



ODISHA REAL ESTATE REGULATORY AUTHORITY
Block-A1, 3rd Floor, Toshali Bhawan, Satya Nagar,
Bhubaneswar-751007

No. 2032 /ORERA

Date : 04/04/25.

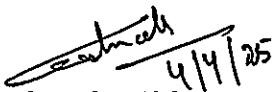
**Direction U/s 37 of RE(R&D) Act,2016 regarding submission
of Completion Certificate/Occupancy Certificate**

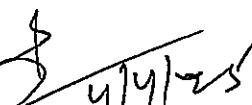
On completion of a project the promoter is obliged to obtain Completion Certificate and Occupancy Certificate from the competent authority as per the provisions of Section 11 (4)(b) of RE(R&D) Act,2016. Such certificate has to be uploaded in RERA website by the promoters. Presently, some of the promoters are submitting hard copy of the Completion Certificate/Occupancy Certificate to ORERA instead of uploading the same in ORERA website. As per the aforesaid provisions of the Act, the promoter is required to make available the Completion Certificate and Occupancy Certificate to the allottees individually or to the Association of allottees , as the case may be. If the certificate is uploaded in the website then the allottees will have the benefit of viewing it.

Taking into account the interest of the home buyers, the promoters are hereby directed to upload the Ccompletion Certificate and Occupancy Certificate in the RERA website immediately after the same is received from the competent authority. Besides, a certificate from the Chattered Accountant in the prescribed format(copy enclosed) alongwith the required documents shall be uploaded in the RERA website in respect of the completed project.

Only after submission of Occupancy Certificate accompanied by the Certificate by the Chartered Accountant in the prescribed format alongwith the required documents, the promoter will be exempted from filing QPR for the said project.

Any deviation in the matter shall be viewed seriously.


Member (Judl.) &
Chairperson I/c.


Member(Admn)

Documents Required for Completion (For Apartment/Housing Project)

Important Note:

1. Refer RERA Act and Rules before filling the application.
2. All the measurement of areas should be provided in sq. meter.
3. If any promoter provides false information or contravenes the provision of Section 4, the Promoter shall be liable to pay a penalty which may extend up to 5% estimated cost of the real estate project as determined by the Authority as per the RERA Act (Section 60).
4. At any given time, the Promoter shall maintain only one scheduled bank account for each project with minimum of 70% of the amount released for the real estate project from the Allottee will have to be used only for the construction. (Refer Section. 4(2) (I)(D) of the Act.
5. Please submit post registration and Quarterly Progress Reports update before Applying for Completion of project.

Note: All QPR to be submitted upto receipt of Occupancy Certificate.

RERA Registration Number: _____

| DOCUMENT TO BE UPLOADED | | | |
|--------------------------------|---|-------------|-----------------------------------|
| SL NO | Particulars | Size | Applicability Yes / No |
| 1. | STABILITY CERTIFICATE | 5MB | |
| 2. | Permission letter issued by the planning Authority for Laying water supply line, sanitary line, Under Ground Electrical Cable | 5MB | |
| 3. | NOC issued by the Fire Department after completion of work | 5MB | |
| 4. | Occupancy Certificate Received | 5MB | Yes Recd |
| 5. | Planning Authority | 5MB | |
| 6. | Occupancy Certificate received date | 5MB | |
| 7. | Consent for operation issued by OSPCB | 5MB | |
| 8. | Certificate of operation for lifts issued by the Electrical Inspectorate GOVT of Odisha. | 5MB | |
| 9. | Sanctioned letter issued by Concerned DISCOM of Power sanction and details of transformer installed and whether the same has been charged or not. | 5MB | |
| 10. | Sanctioned letter issued by concerned water supply and sanitary authority for the project | 5MB | |

| | | | |
|-----|---|-----|--|
| 11. | Details of external infrastructure work such as drive way, play area, park, STP and water treatment plant, Whether the above works are completed | 5MB | |
| 12. | Common Area and other amenities, facilities are completed or not and details of handing over of the same to Association of Allottees | 5MB | |
| 13. | Details of undivided share of land handed over to the Association of Allottees | 5MB | |
| 14. | Charted accountant certificate for having completed the work (as prescribed) | 5MB | |
| 15. | Architect certificate for having completed the work. | 5MB | |
| 16. | Affidavit cum declaration from promoter for having completed the project as per specification and as per advertisement published in brochure of the project | 5MB | |
| 17. | 4 Photos of the Project – to prove that the project development is completed in all aspects. | 5MB | |
| 18. | Any other SUPPORTING DOCUMENT | 5MB | |

Certification of Completion under RERA *

Project Name:

Project Address :

ORERA Registration Number:

1. This report and certificate is issued in accordance with the provisions of the Real Estate (Regulation and Development) Act, 2016 read along with the Odisha Real Estate (Regulation and Development) Rules, 2017.
2. I/We have obtained all necessary information and explanation from the promoter, during the course of our review, which in my/our opinion are necessary for the purpose of this review and certificate.
3. I/We hereby confirm that I/We have examined the prescribed registers, reports, books, documents, agreements and the relevant records of [Promoter] for the project for the period from DD/MM/YYYY to DD/MM/YYYY.....,.....
4. I/We are relied on the work of external professional certificates of engineer, architects, chartered accountants, licensed surveyors, structural engineers, valuears' etc to form the opinion and issue of this report and certificate

*To be issued on the letter head of the Chartered Accountant.

5. Details of the project and observations / qualifications-

| SI No | Details | Details/Observation/Qualification | | | |
|-------|--|---|----------|--------------------|--------------|
| 1 | Type and Nature of the project — | Residential (apartment / villa) / commercial / mixed / Plotted / Industrial | | | |
| 2 | Number of units / inventory as per sanctioned plan | | | | |
| 3 | Date of RERA Registration as per registration certificate | | | | |
| 4 | Completion Date as per RERA registration certificate | | | | |
| 4(a) | Extension End date | | | | |
| 4(b) | Covid Extension End date | | | | |
| 5 | Project Commencement date as per Registration application | | | | |
| 6 | Nature of Ownership of Land | Own / Joint Development / Others (mention the details) | | | |
| 7 | Total Estimate Cost of Construction as per registration application | | | | |
| 8 | Total Estimated Land Cost as per registration application | | | | |
| 9 | Total Cost of the Project as per registration application | | | | |
| 10 | Project Designated Bank Account as per RERA registration | | | | |
| 11 | Has the promoter deposited (minimum) 70 % of the money realized from the allottees into the project designated bank account from time to time in accordance with Sec 4(2)(L)(D) of the Act | Yes / No | | | |
| 12 | Details of Applicable Quarterly Updates as per the Sec 11 (e) of the Act and Rules 15 (D) and submission made by the promoter | Quarter | Due Date | Actual Filing Date | Delay Yes/No |
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|----|--|---|--|-----------------------------|--------------|--|--|--|--|
| 13 | Details of Applicable Audit of Statement of Accounts and submission of accounts and report thereon as per the proviso 3 to Sec 4(2)(L)(D) of the Act | Year ended | Due Date | Actual Filing Date | Delay Yes/No | | | | |
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| 14 | Details of Borrowings on the project - (In case of multiple borrowers, please add additional table) | Details | | Details (amounts in Rs.) | | | | | |
| | | Name of the Lender | | | | | | | |
| | | Amount Borrowed | | | | | | | |
| | | Balance | Amount outstanding / payable as on date of certificate | | | | | | |
| | | Security details against the borrowings as per sanction letter / conditions | | | | | | | |
| | | Attach the copy of the hypothecation / mortgage of the project land | | | | | | | |
| 15 | Details of encumbrance on the project land - (In case of multiple encumbrances, please add additional table) | Details of encumbrance | | Details | | | | | |
| | | Nature of pending Encumbrance on the project land | | | | | | | |
| | | Name of person having charge on property | | | | | | | |
| | | Additional Details | | | | | | | |
| | | Any liability due to such encumbrance — if so, amount there on | | | | | | | |
| | | Attach copy of release / discharge letter / NOC from the interested party | | | | | | | |
| 16 | Summary of amount Realised, incurred in case of Ongoing Project as per Sec 4(2)(L)(D) of the Act | Refer Table — A Mention any observation or qualification | | | | | | | |
| 17 | Summary of Money Realised, incurred for the project from the inception of the Project (Pre and Post RERA period) | Refer Table - B Mention any observation or qualification | | | | | | | |

| | | | |
|----|---|--|---|
| 18 | Details of commission / brokerage paid to Real Estate agents. | Refer Table — C Mention any observation or qualification | |
| 19 | Details of pending work in the project and estimated cost to complete such pending work | Nature of Pending Work | Estimated cost to complete the pending work |
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| 20 | Weather all agreed services, facilities, amenities are completed including all phases in case of phase wise construction of the project in accordance with the Agreement for sale, Marketing collaterals and promises made by the promoter. | If not completed, mention the details there on | |
| | | Facilities, Amenities as per agreement for sale and Marketing Collaterals - List | 100% Completion Yes/No |
| | | | |
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| 21 | Sold and Unsold units / inventory | Refer Table — D Mention any observation or qualification | |
| 22 | Has promoter complied with sec 14 of the Act in case of Modification of sanctioned plan | Yes / No / Not Applicable | |
| | | It not complied, mention the observation / qualification there on | |
| 23 | Insurance on the project — has promoter obtained any insurance on the project, if so, whether it is transferred to the association | Nature and type of insurance policy obtained Expiry date of insurance policy | |
| | | Obtained — Yes / No Transferred to association — Yes / No | |
| | | Attachment | |
| 24 | Whether promoter enabled formation / registered association of allottees in accordance with the local laws | Yes / No - 1. Name of the Association 2. Date of registration 3. Registration number 4. Registering authority | |
| | | Yes / No - 1. Date of Deed of Declaration 2. Date of registration of DoD 3. Registration number 4. Registering authority | |
| 25 | Whether promoter registered the Deed of Declaration (DoD) | Yes / No - 1. Date of Deed of Declaration 2. Date of registration of DoD 3. Registration number 4. Registering authority | |

| | | |
|----|--|---|
| 26 | Maintenance charges collected from the allottees, spent and balance there on | Refer Table — E Mention any observation or qualification |
| 27 | Deposits (under various heads including club house etc) collected from the allottees and transferred to association there on | Refer Table — F Mention any observation or qualification |
| 28 | Has promoter paid any penalty / delay filing fees to RERA Authority during the tenure of the Project | Date Nature of payment |
| 29 | Any other information in relation to the promoter and project which may be of importance to the Authority | |

TABLE A -

In case of Ongoing Project -

Summary of amount Realised, incurred and In case of Ongoing Project as per U/s. 4(2)(L)(D) of the Act -

| Details | Note | Amount inRs. (100%) |
|--|--------------|------------------------|
| Total Money Realised from the allottees since inception of the Project till the date of application for registration of project (applicable in case of ongoing project) | A | 100 |
| 70 % of the amount realized | B = A*70% | 70 |
| Money incurred / utilized towards for construction of the project or the land cost for the project as required U/s. 4(2)(L)(D) of the Act till the date of application for registration of project | C | 60 |
| Excess / (Short) | D=B-C | 10 |

TABLE B -

Summary of Money Realised, incurred for the project from the inception of the Project —

| Details | Note | Amount in Rs. |
|---|------------------|---------------|
| Total 70 % of Money Realised from the allottees since inception of the Project till the date of application for registration of project (applicable in case of ongoing project) | A | 100 |
| Total 70 % Money Realised from the allottees from the date of registration of the project till the date of this certificate. | B | 200 |
| TOTAL | C = A + B | 300 |
| Money incurred / utilized for construction of the project and the land cost of the project as required U/s. 4(2)(L)(D) of the Act till date - a. Land Cost b. Approval / NOC's C. On Site Costs d. Off Site Costs including Architect, engineer, consultants Cost e. Administrative Costs f. Payment of Taxes, Cessetc to statutory authorities (other than pass through charges) g. Financial cost — interest etc h. Any other costs | D | 250 |
| Surplus / (Deficit) | E=C-D | 50 |

I/We certify that the [Name of Promoter] has utilized the amounts collected for..... project only for that project and the withdrawal from the designated bank account(s) of the said project has been in accordance with the proportion to the percentage of completion of the project.

(If not, please specify the amount withdrawn in excess of eligible amount or any other exceptions).

TABLE C -

Details of commission / brokerage paid to Real Estate Agents -

| Financial Year | Total Amount of commission / brokerage paid to RERA Registered Agents (Amount in Rs.) | Total Amount of commission / brokerage paid to Others (Amount in Rs.) | TOTAL (Amount inRs.) |
|----------------|--|--|-------------------------|
| | A | B | C=A+B |
| FY 2017-18 | | | |
| FY 2018-19 | | | |
| FY 2019-20 | | | |
| FY 2020-21 | | | |
| TOTAL | | | |

Note— Above values shall match / tally with the financial statements of the project of the promoter.

Table D -

Sold and Unsold Inventory in the project (total number of units in this table shall tally with the total number of units as per sanctioned plan)

1. Sold Inventory - As on DD/MM/YYYY

| Sr. No. | Flat No. | Carpet Area (in sq.mts.) | Unit Consideration as per Agreement /Letter of Allotment | Received Amount | Balance Receivable | Date of Agreement of sale | Registered Sale Deed Yes / No |
|---------|----------|--------------------------|--|-----------------|--------------------|---------------------------|-------------------------------|
| | | | | | | | |
| | | | | | | | |

1. Unsold Inventory Valuation - As on DD/MM/YYYY

Ready Recknor Rate as on the date of Certificate of the Residential /Commercial premises Rs. _____ persq.mts.

| Sr. No. | Flat No. | Carpet Area (in sq.mts.) (A) | Unit Consideration as per value (B) | Total value consideration per flat (*B) |
|---------|----------|------------------------------|-------------------------------------|---|
| | | | | |
| | | | | |

Table E -

Advance Maintenance charges collected from the allottees, spent and balance there on —

| SI No | Number of allottees paid the Advance Maintenance charges | Total Advance Maintenance charges collected from the allottees In Rs. | Collected for the period upto | Amount spent towards Maintenance charges as on date of certificate | Transferred to the Association | Balance with the promoter | Remarks |
|-------|--|---|-------------------------------|--|--------------------------------|---------------------------|---------|
| | | | | | | | |
| | | | | | | | |

Note - mention net of GST or any other taxes

Any observation / qualification

Table F - As on

DD/MM/YYYY

Deposits (under various heads including club house, maintenance deposit / found etc) collected from the allottees and transferred to association there on -

| SI No | Total Deposits collected from the allottees | Nature of Deposits/ Head | Transferred to the Association | Balance with the promoter | Remarks |
|-------|---|--------------------------|--------------------------------|---------------------------|---------|
| | | | | | |
| | | | | | |

Any observation / qualification

This is to certify that the (promoter Name, address) has completed 100 %/ XX% development in the real estate (project Name) as defined U/s 2(t) Real Estate (Regulation and Development) Act, 2016 and promoter has time to time complied with all applicable provisions of the Real Estate (Regulation and Development) Act, 2016 read with Odisha Real Estate (Regulation and Development) Rules, 2017

Any qualifications/observations shall be in - Bold and Italics

(Signature and Stamp/Seal of the Signatory CA)

Place:

Name of the Signatory:

Date:

Full Address:

ICAI Membership

No. Contact No. :

E mail:

UDINo

Note—

- 1) UDINo is mandatory
- 2) This report and certificate shall be certified by a CA holding COP If there is no Qualification / Observations —
- 3) mention NIL
- 4) If Promoter has deposited money in other than the RERA Designated bank account (refer registration details in <https://rera.odisha.gov.in/>)
- 5) report such deviation under Qualification /Observations
- 6) Please ensure information shall match with the information provided during registration or amended subsequently.
- 7) Sold included booked apartment /plots / units
Refer all circulars, notifications etc issued by the Authority

