



**BHUBANESWAR DEVELOPMENT AUTHORITY
AKASH SHOVA BUILDING
SACHIVALAYA MARG, BHUBANESWAR – 751001.**

No. 18460/BDA, Bhubaneswar,
AOM-01/2024

dtd. 20.05 /2024

Notice

All the promoters and secretaries of Association of Allottees of Apartments in the development area of Bhubaneswar Development Authority are hereby informed that the activities under the Odisha Apartment (Ownership & Management) Act, 2023 viz. registration of association of allottees (section-14), adoption of Model-Bye laws by previously registered association of apartment owners or allottees (sub-section 1 of section-15), registration of declaration (Section-9) have already been commenced by this office. Hence, you are advised to submit the applications in prescribed Forms as provided in the Odisha Apartment (Ownership & Management) Rules, 2024 along with requisite documents as per checklist published in the website of this office.

Besides, the applicants will have to deposit processing fee of Rs. 5000/- (Rupees five thousand) only for every 50 nos (or part of it) of apartments in the project. The processing fee shall be deposited after receipt of intimation letter in this regard from the office of the Competent Authority.

B. D. Singh
18-05-2024

**Competent Authority-cum-
Secretary, BDA, Bhubaneswar**

Memo No 18461 /BDA, Bhubaneswar, Dated 20.05 /2024

Copy forwarded to the Additional Commissioner-I, Bhubaneswar Municipal Corporation/Secretary, Odisha Real Estate Regulatory Authority, Bhubaneswar for favour of information with request to publish a copy of this notice in their office Notice Board and website for information of promoters, apartment owners, and secretaries of association of allottees.

B. D. Singh
18-05-2024

**Competent Authority-cum-
Secretary, BDA, Bhubaneswar**

P.T.O

Memo No 18462/BDA, Bhubaneswar, Dated 20.05/2024

Copy to Sr. Manager, IT, BDA for information with direction to upload a copy of this notice along with the checklists in the official website of BDA.

BDA
20-05-2024

**Competent Authority-cum-
Secretary, BDA, Bhubaneswar**

**Application for registration of Association of Allottees under the Odisha
Apartment (Ownership & Management) Act, 2023**

Checklist for Form A

Sl No	Forms/Documents
1	Application is submitted in Form A as provided in the Odisha Apartment (Ownership & Management) Rules, 2024
2	A copy of the registration certificate with ORERA, if any as Annexure-1
3	The Memorandum in Annexure-2 as provided in the Odisha Apartment (Ownership & Management) Rules, 2024
4	Copies of all documents relating to the General Body Meeting for conducting elections to the office of the members of the Executive Committee
	a) Copy of proceeding of General Body Meeting
	b) Copy of notice issued for conduct of GB meeting
	c) List of allottees (Name, Flat No, Mobile, Email)
5	The Bye-law of the Association of allottees in consonance with the model Bye-law as provided in the schedule of the Odisha Apartment (Ownership & Management) Rules, 2024
6	Attested copies of the following documents which were submitted during registration of the project with ORERA
	a. A brief details of his enterprise including its name, registered address, type of registration and the particulars of registration, and the names and photographs of the promoter
	b. A brief details of the projects launched by him in last 5 years whether already completed or being developed, as the case may be including the current status of such projects, any delay in its completion, details of cases pending, details of type of land and payments pending.
	c. The authenticated copy of the approvals and commencement certificate from the competent authority obtained. Where the project is proposed to be developed in phases, an authenticated copy of the approvals and approval certificates from competent authority for each of such phases.
	d. The sanctioned plan, lay out plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by competent authority
	e. The plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire fighting facilities, drinking water, emergency evacuation etc.
	f. The location details of the project with clear demarcation of land dedicated for the project along with boundaries including latitude and longitude of the end points