

GREATER HYDERABAD MUNICIPAL CORPORATION

APPLICATION FORM FOR BUILDER / REAL ESTATE DEVELOPER / FIRM LICENCE

To
The Commissioner & Special Officer,
Greater Hyderabad Municipal Corporation,
Hyderabad
Andhra Pradesh

Affix latest
passport size
photograph of
the applicant or
authorized
person

Sir,

I, the undersigned request that my name / firm may kindly be enrolled as licensed Builder / Real Estate Developer /firm.

1. Applied for

BUILDER	REAL ESTATE DEVELOPER / FIRM
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2. Application for Licence : FIRST TIME / RENEWAL

3. Name of the Applicant/ Firm :
(in block letters)

4. Name of the Authorised Person :
(in case of firm) (in block letters)

5. Father's Name: :

6. Full Address of the Applicant / FIRM :

7. Qualification (Academic and Technical) :

8. Experience :

9. Any other special qualification possessed which requires consideration. :

10. Whether enclosed copies of the Income tax Assessment as required on the regulation 3.3 :

11. Licence fee details
(i) Amount(Rs.) :
(ii) D.D. No. :
(iii) D.D. Date :
(iv) Drawn on :

12. If licence intended for a firm, the following particulars of the Technical employees shall be given along with the certified copies of the qualification:

Sl. No.	Name of the employee	Qualifications	Designation	Signature

Date:.....

Signature of the Applicant

- Encl: 1. Demand Draft
2. Proof of qualification
3. Copy of Income tax Assessment along with copy of PAN card
4. Experience Certificate
5. Passport size photographs 3 Nos

Remarks of the Office

The application of Sri for issue of license is accepted / rejected for the following reasons:

- 1.
- 2.
- 3.
- 4.

Dated:.....

Commissioner
Greater Hyderabad Municipal Corporation

**REQUIREMENTS TO BE SUBMITTED FOR OBTAINING
BUILDERS / REAL ESTATE DEVELOPERS / FIRM LICENSE**

FRESH LICENSE

In Case of Builder

- Certificate of Qualification of Degree.
B.E (Civil) / B Tech. (Civil) / B (Arch.) (duly attested by Gazetted Officer)
- Copy of PAN Card / Income Tax Returns filed (duly attested by Gazetted Officer)
- Photographs (3 Nos.) of the Authorised Person
- Experience Certificate / Previous Projects Done
- Proof of Address

In case of Real Estate Developer / Firm

- Certificate of Qualification of Degree of the authorized person of the Firm or Employee of the Firm (as per Rule 3.1) (duly attested by Gazetted Officer)
 - Authorization Letter on behalf of the Company certifying the Person / Employee of the firm
 - Notarised Affidavit on Rs.100/- Non-Judicial Stamp Paper by the Employee (Engineer) of the firm. (proforma enclosed)
 - Incorporation Certificate of the Company / Firm Registration Copy (duly attested by Gazetted Officer)
 - Copy of Company PAN Card and Income Tax Returns filed by the Company (for the past five years duly attested by Gazetted Officer)
 - Partnership Deed of the Firm / Memorandum & Articles of Association of the Company (duly attested by Gazetted Officer)
 - NOC from remaining Partners of the firm / Resolution by the Directors of the Company for the person represented.
 - Photographs (3 Nos.) of the Authorised Person
 - Experience / Previous Projects Done.
 - Proof of Address: Company, Authorised Person and Engineer.
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RENEWAL OF EXISTING LICENSE

- Income Tax Returns filed during last (5) years.
- Details of Projects done during last (5) years.
- Copy of Builder License.
- Photographs (3 Nos.) of the Authorised Person
- In case of change of address then Proof of Address: Company, Authorised Person and Engineer

(Rs.10, 000/- (minimum for (5) years) @ Rs.2, 000/- p.a through D.D in favour of Commissioner, GHMC)

Notarised Undertaking to be executed
on Rs.100/- N.J. Stamp Paper

UNDERTAKING

I, S/o, D/o, W/o..... Aged
about Years, R/o situated at
....., Hyderabad / Secunderabad do hereby solemnly
affirm and state that :

I, submit that I am aware about the provisions contained in the Regulations under
rules in force for Builder / Real Estate Developer / Firm License of Greater Hyderabad
Municipal Corporation, 2007

I submit that, I possess the required qualification of Engineer as prescribed in
Rule 3.1 of the Regulations for Builder / Real Estate Developer / Firm License and I am
with my free consent working in the company
..... I, further undertake all the
responsibility as a Civil Engineer of the Firm and will be responsible for all the projects
done by my Firm. If any misrepresentation / violation on my supervision, I will be held
personally responsible for any consequences aroused now and in future and the
competent authority is at liberty to initiate any action upon me including cancellation of
Builders License or any other action enforced by the GHMC.

Signed & Sworn before me on this day of.....

WITNESS :

- 1.
- 2.

DEPONENT