KERALA REAL ESTATE REGULATORY AUTHORITY

Kesavadasapuram, Thiruvananthapuram - 695 004
www.rera.kerala.gov.in Email- info.rera@kerala.gov.in
Phone: 0471 3501012

No:KRERA/1114/2026-TA2 **26/10/2026**

ORDER

Sub: Mandatory Documents Required for Registration/Renewal of Registration as a Real Estate Agent under the Real Estate (Regulation and Development) Act, 2016 – Reg.

The Kerala Real Estate Regulatory Authority, in exercise of the powers conferred under Sections 34(f) and 37 read with Sections 9 and 10 of the Real Estate (Regulation and Development) Act, 2016, and Rules 11, 13, 15 and 16 of the Kerala Real Estate (Regulation and Development) Rules, 2018, hereby directs that the following requirements shall be complied with by applicants for registration/renewal of registration as Real Estate Agent and by existing registered real estate agents.

1. Registration / Renewal of Registration

Every application for registration or renewal of registration as a real estate agent submitted through the K-RERA web portal shall be accompanied by the following documents as prescribed under Section 9 of the Real Estate (Regulation and Development) Act, 2016, read with Rules 11 and 13 of the Kerala Real Estate (Regulation and Development) Rules, 2018, listed below:

a. Application in Form G duly completed.

b. Proof of registration of the enterprise including particulars like name, registered address, type of enterprise (proprietorship, society, partnership, company etc);

c. Details of registration including the bye-laws, memorandum of association, articles of association, etc., as the case may be;

d. Photograph of the real estate agent if it is an individual proprietorship and the photograph of the partners and directors in the case of other entities;

e. Authenticated copy of the PAN card

f. Income tax returns filed under the provisions of the Income Tax Act 1961 (Central Act 43 of 1961) for three financial years preceding the application or in case the applicant was exempted from filing returns under the provisions of the Income Tax Act 1961 (Central Act 43 of 1961) for any of the three years preceding the application, a declaration to that effect.

g. Authenticated copy of the address proof of the place of business.

h. **Affidavit-cum-Undertaking** in the prescribed format published along with this order,

duly executed on ₹200/- non-judicial stamp paper and notarized; and

i. **Police Clearance Certificate (PCC)** issued by the competent police officer having jurisdiction over the business premises of the applicant, certifying that the applicant has no adverse criminal antecedents.

The application shall be treated as complete only upon uploading all the required documents in the prescribed manner.

2. Annual Compliance Report

Every registered Real Estate Agent, **including agents registered prior to the issuance of this Notice**, shall submit an Annual Compliance Reporting Statement to the Authority in the prescribed format published along with this Order. The Annual Compliance Reporting Statement shall be submitted **for each financial year ending 31st March**, on or before **31st May of the succeeding financial year**. The statement shall be submitted through the K-RERA web portal in the prescribed format.

Failure to submit the Annual Compliance Reporting Statement within the prescribed time shall be treated as non-compliance with the requirements applicable to registered Real Estate Agents and may invite appropriate action by the Authority under the provisions of the Real Estate (Regulation and Development) Act, 2016 and the Kerala Real Estate (Regulation and Development) Rules, 2018.

The Annual Compliance Reporting Statement and the additional documents prescribed as item 1(h) and 1(i) above shall be submitted by all registered real estate agents, including those already registered prior to the issuance of this Order, **within 30 days** from the date of this Order, through the K-RERA web portal. Failure to submit the required documents within the stipulated period shall constitute non-compliance with the requirements applicable to registered Real Estate Agents and may invite appropriate action by the Authority in accordance with the provisions of the Real Estate (Regulation and Development) Act, 2016 and the Kerala Real Estate (Regulation and Development) Rules, 2018.

The prescribed format of the Affidavit-cum-Undertaking and Annual Compliance/Reporting Statement are available on the K-RERA web portal.

This Public Notice and Order shall come into force with immediate effect.

Forwarded by order of Authority.

Digitally signed by Pradeep R
Date: 27-10-2026 10:57:31

Dr. Pradeep. R.
Secretary (Technical and Administration)
Kerala Real Estate Regulatory Authority

Enclosures:

1. Format of Affidavit-cum-Undertaking
2. Annual Compliance Report
3. Guidelines on Acceptable Documents

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(To be executed on Rs.200 (Rupees Two Hundred only) Non-Judicial Stamp Paper duly attested by Notary)

BEFORE THE KERALA REAL ESTATE REGULATORY AUTHORITY

AFFIDAVIT-CUM-UNDERTAKING

I, _____, aged _____ years, S/o / D/o / W/o _____ _____ residing at _____ _____ _____ _____ in my capacity as the Registered Real Estate Agent / Proprietor / Partner / Managing Director / Authorized Signatory of M/s *[Name of the Real Estate Agency],* having its principal/ registered office at_____ _____[holding RERA Registration No. _____], do hereby solemnly affirm and state on oath as under:

1. I/We have applied for **Registration/ Renewal of Registration** as a Real Estate Agent under the provisions of the Real Estate (Regulation and Development) Act, 2016, the Kerala Real Estate (Regulation and Development) Rules, 2018, the Kerala Real Estate Regulatory Authority (General) Regulations 2020 and their subsequent amendments, if any.
2. I/We have carefully read and understood and undertake to comply with all the provisions of the Real Estate (Regulation and Development) Act, 2016, the Kerala Real Estate (Regulation and Development) Rules, 2018, the Kerala Real Estate Regulatory Authority (General) Regulations, 2020, and all Orders, Circulars, Public Notices, Guidelines and other directions issued by the Kerala Real Estate Regulatory Authority (K-RERA) from time to time, including any amendments thereto, particularly Sections 9 and 10 of the Act.
3. I/We undertake that I/we shall not advertise, market, promote, facilitate or otherwise assist in the sale or purchase of any plot, apartment or building forming part of a real estate project or any phase thereof, which is required to be registered under Section 3 of the Real Estate (Regulation and Development) Act, 2016, unless such project or phase has been duly registered with K-RERA in accordance with Section 3 of the Act. I/We further undertake that before undertaking any such activity, I/we shall verify the applicability of the registration requirements under the Act and the registration status of the project, wherever applicable, and shall comply with the provisions of the Real

Estate (Regulation and Development) Act, 2016, the Kerala Real Estate (Regulation and Development) Rules, 2018, Kerala Real Estate Regulatory Authority (General) Regulations, 2020, and the applicable orders, circulars and directions issued by K-RERA from time to time.

4. If I/we come across any real estate project which appears to be registrable under the Act but is not registered with the Kerala Real Estate Regulatory Authority, I/we shall promptly bring the same to the notice of the Authority.
5. I/We understand that any violation of this Undertaking or contravention of the provisions of the Real Estate (Regulation and Development) Act, 2016, the Kerala Real Estate (Regulation and Development) Rules, 2018, the Kerala Real Estate Regulatory Authority (General) Regulations, 2020, or any orders, directions or instructions issued by K-RERA may render me/us liable to appropriate action in accordance with law, including penal action under Section 62 of the Act for contravention of Sections 9 and 10, and suspension or revocation of registration under Section 9(7), wherever applicable.
6. I/We shall maintain and preserve books of account, records and documents in accordance with the provisions of the Income Tax, 1961 and as specified by regulations / order /notice issued from time to time by the Authority.
7. I/We state that I am /we are fully aware of and shall strictly comply with the *Anti-Money laundering, Countering the Financing of Terrorism, and Combating Proliferation Financing Guidelines for Real Estate Agents, 2023 under PMLA, 2002, UAPA, 1967, and WMDA, 2005 (Guidelines, 2023),* Chapter IV of the Prevention of Money-Laundering Act, 2002 (PMLA), the Unlawful Activities (Prevention) Act, 1967 (UAPA), along with all applicable Anti-Money Laundering (AML)/ Counter Financing of Terrorism (CFT) guidelines issued by competent authorities.
8. I/We hereby solemnly declare and state that the agent/ agency: *(Tick the clause that applies)*
    i. Does not currently qualify as a Reporting Entity because its turnover is below ₹20 Lakh and it does not hit the transaction threshold. However, I undertake to register on the FINNET portal within thirty (30) days if the agency hits either statutory threshold and to inform the Authority immediately.
    ii. Qualifies as a "Reporting Entity" (RE) as its annual turnover is ₹20 Lakh or more, or it engages in individual property transactions valued at ₹50 Lakh or more and I am registered on the FINNET portal and I/we will comply with all the law / rules of the concerned Finance Ministry.
9. I/We state that all KYC registries, transaction logs, invoices, and business

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correspondences will be safely preserved and securely archived for a minimum statutory period of five (5) years. I/We undertake to produce these updated records during inspections by K-RERA, FIU-IND or other competent lawful authorities whenever required.

10. I/We shall fully cooperate with FIU-IND, the Central Board of Indirect Taxes and Customs (CBIC), K-RERA, and other competent lawful authorities by furnishing requested information and records as required under the law.
11. I/We clearly understand and acknowledge that any non-compliance, failure to adhere to the above commitments/ conditions, failure to maintain records, or failure to report prescribed transactions will make me/us liable for penal action under Section 13 of the PMLA , criminal asset freezing or prosecution under the UAPA, and immediate suspension, cancellation, or non-renewal of my/our K-RERA Real Estate Agent Registration as per Section 9(7) of the RE(R&D) Act 2016 and Rule 14 of the KRE(R&D) Rules 2016.

DEPONENT

VERIFICATION

I, the deponent above named, do hereby verify and declare that the contents of paragraphs 1 to 12 of this affidavit are true and correct to the best of my knowledge, information, and belief. No part of it is false, and nothing material has been concealed or hidden therefrom.

Verified at _____on this ____day of _____, year _____.

DEPONENT

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ANNUAL COMPLIANCE REPORTING STATEMENT
FOR REGISTERED REAL ESTATE AGENT

Reporting Year: _____

A. Details of the Registered Real Estate Agent:

1. Name of Agent	
2. Agent Registration No.	
3. Expiry Date of Registration	
4. Type of Agent (Individual/ Firm/ Company/ Other)	
5. Registered Address	
6. Mobile No.	
7. Email ID	

B. Details of real estate transactions (sale/ bookings) facilitated by the real estate agent:

Sl. No.	Name of Project	K-RERA Registration Number of Project	Unit Type (Apartment/ Plot/ Villa/ Commercial/ Others)	Unit No.	Unit Value (Rs.)	Date of Booking/ Allotment	Allottee Name
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)

I/ We hereby declare that the information furnished in this Annual Compliance Reporting Statement is true, complete and correct to the best of my/ our knowledge and belief.

I/ We have complied with the provisions of the Real Estate (Regulation and Development Act) 2016, the Kerala Real Estate (Regulation and Development) Rules 2018, the Kerala Real Estate Regulatory Authority (General) Regulations 2020 and all directions and orders issued by the Kerala Real Estate Regulatory Authority.

I/ We further declare that no material information has been suppressed or withheld in this regard.

(Authorised Signatory)

Signature and Name of Registered Real Estate Agent

Date:

Place:

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KERALA REAL ESTATE REGULATORY AUTHORITY
Thiruvananthapuram - 695 004

GUIDELINES ON ACCEPTABLE DOCUMENTS FOR REGISTRATION/RENEWAL OF REGISTRATION AS A REAL ESTATE AGENT

(Enclosure to the Order on Mandatory Documents Required for Registration/Renewal of Registration as a Real Estate Agent)

Documents Relating to the Constitution and Registration of the Enterprise

The applicant shall submit documents appropriate to the legal constitution of the enterprise, as specified below.

A. Individual Proprietorship

A proprietorship is not a separate legal entity from its proprietor. Accordingly, the applicant shall submit the following, as applicable:

1. Shop and Establishment registration certificate.
2. Trade licence issued by the concerned Municipality, Corporation or Grama Panchayat, wherever applicable.
3. Udyam Registration Certificate issued by the Ministry of Micro, Small and Medium Enterprises, if registered.
4. GST registration certificate, if registered under the applicable GST provisions.
5. Any other valid government-issued document establishing the business name and particulars.
6. The place of business shall be within the jurisdiction of K-RERA

B. Partnership Firm

The following documents shall be furnished, as applicable:

1. Partnership deed containing the names of the partners and the terms governing the partnership.
2. Certificate of registration issued by the Registrar of Firms, where the firm is registered.

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3. PAN card of the partnership firm.
4. Details of the partners, including their names, addresses and photographs.
5. Authorisation or resolution identifying the partner authorised to represent the firm before the Authority, wherever applicable.
6. GST registration certificate, Shop and Establishment registration, trade licence or Udyam Registration Certificate, where applicable.
7. The place of business shall be within the jurisdiction of K-RERA

C. Limited Liability Partnership (LLP)

The following documents shall be furnished:

1. Certificate of Incorporation issued by the Ministry of Corporate Affairs and post incorporation document.
2. LLP Identification Number (LLPIN).
3. LLP Agreement and relevant amendments, if any.
4. PAN card of the LLP.
5. Details of the designated partners, including their names, addresses and photographs.
6. Resolution or authorisation identifying the designated partner or other authorised person responsible for submitting the application, wherever applicable.
7. The place of business shall be within the jurisdiction of K-RERA

D. Company

In the case of a private limited company, public limited company or other company registered under the applicable law, the following documents shall be furnished:

1. Certificate of Incorporation issued by the Registrar of Companies.
2. Corporate Identification Number (CIN), where applicable.
3. Memorandum of Association (MoA) / Articles of Association (AoA), as applicable.
4. PAN card of the company.
5. Details of the directors, including their names, addresses and photographs.
6. Board resolution or other valid authorisation identifying the person authorised to represent the company before the Authority, wherever applicable.

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7. GST registration certificate, Shop and Establishment registration, trade licence or Udyam Registration Certificate, where applicable.
8. The place of business shall be within the jurisdiction of K-RERA

E. Society or Other Registered Entity

The following documents shall be furnished, as applicable:

1. Certificate of registration issued by the competent registering authority.
2. Bye-laws, rules and regulations or other constitutional documents governing the entity.
3. PAN card of the entity.
4. Details of the office-bearers, trustees, governing body members or other persons responsible for its administration, as applicable.
5. Resolution or authorisation identifying the person authorised to represent the entity before the Authority.
6. The place of business shall be within the jurisdiction of K-RERA

Acceptable Documents as Proof of Address of the Place of Business

The applicant shall furnish documentary evidence establishing the address of the principal place of business. Any one or more of the following documents may be accepted, subject to verification:

1. Ownership document, title deed or other valid document establishing ownership of the premises.
2. Latest property tax receipt or building tax receipt relating to the premises.
3. Valid rental agreement or lease agreement executed between the owner and the applicant or the applicant's enterprise.
4. Valid utility bill, such as an electricity bill, water bill or other government-recognised utility document relating to the premises.
5. Trade licence or Shop and Establishment registration certificate issued by the competent authority, showing the business address.
6. GST registration certificate showing the principal place of business.
7. Any other government-issued certificate or official record acceptable to the Authority for establishing the address.
8. The place of business shall be within the jurisdiction of K-RERA

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Additional requirements:

a. Where the premises are rented or leased, the rental or lease agreement shall clearly identify the premises and the parties to the agreement.

b. Where the utility bill or ownership document stands in the name of the owner or landlord, the applicant shall submit the rental or lease agreement, or other appropriate documentary evidence establishing the applicant's right to use the premises.

c. Where the applicant operates from premises owned by a family member or another person without a formal rental arrangement, appropriate consent from the owner and supporting proof of ownership may be furnished, subject to acceptance by the Authority.

d. The address furnished in the application shall be consistent with the supporting documents. Any clarification / discrepancy shall be explained by the applicant and supported by appropriate documentary evidence.

Digitally signed by Pradeep R
Date: 28-10-2026 15:10:09

Approved by Chairperson
Secretary (Technical and Administration)
Kerala Real Estate Regulatory Authority

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