

REAL ESTATE REGULATORY AUTHORITY

NOTIFICATION

Shimla-2, the 7th August, 2020

No. HP/RERA-(A)-3-2/Regulations/2020/Vol-1/553.—In exercise of the powers conferred by section 85 of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016) read with the Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017 and all other powers enabling it on that behalf, the Himachal Pradesh Real Estate Regulatory Authority, hereby makes the following Regulation:—

1. Short title and commencement.—(1) This Regulation may be called the Himachal Pradesh Real Estate Regulatory Authority (Periodical Progress Reports), **Regulation No. 2 of 2020.**

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

(3) These Regulations are meant to establish procedure for filing quarterly and annually compliance by the promoters of the registered real estate projects and who have applied for registration of real estate projects, as the case may be, as per Section 11 of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016) which provides for the setting up of physical and financial targets by the promoter within the period of registration and then quarterly/annually progress report has to be filed so as to ensure that the progress in real estate project is as per the schedule undertaken by the promoter at the time of registration with the Authority and the Regulation also covers in its ambit all matters connected therewith or incidental thereto.

(4) This Regulation shall apply to all registered real estate projects and promoters who have applied for registration of real estate projects falling within the jurisdiction of the Authority in the State of Himachal Pradesh.

2. Definitions.—(1) In this Regulation, unless the context otherwise requires,—

- (a) “Act” means the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016), as amended from time to time;
- (b) “Agreement for sale of plots or building units” means an agreement entered between the promoter and the allottee for sale of a plot or building unit in a real estate project, as prescribed in **Form ‘L’** as provided in the Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017;
- (c) “Annual Progress Report (APR)” means the report to be filed by the promoter furnishing the details of the yearly statement of accounts and yearly summary of sale in the real estate project in the preceding financial year;
- (d) “Appendix” means an appendix appended to this Regulation;
- (e) “Authority” means the Himachal Pradesh Real Estate Regulatory Authority established under sub-section (1) of Section 20 of the Act;

- (f) “Common areas” shall have the same meaning as defined under clause (n) of Section 2 of the Act;
- (g) “Detailed estimate of cost” means the total cost of the real estate project including land cost, cost of external and internal development works, cost of construction of buildings and cost of infrastructure works;
- (h) “Detailed specifications of works” means the specification of materials that will be used for carrying out the external and internal development works, for plot development works, construction of various buildings and construction and development of infrastructure works in a real estate project;
- (i) “Form” means a Form appended to the Rules and this Regulation;
- (j) “Separate Bank Account” means the separate bank account maintained by the promoter in a scheduled bank to deposit 70% / 100% amount collected from the allottees to cover the cost of construction and the land cost of the real estate project as defined under sub-clause (D) of clause (1) of sub-section (2) of Section 4 of the Act;
- (k) “Member” means Member of the Himachal Pradesh Real Estate Regulatory Authority appointed under Section 21 and includes the Chairperson;
- (l) “Notification” means a notification published in the Official Gazette of Himachal Pradesh and the expression “notify” shall be construed accordingly;
- (m) “Promoter” shall have the same meaning as defined under clause (zk) of Section 2 of the Act ;
- (n) “Quarterly Progress Report (QPR)” means the report to be filed by the promoter furnishing the details of the progress in the real estate project in the relevant quarter, 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March of a financial year, to ensure that all compliances as required under the Act, Rules and Regulations are being adhered to for satisfactory completion of the real estate project and the promoter is to file the first Quarterly Progress Report (QPR) for the quarter, January to March 2020, as the Authority came into existence on 01-01-2020.
- (o) “Real Estate Project” shall have the same meaning as defined under clause (zn) of Section 2 of the Act;
- (p) “Regulations” means the Regulations made by the Authority under the Act and Rules;
- (q) “Rules” means the Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017 made by the Government of Himachal Pradesh under the Act ; and

- (r) "Website" means the official website of the Authority namely <http://hprera.in> or as prescribed by the Authority;

(2) All the words and expressions used in this Regulation but not defined herein shall have the same meanings as have been assigned to them respectively either in the Act or the Rules made there under.

3. Filing of periodical reports by the promoter on the website of the Authority.—

- (1) The promoter shall upload the following documents on the website of the Himachal Pradesh Real Estate Regulatory Authority **as one time submission** in the beginning, at the time of filing of first quarterly report, for the public viewing,—
- (a) Specifications of the development works, buildings, services and infrastructure. Annexure 1A to 1G and so on of QPR-1, to be framed by the promoter **(Annexures 1A to 1G of QPR-1)**.
 - (b) Agreement for sale as per **"Form L", Annexure-2**
 - (c) An undertaking stating that the specimen of "Agreement for sale" is absolutely in accordance with the format provided in Himachal Pradesh Real Estate (Regulation and Development) Rules 2017 and "carpet area" of the unit for sale as defined under clause (k) of Section 2 of the Real Estate (Regulation and Development) Act, 2016 and Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017. It should also include that the payment terms with the allottee is also in accordance with the terms as specified in Himachal Pradesh Real Estate (Regulation and Development) Rules, 2017 particularly with regards to the clause of taxes and making it clear that there are no hidden clauses **(Annexure 3 of QPR-1)**.
 - (d) Detailed estimate of cost of the project as prepared by the Engineer of the promoter, **(Annexure 5 of QPR-1)**.
- (2) The promoter shall upload the following periodical updates on the website of the Himachal Pradesh Real Estate Regulatory Authority, quarterly, **within fifteen days** from the expiry of each quarter of a financial year, as per performa attached as **Annexure 'QPR-1'** disclosing,—
- (a) Details of the Project / Phase
 - (b) Detailed estimate of cost and expenditure incurred in the quarter under reference.
 - (c) List of number and types of plots/apartments/flats/cottages/villa/garage/covered parking, commercial units; **(Annexure 4A of QPR-1)**.
 - (d) Status of Development works, **(Annexure 4B of QPR-1)**

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- (e) Status of construction of each building with photographs, (**Annexure 4B of QPR-1**).
- (f) Status of construction of external infrastructure and common areas with photographs (**Annexure 4B of QPR-1**).
- (g) Separate Bank Account status, deposits and withdrawals of Project / Phase.
- (h) Status of dues/fees to be paid to the Government
- (i) Status of approvals/sanctioned plans
- (j) Architect's Certificates (**Annexure 6, 9 and 12 of QPR-1**)
- (k) Engineer's Certificates (**Annexure 7 and 10 of QPR-1**)
- (l) Chartered Accountant's Certificates (**Annexure 8 and 11 of QPR-1**)
- (3) The promoter shall upload the following periodical updates on the website of the Himachal Pradesh Real Estate Regulatory Authority, annually, **within one hundred and eighty days** from the end of the previous financial year, performa attached as **Annexure 'APR-1'**, disclosing,—
- (a) Detailed cost and expenditure incurred in the preceding financial year along with annual financial progress (deposits and withdrawals).
- (b) Detailed Summary of allottees and Sale report up to the end of the financial year.
- (4) While furnishing and filing the periodical reports by the promoter, the provisions of sub-section 1 of Section 11 of the Real Estate (Regulation and Development) Act, 2016 shall be strictly adhered to and the following details shall be filed by the promoter. The promoter shall, upon receiving his login Id and password under clause (a) of sub-section (1) or under sub-section (2) of Section 5, as the case may be, create his webpage on the website of the Authority and enter all details of the proposed project as provided under sub-section (2) of Section 4, in all the fields as provided, for public viewing, including,-
- (a) Details of the registration granted by the Authority;
- (b) Quarterly up-to-date the list of number and types of apartments or plots, as the case may be, booked;
- (c) Quarterly up-to-date the list of number of garages booked;
- (d) Quarterly up-to-date the list of approvals taken and the approvals which are pending subsequent to commencement certificate;

- (e) Quarterly up-to-date status of the project; and
- (f) Such other information and documents as may be specified by the Regulations made by the Authority.

4. Furnishing of Periodical (Quarterly and Annually) progress report by the promoter/developer.—These periodical (quarterly and annually) progress reports are based upon the starting and end date of development / construction activities of every plot, flat, apartment, block, building or floor as completed. The financial progress is based on estimates provided / uploaded by the promoter on the website regarding total cost to be incurred on the real estate project and amount collected by booking the plots/flats, apartments, block/building or floor and deposited in Separate Bank Account opened for the real estate project which is mandatory as per section 11 of the Real Estate (Regulation and Development) Act, 2016. The actual financial costs and collections have to be mentioned against said progress in the quarterly, annually and other periodical progress reports. A provision on the web portal of the Himachal Pradesh Real Estate Regulatory Authority will be made available for filing periodical (quarterly and annually) progress report and other related information which is required to be filed as specified in this Regulation.

5. Format of Quarterly Progress Report and Annual Progress Report.—The Performa for quarterly progress report is attached as **Annexure (QPR-1)** and Annual Progress Report (Statement of Accounts) as **Annexure (APR-1)**.

6. Miscellaneous.—(1) Till such time web based online filing of the periodical reports are functional, the filing of quarterly progress report, QPR-1, by e-mail on the e-mail address of the Authority, hp.rera2020@gmail.com or as updated, shall be sufficient compliance of this Regulation and the quarterly progress report shall be e-mailed before 15th of the subsequent month after end of each quarter of a financial year.

(2) Till such time web based online filing of the periodical reports are functional, the filing of annual progress report, 'APR-1,' by e-mail on the e-mail address of the Authority, hp.rera2020@gmail.com, shall be sufficient compliance of this Regulation and the annual progress report, APR-1, shall be e-mailed/uploaded before **30th September** of each financial year.

(3) Non-filing of periodical reports within prescribed time frame will invite penal action as prescribed under the Act.

7. Regulation to have force of law under Indian Evidence Act, 1872.—The Regulation framed herein shall have binding effect as governed by Indian Evidence Act, 1872 amended by the Information Technology (Amendment) Act, 2009 for the purpose of documentary and electronic admissibility of evidence.

8. Amendment of Orders.— Clerical or arithmetical or typographical mistakes or errors in orders arising therein from any accidental slip or omission may at any time be corrected by the Authority either of its own motion or on the application of any of the parties.

9. Power to remove difficulties.— If any difficulty arises in giving effect to any of the provisions of this Regulation, the Authority may, by general or special order, do anything not

being inconsistent with the provisions of the Act or Rules, which appears to be necessary or expedient for the purpose of removing the difficulties.

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

QUARTERLY PROGRESS REPORT (QPR-1)

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

1. PARTICULARS OF THE REAL ESTATE PROJECT

Sl. No.	Particulars	Details	
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 the Real Estate Project.	Residential Plotted Colony.	
		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 than infrastructural works 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 swimming pool, gym, club, re-recreational 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.	Detailed specifications of all items, copy to be attached as Annexure 1G.
1.11	AGREEMENT(S) TO SELL	
-	Particulars	Attach sheets/ Documents
a.	Performa of 'Agreement for sale' for Plots/ Flats or Apartments / Villas or Cottages / Garage or Covered Parking / Commercial Units " Form L " as provided in HP RERA Rules, 2017.	Copy to be attached (Annexure 2)
b.	An undertaking stating that all the Agreements to sell are absolutely in accordance with the format provided in HP Real Estate (Regulation and 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. <i>The format of the undertaking, Annexure 3 is provided along with this form.</i>	The undertaking to be provided duly signed by the promoter on the letter head of the firm and should be named (Annexure 3).

1.12	Quarter for which information is provided	
	Quarter ending (tick mark)	
	31st MAR. 2020	
	30th JUN. 2020	
	30th SEPT. 2020	
	31st DEC. 2020	

2. 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	

3. DETAILS OF THE INVENTORY OF THE PROJECT

3.1	Total Plot Booking Details														
	From Date	To Date	Total Plots (Nos)			Plots Booked / Sold previously till the end of Previous Quarter (Nos.)			Plots Booked/ Sold in this Quarter (Nos.)			Remaining Plots (Nos.)			
			Resi.	Com.	Pub.	Resi.	Com.	Pub.	Resi.	Com.	Pub.	Resi.	Com.	Pub.	
Beginning	31st March 2020														

*Provide an indicative schematic sketch on A-4 size of paper- **SCHEME SKETCH-1**

3.2	Details of Individual Plots									
	From Date	To Date	Detail of Total Plots Booked/Sold till the end of this Quarter						Possession Status	Mortgage If any, plot wise
			Residential		Commercial		Public / Semi Pub			
Plot No.	Area (Sqm)	Plot No.	Area (Sqm.)	Plot No.	Area (Sqm.)					
Beginning	31st 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 Date	To Date	Total Flats/ Apartments (Nos.)	Total Flats/Apartments Booked / Sold previously till the end of previous Quarter (Nos.)	Total Flats/ Apartments Booked/Sold in this Quarter (Nos.)	Total remaining Flats/ Apartments (Nos.)
Beginning	31 st March 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					Possession Status	Mortgage If any, Flat/Apartment 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.)		
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.								
Beginning	31st March, 2020	(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 Date	To Date	Total Villas/ Cottages (Nos.)	Villas/ cottages booked/ sold previously (Nos.)	Villas/ Cottages booked/ sold in this Qtr (Nos.)	Remaining Villas/ Cottage (Nos.)	Carpet Area of Villa/ Cottage (Sqm.)	Area of exclusive lawn / terrace if any, (Sqm.)	Possession Status	Mortgage If any, Villa/ Cottage Wise	
Beginning	31st 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 Date	To Date	Total Garages/ Parking (Nos.)	Garages booked /sold previously (Nos.)	Garages booked /sold In this Qtr (Nos.)	Remaining Garages (Nos.)	
Beginning	31st March, 2020					
*Provide an indicative schematic sketch on A-4 size of paper SCHEME SKETCH-6						

			<ul style="list-style-type: none"> 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.
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4.	STATUS OF PHYSICAL COMPLETION OF WORKS				
4.1	Details of status of Plotted Development (Nomenclature as per Sanctioned Plan)				
	Plot No.	Residential/ Commercial / other Use	% of completion	Likely completion date	Remarks
* Increase No. of rows to submit details of all plots for Sl. 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			

6. FINANCIAL PROGRESS(COST AND EXPENDITURE ON THE PROJECT)				
Sl. 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 (in Rs.)	Image of Receipt (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 (Proposal Revised/ Completion)	Order No	Date	No. of pages of Sanction Letter	Total no. of Sanctioned Plans	Image / Pdf of all pages of Sanction Letter and Plans (jpeg/Pdf)			
9.1									
9.2									
	Note. — Copy of Original/first Sanction to be submitted alongwith 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 No.		Issue involved (in brief)	Next date of hearing 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								
	Sl. No.	Unit No. and parking No. if any	Name of the Allottee	Date of booking	Rate (per Sft.) of main unit and of parking, if allotted	Carpet Area of the Unit and of parking, if allotted	Sale value of Unit including parking, if allotted	Amount collected (in %)	Total amount Collected (in Rs.)
	* Add more rows to enter details of all bookings in the Quarter. Note- 1 sqm. =10.76 sft.								
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. No.	From Date	To Date	Image 1 Jpeg	Image 2 Jpeg	Image 3 Jpeg	Image 4 Jpeg	Image 5 Jpeg	Video (only on website)
		01st January 2020	31st March 2020						
11.2	Flats / Apartments								
		01st January, 2020	31st March, 2020						
11.3	Villas / Cottages								
		01st January, 2020	31st March, 2020						

11.4	Commercial Units (Shops, Offices, Others etc.)							
	01st January, 2020	31st March, 2020						
11.5	Facilities like Swimming Pool, Club House, Gym , Central Greens, Parking etc.							
	01st January 2020	31st March 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, shop/ commercial units etc.	Annexure- 1A to 1G and so on
12.2	Typical performa of Agreement of Sale for each prototype of plot, flat, cottage, shop/ commercial units, "Form L" of HP RERA Rules, 2017.	Annexure-2
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 sketches 10 to 15.	Annexure -4B
12.6	Detailed Cost of Estimate	Annexure -5
12.7	Certificate by an Architect in practice to certify progress of construction work of the project at the end of the quarter, to be submitted to HP RERA.	Annexure -6
12.8	Certificate by an Engineer in practice to certify cumulative cost incurred upon construction work of the project at the end of the quarter, to be submitted to HP RERA.	Annexure -7
12.9	Certificate by a Chartered Accountant in practice to certify withdrawal of money from separate Bank Account at the end of the quarter, to be submitted to HP RERA.	Annexure - 8
12.10	Certificate by an Architect in practice to certify progress of construction work at the time of withdrawal of money from Separate Bank Account, to be submitted to the Bank.	Annexure - 9
12.11	Certificate by an Engineer in practice to certify cumulative cost incurred upon construction work of the project at time of withdrawal of money from Separate Bank Account, to be submitted to the Bank.	Annexure -10
12.12	Certificate by a Chartered Accountant in practice to certify withdrawal of money from Separate Bank Account at the end of the quarter, to be submitted to the Bank.	Annexure -11
12.13	Certificate by an Architect in practice to certify the completion of 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.	Annexure -12

Place :

Date :

(Name of the authorized Signatory of the Project),
Complete Address.

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.
2. 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**.
3. 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.
4. 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.
5. 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, covenants 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 .
6. 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___)

Certificate No.....

To,

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_____have undertaken assignment as Architect for the Construction/ Development Work of the_____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.....

Sl. No.	Tasks/Activity	Total Units /Blocks	Work done for Units/Blocks	Percentage of Work done
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) Flouiring (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

Sl. 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

Sl. No.	Particular	Total No. of Unit / Amenities	Work Done No. of Unit / Amenities	Percentage of Work Done
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.

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.....have undertaken assignment for the.....Project situated at Village.....
Tehsil..... District..... Himachal Pradesh measuring.....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.

2. 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)**

Sl. No	Particulars	Amounts (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)

Sl. No	Particulars	Amounts (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)

Sl. No.	Particular	Amount (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)

Sl. No.	Particulars		Amount (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	
Sl. No	Particulars		Incurred Amount/ 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>i.e.</i> 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)	
	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 Construction Cost	a(i)+(ii)+(b)+(c)=3(d)
		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 of the Chartered Accountant
(Membership No.)

NOTE-1

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

NOTE-2

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

(Rs. In Lakhs)

Sl. No	Particulars	As per Certificate given for last Quarter	During the quarter	Total
1.	Total Land Cost as per Sr. No. 1 (i)			
2.	Total Expenditure / Cost incurred as per Sr. No. 3 (d)			
Advance from Customers				
Sl. No.	Particulars	Amount received as per Certificate given for last Quarter	Amount received during the Quarter	Total Amount
1.	Advance received from Customers			

Sl. No	Particulars	Amount in 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

Sl. No	Particulars	Details
1.	Estimated balance cost to be incurred for completion of the Real Estate Project	(Difference of total estimated 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.....)

SUB-ANNEXURE-X

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

A. BOOKED INVENTORY

1. In case of Plotted Colony:

Sl. 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.							

2. In case of Flats/Apartments:

Sl. No.	Block/ Tower No. Nomenclature as per sanctioned plan	No. of Flats/ Apartments/ units	Carpet Area (in Sq. Mts.)	Area of exclusive balcony/ veranda/ covered parking (Sq. Mts.)	Total Unit consideration amount as per Agreement/ letter of allotment (in Rs.)	Received amount upto the end of previous Quarter (in Rs.)	Received amount upto 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 Flats/ Apartments Note.— 1 Sqm. =10.76 Sft.								

3. In case of Villas/Cottages:

Sl. 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 parking/ lawn (Sq. Mts.)	Total unit consideration amount as per Agreement/ letter of allotment (in Rs.)	Received amount upto the end of previous Quarter (in Rs.)	Received amount upto 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 villas/cottages Note.— 1 sqm. =10.76 sft.								

4. In case of Garage/Covered Parking:

Sl. No.	Garage/ Covered Parking/no. Nomenclature as per sanctioned plan	No. of Garages/ covered parking units	Carpet Area (in 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 Garage/ Covered Parking Note.— 1 sqm. =10.76 sft.							

5. In case of Commercial Building:

Sl. No.	Shop/ Commercial Unit no. Nomenclature 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 upto the end of previous Quarter (in Rs.)	Received amount upto 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.								

6. Total Received and Balance Receivable from sold inventory:

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

B. UNSOLD INVENTORY VALUATION**1. In case of Plotted Colony:**

Sl. No.	Block/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.					

2. In case of Flats/Apartments:

Sl. No.	Block/Tower No. Nomenclature as per sanctioned plan	No. of Flats/ Apartments/ Units	Carpet Area (in Sq. Mts.)	Area of exclusive balcony/ veranda/ covered car parking (Sq. Mts.)	Total Flats/ Apartments consideration amount Prevailing Market Rate (PMR) (in Rs.)	Total estimated amount of sale proceeds of all unsold Flats/ Apartments (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.						

3. In case of Villas/Cottages:

Sl. 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.						

4. In case of Garage/Covered Parking:

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

5. In case of Commercial Building:

Sl. No.	Shop/ Commercial unit no. Nomenclature as per sanctioned plan	No. of Shops/ Commercial Units	Carpet Area (Sq. Mts.)	Area of exclusive balcony/ Covered Parking/ lawn (Sq. Mts.)	Total shops/ Commercial Unit consideration amount as assessed on the basis of Prevailing Market Rate (PMR) (in Rs.)	Total estimated amount of sale proceeds of all unsold shops/ Commercial Units (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.						

6. Total Estimated Receivable from not Booked/ unsold inventory:

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

Address:

ARCHITECT'S CERTIFICATE

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

Certificate No.....

To,

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)

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

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 Chartered 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:

Signature of the Chartered Accountant

(Seal of CA)

(Membership No.)

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			
Sl. No.	Particulars	Details	
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 the Real Estate Project	Residential Plotted Colony	
		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 Statutory Auditor of the Promoter	Annexure-1 attached	
1.12	Detailed Summary of Allottees and Sale Report up to the end of the financial year	Annexure-2 attached	

Place:

Date:

(Name of the authorized Signatory of the Project)

Complete Address

ON THE LETTER HEAD OF THE CHARTERED ACCOUNTANT (WHO IS STATUTORY 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 withBank 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 (1) 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 :—

Sl. No.	Particulars	Amount (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)	

4. We certify that the above Table correctly represents the deposits in and withdrawals from the Separate Bank Account of the Real Estate Project.

5. 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

6. The cost incurred during the reporting period is correctly tabulated as under:—

Sl. No.	Particulars	Amount (Rs.)
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	

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

% (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.....

Mobile No.....

Email:.....

9.3 Summary of Allottees and Sale Report during the financial year

Sl. No.	Unit No. and parking no. if any	Name of the Allottee	Date of booking	Rate of main unit and of parking if allotted (per sft.)	Carpet Area of the Unit and of parking, if allotted	Sale value of Unit including parking, balcony & terrace, if allotted	Amount collected (in %)	Total amount Collected (in %)
*								
*								
*								
*								
*								
*								
* Add more rows to enter details of all bookings in the Quarter Note- 1 sqm. =10.76 sft.								

Place:

Date:

(Signature & Name of the authorized Signatory of the Project)

Complete Address:
