

## Project Registration Checklist

Information to be kept ready for project registration				
S#	Stage	Particulars	Fill Information	Remarks
<b>Part A - User Creation</b>				
1	Create New Account	Select a preferred username for yourself		Prefer your company's name for corporates.
2	Create New Account	Password		Min 8 Characters, Alphanumeric, at least 1 Caps and Small character, at least 1 special character
3	Create New Account	Mobile No.		Registration message will be sent on this number
4	Create New Account	Email Id.		This email will be validated, so recheck.
<b>Part B1 - Promoter Details - Individual</b>				
5	Profile Creation	Select type of promoter		Individual / Non-individual. <i>If you are an individual then go ahead else go Part B2 below.</i>
6	Profile Creation	First Name		
7	Profile Creation	Middle Name		Optional
8	Profile Creation	Last Name		
9	Profile Creation	PAN		
10	Profile Creation	Father's full name		For females also it is fathers name.
11	Profile Creation	Aadhaar Number		
12	Communication Address	House Number		
13	Communication Address	Building Name		
14	Communication Address	Street Name		
15	Communication Address	Locality		
16	Communication Address	Landmark		
17	Communication Address	State		
18	Communication Address	Division		
19	Communication Address	District		
20	Communication Address	Taluka		
21	Communication Address	Village		
22	Communication Address	Pin code		
23	Contact Details	Mobile No.		
24	Contact Details	Office No.		
25	Contact Details	Fax Number		Optional

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S#	Stage	Particulars	Fill Information	Remarks
26	Contact Details	Email Id.		
27	Contact Details	Website URL		Optional - Give website name
28	Contact Details	Photograph		
29	Past Experience	Project Name		You can add multiple projects one after the another by filling the information of each project.
30	Past Experience	Project Type		
31	Past Experience	Address		
32	Past Experience	Land Area (sq.mtrs.)		
33	Past Experience	Number of buildings / plots		
34	Past Experience	Number of apartments		
35	Past Experience	Total Cost (In INR)		
36	Past Experience	Plot bearing C.N. No. / CTS No. / Survey No. / Final Plot No.		
37	Past Experience	Original proposed date of completion		
38	Past Experience	Actual date of completion		
Part B2 - Promoter Details - Non-Individual				
39	Organisation	Name		
40	Organisation	PAN		
41	Organisation	Organisation Type		
42	Communication Address	Block Number		
43	Communication Address	Building Name		
44	Communication Address	Street Name		
45	Communication Address	Locality		
46	Communication Address	Landmark		
47	Communication Address	State		
48	Communication Address	Division		
49	Communication Address	District		
50	Communication Address	Taluka		
51	Communication Address	Village		
52	Communication Address	Pin code		

Information to be kept ready for project registration				
S#	Stage	Particulars	Fill Information	Remarks
53	Organisation Contact Details	Name of Contact Person		
54	Organisation Contact Details	Designation of Contact Person		
55	Organisation Contact Details	Company mobile no.		
56	Organisation Contact Details	Secondary mobile no.		
57	Organisation Contact Details	Office No.		
58	Organisation Contact Details	Fax Number		Optional
59	Partner / Director Details	Designation		To be added for each partner / director
60	Partner / Director Details	First Name		To be added for each partner / director
61	Partner / Director Details	Middle Name		To be added for each partner / director
62	Partner / Director Details	Last Name		To be added for each partner / director
63	Partner / Director Details	PAN		To be added for each partner / director
64	Partner / Director Details	Aadhaar Number		To be added for each partner / director
65	Address Details	House Number		To be added for each partner / director
66	Address Details	Building Name		To be added for each partner / director
67	Address Details	Street Name		To be added for each partner / director
68	Address Details	Locality		To be added for each partner / director
69	Address Details	Landmark		To be added for each partner / director
70	Address Details	State		To be added for each partner / director
71	Address Details	Division		To be added for each partner / director
72	Address Details	District		To be added for each partner / director
73	Address Details	Taluka		To be added for each partner / director
74	Address Details	Village		To be added for each partner / director
75	Address Details	Pin code		To be added for each partner / director
76	Address Details	Upload Photo		To be added for each partner / director
Part C - Past Project Details				
77	Past Experience	Project Name		You can add multiple projects one after the another by filling the information of each project.
78	Past Experience	Project Type		
79	Past Experience	Address		

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S#	Stage	Particulars	Fill Information	Remarks
80	Past Experience	Land Area (sq.mtrs.)		
81	Past Experience	Number of buildings / plots		
82	Past Experience	Number of apartments		
83	Past Experience	Total Cost (In INR)		
84	Past Experience	Plot bearing C.N. No. / CTS No. / Survey No. / Final Plot No.		
85	Past Experience	Original proposed date of completion		
86	Past Experience	Actual date of completion		
Part D - Project Details				
87	Project Information	Ongoing / New Project		Select one
88	Project Information	Project Name		
89	Project Information	Project Type		
90	Project Information	Proposed date of completion		
91	Project Information	Revised date of completion		
92	Project Information	Litigations related to project (Yes / No)		Select one
93	Land Details	Plot bearing C.N. No. / CTS No. / Survey No. / Final Plot No.		
94	Land Details	Area (sq.mtrs.)		
95	Land Details	Aggrigate area (sq.mtrs.) of recretational open space		
96	Land Details	Total Building Count		Can be left blank if not applicable.
97	Land Details	Sanctioned Building Count		Can be left blank if not applicable.
98	Land Details	Proposed by not sanctioned building count.		Can be left blank if not applicable.
99	Land Details	Boundaries East		
100	Land Details	Boundaries West		
101	Land Details	Boundaries North		
102	Land Details	Boundaries South		
103	FSI Details	Built up area as per Approved FSI (sq.mtrs.)		
104	FSI Details	Built up area as per Proposed FSI (sq.mtrs.)(Proposed but not sanctioned)(As soon as approved, should be immediately updated in approved FSI)		

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Information to be kept ready for project registration				
S#	Stage	Particulars	Fill Information	Remarks
105	FSI Details	Total FSI		Total of Approved and Proposed. Comes automatically.
106	Address Details	State		
107	Address Details	Division		
108	Address Details	District		
109	Address Details	Taluka		
110	Address Details	Village		
111	Address Details	Pin code		
112	Bank Details u/s 4(2)(I)(D)	Bank Name		
113	Bank Details u/s 4(2)(I)(D)	Branch Name		
114	Bank Details u/s 4(2)(I)(D)	IFSC Code		
115	Bank Details u/s 4(2)(I)(D)	Bank Account No.		
116	Bank Details u/s 4(2)(I)(D)	Bank Address		
<b>Part E - Add Building Details to Project</b>				
117	Add Building to Project	Name		
118	Add Building to Project	Number of Basements		
119	Add Building to Project	Number of Plinth		
120	Add Building to Project	Number of Podiums		
121	Add Building to Project	Number of Slabs of Super Structure		
122	Add Building to Project	Number of Stilts		
123	Add Building to Project	Number of Open Parkings		
124	Add Building to Project	Number of Closed Parkings		
125	Apartment Type Details	Apartment Type		
126	Apartment Type Details	Carpet Area (sq.mtrs.)		
127	Apartment Type Details	Proposed number of Apartments		
128	Apartment Type Details	Number of Apartments booked / sold / allotted		
<b>Part F - Common Area Facility</b>				
129	Project Details	Number of Garages (in numbers)		
130	Project Details	Covered Parking (in numbers)		

## Project Registration Checklist

Information to be kept ready for project registration				
S#	Stage	Particulars	Fill Information	Remarks
131	Development Work	Internal Roads and Footpath (Yes / No)		
132	Development Work	Internal Roads and Footpath (% Completion)		
133	Development Work	Internal Roads and Footpath (Details)		
134	Development Work	Water Supply (Yes / No)		
135	Development Work	Water Supply (% Completion)		
136	Development Work	Water Supply (Details)		
137	Development Work	Sewerage (Chambers, Lines, Septic Tank, STP) (Yes / No)		
138	Development Work	Sewerage (Chambers, Lines, Septic Tank, STP) (% Completion)		
139	Development Work	Sewerage (Chambers, Lines, Septic Tank, STP) (Details)		
140	Development Work	Storm Water Drains (Yes / No)		
141	Development Work	Storm Water Drains (% Completion)		
142	Development Work	Storm Water Drains (Details)		
143	Development Work	Landscaping and Tree Planting (Yes / No)		
144	Development Work	Landscaping and Tree Planting (% Completion)		
145	Development Work	Landscaping and Tree Planting (Details)		
146	Development Work	Street Lighting (Yes / No)		
147	Development Work	Street Lighting (% Completion)		
148	Development Work	Street Lighting (Details)		
149	Development Work	Community Buildings (Yes / No)		
150	Development Work	Community Buildings (% Completion)		
151	Development Work	Community Buildings (Details)		
152	Development Work	Treatment and dosposal of Sewage and sullage water (Yes / No)		
153	Development Work	Treatment and dosposal of Sewage and sullage water (% Completion)		
154	Development Work	Treatment and dosposal of Sewage and sullage water (Details)		
155	Development Work	Solid waste management and disposal (Yes / No)		

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Information to be kept ready for project registration				
S#	Stage	Particulars	Fill Information	Remarks
156	Development Work	Solid waste management and disposal (% Completion)		
157	Development Work	Solid waste management and disposal (Details)		
158	Development Work	Water conservation, Rain water harvesting (Yes / No)		
159	Development Work	Water conservation, Rain water harvesting (% Completion)		
160	Development Work	Water conservation, Rain water harvesting (Details)		
161	Development Work	Energy management (Yes / No)		
162	Development Work	Energy management (% Completion)		
163	Development Work	Energy management (Details)		
164	Development Work	Fire protection and safety requirements (Yes / No)		
165	Development Work	Fire protection and safety requirements (% Completion)		
166	Development Work	Fire protection and safety requirements (Details)		
167	Development Work	Electrical Meter Room, Sub Station, Receiving Station (Yes / No)		
168	Development Work	Electrical Meter Room, Sub Station, Receiving Station (% Completion)		
169	Development Work	Electrical Meter Room, Sub Station, Receiving Station (Details)		
170	Development Work	Aggrigate area of recreational open space (Yes / No)		
171	Development Work	Aggrigate area of recreational open space (% Completion)		
172	Development Work	Aggrigate area of recreational open space (Details)		
173	Development Work	Open parking (Yes / No)		
174	Development Work	Open parking (% Completion)		
175	Development Work	Open parking (Details)		