



CIN-U70100MH1997PLC106903. , NRI Complex
Sector 54, 56, 58, Nerul, Navi Mumbai-400706

Tel: 022-35593055, Email: manageradmin@nricomplex.in, managerbackoffice@nricomplex.in

Seawoods Estates Ltd.

MOVING IN INSTRUCTIONS (CORPORATES).

MONDAY OFFICE CLOSED

1. All company employees desiring to move in the complex are to report to the office of the Chief Estates Manager at least 72 hrs. in advance of the date and time of planned move with the following:
 - a. Allotment letter from Company
 - b. Copy of Identity card.
 - c. A refundable cheque / DD for Rs. 5,000/- in favor of “**Seawoods Estates Ltd**”.
 - d. Tenant has to pay Rs. 5000/- + GST, Total Rs. 5900/- for Moving in Charges. **It is Non- Refundable.**
2. **M & R & BR charges of the said flat to be cleared up to date.**
3. Moving in the complex is permitted between 8.00 AM to 6.00 PM only and all the activities must close by 8.00 PM. These timings are to be strictly adhered to by all.
4. Roving Security Supervisor and Building Attendant for the building is to inspect lift, staircases, tube lights etc. up to the desired floor before allowing luggage to be taken in and note any damage already existing and counter signed by the member moving in.
5. No heavy items e.g. furniture, refrigerators, T. V.'s etc. beyond the dimension of 3'-6" Lx 2'-9" Wx 5'8" H is permitted to be taken in the lifts. Item weighting beyond 50 Kg's are also not to be taken in the lift.
6. Persons moving are to ensure that no damage takes place to the staircases and lifts.
7. Building Attendant or any other staff of Seawoods Estates is not to be used for lifting the luggage. If any staff member is found lifting the luggage, his service will be suspended.
8. No request from members or their agents will be entertained for moving in on urgent basis, if the criteria are not met.
9. Security officer is to ensure strict compliance of above instructions.
10. Submit 2 Passport photos with KYC for identity card.
11. I have read all instructions & agree to abide by rules of instructions.
12. SEL Bank Account details are as follows:

Bank A/c. Name	:-	Seawoods Estates Ltd.
Bank Name	:-	ICICI Bank
Bank Branch	:-	Belapur
Account No.	:-	087305005400
IFSC Code	:-	ICIC0000873
Type of A/c	:-	Current Account

Note: Please inform to us by E-mail that the amount had transfer to Our Bank account, mentioning transactions ID.

Please put Bldg./Flat no. while transferring in description head.

Our Mail id: - headaccounts@nricomplex.in , assistaccounts@nricomplex.in

Approved By,

For Seawoods Estates Ltd.

Chief Estate Manager

Building / Flat No: _____

Accepted all the above conditions: Approval No.: SEL / Move / IN / 20 / / /
Dated: / / 20

Name:

Occupation:

Office Address:

Mobile No.:

Landline No.:

Post Address:

Permanent Address:

No. of family Members:

Email Id:

Signature of ALLOTEE

For Official use

Updated in Apartment Adda: Yes No

Sign: _____

Date: _____

C. C.: Security officer – For information & record.