FORM ‘A’

[See rule 3(2)]

APPLICATION FOR REGISTRATION OF PROJECT

To

The Real Estate Regulatory Authority (Name of Place)

Sir,

[I/We] hereby apply for the grant of registration of [my/our] project to be set up at

Tehsil: _____________________________ District: _____________________________

of Bihar State.

1. The requisite particulars are as under:

   (i) Status of the applicant - [individual / company / proprietorship firm / societies / partnership firm / competent authority etc.];

   (ii) In case of individual –

          (a) Name:________________________________________________________________________

          (b) Father’s Name:_________________________________________________________________

          (c) Occupation:_____________________________________________________________________

          (d) Address:________________________________________________________________________

          (e) Contact Details

              Phone number: _________________________________________________________________

              E-mail: _____________________________________________________________________

              Fax Number: __________________________________________________________________

          (f) Name, photograph, contact details and address of the promoter (to be attached).

          OR

   In case of [firm / societies / trust / company / limited liability partnership / competent authority etc. ] -

          (a) Name:________________________________________________________________________

          (b) Address:_______________________________________________________________________

          (c) Copy of registration certificate as [firm / societies / trust / company / limited liability partnership / competent authority etc. ] to be attached.

          (d) Main objects:____________________________________________________________________

          (e) Contact Details

              Phone number: __________________________________________________________________

              E-mail: ______________________________________________________________________

              Fax Number: __________________________________________________________________

          (f) Name, photograph, contact details and address of [chairman / partners / directors and authorised person etc (to be attached).

          (g) PAN No. : ____________________________________________________________________ of the promoter,

              AADHAAR No. : ____________________________________________________________ of the promoter.

          (h) Name and address of the bank or banker with which account in terms of sub-clause (D) of clause (l) of sub-section (2) of section 4 will be maintained:
(i) Details of project land held by the applicant:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(j) 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.:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

(k) Agency to take up external development works: _______________________________________

[Local Authority / Self Development]

(l) Registration fee by way of a demand draft / bankers cheque dated ___/___/___ (dd/mm/yy) drawn on ___/___/___ (dd/mm/yy) bearing no.____________________ for an amount of Rs. _______________/-
Rupees: _______________________________________________________________________________

______________________________________________________________________________ (in words)

______________________________(give details of online payment such as date paid, transaction no. etc.);

(m) Any other information the applicant may like to furnish.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

2. [I/We] enclose the following documents, namely:-

(i) authenticated copy of the PAN card/ AADHAAR card of the promoter;

(ii) annual report including audited profit and loss account, balance sheet, cash flow statement, directors report and the auditors report of the promoter for the immediately preceding three financial years and where annual report is not available, the audited profit and lost account, balance sheet, cash flow statement and the auditors report of the promoter for the immediately preceding three financial years;

(iii) authenticated copy of the legal title deed reflecting the title of the promoter to the land on which development of project is proposed along with legally valid documents for chain of title with authentication of such title;

(iv) details of encumbrances on the land on which development of project is proposed including details of any rights, title, interest, dues, litigation and name of any party in or over such land or no encumbrance certificate from an advocate having experience of at least ten years or from the revenue authority not below the rank of tehsildar, as the case may be;

(v) where the promoter is not the owner of the land on which development of project 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 on which project is 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 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(See the list at Rule 3(h));

(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 with the apartment, if
any;
(xii) the number and areas of garage for sale in the project;
(xiii) the number of open parking areas and the number of covered 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’.
3. [I/We] enclose the following additional documents and information regarding ongoing projects, as
required under rule 4, and under other provisions of the Act or the rules and regulations made thereunder,
namely:-
(i)_____________________________________________________________________
(ii)_____________________________________________________________________
(iii)_____________________________________________________________________
4. [I/We] solemnly affirm and declare that the particulars given herein are correct to [my/our] knowledge and belief
and nothing material has been concealed by [me/us] therefrom.

Date: ______/______/_____ (dd/mm/yy)
Place: ___________________________

Yours faithfully,

Signature and seal of the applicant(s)
FORM ‘B’

[See rule 3(4)]

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

Affidavit-cum-Declaration

Affidavit-cum-Declaration of

Mr./Ms. ________________________________ [promoter of the project / duly authorised by the promoter of the project, vide its/ his/ their authorisation dated _____/_____/____ (dd/mm/yy);

I, ________________________________ [promoter of the project / duly authorised by the promoter of the 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, dues, litigation and name of any party in or over such land.

3. That the time period within which the project shall be completed by [me / the promoter] is ________________________________.

4. That seventy per cent. of the amounts realised by [me / the 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 by [me / the promoter] in proportion to the percentage of completion of the project.

6. That the amounts from the separate account shall be withdrawn by [me / the promoter] 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 / the 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 / the promoter] shall take all the pending approvals on time, from the competent authorities.

9. That [I / the promoter] [have / has] furnished such other documents as have been prescribed by the Act and the rules and regulations made thereunder.

10. That [I / the promoter] shall not discriminate against any allottee at the time of allotment of any apartment, plot or building, as the case may be.

Deponent

Verification

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

Date: _____/_____/_____ (dd/mm/yy)

Place: ________________________________ Deponent
FORM ‘C’
[See rule 5(1)]

REGISTRATION CERTIFICATE OF PROJECT

This registration is granted under section 5 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:______________________________________________

   of Bihar State.

OR

[in the case of a firm / society / company / competent authority etc.] _______________________________

[firm / society / company / competent authority etc.] having its [registered office / principal place of business] at_______________________.

2. This registration is granted subject to the following conditions, namely:-

   a. The promoter shall enter into an agreement for sale with the allottees as prescribed by the State Government;

   b. 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, plot or building, as the case may be, or the common areas as per section 17;

   c. The promoter shall deposit seventy per cent. 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 (I) of sub-section (2) of section 4;

   d. The registration shall be valid for a period of __________ years commencing from _________ and ending with __________ unless extended by the Authority in accordance with the Act and the rules made thereunder;

   e. The promoter shall comply with the provisions of the Act and the rules and regulations made thereunder;

   f. The promoter shall not contravene the provisions of any other law for the time being in force as applicable to the project.

3. If the above mentioned conditions are not fulfilled by the promoter, the 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.

Date: ______/______/______ (dd/mm/yy)

Place: __________________________________________________________

Signature and seal of the Authorised Officer

Real Estate Regulatory Authority
FORM ‘D’
[See rule 5(2), rule 6(4); rule 7]

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 (Name of place)

To:

Application/Registration No.: __________________________

Date: _____/_____/_____ (dd/mm/yy)

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:-

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Date: _____/_____/_____ (dd/mm/yy)

Place: __________________________

Signature and seal of the Authorised Officer

Real Estate Regulatory Authority
FORM ‘E’

[See rule 6(1)]

APPLICATION FOR EXTENSION OF REGISTRATION OF PROJECT

From:

___________________________________________

___________________________________________

To

The Real Estate Regulatory Authority (Name of Place)

___________________________________________

___________________________________________

Sir,

[I/We] hereby apply for extension of registration of the following project:

________________________________________________________________________________________________

________________________________________________________________________________________________

registered with the Authority vide project registration certificate bearing No. __________________________ which expires on ____/____/____ (dd/mm/yy).

As required [I/We] submit the following documents and information, namely:-

(i) A demand Draft No. / Bankers Cheque No. ___________________ dated ______/______/_____ (dd/mm/yy) for rupees________________ in favour of __________________drawn on _________________ bank as extension fee as provided under sub- rule (2) of rule 6 or through online payment as the case may be __________________________________________________________(give details of online payment such as date paid, transaction no. etc.);

(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 ‘B’ 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 Authority;

(v) The authenticated copy of the project registration certificate; and

(vi) Any other information as may be specified by regulations.

Date: ______/______/______ (dd/mm/yy)

Place: ____________________________

Yours faithfully,

Signature and seal of the applicant(s)
FORM ‘F’

[See rule 6(4)]

CERTIFICATE FOR EXTENSION OF REGISTRATION OF PROJECT

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

_________________________________________________________________________
_________________________________________________________________________
registered with the Authority vide project registration certificate bearing No. ____________________________________________ of:-

1. [in the case of an individual] [Mr./Ms.]__________________________________________

     Son of [Mr./Ms.]__________________________________________

Tehsil__________________________ District ____________________________ of Bihar State;

or,

[in the case of a firm / society / company / competent authority etc.]________________________________

[firm / society / company / competent authority etc]________________________________

[registered office/principal place of business] at ____________________________________________.

2. This extension 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, plot or building, as the case may be, or the common areas as per section 17;

(ii) The promoter shall deposit seventy per cent. 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 (l) of sub-section (2) of section 4;

(iii) The registration shall be extended by a period of __________ [days / weeks / months] and shall be valid until __________;

(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 as applicable to the project;

(vi) If the above mentioned conditions are not fulfilled by the promoter, the 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.

Date: ______/______/______ (dd/mm/yy)

Place: ____________________________________________

Signature and seal of the Authorised Officer

Real Estate Regulatory Authority
FORM ‘G’

[See rule 9(1)]

APPLICATION FOR REGISTRATION OF REAL ESTATE AGENT

To
The Real Estate Regulatory Authority (Name of Place)

Sir,

[I/We] 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 Bihar State 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_______________________________ of Bihar State.
   OR
   [in the case of a firm / society / company etc.]  __________________________________________________
   [firm / society / company etc.] __________________________________________ 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 etc.];

   (ii) In case of individual–

       (a) Name of [Individual / Proprietorship firm]:________________________________________________________

       (b) Father’s Name:______________________________________________________________________________

       (c) Occupation:_________________________________________________________________________________

       (d) Address:_____________________________________________________________________________________

       (e) Contact Details

             Phone number:______________________________________________________________________________

             E-mail:_____________________________________________________________________________________

             Fax Number:_________________________________________________________________________________

       (f) Name, photograph, contact details and address of the proprietor to be attached.

   OR

   In case of [firm / societies / company etc.] -

       (a) Name:_____________________________________________________________________________________

       (b) Address:____________________________________________________________________________________

       (c) Copy of registration certificate as [firm / societies / company etc.]

       (d) Major activities:____________________________________________________________________________

       (e) Contact Details

             Phone number:______________________________________________________________________________

             E-mail:_____________________________________________________________________________________

             Fax Number:_________________________________________________________________________________

       (f) Name, photograph, contact details and address of [partners / directors etc.]
(iii) Particulars of registration as [proprietorship, societies, partnership, company etc.] including the bye-laws, memorandum of association, articles of association etc. as the case may be;

(iv) Authenticated copy of the address proof or the place of business;

(v) Details of registration in any other State or Union Territory;

(vi) Any other information as specified by regulations.

3. [I/We] enclose the following documents along with, namely:-
   i. Demand Draft / Bankers Cheque No. __________________ dated ________________ (dd/mm/yy)
      for a sum of Rs. ____________________ in favour of______________________________,
      drawn on ___________________________________________ bank as registration fee as per
      sub-rule (2) of rule 9 or through online payment as the case may be____________________________
      (give details of online payment such as date paid, transaction no. etc.);
   ii. Authenticated copy of the PAN card and AADHAAR card of the real estate agent; and
   iii. 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 and nothing material has been concealed by [me/us] therefrom.

Date: ______/______/______ (dd/mm/yy)

Place: ____________________________

Yours faithfully

Signature and seal of the applicant(s)
FORM ‘H’

[See rule 10(2)]

REGISTRATION CERTIFICATE OF REAL ESTATE AGENT

1. This registration is granted under section 9 with registration certificate bearing No. ____________________ to -

[In the case of an individual] [Mr./Ms.] _________________________________________________
son of [Mr./Ms.] _______________________________________________________________________

Tehsil ____________________________ District __________________________
of Bihar State;

OR

[In the case of a firm / society / company etc.] ________________________________

[firm / society / company etc.] ________________________________ 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 Bihar State 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 Authority;

(ii) The real estate agent shall maintain and preserve such books of account, records and documents as
provided under rule 13;

(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 information and 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 as
applicable to him;

(viii) The real estate agent shall discharge such other functions as may be specified by the Authority by
regulations.

3. The registration is valid for a period of five years commencing from ____________________
and ending with ____________________ unless renewed by the 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 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.

Date: ______/_____/______ (dd/mm/yy)

Place: ____________________________

Signature and seal of the Authorised Officer

Real Estate Regulatory Authority
FORM ‘I’
[See rule 10(3), 11(4), 12]

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 (Name of Place)

To

[Application / Registration] No.: ____________________________ Dated: ___/___/____ (dd/mm/yy)

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:- ____________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Date: _____/_____/_____ (dd/mm/yy)

Place: ____________________________

Signature and seal of the Authorised Officer
Real Estate Regulatory Authority
FORM ‘J’
[See rule 11(1)]

APPLICATION FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

From:

______________________________________________________________
______________________________________________________________
______________________________________________________________

To

The Real Estate Regulatory Authority (Name of Place)

______________________________________________________________
______________________________________________________________
______________________________________________________________

Sir,

[I/We] apply for renewal my/our registration as a real estate agent under registration certificate bearing No. _____________________________________________, which expires on _____/_____/____ (dd/mm/yy).

1. As required [I/We] submit the following documents and information, namely:-

   (i) A demand draft / bankers cheque no. ______________________ dated _____/_____/____ (dd/mm/yy) for Rs. ___________________________ in favour of _____________________________________________ drawn on ________________________________ bank as renewal fee as per sub-rule (2) of rule 11 or through online payment as the case may be (give details of online payment such as date paid, transaction no. etc.);

   (ii) The authenticated copy of the registration certificate; and

   (iii) Status of the applicant, whether [individual / company / proprietorship firm / societies / partnership firm / limited liability partnership etc.];

   (iv) In case of individual –

   (a) Name of [Individual / Proprietorship firm]: _____________________________________________

   (b) Father’s Name: ___________________________________________________________________

   (c) Occupation: ___________________________________________________________________

   (d) Address: ___________________________________________________________________

   (e) Contact Details

   Phone number: ___________________________________________________________________

   E-mail: _____________________________

   Fax Number: _______________________

   (f) Name, photograph, contact details and address of the proprietor to be attached.

OR

In case of [firm / societies / company etc.] -

   (a) Name: ___________________________________________________________________

   (b) Address: ___________________________________________________________________

   (c) Copy of registration certificate as [firm / societies / company etc.]

   (d) Major activities: __________________________________________________________________

   (e) Contact Details

   Phone number: ___________________________________________________________________

   E-mail: _____________________________

   Fax Number: _______________________

______________________________________________________________
______________________________________________________________
______________________________________________________________
(f) Name, photograph, contact details and address of [partners / directors etc.]

(v) particulars of registration as [proprietorship, societies, partnership, company etc.] including the bye-laws, memorandum of association, articles of association etc. as the case may be;

(vi) authenticated copy of the address proof of the place of business;

(vii) authenticated copy of the PAN card AADHAAR card of the real estate agent;

(viii) authenticated copy of the registration as a real estate agent in any other State or Union Territory, if applicable;

(ix) Any other information as specified by regulations.

2. [I/We] solemnly affirm and declare that the particulars given in herein are correct to [my /our] knowledge and belief and nothing material has been concealed by [me/us] therefrom.

Date: ______/______/______ (dd/mm/yy)
Place: __________________________

Yours faithfully,

Signature and seal of the applicant(s)
FORM ‘K’

[See rule 11(4)]

CERTIFICATE FOR RENEWAL OF REGISTRATION OF REAL ESTATE AGENT

1. This renewal of registration is granted under section 9 to -
   [in the case of an individual] Mr./Ms. ________________________________________________
   son of Mr./Ms. _____________________________________________________________
   Tehsil ___________________________________________ District ___________________________________________
   of Bihar State;
   OR

   [in the case of a firm / society / company etc.] _______________________________________________
   [firm / society / company etc.]
   ___________________________________________________
   having its [registered office / principal place of business] at ______________________________________________
   in continuation to registration certificate bearing No. ___________________________________, of _________________________________________.

1. 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 Authority;
   (ii) The real estate agent shall maintain and preserve such books of account, records and documents as provided under rule 13;
   (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 information and 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 as applicable to him;
   (viii) The real estate agent shall discharge such other functions as may be specified by the Authority by regulations.

2. The registration is valid for a period of five years commencing from ____________________________ and ending with _______________________ unless renewed by the Authority in accordance with the provisions of the Act or the rules and regulations made thereunder.

3. If the above mentioned conditions are not fulfilled by the real estate agent, the 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.

Date: ______/______/______ (dd/mm/yy)
Place: ____________________________

Signature and seal of the Authorised Officer
Real Estate Regulatory Authority
FORM ‘L’

[See rule 27(2)]

APPEAL TO APPELLATE TRIBUNAL

Appeal under section 44

For use of Appellate Tribunal's office:
Date of filing: ___/___/___ (dd/mm/yy)

Date of [receipt at the filing counter of the Registry / receipt by post / online filing]: ___/___/___ (dd/mm/yy)

Appeal 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(s) of the appellant: ____________________________________________________________
   (ii) Address of the existing office / residence of the appellant: ________________________________
   (iii) Address for service of all notices: _____________________________________________________
   (iv) Contact Details:
       Phone number: ____________________________
       E-mail: ____________________________
       Fax Number: ____________________________

2. Particulars of the respondents:
   (i) Name(s) of respondent: ____________________________________________________________
   (ii) Office address of the respondent: _____________________________________________________
   (iii) Address for service of all notices: _____________________________________________________
   (iv) Contact Details (Phone number, e-mail, Fax Number etc.):
       Phone number: ____________________________
       E-mail: ____________________________
       Fax Number: ____________________________

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 the Authority or the adjudicating officer, as the case may be, passed under section(s) ______________ or rule(s) __________ or regulation(s) ___________________).

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 [demand draft / bankers cheque or online payment] in respect of the fee in terms of sub-rule (1) of rule 27:
(i) Amount: __________________________________________________________________________
(ii) Name of the bank on which drawn:
(iii) [Demand draft number / bankers cheque / online payment transaction no.]: ________________________

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
(iv) Other documents as annexed along with the complaint

Signature of the appellant(s)

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).

Date: ______/______/______ (dd/mm/yy)
Place: __________________________

Signature of the appellant(s)

Instructions:
(1) 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 centimeters 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.

(2) Every appeal shall be presented along with an empty file size envelope bearing full address of the respondent and where the number of respondents are more than one, then sufficient number of extra empty file size envelopes bearing full address of each respondent shall be furnished by the party preferring the appeal.
FORM ‘M’
[See rule 36(1)]

COMPLAINT TO AUTHORITY

Complaint under section 31

For use of Regulatory Authority(s) office:
Date of filing: _____/_____/____ (dd/mm/yy)
Date of [receipt at the filing counter of the Registry / receipt by post / online filing]: ___/___/___ (dd/mm/yy)
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(s) of the complainant: _______________________________________________________________
   (ii) Address of the existing office / residence of the complainant: ______________________________________
       ______________________________________________________________________________________
   (iii) Address for service of all notices: __________________________________________________________
       ______________________________________________________________________________________
   (iv) Contact Details:
       Phone number: ___________________________________________________________________________
       E-mail: ________________________________________________________________________________
       Fax Number: ____________________________________________________________________________

2. Particulars of the respondents:
   (i) Name(s) of respondent: ___________________________________________________________________
   (ii) Office address of the respondent: ____________________________________________________________
       ______________________________________________________________________________________
   (iii) Address for service of all notices: __________________________________________________________
       ______________________________________________________________________________________
   (iv) Contact Details:
       Phone number: ___________________________________________________________________________
       E-mail: ________________________________________________________________________________
       Fax Number: ____________________________________________________________________________

3. Jurisdiction of the Authority:
   The complainant declares that the subject matter of the claim falls within the jurisdiction of the 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 [demand draft / bankers cheque or online payment] 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 / bankers cheque / online payment transaction no.]: ________________________

9. List of enclosures:

(iv) Copies of the documents relied upon by the complainant and referred to in the complaint

(v) An index of documents

(vi) Other documents as annexed along with the complaint

Signature of the complainant(s)

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).

Date: ______/______/______ (dd/mm/yy)

Place: __________________________

Signature of the complainant(s)

Instructions:

(1) Every complaint 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.

(2) Every complaint shall be presented along with an empty file size envelope bearing full address of the respondent and where the number of respondents are more than one, then sufficient number of extra empty file size envelopes bearing full address of each respondent shall be furnished by the party preferring the complaint.
FORM ‘N’

[See rule 37(1)]

COMPLAINT TO ADJUDICATING OFFICER

Claim for interest and compensation under section 31 read with section 71

For use of Adjudicating Officers office:
Date of filing: ___/___/___ (dd/mm/yy)
Date of [receipt at the filing counter / receipt by post / online filing]: ___/___/___ (dd/mm/yy)

Complaint No.: _________________________
Signature: _____________________________________________
Authorised Officer: _______________________

IN THE ADJUDICATING OFFICERS OFFICE (_________________________ Name of place)

Between

__________________________
Complainant(s) And

__________________________

Respondent(s) Details of claim:

1. Particulars of the complainant(s):
   (i) Name(s) of the complainant: __________________________________________
   (ii) Address of the existing office / residence of the complainant: __________________________________________
   (iii) Address for service of all notices: __________________________________________
   (iv) Contact Details:
       Phone number: __________________________________________
       E-mail: __________________________________________
       Fax Number: __________________________________________
   (v) Details of allottees apartment, plot or building, as the case may be: __________________________________________

2. Particulars of the respondents:
   (i) Name(s) of respondent: __________________________________________
   (ii) Office address of the respondent: __________________________________________
   (iii) Address for service of all notices: __________________________________________
   (iv) Contact Details:
       Phone number: __________________________________________
       E-mail: __________________________________________
       Fax Number: __________________________________________
   (v) Registration no. and address of project: __________________________________________

3. Jurisdiction of the adjudicating officer:

The complainant 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 complainant 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 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).

7. Particulars of [demand draft / bankers cheque or online payment] in respect of the fee in terms of sub-rule (1)
   of rule 37:
   (i) Amount:__________________________________________________________
   (ii) Name of the bank on which drawn:____________________________________
   (iii) [Demand draft number / bankers cheque / online payment transaction no]:________

8. List of enclosures:
   (i) Copies of the documents relied upon by the complainant and referred to in the complaint
   (ii) An index of documents
   (iii) Other documents as annexed along with the complaint

Signature of the complainant(s)

Verification
I __________________________ (name in full block letters)
   [son / daughter] of ___________________________ the complainant 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).
   Date: ______/_____/______ (dd/mm/yy)
   Place: __________________________

Signature of the complainant(s)

Instructions: (1) Every complaint 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.

   (2) Every complaint shall be presented along with an empty file size envelope bearing full address of the
   respondent and where the number of respondents are more than one, then sufficient number of extra empty file
   size envelopes bearing full address of each respondent shall be furnished by the party preferring the complaint.
### ANNUAL STATEMENT OF ACCOUNTS  
Receipts and Payments Account  
For the year ended ________________  
(In Rupees)  

<table>
<thead>
<tr>
<th>A/c Code</th>
<th>Receipts</th>
<th>Current year As on</th>
<th>Previous Year As on</th>
<th>A/c Code</th>
<th>Payments</th>
<th>Current year As on</th>
<th>Previous year As on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To Balance Brought down:</td>
<td></td>
<td></td>
<td>13.</td>
<td>By Chairperson and Members:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.</td>
<td>To Bank</td>
<td></td>
<td></td>
<td>13.1.</td>
<td>By Pay and Allowances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2.</td>
<td>To Cash in hand</td>
<td></td>
<td></td>
<td>13.2.</td>
<td>By Other benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>To Fee, Charges and Fine:</td>
<td></td>
<td></td>
<td>13.3.</td>
<td>By Travelling expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1.</td>
<td>To Fees</td>
<td></td>
<td></td>
<td>13.3.1.</td>
<td>By Overseas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.</td>
<td>To Charges</td>
<td></td>
<td></td>
<td>13.3.2.</td>
<td>By Domestic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.</td>
<td>To Fines</td>
<td></td>
<td></td>
<td>14.</td>
<td>By Officers:</td>
<td></td>
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<tr>
<td>2.4.</td>
<td>To Others (specify)</td>
<td></td>
<td></td>
<td>14.1.</td>
<td>By Pay and Allowances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>To Grants:</td>
<td></td>
<td></td>
<td>14.2.</td>
<td>By Retirement benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.</td>
<td>To Accounts with Government</td>
<td></td>
<td></td>
<td>14.3.</td>
<td>By Other benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.</td>
<td>To Others (specify)</td>
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<td></td>
<td>14.4.</td>
<td>By Travelling expenses:</td>
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<td>4.</td>
<td>To Gifts</td>
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<td>14.4.1.</td>
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</tr>
<tr>
<td>5.</td>
<td>To Seminars and conferences</td>
<td></td>
<td></td>
<td>14.4.2.</td>
<td>By Domestic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>To Sale of Publications</td>
<td></td>
<td></td>
<td>15.</td>
<td>By Staff:</td>
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</tr>
<tr>
<td>7.</td>
<td>To Income on investments and deposits:</td>
<td></td>
<td></td>
<td>15.1.</td>
<td>By Pay and Allowances</td>
<td></td>
<td></td>
</tr>
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<td>7.1.</td>
<td>To Income on investments</td>
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<td></td>
<td>15.2.</td>
<td>By Retirement benefits</td>
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<td></td>
</tr>
<tr>
<td>7.2.</td>
<td>To Income on Deposits</td>
<td></td>
<td></td>
<td>15.3.</td>
<td>By Other benefits</td>
<td></td>
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<tr>
<td>8.</td>
<td>To Loans:</td>
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<td></td>
<td>15.4.</td>
<td>By Travelling expenses:</td>
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<tr>
<td>8.1.</td>
<td>To Government</td>
<td></td>
<td></td>
<td>15.4.1.</td>
<td>By Overseas</td>
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<tr>
<td>8.2.</td>
<td>To Others (specify)</td>
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<td></td>
<td>15.4.2.</td>
<td>By Domestic</td>
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<td>10.</td>
<td>To Sale of Investments</td>
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<td>17.</td>
<td>By Wages</td>
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<td>11.</td>
<td>To Recoveries from pay bills:</td>
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<td>18.</td>
<td>By Overtime</td>
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<td>11.1.</td>
<td>To Loans and Advances Principal Amount</td>
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<td>19.</td>
<td>By Honorarium</td>
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<td>11.2.</td>
<td>To Interest on Loans and Advances</td>
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<td></td>
<td>20.</td>
<td>By Other office expenses</td>
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<td>11.3.</td>
<td>To Miscellaneous</td>
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<td>21.</td>
<td>By Expenditure on Research</td>
<td></td>
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<td>51</td>
<td>To Others (specify)</td>
<td></td>
<td></td>
<td>22.</td>
<td>By Consultation expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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  
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 Repayment of loan  
35.6. By Cash in hand  

Total

Chairperson (Signature) ______________________________________
Member(s) (Signature) _______________________________________
Secretary (Signature) ________________________________________
Officer In-charge (Finance and Accounts) _______________________

Income and Expenditure Account
For the period 1st _____________ to 31st _____________
(In Rupees)

<table>
<thead>
<tr>
<th>A/c Code</th>
<th>Expenditure</th>
<th>Schedule</th>
<th>Current Year As on</th>
<th>Previous Year As on</th>
<th>A/c Code</th>
<th>Income</th>
<th>Schedule</th>
<th>Current Year As on</th>
<th>Previous Year As on</th>
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<tbody>
<tr>
<td>13</td>
<td>To Chairperso</td>
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<td>To Pay and</td>
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<td>13.2</td>
<td>To Other benefits</td>
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<td>13.3</td>
<td>To Travelling</td>
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<td>To Overseas</td>
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<td>13.3.2</td>
<td>To Domestic</td>
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<td>14</td>
<td>To Officers</td>
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<td>To retirement</td>
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<td>To Traveling Expenses</td>
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<td>A/c Code</td>
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<td>Current Year As on</td>
<td>Previous Year As on</td>
<td>A/c Code</td>
<td>Assets Schedule</td>
<td>Current Year As on</td>
<td>Previous Year As on</td>
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<td>Funds</td>
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<td>Fixed Assets</td>
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<td>40.1</td>
<td>Capital Fund</td>
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<td>Gross Block at</td>
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<td>Add Excess of Income over Expenditure/less excess of Expenditure over Income</td>
<td>Less Cumulative depreciation</td>
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<td>41. Reserves</td>
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<td>44. Capital Work-in-</td>
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<tr>
<td>8. Loans</td>
<td>K</td>
<td>31. Investmen ts &amp;</td>
<td></td>
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<td>8.1. Government</td>
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<tr>
<td>42. Current Liabilities and</td>
<td>L</td>
<td>33. Loans and Advances</td>
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<td>45. Sundry Debtors</td>
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</tr>
<tr>
<td>36. Cash and Bank</td>
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<tr>
<td>Accounting Policies and Notes</td>
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Instructions: (1) The Schedules referred / referenced above shall be prepared by the Authority based on accounting principles followed by the State Government or by other regulatory authorities or as suggested by the Comptroller and Auditor General of India from time to time.

(2) The Schedules referred to above shall form an integral part of the Income and Expenditure Account or the Balance Sheet, as the case may be.

Chairperson (Signature) ________________________________

Member(s) (Signature) ________________________________

Secretary (Signature) ________________________________

Officer In-charge (Finance and Accounts) ________________________________
FORM ‘P’
[See rule 39(1)]
ANNUAL REPORT TO BE PREPARED BY AUTHORITY

A. Introduction
(i) Chairman’s statement:

(ii) Objectives:

(iii) Important achievements:

(iv) The year in review:
   a. Landmark decisions:
   b. Legislative work:
   c. Outreach programme:

(v) Capacity building:

(vi) International engagements:

(vii) Impact on:
   a. Allottees:
   b. Promoters:
   c. Real Estate Agents:
   d. Economy:

B. Registration of promoters and real estate agents under the Act:
I. In relation to Promoters
   i. Name of promoter:
   ii. Address of promoter:
   iii. Description of project for which registration has been issued:

   iv. Fee paid:
   v. Registration Number:
   vi. Date of issue of registration: _____ / ____ / ____ (dd/mm/yy)
   vii. Date on which registration expires: _____ / ____ / ____ (dd/mm/yy)
viii. Date of extension of registration with period of extension: _____ / ____ / ____ (dd/mm/yy)

ix. Remark:____________________________________________________________________________
____________________________________________________________________________________

II. In relation to Real Estate Agents:

i. Name of Real Estate Agent: ___________________________________________________________

ii. Address of Real Estate Agent: ________________________________________________________
__________________________________________________________________________________

iii. Description of project for which registration has been issued: _____________________________
____________________________________________________________________________________

iv. Registration Fee paid: __________________________________________________________________

v. Registration Number: ___________________________________________________________________

vi. Date of issue of registration certificate: _____ / ____ / ____ (dd/mm/yy)

vii. Date on which registration certificate expires: _____ / ____ / ____ (dd/mm/yy)

viii. Date of extension of registration with period of extension: _____ / ____ / ____ (dd/mm/yy)

ix. Remark:____________________________________________________________________________
____________________________________________________________________________________

C. Number of cases filed before the Authority and the adjudicating officer for settlement of disputes and number of cases disposed:

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>No. of cases pending in the last quarter with the Authority</th>
<th>No. of cases received during the quarter by the Authority</th>
<th>No. of cases disposed of by the Authority</th>
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</table>

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>No. of cases pending in the last quarter with the adjudicating officer</th>
<th>No. of cases received during the quarter by the adjudicating officer</th>
<th>No. of cases disposed of by the adjudicating officer</th>
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</table>

D. Statement on the periodical survey conducted by the Authority to monitor the compliance of the provisions of the Act by the promoters, allottees and real estate agents:

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>Survey conducted during the quarter with details</th>
<th>Observation of Authority</th>
<th>Remedial steps taken</th>
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E. Statement on steps taken to mitigate any non-compliance of the provisions of the Act and the rules and regulations made thereunder by the promoters, allottees and real estate agents:

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>Subject</th>
<th>Steps taken</th>
<th>Results achieved</th>
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F. Statements on directions of the Authority and the penalty imposed for contraventions of the Act and the rules and regulations made thereunder and statement on interest and compensations ordered by the adjudicating officer:

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>Name of the promoter</th>
<th>Details of the directions issued by the Authority / adjudicating officer</th>
<th>Penalty / interest / compensations imposed</th>
<th>Whether paid</th>
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<thead>
<tr>
<th>SI. No.</th>
<th>Name of the allottee</th>
<th>Details of the directions issued by the Authority / adjudicating officer</th>
<th>Penalty / interest / compensations imposed</th>
<th>Whether paid</th>
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<tr>
<th>SI. No.</th>
<th>Name of the real estate agent</th>
<th>Details of the directions issued by the Authority / adjudicating officer</th>
<th>Penalty / interest / compensations imposed</th>
<th>Whether paid</th>
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G. Investigations and inquiries ordered by the Authority or the adjudicating officer: A brief narrative of investigations and inquiries taken up by the Authority or the adjudicating officers and references received from the competent authority or the State Government.

H. Orders passed by the Authority and the adjudicating officer: A brief narrative of orders passed by the Authority or the adjudicating officers separately for where no offence is made out, and in case offence is proved, category-wise for each category of orders passed along with a tabular statement indicating the sections under which the order was passed and brief particulars of the orders.

I. Execution of the orders of the Authority and imposition of penalties: (i) monetary penalties – details of recovery of penalty imposed, details of penalty imposed but not recovered, total number of matters and total amount of monetary penalty levied, total amount realized by resorting to rule 25; (ii) matters referred to court under section 59 – total number of matters referred to the court during the year, total number of matters disposed of by the court during the year, total number of matters pending with the court at the end of the year; (iii) matters referred to court for execution of order under section 40 – total number of matters referred to the court during the year, total number of matters disposed of by the court during the year, total number of matters pending with the court at the end of the year.

J. Execution of the orders of the adjudicating officer and imposition of interest and compensation: (i) interest and compensations – details of interest and compensation imposed, details of interest and compensation imposed but not paid, total number of matters and total amount of interest and compensations imposed, total amount realized by resorting to rule 25; and (ii) matters referred to court for execution of order under
section 40 – total number of matters referred to the court during the year, total number of matters disposed of by the court during the year, total number of matters pending with the court at the end of the year.

K. Appeals:
   (i) Number of appeals filed against the orders of the Authority or the adjudicating officer in the year:
   (ii) Number of appeals pending at the beginning of the year:
   (iii) Appeals filed during the year:
   (iv) Number of appeals allowed by the Appellate Tribunal during the year:
   (v) Number of appeals disallowed by the Appellate Tribunal during the year:
   (vi) Brief write up on the appeals allowed by the Appellate Tribunal:

L. References received from the State Government under section 33: a brief narrative on references received from the State Government under section 33 providing for – number of references received during the year, number of references disposed of during the year, number of references pending at the end of the year.

M. Advocacy measures under sub-section (3) of section 33: a brief narrative on activities undertaken under sub-section (3) of section 33 – (i) workshops, seminars and other interactions with public / experts / policy-makers / regulatory bodies on laws and polices relating to the real estate sector and for creating awareness on the same; (ii) papers and studies published for advocacy on laws and policies relating to the real estate sector and for creating awareness on the same; (iii) consultation papers published/placed on website of the Authority; (iv) analytical papers prepared and examined; (v) others.

N. Administration and establishment matters: (i) report of the Secretary; (ii) composition of the Authority; (iii) details of Chairperson and Members appointed in the year and of those who demitted office (iv) details of adjudicating officers appointed in the year and those who demitted office; (v) organizational structure; (vi) a tabular statement containing information on personnel in the Authority, category-wise: sanctioned posts, posts filled up, vacancies, appointments made in the year etc.

O. Experts and consultants engaged: details of number of experts and consultants appointed in the year and of those who demitted office.

P. Employee welfare measures, if any, beyond the regular terms and conditions of employment, undertaken by the Authority.

Q. Budget and Accounts: (i) budget estimates and revised estimates, under broad categories; (ii) receipts under broad categories in the Real Estate Regulatory Fund established under sub-section (1) of section 75; (iii) actual expenditure under broad categories; (iv) balance available in the Real Estate Regulatory Fund under sub-section (1) of section 75; (v) any other information.

R. International cooperation: A brief narrative of international cooperation, if any, undertaken by the Authority.

S. Capacity Building: A brief narrative of capacity building initiative undertaken including (i) number of employees (category wise and grade wise) trained in house with details of such programmes like content, duration and faculty; (ii) number of employees (category wise and grade wise) trained by outside institutions (separately within Indian and outside India) with details of names of institutions and duration also to specify whether training was under internship, exchange programme, fellowships, study leave, special arrangements with foreign universities/institutions; (iii) expenditure of capacity building initiatives.

T. Ongoing programmes: A brief narrative of ongoing programmes.

U. Right to Information: A brief narrative of (i) number of applications received by CPIO/ACPIO seeking information under RTI Act; (ii) Number of applications for which information has been provided by CPIO; (iii) number of applications pending with CPIO; (iv) number of appeals filed before the First Appellate Authority against the order of CPIO; (v) number of appeals which have been disposed of by First Appellate Authority; (vi) number of appeals pending with the First Appellate Authority; (vii) number of applications/appeals not disposed of in the stipulated time frame.

Chairperson (Signature) _________________________________

Member(s) (Signature)___________________________________