BY PROFESSIONALS TO BE** | | | |
|  | **SUBMITTED** | |  |
| 12.1 | Detailed Specifications for each prototype of | | plot, flat, cottage, | Annexure- 1A to 1G and |
| shop/ commercial units etc. | |  | so on |
| 12.2 | Typical performa of Agreement of Sale for each prototype of | | | Annexure 2 |
| plot, flat, cottage, shop/ commercial units, “Form L” of HP | | |
| RERA Rules, 2017 | |  |
| 12.3 | Undertaking with Agreement for Sale | | | Annexure -3 |
| 12.4 | Inventory detail Schematic Sketches 1 to 9, | | | Annexure -4A |
| 12.5 | Development, | construction and financial progress Schematic | | Annexure -4B |
| sketches 10 to 15 | |  |
| 12.6 | Detailed Cost of Estimate | | | Annexure -5 |
| 12.7 | Certificate by | an Architect in practice to certify progress of | | Annexure -6 |
| construction work of the project at the end of the quarter, to be | | |
| submitted to HP RERA | |  |
| 12.8 | Certificate by an Engineer in practice to certify cumulative cost | | | Annexure -7 |
| incurred upon construction work of the project at the end of the | | |
| quarter, to be submitted to HP RERA | |  |

|  |  |  |
| --- | --- | --- |
| 12.9 | Certificate by a Chartered Accountant in practice to certify | Annexure - 8 |
| withdrawal of money from separate Bank Account at the end of |
| the quarter, to be submitted to HP RERA |
| 12.10 | Certificate by an Architect in practice to certify progress of | Annexure - 9 |
| construction work at the time of withdrawal of money from |
| Separate Bank Account, to be submitted to the Bank |
| 12.11 | Certificate by an Engineer in practice to certify cumulative cost | Annexure -10 |
| incurred upon construction work of the project at time of |
| withdrawal of money from Separate Bank Account, to be |
| submitted to the Bank |
| 12.12 | Certificate by a Chartered Accountant in practice to certify | Annexure -11 |
| withdrawal of money from Separate Bank Account at the end of |
| the quarter, to be submitted to the Bank |
| 12.13 | Certificate by an Architect in practice to certify the completion of | Annexure -12 |
| works, to be issued to the Authority after the completion plan of |
| the project has been sanctioned by the competent authority, to be |
| submitted to HP RERA |

Place: Date:

(Name of the authorized Signatory of the Project)

Complete Address

**ANNEXURE 3 of QPR-1**

**UNDERTAKING**

(To be furnished on a plain paper without any attestation from any Oath Commissioner / Notary Public or Gazetted Officer)

I,………………………….……S/o………………………… R/o do

hereby solemnly affirm & declare as under:-

1. That I, as a Promoter, have been developing a Real Estate Project by the name “………………………“coming up on Khasra Nos at Mauza / Mohal

………….. Tehsil………………… District Himachal Pradesh.

1. That an “Agreement for sale” is to be entered into with every Allottee in accordance with the provisions of the Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017 and Regulation No R-2 of the Himachal Pradesh Real Estate Regulatory Authority, for every plot and built up units like Flat / Apartment/ Villa / Cottage / Garage/ Commercial Unit as provided for in **Annexure 2.**
2. That the said “Agreement for sale” has been entered into with the Allottees in “

………………………“ Real Estate Project coming up have come up on Khasra No… at

Mauza/Mohal……………….. Tehsil………………..District …………………

Himachal Pradesh.

1. That the signed/ entered into “Agreement for sale” for plots and built up units are absolutely in accordance with the **FORM “L”** as appended with in the Himachal Pradesh Real Estate (Regulation and Development) Rules 2017 (**Annexure 2 of QPR-1**) as provided under Regulation No R-2 of the Himachal Pradesh Real Estate Regulatory Authority. The carpet area of the unit for sale has been specified in accordance with the definition of Carpet Area as defined under clause 2(k) of section 2 of the Himachal Pradesh Real Estate (Regulation and Development) Act, 2016.The area of the plot as well as of built up unit is as per the sanctioned plans.
2. That the payment terms with the Allottee is also in accordance with the terms as provided clearly in “ Explanations“ provided under “Terms” in Form L, convenants of Agreement for Sale, appended with the Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017 particularly with regards to the clause of taxes and there are no hidden clauses .
3. That the contents of my above undertaking from para 1 to 5 are true and nothing has been concealed.

# Deponent

**ARCHITECT'S CERTIFICATE**

(For the period till )

**ANNEXURE-6**

To,

Certificate No.

The (Name & Address of Promoter),

# Subject:- Certificate of Percentage of Completion of Construction / Development work in (Project Name).

**Ref: HP RERA Registration No.**

Sir,

I / We

Architect for the Construction / Development Work of the

have undertaken assignment as

Project,

situated at Village

Tehsil

District

Himachal Pradesh admeasuring sq.mtr. area

being developed by (Promoter’s Name).

Based on Site Inspection, with respect to the aforesaid Real Estate Project, I certify that as on the date of this Certificate, the Percentage of Work done, for the Real Estate Project (Project Name), is as per **Table-A** herein below. The

percentage of the work executed with respect to each of the activity of the entire phase is detailed in **Table-B** herein below-

# \*TABLE A

**Certificate No.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Tasks / Activity** | | | | | | | **Total** | **Work done** | **Percentage of** |
| **No.** | **Units /** | **for Units /** | **Work done** |
|  | **Blocks** | **Blocks** |  |
| 1 | Foundation and Plinth | | | | | | |  |  |  |
| 2 | Basement | | | | | | |  |  |  |
| 3 | Super Structure (Column and lintel up | | | | | | |  |  |  |
| to Slab bottom Level) | | | |  |  |  |
| 4 | Slabs | | | | | | |  |  |  |
| 5\* | Internal task/activities to each of the | | | | | | |  |  |  |
| Flat/ Premises - | | |  |  |  |  |
| (i) | Bricks wall | | |  |  |  |
| (ii) | Joinery (doors and windows) | | | | | |
| (iii) | Plaster | |  |  |  |  |
| (iv) | Flouring | |  |  |  |  |
| (v) | Painting | |  |  |  |  |
| 6 | Sanitary | | fitting | | within | | the |  |  |  |
| Flat/Premises, Electrical Fittings within | | | | | | |
| the Flat/Premises | | |  |  |  |  |
| 7 | Stair cases, Lifts Wells and Lobbies at | | | | | | |  |  |  |
| each Floor level connecting Staircases | | | | | | |
| and Lifts, Overhead and Underground | | | | | | |
| Water Tanks | | |  |  |  |  |
| 8 | The | external | | plumbing, | | | external |  |  |  |
| plaster, external painting, elevation and | | | | | | |
| completion of terraces with water | | | | | | |
| proofing of the Building / Wing | | | | | |  |
| 9 | Installation | | of | Lifts, Water | | | Pumps, |  |  |  |
| Fire Fighting Fittings and Equipment, | | | | | | |
| Electrical fittings to Common Areas, | | | | | | |
| Electro – | | Mechanical | | | equipments, | |
| Compliance | | to |  | conditions | | of |
| environmental | | | NOCs | | (if | any), |
| Finishing to entrance lobby, plinth | | | | | | |
| protection, paving of | | | | areas appurtenant | | |
| to Building, Compound Wall | | | | | | and all |
| other requirements as may be required | | | | | | |
| to | obtain | Occupation | | | /Completion | |
| Certificate | |  | | |  | |

**\*Note** – The above percentages of all items should be mentioned which is only to assess the physical progress of the project only.

# \*TABLE-B

**Internal & External Development Works in respect of the entire Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Common Areas Facilities and Amenities** | **Proposed (Yes/No)** | **Percentage of Work Done** | **Details** |
| 1. | Internal Roads & Foot paths |  |  |  |
| 2. | Water Supply Line |  |  |  |
| 3. | Sewerage (chamber, lines, Septic  Tank) |  |  |  |
| 4. | Sewage Treatment Plant (STP) |  |  |  |
| 5. | Storm Water Drains |  |  |  |
| 6. | Landscaping & Tree Planting |  |  |  |
| 7. | Street Lighting |  |  |  |
| 8. | Community Buildings/ Club  House |  |  |  |
| 9. | Solid Waste Management &  Disposal |  |  |  |
| 10. | Water conservation, Rain Water  Harvesting |  |  |  |
| 11. | Energy Management / Sub-station |  |  |  |
| 12. | Fire protection and fire safety  requirements |  |  |  |
| 13. | Open area (Park) |  |  |  |
| 14. | Boundary Wall & Main Gate |  |  |  |
| 15. | Security Service |  |  |  |
| 16. | Others (As per Brochure)  (Option to add more) |  |  |  |

\***Note** – The above percentages of all items should be mentioned to assess the physical progress of the project only.

# TABLE C

**Overall percentage of the work completed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Particular** | | | | **Total No. of** | **Work Done** | **Percentage of** |
| **No.** | **Unit /** | **No. of Unit /** | **Work Done** |
|  | **Amenities** | **Amenities** |  |
| 1. | Overall percentage of construction | | | |  |  |  |
| (Building) | completed | as | per |
| **Table-A.** |  |  |  |
| 2 | Overall | percentage |  | of |  |  |  |
| development | completed | as | per |
| **Table-B.** |  |  |  |
| 3\* | Overall percentage of completion of the project | | | | | |  |

□ **Note** – The above percentages should be mentioned to assess the physical progress of the project only.

Place:

Date: Signature & Name of the Architect

(Council of Architecture No…)

# GUIDELINES FOR THE ARCHITECT AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. The Architect should be a Member of Council of Architecture.
2. There should be proper Agreement between the Promoter and the Architect for the supervision and the services to be provided for the Real Estate Project.
3. The Architect should visit the site and verify that the work has been completed as per the sanctioned plans.
4. The Architect must use his professional knowledge, skill and experience in providing the information in this Certificate.
5. The Architect shall be held responsible and accountable for any wrong information in the Certificate. The Architect shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Council of Architecture to initiate necessary disciplinary action including revocation of Membership for issue of wrong Certificate.
6. This Certificate has to be issued on the letter head of the Architect, affixing the stamp /seal of the Architect, along with Architect’s signature and Registration Number on each page.
7. The Architect shall not be in the list of **Defaulter Architect** of the **Council of Architecture** at the time of issue of this Certificate.

|  |  |
| --- | --- |
|  | 20 |
|  | **ANNEXURE-7** |
|  | **ENGINEER'S CERTIFICATE** |
|  | (For the period till ) |
|  | **Certificate No.** |
| To, |  |
|  | The (Name & Address of Promoter), |
| **Subject:** | **Certificate of Cost Incurred for Development of ( Project** |
|  | **Name)** |
| **Ref:** | **HP RERA Project Registration No.** |
| Sir, |  |
|  | I/We haveundertakenassignmentforthe |

Project situated at Village Tehsil District

Himachal Pradesh admeasuring sq.mtr. area, being developed by

(Promoter Name).

1. I have prepared the Detailed Cost of Estimate of the above cited project considering all items of works that are required to be executed up to completion of the project. My estimated cost calculations are based on the sanctioned plans made available to me for the project by the Promoter

and based on the Schedule of Items and quantity for the entire work as calculated by me and the site inspection carried out by me.

1. I certify that the Cost of the Civil, Mechanical, Electrical, Plumbing and allied works for the aforesaid Project, as completed on the date of this Certificate is as given in **Table-A** and **Table- B** herein below:

**TABLE-A**

**Apartments/Buildings Construction (Excluding Cost of land)**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Particulars** | **Amounts** |
| **No** | **(In Rs)** |
| **(i)** | **(ii)** | **(iii)** |
| 1 | Total Estimated Cost |  |
| 2 | Cost incurred as on |  |
| (based on the Estimated items ) |
| 3 | If Cost incurred for items other than estimated items |  |
| 4 | Balance Cost to be incurred |  |
| (Based on Estimated items) |
| [A(1)(iii)-(A(2)(iii)+A(3)(iii)] |
| 5 | Work done in percentage **[A(2)(iii)+A(3)(iii)/A(1)(iii)]x100]** |  |
| (as percentage of the estimated cost ) |

**TABLE-B**

**Internal and External Development (Excluding Cost of land)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Particulars** | |  | **Amounts** |
| **No** |  | **(In Rs)** |
| **(i)** | **(ii)** | | **(iii)** | |
| 1 |  | Total Estimated Cost of the internal and external development |  | |
|  | works including amenities and facilities in the layout as on |
| date | |
| 2 | Cost incurred as on | |  | |
|  | (based on the Estimated items ) |
| 3 | If cost incurred for items other than Estimated items | |  | |
| 4 |  | Balance cost to be incurred |  | |
|  | (based on estimated items) |
|  | [B(1)(iii) - (B(2)(iii)+B(3)(iii)] |
| 5 |  | Work done in percentage |  | |
|  | **[B(2)(iii)+B(3)(iii) /B(1)(iii)]x100]** |
|  | (as percentage of the estimated cost) |
|  |  | **TABLE-C** |  |  |
|  |  | **(Overall Estimated Cost / Incurred)** |  |  |
| **Sr.** |  | **Particular** | | **Amount** |
| **no.** |  | **(In Rs)** |
| **(i)** | | **(ii)** | | **(iii)** |
| 1 | | Total Estimated Cost |  |  |
| [Table A(1)(iii)+Table B(1) (iii)] |  |
| 2 | | Total Cost incurred |  |  |
| [TableA(2)(iii)+A(3)(iii)+Table B (2)(iii) +Table B (3) (iii)] |  |
| 3 | | Total work done in percentage |  |  |
| [as per Table][C(2)(iii)/ C(1)(iii)]X 100] |  |
| 4 | | The balance cost to complete the project |  |  |
| [Table A(4)(iii)+Table B (4)(iii)] |  |

Place

Date: Signature & Name of the Engineer

(License No… )

Certificate No.

# GUIDELINES FOR THE ENGINEER AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. There should be proper Agreement between the Promoter and the Engineer for the supervision of the work.
2. The complete details of quantity survey should be maintained and verified by the Engineer.
3. Quantity survey should be done by the office of Engineer.
4. The estimated cost includes all labour, material, equipment and machinery required to carry out the entire work of the Project.
5. The Engineer needs to find out the complete quantity of the material received in the site and its utilization in the Project.
6. The rates of the material to work out the cost may be taken from the purchase Bills.
7. The Engineer needs to get satisfied about the quantity of the material and the labour cost incurred in the Project.
8. Engineer needs to keep all the working papers at the time of issue of this Certificate.
9. The Engineer needs to visit the site, verify the records maintained at the site or any other records which will satisfy for the use of material to the Project including the estimated quantity of the material which normally goes in completing the work.
10. The Engineer shall be held responsible and accountable for any wrong information in the Certificate. The Engineer shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Competent Authority to initiate necessary disciplinary action including revocation of empanelment with the Competent Authority for issue of wrong Certificate.
11. All components of work with specifications are indicative and not exhaustive.
12. This Certificate has to be issued on the letter head of the Engineer, affixing the stamp/ seal of the Engineer, along with Engineer’s signature on each page.
13. The Engineer shall have the qualification as prescribed in the Act, 2016.

**ANNEXURE -8**

**CHARTERED ACCOUNTANT’S CERTIFICATE**

(To be submitted at the time of Quarter update of the Project) (For the Quarter )

Name of the Promoter Name of the Project **HP RERA Registration No.**

(All figures in Rs. Lakh)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Particulars** | | | | **Amount** |
| **No.** | **(Rs.)** |
| **1** | **2** | | | | **3** |
| **1.** | **i** | | **Land Cost** | |  |
|  |  | **a** | Acquisition Cost of Land (as per Sale Deed) or | |  |
| Development Rights, Lease Premium, Lease Rent, | |
| interest cost incurred or payable on Land Cost | |
| (including all stamp duty, registration charges, | |
| legal cost etc). | |
| **( As per Note-1)** | |
|  |  |  | **Sub-Total of Land Cost 1( i )** | |  |
| **2.** |  |  | **Development Cost / Cost of Construction** | |  |
| **Sr.** | **Particulars** | | | | **Incurred Amount/** |
| **No** | **Cost (Rs.)** |
| **1** | **i** | | **2** | | **3** |
|  |  | a. | (i) | Actual expenditure/ cost of construction |  |
| incurred as per the books of Accounts as verified | |
| by the CA | |
| **Note : (for adding to total cost of construction** | |
| **actual incurred cost is to be considered)** | |
| (ii) | On-site expenditure for development of |
| entire Project excluding cost of construction as per | |
| (i) above, i.e. salaries, consultants fees, site | |
| overheads, development works, cost of services | |
| (including water, electricity, sewerage, drainage, | |
| layout, roads etc.), cost of machineries and | |
| equipments including its hire and maintenance | |
| costs, consumables etc. All costs directly **incurred** | |
| to complete the construction of the entire phase of | |
| the Project registered. | |
|  |  |  | **Total 2 (i)** | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 24 | | | | | | | | | |
|  |  | b. | Payment of taxes, cess, fees, charges, premiums, | | | | | |  |
| interest etc. to any statutory authority. | | | | |  |
| **Project Clearance Fees** | | | |  |  |
| (i) | Fees paid to HP RERA | | |  |  |
| (ii) | Fees paid to T&CP Deptt. | | |  |  |
| (iii) | Fees | paid | to Local Authority (Municipal / | | |
|  | Panchayat) | |  |  |  |
| (iv) | Consultant | | / Architect / Engineer Fees | | |
|  | (directly attributable to Project) | | | |  |
| (v) | Any other (specify) | | |  |  |
|  |  | c. | Interest payable to financial institutions, scheduled | | | | | |  |
| banks, Non-Banking Financial Institution (NBFC) | | | | | |
| or money lenders on construction funding or money | | | | | |
| borrowed for construction; | | | |  |  |
| 3. |  | d. | **Sub-Total** | | **of** | **Development** | **Cost** | **and** | a(i)+(ii)+(b)+(c)=3(d) |
| **Construction Cost** | | | |  |  |
|  |  |  | **Total Cost Incurred on the Real Estate Project** | | | | | |  |
| **[1(i) + 3(d)] of** | | | **Incurred Column (Land cost +** | | |
| **cost of all construction and development +taxes** | | | | | |
| **+ interest)** | |  |  |  |  |
| 4. |  |  | **% Completion of Construction Work (As per** | | | | | |  |
| **Project Architect’s Certificate)** | | | |  |  |
| **Certificate No………..dated…….** | | | |  |  |

This Certificate is being issued on specific request of (Promoter’s Name)

for HP-RERA compliance. The Certificate is based on the information/records / documents / books of accounts of the Promoter and is true to the best of my knowledge and belief.

Place: Date:

Signature & Stamp/Seal

of the Chartered Accountant (Membership No. )

CA Unique document identification number (UDIN No) ………………

Mobile No………………………...

E-mail …………………………….

Address …………………………...

# NOTE-1

**NOTE-2**

Cost of land shall be as per the sale deed executed.

To be given as part of CA Certificate (Annexure 8) for quarterly updation

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Rs. In Lakhs) | | | | | | | | | | | |
| **Sr.** | **Particulars** | | | | | **As per** |  |  | **During the** | **Total** | |
| **No** | **Certificate** | |  | **quarter** |
|  | **given for last** | |  |  |
|  | **Quarter** | |  |  |
| 1. | Total Land Cost as per Sr. No. 1 (i) | | | | |  | |  | |  | |
| 2. | Total Expenditure / Cost incurred | | | | |  | |  | |  | |
| as per Sr. No. 3 (d) | | | |  |
| **Advance from Customers** | | | | | | | | | | | |
| **Sr.** |  | **Particulars** | | | | **Amount received** | |  | **Amount** |  | **Total** |
| **No.** |  | **as** | **per** |  | **received** |  | **Amount** |
|  |  | **Certificate** | **given** |  | **during the** | |  |
|  |  | **for last Quarter** | |  | **Quarter** |  |  |
| 1. | |  | Advance | received | from |  | | |  | |  |
|  | Customers | |  |
|  | | | | | | | | | | | |
| **Separate Bank Account of the Project** | | | | | | | | | | | |
| **Name of the Bank………………………………………………..** | | | | | | | | | | | |
| **Branch………………………………………………………………** | | | | | | | | | | | |
| **Account Number…………………………………………………..** | | | | | | | | | | | |
| **IFSC Code……………………………………………………………..** | | | | | | | | | | | |
| **Sr.** |  |  | **Particulars** | | | | |  | **Amount in** | | |
| **No** |  |  |  |  |  | **Rs.** |
| 1. | | | Opening Balance in the Separate Bank Account of | | | | |  | | | |
| the project at the start of the reported quarter. | | | |  |
| 2. | | | (Add): Deposits in the Separate Bank Account of | | | | |  | | | |
| the project during the reported quarter. | | | |  |
| 3. | | | (Less): | Withdrawals | from the Separate | | Bank |  | | | |
| Account of the project during the reported quarter. | | | | |
| 4. | | | Closing Balance in the Separate Bank Account of | | | | |  | | | |
| the project at the end of the reported quarter. | | | |  |

# GUIDELINES FOR THE CHARTERED ACCOUNTANT AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. The Chartered Accountant should be a “Practicing Chartered Accountant”.
2. The Statutory Auditor doing annual audit and the Chartered Accountant issuing Certificate for Project registration and withdrawal from Separate Bank Account, should be different entities.
3. The Chartered Accountant shall be held responsible and accountable for any wrong information in the Certificate. The Chartered Accountant shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Institute of Chartered Accountants of India (ICAI) to initiate necessary disciplinary action including revocation of Membership.
4. This Certificate should be issued on the letter head of the Chartered Accountant, affixing his stamp/seal, along with Chartered Accountant’s signature on each page. The Chartered Accountant shall also mention the Membership number below his signature.

# ADDITIONAL INFORMATION FOR ONGOING PROJECTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Particulars** | | **Details** |
| **No** |
| 1. | Estimated balance cost to be incurred for | | (Difference of total estimated project |
| completion of the Real Estate Project | | cost less cost incurred) |
| 2. | Balance amount of receivables from booked | |  |
| apartments as per **A. of sub-Annexure-X** to this | |
| Certificate (As certified by Chartered Accountant | |
| based upon verification of books of accounts) | |
| 3. | i. | (i) Balance unsold inventory to be certified by |  |
| management and to be verified by Chartered |
| Accountant from the records and books of |
| account |
| 4. | ii. | (ii) Estimated amount of sales proceeds in |  |
| respect of unsold inventory as per |
| **B. of sub - Annexure- ‘X’** to this Certificate. |
| 5. | Estimated receivables of ongoing Project. Sum of (2 | |  |
| + 4(ii) | |
| 6. | Amount to be deposited in Separate Bank Account – | |  |
| 70% or 100% | |
| (If 4 is greater than 1, then 70% of the balance | |
| receivables of ongoing project will be deposited in | |
| Separate Bank Account.) and | |
| (If 4 is lesser than 1, then 100% of the balance | |
| receivables of ongoing Project will be deposited in | |
| the Separate Bank Account.) | |

This Certificate is being issued by the Company as per the requirement of compliance in accordance with HP RERA Act and Rules for the Project / Phase under reference and is based on the records and documents produced before me and explanations provided to me by the management of the Company. It is based on the verification of books of accounts and

other related documents till (date) .

Place:

Date: Name and Signature of Chartered Accountant with Stamp

(Name of CA Firm) Partner / Proprietor

(Membership Number… )

CA Unique document identification number (UDIN No) ………………

Mobile No………………………...

E-mail …………………………….

Address …………………………...

**SUB - ANNEXURE-X**

Statement for calculation of Receivables from the Sales of the ongoing Real Estate Project:

# BOOKED INVENTORY

1. **In case of Plotted Colony:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Block /cluster/  Nomenclature as per sanctioned plan | No. of plots | Plot Area  (in Sq.  Mts.) | Total plot / unit  consideration amount as per Agreement/ letter of allotment | Received amount up to the end of previous Quarter  (in Rs.) | Received amount up to the end of current Quarter  (in Rs.) | Balance amount as on the end of current Quarter  (in Rs.) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all Booked / Sold plots in the Real Estate  Project Note- 1 sqm. =10.76 sft. | | | | | | |

# In case of Flats/ Apartments:-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Block/ | No. of Flats | Carpet | Area of | Total Unit | Received | Received | Balance |
| No. | Tower No. | / | Area | exclusive | consideration |
| amount | amount up to the | amount as |
|  | Nomenclatur | Apartments/ |  | balcony / | amount as per |
|  |  | up to the | end of current | on the end |
|  | e as per | units |  | veranda/ | Agreement / |
|  |  | end of | Quarter | of current |
|  | sanctioned |  |  | covered | letter of |
|  |  |  | previous |  | Quarter |
|  | plan |  | (in Sq. | parking | allotment |  |
|  |  | Quarter |  | (in Rs.) |
|  |  |  | Mts.) | (Sq. Mts.) | (in Rs.) | (in Rs.) |
|  |  |  | (in Rs.) |  |
|  | \* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all Booked/ Sold Flats/ Apartments | | | | | | |  |
| Note- 1 Sqm. =10.76 Sft. | |  |  |  |  |  |  |

1. **In case of Villas / Cottages:-**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Villa / | No. of villas | Carpet | Area of | Total unit | Received | Received amount | Balance |
| No. | Cottage name | / cottages | Area | exclusive | consideration |
| amount up | up to the end of | amount as |
|  | / no. | units |  | balcony / | amount |
|  |  | to the end | current Quarter | on the end |
|  | Nomenclature |  |  | veranda / | as per |
|  |  |  | of previous |  | of current |
|  | as per |  |  | covered | Agreement / |  |
|  |  |  | Quarter |  | Quarter |
|  | sanctioned |  |  | parking / | letter of |  |
|  | plan |  | (in Sq. | lawn | allotment |  |  |  |
|  |  |  | Mts.) | (Sq. Mts.) | (in Rs.) | (in Rs.) | (in Rs.) | (in Rs.) |
|  | \* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all Booked / Sold villas / cottages | | | | | |  |  |
| Note- 1 sqm. =10.76 sft. | |  |  |  |  |  |  |

# In case of Garage/ Covered Parking:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Garage/ | No. of | Carpet | Total unit | Received | Received | Balance amount as on |
| No. | Covered | Garages / | Area | consideration |
| amount up to | amount up | the end of current |
|  | Parking / no. | covered |  | amount |
|  |  | the end of | to the end | Quarter |
|  | Nomenclature | parking units |  | as per |
|  |  | previous | of current |  |
|  | as per |  |  | Agreement/ letter |  |
|  |  |  | Quarter | Quarter |  |
|  | sanctioned |  | (in Sq. | of allotment |  |
|  |  | (in Rs.) | (in Rs.) |  |
|  | plan |  | Mts.) | (in Rs.) | (in Rs.) |
|  | \* |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  | \*Increase no. of rows to submit details of all booked / sold Garage/ Covered Parking | | | | | |  |
| Note- 1 sqm. =10.76 sft. | |  |  |  |  |  |

1. **In case of Commercial Building:-**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Shop/  Commercial Unit no. Nomenclatur  e as per sanctioned plan | No. of  Shop/ Commercial  unit | Carpet Area  (in Sq.  Mts.) | Area of  exclusive balcony / covered  parking / lawn  (Sq. Mts.) | Total unit  consideration amount as per  Agreement/ letter of allotment (in Rs.) | Received amount up to the end of previous Quarter  (in Rs.) | Received  amount up to the end of current  Quarter  (in Rs.) | Balance amount as on the end of current Quarter  (in Rs.) |
|  | \* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all booked / sold shops/ commercial units Note- 1 sqm. =10.76 sft. | | | | | | | |

# Total Received and Balance Receivable from sold inventory:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Total Booked Inventory of all plots,** | | | | **Total** |  | **Received** | **Total** | | **Balance** |
| **No.** | **flats / apartments, villas / cottages /** | | | | **amount up to the** | | | **Receivable** | | **amount** |
|  | **garages** | **/** | **covered** | **parkings,** | **end** | **of** | **current** | **as** | **on the** | **end of** |
|  | **commercial units in the Real Estate** | | | | **Quarter** | |  | **current Quarter** | | |
|  | **Project as per A. of sub - Annexure-X** | | | | **(in Rs. )** | | |  | **(in Rs. )** | |
| **1.** | **Total Balance Receivable Amount of** | | | |  | | |  | | |
| **Booked Inventory** | | |  |

* 1. **UNSOLD INVENTORY VALUATION**

# In case of Plotted Colony:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.Blo No.** | **ck /cluster/**  **Nomenclature as per sanctioned plan** | **No. of plots** | **Plot Area**  **(in Sq.**  **Mts.)** | **Total plot / unit consideration amount as assessed on the basis of Prevailing Market Rate (PMR)**  **(in Rs.)** | **Total estimated amount of sale proceeds of all unsold plots**  **( in Rs.)** |
|  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all not booked/ unsold plots in the Real Estate Project. Note- 1 sqm. =10.76 sft. | | | | |

1. **In case of Flats/ Apartments:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Block /** | **No. of** | **Carpet** | **Area of** | **Total Flats/** | | **Total** |
| **No.** | **Tower No.** | **Flats /** | **Area** | **exclusive** | **Apartments** | | **estimated** |
|  | **Nomenclature as** | **Apartme** |  | **balcony /** | **consideration** | | **amount of sale** |
|  | **persanctioned** | **nts/ Units** |  | **veranda/** | **amount** | **as** | **proceeds of all** |
|  | **plan** |  |  | **covered car** | **assessed on the** | | **unsold Flats/** |
|  |  |  |  | **parking** | **basis** | **of** | **Apartments** |
|  |  |  |  |  | **Prevailing** | |  |
|  |  |  |  |  | **Market** | **Rate** |  |
|  |  |  | **(in Sq.** |  | **(PMR)** |  |  |
|  |  |  | **Mts.)** | **(Sq. Mts.)** | **(in Rs.)** | | **(in Rs. )** |
|  | \* |  |  |  |  | |  |
|  | \*Increase no. of rows to submit details of all not booked/ unsold Flats/ Apartments in the Real | | | | | | |
| Estate Project. Note- 1 sqm. =10.76 sft. | | |  |  |  |  |

# In case of Villas / Cottages:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Villa / Cottage name / no.**  **Nomenclature as per**  **sanctioned plan** | **No. of Villas**  **/ Cottages units** | **Carpet Area**  **(in Sq.**  **Mts.)** | **Area of**  **exclusive balcony /**  **veranda / covered car parking / lawn**  **(Sq. Mts.)** | **Total Villa / Cottage / consideration amount as assessed on the basis of**  **Prevailing Market Rate (PMR)**  **(in Rs.)** | **Total estimated amount of sale**  **proceeds of all**  **unsold Villas / Cottages/**  **(in Rs. )** |
|  | \* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all not booked/ unsold villas / cottages in the Real Estate Project. Note- 1 sqm. =10.76 sft. | | | | | |

1. **In case of Garage / Covered Parking:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Garage/** | | **No. of Garages** | **Carpet** | **Total Garage / Covered** | | **Total estimated amount of** |
| **No.** | **Covered** | | **/ Covered** | **Area** | **Parking** | **consideration** | **sale proceeds of all unsold** |
|  | **Parking / no.** | | **Parking Units** |  | **amount as assessed on** | | **Garages/ Covered Parking** |
|  | **Nomenclature** | |  |  | **the basis** | **of Prevailing** |  |
|  | **as** | **per** |  |  | **Market Rate (PMR)** | |  |
|  | **sanctioned** | |  | **(in Sq.** |  | |  |
|  | **plan** |  |  | **Mts.)** | **(in Rs.)** | | **(in Rs. )** |
|  | \* | |  |  |  | |  |
|  |  | |  |  |  | |  |
|  | \*Increase no. of rows to submit details of all not booked / unsold Garage / Covered Parking | | | | | | |
| Note- 1 sqm. =10.76 sft. | | |  |  |  |  |

# In case of Commercial Building:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Shop/** | **No. of** | **Carpet** | **Area of** | **Total shops/** | **Total estimated**  **amount of sale**  **proceeds of all unsold shops/ Commercial Units**  **(in Rs. )** |
| **No.** | **Commercial**  **unit no. Nomenclature as per sanctioned plan** | **Shops/**  **Commercial Units** | **Area**  **( Sq.**  **Mts.)** | **exclusive**  **balcony / Covered Parking / lawn**  **(Sq. Mts.)** | **Commercial Unit**  **consideration amount as assessed on the basis of Prevailing Market Rate (PMR)**  **(in Rs.)** |
|  | \* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | \*Increase no. of rows to submit details of all not booked/ unsold shops / commercial units in the Real Estate Project. Note- 1 sqm. =10.76 sft. | | | | | |

1. **Total Estimated Receivable from not Booked/ unsold inventory:-**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Total not booked/ unsold Inventory of all plots,** | **Total Estimated Amount** |
| **No.** |  |
| **flats/apartments, cottages/ villa/, garages/ covered** |  |
|  | **parking, commercial units in the Real Estate Project as** |  |
|  | **per B. of sub-Annexure-X** | **(in Rs. )** |
| **-** | **Total Evaluated Amount of Unsold Inventory** |  |

Place:

Date:

Name and Signature of Chartered Accountant with Stamp For (Name of CA Firm) Partner / Proprietor

Membership Number…………………………….

CA Unique document identification number (UDIN No) ………………

Mobile No………………………...

E-mail …………………………….

Address …………………………...

**ANNEXURE-9**

# ARCHITECT'S CERTIFICATE

(To be submitted WITH BANK at the time of withdrawal from Separate Bank Account)

To,

**Certificate No.**

The (Name & Address of Banker),

**Subject:- Certificate of progress of work, Percentage of Completion of Development / Construction work in …………………… (Project Name) bearing Registration No……………………, for withdrawal from the Separate Bank Account.**

Sir,

I/We have undertaken assignment as Architect for the

professional architectural services for the above cited Project , coming up on Khasra

No……… at Mauza / Mohal………… Tehsil District

……………… Himachal Pradesh

being developed by (Promoter’s Name).

With respect to the aforesaid Real Estate Project, I certify that the percentage of work done, for the Development / Construction work of Real Estate Project

...................................(project name),is ……….% as worked out in

the……………Quarterly Progress Report submitted vide Certificate No………………….

dated……, (copy enclosed).

Place:

Date: Signature & Name of the Architect

(Council of Arch. Regn. No )

# GUIDELINES FOR THE ARCHITECT AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. The Architect should be a Member of Council of Architecture.
2. There should be proper Agreement between the Promoter and the Architect for the supervision and the services to be provided for the Real Estate Project.
3. The Architect should visit the site and verify that the work has been completed as per the sanctioned plans.
4. The Architect must use his professional knowledge, skill and experience in providing the information in this Certificate.
5. The Architect shall be held responsible and accountable for any wrong information in the Certificate. The Architect shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Council of Architecture to initiate necessary disciplinary action including revocation of Membership for issue of wrong Certificate.
6. This Certificate has to be issued on the letter head of the Architect, affixing the stamp / seal of the Architect, along with Architect’s signature and Registration Number on each page.
7. The Architect shall not be in the list of **Defaulter Architect** of the **Council of Architecture** at the time of issue of this Certificate.

**ANNEXURE-10**

# ENGINEER'S CERTIFICATE

(To be submitted at the time of withdrawal from Separate Bank Account)

To,

**Certificate No.**

The (Name & Address of Banker),

**Subject:- Certificate of estimated expenditure for Development/ Construction work in**

# (Project Name) bearing Registration No.

**for withdrawal from the Separate Bank Account.**

Sir,

I/We have undertaken assignment as Engineer for the

professional engineering services for the above cited Project, coming up on Khasra

No……… at Mauza / Mohal……….. Tehsil District

…………Himachal Pradesh, being developed by (Promoter’s Name).

With respect to the aforesaid Real Estate Project, I certify that the total estimated expenditure/ cost incurred for the Development/ Construction work of Real Estate Project

(Project name), is Rs…………….as worked out in the ----------------

Quarterly Progress Report submitted vide Certificate No………. dated……

(copy enclosed).

Place:

Date: Signature & Name of the Engineer

(License No… )

Certificate No.

# GUIDELINES FOR THE ENGINEER AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. There should be proper Agreement between the Promoter and the Engineer for the supervision of the work.
2. The complete details of quantity survey should be maintained and verified by the Engineer.
3. Quantity survey should be done by the office of Engineer.
4. The estimated cost includes all labour, material, equipment and machinery required to carry out the entire work of the Project.
5. The Engineer needs to find out the complete quantity of the material received in the site and its utilization in the Project.
6. The rates of the material to work out the cost may be taken from the purchase Bills.
7. The Engineer needs to get satisfied about the quantity of the material and the labour cost incurred in the Project.
8. Engineer needs to keep all the working papers at the time of issue of this Certificate.
9. The Engineer needs to visit the site, verify the records maintained at the site or any other records which will satisfy for the use of material to the Project including the estimated quantity of the material which normally goes in completing the work.
10. The Engineer shall be held responsible and accountable for any wrong information in the Certificate. The Engineer shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Competent Authority to initiate necessary disciplinary action including revocation of ~~his/her~~ empanelment with the Competent Authority for issue of wrong Certificate.
11. All components of work with specifications are indicative and not exhaustive.
12. This Certificate has to be issued on the letter head of the Engineer, affixing the stamp

/ seal of the Engineer, along with Engineer’s signature on each page.

1. The Engineer shall have the qualification as prescribed in the Act, 2016.

**ANNEXURE -11**

**CHARTERED ACCOUNTANT’S CERTIFICATE**

(To be submitted at the time of withdrawal from Separate Bank Account)

**Certificate No.**

To,

The (Name & Address of Banker),

# Subject:- Certificate of estimated expenditure for Development/ Construction work in (Project Name) bearing Registration No.

**, for withdrawal from Separate Bank Account.**

Sir,

I/We

am/ are the Charted Accountants for the

professional accountancy services for the above cited Project, coming up on Khasra

No……… at Mauza / Mohal……….. Tehsil District

…………Himachal Pradesh, being developed by (Promoter’s Name).

With respect to the aforesaid Real Estate Project, I certify that the total expenditure/ cost incurred for the Development/ Construction work of Real Estate Project on the basis of information, records, documents and books of Accounts of the Promoter for

(project name), is Rs…………as worked out in the ……………….

Quarterly Progress Report submitted vide Certificate No…………………….dated… (copy enclosed).

Place: Date:

Membership Number……………………

CA Unique document identification number (UDIN No) ………………

Mobile No………………………...

E-mail …………………………….

Address …………………………...

Name and Signature of Chartered Accountant with Stamp For (Name of CA Firm) Partner

/Proprietor

# GUIDELINES FOR THE CHARTERED ACCOUNTANT AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. The Chartered Accountant should be a “Practicing Chartered Accountant”.
2. The Statutory Auditor doing annual audit and the Chartered Accountant issuing Certificate for Project registration and withdrawal from **Separate Bank** Account, should be different entities.
3. The Chartered Accountant shall be held responsible and accountable for any wrong information in the Certificate. The Chartered Accountant shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Institute of Chartered Accountants of India (ICAI) to initiate necessary disciplinary action including revocation of Membership.
4. This Certificate should be issued on the letter head of the Chartered Accountant, affixing his stamp/seal, along with Chartered Accountant’s signature on each page. The Chartered Accountant shall also mention the Membership number below his signature.

**ANNEXURE-12**

# CERTIFICATE TO BE OBTAINED FROM ARCHITECT FOR THE WORK COMPLETED (GUIDELINES ATTACHED)

**ARCHITECT ‘S CERTIFICATE**

**Certificate No.**

To,

The (Name & Address of Promoter),

# Subject:- Certificate for Completion of Construction /Development work in

**(Project Name).**

**Ref: HP RERA Registration No.**

Sir,

1. I / We have undertaken assignment as Architect for the professional architectural services for the above cited project, coming up on Khasra No……… at Mauza / Mohal……….. Tehsil………………….. District …………

Himachal Pradesh, being developed by (Promoter’s Name).

2 Based on Site Inspection, with respect to the aforesaid Real Estate Project, I certify that as on the date of this Certificate, and based on Completion Certificate received from Engineer and Site Supervisor and to the best of my /our knowledge, I / We hereby certify that the Real Estate Project, (Project Name) has been completed in all aspects and is fit for occupancy for which it has been erected/re-erected / constructed and enlarged.

3. The Real Estate Project (Project Name ) is granted Completion Certificate bearing Number dated issued by (Local Planning Authority)

Place:

Date: Signature and Name of the Architect

(Council of Arch Regn No… )

# GUIDELINES FOR THE ARCHITECT AT THE TIME OF ISSUE OF THIS CERTIFICATE:

1. The Architect should be a Member of Council of Architecture.
2. There should be proper Agreement between the Promoter and the Architect for the supervision and the services to be provided for the Real Estate Project.
3. The Architect should visit the site and verify that the work has been completed as per the sanctioned plans.
4. The Architect must use his professional knowledge, skill and experience in providing the information in this Certificate.
5. The Architect shall be held responsible and accountable for any wrong information in the Certificate. The Architect shall be liable for any penal action under the Real Estate (Regulation and Development) Act, 2016 including recommendation to the Council of Architecture to initiate necessary disciplinary action including revocation of Membership for issue of wrong Certificate.
6. This Certificate has to be issued on the letter head of the Architect, affixing the stamp / seal of the Architect, along with Architect’s signature and Registration Number on each page.
7. This certificate has to be issued by the Architect after the occupation or the completion certificate is received by the Competent Authority.
8. On the basis of this certificate the promoter will be withdrawing the balance in the designated account.
9. If the promoter has done anything which is not as per the plan, the Architect should not issue this certificate as he will be personally held liable.
10. This Certificate will be in due course verified by the association of Allottees.
11. The Architect shall not be in the list of **Defaulter Architect** of the **Council of Architecture** at the time of issue of this Certificate.

# ANNUAL PROGRESS REPORT (APR-1)

(Please go through the detailed SOP before filing this Form)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **PARTICULARS OF THE REAL ESTATE PROJECT** | | | | | | |
| **Sr.** | **Particulars** | | | **Details** | | | |
| **No.** |
| 1.1 | Name of the Real Estate Project | | |  | | | |
| 1.2 | Phase of the Real Estate Project | | |  | | | |
| 1.3 | Name of the Promoter | | |  | | | |
|  | Name of the co- Promoter(s) | | |  | | | |
| \* | Add more | rows to disclose all co - |
| promoters | |  |
| \*\* The land owner,if nota promoter, | | |
| will mandatorily | | be a co- promoter/ one of |
| the co- promoters, if there are more than | | |
| one co- promoters in the phase/ project and | | |
| so on |  |  |
| 1.4 | Total | area of the Real Estate Project / Phase | |  | | | |
| 1.5 | Location of the Real Estate Project | | |  | | | |
| 1.6 | Type of the Real Estate Project or Phase of | | | Residential Plotted Colony | | |  |
| the Real Estate Project | | |
| Residential | Development | |  |
|  | | | Project |  | |
|  | | | Commercial | Development | |  |
|  | | | Project |  | |
|  | | | Mix Land Use Development | | |  |
|  | | | Project |  |  |
| 1.7 | Registration No. of the Real Estate Project | | |  | | | |
| 1.8 | Validity of Registration Certificate | | | Valid from | | Valid up to | |
|  | |  | |
| 1.9 | Date of Start of the Real Estate Project / | | |  | | | |
| Phase of the Real Estate Project | | |
| 1.10 | Year | for which information is provided | | Financial Year | | | |
|  |  | |  | | | |
| 1.11 | Detailed Annual | | Statement of Account by | **Annexure -1** attached | | | |
| Statutory Auditor | | of the Promoter |
| 1.12 | Detailed Summary of Allottees and Sale | | | **Annexure -2** attached | | | |
| Report up to the end of the financial year | | |
| 1.13 | Over all % of completion of the project till date. | | | …….(%) | |  | |

Place:

Date: (Name of the authorized Signatory of the Project) Complete Address

**ANNEXURE-1**

ON THE LETTER HEAD OF THE CHARTERED ACCOUNTANT (WHO IS STATUTARY AUDITOR OF THE PROMOTER’S COMPANY/FIRM)

**CHARTERED ACCOUNTANT’S CERTIFICATE**

(ANNUAL REPORT ON STATEMENT OF ACCOUNTS)

Name of the Promoter Name of the Real Estate Project HP RERA Registration No…

From 01st April ……………..………….. to 31st March ……………………………………

Separate Bank Account with ……………..…….Bank Branch,

City……………………………………………………………………………

Account No…………………..……………………………………………….

IFSC Code……………………………………..…………………………….

# Subject:- Certificate of Statement of Accounts on project fund utilization and withdrawal by promoter for the period from………………..to …………….

1. This Certificate is issued in accordance to the provisions as defined under point (D) of clause (l) of sub-section (2) section 4 of the Real Estate (Regulation and Development) Act, 2016.
2. I/We have obtained all necessary information and explanation from the Company, during the course of our audit, which in my / our opinion are necessary for the purpose of this Certificate.
3. I/We hereby confirm that I/we have examined the prescribed registers, books and documents, and relevant records of (Promoter) for the period ended and

hereby certify that in respect of the Real Estate Project titled… (Name of the

Real Estate Project……………) HP RERA Registration No… located at

…………………as under :-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Particulars** | | **Amount** |
| **No** | **(Rs.)** |
| A. | Opening Balance as on ……………….. | |  |
| **(A)** |  |
| B. | Add:- Receipts during the following Quarters | |  |
| 1. | April to June 20…………………………… |
| 2. | July to September 20……………………... |
| 3. | October to December 20…………….……. |
| 4. | January to March 20………………………. |
| **Sub-Total (B)** | |  |
| C. | Less- Withdrawals during the following Quarters | |  |
| 1. | April to June 20…………………….……. |
| 2. | July to September 20………………..…… |
| 3. | October to December 20…………………. |
| 4. | January to March 20…………………..… |
| **Sub-Total (C)** | |  |
| **Closing Balance (A+B-C)** | |  |

1. We certify that the above Table correctly represents the deposits in and withdrawals from the Separate Bank Account of the Real Estate Project.
2. We certify that procedure and stipulations as prescribed under HP RERA in respect of deposits and withdrawal from the Separate Bank Account have been fully complied

/partially complied / not complied as under:-

|  |
| --- |
| **Details of Non–Compliance, if any** |
|  |
|  |
|  |

1. The cost incurred during the reporting period is correctly tabulated as under:-

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Particulars** | **Amount (Rs.)** |
| **No.** |
| A. | Estimated cost of the Real Estate Project |  |
| B. | Cost incurred prior to present Certificate |  |
| C. | Cost incurred during reporting period |  |
| D. | Total expenditure Incurred |  |

1. This is to further certify that the percentage (financial ) completion of the project is as under:-

8.

|  |  |  |
| --- | --- | --- |
| % **(Financial) of Completion at the start of the reporting period** | **% (Financial) Completed during the reporting period** | **% (Financial) Completion as at the end of the period.** |
|  |  |  |

Place:

Date: (Signature and Stamp / Seal of the Signatory CA)

Name:

Full Address:

Membership No.

CA Unique document identification

number (UDIN No)

Mobile No.

Email:

# ANNEXURE -2

**9.3 Summary of Allottees and Sale Report during the financial year**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Unit** | **Name** | **Date of** | **Rate** | **Carpet** | **Sale** | **Amount** | **Total** |
| **No.** | **No. and** | **of the** | **booking** | **of main** | **Area of** | **value of** | **collected** | **amount** |
|  | **parking** | **Allottee** |  | **unit** | **the Unit** | **Unit** |  | **Collected** |
|  | **no. if** |  |  | **and of** | **and of** | **including** |  |  |
|  | **any** |  |  | **parking** | **parking,** | **parking,** |  |  |
|  |  |  |  | **if** | **if** | **balcony** |  |  |
|  |  |  |  | **allotted** | **allotted** | **&** |  |  |
|  |  |  |  |  |  | **terrace,** |  |  |
|  |  |  |  | **(per** |  | **if** |  |  |
|  |  |  |  | **sft.)** |  | **allotted** | **(in %)** | **(in %)** |
| **\*** |  |  |  |  |  |  |  |  |
| **\*** |  |  |  |  |  |  |  |  |
| **\*** |  |  |  |  |  |  |  |  |
| **\*** |  |  |  |  |  |  |  |  |
| **\*** |  |  |  |  |  |  |  |  |
| **\*** |  |  |  |  |  |  |  |  |
| \* | Add more rows to enter details of all bookings in the Quarter | | | | | |  |  |
|  | Note- 1 sqm. =10.76 sft. | | |  |  |  |  |  |
| 9.3.1 | I /we (Promoter name) have issued …… (No. of) Allotment letters in this  Financial Year as per the format, prescribed by the Authority. | | | | | | | |

Place:

Date: (Signature & Name of the authorized Signatory of the Project) Complete Address: