KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)

A MANUAL

for

QUARTERLY UPDATES

(*A guideline for uploading/updating quarterly progress of project after registration*)

Ref: 1. Public notice K-RERA/T3 /102/2020 dated 25-03-2021

2. Public notice K-RERA/T3 /102/2020 dated 16-04-2021

3. Public notice K-RERA/T3 /102/2020 dated 29-06-2021

As per Section 11(1) in the Real Estate (Regulation & Development) Act 2016, the promoter shall quarterly update the details of the Project in the Web Portal of the Authority. As per Rule 17 (1) (e) of the Kerala Real Estate (Regulation & Development) Rules 2018, such quarterly progress updates have to be done within 7 days from the expiry of each quarter. Non-submission of such quarterly progress reports will be in violation of Section 11 of the Act and will attract penal consequences.

This report is required to be updated/uploaded for each and every project registered under RERA every three months until and unless Form No. 6 is uploaded. This way, all stakeholders are able to get an idea of whether the project is progressing in an acceptable manner. Each promoter is legally responsible for updating the quarterly progress of the registered project and it is the allottee's right to know how the project is going. Even if there is no progress made during a quarter in the project, the previous quarter's progress has to be entered again and updated on the web portal.

The Authority has decided financial-based quarters as follows:

Q1-April, May, June

Q2 - July, August, September

Q3 - October, November, December

Q4 - January, February, March

I. UPDATES ARE GENERALLY REQUIRED IN THE FOLLOWING SECTIONS:

1. **Percentage of Financial Progress** - Proportion of the cost incurred and paid on Land Cost and construction cost to the Total Estimated Cost as per FORM No. 4 (SrNo. 5). If any financial progress is made from the last submitted Form No. 4, the same shall be mentioned in the comment box provided.

2. **Current Photographs -**
   a. Status of construction of each building;
   b. Status of construction of each floor;
   c. Status of construction of common areas and internal infrastructure.

3. **Percentage of the progress of each amenity** promised as per the Agreement of Sale.

4. **Percentage of work completion in each building**. (Not applicable to Plot -type projects).

5. **The number of apartments/ plots/villas booked.**

6. **The number of garages/covered parking booked.**

7. Forms required for withdrawal of money from the designated account, Brochures or prospectus, and any Approvals as per Rule 17 (e)(iv).

8. Project Cost (Actual Total Amount Spend in each Quarter).

9. Permit details if renewed/revised.

HOW TO DO QUARTERLY UPDATES?

Step 1.0 : Login to the K-RERA account

Step 2.0 : Click on the **Add/View** button under **QPR** in your dashboard as shown in *fig. no.1.*
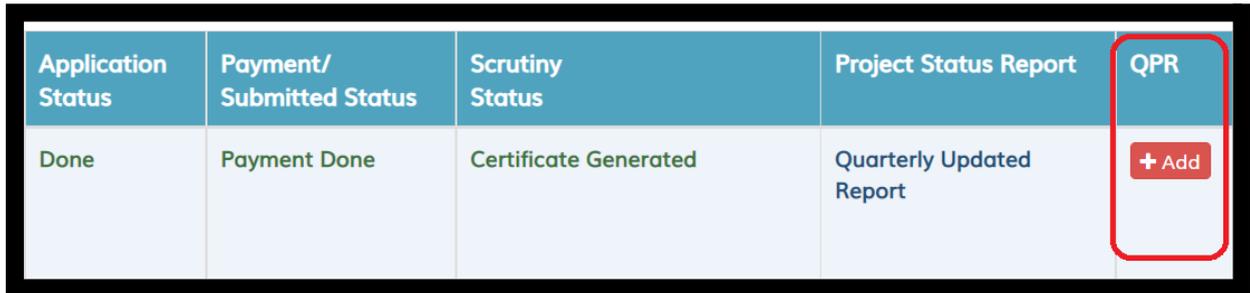
Application Status	Payment/ Submitted Status	Scrutiny Status	Project Status Report	QPR
Done	Payment Done	Certificate Generated	Quarterly Updated Report	**+ Add**

fig. no. 1

(You will navigate to a screen as shown in fig.no.2)
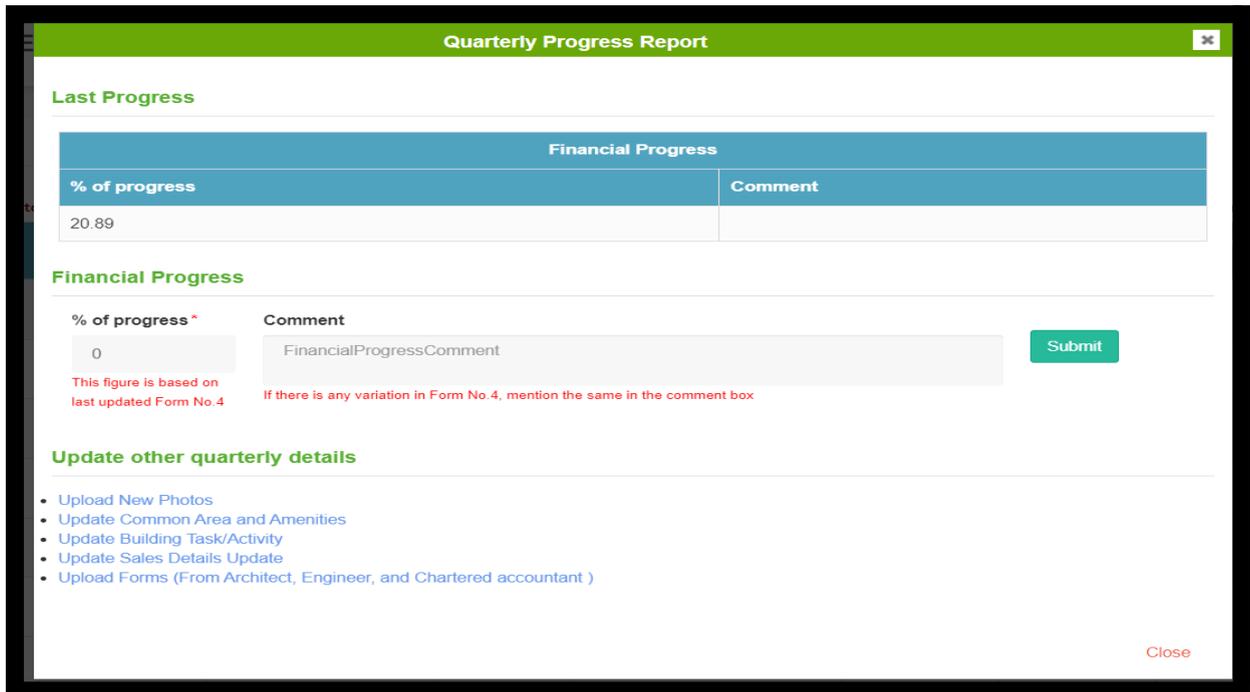
fig. no. 2

Step 3.0: Enter Financial Progress for your project. (Refer to I(1)) and click on ***Submit***.

*(*Go through each listed section as shown in the fig. no. 2 and you will be navigated to the respective pages*)*

Step 4.0: **Upload photographs** – Photographs shall be uploaded showing the current status of the building/floor/land, etc. Choose the file and select the financial year & Quarter properly and click on **Upload**.

Step 5.0: **Update Common Area & Facilities** – Enter the percentage of progress of work in Common Area & Facilities as shown in *fig. no. 3*. Select the financial year & Quarter properly and click on **Save**.

Common areas And Facilities, Amenities	Proposed	% Of Completion	No of Units	Area (Sqm)
Internal Roads & Footpaths :	YES	10	0	0
Visitors Parking :	YES	100	0	15
Water conservation, Rain water harvesting :	YES	100	0	0
Energy Management :	YES	100	0	0
Fire protection and Fire safety requirements :				

Select Financial Year and Quarter

Last updated quarter Q1 - 2023-2024

Financial Year *	Quarter *
Year	Quarter

Save ❶After any add or update of data, click on save button.

fig. no. 3

Step 6.0: **Update Task/Activity** (Not applicable to plot-type projects) - Enter the percentage of progress of work in each building as shown in *fig. no. 4*.

* (For villa projects, the Task/Activity for each building shall be updated separately. Please ensure that Task/Activity details are selected as 'YES' only for the tasks that are meant to be proposed for each building(s). Once 'YES/NO' is selected and submitted, they cannot be modified)

fig. no. 4

Step 7.0: **Update Sale Details** – Clicking on this link will navigate you to ***Add Building*** section where you can update the number of sold units of each apartment type/villa/plot till the quarter.

Step 7.1: Choose Project Name

Step 7.2: Scroll down to the bottom of the screen. A table is available with building details as shown in *fig. no. 5*. Click on the ***Edit*** button.

fig. no. 5

(You will be redirected to another screen where you will find the details of apartment types as shown in fig. no. 6.)

Fig. no. 6

Step 7.3: Click on the **Edit** button against the apartment type where you want to update the number of units sold.

Step 7.4: On Edit, that particular Apartment Type details will appear in the concerned fields above the table as shown in *fig. no. 7.*

Step 7.5: Update the **Number of apartments Booked/Sold/Allotted** till the quarter.

Step 7.6: Click on **Update Apartment Type**.

Step 8.0: Repeat steps 7.0 to 7.6 for other apartments also.

Step 9.0: To update No. of Garages/Covered Parking booked, click on **Edit** in the Parking details table.

(Information sought for Parking Details is a newly added feature that may be unavailable for projects registered earlier, and, in such cases, Pls email helpdesk.krera@gmail.com with details - Number of Garages/Covered Parking and Area of Parking (in Sqmts)).

Step 10.0: On Edit, that particular Parking Type details will appear in the concerned fields above the parking table as shown in *fig. no.8*.

fig. no. 7

fig. no. 8

Step 11.0: Enter the *Number of Garages/Covered Parking booked* till the quarter.

Step 12.0: Click on *Update Parking Type*.

Step 13.0: Choose the *Financial Year* & *Quarter* for which the above information is provided.
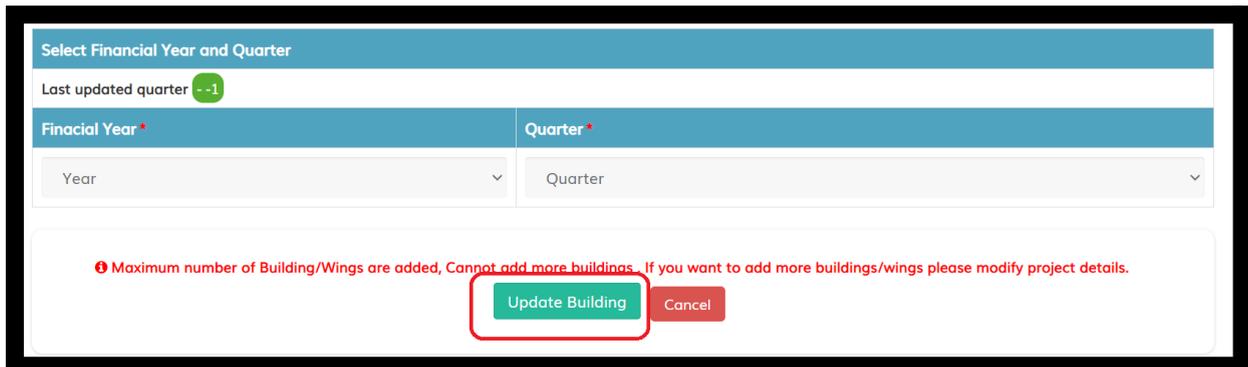
Step 14: Click on *Update Building* to save the entire update.

* (For the project type - Villas(Plots & Buildings), ensure to update the Number of plots booked/allotted under the tab Plot Details, which can be located in the 'Add Building' section)

* (For the project type - Plot, follow the same procedures to update sale details)

III. UPLOAD FORMS

Uploading of forms is required for the withdrawal of money from the designated account and such certificates are to be uploaded only if any withdrawals are done. The certificates as required under Regulation 4 (3), certificates in forms no. 2, 3 & 4 of the Kerala Real Estate Regulatory Authority (General) Regulations 2020, shall have to be filed from time to time

FORM No. 2 - Architect's Certificate: An Architect assigned to the project is required to certify the progress of the project for the relevant quarter for which the return is being filed.

An architect needs to certify how much the project has been completed in terms of percentage. (Draft available at https://rera.kerala.gov.in/downloads).

FORM No. 3 - Engineers Certificate: An Engineer assigned to the project needs to give his certification regarding how much construction cost has already been incurred with respect to the whole project. He needs to certify whether the construction completed is in accordance with the construction cost of the whole project or if there are some deviations that exist. (Draft available at https://rera.kerala.gov.in/downloads).

FORM No. 4 - Chartered Accountant's Certificate: The chartered accountant assigned to the project needs to give his certification regarding the withdrawal of money from the separate account opened for the real estate project. (Draft available at https://rera.kerala.gov.in/downloads).

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Promoters are advised to ensure that the *Quarterly Progress Report* on your dashboard has the latest updated/uploaded dates for a particular financial year and quarter.

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