KERALA REAL ESTATE REGULATORY AUTHORITY

(K-RERA)

PROMOTER AND PROJECT

REGISTRATION MANUAL

KERALA REAL ESTATE REGULATORY AUTHORITY

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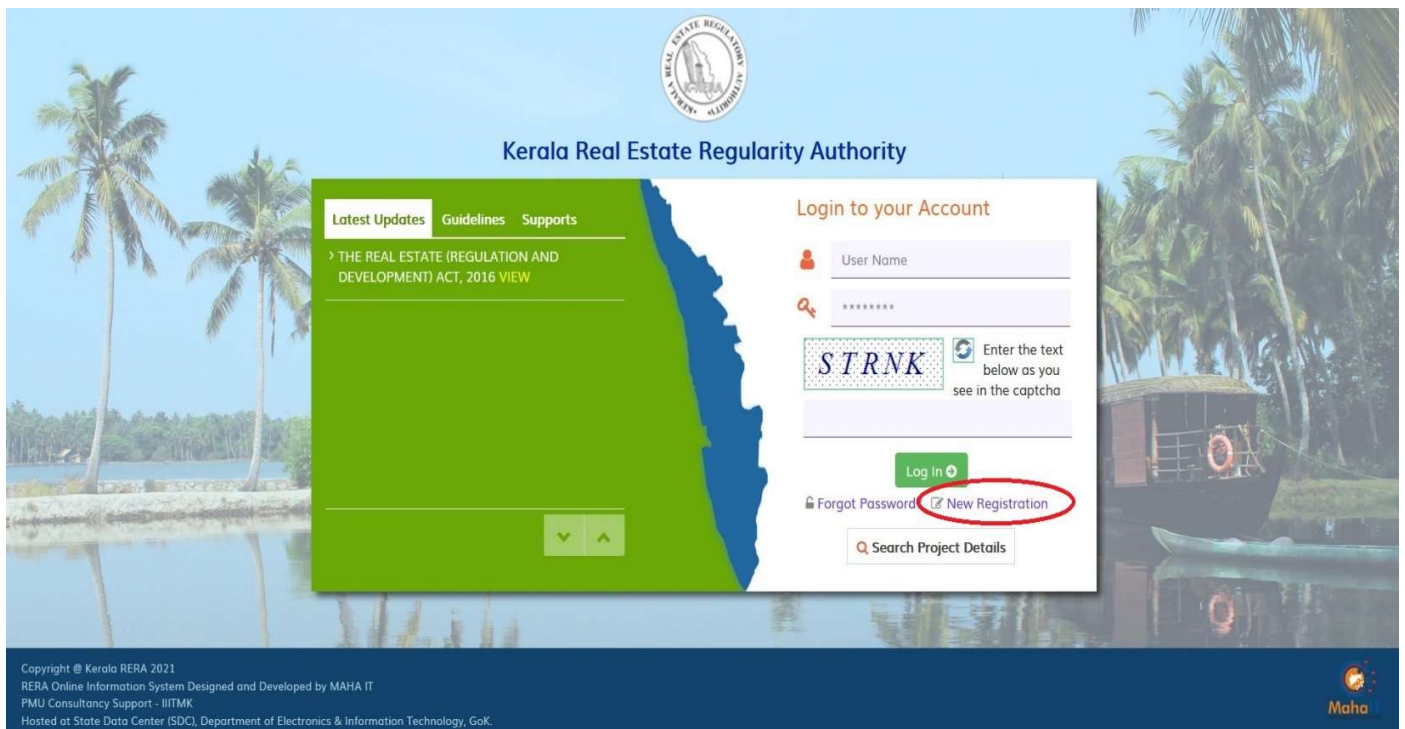
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CREATE NEW USER

To start, first a promoter has to create a new user ID and password. All the projects done by the promoter will be registered under this user ID.

Click on New Registration to create a user.

- After clicking, you will get a new window.

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Create New Account

Select User Type *
○ Promoter   ○ Real Estate Agent

User Name *

User Name

Password *

Enter New Password

Confirm Password *

Confirm New Password

Note : Password must contains one digit from 0 - 9, and contains atleast one lowercase characters and one uppercase characters, Must contains one special symbols in the list @#$% and Password length atleast 7 character and maximum

Mobile Number *

Mobile Number

E-mail ID *

Email ID

SNYBA   Enter the text below as you see in the captcha

Create User   Go to Login

- Select user type as promoter, if you are a promoter. Same for Agent and Complainant.

- Enter all details and click on Create user. Below message will be displayed as soon as user is created.

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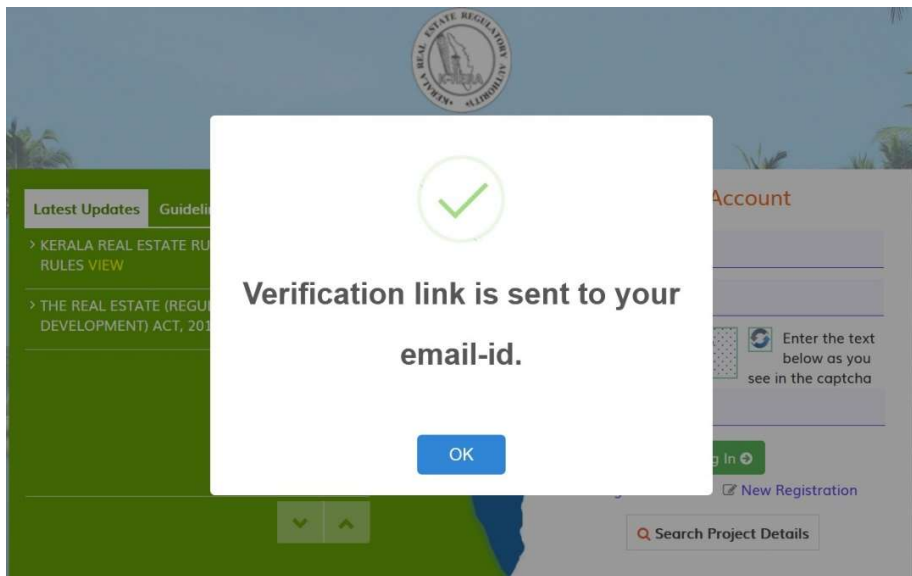
- You will get a verification link to the registered e-mail ID. Click on the link to verify your account.
- You can login to your account after verification.

PROMOTER AND PROJECT REGISTRATION

After creating the user, promoter needs to update basic details regarding him/ the organization in the Account menu. Promoter can add projects only after filling all the details in Account.

	Menus and functions		
Menu	**Module**	**Sub-menu**	**Details required**
Dashboard			Promoter can see the status of the projects he filed with the authority
Account			
	Promoter information	Promoter's profile	Promoter need to fill in the details about him/ organization here.
		Add Other Member Details	If the Organization type is other than listed in the application form, here promoter need to specify details of the organization.
		Add past experience	Details of projects launched by the promoter in the past 5 years
		Add Track record	Track record of the promoter in Kerala and other states
		Change Password	Promoter can change the password of his login here.

a) ACCOUNT:

1. PROMOTER'S PROFILE:

- Once Login as Promoter, First Create the Promoter's Profile.

- If Promoter is Individual, then select Type of Promoter 'Individual' and fill the respective details. After filling the form, click on save profile to save the form.

Promoters profile – Individual

- If the Promoter is an organization, then select information type 'Other than individual'. While filling director details, select the respective designation and fill the form.

- If the promoter is a newly incorporated or registered entity, fill in the details of the parent entity.

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- After filling the form, upload the picture and then click on add new member to save the details. You can edit and delete below.

Promoters profile – Other than individual

≡ Kerala Real Estate Regulatory Authority

Promoter's Profile

All * Mark field are mandatory.

General Information

Type of Promoter *   ○ Individual   ● Other Than Individual

Organization

Organization Type *	Company ˅	Name of the Organization *	
PAN Number of the organization * *		Do you have any past experience as a promoter? *	○ Yes ○ No
Newly Incorporated or registered entity? *	● Yes ○ No		

Newly Incorporated of Registrered Entity

Name of parent entity *		Type of Enterprise *	Select Type of Enterprise ˅

Registered Address of the parent entinty

House Number/ Building Name *		Street Name *	
Locality		Landmark	
State/ UT *	Select State/ UT ˅	District *	Select District ˅
Taluk *	Select Taluk ˅	Panchayat/ Municipality/ Corporation	
Pin Code *			

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Address details

Registered address of the Promoter

House Number/ Building Name *		Street Name *	
Locality		Landmark	
State/ UT *	Select State/ UT	District *	Select District
Taluk *	Select Taluk	Panchayat/ Municipality/ Corporation	
Pin Code *			

Same as above ☐

Address for official communication

House Number/ Building Name *		Street Name *	
Locality		Landmark	
State/ UT *	Select State/ UT	District *	Select District
Taluk *	Select Taluk	Panchayat/ Municipality/ Corporation	
Pin Code *			

Organization Contact Details

Name of Contact Person *		Designation of Contact Person *	
Mobile Number *	9447315241	Secondary mobile phone number	
Office Number (With area code) *		Email ID *	kg.nikhilk@gmail.com

Instruction for Upload Photo

☑ Photograph Format should be JPEG or PNG.

Upload Profile Image*

Browse... No file selected.

Add New Member

First Name	Middle Name	Last Name	Designation	PAN Number	Action
CSCDZ	ZXCZX	CZXZS	Partner	SCCXZ5678N	✏ | 🗑
DE	EWRW	RERW	Authorized Signatory	REWER5443N	✏ | 🗑

ⓘClick on add member button to add member details, After records are added, updated or deleted click on save button

Save Profile

2. <u>PAST EXPERIENCE DETAILS:</u>

- If promoter has launched any projects in last five years, then the promoter should fill the past experience details. After filling the form click on save experience. Promoter can edit and delete the form after saving.

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3. CHANGE PASSWORD:

- If promoter wants to change the password. Click on change password.

b) PROJECT DETAILS:

		Menus and functions	
Menu	**Module**	**Sub-menu**	**Details required**
Project details			
	Project Registration Module	Add project	Basic details of the project
		Add building permit	Building permit details, if any
		Add development permit	Development permit details, if any
		Add bank account details	Details of the bank account. Only applicable for ongoing projects
		Add co-promoter/land owner details	If there is any co-promoter or land owner in the project, details of them.
		Add building	Promoter need to enter details of each building and/ or plot in this section.
		Add common areas and facilities	Common areas and facilities provided for the allottees and its work progress
		Add project cost	Detailed estimate and actual expenditure
		Add project professional details	Details of the project professionals associated with the project
		Document upload	Document size limit- 5 mb For large documents, split the document and upload in order. Multiple uploads are permitted in this section.
		Add litigations related to the project	Details of litigations related to the project.
		Add task or activity	Here promoter needs to update the work progress against each category.
	Photo upload module	upload photos	This section is provided for project quarterly update. Promoter need to update the status of project in each quarter of the year along with recent photographs of the buildings.
	Application withdrawal module	Application withdrawal	If the promoter wants to withdraw application submitted to the authority before issuing registration certificate.

1. **ADD PROJECT:**

- To add project details, click on add Project. If the Project status is ongoing, then click ongoing and fill the respective form. After filling the form, click on add project to save the form. Save forms will be displayed below.

- If the Project is the new project, then click on New Project and fill the respective details. After filling the form, click on add project to save the form. Save forms will be displayed below.

- If the project is an already registered project, then click on Already registered project and give the registration number of the project.

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Add Projects

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Add Projects

All * Mark field are mandatory.

Project Information

Already Registered Project?*	◉ Yes ○ No	Project registration Number*
Project Status*	◉ On-Going Project ○ New Project	
Project Name*		Project Type* — Select Type
Project Commencement date (For ongoing projects) *		Proposed Date of Completion (As per agreement with the Allottee) *
Are there any other Promoter(s) (Land Owner(s)/ Investor(s)) in the project ? *	○ Yes ○ No	Litigations related to the project ? * — ○ Yes ○ No

Land Details

Total Land Area (In sqmts) *	0000000.00	Total Building Count (As per Sanctioned Plan) * — Please Select
Total Floor Area of the project proposed for registration (As mentioned in the Building Permit) (in Sqmts) *	0000000.00	Total Floor Area under Residential Use (As mentioned in the Building Permit) (in Sqmts) * — 0000000.00
Total Floor Area under Other uses (As mentioned in the Building Permit) (in Sqmts) *	0000000.00	Number of Residential Units (As per Sanctioned Plan) *
Number of Commercial Units (As per Sanctioned Plan) *		

Location Details of the Project Area

Survey/ Resurvey Number(s) *

Patta No:/ Thandapper Details *

State * KERALA

District * Select District

Taluk * Select Taluk

Village * Select Village

Street *

Locality

Pin Code *

Boundaries East *

Boundaries West *

Boundaries North *

Boundaries South *

Details of separate bank account as per section 4 (2)(l)(D) of the Act

Bank Name *

Branch Name *

Bank A/c Number *

Mortgages

Name of the Financier (If any)

Address of the Financier

Add Project

Project Details

Sr No.	Project Name	Boundaries East	Boundaries West	Boundaries North	Boundaries South	Total Land Area (In sqmts)	Total Building Count (As per Sanctioned Plan)	Action
1	VXV	cxfsdf	fsafsd	fsdfsd	dfsd	78798	NA	Edit / Delete
2	fwefwe	cxz	dsfsd	sdfsd	sdfd	343	2	Edit / Delete

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> **Project type**

Select Project Type from the drop-down menu as follows:

	Project Type	Use
1	Residential	Residential only projects
2	Commercial	Commercial only project
3	Industrial	Industrial only projects
4	Plots	Projects having plot development only
5	Mixed (Plots with Buildings)	Villa projects, Plot development with any additional buildings
6	Others	All other type of projects and combinations

2. ADD BUILDING:

- To add details of building, click on add building. First select the project name for which the details of building have to be filled. Before adding building, add Apartment details and then save the form. Parking space for each building is also need to be filled. If it is a mixed project (Plot with buildings), add details of plots.

Apartments Type Details

Apartment Type *   -- Select --

Carpet Area(In sqmts) *   000.00   Area of exclusive veranda (in Sqmts) *   000.00

Area of exclusive balcony (in Sqmts) *   000.00   Area of exclusive open terrace (in Sqmts) *   000.00

Share of common area (in Sqmts) *   000.00   Total area (in Sqmts) *   000.00

Proposed number of apartments *   Number of apartments booked/sold/allotted *

❶ First Add Details of Apartment in the building by using – 'Add Apartment Type', then Click Add Building Button to Save Record.

[Add Apartment Type] [Cancel]

Parking space for Sale

Parking Type *   -- Select --

No. of Garages/Covered Parking *   Area (in Sqmts) *   000.00

No. of Garages/ Covered Parking booked *

❶ First Add Details of Parking in the building by using – 'Add Parking Type', then Click Add Building Button to Save Record.

[Add Parking Type] [Cancel]

[Add Building]

Building Details   **Plot Details**

Plot Details

Area of Plot (In sqmts) *   000.00   Number of Plots *

Number of Plots Booked / Alloted / Sold *

[Add Plot]

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3. COMMON AREAS AND FACILITIES:

- This form basically consists of Common areas and facilities provided by the promoter.

- If promoter wants to add the more details about the facilities. Click on Add More. After filling all the details, click on Save to save the details

4. **ADD PROJECT COST:**

- This form basically consists of total cost required for the development of project.
- After filling the form, click on save button to save the details.

5. **DOCUMENT UPLOAD:**

- In this form, documents are needed to be uploaded, required for the Project. To upload the document, click on upload button to save the document. After uploading the document, one can view the document by clicking on view button.

11	Clearance from National Highways / Railways / Other Relevant Departments	Choose File No file chosen		Upload Add
12	Clearance from Coastal Zone Management Authority	Choose File No file chosen		Upload Add
13	Site Plan / Site Map	Choose File No file chosen		Upload Add
14	Layout approval plan	Choose File No file chosen		Upload Add
15	Concurrence of Town and Country planning department	Choose File No file chosen		Upload Add
16	If the project is proposed to be developed in Phases, an authenticated copy of license or land use permission, Building sanction plan or building permit for each of such phases	Choose File No file chosen		Upload Add
17	Copy of Building Permit *	Choose File No file chosen		Upload Add
18	Copy of Development Permit	Choose File No file chosen		Upload Add
19	Copy of Sanctioned Plans *	Choose File No file chosen		Upload
20	Performa of Allotment Letter *	Choose File No file chosen		Upload Add
21	Performa of Agreement for Sale (As per Annexure A) *	Choose File No file chosen		Upload Add
22	Performa of Conveyance Deed *	Choose File No file chosen		Upload Add
23	Copy of Title Deed *	Choose File No file chosen		Upload Add
24	Land title search report *	Choose File No file chosen		Upload Add

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25	Copy of latest Land Tax Receipt *	Choose File No file chosen		Upload Add
26	Details of Encubrances *	Choose File No file chosen		Upload Add
27	Copy of front page of Bank passbook *	Choose File No file chosen		Upload Add
28	Certificate from Bank in Form 1 *	Choose File No file chosen		Upload Add
29	Architect's Certificate in Form 2	Choose File No file chosen		Upload Add
30	Engineer's Certificate in Form 3	Choose File No file chosen		Upload Add
31	Chartered Accountant's Certificate in Form 4 (in letter head)	Choose File No file chosen		Upload Add
32	Annual report on statement of accounts in Form 5	Choose File No file chosen		Upload Add
33	Architect's Certificate in Form 6	Choose File No file chosen		Upload Add
34	Occupancy Certificate/ Completion Certificate/ development certificate	Choose File No file chosen		Upload Add
35	The Plan of development works to be executed in the proposed project *	Choose File No file chosen		Upload Add
36	Brochure / prospectus issued in regard to this project	Choose File No file chosen		Upload Add
37	Sanction letters from Bank for construction finance	Choose File No file chosen		Upload Add
38	Sanction letters form bank for home loan tie-ups	Choose File No file chosen		Upload Add
39	Location details of the project with clear demarcation of land with boundaries including Latitude and Longitude of end points *	Choose File No file chosen		Upload Add
40	Detailed technical specifications to be adopted in the project *	Choose File No file chosen		Upload Add
41	Others	Choose File No file chosen		Upload Add

- Size limit for document upload is 5 MB per document
- For larger documents, split the documents and upload in order. The Add button functionality can be used to upload the multiple split documents under one single field.

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6. ADD PROJECT PROFESSIONAL DETAILS:

- In this form, Promoters needs to fill the data of the real estate agent, contractor, etc.
- After filling, Click on Add [+] button to save the details.

Project Professional

All * mark fields are mandatory.

Project Name * | fwefwe |

- ARCHITECT *

Sr. No.	Name	Address	Mobile No.	Email ID	Registration Number from Council of Architects	Name of the firm	Address of the firm	Year of establishment	Name of Promoters Associated with	Key pro
								--Select--		

+ ENGINEER *

+ CHARTERED ACCOUNTANT *

+ REAL ESTATE AGENT

+ CONTRACTORS

+ OTHER PROFESSIONALS

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7. ADD LITIGATIONS RELATED TO THE PROJECT:

- This form is basically of litigations related to project. If there is any case related to that project, then the promoter has to filled the litigation form about the project.

8. <u>ACTIVITY DETAILS:</u>

This form is of Activity detail about buildings. First select the Project name and then select the building of that respective project. After filling all the details click on save, to save the details.

c) PAYMENT:

- After filling all the details, click on Payment. Please note if all the details are correct then only you will be allowed to proceed to payment. If there are any mandatory details which are not filled, you will be notified of the same at this stage

- You have to make a confirmation before proceed to payment

- Amount to be paid will be displayed in the screen.

- For those projects which are already registered with the Authority, does not need to make any payment. In this case, promoter need to submit the application by clicking on **Submit** in payment menu.

- When Authority asks for more information from the promoter, after making the required changes, promoter can **Resubmit** their application for registration though this menu.

d) PROJECT QUARTERLY UPDATE:

- Promoter need to upload status of the project at least once in three months and the updated details will be displayed for the public view

- Once a project registered with RERA, the said project will be available for editing. Promoter can edit relevant areas required to be updated according to the Kerala Real Estate (Regulation and Development) Rules, 2018 and Regulations 2020.

- Promoter need to upload photos of the buildings/ plots to show the progress of the work in "Upload Photos" menu in the Project details.

- Promoter also need to upload required documents in timely manner in the "Document upload menu".

THANK YOU

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