

CHECK LIST - LAYOUT

SL.NO.	PARTICULARS
1.	Form 'A' (duly filled)
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 Contact No. and email id.
	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., The name and designation of photo affixed should be mentioned below the photos
4.	PAN No. and Copy of PAN CARD
5.	Name 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 any Nationalised or Scheduled 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.	Audited Balance Sheet of the promoter for the preceding financial year
14.	Copy of Patta / PLR / Sale Deed. If the applicant now applied for registration is different from the Planning Permit obtained applicant, link document should be furnished
15.	Copy of EC (From the date of PP Approval to 15 days before the date of submission to TNRERA)
16.	Form 'B' – in Rs.20/- stamp paper duly signed by the promoter in all pages
17.	CD with all the above details in PDF format