

KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)



A MANUAL

for

APPLICATION FOR CHANGE

(A guideline for submitting Updates/Removals after registration)

Ref: K-RERA Public Notice No. K-RERA/T3/102/2020 dated 27/08/2021.

It has been brought to the Authority's attention that a lot of correction & change requests are coming in online applications from promoters, even after the certificate issuing process is completed. Hence for any correction/changes after the registration certificate has been issued, a fee of **Rs. 2000/-** per application will be charged. And, such corrections shall be applied online through K-RERA web portal.

Application for Change is divided into 7 subsections.

1. **PROMOTER DETAILS** - Any corrections related to *Promoter, Organisation Type, Promoter Address, PAN Number, etc* comes under this section.
2. **PROJECT INFORMATION** - Any corrections related to *Project Name, Project Status (New, Ongoing), Land Area, Floor Area, Project Location, Date of Completion (applicable only for valid reasons, not meant for extension), Building Count and Project Type (Residential-Apartments, Villas (Plots & Buildings), Plots, Mixed (Commercial & Residential), Industrial, Shops/Office Spaces)*, etc shall be applied through this field.
3. **ESTIMATE COST DETAILS** - Any updates related to the estimated details of *Land & Development cost* shall be filled here. (Actual cost details are editable to the promoter).
4. **REQUEST FOR GENERATION OF REVISED REGISTRATION CERTIFICATE** - If the *corrections requested are for the fields included in the Registration Certificates* such as Name of the Project/ Address of the Project (site)/ Name of the Promoter/ Registered (Communication) Address of Promoter/ Land Area/ Permit Number (in case of

renewed/revised permits)/ Date of Completion, etc), then applicant must ensure that this field is filled out. Otherwise, corrections will be effected without revised/valid registration certificates.

5. **REQUEST FOR OTHER CHANGES** - Any corrections other than those specified above such as *document deletion, provisions to re-upload, changes in apartment type details/ building details/ plot details/ common amenities/ parking details, etc*, shall be applied through this section. If a document needs to be replaced and the applicant wants to delete the old documents uploaded for the same, then a request specifying the document name & uploaded date shall be mentioned clearly.
6. **SUPPORTING DOCUMENTS** - Any *Supporting Documents/ Reason for changes** shall be uploaded here by choosing the proper field accordingly. The applicant shall mandatorily upload reason for the above changes (as mentioned in subsections (1), (2) & (3)) under this section. There are provisions to choose separate uploads against each revised document such as building permits, sale agreement & any other forms. These documents will be displayed in the registration file and be available for public viewing after the approval of the correction application by the Authority.
7. **DECLARATION** - Applicant shall fill declaration form before submitting correction application.

A step-by-step guide on submitting correction application :

1. Login your account
2. Go to **Application for Change** from **Project Details** (see fig. 1)

3. Choose your project from the list. (*see fig. 2*)
4. As mentioned in the above subsections, choose your correction area suitably (**PROMOTER DETAILS/PROJECT INFORMATION/ESTIMATE COST DETAILS/REQUEST FOR OTHER CHANGES, etc**) and enter the updated/corrected values in the specified fields. (*see fig. 3-8*)
5. Save the changes made in each section.
6. If the changes requested are for the fields included in the Registration Certificate, make sure to tick the checkbox under **Request for Generation of Revised Registration Certificate**.
7. Upload Supporting documents if any & Reason for Change*
8. Tick the check box in **Declaration** and **Submit** the application.
9. Click to **Preview Changes**.
10. Go through **Proceed for payment to correct above details**, available at the bottom of the preview page.
11. Click on **Make Payment** and complete your payment process.

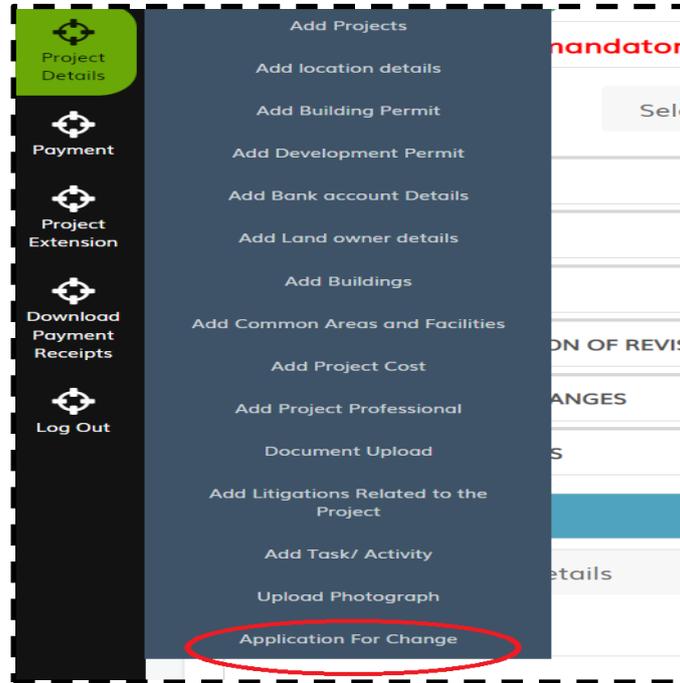


fig. 1: Application for Change

 A screenshot of a web form for project selection. At the top, there is a 'Project Name' field with a red asterisk and a dropdown menu showing 'Select'. Below this are several expandable sections, each with a plus sign icon on the left: '+ PROMOTER DETAILS', '+ PROJECT INFORMATION', '+ ESTIMATE COST DETAILS', '+ REQUEST FOR GENERATION OF REVISED REGISTRATION CERTIFICATE', '+ REQUEST FOR OTHER CHANGES', '+ SUPPORTING DOCUMENTS', and '+ DECLARATION'. The form is enclosed in a dashed black border.

fig. 2: Choose desired Project

- PROMOTER DETAILS			
Field Name	Existing Information	Proposed Information	Reason for Change
First Name	Test		Select Reason <input type="button" value="v"/>
Middle Name			Select Reason <input type="button" value="v"/>
Last Name	s		Select Reason <input type="button" value="v"/>
Father Full Name	test		Select Reason <input type="button" value="v"/>
House Number/ Building Name	xx		Select Reason <input type="button" value="v"/>
Street Name	xx		Select Reason <input type="button" value="v"/>
Locality			Select Reason <input type="button" value="v"/>
Landmark			Select Reason <input type="button" value="v"/>
State/ UT	KERALA <input type="button" value="v"/>	Select State/ UT <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
District	Select District <input type="button" value="v"/>	Select District <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
Taluk	KONNI <input type="button" value="v"/>	Select Taluk <input type="button" value="v"/>	Select Reason <input type="button" value="v"/>
Panchayat/ Municipality/ Corporation			Select Reason <input type="button" value="v"/>
PinCode	695005		Select Reason <input type="button" value="v"/>
PAN number			Select Reason <input type="button" value="v"/>

fig. 3: Promoter Details

- PROJECT INFORMATION				
Field Name	Existing Information	Proposed Information	Reason for Change	
Project Status		<input type="radio"/> On-Going Project <input type="radio"/> New Project	Select Reason	▼
Project Name			Select Reason	▼
Proposed Date of Completion		x	Select Reason	▼
Survey/ Resurvey Number(s)			Select Reason	▼
District	Select District ▼	Select Taluka ▼	Select Reason	▼
Taluk	Select Taluka ▼	Select Taluka ▼	Select Reason	▼
Village	Select Village ▼	Select Village ▼	Select Reason	▼
Pin Code	ProjectPincode		Select Reason	▼
Total Land Area (In sqmts)		000000.00	Select Reason	▼
Total Floor Area of the project proposed for registration (As mentioned in the Building Permit) (in Sqmts)		0000000.00	Select Reason	▼
Total Floor Area under Other uses (As mentioned in the Building Permit) (in Sqmts)		0000000.00	Select Reason	▼
Total Floor Area under Residential Use (As mentioned in the Building Permit) (in Sqmts)		0000000.00	Select Reason	▼
Project Type	Select Type ▼	Select Type ▼	Select Reason	▼
Total Building Count (As per Sanctioned Plan)			Select Reason	▼

Save Project

fig. 4: Project Details

- ESTIMATE COST DETAILS					
Sr.No		Field Name	Existing Information	Proposed Information	Reason for Change
1		Land Cost:			
	a	Cost of land or development rights, lease premium, lease rent, interest cost incurred or payable on Land cost and legal cost; *	0.00	0.00	Select Reason <input type="checkbox"/>
	b	Amount payable to obtain development rights, additional FSI, and any other incentive under DR from Local Authority or State Government or any statutory authority, if any; *	0.00	0.00	Select Reason <input type="checkbox"/>
	c	Acquisition cost of TDR (Transfer of Development Rights), if any; *	0.00	0.00	Select Reason <input type="checkbox"/>
	d	Amounts payable to State Government or competent authority or any other statutory authority of the State or Central Government towards stamp duty, transfer charges, registration fees etc. *	0.00	0.00	Select Reason <input type="checkbox"/>
	e	Land premium payable as per annual statement of rates (ASR) for redevelopment of land owned by Public authorities *	0.00	0.00	Select Reason <input type="checkbox"/>
	f	Under redevelopment/ rehabilitation scheme: *			
	i	Estimated construction cost of redeveloped/ rehab building including site development and infrastructure for the same as certified by engineer (Column A); Actual cost of redeveloped/rehab building incurred as per the books of accounts as verified by the CA (Column B) *	0.00	0.00	Select Reason <input type="checkbox"/>
	ii	Cost towards clearance of land of all or any encumbrances including cost of removal of legal/illegal occupants, cost for providing temporary transit accommodation or rent in lieu of transit accommodation, overhead cost *	0.00	0.00	Select Reason <input type="checkbox"/>
	iii	Fee, charges and security deposits or maintenance deposit, or any amount whatsoever payable to any authorities towards and in project of rehabilitation *	0.00	0.00	Select Reason <input type="checkbox"/>
	g	Sub Total Land Cost *	0.00	0.00	
2		Development Cost			
	a	i Estimated cost of construction as certified by Engineer (Column A). Actual cost of construction incurred and paid as per the books of accounts as verified by the CA (Column B) *	0.00	0.00	Select Reason <input type="checkbox"/>
		ii On-site expenditure for development of entire project excluding cost of construction as per above, ie salaries, consultants fees, site overheads, development works, cost of services (including water, electricity, sewerage, drainage, layout roads etc.) cost of machineries and equipment including hire and maintenance costs, consumables etc. all costs directly incurred to complete the construction of the entire project registered *	0.00	0.00	Select Reason <input type="checkbox"/>
	b	Payment of taxes, cess, fees, charges, premiums, interest etc. to any statutory authority *	0.00	0.00	Select Reason <input type="checkbox"/>
	c	Interest payable to financial institutions, scheduled banks, nonbanking institutions on construction funding or money borrowed for construction *	1.00	1.00	Select Reason <input type="checkbox"/>
	d	Sub Total of Developmental Cost *	1.00	1.00	
3		Total Estimated Cost of the Real Estate Project *	1.00	1.00	

Save

fig. 5: Estimate Cost Details

- REQUEST FOR GENERATION OF REVISED REGISTRATION CERTIFICATE

Description	Regenerate Certificate	Reason for Change	Upload Document
Request for Generation of Revised Registration Certificate	<input type="checkbox"/>	Select Reason	<input type="button" value="Choose File"/> No file chosen <p style="color: red; font-size: small;">* Self signed declaration in case of typo error & Order in case of orders by authority.</p>

fig. 6: Request for generation of revised Regeneration Certificate

- REQUEST FOR OTHER CHANGES

Field Name	Reason for Change	Upload Document
Request for Other Changes	Other changes remarks	<input type="button" value="Choose File"/> No file chosen <p style="color: red; font-size: small;">* Self signed declaration in case of typo error & Order in case of orders by authority.</p>

fig. 7: Request for Other Changes

- SUPPORTING DOCUMENTS

Document Name	Reason for Change	Upload Document
<input type="button" value="Select"/> <ul style="list-style-type: none"> Select In the case of 'authorised signatory', Resolution of the entity authorising such person Declaration in Form B Copy of PAN card The annual report including audited profit and loss account, balance sheet, cash flow statement, directors report and auditor's report of the promoter for the Income tax returns for all three preceding financial years Consent to establish & operate (Clearance from Pollution Control Board) Environment Clearance Initial NOC from Fire and Rescue department Permission from Water and sewerage department 		<input type="button" value="Choose File"/> No file chosen

fig. 8: Supporting Documents

After payment, the application will be submitted to the Authority for scrutinizing. Promoter will be intimated further communications through registered email address. A revised certificate will be uploaded in the website if the promoter requests for.

These guidelines may be subject to changes as per the requirements of the Authority.