

Detailed Standard Operating Procedures (SOP) for filing QPR-1 and APR-1:-

- 1) The Periodical Progress report (Quarterly) should be filed in the form named as 'QPR-1', the Performa/format of which is attached with this mail as a fillable word file document. The same should be filled with precise and correct information as per the format provided and completely filled QPR-1 a 'word file, excluding all the Annexures, should be named as **QPR-1** and saved as PDF in "save as type" in the row below file name in word file template. Alternatively, take a print out after filling the complete QPR-1, sign the document and scan to make a pdf file, named as **QPR-1**. All the annexures, from 1 to 12 should be completely filled and print outs taken. These annexures should be signed by the promoter (Annexure 1A-1G,2,3,4A,4B) and by respective professionals(5 -12).All these annexures should be scanned to make a pdf file and should be named as **Annexures of QPR-1**. The pdf file of QPR-1 along with Annexures should be submitted to HP Real Estate Regulatory Authority, Shimla, by email: 'hp.rera2020@gmail.com' or as updated .The signed covering letter, as per attached format, should be on the letter head of the promoter, and a colored pdf file of the same should be made by scanning the signed print out of the same . The QPR-1 and Annexures of QPR-1 will be heavy files and can be uploaded on the email servers only through Google drive or Microsoft one drive, depending on the email address of the promoter. In case of heavy attachments beyond the permissible limit of email server, more than one email in succession should be sent.
- 2) The quarterly report, QPR-1 along with all annexures, should be filed within fifteen days of the expiry of the quarter i.e for the First quarter

ending on 30th June should be filed by 15th July , for the second quarter ending on 30th September should be filed by 15th October , for the third quarter ending on 31st December should be filed by 15th January and fourth quarter ending on 31st March should be filed by 15th April in each year. The time line of fifteen days from the expiry of each quarter of a financial year, should be strictly adhered to.

- 3) The Annual report ‘ APR-1’ along with both annexures should be filed within one hundred and eighty days from the expiry of the financial year i.e by 30th September of next year for the preceding year. The time line of one hundred and eighty days from the end of the financial Year, should be strictly adhered to
- 4) The quarterly Progress Report (QPR-1) and Annual progress report (APR-1) should be filed separately for each Project or phase, as the case may be.
- 5) For serial no.1.3 of QPR-`1, the name of the promoter who is developing the project primarily should be disclosed and names of all other persons, by whatever name they are associated with the development of the project, like collaboration/Collaborator , partnership, association, sharing of part of real estate project as revenue sharing etc. should be disclosed as co promoter. The land owner, (if not promoter by himself/ herself), should mandatorily be a co promoter and name(s) and details should be disclosed by mentioning the title as co promoter (land owner).
- 6) For serial no. 1.10, the detailed specifications of each type (Plots, Flats, Cottage, Shop/ Commercial Type and garage) should be submitted separately by scanning and filing as annexures 1A -1G, of QPR-1.

- 7) An undertaking , to the effect that, “Agreement for Sale” is in conformity with the specimen provided for in the HP RERA RULES 2017.The specimen of the undertaking “Annexure 3” is provided along with this form.
- 8) The agreement for sale for plots and for all different built up properties like flats, cottage, commercial unit, garage should be in accordance with the ‘performa of Agreement for sale, FORM L’ as provided in the HP Real estate (Regulation and Development) Rules 2017.
- 9) For serial no. 1.12,where a particular quarter is to be marked in the relevant box, the symbol \surd or “Yes” may be marked/written.
- 10) For serial no 3.1 to 3.9 , booking details along with sale able area as per sanctioned plan of all plots of all land uses and buildings residential, commercial (shops. Offices, clinics, gym, club building etc.) or public or semi public use plots(for crèche , Play school, primary school, Community centre etc) should be filled . The carpet area should be in accordance with the definition of ‘**carpet area**’ as per section 2(k) of RERA Act . Please use the same terminology in terms of plots, blocks, flats/ apartments, cottages, villas, blocks, service apartment etc., as mentioned and got approved in the latest sanction plans. In case of a plotted project, where there are no building units , NIL or N/A should be filled in all respective columns provided for building units with corresponding details. Similarly in a Development Project , residential , commercial or Mix land use type, NIL/ N/A should be filled in all respective columns provided for plots with corresponding details .Similarly Nil or N/A should be filled in all columns for all building units with corresponding use that have no

relevance/ not approved in that Real estate Project . e.g. In a residential type of project, all columns of commercial and public/ semi public use will be filled as nil or N/A.

- 11) An indicative schematic sketches, numbering schematic sketch 1 to schematic sketch 9, showing all plots/ flats/ apartments/ villas/ garages etc on A-4 size of paper should be submitted separately for all tables marked as 3.1 to 3.9. In case there are no plots in any Real Estate Project, no schematic sketch for plots could be provided. Similarly if there are no villas or garages, no sketch of the same could be provided. Provide sketch of only those plots/ flats/ villas, for which details have been filled in the tables. The indicative schematic sketch should be titled as '*Indicative schematic sketches ,1 to 9, of plots /flats/ Apartments/Garages/Villas*' as the case may be and should be scanned and filed as annexure '4A' of QPR-1 only.
- 12) An indicative schematic sketch showing the physical status of the completed works of all sale able units like, flats/ apartments/ villas/ garages etc on A-4 size of paper should be submitted separately for all tables marked as 4.1 to 4.5, named as Scheme Sketches 10 to 14 which would constitute Annexure 4B of QPR-1
- 13) For serial no. 5.1 to 5.3, the physical status of the completed infrastructure works and facilities be submitted along with scheme Sketch number 15 which would also be a part of Annexure 4B of QPR-1
- 14) The schematic sketch (es) as required under serial no 4.1 to 4.5 and 5.1 to 5.3 are for indicating the % of construction and development works completed and are different from sketches required under serial no 3.1 to 3.9 .Number of rows could be extended depending upon

number of clusters of plots or number of blocks in the approved drawings. The indicative schematic sketches from 10 to 14 should be titled as '*Indicative schematic sketch of plots /flats/ Apartments/Garages/Villas as the case may be ,showing progress of Development & construction of plots and various sale able buildings units and* the indicative schematic sketch no 15 should be titled as '*Indicative schematic sketch showing progress of infrastructure and services/ facilities building work*' and all schematic sketches , 10 to 15 should be scanned and filed as annexure '**4B**' of QPR-1 only

- 15) For serial no 5.1 ,A-Services, Please fill N/A in the Columns that are not applicable/ not required in the approved Real estate Project e.g N/A will be applicable for Serial no (ix) for most of the Projects.
- 16) For serial no. 5.2 and 5.3,B1 and B2, more number of rows could be extended depending upon the number of public buildings and the sub heads of B1 and B2 are inter changeable as per Project Details.
- 17) For serial no. 6.1, the estimate of cost of the Project as prepared by the Engineer appointed by the promoter should be submitted, for the Real Estate Project/Phase.The annexure should be marked as Annexure 5 duly signed by the engineer.
- 18) For serial no 6.2, the estimated Expenditure incurred should be as assessed/ as valued by the Project Engineer and not according to the expenditure as per books.
- 19) For serial no 7, relevant details are to be filled if applicable, otherwise N/A is to be filled .
- 20) For serial no. 10.1, the details of the registered Real Estate Agents

are to be filled who are associated with the Project for selling/ Leasing of the Property.

- 21) For serial no. 10.2, all ongoing legal cases in HP RERA and other courts
- 22) For serial no 10.4 & 10.5 the association with electronic media, social media, digital platforms, print media and all other mediums of advertisement promoting the project need to be disclosed.
- 23) For serial no 11, all images should be jpeg images and clicked from all angles so as to give a clear idea about the complete project status.
- 24) Annexure 6, 7& 8 are to be submitted to the promoter detailing the quarterly progress reports and Annexures 9,10 & 11 are to be submitted to the Promoter for submission of the same to the BANK for the purpose of withdrawal from the separate Bank Account.
- 25) The Annexure 12 is to be submitted by the Architect for only those projects that **have been accorded Completion Certificate by the Competent Authority.**
- 26) The Periodical Progress report (Annual) should be filed in the form named as 'APR-1', the Performa/format of which is attached with this mail. The APR-1 along with both annexures (signed by the Chartered Accountant in case of Annexure 1 and by the promoter in case of Annexure 2) should be scanned and filed in the same manner as described above for QPR-1.
- 27) The annexure 1 of the APR is the yearly statement of account as prepared by the statutory auditor of the company of the Promoter.

28) The annexure 2 of APR-1 should be a complete summary of all the bookings disclosing plot no/ building unit no. as the case may be , every individual allotter's name and address, plot area and carpet area details, rate on which the plot/ building unit has been booked/ sold, total value of the plot/ building unit including all taxes but excluding stamp duty and registration charges, amount collected from each allottee, and total amount collected from all allottees , in the previous financial year.

You may contact the office of The Town and Country Planner, HP RERA, Majitha House, near HP Govt Sectt, Chotta Shimla, Shimla-H.P., in case of any clarification or additional information, by phone (0177-2629111,2625888, extension -112) ,email(hp.rera2020@gmail.com) or in person on any working day from 10 am to 5 pm.