

Annexure-1

Project Registration Application Evaluation Checklist

Checklist for Examination of Application for Registration of New Project		
Application ID- _____		Date of Application- _____
S.N.	Name of Required Fields	Status of given information (as on _____)
PROMOTER DETAILS		
Common Fields		
1	Promoter Type	Individual / Company / Proprietorship / Societies / Partnership / LLP / Competent Authority / Local Authority / Association of Persons (AOP)
2	Promoter Name	
3	Address of Registered Office	
	Address of Head Office	
4	Promoter's Website	No advertisement or promotion of any un-registered project shall be publicized on this website.
5	PAN Number	
6	Copy of PAN	
7	Email	
8	Mobile No	< Auto filled >
9	<ol style="list-style-type: none"> 1. Projects launched in last 5 years whether completed or being developed. 2. Number of ongoing projects and proposed to be constructed. 3. Number of total completed projects and area constructed till date. 	
10	Details of Registration with other State	

gpc

	RERAs/UTs, If any	
11	Audited Balance Sheet for Preceding Year	
12	Income Tax Return for Preceding 3 Years	
13	Authorized Representative Details	
14	Promoter Group Details	
15	Board Resolution	
For Individual		
1	Father's Name (for individual)	
2	Occupation (for individual)	
3	Photograph Upload	
4	Aadhaar Number	
5	Copy of Aadhaar	
For Company		
1	Company Registration Number	
2	Company Registration certificate	
3	Main Objective	
4	Date of Incorporation	
5	Brief detail of Enterprise (Copy of Memorandum of Association of company)	
6	CIN / TAN Number	
7	Copy of CIN/TAN	
8	Name of Chairman	
9	Photograph of Chairman	
10	Name of Directors	
11	Address Proof of Chairman	Aadhaar /DL / Electricity bill / House tax receipt /Voter ID
12	DIN Number	
13	Address of Directors	
14	Photograph of Directors	

For Proprietorship / Partnership / Societies / LLP	
1	Firm Registration Number
2	Firm Registration Certificate
3	Main Objective
4	Date of Incorporation
5	Upload Brief Details of Enterprise
6	TAN Number
7	Copy of TAN
8	Name of Members/Partners
9	Address Proof of Members / Partners
10	Address of Members / Partners
11	Photograph of Members / Partners
For Competent Authority	
1	Main Objective
2	Date of Incorporation
3	Brief Details of Authority
4	TAN Number
5	Copy of TAN
6	Name of Housing Commissioner / CEO / VC
7	Upload Photograph of Housing Commissioner / CEO / VC
8	Postal Address
For Local Authority	
1	Main Objective
2	Date of Incorporation
3	Brief Details of Authority
4	TAN Number
5	Copy of TAN
6	Name of Housing Commissioner / CEO /

	VC	
7	Photograph of Housing Commissioner / CEO / VC	
8	Postal Address	
For Association of Persons		
1	AoP Reg No.	
2	AoP Registration Certificate	
3	Main Objective	
4	Date of Incorporation	
5	Brief Details of Enterprise	
6	TAN Number	
7	Copy of TAN	
8	Name of Partner(s)	
9	Address of Partner(s)	
10	Address Proof of Partner(s)	
11	Photograph of Partner(s)	
PROJECT DETAILS		
1	Project Type	
2	Project Category	
3	Project Name	
4	Project Address	
5	Project website, if any	(to be created within one month from the date of project registration and to be informed to the Authority thereafter)
6	Project Land details	Free hold or lease hold
7	In case of Free hold	Details of project land ownerships including copy of ownership documents.
8	In case of lease hold	Details of leased land including copy of lease documents.
9	Approved Map	

10	Sanctioning Competent Authority	
11	Comments from Sanctioning Competent Authority	
12	Permit Number, date and its validity	
13	Copy of sanction letter, approved map and Building Layout	
14	Copy of Sajra Plan	
15	Details of Apartment/Flat/Shop/Plot	
16	Project specification	
17	Project Amenities	
18	Project Bank Details (Name Number)	
19	Project District/Account District	
20	Email ID of Project Account Bank Branch	
21	Form RA-1	
22	Form RA-7	
23	Details of financial institutions	
24	Certificate from financial institutions	
25	Details of finance/credit availed	
26	Details of security provided for availing the finance/credit facility	
27	Form RA-8	
28	CA Certificate	
29	List of Agents	
30	Development work plan	
31	Electricity Supply Plan	
32	Water Supply Plan	
33	Waste Disposal Plan	
34	Commencement Certificate	
35	Fire NOC (if applicable)	

36	Detail of Encumbrances	
37	Affidavit (form B)	
38	Brochures, Advertisement materials	(to be created within one month from the date of project registration and to be provided to the Authority thereafter)
39	Proforma of Allotment Letter	
40	Proforma of Application form	
41	Proforma of Agreement for Sale	As per the Uttar Pradesh Real Estate (Regulation and Development) (Agreement for Sale/Lease) Rules 2018
42	Proforma of Conveyance Deed	
43	Proforma of Offer of Possession	As per U.P. RERA orders dated 29.05.2024
44	Name and addresses of all the Contractors	
45	Name and address of Architect	
46	License Number of Architect	
47	Name and address of Structural Engineer	
48	Name and address of Chartered Accountant	
49	Registration Number of Chartered Accountant	
50	Mobile number of project coordinator	
51	Customer Relationship manager name with mobile and email id	
52	Development work (Brief Description)	
53	Creation of Quarterly Target	Physical and financial
54	Architect Certificate	Form REG-1
55	Engineer Certificate	Form REG-2
56	CA Certificate	FormREG-3

72