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NOTICE

Subject: K-RERA - Submission of Proforma of Agreement for Sale (AFS) using the System-Generated Template during Application for Project Registration – Reg.

It has been observed that the Proforma of Agreement for Sale (AFS) uploaded by promoters in the project registration applications often contain discrepancies and non-uniform clauses. Such discrepancies necessitate repeated corrections and clarifications, resulting in delays in the processing of project registration applications.

In order to standardise the AFS and to facilitate the smooth and timely processing of registration applications, a new Document Drafting/Template feature that strictly adheres to the provisions of the Kerala Real Estate (Regulation and Development) Rules, 2018 has been implemented in the portal for generating the AFS.

Accordingly, all promoters are hereby directed to create the AFS only through the system-generated template provided in the portal while submitting applications for registration of projects with K-RERA.

The template can be accessed through the following path:

Log in to the K-RERA web portal → Project Details → Document Upload → "Allotment" tab → "Proforma of Agreement for Sale"

The promoter shall:

1. Click on the button " **Generate / Upload**" against the **"Proforma of Agreement for Sale"** tab.
2. Enter/fill in the required details in the template.
3. Generate and download the completed document using the **Download** button.
4. Verify the details entered and ensure that the document is complete and accurate.
5. After verifying, click '**Upload**' on the template page to upload the downloaded document in the corresponding **"Proforma of Agreement for Sale"** field.

Promoters are requested to ensure that the AFS uploaded through the portal is complete, accurate, and valid in all respects. Uploading of inaccurate documents may result in the application being returned for necessary correction, which may cause delay in the registration process.

This has been made mandatory for all new project registration applications.

Dr Asha Thomas
CHAIRPERSON