

CHECK LIST - LAYOUT

SL.NO.	PARTICULARS
1.	Form 'A'
2.	In case of Individual:
	a) Name
	b) Father's Name
	c) Occupation
	d) Permanent Address
	e) Photograph
3.	In case of Firm:
	a) Name of the Firm
	b) Address with e-mail id, mobile No. and Office Phone No.
	c) Copy of Registration Certificate
	d) Main objectives of the Company
	e) Name, Photographs and Address of Chairman of the Governing Body / Partners / Directors, etc.,
4.	PAN No. and Copy of PAN CARD
5.	Na me of Bank, A/c. No. IFSC Code and Address of Bank or Banker with which account in terms of Sec. 4(2)(1)(D) of the Act.
5A.	A Certificate in original from the Bank to be enclosed (format available in the website)
6.	Project Address (S.No. / TS No. / RS No.)
7.	Layout / Sub-Division
8.	Extent of the Land in sq.m.
9.	Details of Approval / NOC / Consent obtained from various Competent Authorities as applicable
	a) Copy of Planning Permission Approval Letter
	b) Copy of Planning Permit
	c) Copy of Local Body Approval Letter
	d) Copy of one set of Approved Plan with Local Body seal
	e) Copy of NOCs, if any
10.	Registration fee remitted and mode of payment (Layouts, sub-divisions and site approvals – Rs.5/- per square meter of plottable area excluding EWS plots, Roads and OSR)

11.	Brief detail of the projects launched in the past 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.
12.	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 (Google Map with site location).
13.	Name of the License Surveyor L.S.No.
14.	Audited Balance Sheet of the promoter for the preceding financial year
15.	Copy of Patta / PLR / Sale Deed
16.	Copy of EC (From the date of PP Approval to 15 days before the date of submission to TNRERA)
17.	Form 'B' – in Rs.20/- stamp paper duly signed by the promoter