



Application for certificate of registration as Estate Agent

Applicant Information

Documents

← (\*) Indicates Mandatory Field

Applicant Information

|  |  |  |
|--|--|--|
| Applicant Status :   | <input type="text" value="Individual"/>  | *  |
| Applicant Name :   | <input type="text"/>   | *  |
| Father Name :  | <input type="text"/>   | *  |
| Gender :   | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other |  |
| Mobile Number :  | +91 <input type="text"/>   | *  |
| Email ID :   | <input type="text"/>   | *  |
| PAN No<br><small>PAN DOCUMENT</small>  | <input type="text" value="Browse... No file selected."/>                                       | *<br><small>(pdf file only and Max file Size 3 MB)</small> |
| Whether registered as an Estate Agent in Himachal Pradesh or any other state : | <input checked="" type="radio"/> Yes <input type="radio"/> No                                  |  |
| Certificate of Registration  | <input type="text" value="Browse... No file selected."/>                                       | *<br><small>(pdf file only and Max file Size 3 MB)</small> |
| Requisite Experience Certificate   | <input type="text" value="Browse... No file selected."/>                                       | *<br><small>(pdf file only and Max file Size 3 MB)</small> |
| <b>Correspondence Address of Applicant</b>                                     |  | *  |
| Name :   | Mr. <input type="text"/>   | *  |
| Guardian Name :  | S/o <input type="text"/>   | *  |
| State :  | Himachal Pradesh   | *  |
| District :   | --Select--   | *  |
| Tehsil :   | --Select--   | *  |
| Town/Village/Ward :  | <input type="text"/>   | *  |
| Address :  | <input type="text"/>   | *  |
| PIN :  | <input type="text"/>   | *  |
| Other information 1 :  | <input type="text"/>   | <small>Maximum 200 characters</small>                      |
| Other information 3 :  | <input type="text"/>   | <small>Maximum 200 characters</small>                      |
| <b>Permanent Address</b>   |  | <input type="checkbox"/> Same as Corr. Address             |
| Name :   | Mr. <input type="text"/>   | *  |
| Guardian Name :  | S/o <input type="text"/>   | *  |
| State :  | Himachal Pradesh   | *  |
| District :   | --Select--   | *  |
| Tehsil :   | --Select--   | *  |
| Town/Village/Ward :  | <input type="text"/>   | *  |
| Address :  | <input type="text"/>   | *  |
| PIN :  | <input type="text"/>   | *  |
| Other information 2 :  | <input type="text"/>   | <small>Maximum 200 characters</small>                      |
| Other information 4 :  | <input type="text"/>   | <small>Maximum 200 characters</small>                      |

← Prev Save As Draft Next → Reset





### Application for certificate of registration as Estate Agent

Applicant Information

Documents

← (\*) Indicates Mandatory Field

#### Documents

|  |   |  |                          |   |   |
|--|---|--|--------------------------|---|---|
| Receipt of Bank guarantee/FD                   | : | <input type="text" value="Browse..."/> No file selected. *<br><small>(pdf file only and Max file Size 3 MB)</small>          | Self certified statement | : | <input type="text" value="Browse..."/> No file selected. *<br><small>(pdf file only and Max file Size 3 MB)</small> |
| <b>Income tax returns of preceding 3 years</b> |   |  |                          |   |   |
| Certificate1                                   | : | <input type="text" value="Browse..."/> No file selected.<br><small>(pdf file only and Max file Size 3 MB)</small>            | Certificate2             | : | <input type="text" value="Browse..."/> No file selected.<br><small>(pdf file only and Max file Size 3 MB)</small>   |
| Certificate3                                   | : | <input type="text" value="Browse..."/> No file selected.<br><small>(pdf file only and Max file Size 3 MB)</small>            |                          |   |   |
| <b>Signature</b>                               |   |  |                          |   |   |
| Signature                                      | : | <input type="text" value="Browse..."/> No file selected. *<br><small>(jpg,jpeg,png file only and Max file Size 1 MB)</small> |                          |   |   |

← Prev Save As Draft Finish → Reset



**REQUIREMENTS FOR REGISTRATION AS ESTATE AGENTAS PER  
RULE-42 (1) (3)**

**Individual/ Firm/Company/ Co-operative Society/ Joint Family**

**(Registration will be issued for 3 year and thereafter renewal will be for 2 years)**

1. Application on **Form -35** of H.P. Town & Country Planning Act, 1977.
2. Photos 3 Nos. duly attested.
3. Income Tax Returns for the last three years alongwith attested copy of Permanent Account Number (PAN).
4. Registration fee of Rupees Ten thousand **by way of e-challan or challan** or in the form of a demand draft drawn in favour of the Director.
5. Refundable security of Rupees Twenty Five thousand for registration by way of a Bank guarantee or fixed deposit duly pledged in the name of Director.
6. Self certified statement regarding conditions on following points:-
  - (a) should not be less than eighteen years of age;
  - (b) should not be in the employment of the Government or a State undertaking or a Local Authority;
  - (c) should not have been dismissed from the service of a Government or a State undertaking or a Local Authority;
  - (d) should not be an un-discharged insolvent;
  - (e) should not be of an un-sound mind;
  - (f) should have atleast one year experience as an Estate Agent;
  - (g) should not have been convicted of an offence under the Act or under any law involving moral turpitude, or, if convicted a period of five years has elapsed since his conviction;

The following desirable information is to be disclosed wherever applicable:-

- (a) in case of a company, the applicant has furnished a certificate of registration of incorporation with the Registrar of Companies;
- (b) in case of a firm, certificate of registration under the Partnership Act,1932 from the competent authority;
- (c) Copy of experience certificate ;
- (d) List of directors/ Partners/ Executive Members in case of company, Firm, Co. Operative Society and Members of the joint family.

## RENEWAL OF REGISTRATION

1. Application on **Form -39** of H.P. Town & Country Planning Act 1977 required to be submitted **prior to three months from the expiry of Registration Certificate.**
2. Self certification regarding fulfilling the conditions as envisaged under Section-78b of the Act ibid read with Rule 42 (3) a to g of the H.P. Town & Country Planning Act, 1977.
3. Original copy of Registration Certificate.
4. Income Tax Returns for the last three years.
5. Renewal fee amounting to Rs. 5,000/- **by way of e-challan or challan** or in the form of a demand draft drawn in favour of the Director.