

**Uttar Pradesh Shashan  
AvasEvamShahriNiyojan Anubhag-3**

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following in English translation of Notification No.1438/ Eight-3-16-65Vividh/16 dated. 27 October, 2016

**NOTIFICATION**

**No. 1438 / Eight-3-16-65Vividh/16**

Lucknow: Dated: **27 October, 2016**

**In exercise of the powers conferred under section-84 of the Real Estate (Regulation and Development) Act, 2016, the Governor is pleased to make the following rules, namely;**

**The Uttar Pradesh Real Estate (*Regulation and Development*) Rules, 2016**

## CHAPTER-1

### PRELIMINARY

**Short title,  
commencement  
and extent**

- 1-(1) These rules may be called the "Uttar Pradesh Real Estate (Regulation and Development) Rules, 2016."
- (2) They shall come into force with effect from the date of their publication in the Gazette.
- (3) They shall be applicable to the whole of Uttar Pradesh.

**Definitions**

- 2-(1) In these rules, unless the context otherwise requires, -
- (a) "Act" means the Real Estate (Regulation and Development) Act, 2016;
- (b) "Annexure" means as annexure appended to these rules;
- (c) "authenticated copy" shall mean a self-attested copy of any document required to be provided by any person under these rules;
- (d) "Common area" means:
- (i) the entire land for the real estate project, or where the project is developed in phases and registration under this Act is sought for a phase, the entire land for that phase;
- (ii) the stair cases, lifts, staircase and lift lobbies, fire escapes, and common entrances and exits of buildings;
- (iii) the common basements, terraces, parks, play ground, open parking areas and common storage spaces;
- (iv) the premises for the lodging of persons employed for the management of the property including accommodation for watch and ward staffs or for the lodging of community service personnel;
- (v) installations of central services such as electricity, gas, water and sanitation, air-conditioning and incinerating, system for water conservation and renewable energy;
- (vi) the water tanks, sumps, motors, fans, compressors, ducts and all apparatus connected with installations for common use;
- (vii) all community and commercial facilities as provided in the real estate project;
- Explanation:- community & commercial facilities shall include only those facilities which have been provided as common areas in the real estate project.
- (viii) all other portion of the project necessary or convenient for its maintenance, safety, etc., and in common use;
- (e) "Form" means a form appended to these rules;
- (f) "Government" means the Government of Uttar Pradesh;
- (g) "layout Plan" means a plan of the project depicting the divisions proposed division of land into plots, roads, open spaces, amenities, etc. and other details as may be necessary;
- (h) "ongoing project" means a project where development is going on and for which completion certificate has not been issued but excludes such projects which fulfill any of the following criteria on the date of notification of these rules:
- (i) where services have been handed over to the Local Authority for maintenance.

- (ii) where common areas and facilities have been handed over to the Association for the Residents' Welfare Association for maintenance.
- (iii) where all development work have been completed and sale/lease deeds of sixty percent of the apartment/houses/plots have been executed.
- (iv) where all development works have been completed and application has been filed with the competent authority for issue of completion certificate.
- (i) "project land" means any parcel or parcels of land on which the project is developed and constructed by a promoter;
- (j) "section" means a section of the Act,;
- (k) "Selection Committee" means the Selection Committee constituted under section-22 of the Act in accordance with these rules;
- (l) "Search Committee" means the Search Committee constituted under these rules to assist the Selection Committee; and
- (2) Words and expression used and not defined in these rules but defined in the Act, shall have the same meaning respectively assigned to them in the Act.

## CHAPTER II

### REAL ESTATE PROJECT

**Information and documents to be furnished by the promoter for registration of Project:-**

- 3-(1)** The promoter shall furnish the following additional information and documents, along with those specified under the relevant sections of the Act, for registration of the real estate project with the regulatory authority namely:-
- (a) authenticated copy of the PAN card of the promoter;
  - (b) audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years;
  - (c) the number of open parking areas available in the said real estate project;
  - (d) copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person;
  - (e) the details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details;
  - (f) where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land proposed to be developed;
  - (g) such other information and documents, as may be specified by regulations.
- (2) The application referred to in sub-section (1) of section 4 shall be made in writing as per Form -A which shall be submitted in triplicate, until the application procedure is made web based as provided under sub-section

(3) of section 4.

- (3) The promoter shall pay a registration fee at the time of application for registration by way of a demand draft drawn on any nationalized or scheduled bank, for a sum calculated at the rate of:-
- (a) rupees twenty per square meter for commercial projects where the area of land proposed to be developed does not exceed one thousand square meters and rupees one thousand for every hundred square meter or part thereof where the area of land proposed to be developed exceeds one thousand square meters.
- (b) rupees ten per square meter for residential or any other projects where the area of land proposed to be developed does not exceed one thousand square meters and rupees five hundred for every hundred square meter or part thereof where the area of land proposed to be developed exceeds one thousand square meters.
- (4) The declaration to be submitted under clause (1) of sub-section (2) of section 4, shall be as per Form -B.ø
- (5) In case the promoter applies for withdrawal of application for registration of the project before the expiry of the period of 30 days provided under sub-section (1) of section 5, registration fee to the extent of ten percent paid under sub-rules (3) above, or rupees fifty thousand whichever is more, shall be retained as processing fee by the regulatory authority and the remaining amount shall be refunded to the promoter within thirty days from the date of such withdrawal.

**Disclosure by promoters of existing projects.-**

- 4-(1) Upon the notification for commencement of sub-section (1) of section 3, promoters of all ongoing projects which have not received completion certificate shall, within the time specified in the said subsection, make an application to the authority in the form and manner provided in Rule 3.
- (2) The promoter shall disclose all project details as required under the Act and the rules and regulations made thereunder, including the status of the project and the extent of completion.
- (3) The promoter shall disclose the size of the apartment based on carpet area even if earlier sold on any other basis such as super area, super built up area, built up area etc. which shall not affect the validity of the agreement entered into between the promoter and the allottee to that extent.
- (4) In case of plotted development the promoter shall disclose the area of the plot being sold to the allottees.

**Withdrawal of sums deposited in separate account.-**

- 5-(1) For the purposes of sub-clause (D) of clause (1) of sub-section (2) of section 4, the land cost shall be the cost incurred by the promoter, whether as an outright purchase, lease charges and will include the charges incurred to obtain the approval of the competent authority.
- (2) For the purposes of sub-clause (D) of clause (1) of sub-section (2) of section 4, the construction cost shall be the cost incurred by the promoter, towards the on-site expenditure for the physical development of the project.

**Grant of rejection of registration of the project.-**

- 6-(1) Upon the registration of project as per section 5 read with Rule 3, the authority shall issue a registration certificate with a registration number as per Form -Cø to the promoter.
- (2) In case of rejection of the application as per section 5 the regulatory authority shall inform the applicant as per Form -Dø

- Extension of registration of the project.-**
- 7-(1) The registration granted under section 5, may be extended as per section 6, on an application made by the promoter in Form -Eø which shall not be less than three months prior to the expiry of the registration granted.
- (2) The application for extension of registration shall be accompanied with a demand draft drawn on any scheduled bank, for an amount equivalent to twice the registration fee as prescribed under sub-rule (3) of rule 3 along with an explanatory note setting out the reasons for delay in the completion of the project and the need for extension of registration for the project, along with documents supporting such reasons:
- Provided that where extension of registration is due to force majeure the authority may at its discretion waive the fee for extension of registration.
- (3) Extension of registration of the project shall not be beyond the period provided as per local laws for completion of the project or phase thereof, as the case may be.
- (4) In case of extension of registration, the regulatory authority shall inform the promoter about the same as per Form -Fø and in case of rejection of the application for extension of registration the regulatory authority shall, after giving an opportunity to the applicant to be heard in the matter as per second proviso of section 6, inform the promoter about the same as per Form -Dø
- Revocation of Registration of the project.-**
- 8 Upon the revocation of registration of a project as per section 7 the regulatory authority shall inform the promoter about such revocation as per Form -Dø

### CHAPTER III

#### REAL ESTATE AGENT

- Application for Registration by the real estate agent.-**
- 9-(1) Every real estate agent required to register as per sub-section (2) of section 9 of the Act shall make an application in writing to the Regulatory Authority as per Form -Gø along with the following documents, namely:-
- (a) Brief details of his enterprise including its name, registered address, type of enterprise (proprietorship, societies, partnership, companies etc.);
  - (b) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;
  - (c) photograph of the real estate agent if it is an individual and the photograph of the partners, directors etc. in case of other entities;
  - (d) authenticated copy of the PAN card;
  - (e) income tax returns filed under the provisions of the Income Tax Act, 1961 for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act, 1961 for any of the three year preceding the application, a declaration to such effect;
  - (f) authenticated copy of the address proof of the place of business; and
  - (g) such other information and documents, as may be specified by regulations.

|  |               |     |   |
|--|---------------|-----|---|
|  |               | (2) | The real estate agent shall pay a registration fee at the time of application for registration by way of a demand draft drawn on any scheduled bank, for a sum of rupees twenty-five thousand in case of the applicant being an individual; or rupees two lakh fifty thousand in case of the applicant being anyone other than an individual. |
| <b>Grant of Registration to the real estate agent.-</b>  | <b>10-(1)</b> |     | Upon the registration of a real estate agent as per section 9 read with Rule 10, the authority shall issue a registration certificate with a registration number as per Form -Hø to the real estate agent.  |
|  |               | (2) | In case of rejection of the application as per section 9 the authority shall inform the applicant as per Form -Iø   |
|  |               | (3) | The registration granted under this rule shall be valid for a period ten years.   |
| <b>Renewal of registration of real estate agent.-</b>    | <b>11-(1)</b> |     | The registration granted under section 9, may be renewed as per section 6, on an application made by the real estate agent in Form -Jø which shall not be less than three months prior to the expiry of the registration granted.   |
|  |               | (2) | The application for renewal of registration shall be accompanied with a demand draft drawn on any scheduled bank, for a sum of rupees five thousand in case of the real estate agent being an individual or rupees fifty thousand in case of the real estate agent being anyone other than an individual.                                     |
|  |               | (3) | The real estate agent shall also submit all the updated documents set out in clauses to (f) of rule 10 at the time of application for renewal.  |
|  |               | (4) | In case of renewal of registration, the regulatory authority shall inform the real estate agent about the same as per Form -Kø and in case of rejection of the application for renewal of registration the regulatory authority, shall inform the real estate agent as per Form -Iø   |
|  |               |     | Provided that no application for renewal of registration shall be rejected unless the applicant has been given an opportunity of being heard in the matter.   |
|  |               | (5) | The renewal of registration of the real estate agent shall be granted provided that the real estate agent remains in compliance with the provisions of the Act and the rules and regulations made thereunder.   |
|  |               | (6) | The renewal granted under this rule shall be valid for a period five years.   |
| <b>Revocation of Registration of real estate agent.-</b> | <b>12</b>     |     | The authority may, due to reasons specified under sub-section (7) of section 9, revoke the registration granted to the real estate agent or renewal thereof, as the case may be, and intimate the real estate agent of such revocation as per Form -Iø  |
| <b>Other functions of a real estate agent.-</b>          | <b>13</b>     |     | The real estate agent shall provide assistance to enable the allottee and promoter to exercise their respective rights and fulfil their respective obligations at the time of booking and sale of any plot, apartment or building, as the case may be.  |

## CHAPTER IV

### DETAILS TO BE PUBLISHED ON THE WEBSITE OF THE AUTHORITY

**Details to be published on the website.-**

**14-(1)** For the purpose of clause (b) of section 34, the regulatory authority shall ensure that the following information shall be made available on its website in respect of each project registered:

**(a)** Details of the promoter including the following:

(i) Developer or Group Profile:

(A) a brief detail of his enterprise including its name, registered address, type of enterprise (proprietorship, limited liability partnership, society, partnership, company, competent authority) and the particulars of registration and in case of a newly incorporated or registered entity, brief details of the of the parent entity including its name, registered address, type of enterprise (proprietorship, societies, limited liability partnership, partnership, companies, competent authority);

(B) background of promoter- educational qualification, work experience and in case of a newly incorporated or registered entity work experience of the parent entity.

(ii) Track record of the promoter:

(A) number of years of experience of the promoter or parent entity in real estate construction in Uttar Pradesh;

(B) number of years of experience of the promoter or parent entity in real estate construction in other states or union territories;

(C) number of completed projects and area constructed till date;

(D) number of ongoing projects and proposed area to be constructed;

(E) details and profile of ongoing and completed projects for the last 5 years as provided under clause (b) of sub-section (2) of section 4.

(iii) Litigations: Details of past or ongoing litigations in relation to the real estate project.

(iv) Website:

(A) web link to the developer or group website;

(B) web link to the project website.

**(b)** Details of the real estate project including the following:

(i) Compliance and registration:

(A) authenticated copy of the approvals and commencement certificate from the competent authority as provided under clause

- (c) of sub-section (2) of section 4;
  - (B) the sanctioned plan, layout plan and specifications of the project or the phase thereof, and the whole project as sanctioned by the competent authority as provided under clause (d) of sub-section (2) of section 4;
  - (C) details of the registration granted by the Authority.
- (ii) Apartment and garage related details:
  - (A) Details of the number, type and carpet area of apartments for sale in the project as provided under clause (h) of sub-section (2) of section 4;
  - (B) Details of the number and areas of garages/closed parking for sale in the project as provided under clause (i) of sub-section (2) of section 4;
  - (C) Details of the number of open parking areas available in the real estate project.
- (iii) Registered Agents: Names and addresses of real estate agents if any as provided under clause (j) of sub-section-2 of section-4.
- (iv) Consultants Details: including name and addresses, of contractors, architects and structural engineers and other persons concerned with the development of the real estate project as provided under clause (k) of sub-section (2) of section-4 such as:-
  - (A) Name and address of the firm
  - (B) Names of promoters
  - (C) Year of establishment
  - (D) Names and profile of key projects completed
- (v) Location: the location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project as provided under clause (f) of subsection (2) of section 4.
- (vi) Development Plan:
  - (A) The plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, emergency evacuation services, use of renewable energy etc. as provided under clause (e) of sub-section (2) of section 4;
  - (B) Amenities: a detailed note explaining the salient features of the proposed project including access to the project, design for electric supply including street lighting, water supply arrangements and site for disposal and treatment of storm and sullage water, any other facilities and amenities or public health services proposed to be provided in the project;
  - (C) Gantt Charts and Project schedule: the plan of development



works to be executed in the project and the details of the proposed facilities to be provided thereof.

**(c) Financials of the promoter:**

- (i) authenticated copy of the PAN card of the promoter
- (ii) audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years and in case of a newly incorporated or registered entity annual returns of the last 3 financial years of the parent entity.

**(d) The promoter shall upload the following updates on the webpage for the project, within seven days from the expiry of each quarter:**

- (i) List of number and types of apartments or plots, as the case may be booked;
- (ii) List of number of garages/closed parking booked;
- (iii) Status of the project:
  - (A) Status of construction of each building with photographs;
  - (B) Status of construction of each floor with photographs;
  - (C) Status of construction of internal infrastructure and common areas with photographs.
- (iv) Status of approvals:
  - (A) Approval received;
  - (B) Approvals applied and expected date of receipt;
  - (C) Approvals to be applied and date planned for application;
  - (D) Modifications, amendment or revisions, if any, issued by the competent authority with regard to any license, permit or approval for the project.

**(e) Downloads:**

- (v) Approvals:
  - (A) No Objection Certificates
    - Consent to Establish and Operate;
    - Environmental Clearance;
    - Fire NOC;
    - Permission from Water and Sewerage department;
    - Height clearance from Airport Authority of India where applicable;
    - Such other approvals as may be required and obtained for the project.
  - (B) Authenticated copy of the license or land use permission, building sanction plan and the commencement certificate from the competent authority obtained in accordance with the laws applicable for the project, and where the project is proposed to be developed in phases, an authenticated copy of the license or land

use permission, building sanction plan and the commencement certificate for the phase proposed for implementation;

(C) Authenticated copy of the site plan or site map showing the location of the project land along with names of revenue villages, khasra numbers and area of each parcels/lease plan of the project land, which ever is applicable.

(D) Authenticated copy of the layout plan of the project or the phase thereof, and also the layout plan of the whole project as sanctioned by the competent authority;

(E) Floor plans for each tower and block including clubhouse, amenities and common areas;

(F) Any other permission, approval, or license that may be required under applicable law;

(G) Authenticated copy of occupancy certificate/completion certificate including its application.

(vi) Legal Documents:

(A) Details including the proforma of the application form, allotment letter, agreement for sale and the conveyance deed;

(B) Authenticated copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person;

(C) Land Title Search Report from an advocate having experience of at least ten years in land related matters;

(D) Details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details or no encumbrance certificate from an advocate having experience of at least ten years in land related matters;

(E) where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land proposed to be developed;

(F) Consent letters:

-From banks for construction finance;

-From banks for home loan tie-ups.

- (f) Contact details: Contact address, contact numbers and email-ids of the promoter and other officials handling the project.
- (g) Such other documents or information as may be specified by the Act or the rules and regulations made thereunder.
- (2) For the purpose of clause (c) of section 34, the regulatory authority shall

maintain a database and ensure that the information specified therein shall be made available on its website in respect of each project revoked or penalized, as the case may be.

(3) For the purpose of clause (d) of section 34, the regulatory authority shall ensure that the following information shall be made available on its website in respect of each real estate agent registered with it or whose application for registration has been rejected or revoked:

- (a) For real estate agents registered with the Authority:
  - (i) registration number and the period of validity of the registration of the real estate agent with the regulatory authority;
  - (ii) brief details of his enterprise including its name, registered address, type of enterprise (proprietorship, societies, partnership, companies, etc.);
  - (iii) particulars of registration including the bye-laws, memorandum of association, articles of association, etc. as the case may be;
  - (iv) photograph of the real estate agent if it is an individual and the photograph of the partners, directors, etc. in case of other persons;
  - (v) authenticated copy of the PAN card;
  - (vi) income tax returns filed under the provisions of the Income Tax Act, 1961 for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act, 1961 for any of the three year preceding the application, a declaration to such effect;
  - (vii) authenticated copy of the address proof of the place of business and the contact address, contact numbers and email-ids of the real estate agent and other officials responsible.
- (b) In case of applicants whose application for registration as a real estate agent has been rejected or real estate agents whose registration has been revoked by the regulatory authority:
  - (i) registration number and the period of validity of the registration of the real estate agent with the regulatory authority;
  - (ii) brief details of his enterprise including its name, registered address, type of enterprise (proprietorship, societies, partnership, companies etc.);
  - (iii) photograph of the real estate agent if it is an individual and the photograph of the partners, directors etc. in case of other persons.
- (c) Such other documents or information as may be specified by the Act or the rules and regulations made thereunder.

- (4) The Authority shall maintain a back-up, in digital form, of the contents of its website in terms of this rule, and ensure that such back-up is updated on the last day of each month.

## CHAPTER V

### RATE OF INTEREST PAYABLE BY PROMOTER AND ALLOTTEE AND TIMELINES FOR REFUND

- Rate of interest payable by the promoter and the allottee.-** 15- The authority shall maintain a back-up, in digital form, of the contents of its website in terms of this rule, and ensure that such back-up is updated on the last day of each month.
- Timelines for refund.-** 16- Any refund of monies along with the applicable interest and compensation, if any, payable by the promoter in terms of the Act or the rules and regulations made thereunder, shall be payable by the promoter to the allottee within forty-five days from the date on which such refund along with applicable interest and compensation, if any, becomes due.

## CHAPTER VI

### REAL ESTATE REGULATORY AUTHORITY

- Manner of selection of chairperson and members of the Authority.** 17-(1) The regulatory authority shall consist of a Chairperson and three whole-time Members to be appointed by the Government.
- (2) As and when vacancies of Chairperson or a Member in the regulatory authority exist or arise, or are likely to arise, the Government may make a reference to the Selection Committee in respect of the vacancies to be filled.
- (3) The Selection Committee may, for the purpose of selection of the Chairperson or a Member of the regulatory authority, follow such procedure as deemed fit.
- (4) (a) A Search Committee shall be constituted to suggest a panel of names possessing the requisite qualification and experience and suitable for being considered for appointment as Chairperson or Member of the authority. The Search Committee shall consist of;
- (i) The Principal Secretary/Secretary to the Government in Personnel Department;
  - (ii) The Principal Secretary/Secretary to the Government in Information and Technology Department.
  - (iii) The Principal Secretary/Secretary to the Government in Administrative Department.
- (b) The Senior most Member shall be the Chairman of the Search Committee.

- (c) The Search Committee shall invite applications along with Bio-data/Curriculum Vitae and prepare a list of eligible persons as per the provisions of section-22 of the Act for selection to the posts of Chairperson and other Members of the authority.
  - (d) The Search Committee shall scrutinize the applications received to ascertain the qualifications and professional experience of the eligible persons.
  - (e) After scrutiny of the applications the Search Committee shall forward the applications of alleligible candidates to the Selection Committee.
  - (f) The Search Committee shall complete the above process within fifteen days from the last date of the receipt of applications.
- (5) The Selection Committee shall select three persons for each vacancy and recommend the same to the Government.
  - (6) The Selection Committee shall make its recommendation to the Government within a period of fifteen days from the date of reference made under sub-rule (2).
  - (7) The Government shall appoint one of the three persons recommended by the Selection Committee for the vacancy of the Chairperson or Member, as the case may be.

**Salary and allowances payable and other terms and conditions of service of Chairperson and Members of the regulatory authority.-**

18-(1) Subject to the provisions of section-26 of the Act the Chairperson and Members of the authority shall be entitled to draw salaries, as are admissible to the Chief Secretary.

- (2) The Chairperson shall be entitled without payment of rent a well furnished official residence throughout the term of his office and for a period of one month immediately thereafter and no charge shall fall on him personally in respect of the maintenance of such residence. For this purpose, residence includes the staff quarters and other buildings appurtenant thereto and the garden thereof, Maintenance in relation to a residence includes the payment of Municipal taxes and electricity and water.

Where, for any reason, the Chairperson does not avail himself of the use of an official residence he may be paid every month an allowance equivalent to an amount of 30% of his pay as HRA in lieu of rent-free official residence. In such case the residence of the Chairperson will be treated as official residence and all other facilities described above will be provided.

- (3) The Chairperson shall be entitled to subscribe to the General Provident Fund (Central Service). If he was a member of the IAS before taking over

as the Chairperson, he shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment as the Chairperson.

- (4) The Chairperson and the dependent members of his family shall be entitled to such facilities for medical treatment and for accommodation in hospitals as applicable to a member of I.A.S. from time to time.

Provided that the expenses shall be reimbursed on prescription of Government doctors/hospitals or Recognized Private Practitioners/Private hospitals to the Chairperson and his dependents.

The Chairman shall be entitled to a chauffeur driven staff car and 200 liters fuel per month or the actual consumption of fuel whichever is less

- (5) A monthly sumptuary allowance to the tune of Rs. 7500/- shall be admissible to the Chairperson.

- (6) The Chairperson shall be entitled to Traveling Allowance/LIC at the rate of Rs. 600/- per day for the entire period of absence on duty from head quarters, provided that daily allowance so admissible shall be regulated as follows;

(i) Full daily allowance for each completed day, shall be reckoned from mid-night to mid-night.

(ii) For absence from head quarters for less than twenty-four hours the daily allowance shall be at the following rates namely:-

- If the absence from head quarters does not exceed 6 hours, 30% of the full daily allowance;

- If the absence from head quarters exceed 6 hours, but does not exceed 12 hours, 50% of the full daily allowance;

The Chairperson shall also be entitled to LTC for self, spouse and dependent members for visiting any place in India including home town during leave thrice a year in accordance with rules applicable in this behalf to a member of the Indian Administrative Service holding the rank of Secretary to Government of India.

- (7) Subject to the provisions of section-26, a member of the authority shall be entitled to draw salary and other facilities as are admissible to the Principal Secretary of the Government.

- (8) Every part-time member, who is not a servant of the Government, shall be paid a sitting fee for each day he attends the meetings of the regulatory authority as may be determined by Government, from time to time and they shall not be entitled to any allowance relating to house and vehicle.

**Administrative powers of the Chairperson of the regulatory authority.-**

- 19- The administrative powers of the Chairperson of the regulatory authority shall include making decisions with regard to the following:

(a) all matters pertaining to staff strength, wages and salaries structures, emoluments, perquisites and personnel policies with approval of the Government.

(b) all matters pertaining to creation and abolition of posts with approval of the Government

- (c) all matters pertaining to appointments, promotions and confirmation for all posts;
- (d) acceptance of resignations by any Member, officer or employee;
- (e) officiating against sanctioned posts;
- (f) authorization of tours to be undertaken by any Member, officer or employee: within and outside India and allowance to be granted for the same;
- (g) all matters in relation to reimbursement of medical claims;
- (h) all matters in relation to grant or rejection of leaves.
- (i) permission for purchase hiring of vehicles for official use;
- (j) nominations for attending seminars, conferences and training courses in India or abroad ;
- (k) permission for invitation of guests to carry out training course;
- (l) all matters pertaining to staff welfare expenses;
- (m) sanction scrapping or write-off of capital assets which due to normal wear and tear have become unserviceable or are considered beyond economical repairs;
- (n) all matters relating to disciplinary action against any Member, officer or employee;
- (o) any other powers that may be required for the efficient functioning of the Authority and enforcement of the provisions of the Act and these rules.

**Salary and allowances payable and other terms and conditions of service of the officers and other employees of the regulatory authority and experts and consultants engaged by the regulatory authority.-**

**20-(1)** The conditions of service of the officers and employees of the authority and any other category of employees in the matter of pay, allowances, leave, joining time, joining time pay, age of superannuation and other conditions of service, shall be regulated in accordance with such rules and regulations as are, from time to time, applicable to officers and employees of the Government and drawing the corresponding scales of pay;

**(2)** Consultants or experts may be engaged for such tenure and for such honorarium as may be determined by the authority.

**(3)** The Government shall have power to relax the provisions of any of these rules in respect of any class or category of officers or employees or consultants and experts, as the case may be.

**Functioning of the Authority.-**

**21-(1)** The Government may appoint two suitable persons respectively as the Secretary who shall be not less than the rank of a Special Secretary to the Government and the Chief Accounts Officer/Finance Controller of the

authority. They shall exercise such powers and perform such duties as may be prescribed by regulations or delegated to them by the authority.

- (2) The office of the authority shall be located at such place as may be determined by the Government by notification.
- (3) The working days and office hours of the authority shall be the same as that of the Government.
- (4) The official common seal and emblem of the authority shall be such as the Government may specify.

**Additional powers of the Authority.-**

**22-(1) In addition to the powers specified in subsection (2) of section 35 the authority shall have the following additional powers:**

- (a) require the promoter, allottee or real estate agent to furnish in writing such information or explanation or produce such documents within such reasonable time, as it may deem necessary;
  - (b) Requisitioning, subject to the provisions of sections 123 and 124 of the Indian Evidence Act, 1872 (1 of 1872), any public record or document or copy of such record or document from any office.
- (2) The authority may call upon such experts or consultants from the fields of economics, commerce, accountancy, real estate, competition, construction, architecture or engineering or from any other discipline as it deems necessary, to assist the authority in the conduct of any inquiry or proceedings before it.
  - (3) On receipt of the application in prescribed form and complete in all respects under section 4 read with rule 3 for registration of a project, the authority may review the documents submitted along with the application under rule 3 and enquire, *inter-alia*, into the following matters and such other matters, as it may consider necessary, prior to grant of registration within the time prescribed under sub-section (1) of section 5, namely:-
    - (a) the nature of rights and interest of the promoter to the land which is proposed to be developed;
    - (b) extent and location of area of land proposed to be developed;
    - (c) layout plan of the project;
    - (d) financial, technical and managerial capacity of the promoter to develop the project;
    - (e) plan regarding the development works to be executed in the project; and
    - (f) conformity of development of the project with neighboring areas.
  - (4) The authority may in the interest of the allottees, enquire into the payment of amounts imposed as penalty, interest or compensation, paid or payable by the promoter, in order to ensure that the promoter has not:
    - (a) withdrawn the said amounts from the account maintained as provided under sub-clause (D) of clause (1) of sub-section (2) of section 4; or



- (b) used any amounts paid to such promoter by the allottees for the that real estate project for which the penalty, interest or compensation is payable, or any other real estate project;
- (c) Recovered the amounts paid as penalty, fine or compensation from the allottees of the relevant real estate project or any other real estate project.
- Manner of recovery of interest, penalty and compensation.-** 23- Subject to the provisions of sub-section (1) of section 40, the recovery of the amounts due as arrears of land revenue shall be carried out in the manner provided in local laws.
- Manner of implementation of order, direction or decisions of the adjudicating officer, the Authority or the Appellate Tribunal.-** 24- For the purpose of sub-section (2) of section 40, every order passed by the adjudicating officer, regulatory authority or Appellate Tribunal, as the case may be, under the Act or the rules and regulations made thereunder, shall be enforced by the adjudicating officer, regulatory authority or the Appellate Tribunal in the same manner as if it were a decree or order made by the principal civil court in a suit pending therein and it shall be lawful for the adjudicating officer, regulatory authority or Appellate Tribunal, as the case may be, in the event of its inability to execute the order, send such order to the principal civil court, to execute such order either within the local limits of whose jurisdiction the real estate project is located or in the principal civil court within the local limits of whose jurisdiction the person against whom the order is being issued, actually and voluntarily resides, or carries on business, or personally works for gain.

## CHAPTER VII

### REAL ESTATE APPELLATE TRIBUNAL

- Form for filing Appeal and the fees payable.-** 25-(1) Every appeal filed under subsection (1) of section 44 shall be accompanied by a fee of rupees one thousand in favour of the Appellate Tribunal.
- (2) Every appeal shall be filed as per Form -Lø along with the following documents:
- (a) An attested true copy of the order against which the appeal is filed;
- (b) Copies of the documents relied upon by the appellant and referred to in the appeal;
- (c) An index of the documents.
- (3) Procedure for filing the appeal shall be as decided by the Appellate Tribunal.
- Manner of selection of members of the Appellate Tribunal.-** 26-(1) The Appellate Tribunal shall consist of a chairperson and three whole time members.
- (2) As and when vacancies of a Member in the Appellate Tribunal exist or arise, or are likely to arise, the Government may make a reference to the Selection Committee in respect of the vacancies to be filled.

- (3) The Selection Committee may, for the purpose of selection of the Member of the Appellate Tribunal, follow such procedure as deemed fit including the appointment of a search committee consisting of such persons as the Selection Committee considers appropriate to suggest a panel of names possessing the requisite qualification and experience and suitable for being considered for appointment as Member of the Appellate Tribunal.
- (4) The Selection Committee shall select two persons for each vacancy and recommend the same to the Government.
- (5) The Selection Committee shall make its recommendation to the appropriate Government within a period of sixty days from the date of reference made under sub rule (2).
- (6) The Government shall within thirty days from the date of the recommendation by the Selection Committee, appoint one of the two persons recommended by the Selection Committee for the vacancy of the Member.

**Salary and allowances payable and other terms and conditions of service of Chairperson and Members of the Appellate Tribunal.-**

- 27-(1) The salaries and allowances payable to the Chairperson and Members of the Appellate Tribunal shall be as follows:
- (a) The Chairperson shall be paid a monthly salary equivalent to the last drawn salary by such person, as a Judge of a High Court;
  - (b) The whole-time Member shall be paid a monthly salary equivalent to the last drawn salary at the post held by such person, prior to his appointment as a Member of the Appellate Tribunal;
  - (c) Every full-time Member, who is not a servant of the Government, shall be paid a monthly salary and allowance equivalent to the Principal Secretary to the Government;
  - (d) Every part-time Member, who is not a servant of the Government, shall be paid a sitting fee for each day he attends the meetings of the Appellate Tribunal as may be determined by the Government, from time to time.
- (2) The Chairperson and every other Member shall be entitled to thirty days of earned leave for every year of service.
  - (3) The other allowances and conditions of service of the Chairperson and the whole-time Member shall be as per notification issued by the Government from time to time.

**Procedure for inquiry of the charges against the Chairperson or Member of the Authority or the Appellate Tribunal.-**

- 28-(1) In the event of the Government becoming aware of occurrence of any of the circumstances specified in clause (d) or clause (e) of sub-section (1) of section 26 in case of a Chairperson or Member of the regulatory authority or as specified under sub-section (1) of section 49 in case of a Chairperson or Member of the Appellate Tribunal, by receipt of a complaint in this regard or suomotu, as the case may be, the Government shall make a preliminary scrutiny with respect to such charges against the Chairperson or any Member of the regulatory authority or Appellate Tribunal, as the case may be.
- (2) If, on preliminary scrutiny, the Government considers it necessary to investigate into the allegation, it shall place the complaint, if any, together with supporting material as may be available, before a Judge nominated by the High Court.
- (3) The Government shall forward to the Judge, copies of-
- (a) the statement of charges against the Chairperson or Member of the regulatory authority or Appellate Tribunal, as the case may be; and
- (b) material documents relevant to the inquiry.
- (4) The Chairperson or Member of the Authority or Appellate Tribunal, as the case may be, shall be given a reasonable opportunity of being heard with respect to the charges within the time period as may be specified in this behalf by the Judge.
- (5) Where it is alleged that the Chairperson or Member Appellate Tribunal is unable to discharge the duties of his office efficiently due to any physical or mental incapacity and the allegation is denied, the Judge may arrange for the medical examination of the Chairperson or Member of the Appellate Tribunal.
- (6) After the conclusion of the investigation, the Judge shall submit his report to the Government stating therein his findings and the reasons thereof on each of the articles of charges separately with such observations on the whole case as he thinks fit.
- (7) Thereafter, the Government shall in consultation with the Chief Justice of the High Court decide to either remove or not to remove the Chairperson or Member of the regulatory authority or Appellate Tribunal, as the case may be.

**Salary and allowances payable and other terms and conditions of service of the officers and other employees of the Appellate Tribunal.-**

- 29-(1) The conditions of service of the officers and employees of the Authority and any other category of employees in the matter of pay, allowances, leave, joining time, joining time pay, age of superannuation and other conditions of service, shall be regulated in accordance with such rules and regulations as are, from time to time, applicable to officers and employees of the Government and drawing the corresponding scales of pay;

**Additional powers of the Appellate Tribunal.-**

**Administrative powers of the Chairperson of the Appellate Tribunal.-**

- (2) The Government shall have power to relax the provisions of any of these rules in respect of any class or category of officers or employees or consultants and experts, as the case may be.
- 30- The Appellate Tribunal may call upon such experts or consultants from the fields of economics, commerce, accountancy, real estate, competition, construction, architecture or engineering or from any other discipline as it deems necessary, to assist the Appellate Tribunal in the conduct of any inquiry or proceedings before it.
- 31- The administrative powers of the Chairperson of the Appellate Tribunal shall include making decisions with regard to the following:
- (a) all matters pertaining to staff strength, wages and salaries structures, emoluments, perquisites and personnel policies with consent of the Government;
  - (b) all matters pertaining to creation and abolition of posts with consent of the Government;
  - (c) all matter pertaining to appointments, promotions and confirmation for all posts;
  - (d) acceptance of resignations by any Member, officer or employee;
  - (e) officiating against sanctioned posts;
  - (f) authorization of tours to be undertaken by any Member, officer or employee:  
within and outside India and allowance to be granted for the same;
  - (g) all matters in relation to reimbursement of medical claims;
  - (h) all matters in relation to grant or rejection of leaves.
  - (i) permission for hiring of vehicles for official use;
  - (j) nominations for attending seminars, conferences and training courses in India or abroad;
  - (k) permission for invitation of guests to carry out training course;
  - (l) all matters pertaining to staff welfare expenses;
  - (m) sanction scrapping or write-off of capital assets which due to normal wear and tear have become unserviceable or are considered beyond economical repairs;
  - (n) all matters relating to disciplinary action against any Member, officer or employee;
  - (o) any other powers that may be required for the efficient functioning of the Appellate Tribunal and enforcement of the provisions of the Act and these Rules.

## CHAPTER VIII

### OFFENCES AND PENALTIES

**Terms and conditions and the fine payable for compounding of offence.-** 32-(1) The court shall, for the purposes of compounding any offence specified under section 70, accept a sum of money as specified in the Table below:

| <b>Offence</b>                                   | <b>Money to be paid for compounding the offence</b>   |
|--|---|
| Imprisonment under sub section (2) of section 59 | The money to be paid for compounding shall be proportionate to the term of imprisonment subject to maximum of 10 percent of the estimated cost of the real estate project for three years.  |
| Imprisonment under section 64                    | The money to be paid for compounding shall be proportionate to the term of imprisonment subject to maximum of 10 percent of the estimated cost of the real estate project for three years.  |
| Imprisonment under section 66                    | The money to be paid for compounding shall be proportionate to the term of imprisonment subject to maximum of 10 percent of the estimated cost for one year of plot, apartment or building as the case may be, of the real estate project, for which the sale or purchase has been facilitated. |
| Imprisonment under section 68                    | The money to be paid for compounding shall be proportionate to the term of imprisonment subject to maximum of 10 percent of the estimated cost for one year of the plot, apartment, or building as the case may be.   |

Provided that the Government may, by notification in the official gazette, amend the rates specified in the table above.

- (2) On payment of the sum of money in accordance with the table above, any person in custody in connection with that offence shall be set at liberty and no proceedings shall be instituted or continued against such person in any court.
- (3) The acceptance of the sum of money for compounding an offence in accordance with the table above, by the Court shall be deemed to amount to an acquittal within the meaning of section 300 of the Code of Criminal Procedure, 1973.
- (4) The promoter, allottee or real estate agent, as the case may be, shall comply with the orders of the regulatory authority or the Appellate Tribunal, within the period specified by the court, which shall not be more than 30 days from the date of compounding of the offence.

**Manner of filing a complaint with the regulatory authority and the manner of holding an inquiry by the regulatory authority.-** 33-(1) Any aggrieved person may file a complaint with the regulatory authority for any violation under the Act or the rules and regulations made thereunder, save as those provided to be adjudicated by the adjudicating officer, as per Form MØ which shall be accompanied by a fee of rupees one thousand in the form of a demand draft drawn on a nationalized bank in favour of regulatory authority and payable at the main branch of that bank at the station where the seat of the said regulatory authority is situated.

Explanation:- For the purpose of this sub-rule "person" shall include the association of allottees or any voluntary consumer association registered under any law or the time being in force.

- (2) The regulatory authority shall for the purposes of deciding any complaint as specified under sub-rule (1), follow summary procedure for inquiry in the following manner:
- (a) Upon receipt of the complaint the regulatory authority shall issue a notice along with particulars of the alleged contravention and the relevant documents to the respondent;
  - (b) The notice shall specify a date and time for further hearing;
  - (c) On the date so fixed, the regulatory authority shall explain to the respondent about the contravention alleged to have been committed in relation to any of the provisions of the Act or the rules and regulations made thereunder and if the respondent:
    - (i) pleads guilty, the regulatory authority shall record the plea, and pass such orders including imposition of penalty as it thinks fit in accordance with the provisions of the Act or the rules and regulations, made thereunder;
    - (ii) does not plead guilty and contests the complaint the regulatory authority shall demand an explanation from the respondent;
  - (d) In case the regulatory authority is satisfied on the basis of the submissions made that the complaint does not require any further inquiry it may dismiss the complaint;
  - (e) In case the regulatory authority is satisfied on the basis of the submissions made that there is need for further hearing into the complaint it may order production of documents or other evidence on a date and time fixed by it;
  - (f) The regulatory authority shall have the power to carry out an inquiry into the complaint on the basis of documents and submissions;
  - (g) On the date so fixed, the regulatory authority upon consideration of the evidence produced before it and other records and submissions is satisfied that -
    - (i) the respondent is in contravention of the provisions of the Act or the rules and regulations made thereunder it shall pass such orders including imposition of penalty as it thinks fit in accordance with the provisions of the Act or the rules and regulations made thereunder;
    - (ii) the respondent is not in contravention of the provisions of the Act or the rules and regulations made thereunder the regulatory authority may, by order in writing, dismiss the complaint, with reasons to be recorded in writing.
  - (h) If any person fails, neglects or refuses to appear, or present himself as required before the regulatory authority, the regulatory authority shall have the power to proceed with the inquiry in the absence of such person or persons after recording the reasons for doing so.

**Manner of filing a complaint with the adjudicating officer and the manner of holding an inquiry by the adjudicating officer.-**

- 34-(1) Any aggrieved person may file a complaint with the adjudicating officer for compensation under section 12, 14, 18 and 19 as per Form NØ which shall be accompanied by a fee of rupees one thousand in the form of a demand draft drawn on a nationalized bank in favor of regulatory authority and payable at the main branch of that bank at the station where the seat of the said regulatory authority is situated.
- (2) The adjudicating officer shall for the purposes of adjudging compensation follow summary procedure for inquiry in the following manner:
- (i) Upon receipt of the complaint the adjudicating officer shall issue a notice along with particulars of the alleged contravention and the relevant documents to the promoter;
  - (j) The notice shall specify a date and time for further hearing;
  - (k) On the date so fixed, the adjudicating officer shall explain to the promoter about the contravention alleged to have been committed in relation to any of the provisions of the Act or the rules and regulations made thereunder and if the promoter:
    - (ii) pleads guilty, the adjudicating officer shall record the plea, and award such compensation as he thinks fit in accordance with the provisions of the Act or the rules and regulations, made thereunder;
    - (iii) does not plead guilty and contests the complaint the adjudicating officer shall demand an explanation from the promoter;
  - (l) In case the adjudicating officer is satisfied on the basis of the submissions made that the complaint does not require any further inquiry it may dismiss the complaint;
  - (m) In case the adjudicating officer is satisfied on the basis of the submissions made that there is need for further hearing into the complaint it may order production of documents or other evidence on a date and time fixed by him;
  - (n) The adjudicating officer shall have the power to carry out an inquiry into the complaint on the basis of documents and submissions;
  - (o) On the date so fixed, the adjudicating officer upon consideration of the evidence produced before him and other records and submissions is satisfied that the promoter is-
    - (iii) liable to pay compensation, the adjudicating officer may, by order in writing, order payment of such compensation, as deemed fit by the promoter to the complainant; or
    - (iv) not liable to any compensation, the adjudicating officer may, by order in writing, dismiss the complaint, with reasons to be recorded in writing.
  - (p) If any person fails, neglects or refuses to appear, or present himself as required before the adjudicating officer, the adjudicating officer shall have the power to proceed with the inquiry in the absence of such person or persons after recording the reasons for doing so.

**CHAPTER IX**  
**BUDGET AND REPORT**

- |   |            |            |  |
|---|------------|------------|--|
| <b>Budget,<br/>accounts<br/>audit.-</b> | <b>and</b> | <b>35-</b> | The regulatory authority shall prepare a budget, maintain proper accounts and other relevant records and prepare an annual statement of accounts as provided in section 77 as per Form -Oø |
| <b>Report<br/>Returns.-</b>             | <b>and</b> | <b>36-</b> | The regulatory authority shall prepare its annual report as provided in section 78 as per Form -Pø   |



FORM 'A'  
[See rule3(2)]

**APPLICATION FOR REGISTRATION OF PROJECT**

To  
The Real Estate Regulatory Authority

Sir,  
I/We hereby apply for the grant of registration of my/our project to be set up at Tehsil District  
\_\_\_\_\_ State \_\_\_\_\_.

1. The requisite particulars are as under:-

(i) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / competent authority;

(ii) In case of individual -

- (a) Name
- (b) Father's Name
- (c) Occupation
- (d) Permanent address
- (e) Photograph

OR

In case of firm / societies / trust / companies / limited liability partnership / competent authority -

- (a) Name
- (b) Address
- (c) Copy of registration certificate
- (d) Main objects
- (e) Name, photograph and address of chairman of the governing body / partners / directors etc.

(iii) PAN No. \_\_\_\_\_;

(iv) Name and address of the bank or banker with which account in terms of section 4 (1) (D) of the Act will be maintained \_\_\_\_\_;

(v) Details of project land held by the applicant \_\_\_\_\_;

(vi) brief details of the projects launched by the promoter in the last five years, whether already completed or being developed, as the case may be, including the current status of the said projects, any delay in its completion, details of cases pending, details of type of land and payments pending etc. \_\_\_\_\_;

(vii) Agency to take up external development works \_\_\_\_\_ Local Authority / Self Development;

(viii) Registration fee by way of a demand draft dated \_\_\_\_\_ drawn on bearing no. \_\_\_\_\_ for an amount of Rs. /- calculated as per sub-rule (3) of rule 3;

(ix) Any other information the applicant may like to furnish. I/we enclose the following documents in triplicate, namely:-

- (i) authenticated copy of the PAN card of the promoter;
- (ii) audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years;
- (iii) copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person;
- (iv) the details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details;
- (v) where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land proposed to be developed;
- (vi) an authenticated copy of the approvals and commencement certificate from the competent authority obtained in accordance with the laws as may be applicable for the for the real estate project mentioned in the application, and where the project is proposed to be developed in phases, an authenticated copy of the approvals and commencement certificate from the competent authority for each of such phases;
- (vii) the sanctioned plan, layout plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by the competent authority;
- (viii) the plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, emergency evacuation services, use of renewable energy;
- (ix) the location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project;
- (x) proforma of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with the allottees;
- (xi) the number, type and the carpet area of apartments for sale in the project along with the area of the exclusive balcony or verandah areas and the exclusive open terrace areas apartment with the apartment, if any;
- (xii) the number and areas of garage for sale in the project;
- (xiii) the number of open parking areas available in the real estate project;
- (xiv) the names and addresses of his real estate agents, if any, for the proposed project;
- (xv) the names and addresses of the contractors, architect, structural engineer, if any and other persons concerned with the development of the proposed project;
- (xvi) a declaration in FORM -B

2. I/We solemnly affirm and declare that the particulars given in herein are correct to my /our knowledge and belief.

Dated:  
Place:

Yours faithfully,  
Signature and seal of the applicant(s)

**FORM 'B'**  
**[See rule3(4)]**

**DECLARATION, SUPPORTED BY AN AFFIDAVIT, WHICH SHALL BE SIGNED BY THE PROMOTER OR ANY PERSON AUTHORIZED BY THE PROMOTER**

Affidavit cum Declaration

Affidavit cum Declaration of Mr./Ms. \_\_\_\_\_ promoter of the proposed project / duly authorized by the promoter of the proposed project, vide its/his/their authorization dated

I, \_\_\_\_\_ promoter of the proposed project / duly authorized by the promoter of the proposed project do hereby solemnly declare, undertake and state as under:

1. That I / promoter have / has a legal title to the land on which the development of the project is proposed

OR

\_\_\_\_\_ have/has a legal title to the land on which the development of the proposed project is to be carried out

AND

a legally valid authentication of title of such land along with an authenticated copy of the agreement between such owner and promoter for development of the real estate project is enclosed herewith.

2. That the said land is free from all encumbrances.

OR

That details of encumbrances \_\_\_\_\_ including details of any rights, title, interest or name of any party in or over such land, along with details.

3. That the time period within which the project shall be completed by me/promoter is \_\_\_\_\_
4. That seventy per cent of the amounts realised by me/promoter for the real estate project from the allottees, from time to time, shall be deposited in a separate account to be maintained in a scheduled bank to cover the cost of construction and the land cost and shall be used only for that purpose.
5. That the amounts from the separate account, to cover the cost of the project, shall be withdrawn in proportion to the percentage of completion of the project.
6. That the amounts from the separate account shall be withdrawn after it is certified by an engineer, an architect and a chartered accountant in practice that the withdrawal is in proportion to the percentage of completion of the project.
7. That I / promoter shall get the accounts audited within six months after the end of every financial year by a chartered accountant in practice, and shall produce a statement of accounts duly certified and signed by such chartered accountant and it shall be verified during the audit that the amounts collected for a particular project have been utilised for the project and the withdrawal has been in compliance with the proportion to the percentage of completion of the project.

8. That I / promoter shall take all the pending approvals on time, from the competent authorities.
9. That I / promoter have / has furnished such other documents as have been prescribed by the rules and regulations made under the Act.
10. That I / promoter shall not discriminate against any allottee at the time of allotment of any apartment, plot or building, as the case may be, on any grounds.

Deponent

**Verification**

The contents of my above Affidavit cum Declaration are true and correct and nothing material has been concealed by me therefrom.

Verified by me at            on this    day of    .

Deponent

**FORM 'C'**  
**[See rule6(1)]**

**REGISTRATION CERTIFICATE OF PROJECT**

This registration is granted under section 5 of the Act to the following project under project registration number \_\_\_\_\_ :

(Specify Details of Project including the project address);

1. (in the case of an individual) Mr./Ms. \_\_\_\_\_ son of  
Mr./Ms. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ ;

OR

(in the case of a firm / society / company / competent authority) \_\_\_\_\_ firm /  
society / company / competent authority \_\_\_\_\_ having its registered  
office / principal place of business at \_\_\_\_\_ .

2. This registration is granted subject to the following conditions, namely:-
- (i) The promoter shall enter into an agreement for sale with the allottees as provided in Annexure Aø
  - (ii) The promoter shall execute and register a conveyance deed in favour of the allottee or the association of the allottees, as the case may be, of the apartment or the common areas as per section 17;
  - (iii) The promoter shall deposit seventy percent of the amounts realised by the promoter in a separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose as per sub clause (D) of clause (1) of sub-section (2) of section 4;
  - (iv) The registration shall be valid for a period of \_\_\_\_\_ years commencing from \_\_\_\_\_ and ending with \_\_\_\_\_ unless renewed by the Real Estate Regulatory Authority in accordance with section 6 read with rule 7 of the Act;
  - (v) The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;
  - (vi) The promoter shall not contravene the provisions of any other law \_\_\_\_\_ for the time being in force in the area where the project is being developed.
3. If the above mentioned conditions are not fulfilled by the promoter, the regulatory authority may take necessary action against the promoter including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:  
Place:

Signature and seal of the Authorized Officer Real  
Estate Regulatory Authority

**FORM 'D'**  
[See rule 6(2), rule 7 (4), rule 8]  
**FORM 'D'**  
[See rule 6(2), rule 7(4); rule 8]  
**INTIMATION OF**

**REJECTION OF APPLICATION FOR REGISTRATION OF PROJECT / REJECTION OF  
APPLICATION FOR EXTENSION OF REGISTRATION OF PROJECT / REVOCATION OF  
REGISTRATION OF PROJECT**

From:

The Real Estate Regulatory Authority,

To

Application/Registration No.: Dated:

You are hereby informed that your application for registration of your project is rejected. OR  
You are hereby informed that your application for extension of the registration of your project is rejected.

OR

You are hereby informed that the registration granted to your project is hereby revoked. for the

reasons set out:-

Place:

Dated:

Signature and seal of the Authorized Officer Real  
Estate Regulatory Authority

**FORM 'E'**  
**[See rule7(1)]**

**APPLICATION FOR EXTENSION OF REGISTRATION OF PROJECT**

From:

To

The Real Estate Regulatory Authority,

Sir,

I/We hereby apply for renewal of registration of the following project:

registered with the regulatory authority vide project registration certificate bearing

No. , which expires on .

As required I/we submit the following documents and information, namely:-

- (i) A demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for rupees \_\_\_\_\_ in favour of \_\_\_\_\_ drawn on \_\_\_\_\_ bank as extension fee as provided under sub-rule (2) of rule 7;
- (ii) Authenticated Plan of the project showing the stage of development works undertaken till date;
- (iii) Explanatory note regarding the state of development works in the project and reason for not completing the development works in the project within the period declared in the declaration submitted in Form -BØ at the time of making application for the registration of the project \_\_\_\_\_;
- (iv) Authenticated copy of the permission/approval from the competent authority which is valid for a period which is longer than the proposed term of extension of the registration sought from the regulatory authority;
- (v) \_\_\_\_\_ The original project registration certificate; and
- (vi) Any other information as may be specified by regulations.

Place:

Dated:

Yours faithfully, Signature and seal of  
the applicant(s)

**FORM 'F'**  
**[See rule7(4)]**

**CERTIFICATE FOR EXTENSION OR REGISTRATION OF PROJECT**

This extension of registration is granted under section 6 of the Act, to the following project:

\_\_\_\_\_ 5  
registered with the regulatory authority vide project registration certificate bearing No. \_\_\_\_\_ of

1. (in the case of an individual) Mr./Ms. \_\_\_\_\_ son of  
Mr./Ms. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ ;

OR

(in the case of a firm / society / company / competent authority) \_\_\_\_\_ firm /  
society / company / competent authority \_\_\_\_\_ having its registered  
office/principal place of business at \_\_\_\_\_ .

2. This renewal of registration is granted subject to the following conditions, namely:-
- (i) The promoter shall execute and register a conveyance deed in favour of the allottee or the association of the allottees, as the case may be, of the apartment or the common areas as per section 17;
  - (ii) The promoter shall deposit seventy percent of the amounts realised by the promoter in a separate account to be maintained in a schedule bank to cover the cost of construction and the land cost to be used only for that purpose as per sub-clause (D) of clause (1) of sub-section (2) of section 4;
  - (iii) The registration shall be valid for a period of \_\_\_\_\_ years commencing from \_\_\_\_\_ and ending with \_\_\_\_\_ unless renewed by the Real Estate Regulatory Authority in accordance with section 6 read with rule 7 of the Act;
  - (iv) The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;
  - (v) The promoter shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;
  - (vi) If the above mentioned conditions are not fulfilled by the promoter, the regulatory authority may take necessary action against the promoter including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:  
Place:

Signature and seal of the Authorized Officer Real  
Estate Regulatory Authority



**FORM 'G'**  
**[See rule10(1)]**

**APPLICATION FOR EXTENSION OF REGISTRATION OF PROJECT**

To

The Real Estate Regulatory Authority

Sir,

I/We beg to apply for the grant of registration as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in the \_\_\_\_\_ Union territory in terms of the Act and the rules and regulations made thereunder,

1. (in the case of an individual) Mr./Ms. \_\_\_\_\_ son of  
Mr./Ms. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ ;

OR

(in the case of a firm / society / company) \_\_\_\_\_ firm / society / company  
\_\_\_\_\_ having its registered office / principal place of business at

2. The requisite particulars are as under:-

(i) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / limited liability partnership;

(ii) In case of individual -

- (a) Name
- (b) Father's Name
- (c) Occupation
- (d) Permanent address
- (e) Photograph

OR

In case of firm / societies / companies -

- (a) Name
  - (b) Address
  - (c) Copy of registration certificate
  - (d) Major activities
  - (e) Name, photograph and address of partners / directors etc.
- (iii) income tax returns filed under the provisions of the Income Tax Act, 1961 for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act, 1961 for any of the three year preceding the application, a declaration to such effects;
- (iv) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;

- (v) authenticated copy of the address proof of the place of business;
  - (vi) Details of registration in any other State or Union territory;
  - (vii) Any other information the applicant may like to furnish.
3. I/we enclose the following documents along with, namely:-
- (i) Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for a sum of Rs. \_\_\_\_\_, in favour of \_\_\_\_\_, drawn on \_\_\_\_\_ bank as registration fee as per sub-rule (2) of rule 10;
  - (ii) Income tax returns of the last 3 years or declaration as the case may be;
  - (iii) authenticated copy of the PAN card of the real estate agent; and
  - (iv) authenticated copy of the registration as a real estate agent in any other State or Union territory, if applicable;
4. I/we solemnly affirm and declare that the particulars given in herein are correct to my /our knowledge and belief.

Dated:  
Place:

Yours faithfully, Signature and seal of  
the applicant(s)

**FORM 'H'**  
**[See rule11(1)]**

**REGISTRATION CERTIFICATE OF REAL ESTATE AGENT**

1. This registration is granted under section 9 of the Act with registration certificate bearing No. \_\_\_\_\_ to -

(in the case of an individual) Mr./Ms. \_\_\_\_\_ son of  
Mr./Ms. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ ;

OR

(in the case of a firm / society / company) \_\_\_\_\_ firm / society / company  
having its registered office / principal place of business at

to act as a real estate agent to facilitate the sale or purchase of any plot, apartment or building, as the case may be, in real estate projects registered in the \_\_\_\_\_ Union territory in terms of the Act and the rules and regulations made thereunder,

2. This registration is granted subject to the following conditions, namely:-
- (i) The real estate agent shall not facilitate the sale or purchase of any plot, apartment or building, as the case may be, in a real estate project or part of it, being sold by the promoter which is required but not registered with the regulatory authority;
  - (ii) The real estate agent shall maintain and preserve such books of account, records and documents as provided under rule 14;
  - (iii) The real estate agent shall not involve himself in any unfair trade practices as specified under clause (c) of section 10;
  - (iv) The real estate agent shall provide assistance to enable the allottee and promoter to exercise their respective rights and fulfill their respective obligations at the time of booking and sale of any plot, apartment or building, as the case may be.
  - (v) The real estate agent shall comply with the provisions of the Act and the rules and regulations made thereunder;
  - (vi) The real estate agent shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;
  - (vii) The real estate agent shall discharge such other functions as may be specified by the regulatory authority by regulations;
3. The registration is valid for a period of five years commencing from \_\_\_\_\_ and ending with \_\_\_\_\_ unless renewed by the regulatory authority in accordance with the provisions of the Act or the rules and regulations made thereunder.
4. If the above mentioned conditions are not fulfilled by the real estate agent, the regulatory authority may take necessary action against the real estate agent including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer Real  
Estate Regulatory Authority

**FORM 'I'**  
[See rule11(2), 12(4), 13]

**INTIMATION OF REJECTION OF APPLICATION FOR REGISTRATION OF REAL ESTATE  
AGENT / REJECTION OF APPLICATION FOR RENEWAL OF REGISTRATION OF REAL  
ESTATE AGENT / REVOCATION OF REGISTRATION OF REAL  
ESTATE AGENT**

From:

The Real Estate Regulatory Authority,

To

Application / Registration No.: Dated:

You are hereby informed that your application for registration as real estate agent is rejected.

OR

You are hereby informed that your application for the renewal of the registration as real estate agent is rejected.

OR

You are hereby informed that the registration granted to you as real estate agent is hereby revoked.

for the reasons set out:-

Place:

Dated:

Signature and seal of the Authorized Officer  
Real Estate Regulatory Authority

**FORM 'J'**  
**[See rule12(1)]**

**APPLICATION FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT**

From:

To

The Real Estate Regulatory Authority,

Sir,

I/we beg to apply for renewal my/our registration as a real estate agent under registration certificate bearing No. \_\_\_\_\_, which expires on \_\_\_\_\_.

As required I/we submit the following documents and information, namely:-

- (i) A demand draft no. \_\_\_\_\_ dated \_\_\_\_\_ for rupees \_\_\_\_\_ in favour of \_\_\_\_\_ drawn on \_\_\_\_\_ bank as renewal fee;
- (ii) The original registration certificate; and
- (iii) Status of the applicant, whether individual / company / proprietorship firm / societies / partnership firm / limited liability partnership;
- (iv) In case of individual -
  - (a) Name
  - (b) Father's Name
  - (c) Occupation
  - (d) Permanent address
  - (e) Photograph

OR

In case of firm / societies / companies -

- (a) Name
- (b) Address
- (c) Copy of registration certificate
- (d) Major activities
- (e) Name, photograph and address of partners / directors
- (v) income tax returns filed under the provisions of the Income Tax Act, 1961 for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act, 1961 for any of the three year preceding the application, a declaration to such effect;
- (vi) particulars of registration including the bye-laws, memorandum of association, articles of association etc. as the case may be;

- (vii) authenticated copy of the address proof of the place of business;
- (viii) Details of registration in any other State or Union territory;
- (ix) Any other information as specified by regulations.

Dated:  
Place:

Yours faithfully, Signature and seal of  
the applicant(s)

**FORM 'K'**  
**[See rule12(4)]**

**RENEWAL OF REGISTRATION OF REAL ESTATE AGENT**

1. This renewal of registration is granted under section 9 of the Act to -  
(in the case of an individual) Mr./Ms. \_\_\_\_\_ son of  
Mr./Ms. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ ;

OR

(in the case of a firm / society / company) \_\_\_\_\_ firm / society / company  
having its registered office / principal place of business at

in continuation to registration certificate bearing No. \_\_\_\_\_, of

2. This renewal of registration is granted subject to the following conditions, namely:-
- (i) The real estate agent shall not facilitate the sale or purchase of any plot, apartment or building, as the case may be, in a real estate project or part of it, being sold by the promoter which is required but not registered with the regulatory authority;
  - (ii) The real estate agent shall maintain and preserve such books of account, records and documents as provided under rule 14;
  - (iii) The real estate agent shall not involve himself in any unfair trade practices as specified under clause (c) of section 10;
  - (iv) The real estate agent shall facilitate the possession of all documents, as the allottee is entitled to, at the time of booking of any plot, apartment or building, as the case may be.
  - (v) The real estate agent shall provide assistance to enable the allottee and promoter to exercise their respective rights and fulfil their respective obligations at the time of booking and sale of any plot, apartment or building, as the case may be.
  - (vi) The real estate agent shall comply with the provisions of the Act and the rules and regulations made thereunder;
  - (vii) The real estate agent shall not contravene the provisions of any other law for the time being in force in the area where the project is being developed;
  - (viii) The real estate agent shall discharge such other functions as may be specified by the regulatory authority by regulations;
3. The registration is valid for a period of five years commencing from \_\_\_\_\_ and ending with \_\_\_\_\_ unless renewed by the regulatory authority in accordance with the provisions of the Act or the rules and regulations made thereunder.
4. If the above mentioned conditions are not fulfilled by the real estate agent, the regulatory authority may take necessary action against the real estate agent including revoking the registration granted herein, as per the Act and the rules and regulations made thereunder.

Dated:

Place:

Signature and seal of the Authorized Officer Real  
Estate Regulatory Authority

**FORM 'L'**  
**[See rule28(2)]**

**APPEAL TO APPELLATE TRIBUNAL**

Appeal under section 44 of the Act

Every appeal shall be filed in English and in case it is in some other Indian language, it shall be accompanied by a copy translated in English and shall be fairly and legibly type-written, lithographed or printed in double spacing on one side of standard petition paper with an inner margin of about four centimetres width on top and with a right margin on 2.5 cm, and left margin of 5 cm, duly paginated, indexed and stitched together in paper book form.

For use of Appellate Tribunal's office:

Date of filing: \_\_\_\_\_

Date of receipt by post: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrar: \_\_\_\_\_

IN THE REAL ESTATE APPELLATE TRIBUNAL (Name of place)

Between  
\_\_\_\_\_ Appellant(s)

And  
\_\_\_\_\_ Respondent(s)

Details of appeal:

1. Particulars of the appellants:
  - (i) Name of the appellant:
  - (ii) Address of the existing office / residence of the appellant:
  - (iii) Address for service of all notices:
2. Particulars of the respondents:
  - (i) Name(s) of respondent:
  - (ii) Office address of the respondent:
  - (iii) Address for service of all notices:
3. Jurisdiction of the Appellate Tribunal:

The appellant declares that the subject matter of the appeal falls within the jurisdiction of the Appellate Tribunal.
4. Limitation:

The appellant declares that the appeal is within the limitation specified in sub-section (2) of section 44



OR

If the appeal is filed after the expiry of the limitation period specified under sub-section (2) of section 44 specify reasons for delay \_\_\_\_\_

5. Facts of the case:

(give a concise statement of facts and grounds of appeal against the specific order of regulatory authority or the adjudicating officer, as the case may be passed under section(s) \_\_\_\_\_ of the Act.

6. Relief(s) sought:

In view of the facts mentioned in paragraph 5 above, the appellant prays for the following relief(s)

[Specify below the relief(s) sought explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

7. Interim order, if prayed for:

Pending final decision on the appeal the appellant seeks issue of the following interim order:

[Give here the nature of the interim order prayed for with reasons]

8. Matter not pending with any other court, etc.:

The appellant further declares that the matter regarding which this appeal has been made is not pending before any court of law or any other authority or any other tribunal(s).

9. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 28:

- (i) Amount
- (ii) Name of the bank on which drawn
- (iii) Demand draft number

10. List of enclosures:

- (i) An attested true copy of the order against which the appeal is filed
- (ii) Copies of the documents relied upon by the appellant and referred to in the appeal
- (iii) An index of the documents

**Verification**

I \_\_\_\_\_ (name in full block letters) son / daughter of \_\_\_\_\_ the appellant do hereby verify that the contents of paragraphs [1 to 10] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the appellant(s)

**FORM 'M'**  
**[See rule36(1)]**

**COMPLAINT TO REGULATORY AUTHORITY**

Complaint under section 31 of the Act For

use of Regulatory Authority(s) office:

Date of filing: \_\_\_\_\_

Date of receipt by post: \_\_\_\_\_

Complaint No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrar: \_\_\_\_\_

IN THE REGULATORY AUTHORITIES OFFICE (Name of place)

Between  
\_\_\_\_\_ Complainant(s)

And  
\_\_\_\_\_ Respondent(s)

Details of claim:

1. Particulars of the complainant(s):

(i) Name of the complainant:

(ii) Address of the existing office / residence of the complainant:

(iii) Address for service of all notices:

2. Particulars of the respondents:

(i) Name(s) of respondent:

(ii) Office address of the respondent:

(iii) Address for service of all notices:

3. Jurisdiction of the regulatory authority:

The complainant declares that the subject matter of the claim falls within the jurisdiction of the regulatory authority.

4. Facts of the case:

[give a concise statement of facts and grounds for complaint]

5. Relief(s) sought:

In view of the facts mentioned in paragraph 4 above, the complainant prays for the following relief(s)

\_\_\_\_\_

[Specify below the relief(s) claimed explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

6. Interim order, if prayed for:

Pending final decision on the complaint the complainant seeks issue of the following interim order:

[Give here the nature of the interim order prayed for with reasons]

7. Complainant not pending with any other court, etc.:

The complainant further declares that the matter regarding which this complaint has been made is not pending before any court of law or any other authority or any other tribunal(s).

8. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 36:

- (i) Amount
- (ii) Name of the bank on which drawn
- (iii) Demand draft number

9. List of enclosures:

[Specify the details of enclosures with the complaint]

#### **Verification**

I \_\_\_\_\_ (name in full block letters) son / daughter of \_\_\_\_\_ the complainant do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the complainant(s)

**FORM 'N'**  
**[See rule37(1)]**

**APPLICATION TO ADJUDICATING OFFICER**

Claim for compensation under section 31 read with section 71 of the Act

For use of Adjudicating Officers office:

Date of filing: \_\_\_\_\_

Date of receipt by post: \_\_\_\_\_

Application No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Officer:

IN THE ADJUDICATING OFFICERS OFFICE (Name of place)

Between  
\_\_\_\_\_ applicant(s)

And  
\_\_\_\_\_ Respondent(s)

Details of claim:

1. Particulars of the applicant(s):
  - (i) Name of the applicant:
  - (ii) Address of the existing office / residence of the appellant:
  - (iii) Address for service of all notices:
  - (iv) Details of allottees apartment, plot or building
2. Particulars of the respondents:
  - (i) Name(s) of respondent:
  - (ii) Office address of the respondent:
  - (iii) Address for service of all notices:
  - (iv) Registration no. and address of project:
3. Jurisdiction of the Adjudicating Officer:

The applicant declares that the subject matter of the claim falls within the jurisdiction of the adjudicating officer.

4. Facts of the case:

[give a concise statement of facts and grounds of claim against the promoter]

5. Compensation(s) sought:

In view of the facts mentioned in paragraph 4 above, the applicant prays for the following compensation(s) \_\_\_\_\_

[Specify below the compensation(s) claimed explaining the grounds of claim(s) and the legal provisions (if any) relied upon]

6. Claim not pending with any other court, etc.:

The applicant further declares that the matter regarding which this appeal has been made is not pending before any court of law or any other authority or any other tribunal(s).

7. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 36:

- (iv) Amount
- (v) Name of the bank on which drawn
- (vi) Demand draft number

8. List of enclosures:

[Specify the details of enclosures with the application]

### **Verification**

I \_\_\_\_\_ (name in full block letters) son / daughter of \_\_\_\_\_ the applicant do hereby verify that the contents of paragraphs [1 to 8] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the applicant(s)

**FORM 'O'**  
[See rule38]

**ANNUAL STATEMENT OF ACCOUNTS**

Receipts and Payments Account For  
the year ended \_\_\_\_\_

(In Rupees)

| A/c Code | Receipts                                | Current year As on | Previous Year As on | A/c Code | Payments                    | Current year As on | Previous year As on |
|----------|---|--------------------|---------------------|----------|-----------------------------|--------------------|---------------------|
| 1.       | To Balance Brought down:                |                    |                     | 13.      | By Chairperson and Members: |                    |                     |
| 1.1.     | To Bank                                 |                    |                     | 13.1.    | By Pay and Allowances       |                    |                     |
| 1.2.     | To Cash in hand                         |                    |                     | 13.2.    | By Other benefits           |                    |                     |
| 2.       | To Fee, Charges and Fine:               |                    |                     | 13.3.    | By Travelling expenses:     |                    |                     |
| 2.1.     | To Fees                                 |                    |                     | 13.3.1.  | By Overseas                 |                    |                     |
| 2.2.     | To Charges                              |                    |                     | 13.3.2.  | By Domestic                 |                    |                     |
| 2.3.     | To Fines                                |                    |                     | 14.      | By Officers:                |                    |                     |
| 2.4.     | To Others (specify)                     |                    |                     | 14.1.    | By Pay and Allowances       |                    |                     |
| 3.       | To Grants:                              |                    |                     | 14.2.    | By Retirement benefits      |                    |                     |
| 3.1.     | To Accounts with Government             |                    |                     | 14.3.    | By Other benefits           |                    |                     |
| 3.2.     | To Others (specify)                     |                    |                     | 14.4.    | By Travelling expenses:     |                    |                     |
| 4.       | To Gifts                                |                    |                     | 14.4.1.  | By Overseas                 |                    |                     |
| 5.       | To Seminars and conferences             |                    |                     | 14.4.2.  | By Domestic                 |                    |                     |
| 6.       | To Sale of Publications                 |                    |                     | 15.      | By Staff:                   |                    |                     |
| 7.       | To Income on investments and Deposits : |                    |                     | 15.1.    | By Pay and Allowances       |                    |                     |
| 7.1.     | To Income on investments                |                    |                     | 15.2.    | By Retirement benefits      |                    |                     |
| 7.2.     | To Income on Deposits                   |                    |                     | 15.3.    | By Other benefits           |                    |                     |
| 8.       | To Loans:                               |                    |                     | 15.4.    | By Travelling expenses:     |                    |                     |
| 8.1.     | To Government                           |                    |                     | 15.4.1.  | By Overseas                 |                    |                     |
| 8.2.     | To Others (specify)                     |                    |                     | 15.4.2.  | By Domestic                 |                    |                     |

|     |                              |  |  |         |                                       |  |  |
|-----|------------------------------|--|--|---------|---------------------------------------|--|--|
| 9.  | To Sale of Assets            |  |  | 16.     | By Hire of Conveyance                 |  |  |
| 10. | To Sale on Investments       |  |  | 17.     | By Wages                              |  |  |
| 11. | To Recoveries from pay bills |  |  | 18.     | By Overtime                           |  |  |
|     |                              |  |  | 19.     | By Honorarium                         |  |  |
|     |                              |  |  | 20.     | By Other office expenses              |  |  |
|     |                              |  |  | 21.     | By Expenditure on Research            |  |  |
|     |                              |  |  | 22.     | By Consultation expenses              |  |  |
|     |                              |  |  | 23.     | By Seminars and conferences           |  |  |
|     |                              |  |  | 24.     | By Publications of Authority          |  |  |
|     |                              |  |  | 25.     | By Rent and Taxes                     |  |  |
|     |                              |  |  | 26.     | By Interest on Loans                  |  |  |
|     |                              |  |  | 27.     | By Promotional Expenses               |  |  |
|     |                              |  |  | 28.     | By Membership fee                     |  |  |
|     |                              |  |  | 29.     | By Subscription                       |  |  |
|     |                              |  |  | 30.     | By Purchase of Fixed Assets (specify) |  |  |
|     |                              |  |  | 31.     | By Investments and Deposits:          |  |  |
|     |                              |  |  | 31.1    | By Investments                        |  |  |
|     |                              |  |  | 31.2    | By Deposits                           |  |  |
|     |                              |  |  | 32.     | By Security Deposits                  |  |  |
|     |                              |  |  | 33.     | By Loans and Advances to:             |  |  |
|     |                              |  |  | 33.1    | By Employees:                         |  |  |
|     |                              |  |  | 33.1.1. | By Bearing Interest                   |  |  |
|     |                              |  |  | 33.1.2. | By Not bearing Interest               |  |  |
|     |                              |  |  | 33.2.   | By Suppliers/contractors              |  |  |
|     |                              |  |  | 33.3.   | By others (specify)                   |  |  |
|     |                              |  |  | 34.     | By Repayment of loan                  |  |  |
|     |                              |  |  | 35.     | By Others                             |  |  |
|     |                              |  |  | 35.1.   | By Leave Salary and Pension           |  |  |
|     |                              |  |  | 35.2.   | Contribution                          |  |  |
|     |                              |  |  | 35.3.   | By Audit Fee                          |  |  |
|     |                              |  |  | 35.4.   | By Misc:                              |  |  |
|     |                              |  |  | 36.     | By Balance carried down:              |  |  |
|     |                              |  |  | 36.1    | By Bank                               |  |  |
|     |                              |  |  | 36.2    | By Cash in hand                       |  |  |
|     | Total                        |  |  |         | Total                                 |  |  |

Member(s) (Signature)

Chairperson (Signature)

## Income and Expenditure

Account For the 1<sup>st</sup> April \_\_\_\_\_ to 31<sup>st</sup> March \_\_\_\_\_

(In Rupees)

| A/c Code | Expenditure                | Current Year As on | Previous Year As on | A/c Code | Income                                | Current Year As on | Previous Year As on |
|----------|----------------------------|--------------------|---------------------|----------|---------------------------------------|--------------------|---------------------|
| 37.      | To Chairperson and Members |                    |                     | 61.      | By Fee, Charges and Fine              |                    |                     |
| 37.1.    | To Pay and Allowances      |                    |                     | 61.1.    | By Fee                                |                    |                     |
| 37.2.    | To Other benefits          |                    |                     | 61.2.    | By Charges                            |                    |                     |
| 37.3.    | To Travelling Expenses     |                    |                     | 61.3.    | By Fines                              |                    |                     |
| 37.3.1.  | To Overseas                |                    |                     | 61.4.    | By Others (specify)                   |                    |                     |
| 37.3.2.  | To Domestic                |                    |                     | 62.      | By Grants                             |                    |                     |
| 38.      | To Officers                |                    |                     | 62.1.    | By Account with Government            |                    |                     |
| 38.1.    | To Pay and Allowances      |                    |                     | 62.2.    | By Others (Specify)                   |                    |                     |
| 38.2.    | To retirement Benefits     |                    |                     | 63.      | By Gifts                              |                    |                     |
| 38.3.    | To Other Benefits          |                    |                     | 64.      | By Seminars and Conferences           |                    |                     |
| 38.4.    | To Traveling Expenses      |                    |                     | 65.      | By Sale of Publications               |                    |                     |
| 38.4.1.  | To Overseas                |                    |                     | 66.      | By Income on investments and Deposits |                    |                     |
| 38.4.2.  | To Domestic                |                    |                     | 66.1.    | By Income on investments              |                    |                     |
| 39.      | To Staff                   |                    |                     | 66.2.    | By Income on Deposits                 |                    |                     |
| 39.1.    | To Pay and Allowances      |                    |                     | 66.3.    | By Interest on Loan and Advances      |                    |                     |
| 39.2.    | To Retirement Benefits     |                    |                     | 67.      | By Miscellaneous Income               |                    |                     |
| 39.3.    | To Other Benefits          |                    |                     | 67.1.    | By Gain on Sales of Assets            |                    |                     |
| 39.4.    | To Traveling expenses      |                    |                     | 67.2.    | By Excess of expenditure over         |                    |                     |



|         |   |  |  |       |                                       |  |  |
|---------|---|--|--|-------|---------------------------------------|--|--|
|         |   |  |  |       | income                                |  |  |
| 39.4.1. | To Overseas   |  |  | 67.3. | (Transferred to Capital Fund Account) |  |  |
| 39.4.2. | To Domestic   |  |  |       |                                       |  |  |
| 40.     | To hire of Conveyance                               |  |  |       |                                       |  |  |
| 41.     | To Wages  |  |  |       |                                       |  |  |
| 42.     | To Overtime   |  |  |       |                                       |  |  |
| 43.     | To Honorarium                                       |  |  |       |                                       |  |  |
| 44.     | To Other office expenses                            |  |  |       |                                       |  |  |
| 45.     | To expenditure on Research                          |  |  |       |                                       |  |  |
| 46.     | To Consultation expenses                            |  |  |       |                                       |  |  |
| 47.     | To Seminars and conferences                         |  |  |       |                                       |  |  |
| 48.     | To Publications of Real Estate Regulatory Authority |  |  |       |                                       |  |  |
| 49.     | To Rent and Taxes                                   |  |  |       |                                       |  |  |
| 50.     | To Interest on loans                                |  |  |       |                                       |  |  |
| 51.     | To Promotional Expenses                             |  |  |       |                                       |  |  |
| 52.     | To membership fee                                   |  |  |       |                                       |  |  |
| 53.     | To Subscription                                     |  |  |       |                                       |  |  |
| 54.     | To Others   |  |  |       |                                       |  |  |
| 54.1.   | To Leave Salary and Pension                         |  |  |       |                                       |  |  |
| 54.2.   | Contribution  |  |  |       |                                       |  |  |
| 54.3.   | To Audit Fee  |  |  |       |                                       |  |  |
| 54.4.   | To Misc.  |  |  |       |                                       |  |  |
| 55.     | To Depreciation                                     |  |  |       |                                       |  |  |
| 56.     | To Loss on sale of assets                           |  |  |       |                                       |  |  |
| 57.     | To Bad Debts written off                            |  |  |       |                                       |  |  |
| 58.     | To Provision for bad & doubtful debts               |  |  |       |                                       |  |  |
| 59.     | To Excess of income over Expenditure                |  |  |       |                                       |  |  |
| 60.     | (Transferred to capital Fund Account)               |  |  |       |                                       |  |  |
|         | Total   |  |  |       | Total                                 |  |  |

Member(s) (Signature)

Chairperson (Signature)

Balance Sheet as on 31<sup>st</sup> March

(In Rupees)

| A/c Code                       | Liabilities  | Current Year As on | Previous Year As on | A/c Code | Assets                       | Current Year As on | Previous Year As on |
|--------------------------------|--|--------------------|---------------------|----------|------------------------------|--------------------|---------------------|
| 68.                            | Funds  |                    |                     | 72.      | Fixed Assets                 |                    |                     |
| 68.1                           | Capital Fund   |                    |                     | 72.1.    | Gross Block at Cost          |                    |                     |
| 68.2                           | Add Excess of Income over Expenditure/less excess of Expenditure over Income |                    |                     | 72.2.    | Less Cumulative depreciation |                    |                     |
| 68.3                           | Other Funds (Specify)  |                    |                     | 72.3.    | Net Block                    |                    |                     |
| 69.                            | Reserves   |                    |                     | 73.      | Capital Work-in-progress     |                    |                     |
| 70.                            | Loans  |                    |                     | 74.      | Investments & Deposits       |                    |                     |
| 70.1                           | Government   |                    |                     | 74.1.    | Investment                   |                    |                     |
| 70.2                           | Others   |                    |                     | 74.2.    | Deposits                     |                    |                     |
| 71.                            | Current Liabilities and provisions   |                    |                     | 75.      | Loans and Advances           |                    |                     |
|                                |  |                    |                     | 75.1.    | Account with Government      |                    |                     |
|                                |  |                    |                     | 76.      | Sundry Debtors               |                    |                     |
|                                |  |                    |                     | 77.      | Cash and Bank Balances       |                    |                     |
|                                |  |                    |                     | 78.      | Other Current Assets         |                    |                     |
|                                | Total  |                    |                     |          | Total                        |                    |                     |
| Accounting Policies and Notes: |  |                    |                     |          |                              |                    |                     |

Member(s) (Signature)

Chairperson (Signature)

**FORM 'P'**  
**[See rule 39]**

**ANNUAL REPORT TO BE PREPARED BY REGULATORY AUTHORITY**

I. Return on registration of promoters and real estate agents

A. In relation to Promoters:

| Serial Number | Name of promoter | Address of promoter | Description of project for which registration has been issued | Fee paid | Registration Number |
|---------------|------------------|---------------------|---|----------|---------------------|
| 1             | 2                | 3                   | 4   | 5        | 6                   |
|               |                  |                     |   |          |                     |

| Date of issue of registration | Date on which registration expires | Date of extension of registration with period of extension | Remark |
|-------------------------------|------------------------------------|--|--------|
| 7                             | 8                                  | 9  | 10     |
|                               |                                    |  |        |

B. In relation to Real Estate Agents:

| Serial Number | Name of Real Estate Agent | Address of Real Estate Agent | Registration Fee paid | Date of issue of registration certificate | Date on which registration certificate expires | Date and period of renewal of registration certificate | Remark |
|---------------|---------------------------|------------------------------|-----------------------|---|--|--|--------|
| 1             | 2                         | 3                            | 4                     | 5   | 6  | 7  | 8      |
|               |                           |                              |                       |   |  |  |        |

II. Return on number of cases filed before the regulatory authority and the adjudicating officer for settlement of disputes and adjudicated upon.

| SI. No. | No. of Cases pending in the last quarter by the regulatory authority | No. of Cases received during the quarter by the regulatory authority | No. of Cases disposed of by the regulatory authority |
|---------|--|--|--|
|         |  |  |  |

| SI. No. | No. of Cases pending in the last quarter with the adjudicating officer | No. of Cases received during the quarter by the adjudicating officer | No. of Cases disposed of by the adjudicating officer |
|---------|--|--|--|
|         |  |  |  |

III. Statement on the periodical survey conducted by the regulatory authority to monitor the compliance of the provisions of the Act by the promoters, allottees and real estate agents.

| SI. No. | Survey conducted during the quarter with details | Observation of Authority | Remedial steps taken |
|---------|--|--------------------------|----------------------|
|         |  |                          |                      |

IV. Statement on steps taken to mitigate any non-compliance of the provisions of the and the rules and regulations made thereunder by the promoters, allottees and real estate agents.

| SI. No. | Subject | Steps taken | Results achieved |
|---------|---------|-------------|------------------|
|         |         |             |                  |

V. Statements on penalty imposed by the regulatory authority for contraventions of the Act and directions of the regulatory authority and adjudicating officer.

| SI. No. | Name of the promoter | Details of the directions issued | Penalty imposed | Whether paid |
|---------|----------------------|----------------------------------|-----------------|--------------|
|         |                      |                                  |                 |              |

| SI. No. | Name of the allottee | Details of the directions issued | Penalty imposed | Whether paid |
|---------|----------------------|----------------------------------|-----------------|--------------|
|         |                      |                                  |                 |              |

| SI. No. | Name of the real estate agent | Details of the directions issued | Penalty imposed | Whether paid |
|---------|-------------------------------|----------------------------------|-----------------|--------------|
|         |                               |                                  |                 |              |