



Haryana Government Gazette

EXTRAORDINARY

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THE HARYANA REAL ESTATE REGULATORY AUTHORITY, PANCHKULA

Notification

The 16th May, 2018

No. 1082 RERA PKL/2018.— In exercise of the powers conferred on it under Section-85 of the Real Estate (Regulation and Development) Act, 2016 and all others powers enabling it in that behalf, the Real Estate Regulatory Authority, Panchkula hereby makes the following regulations:

Short Title, Object, Commencement and Extent:

1. (a) These Regulations may be called The Haryana Real Estate Regulatory Authority, Panchkula, (Registration of Projects), First amendment Regulations, 2018.
- (b) These amendment Regulations are meant to revise the Proforma REP-I Part A to Part-G with the objective of making it comprehensive and easy to fill up.
- (c) These amendment Regulations will come into force from the date of their notification in the Official Gazette;
2. (a) In Regulation 16 of the Haryana Real Estate Regulatory Authority, Panchkula, (Registration of Projects), Regulations, 2018, for the words “.....Form REP-I Part A to Part G,” the following words shall be read “Revised Form REP-I Part A to Part-H.....”.
- (b) In Regulation 17 of the Haryana Real Estate Regulatory Authority, Panchkula, (Registration of Projects), Regulations, 2018, for the words “.....Form REP-I Part A to Part G,” following words shall be read “Revised Form REP-I Part A to Part-H.....”.
- (c) Forms REP-I Part-A to Part-G of the Regulations shall be substituted by the revised Forms REP-I Part-A to Part-H.

RAJAN GUPTA,
Chairman,
Real Estate Regulatory Authority.
Panchkula.

Forwarding letter and Index

From

.....

To

The Haryana Real Estate Regulatory Authority,
 Panchkula.

Subject: Application for registration of real estate project.

Sir,

Enclosed is an application for registration of real estate project named.....

 located at

All parts REP-I-A to REP-I-H duly filed up, along with annexures are submitted herewith for consideration of the Authority. Index of all the documents is as follows:

Index

Sr. No.	Forms		Folders	
	Form No.	Pages	Number	Pages
1	REP – I – Part – A	1-4	A	1-5
2	REP – I – Part – B	5-10	B	1-20
3	REP – I – Part – C	11-15	C	1-30
4	REP – I – Part – D	16-20	D	1-15
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6	REP – I – Part – F	26-30	F	1-5
7	REP – I – Part – G	31-35	G	1-20
8	REP – I – Part – H	36-40	H	1-9

(Change page number as per actual)

Dated:

Signature of the applicant

Mobile No.

Email ID

FORM REP-I

Part-A

In case the applicant is a Firm:

- 1. Name of the firm
- 2. Address of the firm for correspondence

(Annex a copy in folder A)

Phone (Landline)

Phone (Mobile)

Email ID

- 3. Registration number/ details of the firm

(Attach a copy in folder A)

- 4. PAN of the firm

(Attach a copy in folder A)

- 5. Names and address of the partners:

Partner 1

Name

Residential address

.....
(Annex a copy of proof in folder A)

Phone (Landline)

Phone (Mobile)

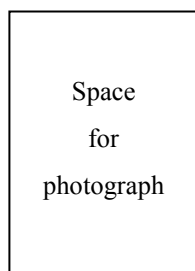
Email ID

Aadhar No.

(Annex a copy in folder A)

PAN No.

(Annex a copy in folder A)



Partner 2

Name.....

Residential address.....

.....
(Annex a copy of proof in folder A)

Phone (Landline)

Phone (Mobile)

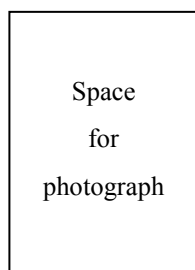
Email ID

Aadhar No.

(Annex a copy in folder A)

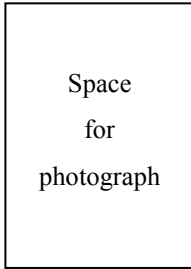
PAN No.

(Annex a copy in folder A)



Partner 3

Name.....



Residential address.....

(Annex a copy of proof in folder A)

Phone (Landline)

Phone (Mobile)

Email ID

Aadhar No.

(Annex a copy in folder A)

PAN No.

(Annex a copy in folder A)

- 6. Person/ partner who is authorized to undertake all correspondence with Authority and home buyers

Name

Residential address

.....

(Annex a copy of proof in folder A)

Phone (Landline)

Phone (Mobile)

Email ID

Aadhar No.

(Annex a copy in folder A)

PAN no.

(Annex a copy in folder A)

- 7. I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
 authorised representative

Stamp

Date:.....

FORM REP-I

Part-A**In case the applicant is a Company:**

1. Name and registered address of the company
 (Annex copy of the registration certificate
 in folder A)
 Phone (Landline)
 Phone (Mobile)
 Email Id
 Website
 PAN No.
 (Annex a copy in folder A)
 CIN No.
 (Annex a copy in folder A)
2. Chairman of the company:

Space
for
photograph

 Name
 Residential Address
 Phone (Landline)
 Phone (Mobile)
 Email Id
 PAN No.
 (Annex a copy in folder A)
 Aadhar No.
 (Annex a copy in folder A)
 DIN No.
3. Managing Director:

Space
for
photograph

 Name
 Residential Address
 Phone (Landline)
 Phone (Mobile)
 Email Id
 PAN No.
 (Annex a copy in folder A)
 Aadhar No.
 (Annex a copy in folder A)
 DIN No.
4. Authorised representative for correspondence with the Authority:

Space
for
photograph

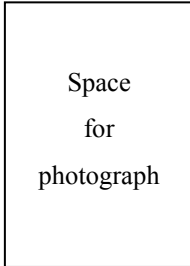
 Name
 Residential Address
 Phone (Landline)
 Phone (Mobile)
 Email Id
 PAN No.

(Annex a copy in folder A)

Aadhar No.

(Annex a copy in folder A)

5. Director 1:



Name

Residential Address

Phone (Landline)

Phone (Mobile)

Email Id

PAN No.

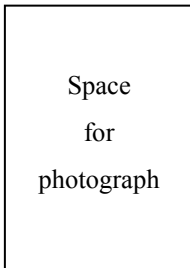
(Annex a copy in folder A)

Aadhar No.

(Annex a copy in folder A)

DIN No.

6. Director 2:



Name

Residential Address

Phone (Landline)

Phone (Mobile)

Email Id

PAN No.

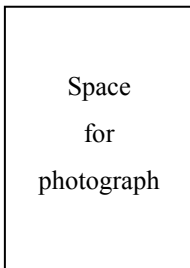
(Annex a copy in folder A)

Aadhar No.

(Annex a copy in folder A)

DIN No.

7. Director 3:



Name

Residential Address

Phone (Landline)

Phone (Mobile)

Email Id

PAN No.

(Annex a copy in folder A)

Aadhar No.

(Annex a copy in folder A)

DIN No.

So on.....

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Date:

Signature of the applicant/
authorised representative

Stamp

Date:

FORM REP-I

Part-A

In case the applicant is a registered Society or a Trust or an Authority:

1. Name and registered address
of the society/ trust/ authority:
.....
(Annex copy of the registration certificate
In folder A)

Phone (Landline)
Phone (Mobile)
Email Id
Website
PAN No.
(Annex a copy in folder A)
2. Name of the law under which the
Society/ Trust/Authority was created:
(Attach a copy in folder A)
3. Chairman/ Head of the Society/ Trust:

Space
for
photograph

Name
Residential Address
Phone (Landline)
Phone (Mobile)
Email Id
PAN No.
(Annex a copy in folder A)
Aadhar No.
(Annex a copy in folder A)
4. Secretary/ Chief Executive Officer of the Society/ Trust:

Space
for
photograph

Name
Residential Address
Phone (Landline)
Phone (Mobile)
Email Id
PAN No.
(Annex a copy in folder A)
Aadhar No.
(Annex a copy in folder A)
5. Annex a copy of Memorandum and Articles of Association etc. in Folder A.
6. Attach list of all the Members/ Trustees in folder A.

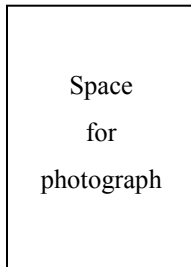
I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative
Stamp
Date:.....

FORM REP-I

Part-A**In case the applicant is an Individual:**

1. Name
2. Father's name
3. Business address for correspondence
(Annex proof in folder A)
- Phone (Landline)
- Phone (Mobile)
- Email Id
- Website
4. Residential address
(Annex proof in folder A)
- Phone (Landline)
- Phone (Mobile)
5. PAN card No. (Annex copy in folder A)
6. Aadhar No.(Annex copy in folder A)



I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative
Stamp

Date:.....

FORM REP-I

Part-A**Location and address of the project:**

1. Name of the project
2. Address of the site of the project
(Annex proof in folder A)
- Tehsil
- District
3. Contact details of the site office of the project:
 - Phone (Landline)
 - Phone (Mobile)
 - Email
4. Contact person at the site office:
 - Name
 - Phone (Landline)
 - Phone (Mobile)
 - Email Id

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorised representative
Stamp.....
Date:

FORM REP-I

Part-A

Fee details:

As per sub-rule (2) of Rule 3 of the Haryana Real Estate (Regulation and Development) Rules, 2017, the fee for registration of the project as has been calculated as follows:

.....
.....
.....
.....

2. The aforesaid fees amounting to Rs.has been transferred from the applicant's Account No. MICR No. to the account number of HRERA, Panchkula

Or

The aforesaid fees is hereby deposited vide Draft/ Banker's Cheque No., dateddrawn on(Bank) bearing No. dated

Signature of the applicant

Mobile No.

Email ID

FORM REP-I

Part-B

Information relating to the project land and licenses:

- 1. Land area of the project(Acres/ Sqm.)
- 2. Permissible FAR
- 3. FAR proposed to be utilized in the project
- 4. Total licensed area,
if the land area of the present project is a part thereof.
- 5. License number granted by the Town
& Country Planning Department for the project.
(Annex copy in folder B)
- 6. Licence valid upto Date

(Annex copies of all the licenses along with copies of all the renewal letters issued from time to time in folder B)

- 7. Is the applicant owner-licensee of the land for which the registration is being sought. Yes No

If no, give names of the licensees.

- 1.
- 2.
- 3.
- 4.

.....So on

- 8. If the answer to the above is 'No':
 - i. In what legal capacity the applicant is applying for registration
(Annex copy of all the relevant documents Including collaboration agreements and Power of Attorney etc. in folder B)
 - ii. If the applicant is applying by virtue of a Collaboration agreement or Power of Attorney:
 - Was the agreement/ Power of Attorney made before or after grant of license.
.....
.....
(State facts in brief or annex in folder B)
 - iii. Are agreements and Power of Attorney registered with the Registrar

- iv. Provide a summary of various collaboration Agreements highlighting important clauses of the agreements.
(Annex in folder B)
- v. Has ownership of the land changed after grant of license
(Annex details in folder B)
- vi. Has the fact of the project land being licensed and bonded for setting up of a colony been informed to the Revenue Department for entry in the record of ownership
(Annex details in folder B)
- vii. Will applicant himself be marketing the project
(Provide details in folder B)

I hereby declare that above information is correct and true and nothing has been concealed or misrepresented.

Signature of the applicant/authorized representative

Stamp

Date

FORM REP-I

Part-C

Project details:

1. Estimated cost of the project:
- (Annex a copy of the project report Folder C)
- (i) Cost of the land (if included
in the estimated cost)
- (ii) Estimated cost of construction of
apartments
- (iii) Estimated cost of infrastructure
and other structures
- (iv) Other Costs including EDC, Taxes, Levies etc.
2. The total land of the project measuring acres/ sq. mtrs. will be utilised in the following manner:

Sr. No.	Land area under usage	Area of land (acres/ sq. mtrs.)
1	Plots to be sold	
2	Construction of apartments	
3	Roads	
4	Pavements	
5	Parks and playgrounds	
6	Green belts	
7	Vehicle parkings	
8	Electricity sub-station	
9	Club house	
10	Sewage and solid waste treatment facility	
11	Area to be left for transferring to the Government for community services	
12	Any other	
	Total	

(Add/delete rows as per actual)

3. Approvals/ NOCs from various agencies for connecting external services.

Facility	External/ connecting service to be provided by (Name the agency)	Whether Approval taken from the agency concerned. Yes/No (Annex details in folder C)
Roads		
Water supply		
Electricity		
Sewage disposal		
Storm water drainage		

4. Details of services and facilities which will be provided inside the project area as per service plan estimates and/or the project report:

Sr. No.	Name of the facility	Estimated cost (Within the project area only)	Remarks Yet to be prepared / Submitted to HUDA, Town & Country Planning Department/ as per project report etc. (Annex relevant documents showing costing details etc. in folder C)
1	Internal roads and pavements		
2	Water supply system		
3	Storm water drainage		
4	Electricity supply system		
5	Sewage treatment & Garbage disposal		
6	Street lighting		
7	Security and fire fighting		
8	Play grounds and parks		
9	Club house/ Community Centre		
10	Shopping area		
11	Renewable energy system		
12	School		
13	Hospital/ Dispensary		
14	Any other		

(Add/delete as per actual)

5. (a) Date of approval of latest layout plans granted by Town & Country Planning Department on the basis of which the project will be executed.(Date)

6. Date of approval of Building Plans(Date)

Provide following information if the project applied for registration is an on-going project:-

(i) Details of the plots/apartments in the project:

Sr. No.	Plot/ apartment type	Size of the plot/carpet area of the apartments	Total number of plots/apartments in the project	Plots/apartments booked/ sold upto the date of application	Yet to be sold/ booked	No. of towers to be/ being constructed for booked apartments
1	Apartment Type 1*					
2	Apartment Type 2*					
3	Apartment Type 3*					

4	Plot Type 1*					
5	Plot Type 2*					
6	Plot Type 3*					

(Add/ delete as per actual)

(* Change as per actual nomenclature)

(ii) Apartments:

(a) Status of construction activities in respect of sold/booked apartments.

Type	Number of apartments booked/ sold	Write or annex the stage of construction of the booked/ sold apartments in folder C
Type 1*		
Type 2*		
Type 3*		

(* Change as per actual nomenclature)

(b) Time schedule of completion
of already booked apartments:

- Start date
- Earlier date of completion
- Revised date of completion

(c) Time schedule for development
of infrastructure:

- Start date
- Percentage completion
- Upto the date of application
- Projected date of completion

(d) Provide further details in the proforma REP-I Part-C-X.

(e) Plan of action for completing already booked/sold plots/apartements, along with requisite infrastructure (Provide a detailed write up in annexure in folder C)

(iii) Status in respect of plotted colony:

(a)

Plots	Booked/sold	Stage of handing over the possession (Write or annex details)
Size 1*		
Size 2*		
Size 3*		

(Add/ delete as per actual)

(* Change as per actual nomenclature)

Parks and play-grounds												
Club house/ community centres												
Shopping area												
Etc.												
Etc.												

(Add columns and rows as per actual upto the date of completion of the project)

7. New projects:

- i. Likely date of starting the construction work
- ii. Likely date of completing the project
- iii. Sizes of the plots to be offered in the project

Plot size	Number of plots in the project

(Add/delete as per actual)

iv. Type of apartments to be constructed in the project:

Type	Carpet area	Number of apartments	Number of towers

(Add/ delete rows as per actual)

(vi) Quarterly schedule of development of the project:

(c) Apartments:

Particulars	Expenditure incurred till the date of application	Expenditure to be made in each quarter										Grand Total
		Apr-June	July-Sep	Oct-Dec	Jan-Mar	Apr-June	July-Sept	Oct-Dec	Jan-Mar	Apr-June	July-Sept	
Apartments												
Shops												
Plots												

(Add columns and rows as per actual upto the date of completion of the project)

(d) Infrastructure:

Particulars	Expenditure incurred till the date of application	Expenditure to be made in each quarter										
		Apr-June	July-Sep	Oct-Dec	Jan-Mar	Apr-June	July-Sept	Oct-Dec	Jan-Mar	Apr-June	July-Sept	Grand Total
Roads & Pavements												
Water supply system												
Sewerage treatment & garbage disposal												
Electricity supply system												
Storm water drainage												
Parks and playgrounds												
Club house/ community centres												
Shopping area												
Etc.												
Etc.												

(Add columns and rows as per actual upto the date of completion of the project)

It is hereby stated and declared that the above information is correct and true and nothing has been concealed or misrepresented.

Signature of the applicant/
authorized representative
Stamp

Date

FORM REP-I

Part-C-X

1. Financial information:

Particulars	Lakhs	Remarks, if any
i. No. of Flats/Apartments constructed	
ii. No. of Flats/ Apartments booked	
iii. Total sale value of booked Flats, on the date of application/end of last quarter	
iv. Total amount received from the allottees (booked Flats), on the date of application/end of last quarter	
v. Balance amount to be received from the allottees (booked Flats, after completion), on the date of application/end of last quarter	
vi. Balance amount due and recoverable from the allottees (booked Flats) as on the date of application /end of last quarter	
vii. Amount invested in the project upto the date of application	
• Land cost (If any)	
• Apartments	
• Infrastructure	
• EDC/ Taxes Etc.	
viii. Balance cost to be incurred for completion of the project and delivery of possession	
(a) In respect of existing allottees	
(b) In respect of rest of the project	
ix. The amount of loan raised from the banks/ financial institutions/ private persons against the project	
Annex detail of the securities furnished to the banks/ financial institutions against the aforesaid loans in folder C		
x. Total liabilities against the project up-to-date.	
(Annex details in folder C)		

2. Additional information:

Particular	Estimated expenditure planned to be incurred as per service plan estimates or the project report.	Actual expenditure incurred upto the date of application.
A. Infrastructure i. Internal roads ii. Water supply system iii. Sewerage system iv. Storm water drainage. v. Electricity supply system vi. Solid waste collection and management system vii. Clubhouse viii. Schools ix. Club house and community buildings. x. Neighbourhood shopping xi. Green areas, parks, playgrounds, etc. xii. Parking (a) Covered parking (b) Open parking xiii. Garages xiv. Security system Other facilities as per project report		
B. Expenditure on apartments already booked/sold		

It is hereby stated and declared that the above information is correct and true and nothing has been concealed or misrepresented.

Signature of the applicant/
 authorized representative
 Stamp

Date

FORM REP-I

Part-D**Accounts related information:**

1. Annex copy of the balance sheet of last 3 years Annexure..... in folder D

2. In case of on-going projects, annex cash flow statement since start of the project up-to-date in folder D. Total receipt of funds, sources of funds and deployment of funds should be stated in tabulated form. Annexure.....in folder D

3. Bank account to which the deposits received from apartment buyers will be credited
 - Bank and Branch address
 - Bank Account Number
 - IFSC code
 - MICR code
 - Branch code

4. Name and address of the person/persons who would ordinarily be operating the account (Change at any time must be intimated to the Authority)

5. Attach certificate issued by a Chartered Accountant that the applicant has not defaulted in its debt liabilities in the past five years in folder D. (In case of default, give details)

Signature

Seal

Date

FORM REP-I

Part-E

Details of the statutory approvals:

1. Annex copies of the following in Folder E:

- (i) Lay out Plan. Annex
- (ii) Demarcation Plan.
- (iii) Zoning Plan.
- (iv) Building Plan.
 - Site Plan.
 - Floor Plan
 - Apartment Plans.
 - Elevation Section.
 - Detail of Permissible FAR.
 - Detail of covered area achieved FAR.

2. Annex copies of following in folder E:

- i. Roads and pavement plan Annex
- ii. Electricity supply plan
- iii. Water supply plan
- iv. Sewerage and garbage disposal plan
- v. Storm water drainage
- vi. 10% land to be transferred to the Govt. for Community facility
- vii. Street lighting plan
- viii. Parking plan
(Add/delete as per actual)

3. That the following statutory approvals have already been obtained:

- i.
- ii.
- iii.
- iv.
- so on

4. That the following statutory approvals have been applied for but are yet to be received:

- i. (Give date when filed)
- ii.
- iii.
- iv.
- so on

5. Applications for following statutory approvals are yet to be filed and will be filed in the time schedule given below:

- i. (Give date by which it will be filed)
- ii.
- iii.
- iv.
- so on

It is undertaken that the project shall be completed within the time schedule given in Part C and the same will not be delayed on account of non- receipt of any of the statutory approval. The liability for the non-receipt of any of the statutory approval shall be that of the promoter and in case of delay, compensation as per law may be given to the allottees.

Signature

Seal

Date

FORM REP-I

Part-F

1. A copy of the draft allotment letter by which the apartment shall be allotted/
booked in favour of the apartment buyers.Annexure folder -F-1
2. A copy of the Draft Agreement which shall be made before seeking
any deposit exceeding 10% of the cost of the apartment. (Based on the model
agreement prescribed in the Rules)Annexure folder -F-2
3. Gist of the important provisions of the Draft Agreement
.....Annexure folder -F-3

Signature

Seal

Date

FORM REP-I

Part-G**Projects launched by the promoter in last five years:**

1. Name and location of the project
2. Particulars of the project in brief:
 - ii. Total area of the project
 - iii. Total number of apartments
 - iv. Total number of plots
3. The number of plots/ apartments booked/sold to the allottees:
 - (a) Apartments
 - (b) Plots
4. (i) Details of the expenditure incurred upto date:

	Initially estimated cost	Revised cost	Expenditure incurred upto the date of application
Total cost of the project (Other than cost of land)			
Cost of the apartments			
Cost of the infrastructure			
Others costs			

5. Total amount of money collected from current allottees of the apartments/ plots upto the date of filing this application.
6. Remaining amount of sale price money to be collected from the current allottees of the apartments.
7. Loan sanctioned by the banks/ other financial institutions against the project.
8. Amount drawn from the banks/ other financial institutions till the date of filing this application.
9. Whether any litigation is pending against the Project: Yes/No
(If yes-give annex details in folder G)
10. Initial date of completion of the project.
11. Likely date of completion of the project.

(Similar details may be given in respect of code of the projects launched by the applicant promoter in last 5 years)

Undertaking

I hereby declare that the above information and particulars are based on record and are true to the best of my knowledge and belief and nothing has been concealed.

Signature of the applicant/
authorized representative
Stamp

Date

FORM REP-I

Part – H

SPECIFICATION OF CONSTRUCTION		
Specification of apartments and other buildings including the following:		
1.	Flooring details of various parts of the house	
2.	Wall finishing details	
3.	Kitchen details	
4.	Bathrooms fittings	
5.	Wood works and	
6.	Doors and window frames (size and quantity)	
7.	Glass works	
8.	Electrical fittings	
9.	Conduiting and wiring details	
10.	Cupboard details	
11.	Water storage	
12.	Lift details	
13.	External glazings	
	13.1	Windows/ glazings
14.	Doors	
	14.1	Main door
	14.2	Internal doors
15.	Air conditioning	
16.	Electrical fittings	
17.	CNG pipe line	
18.	Provision of wi-fi and broad band facility	
19.	External finishing / Colour scheme	
20.	Internal finishing	

SPECIFICATION UNIT WISE		
1.	Living/ Dining/ Foyer/ Family Lounge	
	1.1	Floor
	1.2	Walls
	1.3	Ceiling
2.	Master Bed room/ Dress room	
	2.1	Floor
	2.2	Walls
	2.3	Ceiling
	2.4	Modular Wardrobes
3.	Master Toilet	
	3.1	Floor
	3.2	Walls
	3.3	Ceiling
	3.4	Counters
	3.5	Sanitary ware/ CP Fittings
	3.6	Fitting/ Fixures
4.	Bed Rooms	
	4.1	Floor
	4.2	Walls
	4.3	Ceiling
	4.4	Wardrobes
5.	Toilet	
	5.1	Floor
	5.2	Walls
	5.3	Ceiling
	5.4	Counters

	5.5	Sanitary Ware/ CP Fittings	
	5.6	Fixures	
6.	Kitchen		
	6.1	Floor	
	6.2	Walls	
	6.3	Ceiling	
	6.4	Counters	
	6.5	Fixures	
	6.6	Kitchen appliances	
7.	Utility rooms/ utility balcony/ toilet		
	7.1	Floor	
	7.2	Walls & ceiling	
	7.3	Toilet	
	7.4	Balcony	
8.	Sit-Outs		
	8.1	Floor	
	8.2	Walls & ceiling	
	8.3	Railings	
	8.4	Fixures	