



CIN-U70100MH1997PLC106903 NRI Complex,  
Sector 54, 56, 58, Nerul, Navi Mumbai-400706  
Tel: 022-35593055 Email: managerbackoffice@nricomplex.in

# **Seawoods Estates Ltd.**

## **MOVING IN INSTRUCTIONS (OWNERS)**

### **MONDAY OFFICE CLOSED**

The following procedure is to be followed by all flat owners/ power of attorney holder members for moving inside the NRI complex with immediate effect.

1. All flat owners desiring to move in the complex are to report to the office of the Estates Manager at least 72 hrs. in advance of the date and time of planned move with the following:
  - a) An application addressed to the Chief Estate Manager for moving in.
  - b) Copy of Transfer letter / Possession receipt, Agreement of Sale.
  - c) Xerox copies of Power of Attorney (if appointed) duly notarized/ attested by consulate general in case of owner staying outside India and by competent authority in case of owner staying in India along with copy of passport / election I card / pan card or signature verification certificate from banker (for Power of Attorney).
  - d) Copy of passport / PAN card / Ration card / Election I Card or signature verification certificate from banker (of lessee / tenant).
  - e) A refundable cheque / DD for Rs. 5,000/- in favor of Seawoods Estates Ltd.
  - f) Owners has to pay Rs.5000/- + GST = Total Rs. 5900/- for Moving in Charges. It is Non-Refundable.
2. **M & R & BR charges to be clear upto 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" W x 5'8" H is permitted to be taken in the lifts. Item weighting beyond 50 Kg's is also not to be taken in the lift.
6. Persons moving are to ensure that no damage takes place to the staircases and lifts, if any damage takes place, the amount will be deducted from the deposit.
7. After Moving In is completed. A written application addressed to the Chief Estates Manager for refund of cheque / DD is to be submitted at the office.
8. 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. Security Supervisor and Building Attendant is to reinspect the lift, stair cases and lifts etc. and report damage if any in writing with countersignature of the member moving in for affecting recovery of cost of damaged items. If damage exceeds Rs. 5,000/-, the member is responsible to pay the balance amount to the estate office.

9. No request from members or their agents will be entertained for moving in on urgent basis, if the criteria are not met.
10. Security officer is to ensure strict compliance of above instructions.
11. Submit 2 Passport photos for Resident ID Card & Club membership.
12. I have read all instructions & agree to abide by rules of instructions

**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](mailto:headaccounts@nricomplex.in) , [assistaccounts@nricomplex.in](mailto: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 Flat Owner/ POA**

---

**C. C.:**

**Security officer – For information & record.**