PROCEDURE AND CHECKLIST FOR REAL ESTATE PROJECT REGISTRATION

RERA FORM - "A" AND FORM - "B"

HP RERA Web Portal

WWW.HPRERA.NIC.IN

If not Registered as Promoter, Click on Sign-Up or Registration ➜Real Estate Project➜Apply Online

In the Sign-Up window click Promoter Tab and fill all fields. Then click *Sign-Up* Button.

Open your Registered Email ID and click on Activation Link and Enter the OTP received on your Registered Mobile Number. Click on *Activate* Button.

Your Promoter Login Account created successfully

Now Click on Sign-In or Registration ➜Real Estate Project➜Apply Online ➜Sign-In. Enter your Login ID (i.e. Reg. Email ID) and Password and click on Sign-

On Promoter Dashboard there will be three Tabs (i.e. Profile, View Projects and Complaints). Click on Profile Tab and fill all the requisite information and click on Save. Now Your Profile has been updated. Press the Lock button to Lock your

After that click on Project Registration➜My Projects ➜Apply for New Project

Fill the Name of Project and Proceed Your Application Ref. No. will be generated and sent to your Reg. Email ID.

Fill all the Tabs/Forms:

2. **Past Project Details**
3. **Project Details**
4. **Bank Details**
5. **Inventory Details**
6. **Associated Professional Details**
7. **Documents**
8. **Images**
9. **Payment Details**

Before submit the Project Reg. Application click on *Preview* Button to check all the Entered Details and finally Submit the Application by click on *Submit* Button. A confirmation message will be sent on your Reg. Mobile & Email ID.

After Final Submission you can check your Application Status on your Dashboard.

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, www.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 in (?). 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. f*ill 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.***
10. Please Go through all the Guidelines and keep the list of required documents ready, before proceeding further.
11. Fill the name of the Real Estate Project as decided by you and Proceed. Your Application Reference No. has been generated and a window will open left side of the page will display project related menu, to fill all details, namely ***Past Project Details, Project Details, Bank Details, Inventory Details, Associated Professionals, Documents, Images and Payment***, one by one and saving the draft after successfully filling the details of each sub head.
12. After all the details in all subheads have been uploaded, you may check the complete filled application by selecting the *Preview* Button. In case any Editing/ Updating is required, the same can be done at this stage.
13. Please submit the application by selecting the *Submit* Button.

PROCEDURE & CHECKLIST FOR REAL ESTATE PROJECT REGISTRATION

List of Documents required to be uploaded for applying Real Estate Project Registration.

1. PAN Card of the Applicant Promoter(s)/Director(s)/Firm/Company.
2. Passport Size Photograph (s) of the Applicant Promoter/Partners or Directors of any Firm/Company.
3. Registration Certificate of the Firm/Company along with copy of Authorization Letter.
4. Memorandum of Association & Article of Association.
5. Income Tax Return Acknowledgement Report of Last 3 Years.
6. Annual Financial Report (Including Profit & Loss Account, Balance Sheet, Cash Flow, Directors Report, Auditors Report) of Last 3 Years.
7. Bank Account Details of the Project being registered.
8. Prototype of Allotment Letter, Possession Letter, Conveyance Deed/Sale Deed.
9. Agreement for Sale Form-L (already uploaded)
10. Land Ownership Documents like latest (not older than 6 months) Jamabandi (Allotment Letter/Sale Deed/Conveyance Deed or Copy of Collaboration Agreement/Development Agreement/Joint Development Agreement/Other Agreement).
11. Revenue Document like Tatima (not older than 6 months) Site Plan/Non-Encumbrance Certificate (not older than 6 months) etc.
12. Himachali Agriculturist Certificate/Copy of Permission to buy Land under Section 118 of the Tenancy & Land Reform Act/Decree of Court etc.
13. Approved Location Plan, as approved by the Competent Authority.
14. Approved Site Plan, as approved by the Competent Authority.
15. Approved Sanctioned Plan, as approved by the Competent Authority.
16. Structural Stability Certificate in case of Development Projects.
17. Carpet Area Details of the saleable units (Flats/Shops/Garage/Covered Parking etc. along with Carpet Area of Exclusive Balcony/Terrace, attached to each saleable unit, if any.
18. Plot Area Details in case of Plotted Project.
19. Detailed Cost Estimate of the Project.
20. Detail of Amount Collected, if any by the Promoter from Allottee.
21. Status Report of the Project, if any, in case of Ongoing Project.
22. Details (Name, Address, Mobile No., Email Address etc.) of the Associated Professional like Architect, Engineer & Charted Accountant along with Copy of Registration Certificate with Council of Architecture/Registering Authority of respective Professionals.
23. Details of Civic Amenities to be provided in the Project, if any.
24. Project Site Images.