Steps for on-line registration of projects with HRERA, Panchkula.

Step-1

Read carefully The Haryana Real Estate Regulatory Authority(Registration of Projects), Regulations, 2018 by clicking on icon Regulations on the home page of HRERA, Panchkula.

Step-2

Before login and starting to fill up the forms for registration of project, the project developer/applicant should keep the following documents ready in the computer in soft copy:

(i) Photographs of the Chairman /Managing Director/Directors/partners sole proprietors and authorized representative etc. of the applicant, Co., firm etc. which should be in JPEG/JPG or in PNG format.

(ii) Documents required to be uploaded.

Step-3

After reaching Home Page of HRERA, Panchkula (www.haryanarera.gov.in → HRERA Panchkula), click on the icon "Project Registration".

Following screen will come-up for creating login id and password. All fields must be filled up properly for creation of login id and password.
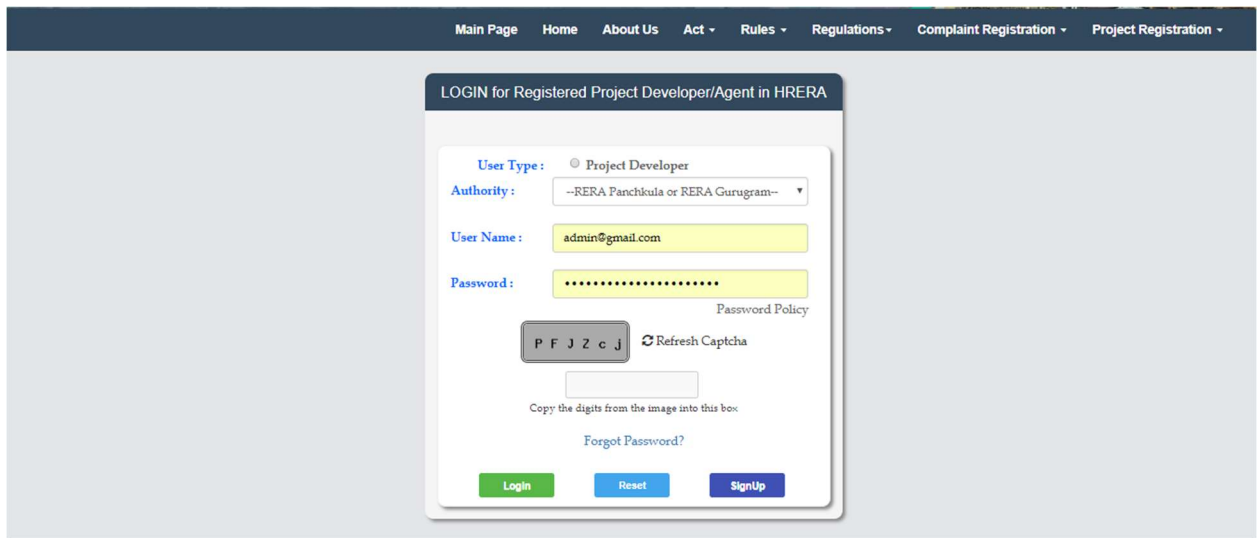
The email filled in the screen will become the login id of the applicant and the password filled in shall become the login password for future use.

Note: For creating password following policy should be followed:

1. It must at least be 8 characters.
2. It must not be the same as the previous 3 passwords.
3. It must contain Uppercase, lowercase, number and Special Characters.
4. If you do not set the password correctly, a message will be flashed "Your password is not as per Password Policy." This implies that the password needs to be set again as per above guidelines.

Step-4

After online registration as shown in Step-3, the applicant should login in the following screen:-
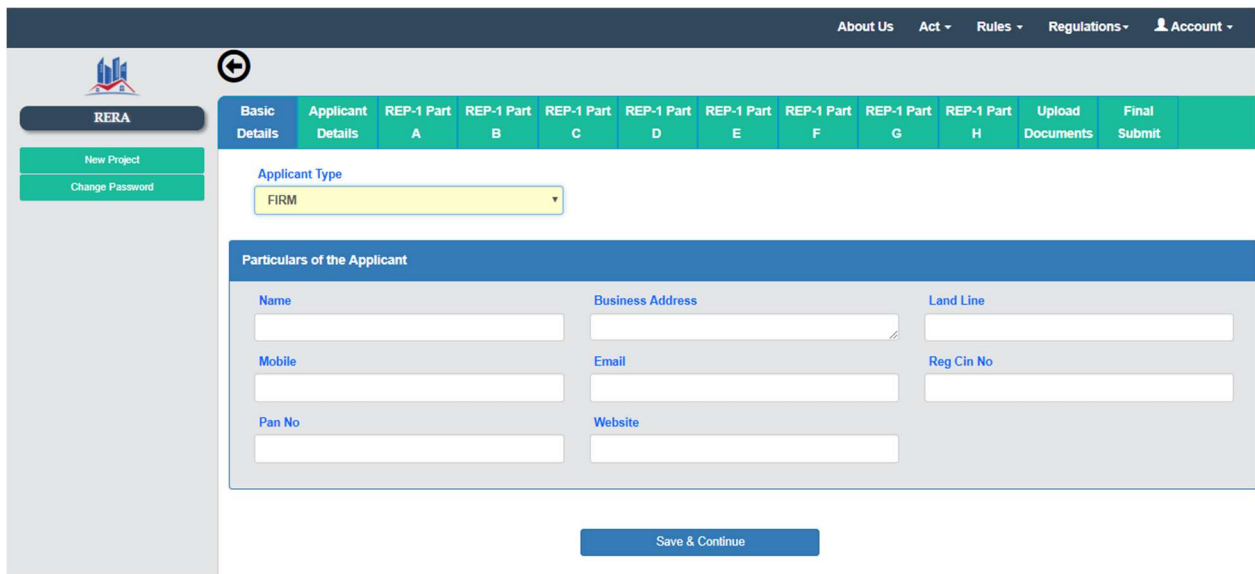
Step-5

After login, following screen will show. Click on the icon " New Project" for commencing the process of filling up of the form for online filling of application for registration of project. It is advised that facts of the Form REP-I (A to H) may be viewed one by one to know the information required to be filled up. All the information required to fill up various forms should be collected beforehand and kept handy for filling up the forms.
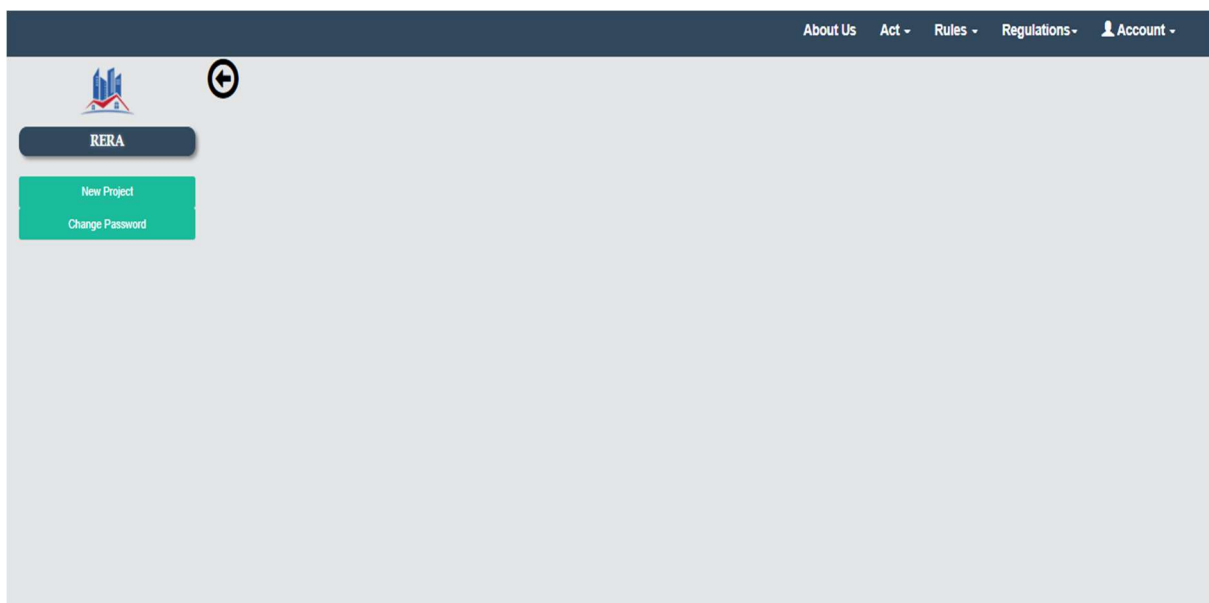
Step-6

After clicking on the Icon "New Project", following screen will be visible. The process of filling up the form should be commenced by clicking on the tab "Basic Details".

All the fields should be filled up properly. After filling up click on the button "save and continue".

If the information submitted is correct, after clicking on the save and continue button the system will automatically move to the next tab "Applicant Details".

Step-7

Click the icon applicant details and select appropriate type of the applicant after which following screen will show:

Step-8

Fill up all the fields. After filling up the details of each Director/Partner etc., photograph of the person concerned should be uploaded from the database by clicking on the icon "choose file".

If the number of Directors/partners are more, click on the button "add more for giving the details in respect of additional persons.

Step-9

After completing "Applicant Details" select the button "save and continue" and the system will automatically move to the form REP-I. After filling up each part click on tab "save and continue" to move on to the next tab. The system will not take you to the next tab without filling up all the fields.

Step-10

Before starting to fill up Form A, requisite fee to be deposited in accordance with Rule 3(2) of the Rules should be calculated.

If the Application is to be submitted immediately, a Demand Draft/ Banker's Cheque should be prepared for filling up its details in Form-A.

If the application is to be submitted on a later date, then Form-A may be skipped for filling up later when the application is to be submitted.

The applicant may edit the forms any time before final submission. Online submission of fee will commence shortly. Till that time the fee should be deposited by way of Demand Draft/ Banker's Cheque.

Step-11

When tab Part C is clicked after filling up Part B, the system will ask whether it is a new project or an ongoing project. If an "ongoing project" is selected, one additional form REP-I Part 'CX' will also appear on the screen which should also be filled up.

Particulars	Value(in numbers)	Remarks,If any
I. No. of Flats/Apartments constructed	0	
II. No. of Flats/Apartments booked	0	

Particulars	Value(in Lakhs)	Remarks,If any
III. Total sale value of booked Flats,on the date of applications/end of last quarter	0	
IV. Total amount received from the allottees(booked Flats),on the date of application/end of last quarter	0	
V. Balance amount to be received from the allottees(booked Flats) as on the date of apllication /end of last quarter	0	
VI. Balance amount due and recoverable from the allottees(booked Flats) as on the date of applications / end of last quarter	0	
VII. Amount invested in the project upto the date of application	0	
● Land cost(if any)	0	
● Apartments	0	

Step-12

In some forms there is a facility of "add more". If any additional information in the similar formats is to be provided, the additional columns can be added by clicking on the button "add more".

Step-13

After filling up all the forms of parts A to H of REP-**I**, following screen will appear for uploading of the documents.

For uploading additional documents, click on the Icon "Add more".

Step-14

Select each field one by one and upload documents from the already saved folder containing soft copies of the documents. The documents should be in PDF/JPG/PNG etc. format as per options. All documents with red star are mandatory without which the form will not be uploaded.

Step-15

The entire form REP-**I** Part A to H will remain saved in the system for accessing at any time. It can be accessed with the help of the User Id and Password. It will reach the Authority only after its final submission. Password can be changed after login.

After filling up the entire form the applicant may preview filled up form by clicking on the preview button. If any amendment is to be carried out, the same may be done by going back to the relevant part of the form. The applicant may carry out any amendment in the form before submitting the same.

Please note that no amendment will be possible after finally submitting the form to the Authority. The applicant should double check the information filled up by pre-viewing the form before finally submitting to the Authority.

Step-16

After final submission of on-line form, the system will generate a Temporary project ID (Temp ID) eg. RERA-PKL-1-2018. The Temp ID should be saved separately. This Temp ID may be used for viewing the status of consideration of the application by the Authority.

Step-17

After finally submitting the form the applicant should take four print outs of the form, three for submitting to the Authority in physical form and one for his office record. One hard copy of the following documents should also be enclosed:-

1.	Bank Draft/ Bankers cheque of the registration fee.	
2.	Copy of license along with schedule of land.	
3.	All renewal letters relating to the validation of license.	
4.	Ownership documents of licensed area.	
5.	Copy of bilateral agreement executed with the DTCP at the time of grant of license.	
6.	Copy of LC-IV executed with the DTCP at the time of grant of license.	
7.	If the promoter is not a licensee, then: a) A copy of the registered collaboration agreement/ joint development agreement along with gist. b) A copy of the registered irrevocable Power of Attorney. c) Approval of change in beneficial interest viz. change in developer by the DTCP.	
8.	Documents relating to the entry of license and collaboration agreement in the revenue record.	

9.	In case of a plotted colony, then:
	    a) The latest layout plan
	    b) Demarcation plan
	    c) Zoning plan

10.	In case of group housing/ commercial sites, then:
	    a) A copy of the approved Zoning Plan.
	    b) A complete set of the last approved building plans.

11.	Cash flow statement of the proposed project.
12.	Certificate from a Chartered Accountant certifying that the information provided by the applicant in Form REP-I-C-X is correct as per the books of Accounts Balance Sheet of the applicant.
13.	Non-default certificate from a Chartered Accountant.
14.	Copy of the draft allotment letter.
15.	Copy of the draft agreement.
16.	Gist of important provisions of draft agreement.
17.	Certificate of Incorporation / MOA/ AOA of developer (if company).
18.	Approvals – Water/ Environment/ AAI, etc.
19.	Balance Sheet – last 3 yrs. of developer/ licensee.
20.	Project report showing the estimated cost of the project.
21.	Detail of the securities furnished to the banks/ financial institutions against the aforesaid loan.
22.	Total liabilities against the project up-to-date.

23.	Copy of the address proof, copy of Aadhar Card, Pan Card of partners/ Authorized representative , Chairman, Managing Director, Director of the Company, Society, Trust, Authority as required.
24.	Copy of CIN No. and Pan Card of the company.

Step-18

A hard copy of all the requisite documents as per Regulations and a physical copy of all the uploaded documents should be put into a file by creating different folders A to H as required under the Regulations.

Step-19

Page Number the entire documents and prepare a forwarding letter as shown in the Regulations.

Step-20

Physically submit three hard copies of the form submitted online and one hard copy of all the documents. Please note that blueprint of the plans in the original form as approved by the State Government should be submitted. Mere screen shot of the documents submitted online will not be accepted.

Step-21

When the physical copies are delivered in the office of the Authority, a receipt will be generated where-after the application filed by the promoter for registration of the project will become live and further process will commence.

Step-22

        The applicant may check status of his application from time to time by clicking on the icon project status on the home screen of HRERA, Panchkula. He can access the details of the processing with the help of <u>Temp ID</u> assigned to the online application at the time of final submission of the application.

Step-23

        The following documents are required to be uploaded online for the registration of the project :

1.   Copy of license along with schedule of land.
2.   Service plans showing the services on the layout plan.
3.   Documents relating to the entry of license and collaboration agreement in the revenue record.
4.   In case of a plotted colony, the latest layout plan.
5.   Demarcation plan.
6.   Zoning plan.
7.   In case of group housing/ commercial sites, a copy of the approved Zoning plan.
8.   A complete set of the last approved building plans.
9.   Cash Flow Statement of the proposed Project.
10.   Certificate from a Chartered Accountant certifying that the information provided by the applicant in Form REP-**I-CX** is correct as per books of Accounts/ Balance sheet of the applicant.
11.   Non default Certificate from a Chartered Accountant.