



**CHHATTISGARH REAL ESTATE REGULATORY AUTHORITY**  
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Circular No. 80 /RERA/2023/128

Raipur, Dated: 13 / 01 /2023

**//Circular//**

**Subject: -** Regarding Standard Operating Procedure and Clarification for renewal of real estate agent registrations.

**Reference: -** Circular No. 04/RERA/2018/151 Dated 12-04-2018.

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Chhattisgarh Real Estate Regulatory Authority, through its referenced circular has issued detailed directions for registration of real estate agents in the state in accordance with the provisions of Section-9 & Section-10 of RERA Act read along with Rules-10 and 11 of Chhattisgarh Real Estate (Regulation and Development) Rules, 2017. Rule -12 of Chhattisgarh Real Estate (Regulation and Development) Rules, 2017 provides the procedure for renewal of registration of real estate agent and mandates that application for renewal should be made 3 months prior to the expiry of the registration granted. However, it is an undisputed fact that the real estate sector has been adversely affected by covid-19 in the year 2020 & 2021 which in turn adversely impacted the work of real estate agents. As promotion of real estate sector is one of the main functions of the Authority; therefore, taking above fact into account, the Authority under section-37 issues following directions for the renewal of registration of real estate agents :-

- 1- **Application format for Renewal of Registration** – Rule -12(1) mandates that application for renewal of agent registration should be made in Form-J, which is available (in both Hindi & English) under the “form section” of download menu on CGRERA webportal - <https://rera.cgstate.gov.in/>.
- 2- **Necessary Documents** – Rule 12(2) mandates for the submission of all updated documents set out in clauses (a) to (f) of Rule-10 at the time of application for renewal and these documents should be indexed in the sequence mentioned in checklist in Annexure-A. Every page of the documents submitted should also be necessarily self attested by the applicant.
- 3- **Time period of application for renewal** – As mandated in Rule 12 (1) the application for renewal of registration should submitted three months prior to

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the expiry of registration granted. But, taking into account the fact that in calendar years 2020 & 2021 the real estate sector and the business of real estate agents was adversely affected; the time duration for application of renewal of registration without any late fees for agent registration expiring in calendar years 2023 & 2024 is **extended to 06 months after the expiry of registration**. For example- If the agent registration is expiring on 7<sup>th</sup> February 2023, then the agent in question can apply for renewal without any late fees till 6<sup>th</sup> August, 2023. However, if any application of renewal is not made before the end of above mentioned period, late fees along with renewal fees will also be applicable. In addition to above, for agent registrations expiring after calendar year 2024 the duration for making application of renewal will be as mandated in Rule-12(1) i.e. three months prior to expiry of registration. Late fees will also be separately applicable, if the application is made after expiry of the above mentioned period.

- 4- **Renewal fees and late fees** – As per Rule 12(2) the prescribed renewal fees is as under :-

S. No.	Type of Application	Fees (₹)	Remarks
1	For individual	5,000/-	Late fees separately applicable in cases of delayed application.
2	For agent other than individual	25,000/-	
3	For Proprietorship Firm	25,000/-	

If agents make application after the expiry of duration prescribed in Serial No.3, then late fees mentioned below will also be applicable along with renewal fees :-

S. No.	Type of Application	Period of delay in Applying	Late Fees (₹)
1	For individual	6 months delay from the prescribed period	2,000/-
		More than 6 months delay from the prescribed period	4,000/-
2	For agent other than individual	6 months delay from the prescribed period	15,000/-
		More than 6 months delay from the prescribed period	20,000/-
3	For Proprietorship Firm	6 months delay from the prescribed period	15,000/-
		More than 6 months delay from the prescribed period	20,000/-

- 5- **Manner of deposition of renewal fees and late fees** – As per Rules 12(2) renewal fees along with late fees shall be deposited through Demand Draft/Banker Cheques/Online Payment/RTGS/NEFT.



- 6- **Application procedure** – The application for renewal after payment of prescribed fees along with documents in PDF format as per checklist and photo of the applicant in JPEG format is to be submitted online in “Real Estate Agent” section of Registration menu on CG-RERA webportal - <https://rera.cgstate.gov.in/>. Once the online application procedure is completed, the applicant will receive a reference id on his registered mobile number. It is mandatory for the applicant to submit checklist & hard copy of documents within 7 days from online application in the office of CG-RERA. The reference id should also be mandatorily mentioned in the checklist.
- 7- **Renewal** – After submission of application along with all the documents as per above mentioned procedure, the Authority, after examination of the application will issue Renewal Certificate and will send the same on registered email id of the agent.
- 8- **Help Desk** – For any queries/difficulties regarding agent registration renewal, the contact person in CG-RERA office is Shri Ravi Nirmalkar, Mobile No. 7805075856. In additions to above any difficulties can also be brought to the notice of the Authority via email at registrar.rera.cg@gov.in.
- 9- **Availability of Forms and Annexures** – All the forms and annexures mentioned in the circular are available in downloadable formats on webportal of CG-RERA in “Download menu”.
- 10- **Duration of Renewal** – As per Rule 12(1) renewal of registration is to be done for the period of 5 years.
- 11- **Responsibility of Promoters** – It is the responsibility of promoter to allow only agent with live RERA registration to work in his project. If promoters do business with any unregistered agent, then strict action will be taken against the promoter as well agent under the provision of the RERA Act.
- 12- **Penalty for non-renewal** – If any agent uses the expired registration number without getting renewal, then penalty will be imposed against the agent in accordance with the provisions of Section-62 of the RERA Act.

(Approved by Hon'ble Chairman)

  
(Dr. Anupriya Mishra)  
Registrar  
Chhattisgarh Real Estate  
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