



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.

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.

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

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.

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