

KERALA REAL ESTATE REGULATORY AUTHORITY (K-RERA)



PROMOTER AND PROJECT REGISTRATION MANUAL

KERALA REAL ESTATE REGULATORY AUTHORITY



KERALA REAL ESTATE REGULATORY AUTHORITY



INDEX

ITEM	PAGE
1. CREATE NEW USER	5
2. PROMOTER AND PROJECT REGISTRATION	8
a) ACCOUNT:	9
1. Promoter's Profile	9
2. Past Experience Details	12
3. Change Password	13
b) PROJECT DETAILS:	14
1. Add Project	15
2. Add Building	18
3. Common Areas and Facilities	20
4. Add Project Cost	21
5. Document Upload	22
6. Add Project Professional Details	25
7. Add Litigations Related to The Project	26
8. Activity Details	27
c) PAYMENT	28
d) PROJECT QUARTERLY UPDATE	29



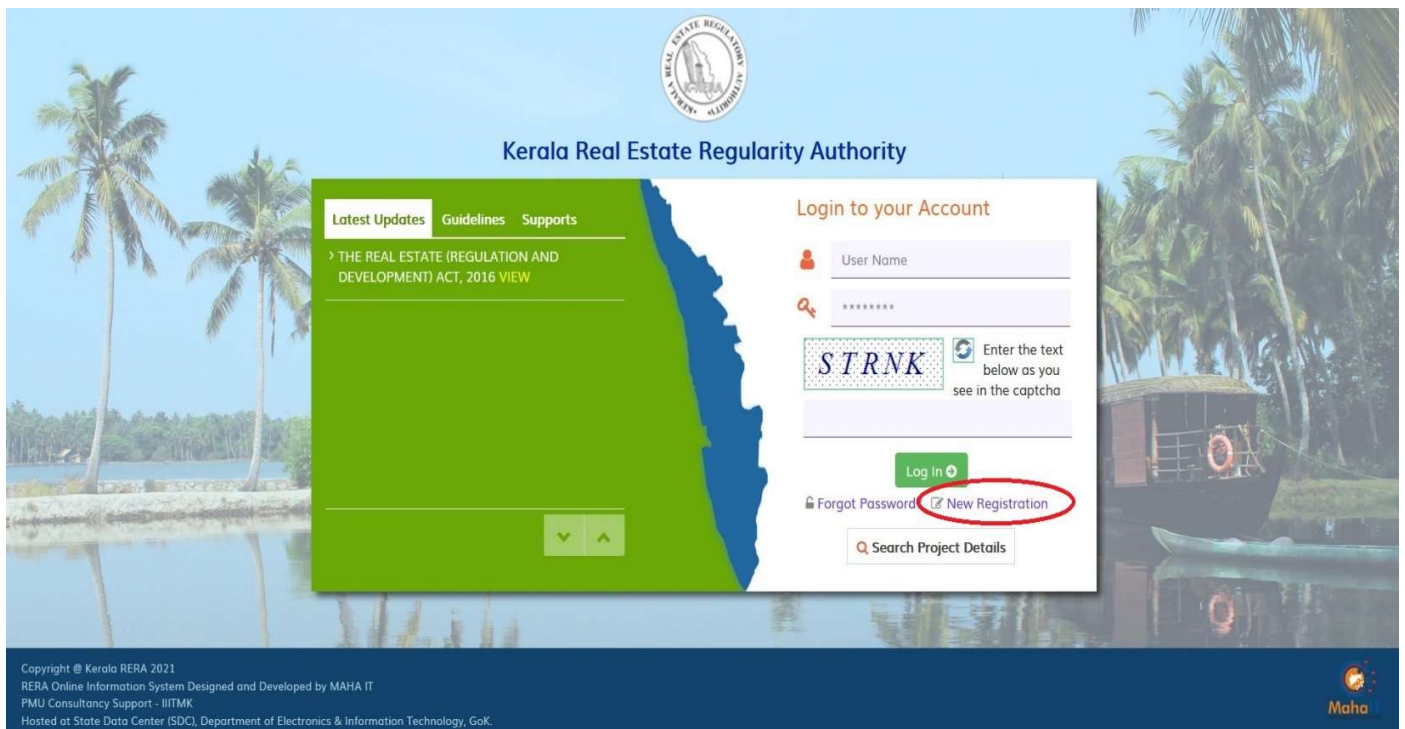
KERALA REAL ESTATE REGULATORY AUTHORITY



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.




The screenshot displays the Kerala Real Estate Regulatory Authority (KERA) website interface. At the top center is the KERA logo, a circular emblem with a building and the text 'KERALA REAL ESTATE REGULATORY AUTHORITY'. Below the logo, the text 'Kerala Real Estate Regularity Authority' is displayed. The main content area is divided into two sections. On the left, there is a green sidebar with a map of Kerala. It contains a 'Latest Updates' section with a link to 'THE REAL ESTATE (REGULATION AND DEVELOPMENT) ACT, 2016 VIEW'. On the right, there is a white box titled 'Login to your Account'. It contains a 'User Name' input field, a password input field (masked with asterisks), a CAPTCHA image with the text 'STRNK', and a 'Log In' button. Below the login fields, there are links for 'Forgot Password' and 'New Registration', with the latter highlighted by a red circle. At the bottom of the page, there is a footer with copyright information: 'Copyright © Kerala RERA 2021', 'RERA Online Information System Designed and Developed by MAHA IT', 'PMU Consultancy Support - IITMK', and 'Hosted at State Data Center (SDC), Department of Electronics & Information Technology, GoK.' The 'Maha' logo is also present in the bottom right corner.

- After clicking, you will get a new window.

KERALA REAL ESTATE REGULATORY AUTHORITY





Kerala Real Estate Regulatory Authority

Create New Account

Select User Type *

Promoter Real Estate Agent

User Name *

User Name



Password * **Confirm Password ***

Enter New Password Confirm New Password

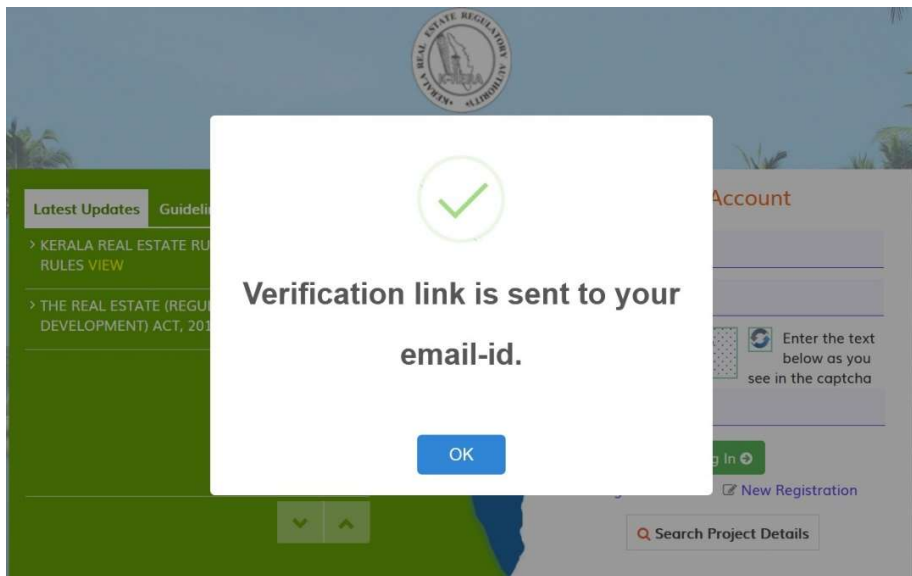
Note : Password must contains one digit from 0 - 9, and contains atleast one lowercase characters and one uppercase characters, Must contains one special symbols in the list @\$% and Password length atleast 7 character and maximum

Mobile Number * **E-mail ID ***

Mobile Number Email ID

  Enter the text below as you see in the captcha

- 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.



- 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

The screenshot shows the Kerala RERA website interface. On the left is a dark sidebar with the following menu items: Dashboard, Account, Project Details, Payment, Download Payment Receipts, and Log Out. The main content area is titled 'Kerala Real Estate Regulatory Authority' and features a 'Promoter's Profile' form. The form includes a warning: 'All * Mark field are mandatory.' Below this is the 'General Information' section with a 'Type of Promoter' field containing radio buttons for 'Individual' (selected) and 'Other Than Individual'. The 'Individual' section contains input fields for: First Name, Middle Name, Last Name, PAN Number, Father Full Name, and Aadhar Number. At the bottom, there is a question: 'Do you have any past experience as a promoter?' with radio buttons for 'Yes' and 'No'.

- 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.

KERALA REAL ESTATE REGULATORY AUTHORITY



- 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



Promoter's Profile

All * Mark field are mandatory.

General Information

Type of Promoter* Individual Other Than Individual

Organization

Organization Type* 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*

Registered Address of the parent entinty

House Number/ Building Name* Street Name*

Locality Landmark

State/ UT* District*

Taluk* Panchayat/ Municipality/ Corporation

Pin Code*

KERALA REAL ESTATE REGULATORY AUTHORITY



Address details

Registered address of the Promoter

House Number/ Building Name *	<input type="text"/>	Street Name *	<input type="text"/>
Locality	<input type="text"/>	Landmark	<input type="text"/>
State/ UT *	Select State/ UT <input type="text"/>	District *	Select District <input type="text"/>
Taluk *	Select Taluk <input type="text"/>	Panchayat/ Municipality/ Corporation	<input type="text"/>
Pin Code *	<input type="text"/>		

Same as above

Address for official communication

House Number/ Building Name *	<input type="text"/>	Street Name *	<input type="text"/>
Locality	<input type="text"/>	Landmark	<input type="text"/>
State/ UT *	Select State/ UT <input type="text"/>	District *	Select District <input type="text"/>
Taluk *	Select Taluk <input type="text"/>	Panchayat/ Municipality/ Corporation	<input type="text"/>
Pin Code *	<input type="text"/>		

Organization Contact Details

Name of Contact Person *	<input type="text"/>	Designation of Contact Person *	<input type="text"/>
Mobile Number *	9447315241	Secondary mobile phone number	<input type="text"/>
Office Number (With area code) *	<input type="text"/>	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. PAST EXPERIENCE DETAILS:

- 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.



Kerala Real Estate Regulatory Authority

Promoter's Past Experience Details

All * Mark field are mandatory.

Mention details of completed and ongoing projects

Note :- Details of promoter up to past 5 years including details of the projects launched in the past. In case of a newly incorporated or registered entity, projects launched by the parent entity.

Project Name *

Project Address *

Project Type

Type *

Select Type v

Use/ Occupancy *

Select Use/ Oc v

No.of Units/ Flats/ Shops etc *

No.of Units/ Fla

Add
Cancel

Land Area (In Sq mtrs) *

Details of payments pending *

Current status of the project *

Details of cases/ litigations related to the project *

Date of commencement *

Proposed date of completion *

Actual completion date

Remarks (If any)

Other relevant experience

Save Experience

Promoter's Past Experience Details

Sl No	Details of payments pending	Current status of the project	Details of cases/ litigations related to the project	Date of commencement	Proposed date of completion	Actual completion date	Remarks (If any)	Other relevant experience	Edit
1	0	COMPLETED	NOTHING	19/11/2020	30/11/2020	01/11/2020	ASDF	EWFF	Edit Delete
14	bfdhdhb	cdfeewt4wetdf32423545#\$%#^#	vsdgf?/..	21/12/2015	01/12/2020	02/12/2019	gdtrry	dredrgl	Edit Delete



3. CHANGE PASSWORD:

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

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.



Add Projects



Kerala Real Estate Regulatory Authority

Add Projects

All * Mark field are mandatory.


Project Information

Already Registered Project?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Project registration Number*	<input type="text"/>
Project Status*	<input checked="" type="radio"/> On-Going Project <input type="radio"/> New Project		
Project Name*	<input type="text"/>	Project Type*	<input type="text" value="Select Type"/> ▼
Project Commencement date (For ongoing projects) *	<input type="text"/>	Proposed Date of Completion (As per agreement with the Allottee) *	<input type="text"/>
Are there any other Promoter(s) (Land Owner(s)/ Investor(s) in the project ? *	<input type="radio"/> Yes <input type="radio"/> No	Litigations related to the project ? *	<input type="radio"/> Yes <input type="radio"/> No

Land Details

Total Land Area (In sqmts) *	<input type="text" value="0000000.00"/>	Total Building Count (As per Sanctioned Plan) *	<input type="text" value="Please Select"/> ▼
Total Floor Area of the project proposed for registration (As mentioned in the Building Permit) (in Sqmts) *	<input type="text" value="0000000.00"/>	Total Floor Area under Residential Use (As mentioned in the Building Permit) (in Sqmts) *	<input type="text" value="0000000.00"/>
Total Floor Area under Other uses (As mentioned in the Building Permit) (in Sqmts) *	<input type="text" value="0000000.00"/>	Number of Residential Units (As per Sanctioned Plan) *	<input type="text"/>
Number of Commercial Units (As per Sanctioned Plan) *	<input type="text"/>		

KERALA REAL ESTATE REGULATORY AUTHORITY



Location Details of the Project Area

Survey/ Resurvey Number(s) *	<input type="text"/>	Patta No:/ Thandapper Details *	<input type="text"/>
State *	KERALA <input type="text"/>	District *	Select District <input type="text"/>
Taluk *	Select Taluk <input type="text"/>	Village *	Select Village <input type="text"/>
Street *	<input type="text"/>	Locality	<input type="text"/>
Pin Code *	<input type="text"/>		
Boundaries East *	<input type="text"/>	Boundaries West *	<input type="text"/>
Boundaries North *	<input type="text"/>	Boundaries South *	<input type="text"/>

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

Bank Name *	<input type="text"/>	Branch Name *	<input type="text"/>
Bank A/c Number *	<input type="text"/>		

Mortgages

Name of the Financier (If any)	<input type="text"/>	Address of the Financier	<input type="text"/>
--------------------------------	----------------------	--------------------------	----------------------

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	fsdfs	dfs	78798	NA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	fwefwe	cxz	dsfsd	sdfs	sdf	343	2	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

KERALA REAL ESTATE REGULATORY AUTHORITY



➤ **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.



Add Building

All * Mark field are mandatory.

Project

Project Name *

Building Details | Plot Details

Building Details

Building Name *	<input type="text"/>	Proposed Date of Completion (As committed to allottees) *	<input type="text"/>
Number of Basements *	<input type="text"/>	Number of Podiums *	<input type="text"/>
Number of Slab of Super Structure *	<input type="text"/>	Number of Stilts *	<input type="text"/>
Number of Open Parking *	<input type="text"/>	Number of Closed Parking *	<input type="text"/>

KERALA REAL ESTATE REGULATORY AUTHORITY



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 *	

ⓘ 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 *			

ⓘ 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

KERALA REAL ESTATE REGULATORY AUTHORITY



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


Kerala Real Estate Regulatory Authority

Add Common Areas and Facilities

All fields are mandatory.

Project Name * RERA1

Project Details

Name	Proposed Number	Progress Of Work Done (in %)
Number of Garages/ Covered Parking (In Numbers) (Common Area) :		

Development Work


Common areas And Facilities, Amenities	Proposed	Percentage Of Completion	Details
Internal Roads & Footpaths :	YES	60	3m wide
Visitors Parking :	NO	0	NA
Water conservation, Rain water harvesting :	YES	10	well
Energy Management :	NO	0	NA
Fire protection and Fire safety requirements :	NO	0	NA
Electrical meter room, Sub-station, Receiving station :	NO	0	NA
Aggregate area of recreational open space :	NO	0	NA
Open parking :	YES	20	30
Water supply :	NO	0	NA
Sewerage (Chamber, Lines, Septic tank, STP) :	NO	0	NA
Storm water drains :	YES	20	tank
Landscaping & Tree planting :	YES	30	ok
Street lighting :	NO	0	NA
Community buildings :	NO	0	NA
Treatment and disposal of sewage and sullage water :	YES	30	tank
Solid waste management and disposal :	YES	50	
Public health services :	NO	0	NA

Add More
Common Areas and facilities

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

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.


Kerala Real Estate Regulatory Authority

Add Project Cost

All * Mark Field are Mandatory.

Project Name * RERA1 ▼

Sr. No	Particular	Estimated Total Amount (in INR)	Actual Total Amount (in INR)
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 and legal cost *	000000.00	000000.00
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 *	000000.00	000000.00
c	Acquisition cost of TDR (Transfer of Development Rights), if any *	000000.00	000000.00
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 *	000000.00	000000.00
e	Land premium payable as per annual statement of rates (ASR) for redevelopment of land owned by Public authorities *	000000.00	000000.00
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) *	000000.00	000000.00
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 *	000000.00	000000.00
iii	Fee, charges and security deposits or maintenance deposit, or any amount whatsoever payable to any authorities towards and in project of rehabilitation *	000000.00	000000.00
g	Sub Total Land Cost		
2 Development Cost/ Cost of Construction			
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) *	000000.00	000000.00
iii	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 *	000000.00	000000.00
b	Payment of taxes, cess, fees, charges, premiums, interest etc. to any statutory authority *	000000.00	000000.00
c	Interest payable to financial institutions, scheduled banks, nonbanking institutions on construction funding or money borrowed for construction *	000000.00	000000.00
d	Sub Total of Developmental Cost		
3	Total Estimated Cost of the Real Estate Project		

Save

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.



Document Upload

All * mark fields are mandatory.

Project Name* RERA2

Documents

Sr. No.	Document Name	Uploaded Document	Remarks	Action
1	In the case of 'authorised signatory', Resolution of the entity authorising such person	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="+ Add"/>
2	Declaration in Form B *	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
3	Copy of PAN card *	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
4	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 immediately preceding three financial years and where annual report is not available then the audited profit and loss account, balance sheet, cash flow statement and the auditor's report of the promoter for immediately preceding three financial years and in case of newly incorporated or registered entity, such information shall be disclosed for the parent entity.	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
5	Income tax returns for all three preceding financial years *	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
6	Consent to establish & operate (Clearance from Pollution Control Board)	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
7	Environment Clearance	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
8	NOC from Fire and Rescue department	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
9	Permission from Water and Sweverage department	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
10	Clearance from Airport Authority of India	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/> <input type="button" value="+ Add"/>

KERALA REAL ESTATE REGULATORY AUTHORITY



11	Clearance from National Highways / Railways / Other Relevant Departments	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
12	Clearance from Coastal Zone Management Authority	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
13	Site Plan / Site Map	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
14	Layout approval plan	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
15	Concurrence of Town and Country planning department	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ 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	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
17	Copy of Building Permit *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
18	Copy of Development Permit	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
19	Copy of Sanctioned Plans *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/>
20	Performa of Allotment Letter *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
21	Performa of Agreement for Sale (As per Annexure A) *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
22	Performa of Conveyance Deed *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
23	Copy of Title Deed *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>
24	Land title search report *	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="+ Add"/>

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

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 * ▼

- 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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 RERA Online Information System Designed and Developed by MAHA IT
 PMU Consultancy Support - IIITMK
 Hosted at State Data Center (SDC), Department of Electronics & Information Technology, GoK.





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.


Kerala Real Estate Regulatory Authority

Add Litigations

All * Mark field are mandatory.

Litigations Related to the Project

Project Name *

Name of the Court *

Type of Case *

Petition *

Case Number *


Year *

Whether any Preventive/ Injunction/ Interim Order is Passed * Yes No

Present Status *

8. ACTIVITY DETAILS:

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.



Kerala Real Estate Regulatory Authority

Task/Activity

All * Mark Field are Mandatory.

Project

Project Name * Building Name *

SR NO.	Tasks / Activity	Percentage of Work
1	Excavation *	0
2	X number of Basement(s) and Plinth *	0
3	Stilt Floor *	0
4	X number of Slabs of Super Structure *	0
5	Internal walls, Internal Plaster, Floorings within Flats/Premises, Doors and Windows to each of the Flat/Premises *	0
6	Sanitary Fittings within the Flat/Premises, Electrical Fittings within the Flat/Premises *	0
7	Staircases, Lifts Wells and Lobbies at each Floor level connecting Staircases and Lifts, Overhead and Underground Water Tanks. *	0
8	The external plumbing and external plaster, elevation, completion of terraces with waterproofing of the Building/Wing *	0
9	Installation of lifts, water pumps, Fire Fighting Fittings and Equipment as per CFO NOC, Electrical fittings to Common Areas, electro, mechanical equipment, Compliance to conditions of environment /CRZ NOC, Finishing to entrance lobby(s), plinth protection, paving of areas appurtenant to Building/Wing, Compound Wall and all other requirements as may be required to Obtain Occupation /Completion Certificate *	0

Save

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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

KERALA REAL ESTATE REGULATORY AUTHORITY

