

Instruction set for filing of project applications on the state RERA web portal



Real Estate Regulatory Authority, Punjab

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I. Preface

This document provides directions to the promoters for uploading information related to their project(s) on the state RERA web portal. It describes the process for three different category of project registration applications, namely:

- a) New applications
- b) Already registered applications
- c) Applications under process of registration

The details about each of the above category is covered under subsequent sections of the document. The promoters are required to carefully go through each of these sections and follow the instructions of the category which their respective project application falls under.

II. New application registration

Any project registration application received in the Authority post 03 April 2018 or any subsequent date that may be specified by the Authority shall be considered as a new project registration application. The process for online registration of such applications shall be as follows:

1. Any promoter applying for a registration of a project shall create a login ID and password by clicking on the “New Registration” link on the login screen. An email along with an activation link shall be sent to the email ID mentioned by the promoter during registration. Once, the promoter clicks on the link, the user ID shall be activated.
2. After logging in, the promoter shall create his profile by clicking on the “Promoter Profile” link and filling in the required information. Once the promoter reviews and confirms his profile, a unique promoter ID shall be generated and the submitted information shall become non editable for the promoter.

***Note: The above mentioned steps are a one-time activity. Hence, the promoter shall only be required to submit his profile information once. In case the promoter needs to submit multiple project registration applications, the information provided above shall automatically be appended in all of these applications.**

3. The promoter shall submit the information related to each project using the “Add project” link and provide all the requisite details mentioned in the form.
 - a. Once the promoter reviews and confirms his project information, a unique application ID shall be generated and the project registration application shall be submitted with the Authority for review.

- b. The promoter shall then be required to download and print application form and submit the same along with a hard copy of the uploaded documents to the Real Estate Regulatory Authority, Punjab within 15 days of the online submission.
4. The application shall then be reviewed by the Authority, and in case any clarifications are required, the applications shall be returned online and a system generated email shall be sent to the promoter informing about the same.
The promoter shall be required to provide the required information online within 15 days of return of the application. A hard copy of the same shall also be required to be submitted to the Authority.
5. The status of the application submitted by the promoter shall be also be updated on the dashboard provided under his profile.
6. Once application is registered, a RERA ID shall be generated and an email shall be sent to the promoter. The same shall also be updated on the promoter's dashboard provided under his profile.

III. Already Registered Projects

Any project registered with the Authority as on 03 April 2018 or any subsequent date that may be specified by the Authority shall be considered as a registered project. The process for online registration of such projects shall be as follows:

1. Any promoter uploading his project details on the web portal shall be required to create a login ID and password by clicking on the "New Registration" link on the login screen. An email along with an activation link shall be sent to the email ID mentioned by the promoter during registration. Once, the promoter clicks on the link, the user ID shall be activated.
2. After logging in, the promoter shall create his profile by clicking on the "Promoter Profile" link and filling in the required information. The promoter needs to ensure that the information provided in this form is consistent with the information provided to the Authority at the time of submission of the offline project registration application.
Once the promoter reviews and confirms his profile, a unique promoter ID shall be generated and the submitted information shall become non editable for the promoter.

***Note: The above mentioned steps are a one-time activity. Hence, the promoter shall only be required to submit his profile information once. In case the promoter needs to submit multiple project registration applications, the information provided above shall automatically be appended in all of these applications.**

3. The promoter shall submit the project related information using the "Add project" link and provide all the requisite details mentioned in the form.

- a. In addition, the promoter shall be required to upload a self-declaration stating that the documents uploaded online are the same as were submitted at the time of registration. The same needs to be uploaded in Project Document Upload of the online registration form.
 - b. In case any additional documents are uploaded online, which were not provided by the promoter at the time of registration, a self-declaration stating the list of additional documents shall be uploaded in Project Document Upload of the online registration form.
 - c. Once the promoter reviews and confirms his project information, a unique application ID shall be generated and the project registration application shall be submitted online.
 - d. The promoter shall then be required to submit a hard copy of the additional documents to the Real Estate Regulatory Authority, Punjab within 15 days of the online submission.
4. The status of the application submitted by the promoter shall be updated on the dashboard provided under his profile.
 5. Once application is approved, the RERA ID of the project shall be displayed on the promoter's dashboard and an email shall be sent to the promoter about the same.

IV. Projects under process of registration

Any project for which application for registration has been submitted at the Authority, however is yet to receive the RERA registration number as on 03 April 2018 or any subsequent date that may be specified by the Authority shall be considered as a project under registration. The process for online registration of such projects shall be as follows:

1. Any promoter uploading his project details on the web portal shall be required to create a login ID and password by clicking on the "New Registration" link on the login screen. An email along with an activation link shall be sent to the email ID mentioned by the promoter during registration. Once, the promoter clicks on the link, the user ID shall be activated.
2. After logging in, the promoter shall create his profile by clicking on the "Promoter Profile" link and filling in the required information. The promoter needs to ensure that the information provided in this form is consistent with the information provided to the Authority at the time of submission of the offline project registration application. Once the promoter reviews and confirms his profile, a unique promoter ID shall be generated and the submitted information shall become non editable for the promoter.

***Note: The above mentioned steps are a one-time activity. Hence, the promoter shall only be required to submit his profile information once. In case the promoter needs to submit multiple project registration applications, the information provided above shall automatically be appended in all of these applications.**

3. The promoter shall submit the project related information using the “Add project” link and provide all the requisite details mentioned in the form.
 - a. In addition, the promoter shall be required to upload a self-declaration stating that the documents uploaded online are the same as were submitted along with the registration application. The same needs to be uploaded in Project Document Upload of the online registration form.
 - b. In case any additional documents are uploaded online, which were not provided by the promoter along with the registration application submitted to the Authority, a self-declaration stating the list of additional documents shall be uploaded in Project Document Upload of the online registration form.
 - c. Once the promoter reviews and confirms his project information, a unique application ID shall be generated and the project registration application shall be submitted online.
 - d. The promoter shall then be required to submit a hard copy of the additional documents to the Real Estate Regulatory Authority, Punjab within 15 days of the online submission.
4. The application shall then be reviewed by the Authority, and in case any clarifications are required, the applications shall be returned online and a system generated email shall be sent to the promoter informing about the same.

The promoter shall be required to provide the required information online within 15 days of return of the application. A hard copy of the same shall also be required to be submitted to the Authority.
5. The status of the application submitted by the promoter shall be also be updated on the dashboard provided under his profile.
6. Once application is registered, a RERA ID shall be generated and an email shall be sent to the promoter. The same shall also be updated on the promoter’s dashboard provided under his profile.

V. Annexures

Annexure I: List of documents required for promoter profile creation

#	Document Description	Document Type Allowed
1	Photograph of Promoter (in case the promoter is an Individual)	pdf/jpg/jpeg
2	Balance sheet of the promoter for the last 3 financial years (in case the Annual report is not provided)	pdf/jpg/jpeg
3	Profit loss statement of the promoter for the last 3 financial years (in case the Annual report is not provided)	pdf/jpg/jpeg
4	Cash Flow Statement of the promoter for the last 3 financial years (in case the Annual report is not provided)	pdf/jpg/jpeg
5	Directors Report for the last 3 financial years (if applicable)	pdf/jpg/jpeg
6	Auditor's Report for the last 3 financial years	pdf/jpg/jpeg
7	Annual Report for the last 3 financial years (Only the initial pages of the report up to the table of contents and the pages containing the financial statements like balance sheet, profit and loss statement and cash flow statement is required)	pdf/jpg/jpeg
8	Income Tax Return for the last 3 financial years in case of Individual (in case the promoter is an Individual)	pdf/jpg/jpeg
9	PAN Card of the Promoter/Firm	pdf/jpg/jpeg
10	Company Registration Certificate/ MoU of the promoter	pdf/jpg/jpeg
11	Photograph of key Organization Members	pdf/jpg/jpeg

Annexure II: List of documents required for project registration

#	Document Description	Document Type Allowed
1	Photograph of Project Land and Construction Site	pdf/jpg/jpeg
2	Project Schedule/ Work Plan	pdf/jpg/jpeg
3	Encumbrance cert./ Non-Encumbrance cert.	pdf/jpg/jpeg
4	Photograph - Floor Plan	pdf/jpg/jpeg
5	Photograph - Floor/Plot Construction Status	pdf/jpg/jpeg
6	Pro-forma of Agreement for Sale	pdf/jpg/jpeg
7	Pro-forma of Allotment Letter	pdf/jpg/jpeg
8	Pro-forma of Conveyance Deed	pdf/jpg/jpeg
9	Pro-forma of Application Form	pdf/jpg/jpeg
10	Authenticated Copy of Form B	pdf/jpg/jpeg
11	Legal Title Deed(s) related to project land	pdf/jpg/jpeg
12	Consent Details of Land Owner (In case promoter is not owner of the project land)	pdf/jpg/jpeg
13	Joint Development/ Collaboration Agreement	pdf/jpg/jpeg
14	Legal Title Deed of Joint Developers/ Collaborators	pdf/jpg/jpeg
15	Latest Jamabandi report for the project land	pdf/jpg/jpeg
16	Land Title Search Report	pdf/jpg/jpeg
17	Approved Layout/ Sanction Plan	pdf/jpg/jpeg
18	Approved Building Plan	pdf/jpg/jpeg
19	Approved Project Site/Location Map	pdf/jpg/jpeg
20	Agreement between Promoter and Development Authority (In case of Mega Project)	pdf/jpg/jpeg
21	LoI to develop Colony/ Society	pdf/jpg/jpeg
22	CLU Certificate	pdf/jpg/jpeg
23	License to develop Colony/ Society	pdf/jpg/jpeg
24	Advertisement/ Brochure related to the project	pdf/jpg/jpeg

#	Document Description	Document Type Allowed
25	Photographs of Internal Infrastructure	pdf/jpg/jpeg
26	Form 1 - Architect's Certificate	pdf/jpg/jpeg
27	Form 2 - Engineer's Certificate	pdf/jpg/jpeg
28	Form 3 - CA Certificate	pdf/jpg/jpeg
29	Approval Documents - NOC/ Clearances	pdf/jpg/jpeg
30	Copy of DD/Banker's cheque for the registration fee	pdf/jpg/jpeg