

List of Key Statutory Processes along with codes

Eight types of Statutory processes were identified (SU301-SU308)

All functions

(Refer Chapter:1.2.3,4 and annexure 2.14)

Statutory Processes type	Proposed Code
1 Meeting RERA Compliances	SU301
2 Meeting statutory regulations & taxation obligations	SU302
3 Obtaining Licenses, approvals & maintaining statutory records w.r.t Acts	SU303
4 Complying with IGST matters	SU304
5 Paying custom duty	SU305
6 Claiming SEZ tax exemptions	SU306
7 Deducting TDS-services	SU307
8 Paying all other taxes/statutory dues	SU308
Identified=8	

Functions – where Statutory Process Applicable	statutory code
<ul style="list-style-type: none"> ▪ Land buying & Selling ▪ Designing of Architecture ▪ Designing of MEP services ▪ Construction of buildings ▪ Green Building certification ▪ Quantity Survey (QS) & Measurement ▪ Project Legal & Secretarial 	SU301

<ul style="list-style-type: none"> ▪ Project Completion ▪ Selling of Constructed Area <p>Number of functions =9</p>	
<ul style="list-style-type: none"> ▪ Designing of Architecture ▪ Designing of Interior ▪ Designing of MEP services ▪ Consultant & Contractor Selection & Appointment ▪ Construction of buildings ▪ Green Building certification ▪ Quantity Survey (QS) & Measurement ▪ Project Material Management ▪ Project Quality Management ▪ Project Legal & Secretarial ▪ Project completion ▪ Selling of Constructed Area <p>Number of functions =12</p>	SU302
<ul style="list-style-type: none"> ▪ Land buying & Selling ▪ Designing of Architecture ▪ Designing of Interior ▪ Designing of MEP services ▪ Consultant & Contractor Selection & Appointment ▪ Construction of buildings ▪ Green Building certification ▪ Quantity Survey (QS) & Measurement ▪ Project Material Management ▪ Project Quality Management ▪ Project Legal & Secretarial 	SU303

<ul style="list-style-type: none"> ▪ Project Completion ▪ Selling of Constructed Area <p>Number of functions =13</p>	
<ul style="list-style-type: none"> ▪ Land buying & Selling ▪ Designing of Architecture ▪ Designing of Interior ▪ Designing of MEP services ▪ Consultant & Contractor Selection & Appointment ▪ Construction of buildings ▪ Green Building Certification ▪ Quantity Survey (QS) & Measurement ▪ Project Material Management ▪ Project Quality Management ▪ Project Legal & Secretarial ▪ Project Completion ▪ Selling of Constructed Area <p>Number of functions =13</p>	SU304
<ul style="list-style-type: none"> ▪ BOQ & Materials Management <p>Number of functions =1</p>	SU305
<ul style="list-style-type: none"> ▪ Construction of the building ▪ BOQ & Materials Management ▪ Project completion ▪ Selling of Constructed Area <p>Number of functions =4</p>	SU306
<ul style="list-style-type: none"> ▪ Designing of Architecture ▪ Designing of Interior 	SU307

<ul style="list-style-type: none"> ▪ Designing of MEP services ▪ Consultant & Contractor Selection & Appointment ▪ Project Legal & Secretarial ▪ Selling of Constructed Area <p>Number of functions =6</p>	
<ul style="list-style-type: none"> ▪ Land buying & selling ▪ Project Legal & Secretarial <p>Number of functions =2</p>	SU308
<p>And so on extendable to 50 statutory obligation related processes for 13 functions. New codes are assigned with statutory process code SU351 & onward if more processes get added.</p>	SU301 to SU350

1. The key statutory processes included in this table exclude statutory processes related to the following supporting functions

- HR management
- Finance & Accounts
- Corporate Services
- IT/Systems
- Administration

These are, for example:

- Deducting TDS-payroll-Coded as SU309
- Computing/paying Income tax on P&L- Coded as SU310

These can be expanded to 50, i.e. SU301-SU350

4. The code numbers before SU301 are proposed to be reserved for other functions:

(Chapter 3,4,5 Annex 2.14)

Summary in Annex 40(2), 40(3), 40(4)

Key function's name	Nos identified	Statutory Process Code identified	Nos expandable	Statutory processes expandable
Land buying & selling	4	SU301, SU303, SU304, SU308	50	SU301-SU350
Designing Architecture	5	SU301, SU302, SU303, SU304, SU307		
Designing of Interiors	4	SU302, SU303, SU304, SU307		
Designing MEP services	5	SU301, SU302, SU303, SU304 & SU307		
Consultant & Contractor Appointment	4	SU302, SU303, SU304 & SU307		
Construction of buildings	5	SU301, SU302, SU303, SU304, SU306		
Green Building certification	5	SU301 to SU304, SU307		
Quantity Survey (QS) & Measurement	4	SU302 to SU304, SU307		
Project Material Management	5	SU302 to SU306		
Project Quality Management	2	SU303, SU304		
Project Legal & Secretarial	8	SU301 to SU308		
Project Completion	5	SU301 to SU304, SU306		
Selling of Constructed Area	6	SU301 to SU304, SU306, SU307		
Total for 13 functions	As above	As above	50	SU301-SU350
Note: The several Statutory Acts can apply to many functions				

Note: Annex numbers 2.14, 40(2), 40(3), 40(4) 15C,15D are part of the **handbook in Ethics -Volume 1**. The codes beyond SU308 are reserved for other functions

