# KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)

*A manual*

*for updating*

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# QUARTERLY PROGRESS REPORT

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*(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)*

***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 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.

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# 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.*

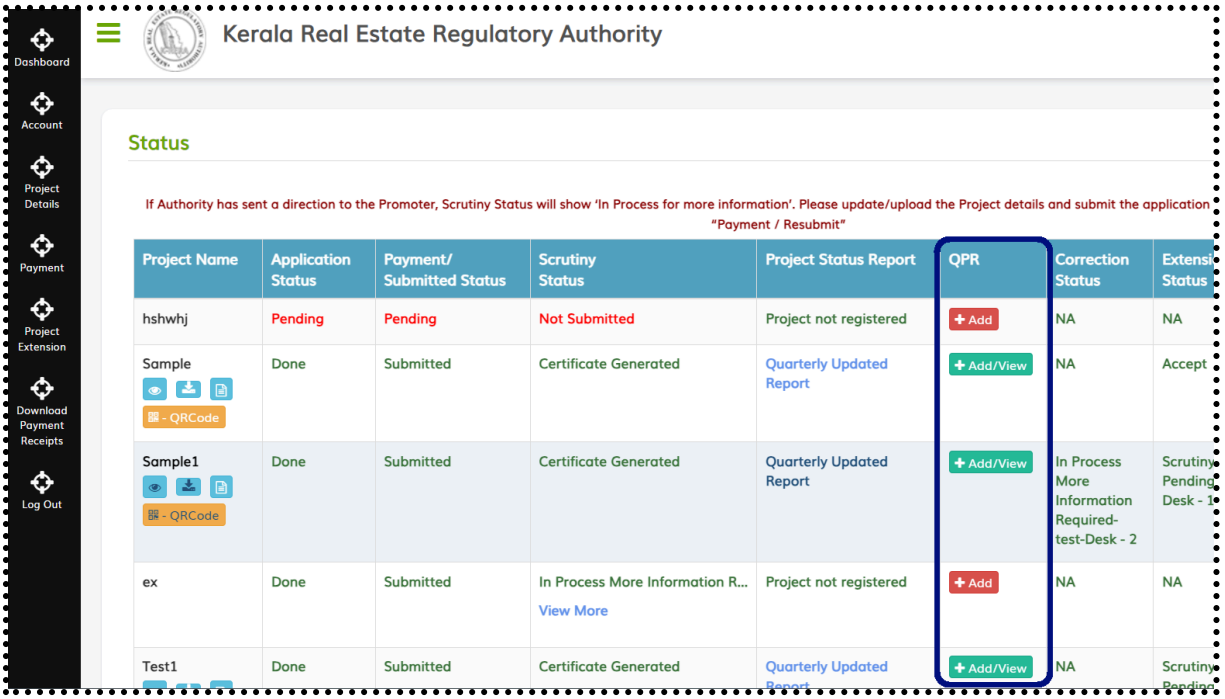


*fig. no. 1*

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

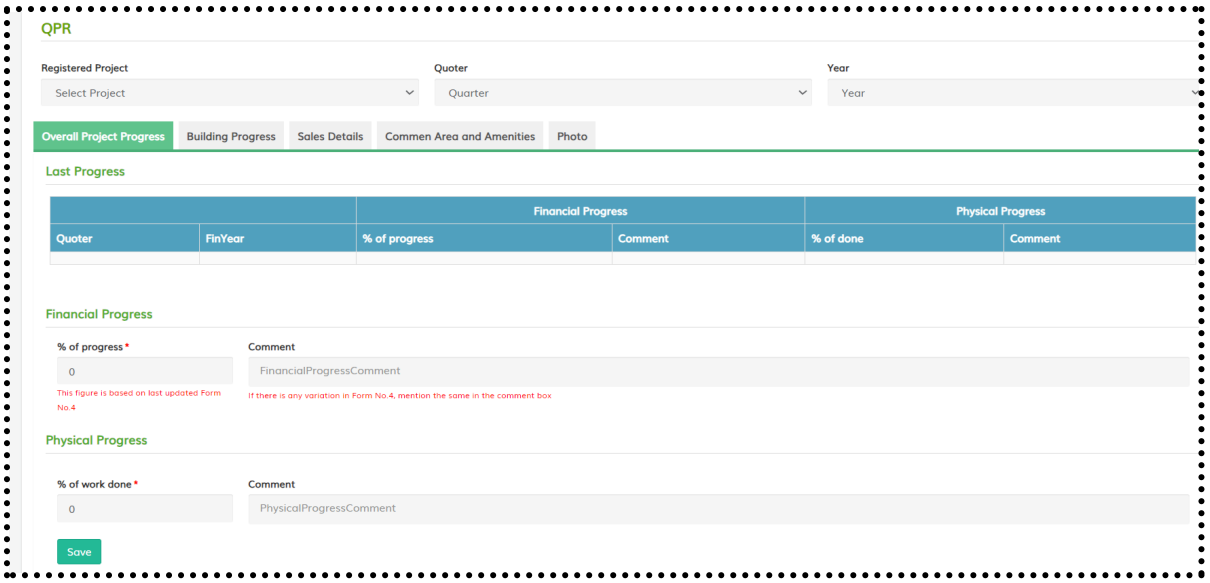


*fig. no. 2*

**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)***

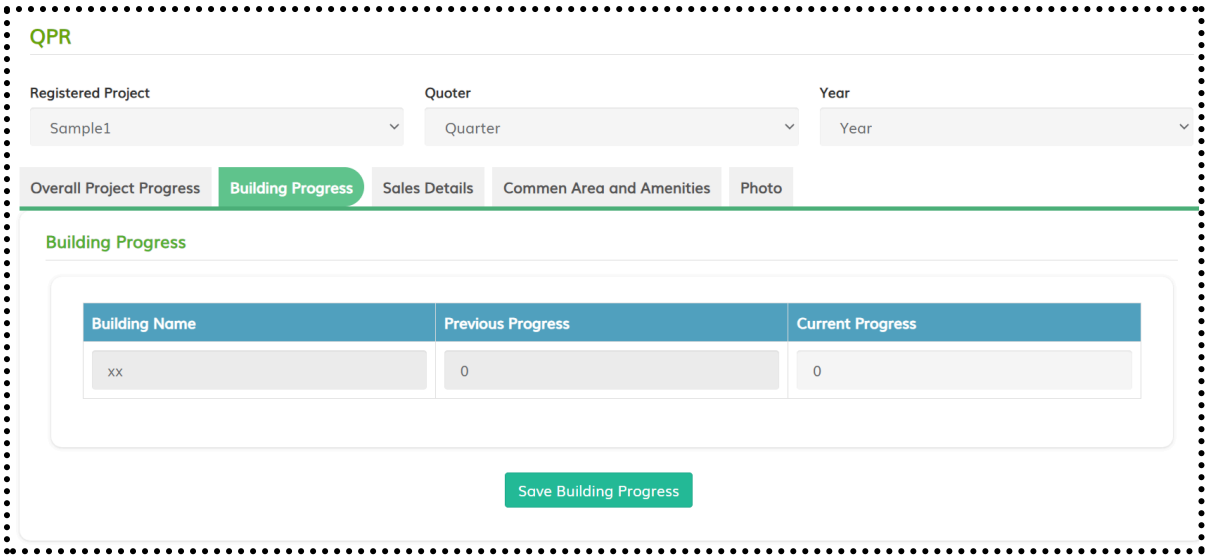


*fig. no. 3*

***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.

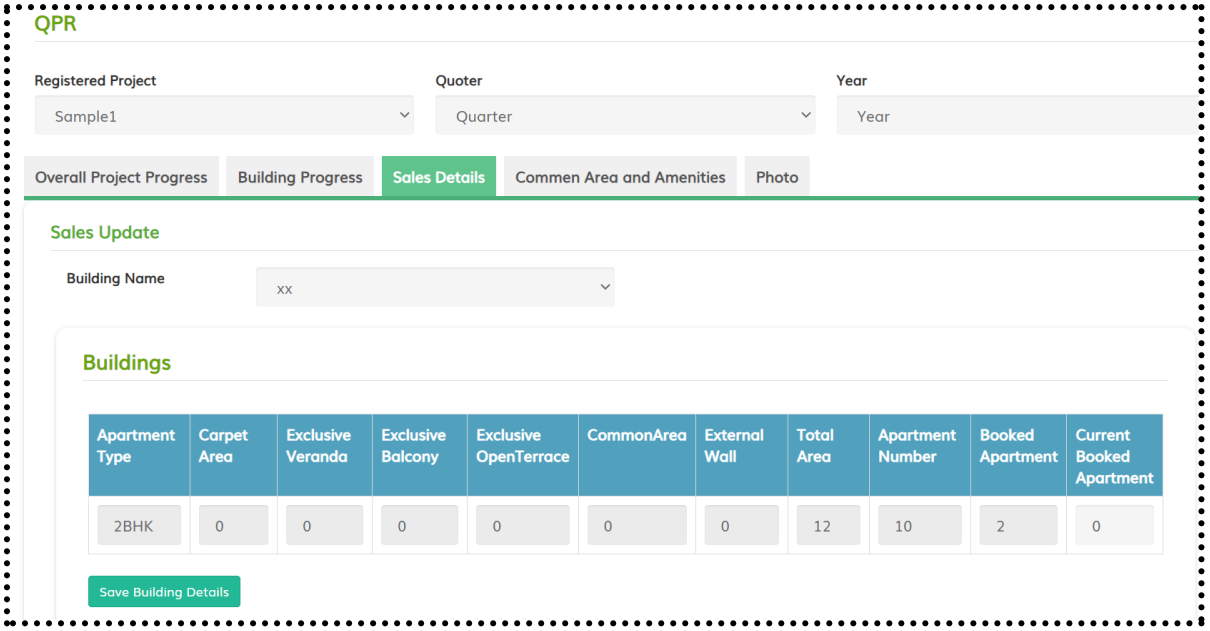


*fig. no. 4*

***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***.

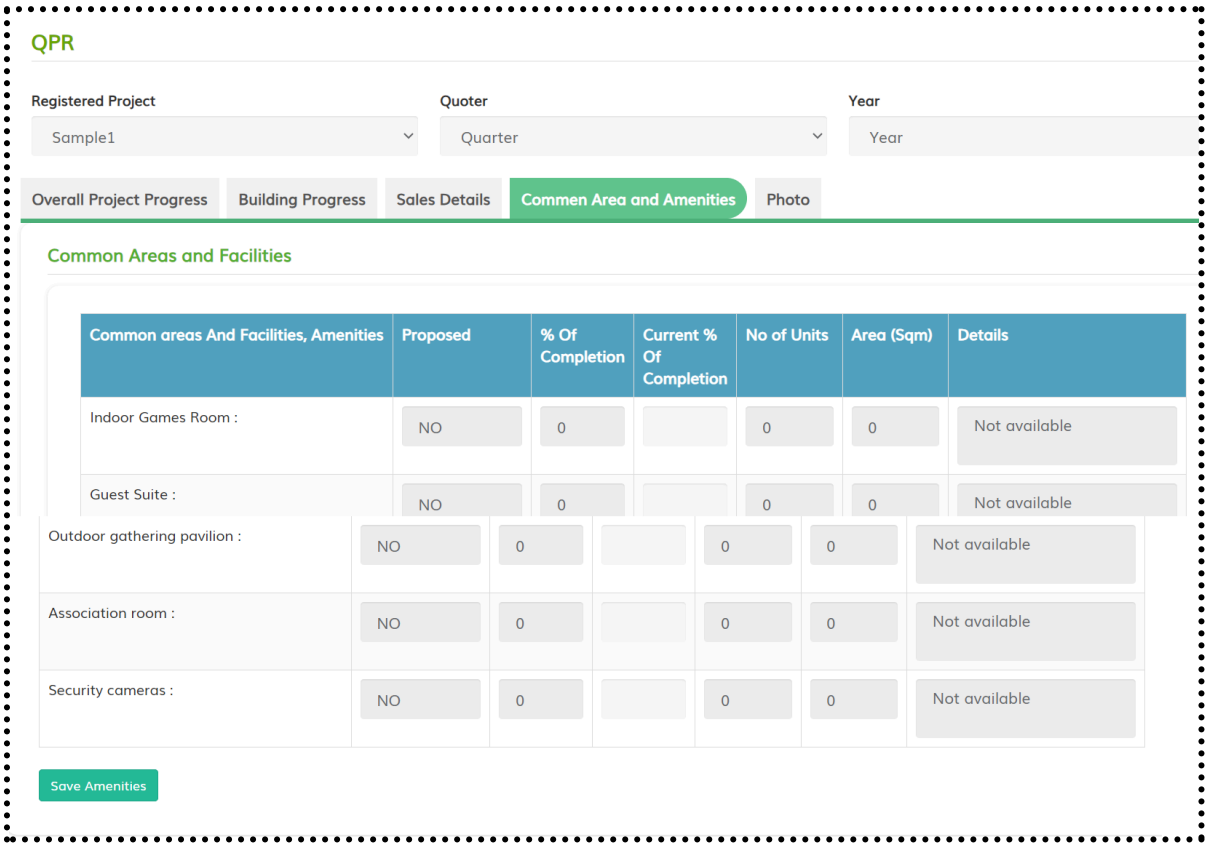


*fig. no. 5*

***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.

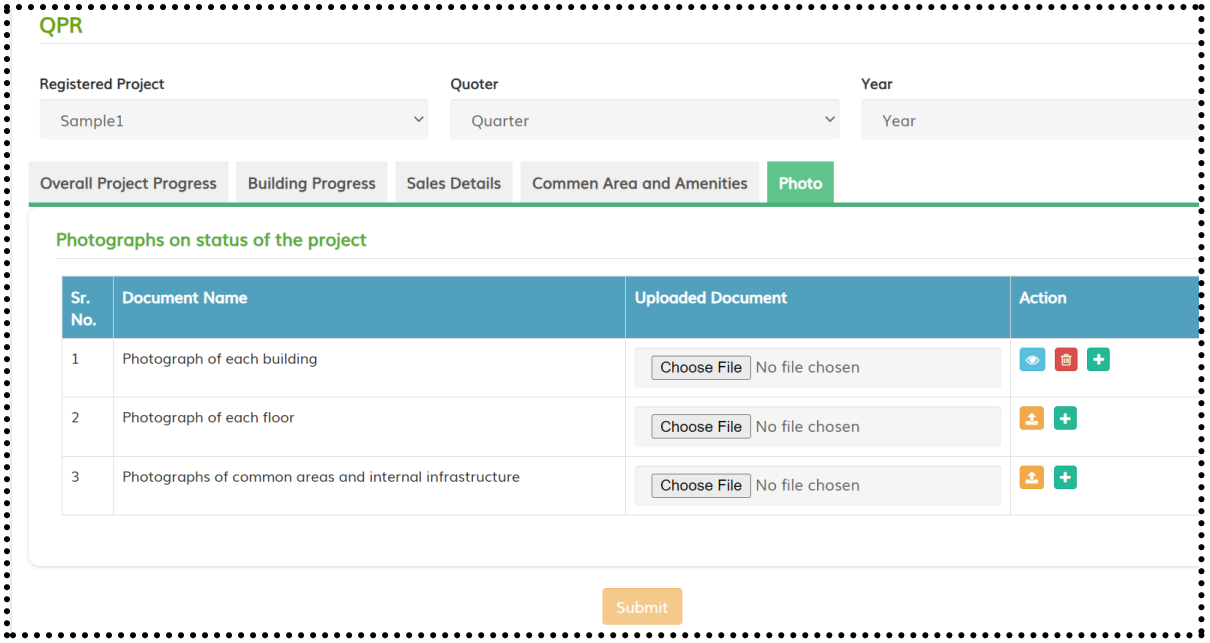


*fig. no. 6*

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

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**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 'YES' is marked 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.**

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