



PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY

URBAN ESTATE _____

APPLICATION FORM FOR CERTIFICATE OF REGISTRATION AS PROMOTER

To

The Competent Authority

Sir,

I/We beg to apply for registration as a promoter under sub-section (1) of Section 21 of the Punjab Apartment and Property Regulation Act, 1995. My/Our particulars are given below :

1. Name
2. Father's Name
3. Address for Correspondence
(Telephone No.)
4. Permanent Address
(Telephone No.)
5. Status of the applicant
(Tick whichever is applicable)
 - a) Individual
 - b) Firm
 - c) Company
 - d) Co-operative Society
6. Whether applicant is income tax payee, if so,
Income tax Account No.
7. Details of immovable property held by
the applicant.
8. Whether the applicant had ever been registered
as promoter under any other law for the time
being in force, if so, details thereof.
9. Whether the applicant has ever been conducting
business as a promoter, if so, details thereof.
10. Whether the applicant possesses the requisite qualification
and experience as a promoter, if so, attach attested
copy of requisite certificate.
11. Has the applicant ever been convicted of
an offence under the Act or any other law
relating to construction or use to premises,
if, so, has a period of five years elapsed
after that conviction.

12. Any other information, the applicant desires to furnish.

I/We enclose the following documents, namely :

- i) Demand draft No. dated for
(drawn on bank) as the prescribed fee).
- ii) Income tax clearance certificate ;
- iii) List of other documents.

I/We hereby certify that the particulars given above are correct and true to the best of my/our knowledge and belief.

Dated .

Yours faithfully

Place

(Signature of applicant)

Attested by :
Oath Commissioner/Magistrate of
First Class

The text and format of this form can be changed any time with the change in policy matters.

Specimen of Bank Guarantee for getting certificate of
registration as a Promoter/Estate Agent

This deed of Bank Guarantee made on this day of
between (hereinafter called the Bank which term shall include its
successors and assigns) on the one part and the Addl. Chief Administrator of the ~~Punjab~~ *Punjab*
Urban Planning and Development Authority *(P.U.D.A.)* exercising the powers of the competent Authority
(hereinafter called the competent authority) on the other part.

Whereas intends to apply to the
competent Authority, for registration as Promoter/Estate Agent under the Punjab Apartment
& Property Regulation Act 1995 and for this purpose he is required to furnish a Bank
Guarantee to the competent authority for the amount of Rupees Ten Thousand (Rs. 10,000)
Rupees Fifty Thousand (Rs. 50,000) in case of promoter.

Now, therefore, the bank hereby undertakes to pay to the competent authority on
demand an amount not exceeding Rupees Ten Thousand (Fifty Thousand in case of
promoter) in case any condition of certificate of registration is not complied with or any
provision of the Punjab Apartment and Property Regulation Act, 1995 or the Bank shall be
conclusive, as regards the amount due and payable by and the liability of the Bank under
this guarantee deed and the Bank hereby undertakes to pay to the Competent Authority
the amount so demanded forthwith without any demur and not with standing any proceedings
pending in any court or before any authority relating to this guarantee deed, the liability of
the Bank under this guarantee deed being absolute and unconditional.

The bank further agrees that the Competent Authority shall have the fullest liberty,
without the consent of the bank, hereunder to vary any of the powers exercisable by the
Competent Authority against the Promoter/Estate Agent or to grant extension in time and
to forbear or enforce any terms and conditions of certificate of registration and bank shall
not be relieved from its liability by reason of such variation or extension being granted to
the Bank or the Promoter/Estate Agent or by any matter or thing whatsoever which under
the law relating to sureties would, but for the provision have effect of so relieving the Bank.

The bank lastly undertakes not to revoke the guarantee during its currency, except
with the previous consent of the Competent Authority in writing, and the liability of the
Bank under this guarantee shall not be impaired or extinguished on account of any change
whatsoever by any manner and irrespective of any contestation regarding claims and
disputes, the bank shall deposit the guarantee amount on first demand of the Competent
Authority.

This guarantee is valid for a period of from the
date of issue. Notwithstanding anything contained herein before our liability under this
Bank Guarantee is restricted to Rs. 50,000/- (Rs. Fifty Thousand only)/Rs. 10,000/-
(Ten Thousand only) (in case of Estate Agent) and shall be valid upto
..... unless a claim in writing is presented to us within five and half
years from the date of issuance of guarantee. i.e. prior to
All your rights under the said guarantee shall be forfeited and we shall be released and
discharged from all liabilities thereunder. We further agree to make aforesaid payment to
you at and we agree to submit to the jurisdiction of the courts in

Date

For on behalf of

Place

(Signature & Stamp)

(3-5)

Specimen of Affidavit (Regarding experience & Conviction)
on Rs. 15/- Stamp Paper.

Ido hereby solemnly declare and affirm as under :

1. That I am (Qualification).
2. That I have an experience as Property dealer/Estate agent/Promoter of atleast five years.
3. That I am not an employee of the Govt. or a State undertaking or Local Authority and I am not dismissed from the service or Government or State undertaking or Local Authority.
4. That I shall abide by the terms and conditions of PUDA prescribed from time to time.
5. That I am not convicted for any offence.

VERIFICATION

DEPONENT (S)

Verified that the contents of this affidavit are true and correct and that nothing has been concealed therein.

Place :

DEPONENT (S)

Date :

REQUIREMENT OF DOCUMENTS FOR REGISTRATION OF PROMOTER.

1. Application Form (Attested by Oath Commissioner/Magistrate of First Class)
2. Proof of educational qualification (Not less than Matric)
3. Proof of Age (Not less than 18 yrs.)
4. Proof of experience in the form of Affidavit on Rs. 15/- Stamp paper (Page 3) (The applicant himself or one of the partners, in case a firm or one of directors in case of company, or one of the member of Managing committee in case of Co-operative Society, as the case may be should have at least five years experience in the field of development of colonies or construction of buildings whether as a construction engineer, an architect, a town planner or as a contractor).
5. Demand draft of Rs. 5000/- in favour of Addl. Chief Administrator, PUDA, payable at *S.A. PDA Patiala*
6. Bank Guarantee of Rs. 50,000 in favour of Addl. Chief Administrator, PUDA in prescribed specimen of PUDA (Page 2). *PDA, Patiala*
7. Upto date Income Tax Clearance certificate from Income Tax Department.
8. Three Passport Size Photographs.
9. Proof of registration in/case of Company/Firm/Co-operative Society.
10. Authorisation letter from Firm/Company/Co-operative Society to act on their behalf.

11. *Police Report*

(4-5)

FOR OFFICE USE

Application of Shri/Smt. for registration
as promoter has been checked and documents at Sr. No. 1 to 10 has been received
Payment of Rs. has been received vide
receipt
No. date

(Signature)

Assistant (S.W.S.)

Date

ACKNOWLEDGEMENT SLIP

Application received for registration as promoter from Sh./
Smt. A sum of Rs.
has also been received vide receipt No. date the
applicant may contact the A.C.A. Office on _____ to collect the documents
otherwise the documents will be despatched by post on

Signature of Diary Clerk