ANNEXURE-6

**CHECK LIST for Project Registration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Online Reference ID : | | | | |
| 2. Name of the Project : | | | | |
| 3. Name of the Promoter : | | | | |
| 4.Type – Company/Partnership/Proprietor/Individual: | | | | |
| 5. Project Address : Village/Ward : Patwari Halka:  Tahsil : Planning Area : District : | | | | |
| 6. Project Area: \_\_\_\_\_\_\_\_\_ sqm, Carpet Area: \_\_\_\_\_\_\_\_\_\_ sqm, No. of Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 7. Type of Project –Group Housing/ Mixed Development/Commercial Project/Plotted Development | | | | |
| 8. Fees Assessed Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ Fees Paid Rs.\_\_\_\_\_\_\_\_\_\_\_\_ Payment Date \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 9. New/Ongoing: 10. Progress %: | | | | |
| 11. Start Date: 12.End Date: | | | | |
| S. No. | Item | Page No. | Document Enclosed Yes/No/NA | Observation and Comments (Enclose Separate Sheet if Required) |
| 1. | Online Application/ Form- ‘A’ |  |  |  |
| 2. | Notarized Declaration Cum Affidavit (Form-B) |  |  |  |
| 3. | Promoters Details along with Photographs (ANNEXURE-13) |  |  |  |
| 4. | PAN Card of all Promoters/ Directors/Partners/ Firm |  |  |  |
| 5. | Aadhar Card of all Promoters/ Directors/Partners |  |  |  |
| 6. | Registered Address |  |  |  |
| 7. | Brief Details of the Projects developed in the last 5 Years (ANNEXURE-09) |  |  |  |
| 8. | Fees Calculation Sheet (ANNEXURE-16) |  |  |  |
| 9. | Audited Balance Sheet of Previous Year |  |  |  |
| 10. | Income Tax Return of Last 3 Years |  |  |  |
| 11. | Details of Designated Bank Account |  |  |  |
| 12. | Particulars of Registration of the Promoters Legal entity like Registration Certificate of Trust/Asso./Firm/Company |  |  |  |
| 13. | Partnership Deed/ Memorandum of Association/Articles of Association |  |  |  |
| 14. | Land Ownership Documents along with B-1 |  |  |  |
| 15. | When Promoter is not the owner of Land, a copy of Collaboration Agreement, Development/Joint Development Agreement etc. |  |  |  |
| 16. | Non-Encumbrance Certificate/ Encumbrance Details |  |  |  |
| 17. | Search Report of the Land (ANNEXURE-14) |  |  |  |
| 18. | Approval of T& CP/Sanction Plan (Latest) |  |  |  |
| 19. | Building Permission from Local Authority |  |  |  |
| 20. | Development Permission by Competent Authority |  |  |  |
| 21. | Brief Details of Current Project along with Stilt and Cover Parking Details (ANNEXURE-11) |  |  |  |
| 22. | Facilities and Amenities as per Sec.4(2)(e) (ANNEXURE-12) |  |  |  |
| 23. | Colonizer Registration Certificate |  |  |  |
| 24. | Demarcation of Land with Latitude and Longitude of end Points |  |  |  |
| 25. | Diversion Order by Competent Authority |  |  |  |
| 26. | Development Work Plan |  |  |  |
| 27. | Development Team Details (Contractor, CA, Architect, Engineer) and real estate agents (ANNEXURE-10) |  |  |  |
| 28. | Project Architect Certificate (ANNEXURE-03) |  |  |  |
| 29. | CA Certificate (ANNEXURE-05) |  |  |  |
| 30. | Engineer Certificate (ANNEXURE-04) |  |  |  |
| 31. | Proforma of the Allotment Letter  (ANNEXURE-15) |  |  |  |
| 32. | Proforma of the Agreement for Sale |  |  |  |
| 33. | Proforma of the Conveyance Deed |  |  |  |
| 34. | CA Certificate for New Project (ANNEXURE-01) |  |  |  |
| 35. | CA Certificate for Ongoing Project (ANNEXURE-02) |  |  |  |
| 36. | Self Declaration by the Promoter for those documents which are not applicable (ANNEXURE-07) |  |  |  |
| 37. | Undertaking by the Promoter for pending documents (ANNEXURE-08) |  |  |  |
| 38. | All Papers are Self Attested or not |  |  |  |
| 39. | Development Cost Description (As per Circular No. 83) |  |  |  |

(Authorized Signature)

Name – ……………...…………………….

Address –……………..……………………

………………………………………..…....

Contact No. –…………………...………….

Email id –...…………………………..……