

Claim Filing Steps

Kindly follow the following steps to file your claim in the matter:

Step 1: Gather all KYC documents such as PAN, Aadhar, bank details etc.

Step 2: Fill your physical copy of Form B/C/CA/D/E/F (as the case may be).

Step 3: Click on "Submit Claim" button on the homepage.

Step 4: Under the heading "Claim Information", fill out all the relevant information.

Step 5: Under the heading "Bank & Personal Information", fill out all the relevant information as asked.

Step 6: After filling all fields, click on "Next Step".

Step 7: Attach scanned copy of all documents such as Claim Form, KYC documents, documents to proof the debt and Bank proofs.

Step 8: After uploading all documents, click on "Save Claim".

Step 9: Your claim has now been submitted. You will receive a unique claim number using which you can check the status of your claim whether it has been admitted, under process or need further clarification or resubmission.

Indicative List of documents to be attached in support of the claim:

1. KYC – PAN CARD /Aadhar Card.
2. Duly Filed Form B / Form C/ Form CA/ Form D/Form E/ Form F.
3. Copy of relevant agreement, if any with the Company.
4. Receipt of amount paid to the company, if any.
5. EMI statement or instalment statement, if any.
6. Calculation sheet indicating the calculation of the claimed amount.
7. Copy of Cancelled cheque.
8. Provisional Allotment letter of the property from the company (where applicable).
9. RERA document in support of the claim (where applicable) .
10. Any other relevant document in proof of the debt.