KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)



A manual

for updating

QUARTERLY PROGRESS REPORT

(A guideline for uploading/updating quarterly progress of K-RERA registered project(s) as mandated in the Section 11(1) of the Real Estate (Regulation and Development) Act, 2016, and Rule 17 (1) (e) of the Kerala Real Estate (Regulation and Development) Rules, 2018) <u>*Ref.*</u> 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 project registered under RERA every three months until and unless Form No. 6 is uploaded. This way, all stakeholders can 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 on financial-based quarters as follows:

QUARTER 1(Q1) - APR-MAY-JUN QUARTER 2(Q2) - JUL-AUG-SEPT QUARTER 3(Q3) - OCT-NOV-DEC QUARTER 4(Q4) - JAN-FEB-MAR

I. QUARTERLY PROGRESS REPORT (QPR) mandates 5 updates only:

1. Overall percentage of progress of the project - This includes Financial Progress as well as Physical Progress of the project.

Financial Progress - Proportion of the cost incurred and paid on Land Cost and construction cost to the Total Estimated Cost. You may refer to 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.

Physical Progress - Percentage of completion of overall construction work (as per Architect's certificate on project completion). You may refer to FORM No. 4 (SrNo. 4)

(*****Forms required for withdrawal of money from the designated account are not considered as part of quarterly updates & such certificates are to be uploaded **only if** any withdrawals are done. Although, the promoter shall update the overall percentage of progress of the project in each quarter as suggested by the concerned professionals associated with your project)

2. Building Progress - This includes an overall percentage of work done for each of the buildings/blocks. This shall be filled as suggested by the concerned architect associated with your project.

(*****Not applicable to Plot-type projects. Task/Activity update is not mandated for QPR, but it is advisable to update so that an allottee can track your project progress for each item most consistently. This way, all stakeholders can get an idea of whether the project is progressing in an acceptable manner.)

3. Sale Details - The number of units sold/booked/allotted till quarter

4. Common Amenities Progress - The percentage of work executed for the progress of common areas and facilities.

5. 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.

II. 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.*

St. MIL						
Status						
If Authority has so	ent a direction to th	e Promoter, Scrutiny State	us will show 'In Process for more inform "Paym	nation'. Please update/upload ent / Resubmit"	the Project details	and submit the
Project Name	Application Status	Payment/ Submitted Status	Scrutiny Status	Project Status Report	QPR	Correction Status
hshwhj	Pending	Pending	Not Submitted	Project not registered	+ Add	NA
Sample	Done	Submitted	Certificate Generated	Quarterly Updated Report	+ Add/View	NA
Sample1 Sample1 Sample 1 Sample 2 Sample 2	Done	Submitted	Certificate Generated	Quarterly Updated Report	+ Add/View	In Process More Information Required- test-Desk - 2
ex	Done	Submitted	In Process More Information R View More	Project not registered	+ Add	NA
Test1	Done	Submitted	Certificate Generated	Quarterly Updated	+ Add/View	NA

fig. no. 1

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

egistered Project		Quoter	Year			
Select Project		✓ Quarter		✓ Year		
Overall Project Progress Buildin	g Progress Sales Dete	ails Commen Area and Amenities	Photo			
Last Progress						
		Fino	ancial Progress		Physical Progress	
Quoter Fin	Year	% of progress	Comment	% of done	Comment	
Quoter Fin	Year Comment	% of progress	Comment	% of done	Comment	
Quoter Fin Financial Progress % of progress* 0 0	Year Comment FinancialProgress	% of progress	Comment	% of done	Comment	
Quoter Fin Financial Progress Fin % of progress * 0 This figure is based on lost updated Form No.4 No.4	Year Comment FinancialProgress If there is any variation in	% of progress	Comment	% of done	Comment	
Quoter Fin Financial Progress Fin % of progress * 0 This figure is based on last updated Form No.4 Fin Physical Progress Fin	Year Comment FinancialProgress If there is any variation in	% of progress	Comment	% of done	Comment	
Quoter Fin Financial Progress % of progress * 0 0 This figure is based on less updated Form No.4 Physical Progress % of work done *	Year Comment FinancialProgress If there is any variation in Comment	% of progress	Comment	% of done	Comment	

fig. no. 2

Step 3.0: Choose Quarter & Financial Year

Step 4.0: Enter Financial Progress & Physical Progress for your project (Refer to I(1)) and click on *Save*.

*(Go through each tab as shown in Fig. no. 2)

Step 5.0 – Building Progress : (Not applicable to plot-type projects) - Enter the percentage of progress of work for each building as shown in *Fig. no. 3* & click on *Save Building Progress*.

(The previous progress value will be zero for the first time since it is a newly added feature. Moving forward, it will be the value as entered by the promoter for the past quarter)

QPR						
Registered Project		Quoter			Year	
Sample1		✓ Quarte	er	~	Year	
Overall Project Progress	Building Progress	Sales Details	Commen Area and Amenities	Photo		
Building Name		Previous Progress		Current Progress		
xx		0			0	

fig. no. 3

Step 6.0: Update Sale Details – Select building name from the drop-down list & enter the number of units sold/allotted/booked till the quarter as shown in fig. no. 4 and click on **Save**. Repeat the same for other buildings/villas/plots if any.

egistered Project					oter			Year				
Sample1 ~					Quarter		Year					
verall	Project Progr	ess Bu	ilding Progress	Sales Det	ails Commer	n Area and Amer	nities F	'noto				
Sale	s Update											
Bui	lding Name		xx			~						
I	Buildings											
	Apartment Type	Carpet Area	Exclusive Veranda	Exclusive Balcony	Exclusive OpenTerrace	CommonArea	External Wall	Toto Arec	l Apartment Number	Booked Apartment	Current Booked Apartment	

fig. no. 4

Step 7.0: Update Common Area & Facilities – Enter the percentage of progress of work under the column 'Current % of Completion' till the quarter as shown in *fig. no. 5.* and click on *Save Amenities*.

gist	ered Project		Quote	er		Year			
Sample1 Overall Project Progress Building Progress			Ƴ Qu	larter		Year			
			Sales Detai	Sales Details Commen Area and Amenities Photo					
Cor	nmon Areas and F	Facilities							
	Common areas An	nd Facilities, Amenitie	es Proposed		% Of Completion	Current % Of Completion	No of Units	Area (Sqm) Details
	Indoor Games Roon	n :	NO		0		0	0	Not available
	Guest Suite :		NO		0		0	0	Not available
Outdoor gathering pavilion :		NO	0 C		0	C		Not available	
Asso	ociation room :		NO	0		0	C		Not available
Secu	urity cameras :		NO	0		0	C		Not available

fig. no. 5

Step 8.0: Upload photographs – Photographs shall be uploaded showing the current status of the building/floor/land, etc. Click on the + button & Choose the file and click on the *Upload* button.

egistered Project			Quoter			Year	Year		
Sample1 verall Project Progress Building Progress			✓ Quo	Y Quarter Y			Year		
			Sales Details Commen Area and Amenities Photo			Photo			
Photo	graphs on state	us of the project							
Sr. No.	Document Nan	ne			Uploaded Documer	nt	Action		
1	Photograph of e	ach building			Choose File No	 iii iii 			
2	Photograph of e	each floor			Choose File No	2 🖬			
3	Photographs of	common areas and int	ernal infrastruct	ure	Choose File No				

fig. no. 6

Step 9.0: After saving all the above details, the submit button will be enabled & click on *Submit* to save the entire update.

NOTE - Promoters are advised to review the **Quarterly Updated Report** on your dashboard upon updating the details. Quarterly progress can be considered as completed/updated/saved only if there are dates under the particular financial year & quarter against the following categories: Overall Progress, Building Progress (not applicable for plot), Sale Details, Common Area and facilities update & Photo Update.

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