**REAL ESTATE REGULATORY AUTHORITY**

**HIMACHAL PRADESH**

**HELP BOOK TO FILL THE APPLICATION FORM FOR THE REGISTERATION OF PROJECT**

***GUIDELINES FOR REGISTERATION OF PROJECTS***

1. Please click on Sign-Up on the extreme right-side top corner on the Home Page of the Website, https://hprera.nic.in and proceed to fill your details as asked for. Alternatively, you may also click on the Registration Tab on Menu Bar of the Home Page, where a drop-down Menu will open, please select Real Estate Project - Apply Online. After selecting the same you will be directed to Sign-Up page.
2. In the Sign-Up window, please select the Promoter Tab and select the Promoter type, whether Individual or Non-individual (Firms/Companies/Association of Persons/Societies/Any Other Entity other than Individual).
3. Please proceed to fill the requisite fields, Email Address, Mobile Number, Passwords etc. as per provided guidelines. By entering / pressing the Sign-Up Button (green button at the bottom of the page) an Activation Link will be sent on the submitted Email Address and an OTP on the submitted Mobile Number.
4. Please open your Email and click on the received Activation Link and fill the OTP as received on the Mobile Number. Select the Activate Button. Your Account has been created.
5. Please go to Sign-In on the top right corner of the Home Page and Sign-In with your Credentials, your Email ID, by default, is your User ID. Please fill the User ID and Passwords, as Prompted and select the Sign-In Button which will open the Dashboard of the applicant PROMOTER, showing three tiles namely: Visit Profile, View Projects and View Complaints.
6. Please select Visit Profile and proceed to add Profile Details. Fill all the required fields in the relevant boxes and attach the relevant documents in the respective fields and save the profile by selecting Save Button in the end. Now, your Profile has been updated successfully. Click OK.
7. A new window will open up showing the Profile Details with an option to Edit the Profile or Lock the Profile. Please ensure that all the provided information is correct as once the Profile is Updated and Locked, it cannot be edited/ corrected/ changed. Please Lock the Profile. ‘
8. A Dashboard of the PROMOTER has been created. A menu provided to facilitating the applicant to Apply for the Registration of the Project and/ or Filing of the Complaint.
9. For Registration of the Project, please click on the **Project Registration**>**My Projects**>**Apply for New Project**.

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| **Application Form has 9 Tabs/Forms to be filled in** | |
| **Promoter Profile** | |
|  | **Promoter Details** |
|  | **Past project Details** |
|  | **Project Details** |
|  | **Bank Details** |
|  | **Inventory Development Details** |
|  | **Associated Professionals** |
|  | **Documents and Drawings** |
|  | **Project Images** |
|  | **Fees** |

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| **Help Book to fill the application form for the Registration of Real Estate Project** | | | |
| **Category** | | | |
|  | **Individual** | **If Land Owner of Project is Individual Owner of the Land and map of the project is approved in his/her name.** | Annexure - 1 and Page No.14 to 19 |
|  | **Non-individual (Other)** | **If Land owner/Owners of project are more than one person and map of the project is approved in their names.**  **OR**  **If Land Owners of project authorises any person, /Company/ Firm or any other entity to develop the project and map is not approved in their name.** | Annexure - 2 and Page No. 14 to 19 |
|  | **Company** | **Company means Registered under Company Act and Land in the Name of Company and Map of the Project approved in the name of company** | Annexure - 3 and Page No. 14 to 19 |
|  | **Firm** | **If Land in the Name of Firm and Map of the Project approved in the name of Firm.** | Annexure - 4 and Page No. 14 to 19 |
|  | **Sole Proprietorship Firm** | **If Promoter of Project is Non Individual Sole Proprietorship Firm** | Annexure – 5 and Page No. 14 to 19 |
|  | **Association of person** | **If Promoter of Project is Non Individual Association of Persons** | Annexure – 6 and Page No. 14 to 19 |
|  | **Society** | **If Land in the Name of Society and Map of the Project approved in the name of Society** | Annexure – 7 and Page No. 14 to 19 |
|  | **Trust** | **If Land in the Name of Trust and Map of the Project approved in the name of Trust** | Annexure – 8 and Page No. 14 to 19 |
|  | **Limited Liability Partnership** | **If Land in the Name of Limited Liability Partnership and Map of the Project approved in the name of Limited Liability Partnership (LLP)** | Annexure - 9 and Page No. 14 to 19 |
|  | **Govt. Deptt./Authority etc.** | **If Land in the Name of Department/Authority etc. and Map of the Project approved in the name of Department/Authority etc.** | Annexure – 10 and Page No. 14 to 19 |

**Annexure -1**

**If Land Owner of Project is Individual Owner of the Land and map of the project is approved in his/her name.**

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| 1. **Promoter Detail** | | |
|  | Name | * Please mention name of owner of the land as per revenue record. |
|  | Father/Mother/Guardian Name | * Please fill the name of Father/Mother/Guardian Name |
|  | Photograph | * Please upload the passport size photo of owner of land |
|  | Gender | * Please fill Gender Male/ Female |
|  | Promoter Type | * Please Click on Drop down Menu- **Individual** |
|  | PAN Number & Document | * Mention PAN number in the field and upload the PAN card of owner of the land. |
|  | GST number | * Upload the GST certificate and number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile number | * Please mention the mobile number / alternate Mobile number |
|  | Email | * Please mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Please fill the complete Correspondence and permanent address and upload copy of address proof such as **Aadhar card, voter ID card, driving license, passport or any other Govt. approved document in the link.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * If the Promoter himself/herself is the Land Owner as per revenue record, he/she need not to fill himself/herself detail again below. |
|  | Whether Himachali Agriculturist | * Please fill yes and upload copy of Agriculturist in the web application under Document in the field “Other Related Document” |

**Note:** In case if owner of the land authorises any person to develop the project on his/her behalf in that case, project is required to be uploaded in the category of **Other** as per **Annexure-2** of the Guidebook/Helpbook.

**Annexure-2**

**i) If Land owner/Owners of project are more than one person and map of the project is approved in their names**

**OR**

**ii) If Land Owners of project authorise any person,** /**Company/ Firm or any other entity to develop the project and map is not approved in their name**

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| Promoter Type | * Please Click on Drop down Menu- **Non Individual** * In **Non Individual** Please click on **-Others** |
| Other Name | i) Please mention name of all the owners of the land as per revenue record.  **OR/AND**  ii) Please mention Name **Company/ Firm or any other entity who develop the project** and then mention names of all the owners of the land as per revenue record |
| Registration number of Company/Firm & Registration Certificate | * Please fill the registration number and Registration certificate in the link if any otherwise mention nil against the space provided for registration number and in Registration certificate, upload the registered non-revocable authority letter from the registrar/sub registrar of the area duly signed by the all owners of land in favour of one person or any other authorized representative. |
| Whether Himachali Agriculturist | * Please fill yes or No |
| PAN Number & PAN Document | i) Please Mention PAN Number of authorised person in PAN Number and upload the PAN cards of all the owners of land by making a single pdf file in PAN Document.  ii) Please Mention PAN Number of authorised person /Company/ Firm etc. in PAN Number and upload the PAN card of authorised person /Company/ Firm etc. in Pan Document. |
| GST number & GST Document | * Upload the GST certificate and number if any, otherwise mention word NIL |
| Mobile /Alternate mobile number | * Please mention the mobile number / alternate Mobile number |
| Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
| Correspondence and permanent address | * Pl fill the complete correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
| Project land Owners (Promoters) | * Please mention the name of all land owners as per revenue record along with all other details in the table by add button |
| Authorized Signatory | * Please fill & upload detail of Authorised Signatory like Photo, Name, Contact number Email ID, PAN Number & Document, in the table and in the field of Resolution upload the copy of Authority Letter / non-revocable authority letter from the registrar/sub registrar of the area duly signed by the all Owners/Promoters of land in favour of one person or any other authorized representative. |
| Additional Member’s Details (Partner/ Director/Chairman) | * Please fill & upload Details like Photo, Name, PAN Number & Document, Contact Details and Address of Partner (s) etc. |
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**Annexure-3**

If **Land in the Name of Company and Map of the Project approved in the name of company**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu- **Non Individual** * In **Non Individual** Please click on **-Company** |
|  | Company Name | * Please fill the Name of Company |
|  | Registration number of Company & Registration Certificate | * Please fill company registration number and upload registration certificate in the link. Copy of Master data as down loaded from the web site of Ministry of Corporate Affairs is also required to be uploaded in the link by making a single pdf File. |
|  | MOA/AOA | * Please upload Memorandum and Article of Association of the company |
|  | PAN Number & PAN Document | * Mention PAN Number of the Company in the field and upload the copy of PAN card. |
|  | GST number & GST Document | * Upload the GST certificate and number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile number | * Please mention the mobile number / alternate Mobile number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport, Address given in the Registration Certificate of Company or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * If the company itself is the Land Owner, in that case need not to add himself/herself again below. |
|  | Authorized Signatory | * Please fill & upload the detail of Authorised Signatory of the Company his/her Photo, Name, Contact number, Email ID, PAN Number & Document, and in the field of Resolution upload the copy of Authority Letter Resolution duly signed by Authorised Officer of the company with date. |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Please fill & upload Details of all the Directors like Photo, Name, PAN Number & Document, Contact Details, and Address of all Directors etc. |

**Annexure -4**

**If Land in the Name of Firm and Map of the Project approved in the name of Firm**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu- **Non Individual** * In **Non Individual** Please click on **-Firm** |
|  | Name | * Please fill Firm name as mentioned in the Firm registration certificate. |
|  | Registration Number of Firm & Registration Certificate | * Please fill Firm Registration Number and upload Firm registration certificate in the link along with Partnership Deed of the Firm. |
|  | PAN Number & PAN Document | * Mention PAN Number in the field of Firm and upload the copy of PAN Card. |
|  | GST Number & GST Document | * Upload the GST certificate and Number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile number | * Please mention the mobile number / alternate Mobile number. |
|  | Email // Alternate Email | * Pl mention email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport, Address given in the Registration Certificate of Firm or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * If the Firm itself is the Land Owner, in that case need not to add himself/herself again below. |
|  | Authorized Signatory | * Please fill & upload the detail of Authorised Signatory of the Firm his/her Photo, Name, Contact number, Email ID, PAN Number & Document, and in the field of Resolution upload the copy of Authority Letter Resolution duly signed by the all the Partner’s of the Firm with date |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Please fill & upload Details of all the Partners like Photo, Name, PAN Number & Document, Contact Details, and Address of all the Partners in the table by add button. |

**Annexure -5**

If Promoter of Project **is Non Individual Sole Proprietorship Firm**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu **Non Individual** * From drop Down Menu Please click on **Sole Proprietorship Firm** |
|  | Name | * Please fill name of **Sole Proprietorship Firm** along with name of owner of land. |
|  | Registration number of Firm & Registration Certificate | Please fill Firm Registration number mentioned in the Firm registration certificate and upload registration certificate, if any. |
|  | **Whether Himachali Agriculturist** | * Please mention yes or No |
|  | **Trade Name** | * Please fill the Trade Name of **Sole Proprietorship Firm** |
|  | PAN number & PAN Document | * Mention PAN Number of **Sole Proprietorship Firm** or Owner of Sole **Proprietorship Firm** in the field and upload the Pan card. |
|  | GST number & GST Document | * Upload the GST certificate and no. if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile number | * Please mention the mobile number / alternate Mobile number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport, Address given in the Registration Certificate of Firm or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * Please mention the name of land owner as per Revenue record along with all other details in the table by add button. |
|  | Authorized Signatory | * Need not to be fill |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Need not to be fill |

**Annexure -6**

If Promoter of Project **is Non Individual Association of Persons**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu- **Non Individual** * In **Non Individual** Please click on **- Association of Persons** |
|  | **Association of Person’s** Name | i) Please mention name of all the owners of the land as per revenue record. |
|  | Registration number of AOP | * Please fill the Registration number of AOP and Certificate in the link if any otherwise mention nil against the space provided for registration no. and in Registration certificate, pl, upload the registered non-revocable authority letter from the registrar/sub/registrar of the area duly signed by the all owners of land in favour of one persons or any other authorized representatives. |
|  | **Whether Himachali Agriculturist** | * Please fill yes. |
|  | **Agreement** | i) Please upload the copy of Agreement/ Partnership Deed of the AOP |
|  | GST number & GST Document | * Upload the GST certificate and number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile number | * Please mention the mobile number / alternate Mobile number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * Please Mention the name of all land owners as per Revenue record along with all other details in the table by add button |
|  | Authorized Signatory | * Please fill & upload the detail of Authorised Signatory of the AOP his/her Photo, Name, Contact number, Email ID, PAN Number & Document, and in the field of Resolution upload the copy of Authority Letter Resolution duly signed by the all the Persons of the AOP with date |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Please fill & upload Details of all the Persons like Photo, Name, PAN Number & Document, Contact Details, and Address of all the Persons etc. |

**Note: The case can be uploaded in the categories of Others also.**

**Annexure -7**

**If Land in the Name of Society and Map of the Project approved in the name of Society**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu **Non Individual** * From drop Down Menu **Non Individual** click on **Society** |
|  | Society Name | Please fill Society name as mentioned in the Society registration certificate. |
|  | Registration Number of Society & Registration Certificate | * Please fill Society Registration Number mentioned in the Society registration certificate and upload registration certificate |
|  | PAN Number & PAN Document | * Mention PAN Number of the **Society** in the field and upload the PAN card |
|  | GST Number & GST Document | * Upload the GST certificate and Number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile Number | * Please mention the mobile Number / alternate Mobile Number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * If the Society itself is the Land Owner, he/she need not to add himself/herself again below. |
|  | Authorized Signatory | * Please fill & upload the detail of Authorised Signatory of the Society his/her Photo, Name, Contact Number, Email ID, PAN Number & Document, and in the field of Resolution upload the copy of Authority Letter Resolution duly signed by the Competent Authority of the Society |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Please fill & upload Details like Photo, Name, PAN Number & Document, Contact Details, and Address of the elected body. |

**Annexure -8**

**If Land in the Name of Trust and Map of the Project approved in the name of Trust**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu **Non Individual** * From drop Down Menu Please click on **Non Individual Trust** |
|  | Trust Name | * Please fill Trust name as mentioned in the Trust registration certificate. |
|  | Registration Number of Trust& Registration Certificate | * Please fill Trust Registration Number mentioned in the Trust registration certificate and upload registration certificate. |
|  | PAN Number & PAN Document | * Mention PAN Number in the field and upload the PAN card of Trust |
|  | GST Number & GST Document | * Upload the GST certificate and Number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile Number | * Please mention the mobile Number / alternate Mobile Number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * If The Promoter himself/herself is the Land Owner, he/she need not to add himself/herself again below. |
|  | Authorized Signatory | * Please fill & upload the detail of Authorised Signatory of the Trust his/her Photo, Name, Contact Number, Email ID, PAN Number & Document, and in the field of Resolution upload the copy of Authority Letter Resolution duly signed by the Competent Authority of the Trust |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Please fill & upload Details like Photo, Name, Number & Document, Contact Details, and Address of the body of Trust. |

**Annexure -9**

**If Land in the Name of Limited Liability Partnership and Map of the Project approved in the name of Limited Liability Partnership (LLP)**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu **Non Individual** * From drop Down Menu Please click on Limited Liability Partnership |
|  | Name | * Please fill Firm name as mentioned in the LLP registration certificate. |
|  | Registration Number of LLP& Registration Certificate | * Please fill LLP Registration Number mentioned in the LLP registration certificate as per Section 12(1)(b) of the LLP Act, 2008] and upload registration certificate. |
|  | PAN Number & Pan Document | * Mention PAN Number of LLP in the field and upload the Pan card |
|  | GST Number & GST Document | * Upload the GST certificate and Number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile Number | * Please mention the mobile Number / alternate Mobile Number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof such as **Aadhar card, voter ID card, driving license, passport or any other Govt. approved document as address proof should be uploaded.** * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners (Promoters) | * If The Promoter himself/herself is the Land Owner, he/she need not to add himself/herself again below. |
|  | Authorized Signatory | * Please fill & upload the detail of Authorised Signatory of the LLP his/her Photo, Name, Contact Number, Email ID, PAN Number & Document, and in the field of Resolution upload the copy of Authority Letter Resolution duly signed by the Competent Authority of the LLP |
|  | Additional Member’s Details (Partner/Director/Chairman) | * Please fill & upload Details like Photo, Name, PAN Number & Document, Contact Details, and Address of the Partners off LLP. |

**Annexure -10**

**If Land in the Name of Department/Authority etc. and Map of the Project approved in the name of Department/Authority etc.**

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| 1. **Promoter Detail** | | |
|  | Promoter Type | * Please Click on Drop down Menu **Non Individual** * From drop Down Menu Please click **Govt. Deptt./Authority etc** |
|  | Govt. Department/Authority Name | * Please fill the name of Department/Authority etc. |
|  | Registration No. | * Please fill Nil. |
|  | PAN Number & Pan Document | * Mention PAN Number in the field and upload the Pan card |
|  | GST Number & GST Document | * Upload the GST certificate and number if any, otherwise mention word NIL |
|  | Mobile / Alternate mobile no. | * Please mention the mobile number / alternate Mobile number |
|  | Email // Alternate Email | * Pl mention the email ID / alternate email ID. |
|  | Correspondence and permanent address | * Pl fill the complete Correspondence and permanent address along with copy of address proof * The address as mentioned in address proof should tally with the address to be filled in link |
|  | Project land Owners | * If The Promoter **Department/Authority** itself is the Land Owner, then need not to add himself/herself again below. |
|  | Authorized Signatory | * Please fill & upload Authorised Signatory Details like Photo, Name, Contact Number, Email ID, PAN Number & Document, Resolution, Address |
|  | Additional Member’s Details (Partner/Director/Chairman) |  |

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| **2. Past project Detail** | | |
| Please upload the details of the projects launched in the past five years if any. Otherwise upload a self-undertaking duly signed by the Promoters/ Authorised Signatory **and upload the same in the space provided for “Other Relevant Document”** | | **Annexure -1(i)**  “Certified that this is the first Real Estate Project of the promoter and earlier no Real Estate Project has been executed by the applicant” |
| **3. Project Detail** | | |
| Real Estate Project | Mention the Name of Real Estate Project | |
| Project Status | Please select Project Status from Drop down list  1. New Project Launch  2. Ongoing  3. Completed | |
| Project Type | Please select Project Type form Drop down list of 9 Categories i.e. Plotted/Development Construction/Mixed etc. | |
| Period of Completion | Please mention the period of the completion of the project in Years & Months | |
| Project Description | Brief description regarding the Project requires to be uploaded | |
| Plan approving Authority | Name of Competent authority is to be filled by whom the map has been approved i.e. TCP, MC & SADA | |
| Khata No. | Please fill the detail of Khata No as per Jamabandi | |
| Khatauni No. | Please fill the detail of Khatauni No. as per Jamabandi | |
| Khasra No. | Please fill the detail of Khasra No. as per ownership shown in Jamabandi and in the approved drawing .The Khasra no as shown in Jamabandi and in the approved drawing tally with each other | |
| Mohal/Mauza No. | Please fill the detail of Mohal/Mauja/Village as per Jamabandi | |
| Tehsil/District | Pl fill the detail of Tehsil/ District of proposed project site | |
| Total Land Area | Please fill the Total Land Area of the project as per Jamabandi and as shown in the Sanctioned Drawings | |
| Total Built-up Area | * Please fill the Total Built-up area of all the blocks including Commercial, Public, Semi Public etc. to be filled as per approved drawing by the competent authority * Not applicable in plotted residential colony. | |
| Area for Fee Calculation | Auto Calculated | |
| Estimated Construction Cost | Please fill the Estimated Construction Cost of the project | |
| Land Cost | Please mention the cost of land as per sale deed if land is purchased otherwise mention the cost of land as per the prevailing current circle Rate of the area  i.e. Total land project area x current circle rate = | |
| * Total Cost | Auto Calculated | |
| * Latitude | Link of Goole map given in field. Please Click the location of project on Goole map, the field will be filled automatic. | |
| * Longitude | Link of Goole map given in field. Please Click the location of project on Goole map, the field will be filled automatic. | |

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| **4. Bank Detail** | | | | |
| * Account Holder Name | Please fill Account Holder Name | | The promoter is required, as per rules, to open a separate bank account, especially for the project, in the following manner i.e. name of the promoter A/c (Name of the project) where 70% of the collected amount will be deposited, and then upload the first page of a copy of passbook or Account statement clearly showing the account details.   * In those cases where Promoter have multiple Projects or Phase Wise Projects. The Bank account will be in the name of Project with an option to mention Promoter Name also i.e. Name of Promoter (ABC) and Name of Project (XYZ) or vice versa. * In all other Projects the name of the Bank Account should be in the name of Project or Project cum Promoter or in the name of Promoters or the Authorised Promoters. | |
| * Bank Name | Please fill Bank Name | |  | |
| * Branch Name | Please fill Bank Name | |  | |
| * Branch Address | Please fill branch address | |  | |
| * Account No. | Please fill account No. | |  | |
| * IFSC Code | Please fill IFSC code | |  | |
| * Account Details Proof | Please upload the copy of pass book / Bank Statement | |  | |
| **5. Inventory Details:** | | | | |
| Please fill the details of each plots/flats/shops/cottage/villas etc. in the respective tables mentioning the area of plots/ carpet area of flats/shops/cottage/villas etc. as per approved drawings. If the area of more than one plots/ carpet area of flats/shops/cottage/villas etc. are same then details can be filled collectively in one row of the table. Area of one plot/ carpet area of one flat/ one shop/ one cottage/ one villa etc. are required to be mentioned in the respective column of the table. | | | | |
| **5(i). Internal Development Detail** | | | | |
| Inventory Details | | | |  |
| * Road/Path Network | | Please fill promoter | | In case if any of these facilities are to be developed by concerned Authority in that case please upload the clear NOC regarding execution of the work in the link. |
| * Drinking Water Supply | | -do- | |
| * Common Sewage/Drainage System/Septic Tank | | -do- | |
| * Fire Fighting Facility | | -do- | |
| * Solid Waste Management/Disposal System/STP | | -do- | |
| * Common Rain Water Harvesting Tank | | -do- | |
| * Electricity Transformer/Sub Station | | -do- | |
| * Emergency Evacuation Services | | -do- | |
| * Additional Amenities | |  | |

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| **6. Associated Professionals:**  ***Note****: Himachali Agriculturist Promoters up to the 2500 sq.m. of Plotted Project not required to upload the detail of Professional*. | | | | |
| * Project Architects | Please upload detail of Architect registered with council of Architects along with his consent on his letter head | | * Consent letter should be on the letter head of Project Architects * For specimen pl. check **Annexure-1(ii)** | |
| * Project Engineers | Please upload detail of Civil Engineer along with his consent on his letter head | | * Consent letter should be on the letter head of Project Engineers * For specimen pl check **Annexure-1(iii)** | |
| * Project Chartered Accountants | Chartered accountant | | * Consent letter should be on the letter head of Project Chartered Accountant * For specimen pl check **Annexure-1(iv)** | |
| * Project Contractors | Please fill the detail of Contractors | | * Consent letter should be on the letter head of Project Contractors | |
| **7. Documents and Drawings** | | | | |
| * Income Tax Return (ITR) Acknowledgement (Last 3 Financial Years) | | Upload the Income Tax Return of all the owners/persons as mentioned in the web application under Name in the “Promoter Detail” or Entity i.e. company and Firms etc. of proceeding three years | | In case if owner/entity has not filed the ITRs in that case self-undertaking / certificate issued by the Charted Accountant can be uploaded as the case may be **Annexure 1(v)**\* |
| * Audited Profit & Loss Statement/Balance Sheet/Cash flow Statement/Director's Report/Auditor's Report for preceding three Financial Years | | Please upload the audited profit and loss account, balance sheet, cash flow statement, director’s report and the auditor’s report of the of all the owners/persons as mentioned in the web application under Name in the “Promoter Detail” or Entity i.e. company Firms etc of proceeding’s three years. | | If owner/entity has not filed Annual Financial Report for the three Financial Year(s) then please upload Undertaking that no such annual reports of accounts have been prepared **Annexure 1 (vi)**# |

\*In case if individual or entity has not filed ITR in that case if project area is less than 2500 sq.m. then he/she can upload his/her self-undertaking and if project area is greater than 2500 sq.m. he/she will have to upload the certificate issued by the CA as per **Annexure-1(v)**

# Himachali Agriculturist Promoters up to the 2500 sq.m. of Plotted Project can upload self-undertaking. **Annexure-1(v*i*)**

|  |  |  |
| --- | --- | --- |
| **Project Documents** | | |
| Jamabandi | Please upload the copy of Jamabandi not older than six months |  |
| Tatima \* | Please upload the copy of Tatima not older than six months |  |
| Non Encumbrance Certificate | Please upload Non-Encumbrance Certificate in respect of project land by mentioning all Khasra Numbers Non Encumbrance Certificate on the basis of search and Investigation report of Revenue record issued by the Advocate having experience of at least ten years or by the Revenue Authority. | Non Encumbrance Certificate on the basis of search and Investigation report of Revenue record issued by the Advocate having experience of at least ten years or by the Revenue Authority is required to be submitted. |
| Sales Deed/Conveyance Deed/Lease Deed/Gift Deed/Registry/Other Deed | Pl upload the copy of Sale deed of the land involved in the project Conveyance deed or copy of current circle rate of the area. | Total Land\* current Circle Rate of Area = Cost of Land |
| Agreement with Land Owner (Collaboration/ Development/Joint Dev./Other Agreement) | Pl upload the Agreement with Land Owners (Collaboration/ Development/ Joint Dev. /Other Agreement) if any. | In the cases where land of the project is to be developed by other than owners of land, in such cases, registered copy of Agreement with Land Owner (Collaboration/Development/Joint Dev./Other Agreement) is required to be uploaded |
| Project Report | Brief report regarding the project is required to be uploaded  mentioning the ownership of land ,  location of the project, salient features of the proposed colony,   facilities/amenities  to be provided in the project, source of whole some water supply arrangements, and sites for disposal and treatment of storm and sludge water etc. |  |
| Brochure of the Project | Please upload , If any |  |
| Proforma of Agreement for Sale (Form-L) | Please Download the Form – L (attached) against the field and upload without modifying the content of form. | Pl upload the Form-L as **Annexure -1(x)** |
| Proforma of Sales Deed/Conveyance Deed/Lease Deed | Specimen of Sale deed/Lease Deed to be executed with allottees to be uploaded, |  |

|  |  |  |
| --- | --- | --- |
| Proforma of Allotment Letter | Pl upload the Allotment Letter by clicking icon |  |
| Proforma of Possession Letter | Pl upload the possession letter by clicking icon | Pl check Specimen of possession letter only as guide **Annexure 1(vii)** |
| Structural Stability Certificate | Undertaking is to be uploaded | Pl check Specimen of structural certificate only as guide **Annexure 1(viii)** |
| Permission under Section 118 of the HP Tenancy and Land Reforms Act 1972 | Please upload the permission under section 118 of the HP Tenancy and Land Reforms Act 1972. | If the land is purchased with the permission of the Govt. then copy of Permission under Section 118 of the HP Tenancy and Land Reforms Act 1972 is required to be uploaded |
| NOC/Consent to Operate from Pollution Control Board | - | If applicable then copy of NOC/Consent to Operate from Pollution Control Board is required to be uploaded |
| Environment Clearance from the Competent Authority | - | If applicable then copy of Environment Clearance from the Competent Authority is required to be uploaded |
| Declaration | Affidavit cum Declaration filed by the authorised person /GPA Holder of the project Required to be submitted | Pl check Specimen of Affidavit cum Declaration certificate as in case of INDIVIDUAL or where land is in the name of Prompter **Form B (Individual)Annexure 1(ix)**  In case where land is to be developed by other than original owner of the Project  **Form B (Joint Dev)Annexure 1(ix-i)** |
| Plan Drawings | Please upload all the drawings by making pdf file | |
| Sanction letter of competent authority | Please upload sanction letter of competent authority | All the drawing be uploaded by making PDF file  In case of Plan Drawings, you can add multiple files against each document type shown below.  The detail of specification and material to be used in construction of the buildings, and site development are required to be uploaded |
| Location Plan | Pl upload drawing of Location plan |
| Site Plan | Pl upload drawing of site plan |
| Building Plan | Pl upload drawing of building plans |
| Project Specification | - |
| **8. Project Image** | | |
| Project Image | Pl upload the latest photos of site |  |
| **9.Payment** | | |
| Payment | Payment can be made online |  |

**Annexure-1(i)**

**SPECIMEN**

**UNDERTAKING**

Certified that this is the first Real Estate Project of the promoter(s) and earlier no Real Estate Project has been executed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Promoter(s)

**Annexure- 1(ii)**

**SPECIMEN**

**CONSENT LETTER**

**TO WHOM SO EVER IT MAY CONCERN**

This is to state that I ……..………………. Office at …………...……….. Tehsil ………… District …………….………… I am registered as an Architect with the Council of Architects, having Registration number ………………………….

I hereby give my consent to be appointed as an Architect for the execution of project namely (Name of the Real Estate Project) located on Khasra Number(s) … Village……………… Tehsil ……….…….. District ……….……. Himachal Pradesh promoted by ……………….

Having its Registered office at …………………………………………………

……………………………………………………………………………………

Name and Signature

**Annexure – 1(iii)**

**SPECIMEN**

**CONSENT LETTER**

**TO WHOM SO EVER IT MAY CONCERN**

This is to state that I …………………………………….. Resident at …………………….…………………………………………………………………

I am registered with ……………………………………………..

I hereby give my consent to be appointed as an engineer for the execution of project namely (Name of the Real Estate Project) ………………………………… located at …………………………… Khasra Number(s) ………… Village ……………………… Tehsil ……………………….. District ………………………… promoted by ………………………………

Name and Signature

**Annexure – 1(iv)**

**SPECIMEN**

**CONSENT LETTER**

**TO WHOM SO EVER IT MAY CONCERN**

This is to state that I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chartered Accountants, having registered address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ registered with the Institute of Chartered Accountant of India having Firm registration number \_\_\_\_\_\_\_\_.

I hereby give my consent to be appointed as Chartered Accountant for the Project namely (Name of the Real Estate Project) located on Khasra Number(s) \_\_\_\_\_\_\_ Village \_\_\_\_\_\_\_\_\_\_\_\_\_ Tehsil \_\_\_\_\_\_\_\_\_\_ and District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Himachal Pradesh. Pin \_\_\_\_\_\_\_\_\_ promoted by \_\_\_\_\_\_\_\_\_\_ having its registered office at \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_

Place \_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure - 1(v)**

**SPECIMEN**

**TO WHOM IT MAY CONCERN**

This is to certify that I \_\_\_\_\_\_\_\_\_\_\_ S/o Sh. \_\_\_\_\_\_\_\_\_\_\_ resident of [Address] has no permanent source of income. The source of income is only from Agriculture; hence I have not filed any Income Tax Returns till date. I am not required to file Income Tax Return as per provision of Income Tax Act.

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                      Promoter Name**

**Annexure - 1(vi)**

**SPECIMEN**

**UNDERTAKING**

Certified that I do not have any income from such sources that require the preparation of annual report including audited profit and loss account, balance sheet, cash flow statement, Director’s Report and the Auditor’s Report of the promoter for the immediately preceding three Financial Years. The clause (b) of sub-rule (1) of Rule 3 of the Himachal Pradesh Real Estate (Regulation and Development) Rules 2017 prescribes mandatory submission of the same and as such the Annual Financial Report for the Financial Year (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not  available and hence I am submitting this Undertaking that no such annual reports of accounts have been prepared.

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                      Promoter Name**

**Annexure - 1(vii)**

**SPECIMEN**

**POSSESSION LETTER/CERTIFICATE**

Name of the Allotee : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Allotee : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allotted Apartment / Plot / Shop Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

That in pursuance to Agreement dated\_\_\_\_\_\_\_\_\_\_\_ I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/o Shri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have inspected and taken over the possession of Apartment/Plot/Shop No. \_\_\_\_\_\_\_\_\_\_\_\_ measuring \_\_\_\_\_\_\_\_\_\_\_\_\_ Sq. Mtr./ Sq. Ft. in the colony known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Himachal Pradesh. I have satisfied myself in every respect with regard to the said Apartment/Plot/Shop No. \_\_\_\_\_\_\_\_\_\_\_\_\_ and have no grievances or claim of any sort with regard to the said Apartment/ Plot/Shop No. \_\_\_\_\_\_\_\_\_\_\_\_\_ or the Buyer’s Agreement against \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

All the responsibilities/obligations etc. to be discharged by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ hereby stand discharged /complied with respect of the above said Apartment/Plot/Shop No. \_\_\_\_\_\_\_\_\_ in the colony known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We have satisfied ourselves with the Internal & External Development of land, measurements, specifications, fittings and fixtures of Apartment/Plot/Shop No. \_\_\_\_\_\_\_\_\_\_\_\_\_ measuring \_\_\_\_\_\_\_\_\_\_\_\_\_ Sq. mtr./ Sq. Ft. in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and found the same in order.

The possession of the said Apartment/Plot/Shop in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been given to the above mentioned allottee on \_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_ .

Possession Handed Over Possession Taken Over For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allottee Name with Address

**Annexure – 1(viii)**

**SPECIMEN**

**STRUCTURAL STABILITY CERTIFICATE**

This is to certify that the proposed Real Estate Project of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ situated at Khasra No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mohal \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tehsil \_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Himachal Pradesh has been designed by me as per the Indian standards code for general structural safety against natural hazards including earthquake protections and after soil investigations. The building is structurally safe.

Name & Signature

Reg. No. with stamp

Address

**Annexure 1(ix)**

**IN CASE OF INDIVIDUAL OR WHERE LAND IS IN THE NAME OF PROMOTER**

**FORM B [RULE 3(4)] (INDIVIDUAL)**

**AFFIDAVIT**-**CUM**-**DECLARATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aged about  \_\_\_\_\_\_\_ Authorized signatory  of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partnership firm, Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Post Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Tehsil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Himachal Pradesh do hereby solemnly affairs and declare as under:-

1. That [I / promoter] [have / has] a legal title to the land on which the development of the project is proposed.

2. That the said land is free from all encumbrances.

OR

That details of encumbrances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ including details of any rights, title, interest, dues, litigation and name of any party in or over such land.

3.    That the time period within which the project shall be completed by [me / the promoter] is \_\_\_\_\_\_\_\_\_Year \_\_\_\_\_\_\_\_\_\_ Month.

4.   That seventy percent of the amounts realised by [me / the promoter] for the real estate project from the allottees, from time to time, shall be deposited in a separate account to be maintained in a scheduled bank to cover the cost of construction and the land cost and shall be used only for that purpose.

5.  That the amounts from the separate account, to cover the cost of the project, shall be withdrawn by [me / the promoter] in proportion to the percentage of completion of the project.

6.  That the amounts from the separate account shall be withdrawn by [me / the promoter] after it is certified by an engineer, an architect and a chartered accountant in practice that the withdrawal is in proportion to the percentage of completion of the project.

7.  That [I / the promoter] shall get the accounts audited within six months after the end of every financial year by a chartered accountant in practice, and shall produce a statement of accounts duly certified and signed by such chartered accountant and it shall be verified during the audit that the amounts collected for a particular project have been utilised for the project and the withdrawal has been in compliance with the proportion to the percentage of completion of the project.

8.  That [I / the promoter] shall take all the pending approvals on time, from the competent authorities.

9.  That [I / the promoter] [have / has] furnished such other documents as have been prescribed by the Act and the rules and regulations made there under.

10. That [I / the promoter] shall not discriminate against any allottee at the time of allotment of any apartment, plot or building, as the case may be.

Deponent

**Verification**

The contents of my above Affidavit cum Declaration are true and correct and nothing material has been concealed there from.

Verified by me at \_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_.

Deponent

**Annexure 1(ix-i)**

**IN CASE WHERE LAND IS TO BE DEVELOPED BY OTHER THAN ORIGINAL OWNER OF THE PROJECT**

**JD AFFIDAVIT-CUM-DECLARATION - FORM B FORM B [RULE 3(4)] (JOINT DEV)**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aged about \_\_\_\_\_\_\_\_\_\_\_\_ village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Tehsil ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,Himachal Pradesh duly authorized by the promoter of the project do hereby solemnly affairs and declare and state as under:-

1. That Owners of land [have / has a legal title to the land on which the development of the proposed project is to be carried out and a legally valid authentication of title of such land along with an authenticated copy of the agreement between such owner and promoter for development of the real estate project is enclosed herewith.

2. That the said land is free from all encumbrances.

OR

That details of encumbrances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ including details of any rights, title, interest, dues, litigation and name of any party in or over such land.

3.    That the time period within which the project shall be completed by [me / the promoter] is \_\_\_\_\_\_\_\_\_Year \_\_\_\_\_\_\_\_\_\_ Month.

4.   That seventy percent of the amounts realised by [me / the promoter] for the real estate project from the allottees, from time to time, shall be deposited in a separate account to be maintained in a scheduled bank to cover the cost of construction and the land cost and shall be used only for that purpose.

5.  That the amounts from the separate account, to cover the cost of the project, shall be withdrawn by [me / the promoter] in proportion to the percentage of completion of the project.

6.  That the amounts from the separate account shall be withdrawn by [me / the promoter] after it is certified by an engineer, an architect and a chartered accountant in practice that the withdrawal is in proportion to the percentage of completion of the project.

7.  That [I / the promoter] shall get the accounts audited within six months after the end of every financial year by a chartered accountant in practice, and shall produce a statement of accounts duly certified and signed by such chartered accountant and it shall be verified during the audit that the amounts collected for a particular project have been utilised for the project and the withdrawal has been in compliance with the proportion to the percentage of completion of the project.

8.  That [I / the promoter] shall take all the pending approvals on time, from the competent authorities.

9.  That [I / the promoter] [have / has] furnished such other documents as have been prescribed by the Act and the rules and regulations made there under.

10. That [I / the promoter] shall not discriminate against any allottee at the time of allotment of any apartment, plot or building, as the case may be.

Deponent

**Verification**

The contents of my above Affidavit cum Declaration are true and correct and nothing material has been concealed there from.

Verified by me at \_\_\_\_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_\_\_.

Deponent