

**CHECKLIST FOR SCRUTINY OF INFORMATION AND DOCUMENTS REQUIRED  
WITH APPLICATION FOR REGISTRATION OF PROJECTS**

S. No.	Document Type/ Information	REMARKS (III)
(I)	(II)	
1	Date of Submission of Online Application	
2	Project New or Ongoing:	
3	Residential/Commercial/Mixed/Plotted development.	
4	Name of Planning Area/Planning Authority:	
5	(i) <b>Permit letter</b> issued in form VIII A to Promoter by Plan/Map Approving Authority Attached (Yes/No) Mention in remarks: a) Competent Authority name b) Plan case number c) Letter no. & Letter date d) Total Area of Land e) Plot details (Khata no, plot no., Thana no., Circle/Dist. Etc) f) Date of approval g) Validity period h) Validity expiry date	
6	(ii) <b>Sanctioned Plan, layout plan</b> and specification of the proposed project. {Section 4(2)(d)}	
7	(iii) <b>Notice of Commencement in Form-X</b> of Bihar Building Bye Laws, 2014, duly stamped by the competent/map approving Authority. {Section 4(2)(c)}	
8	(a) <b>Latitude</b> of the endpoint of the project & (b) <b>Longitude</b> of the endpoint of the project. {Section 4(2)(f)}	
9	<b>Estimated Development Cost :-</b> a) Estimated cost of land (In Lakhs) b) Estimated cost of development (In Lakhs) c) Land cost in % age [ $\frac{\text{Estimated cost of land}}{\text{Estimated cost of land} + \text{Estimated cost of development}} \times 100$ ]	
10	<b>Bank Details:</b> (a) Name of The Bank	

	<p>(b) Bank Account No. (Where 70% of the fund received and to be utilized for project development would be deposited)</p> <p>(c) IFSC Code (Bank account must be opened in the name of Project) {Scan copy of Bank statement/Passbook is required} {Section 4(2)(I)(D)}</p>	
11	<p><b>Promoters name and its Profile:-</b></p> <p>i. Name, photograph, Email Id, Contact no. and address of the promoter in case of individual.</p> <p>ii. Name, photograph, Email Id, Contact no. and address of the Partners &amp; directors as the case may be {Rule 3(1)(g)}</p>	
12	<p>Financial Status:-</p> <p>(I) CIN issued by MCA/Registration no. issued by Registrar of firms of promoter's entity.</p> <p>(II) Authenticated copy of PAN and GSTIN No., of promoter's entity.</p> <p>(III) Authenticated copy of PAN &amp; Aadhar of all the directors/Partners of entity {Rule 3(1)(a)}</p> <p>(II) Following financial statements for Preceding 03 financial years ending on 31<sup>st</sup> March <b>Annual Report</b> (Where Annual report is not available following documents duly certified by CA are required)</p> <p>(a) <b>Balance Sheet</b></p> <p>(b) <b>Audited Profit &amp; Loss Statement</b></p> <p>(c) <b>Cash Flow Statement</b> (With Details of Inventory and Work in Progress, Sundry Debtors, Sundry Creditors etc.)</p> <p>(d) <b>Notes on Accounts</b> forming Part of Accounts</p> <p>(e) <b>Director's Report</b> (If the Promoter is LLP or Partnership firm, not required)</p> <p>(f) <b>Auditor's report</b> with Annexure (A&amp;B) {Rule 3(1)(b)} Or,</p> <p>(III) In case of <b>Individual or New Firm:</b> <b>*ITRs of previous 3 financial years</b></p>	

13	(IV) Fee Submitted:- {Rule 3(3)} (i) Total Area of Land (ii) Fee Paid	
14	In case of Advances taken from customers as reflected in the financial statements and Notes to accounts do not indicate advances taken by the promoter and do not indicate the sources of advance, then a certificate from a Chartered accountant is needed declaring that no advance/booking amount has been taken from the customers against the current project duly signed by the promoter and countersigned by CA.	
15	Details of the source (Details of person/entities) of initial funding of the project equivalent to at least 10% of the total development cost of the project along with statement of asset & liabilities showing net worth of the promoter entity duly certified by CA. If financial documents fail to establish that the applicant's Net-Worth is less than 10% of the development cost.  Details of persons/entities may be given from the fund to be raised in case.	
16	<b>Details of Projects done in last five years:</b> a) A brief detail of the project launched by him, in the past five years b) whether already completed or being developed, c) including the current status of the said projects, d) any delay in its completion, e) details of cases pending, f) details of type of land and g) payment pending {Section 4(2)(b)}	
17	Details of all the projects taken up by the Directors of the Company in other capacities, either individual or as part of other entities, during the last five years along with the details of cases filed in the projects as mentioned by the Promoter and orders passed in the cases.	
18	(a) Name of Agent (if any) {Section 4(2)(j)}	

	(b) Name of (i) Structural Engineer/s, (ii) Architect & (iii) Contractor (if any) {Section 4(2)(k)}	
19	<b>Form B:-</b> Whether the name of Project & Promoter/ Company, Name of landowners in para 1, date of completion of project mentioned in Form B and submitted as an affidavit. {Section 4(2)(l)}	
20	<b>(i) Draft Proforma of Agreement for sale:</b> a) Must be as per template given with RERA Rules, 2017. b) CIN No., PAN No. & Aadhar no. of the promoter mentioned in preliminary portion or not. c) Landowners name & Land Details in Clause A must be mentioned. d) Name of Project in Clause B must be mentioned. e) The specifications, amenities etc would be mentioned in the draft agreement for sale, schedule A, B, C, D & E of draft agreement for sale would be mandatory with the application of registration. f) <b>Schedule C</b> promoter may give more than one payment plan in schedule C of proforma of agreement for sale, with one must be proportional to the milestones of the construction, and booking amount must not be more than 10%. {Section 4(2)(g)}  <b>In case if the promoter gives alternative payment plan</b> not linked with the construction milestones then the promoter should give an option which may allow for discount if allottees make early payments (Clause 1.5 of proforma of agreement for sale)	
21	<b>(ii) Proforma of Allotment Letter</b> {Section 4(2)(g)}	
22	<b>(iii) Proforma of Conveyance Deed</b> {Section 4(2)(g)}	
23	(i) Where the promoter is not the owner of the land on which <u>development of project</u> is proposed details of the consent of the	

	<p>owner of the land along with a copy of the collaboration agreement, <b>development agreement</b>, 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 on which project is proposed to be developed.</p> <p>{Rule 3(1)(f)}</p>	
24	<p>In order to comply decision of Authority vide O.O.- 115 dated 01-08-2023, an <b>Affidavit in confirmation of the development agreement executed with landowners stating therein the Proportion of the Share of Promoter and landowner</b> including the number of blocks/shops/flats/ plots/Parking spaces etc. in the project and which are exclusively available in the share of the <u>Promoter and landowner</u> for marketing and selling.</p>	
25	<p><b>A)</b> Authenticated copy of legal title deed reflecting the title on land of the promoter Or of the persons with whom development/Collaboration agreement has been executed on which development of project is proposed along with legally valid documents: {Rule 3(1)(d)}</p> <p>a) Sale Deed/Khatiyani  b) Mutation order (Sudhi-Patra)  c) Current LPC  c) Current Revenue Receipt with updated payment.  d) Online copy of Jamabandi</p> <p><b>B) In case of Khatiyani land,</b>  a) Vansawali/Geneology issued by competent Authority.  b) Partition deed is required.</p> <p><b>In cases where sale deed/Khatiyani land</b> Mutation order, Current Revenue Receipt and Online current copy of Jamabandi is available then Current LPC would not be mandatory.</p>	

26	<p>(i) Current Non-Encumbrance Certificate [NEC]  Details of encumbrance on the land on which development of project is proposed including details of any right, title interest, dues, litigation and name of party in or over such land or non-encumbrance certificate through an advocate having experience of at least ten years from the revenue authority not below the rank of Circle Inspector, as the case may be Whether non-encumbrance is available Or Non-Encumbrance certificate issued by concerned Sub-Registrar office reflecting area of land, Plot details with Khata no., Plot no., Certificate needs to be currently issued. {Rule 3(1)(e)}</p>	
27	<p>Project Related Documents: {if applicable}  a) Environmental Clearance Certificate  b) NOC from Fire Service Authority  c) NOC From Airport Authority of India (Reason of non-Submission may be mentioned, if not submitted)</p>	
28	<p>Whether the no. , type and carpet area of open area, Parking area / garages mentioned.</p>	
29	<p><b>External Development Work</b> along with amenities &amp; facilities in the common areas. {Rule 3(1)(h)(i)}</p>	
30	<p>Additional disclosure by promoters for ongoing projects.- {Rule 4} (if any)  a) The total amount of money collected from the allottees and the total amount of money used for development of the project including the total amount of balance money lying with the promoter.  b) Status of the project (extent of development carried out till date and the extent of development pending)   If the project is treated as ongoing a penalty may be imposed by the Authority on case to case basis.</p>	
31	<p>Though submission of draft prospectus/Brochure is not mandatory with application of registration, it is advisable that draft prospectus/Brochure may be</p>	

submitted for transparency, if promoter publishes a brochure/prospectus after the registration he would ensure that, a copy of same is uploaded on the webpage of the project within a fortnight of printing as per {Section 11 (2)} of the Act.

**NOTE: \*\*\***

- 1) All the documents need to be authenticated by the promoter by signing each page of documents by doing pagination.
- 2) Scanning of documents must be legible and comprehensible.
- 3) Fee Details for new registration of project:-

S. No.	Type of project	Registration fee	Maximum fee up to	Area ( Sqm)
1.	Residential	₹ 5 per sqm	5 lakh	Less than 1000 Sqm
		₹ 10 per sqm		More than 1000 Sqm
2.	Mixed (Residential + Commercial)	₹ 10 per sqm	7 lakh	Less than 1000 Sqm
		₹ 15 per sqm		More than 1000 Sqm
3.	Commercial	₹ 20 per sqm	10 lakh	Less than 1000 Sqm
		₹ 25 per sqm		More than 1000 Sqm
4.	Plotted development	₹ 5 per sqm	2 lakh	-

- 4) Office generally verify the land documents in the light of the details of land as given in map with the land details given in development agreement and other land related documents such as Mutation order (Sudhi-Patra), LPC, CRR, online copy of Jamabandi, NEC and all the documents in a tabular format (**Table A**) which is attached below for reference to promoters.

**TABLE A:** Comparison of land details given in various documents.

Details of land area as in Permit letter & Sanctioned map			Development Agreement			Land Deed			Land related documents																			
Khata No.	Plot No.	Area in Sqm	Land-owners name wise	Khata No.	Plot No.	Land Area in Dismil & Sqm	Name of landowner in sale deed	Khata No.	Plot No.	Land Area in Dismil & Sqm	Current Revenue receipt			LPC			Mutation order (Sudhi-Patra)			NEC			Online copy of Jamabandi					
											Khata No.	Plot No.	Land Area in Dismil & Sqm	Khata No.	Plot No.	Land Area in Dismil & Sqm	Khata No.	Plot No.	Land Area in Dismil & Sqm	Khata No.	Plot No.	Land Area in Dismil & Sqm	Khata No.	Plot No.	Land Area in Dismil & Sqm			

- In case of Khatiyani deed, Vanswali/Geneology and partition deed also needs to be submitted.