



**CIN: U70100MH1997PLC106903, NRI Complex**  
**Sector 54, 56, 58, Nerul, Navi Mumbai - 400 706**  
**Tel: 022-35593060. Email: cem@nricomplex.in**

***RULE BOOK FOR THE RESIDENTS OF  
SEAWOODS ESTATES LTD.  
(PHASE 1 – NRI COMPLEX)***

**Document No: RHB v5.0 2023-Sept**  
**Soft Copy: Free of Cost**

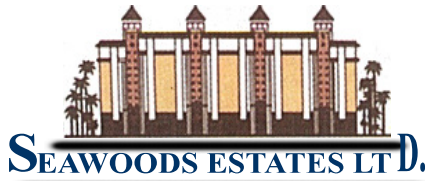
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## **PREFACE**

### **Residents' Handbook**

SEL management presents Residents Handbook, a compilation of current rules and regulations, for ready reference and guidance of the residents. The first edition of the Handbook was issued in April 2017. Living in multi-storied apartments requires a high degree of mutual respect, civic sense, co-operation and behaviour to ensure tension free existence, particularly in the use of common areas and neighbourhood behaviour. Towards this objective, the SEL has prepared the Handbook for all residents to follow.

SEL operational desks (accounts, administration, helpdesk, club and maintenance) are provided with a hard copy of the Handbook. Residents interested to refer to the printed copy can peruse the hardcopy available with them. While the softcopy is free of cost, residents wanting to obtain a hard copy can get it from the Administration Section on payment of Rs.350 per copy.

The rules are subject to review and can be modified by the SEL management anytime if so needed. Residents are welcome to forward their suggestions to CEM by email under the caption 'Residents' Handbook'.

## **1. INTRODUCTION**

The Seawoods Estates Ltd (SEL), popularly known as NRI Complex, was conceived by City and Industrial Development Corporation of Maharashtra Limited (CIDCO) in the early nineties, as an exclusive residential housing complex for the Non-resident Indians (NRI's). Strategically located, by the side of Thane Creek that joins the Arabian Sea, the Complex has a unique and panoramic view of the sea as well as the mountain ranges around.

Designed by Hafeez Contractor, one of the leading architects of Mumbai, the estate is a 17-hectare (appx. 42 acres) plot, beautifully landscaped with lawns, trees, shrubbery and flowers. The coverage of greens is about 18 acres. It has 1536 residential flats/duplex/penthouses, in 46 towers of 13-floor high and 20 shops with a total built-up area of **1,69,542 M<sup>2</sup>**, including Club and other service area. Each apartment enjoys privacy and an unobstructed incomparable view of the sea and mountains.

A sea facing rotunda with a fountain and a promenade with an avenue of trees along the seafront allow the residents to enjoy the cool evening breeze, while the children romp around in the many playgrounds and recreation areas. The Clubhouse with its unique Spanish Villa architecture is centred on a sapphire blue Swimming Pool and a lush green lawn. Clubhouse is well equipped with Squash, Badminton, Tennis Courts as well as a Pool Table, Table Tennis, Carom & Chess Playing Facilities. It has a Health Club complete with a Fitness Centre (Gym) equipped with world class imported equipment.

Apart from the above facilities, it is adjoined with kids play garden and a skating rink. It has a Restaurant and facilities for exhibitions, celebrations and get-together. The Complex also has a basketball and volleyball court.

A Shopping Arcade fronts the Estate and the prestigious Delhi Public School is situated on the adjacent plot. The Estate is only a few minutes' drive from Seawoods Dharave (2 Km), Belapur (4 Km) and Nerul (5 Km) Railway stations. The Belapur Central Business District is only a short distance away. Vashi Railway Station is 10 Km away and is connected by the six-lane dual carriage motorway, called Palm Beach Marg.

SEL management has laid down the following set of House Rules to be applicable for all the residents including corporate members and tenants staying in the premises of SEL, with the objectives of making this complex safe, clean and green. The rules are therefore intended to be for the benefit of all the residents and to ensure that they live together as a family in a good ambience.

This code of conduct defines the level of adjustment required on the part of everyone. **While this code of conduct is mandatory for all the residents, they should accept the underlying values and follow these practices willingly, in the spirit of community living.**

## **2. THE BOARD OF DIRECTORS**

A public limited company, viz. Seawoods Estates Ltd., was incorporated in March 1997 under the Companies' Act, 1956 with the main objective of managing the property consisting of 1536 flats and 20 shops. All flat/shop owners are shareholders of the Company. The Company is managed by a Board of Directors, elected by the members at the Annual General Meeting. Presently there are 10 elected and 2 nominated directors from amongst whom the Chairman is elected. All the directors work in honorary capacity and are not entitled to any

remuneration. Residents desirous of societal service to the organisation should join the Board through the process of election done at AGM in conformity with the Companies Act, 2013 or at least become members of the technical committees/groups formed for specific tasks.

### **3. PORTFOLIO ALLOCATION AMONGST THE DIRECTORS**

Various activities of the Company have been broadly grouped under 11 portfolios:

1. Building Repair and Painting
2. General Maintenance.
3. Security, Safety & Housekeeping
4. Gardening & IT Projects
5. Legal and secretarial
6. Cultural, Sports & Club
7. HR & Admin, Residents Engagement & Communication
8. Institutional flats
9. Special Projects Portfolio – Reduction in M&R by 20%, Forming CHS
10. Special Projects Portfolio- Stray Dogs Issue, Wet waste management & Solar Power.

List of current Director along with Lead Directors looking after each portfolio is attached as **Annexure – 1.**

### **4. ORGANISATION SET UP**

Chief Estates Manager (CEM) attends to liaison with local authorities besides overseeing the following departments:

- i) Administration, Secretarial, Legal, Labour laws and IT
- ii) Accounts, Managing receipts and payments, Funds management, Tax management, Internal and External audit,
- iii) Maintenance of property including projects for infrastructure up-gradation, lifts, water, power, interior work inside flats
- iv) Security and Fire
- v) Housekeeping, Gardening and landscaping
- vi) Sports and Club House including Guest House
- vii) Complaints redressal



viii) Cultural programmes

**5. ADMINISTRATIVE OFFICE**

**5.1 MOBILE CONTACT NOS**

The day to day administration of SEL is looked after by the Chief Estate Manager, assisted by the following officers from the Administrative Office.

S No.	Department / Duties	Mobile Nos.	Email ids
		1	HELP DESK – 9:30AM TO 6 .00 PM Registration of All Complaints
1.1	HELP DESK – 6.00 PM TO 9.30 AM Electrician / Plumber	9082961639	
2	CHIEF ESTATE MANAGER (Matter unresolved for more than 5 days)	9137154860	cem@nricomplex.in
3	Maintenance Manager (Execution of Maintenance Works, Water & Electricity)	9082961638	managermaintenance@nricomplex.in
3.1	Dy. Maintenance Manager - Lift Inverters & General Maintenance	9137154856	managermaintenance1@nricomplex.in
4	Administration Manager	9320420037	manageradmin@nricomplex.in
5	Process & Automation Manager	9082961631	managerprocess@nricomplex.in
6	Head Accounts	9137154867	headaccounts@nricomplex.in
6.1	Manager Accounts	9137154866	manageraccounts1@nricomplex.in
6.2	Assist Accounts	9082961633	manageraccounts@nricomplex.in
7	Project Manager (Building Repair & Painting)	9137154859	Managerprojects@nricomplex.in
8	FIRE RESPONSE CENTER	9137154861	firesafety@nricomplex.in

9	CCTV Executive	9082961632	assistprocess@nricomplex.in
10	HOUSE KEEPING SUPERVISOR	9137154855	Nil
11	CLUB HOUSE – Manager / Supervisor	9137154858 9137154857	managerclub@nricomplex.in assistclub@nricomplex.in
12	Garden Supervisor	9082961641	
13	CARPENTER	8369208120	
13.1	MASON	9819767975	
13.2	ASSISTANT MASON	9833972518	
14	SECURITY Officer (24 x 7)	9137154852 9137154853	so1@nricomplex.in
14.1	Security Supervisor – Security Cabin		so2@nricomplex.in
14.2	Security Main Gate No. 1	9137154847	-
14.3	Security Gate No. 2	9137154850	-
14.4	Security Gate No. 3		
15	LIFT Supervisor	9082961636	managermaintenance@nricomplex.in
15.1	LIFTS (OTIS) – Bldg 37	9324162874 9322561882	

## 5.2 Registration of Service Requests and redressal of general complaints & suggestions:

- (a) Residents are required to lodge their Service Requests directly at SEL HELP DESK - ...../....., wait for Operator and press 11 for registration for complaint thereafter and get the Service Request number. Residents are requested to avoid using security guard/building attendant to lodge their complaints or do personal work.
- (b) OUTSIDE OFFICE HOURS & HOLIDAYS FOR ANY EMERGENCY, PLEASE CONTACT HELPDESK - 9137154854/9082961639 or DUTY Security Officers – 9137154852/9137154853.
- (c) If the Service Request is not attended:
- i) **within 1 working day**, please contact the concerned manager.
  - ii) **within 2 working days**, please contact Chief Estate Manager.

- (d) The team of plumbers, electricians, carpenters has been employed by SEL to attend to the service requests of general nature, free of charge, during working hours. None are provided with drilling machines but the plumbers are provided with washers, insulation tapes, etc. A plumber and an electrician are available during night shifts for emergency calls.
- (e) Residents should not give any tips to SEL maintenance staff.
- (f) Any service requests/suggestions/compliments by members/occupants can be recorded with the Help Desk at SEL office.

### **5.3 OTHER INTERCOM CONTACT NOS.**

#### **5.3.1 Building Attendants**

Intercom number to building attendants consists of 6 digits. The first digit is fixed for all and the last two digits relates to the building number (viz. #300001 for building 1, #300002 for building 2 and so on. For example, to dial the building attendant of building no. 26, one will be required to dial #300026.

#### **5.3.2 Guest Rooms (In all 6 rooms)**

Room No.	Centrex	Room No.	Centrex	Room No.	Centrex	Room No.	Centrex
1	#300064	2	#300065	3	#300066	4	#300067
5	#300068	6	#300069				

#### **5.3.3 Shop at Gate 1 (In all 20 shops)**

Shop No.	Name	Centrex	Shop No.	Name	Centrex
1	Vegetable Shop	#300080	2	Durga Medical	#300081
3	Durga Medical	#300081	4	Darshan Medical	#300083
5	Satyam Store	#300084	6	Satyam Store	#300086
7	Satyam Store	#300086	8		#300087
9	Welcome Store	#300088	10	Welcome Store	#300089
11	Seawoods Clinic	#300090	12	Apollo Pharmacy	#300091
13	Apollo Pharmacy	#300092	14	Swami Samarth Estates	#300093
15	Meena Estates	#300094	16	ATM – IDBI Bank	#300095
17	Vacant	#300096	18	Hare Krishna Real Estates	#300097
19	Suryakoti Estates	#300098	20	Ganesh Real Estates	#300099

## 6. ADMINISTRATIVE OFFICE TIMINGS

- a) OFFICE HOURS 09.30 am to 06.00 pm  
(Tuesday to Sunday)  
Weekly off: Monday
- b) LIFT OPERATIONS 24 Hrs
- c) GARBAGE COLLECTION
  - From Flat: 08.00 am to 11.30 am
  - PSL Vehicle: 12.00 am to 1.00 pm &  
04.30 pm to 05.30 pm
- d) HAWKERS / SALESMEN No Entry

## 7. GATES

There are two main gates for Entry and Exit.

- a) **Gate No 1:** Known as Main Gate, is used by residents and guests at all times and by maids/drivers including workers between 9 pm to 6 am when Gate No. 2 is closed. Unoccupied radio taxis are allowed entry from Gate No.1.
- b) **Gate No. 2:** Known as Second Gate. Maids/drivers and workers are also permitted to use Gate No.2. Water tankers, NMMC Trucks, School Buses and unoccupied taxis and all Vehicles used for Moving IN/OUT are required to use Gate No. 2.

**Opening Time:** 06.00 AM                      **Closing Time:** 09.00 PM

- c) **Wicket Gate: (G3 Gate)** Used by the residents to take out their pets. Just located outside this gate are shrubs and plants required for pooja purposes.

## 8. RESIDENTS' APP "ADDA"

Seawoods Estates Ltd. has initiated a Society Network portal [www.apartmentadda.com](http://www.apartmentadda.com) which will act as a single platform to manage entire activities related to your flat which includes, but do not limit to, the Document repository, Helpdesk, Community Hall Bookings, Guest house Booking, Move in, Payments, Residents Directory & more.

There is also a mobile App “ADDA” which can be downloaded on Android and IOS mobiles from Play store and App store respectively.

### **Login Procedure**

1. For Login Go to [www.apartmentadda.com](http://www.apartmentadda.com) and click ‘Sign in’.
2. Enter your registered Email id and Temporary Password (received on the same email id).
3. Click on ‘Sign in’ again.
4. It will prompt to change your temporary password to new password for the first time only.
5. Enter a permanent password twice and click “Change Password”.
6. Login can also be done with the Mobile no. (registered with SEL).
7. Mobile users can download the app “ADDA”.
8. Android users can download from the Play store and search for “ADDA” or go the following link  
<https://play.google.com/store/apps/details?id=com.threefiveeight.adda>
9. IOS users can download from the App store and search for “ADDA” or go the following link  
<https://itunes.apple.com/in/app/id753845888>
10. Kindly register your Email id /Mobile No. if not registered with SEL Admin office.

### **App Features**

#### ➤ **Notice Board**

A snippet of all notices can be seen in one screen.

#### ➤ **Apartment Information Management**

Maintain all details related to your Apartment, owner and tenant details, vehicle details, details of housing society maintenance payments, in one location.

#### ➤ **Apartment Payments and Account Maintenance**

View maintenance dues, pay dues online using payment gateway (debit card, credit card, and net banking which will be available very soon)

#### ➤ **Helpdesk**

Residents can raise requests, lodge complaints, give suggestions to Management Committee or Resident Welfare Association, related to their apartment or housing society and track its progress, provide comments till the tickets closes.

#### ➤ **Groups**

Create multiple groups for Chatting.

#### ➤ **Activities**

List all the activities going on in your Apartment Complex so that all residents are aware of any events, celebrations, classes (Yoga, Chess, and Swimming).

➤ **Facility Booking**

Book Society facilities like Community Hall, Party Hall, Swimming Pool, and Lawn Area for Personal or Community Purposes.

➤ **Documents Management**

Repository of uploaded files. Reference documents, By-Laws, Forms, Rental Agreements, etc. can be stored here.

➤ **Member List**

Online directory of all residents of the community.

➤ **Vendor Directory**

Online directory of all residents of the community.

## 9. **HOUSE RULES**

The residents are expected to abide by the rules which are intended to ensure proper up-keep of the premises and promote harmonious living. Some of the important rules are stated below:

✓ **Register your email address**

- Flat/shop owners should register their email address with SEL office (Administration) so that all bills, notices, circulars and Annual Reports could be sent to their registered email address. Hard copies are sent only on request.

✓ **Vehicles**

- Please drive within speed limits. Driving 'L' vehicles by learners inside the Complex is prohibited. Free parking slots marked 'F' are marked mainly for temporary parking by visitors. Blocking such slots by parking of inoperative vehicles is prohibited. SEL will get such vehicles towed away.
- Visitors' cars are allowed to enter after taking visitors' pass. Such personal/commercial vehicle is allowed overnight parking on payment of Rs.100/200 per day.
- Use of parking area for activities other than parking vehicles is not allowed.
- Use of hose pipes to wash cars is prohibited. In order to save water, bottle sprinklers and sponge swabs are recommended.
- SEL has installed tanks filled with STP water at several places for car wash. Drivers/car washers should use STP water for washing the car exterior. Potable water can be used for cleaning inside car.
- For safety of children, movement of vehicles including two-wheelers from Gate No. 2 is restricted between 7.30 to 7.50 a.m. on school days.

- Parents should ask children not to play and pedal cycle on roads. Marking cycles with building/ flat number and use of reflector are helpful.
- ✓ **NMMC approval required for major alterations**
- Alteration in the facade of the building is not allowed. Major alteration to flat without permission of the NMMC is not permissible. Repair/Renovation work is not allowed on Sunday & National Holiday.
- ✓ **Restriction on use of sports facilities by outsiders**
- Sports facilities viz. badminton, lawn tennis, table tennis, volleyball, basketball, pool and gym are for residents only. Blood relations are allowed to use during their stay with the residents. Under no circumstances, outsiders are allowed to use them even if accompanied by residents. Guest of residents can use steam room and swimming pool on payment of Rs.100 per day per facility. Shoe spikes damage the lawns and their use on lawns is prohibited.
- ✓ **Commercial activity prohibited**
- Holding any commercial activity is not allowed inside residential flats with the exception that doctors, lawyers and architects can use maximum of one fourth of the floor area for professional purposes for themselves. The doctor can have the clinic with a table, a bed to examine the patient and such facility which may be necessary to provide first aid. A dentist may have a dental chair.
- ✓ **Restriction on distribution of publicity material**
- Distribution or circulation of any leaflet/pamphlet or any other advertisement material through Letter Box is not permitted.
- ✓ **Restriction on use of common space and power source**
- Residents are not allowed to use space on roof tops for organizing personal events and tap SEL power source for personal use. Personal events in and around Club House areas can be organized only with prior permission.
- Residents, on specific request, are allowed use of common area and Club House spaces/infrastructure free of cost provided they are of general interest to residents at large, such as, Ganesh Mahotsav, social/cultural/entertainment events, free coaching open to all and open lecture sessions by prominent persons on health, etc. In all such cases, except for providing the infrastructure, SEL does not take any responsibility and the entire responsibility rests on organiser/s. Such requests are considered by SEL management on merits of each case. SEL reserves the right to reject requests without assigning any reason or may allow them on conditions including tendering prescribed security deposits.

✓ **Buyer Beware**

- Many commercial activities for sale, promotion by corporates, vendors or the residents are booked in the club house or the stalls allotted during cultural functions and spaces allotted for kiosks at specific places within the complex. SEL is only a facilitator for such events and shall not be responsible for quality, price and authenticity of the products marketed during such activities. Residents are requested to exercise caution and use their wisdom while dealing with them.

✓ **Nuisances**

- Making noises that disturb other residents, such as, shouting, loud talking, playing music / TV loudly, banging doors, dragging furniture, etc. during night is considered offensive. Grinding and pounding of Masala, etc. during afternoon and night hours is not allowed. Neighbours privacy and peace should be respected.
- Playing wet Holi and bursting of crackers/ fireworks in porches/ stilt parking are not allowed.
- Visitors of domestic helps, security guards, drivers, car washers or any contract labour, etc. are not permitted inside the Complex.
- Squatting, sleeping, cooking, etc. by domestic helps in space like gates, lobby, lawn, terrace, staircase landing and stilt parking area is not allowed.
- Keeping and watering plants on window sills and on grills is not permitted since it defaces the exterior walls of the building.
- Use of common space like lawn, lobby, staircase, landing, parking area for personal purposes including storage of goods is not allowed.
- Residents should not cause any damage to the interiors of the elevators. They will be required to rectify damage at their cost.
- Wiring for broadband, cable TV or DTH connections are allowed through concealed ducts only. Cables dangling or wiring on walls of floor lobby are not permitted.
- Anybody found drinking alcohol or causing nuisance and damage to SEL property shall be required to pay for the damage to the property.
- Air Conditioners condensation water should not spoil the external walls and cause inconvenience to the residents of lower floors.
- Residents should ensure not to flush off duster/ clothes in the toilets which may choke sewage line.



✓ **Garbage Disposal:**

- To segregate the waste into dry and wet garbage and put them in separate disposable plastic bags and leave them just outside own door;
- House-keeping staff uses separate dust bin – for dry and wet garbage;
- Ensure that the bags are closed tightly with a string to prevent foul odour;
- Please do not place the bags near neighbours' door or stairs;
- As the bags are collected in the mornings, never put out the bags after the routine collection time; otherwise they will remain uncollected till next morning.
- Following the message of Swatch Bharat, the residents are requested to help SEL in keeping premises neat and clean. Some residents, visitors and workers throw cigarette butts, banana peel, chewing gum, gutka wrappers, empty water bottles, biscuit wrappers, hair, spit on road, ducts or in corners anywhere in the complex. We request all to report on such cases at <manageradmin@nricomplex.in> along with the location, name, photograph of the person and flat number. We shall impose fine of Rs.100/- for first such offence and Rs.250/- for every subsequent offence.

✓ **Piped Natural Gas from MGL**

For obtaining **Piped Natural Gas** connection, residents should make direct online application on [www.mahanagargas.com](http://www.mahanagargas.com) without routing through SEL.

✓ **Wheel Chair**

A wheel chair is kept for residents in case of requirement under emergency at the Main Gate and Club house. It should be kept back at the same place after use.

✓ **Miscellaneous**

- Residents are requested to speak politely to SEL staff as they work to serve them.
- In case of blatant and perpetual violation of rules by any resident, SEL might share the episode with others through circular on notice boards.
- Rules are guideposts. They are periodically reviewed and if necessary, modified. The decision of the SEL management in framing/ interpreting them is final.

Certain Rules to be followed by Residents, as given in APPENDIX – 1 of the Articles of Association, are reproduced in **Annexure –2**

## 10. MAINTENANCE CHARGES

- In order to meet the expenditure for maintenance and up-gradation of the property, every member is required to pay quarterly Maintenance & Repair (M&R) charges, pro- rata to the built-up area of each flat. Under the current tax laws, GST is payable on the M&R charges.
- Effective from 01 October 2022, current M&R rates are as under:
  - For Flats: Rs.35.50/M<sup>2</sup> per month
  - For Shops: Rs.71.00/M<sup>2</sup> per month
- **Non Occupancy Contribution:** Rs.5/M<sup>2</sup> per month when flat is on rent.
- **One Time Collection:** For financing capital expenditure, the management collects funds by way of onetime payment. One-time collection was done in March 2016 for restoring the fire fighting infrastructure. One time collection has been approved in the AGM 2017 for lifts up-gradation. Building Repair & Lift improvement charges has also been approved in the AGM 2019.
- Raising funds by means of M&R charge and One Time Collection require approval of the shareholders in the AGM/EOGM. All other charges etc. are collected on the basis of decisions of the Board of Directors of the Company.

## 11. PAYMENTS OF BILLS

- Due dates for payments of the quarterly bills are:

<b>Quarter</b>	<b>Last Due Date</b>
January – March	31 <sup>st</sup> March
April – June	30 <sup>th</sup> June
July – September	30 <sup>th</sup> September
October – December	31 <sup>st</sup> December

- All payments to SEL can only be made by cheque, pay order, bank transfer and on ADDA App only. The M&R bills are sent by email through Apartment Adda on the registered email ids. Beginning from 1<sup>st</sup> October 2017, SEL will not send any bills by post. Normally bills are issued at the beginning of middle month of the quarter and if any member has not received it even after 6 weeks from the start of the quarter, she/he should write to SEL for a copy of the bill.

▪ **Details of Bank Account for online payment can be made:**

- (a) Account Name: Seawoods Estates Ltd,
- (b) Bank's Name: Axis Bank Ltd,
- (c) Account No.: 386010200002653
- (d) Bank IFSC Code: UTIB0000386
- (e) Type of Account: Current Account

Those paying online must intimate payment details by email to [assistaccounts@nricomplex.in](mailto:assistaccounts@nricomplex.in) and CC to [manageraccounts1@nricomplex.in](mailto:manageraccounts1@nricomplex.in).

**Default in payment of M&R**

In case of delayed payments, overdue interest is charged @18% p.a. on day to day basis. The period of delay is reckoned from the 1<sup>st</sup> day of the quarter in which default took place. DPC attracts GST.

Flat Owners fall under one or more of the categories below.

1. Un-Occupied
2. Self-Occupied
3. Tenant Occupied
4. Flat is under mortgage and collection process is underway
5. Flat not allotted by CIDCO
6. Notice of recovery from Income Tax or other revenue authorities underway

From the overdue perspective, it is classified as

- a) One quarter Past Dues –
  - b) Between 1 – 2 quarter Past Dues –
  - c) More than 2 quarter Past Dues
1. The following action or any similar action under authority of CEM shall be taken for defaulting case of (b) & (c) in consultation with legal advisor of SEL.
    - Specific Notice to pay within 30 days else SEL may take any of one or more action
      - a. Denial of use of SEL any of common facility of SEL Guest Rooms/ Community Hall and lawns, etc.;
      - b. Denial of allotment of 2<sup>nd</sup> or 3<sup>rd</sup> parking,
      - c. Denial of renew passes for maids, drivers, maintenance staff,
      - d. Denial permission of major maintenance of the Flat,
      - e. Denial permission to use common facility including club house and sport facility;
      - f. Denial permission for tenant,
      - g. Notice to tenant to pay SEL dues out of lease rental;

- h. Denial of maintenance support services like plumber, electrician, carpenter, mason;
  - i. Denial permission for Move in/ Move out;
  - j. Denial permission for transfer of shares
- Legal Action All cost of recovery shall be recovered from defaulting Flat Owner; At the AGM 2013, General Body authorised SEL to take legal action against defaulters as well as recover legal expenses from them.
2. CEM can grant extension of time of 30 days in deferring action on specific request provided the defaulter submits post-dated cheque for 30 days;
  3. Effective 1<sup>st</sup> January, 2018 all permission to tenancy will be subject to owner and tenant signing a joint undertaking that in case of default in payment of M&R Charges, the tenant shall be responsible for payment of M&R charges to SEL out of monthly rentals.

## **12. SECURITY AND SAFETY**

### **12.1 Duties & Responsibilities of Security Guards & Building Attendants:**

Security staff members are responsible for round the clock security of the complex. The duties of guards at Gates & building attendants are detailed in **Annexure – 3.1 & 3.2** respectively.

### **12.2 Residents and security of the Complex:**

Security is everyone's responsibility. Residents should remain vigilant and help improve security in the following manner:

- a) Gradually, the coverage of CCTV surveillance in the complex is being expanded. Touching or tampering cameras is prohibited. Any tampering with the system is viewed seriously and the cost of damages will be recovered from the responsible person.
- b) Suspicious movement of any stranger in the vicinity should alert the resident and the stranger should be questioned and the security supervisor informed immediately.
- c) When a resident hires a driver or maid, he should check with the SEL Office and also the previous employer whether that person was sacked for petty theft, quarrel, impertinence, etc. When a resident dismisses a domestic help for misdemeanour, he must inform the SEL at once so that the dismissal could be recorded and the gate pass issued to the help could be recovered.

- d) The security personnel carry out their duties for the safety and security of residents. Residents should cooperate with them. Any specific misbehaviour should be brought to the notice of management.
- e) To keep the Complex safe and secure of unwanted elements, residents should show their ID to security staff, on request.
- f) Residents should inform Building Attendant to keep a vigil on their apartment if going out of station for long duration. Leaving keys with neighbours for unforeseen needs is helpful.
- g) Any negligence on the part of the Security should be reported to SEL.
- h) Parents should advise their children not to venture into nursery area as it has wild shrubs around Gate 3.
- i) Residents should not store goods which are combustible or obnoxious or their storing requires permit/sanction of the competent authority under law.
- j) Residents should contact Helpdesk or Security Office Emergency Number in case any illegal/criminal activity is observed.
- k) Residents should observe safety steps announced for specific events.
- l) Residents should not bring any heavy vehicle without prior approval from SEL.
- m) Residents should inform the SEL office or call on Helpdesk or Security Officer in case any theft of electricity or tampering of any equipment is noticed.

### **USAGE RESTRICTONS IN THE COMPLEX**

#### **13. RESTRICTED AREAS IN THE COMPLEX**

Following areas are declared “out of bounds” for all residents and their families, employees, representatives and visitors:

- i) Underground sump, Bore well, Pump Room;
- ii) Electric room and Generator room;
- iii) Lift and Machine Room;
- iv) Overhead Tanks and sumps in basement;
- v) Battery Bank Area.

#### **14. USE OF TERRACE & COMMON PASSAGE**

- Use of terrace space by residents for private purpose is prohibited owing to security risks. The doors leading to terraces that were kept locked have been opened recently on orders of Fire Department, for use as escape route. Even though terraces are accessible but their use is not allowed.

- The doors leading to the terrace of all the buildings are unlocked for evacuation/exit during emergencies. No unauthorised installations such as outdoor AC Units, Solar Panels, etc. will be permitted. Installation of Dish Antenna will be permitted only when the cabling is through Ducts. If anybody is reported to have misused the area, a restoration charge of Rs.5000 will be recovered.
- Storage of any item belonging to the residents in common areas like pathways, compound, meter/pump room, terrace, staircase landings, lift lobbies, etc., is not permitted. Any item stored in such areas will be removed and disposed of without notice. If restored back to the resident, she/he will be required to pay administrative charge of **Rs.2500 per incident**. Dustbin is not allowed in stair.
- Members shall not damage the paint and/or fittings in the passages while shifting luggage and other materials. The fire door in the lift lobby leading to stairs should always be shut. It should never be kept open forcibly since it damages the door closures.
- Members should not obstruct the sidewalks, lobbies, refuge areas, stairs, landscape, lifts and corridors.
- Residents are not allowed to display stickers and posters in the common areas (lift, road and other areas). Doing so will attract an administrative charge of **Rs.5000/-**.

#### 15. **WASHING OF BALCONIES / FLATS**

- Residents are requested to avoid washing balconies; instead, they should use a mop for cleaning. Water falling from the balconies on terraces of other residents causes nuisance.
- Occupants are requested to avoid wastage of potable water through open/ leaky taps/ pipes & fittings. Before leaving the house, the occupants must ensure that all the taps are properly closed.
- Residents should not wash staircase unless the washed area is mopped and dried well.

#### 16. **PLACING OF FLOWER POTS**

Members should ensure that there is no leakage of any muddy water from the flowerpots kept in the balconies or hung from the chhajjas. Depending on the

extent of defacement of exterior walls, the restoration cost of repainting the soiled areas in the range of Rs.5000 (minimum) to Rs.15000 (maximum) shall be recovered from the occupants responsible for the damage. No flowerpots should be kept on the sills of the balconies. Residents violating the rule shall be held personally liable for the damage to the property and for physical/fatal injuries caused by flower pots crashing accidentally due to strong winds.

#### **17. INSTALLING OF WATER TANKS**

Installing of water tank inside the flat is not permitted. Residents should not bring water tanks inside Complex.

#### **18. PARKING OF VEHICLES**

Parking of all types of vehicles, motorised and pedal, is at Owner's risk.

##### **Rules and regulations for parking of vehicles:**

- a. SEL has adopted RFID based tags for resident vehicles. These tags / stickers are to be pasted on the windscreen of vehicles. Holding or keeping a sticker on dashboard is not enough.
- b. The RFID tags / stickers serve dual purposes – (I) of allowing entry to vehicles through the boom barriers and (II) for identification of vehicle and to communicate with the vehicle owner
- c. The tags and stickers can be obtained on submission of a copy of RC book from SEL Office. RFID Tags are issued against a charge of Rs 100/- (+GST) per tag. Residents also have the option to get their existing ETC FASTAG integrated with the RFID system, in which case they are charged Rs 50/- (+GST). In case of FASTAG integration only, a sticker with QR code is also issued, which is used for vehicle identification.
- d. The RFID tags will be activated using an app, at the time of issuance. Resident vehicles can gain seamless entry through the boom barriers at the Gates by activating the RFID tags. Similarly, by scanning the QR Code (provided along with the tag) Security personnel can identify the apartment to which the vehicle belongs and also chat with the owner through the app, in case of an emergency.
- e. Security guards are required to see/ check that only vehicles with RFID tags / stickers are parked in the complex RFID tags enable SEL to maintain an electronic record of all vehicle entry and exits from the Gates. It also enables residents to receive notifications, disable the boom barrier operation for periods of absence or link the tag validity to lease agreement dates.

- f. Vehicle without sticker shall be considered unauthorized for entry and parking. In the absence of electronic records with respect to such unauthorized vehicles, SEL Security will not be in a position to support investigations in case of any untoward incident like theft, damage etc. and shall be stopped at the Security Gate. In respect of car registered in the name of company/ firm, a letter is required from the company/ firm for issue of sticker. SEL have the right to verify the documents of vehicles parked and maintain their records.
- g. Additional stickers are issued for payment of monthly parking charges is Rs.500, Rs. 2500 and Rs. 4000 for 2nd, 3rd and 4th personal vehicle; recoverable on quarterly basis in the M&R bills (Issue of stickers for 3rd and 4th car has been suspended). In case additional vehicles have been sold, SEL office should be advised and RFID tags deactivated for discontinuing parking charges in subsequent M&R bills.
- h. SEL shall seek details of vehicles while handling request for 'moving in'. A tenant / owner must get the RFID tags deactivated if he has either sold the additional vehicle or he has moved out of Complex to avoid subsequent parking charges.
- i. No vehicle should be parked in No Parking zone. For such wrongly parked vehicle, SEL shall stick a violation notice on the windscreen and / or send it to the owner. The owner should remove the vehicle, failing which SEL may immobilize or tow at the owner's expense. An administrative charge of Rs. 500/- per day shall be payable for de immobilization (AGM 2013).
- j. Residents should not enclose stilt parking area by putting chains or grills.
- k. SEL shall not authorize parking of abandoned (expired license), inoperative (not in condition to operate or junk) and commercial (licensed for hire) vehicles inside the Complex. Parking of commercial vehicles requires CEM's specific approval and if permitted, monthly charge of Rs. 4000 is payable for such vehicle. Commercial vehicle is not entitled for free parking. Guest vehicles should be parked at places marked 'F'. For overnight parking a contribution of Rs. 100 / 200 per day is charged for guest personal/commercial vehicles.
- l. SEL have the right to shift the assigned space of parking for short duration, when required for building repairs/renovation work, etc.
- m. Parking of vehicles is at owners' risk. SEL is not responsible for any kind of damage/loss for any reason to the parked vehicles. The owners should not leave valuables such as cash, jewellery, camera, mobiles, etc. in the car.
- n. In case of suspicion for theft, the Security is allowed to inspect vehicles moving out of the complex.
- o. Parking slots in Stilts and open spaces have been marked by flat numbers for easy identification and enforcing discipline.



- p. Drivers are not allowed to stay or sleep in stilt parking area. The stilt parking area is not allowed to be used for anything else than parking of cars.
- q. In case any vehicle damages the RFID boom barriers, the following charges will be recovered from the vehicle owner: (I) Major Damage – Rs 5000 (II) Minor Damage – Rs 3000. This amount will be recovered in cash in case an outside vehicle damages the boom barrier

## **19. LIFTS – USAGE NORMS**

### **19.1 Norms:**

- (i) One of the Lifts on inverter power back up is for residents.
- (ii) Lifts are used at the users' risk. Smoking or littering in the lifts is not allowed. In case of fire, residents should use stairs. Lifts get stuck due to power failure resulting into suffocation of passengers; residents must not use lifts.
- (iii) Contractors may use the lifts for ferrying construction material only between 1.00 pm and 4.00 pm; total weight in the lift should not exceed 200 kgs.
- (iv) Lift floor should be covered with plastic/rubber sheets to protect from being damaged by construction material.

### **19.2 DOs and DON'Ts in case Lift halts during operation**

#### **(a) DO's**

- **Please Ring up:**

During (8:00 am to 5:00 pm) : 7700967444  
During 24 Hrs. : 9137254101

- Please reassure person trapped inside the lift.
- Trained employees from OTIS will come over in FIVE minutes to rescue/remove trapped passenger.

#### **(b) DON'Ts**

- **Do not press RED colour STOP button or any other button for first 30 seconds.**
- **Do not force open the door.**
- If lift has halted in between the floors and OTIS employee has not reached:-

- i) Please DO NOT jump out of the lift as you may get injured;
- ii) Please DO NOT remove trapped passenger when lift has halted in between as the passenger can get hurt badly if lift starts moving suddenly.

## 20. **EMPLOYMENT OF DOMESTIC HELPS / DRIVERS**

- Every help/driver should have a pass issued by the SEL with photograph, and carry it with them for random security checking.
- Helps/Drivers are not allowed to loiter, squat, eat, gather in groups, cook, sleep, etc. on the lawn, entrance, staircase, and parking space or stilt parking area, any common space and passages of SEL.
- Children below 14 years are not allowed to be employed as help.
- Vendors visiting for collection/delivery, e.g. Laundry, Milkmen, Food Delivery, Restaurant, etc. are issued pass, on request.
- **NOC for help leaving** – Resident is required to issue a letter giving NOC to the help leaving to work for others. (specimen as per Annexure 6)
- In case of any complaint/ undesirable feedback received against any help / driver, SEL shall verify the correctness of complaint. In case of complaint of serious nature, SEL might decide to stop the entry of the help till the matter is resolved.

## 21. **ISSUE OF ENTRY PASS**

All residents including guests/maids/servants/drivers etc. are required to carry entry . These should be shown to the security staff, if asked for.

### a) **Issue of Temporary Pass:**

Temporary passes are issued to drivers/maids/ servants for a fortnight and on request of resident, extended for next fortnight.

### b) **Charges for Pass:**

- RFID Cards for maids and drivers, etc.= Rs.100/- per card and for renewal once in 6 months= Rs.50 per card if done within one month after expiry
- Lost RFID card= Rs.150/- (+ GST)
- Family Entry Pass = Rs.100/- + GST
- Guest Pass = Rs.200/- + GST, per card.

**c) Application for Issue of Entry Passes:**

- (i) Family Members:** Specimen of application is at **Annexure – 5.1;**
- (ii) Help, drivers, etc:** Specimen of application is at **Annexure – 5.2;**
- (iii) Contractor/Labour:** Specimen of application is at **Annexure –5.3;**

**22. ISSUE OF LETTER FOR PASSPORT, VEHICLES, BANK LOANS, ETC.**

Letter in connection with bank loans, passport, vehicles, etc. is issued by SEL administration section to resident owners and tenants on payment of Rs.500/-.

**23. DISPLAY OF NOTICES ON NOTICE BOARDS BY RESIDENTS**

Notices for sale of personal goods, social activities, exhibitions, information of general interest can be displayed on the notice board on payment of Rs.2500/- for A4 size and Rs.5000/- for A3 size per day (24 Hrs). Bereavement notices are done free of cost. SEL reserves the right to refuse display of objectionable notice.

**24. PETS**

Dogs poop cause hazardous microorganism which makes us and our family sick. If microorganism due to rain spreads into water, then such infested water causes diseases like dysentery, cholera, leptospirosis and worm infestation. Due to sniffing behaviour of dogs, deadly diseases like parvovirus, leptospirosis, canine distemper and worm infestation like hookworm, whipworm, round worm affect dogs and other animals. Scooping dog poop is obligatory for dog owners.

Following rules have been approved by the Board of Directors in the meeting held on 25 December 2016:-

- (a) All the pet dogs in the complex must be registered with NMMC. It is mandatory to procure dog licenses from NMMC Office. Submit a copy to SEL office.
- (b) Vaccination of dogs is essential to prevent zoonotic diseases. Zoonotic diseases are Rabies, Herpes, Brucella, Leptospirosis, Worm Infection and Skin Infection.
- (c) Scoop dog's poop whenever the dog is out of the flat.
- (d) Use diaper while inside lift because you can scoop poop but not urine.
- (e) The pet dog out of flat should always be on leash and with muzzle on his mouth.
- (f) Pet dog is not allowed to enter lift when other residents are inside the lift.
- (g) An area outside G3 has been identified for pet dogs.

The pet dog owners are requested to adhere to the above rules meticulously. The security guards have been instructed to report non-compliance. The defaulters will be fined for Rs.100/- only for the first time and then Rs. 250/- for the subsequent instances.

### **Feeding stray dogs and birds**

- Stray dogs can be source of serious diseases to humans. The instructions of the Animal Welfare Board of India state that the 'care-givers should not feed street dogs close to residences not their own. They are also advised to avoid feeding street dogs immediately adjacent to areas in which children play or people take walks or that are otherwise crowded. Moreover, feeding must not be done in a manner that contributes to littering or dirtying any feeding site. Care-givers are advised to clean up feeding sites after feeding is over.' Further, mindless feeding attracts more stray dogs from outside. If anybody wishes to feed stray dogs, she/he should feed them preferably outside the gate 3 (wicket gate) of the Complex which has been designated for this purpose. SEL circular no. CLR/31/3140/2017 dated 21.11.2017 has been issued reiterating the instructions of the Animal Welfare Board of India, SEL management's authority to frame rules and rationale of the rules on feeding of stray dogs. The rules framed by SEL are aimed at reducing human animal conflict.
- In 22nd AGM it was "**RESOLVED THAT** any owner / tenant or family members (Resident directly or through its helper(s) is seen, reported or found to have fed the stray dog(s) in any area other than at designated place in NRI Complex shall be liable to pay a fine of Rs. 1000/-along with applicable taxes if any for first violation and a fine of Rs.5000/- along with applicable taxes if any for every subsequent violation, by way of adding to the periodical bill of M&R Charges, without prejudice to other rights of SEL for the welfare and protection of common residents.
- Bird Feeding is not allowed inside our complex premises. A fine of Rs.100/- per occasion will be imposed on anybody violating the rule. Residents wanting to feed should do so outside the Complex in G3 area.

## **RULES & PROCEDURES FOR VARIOUS JOBS**

### **25. RULES AND PROCEDURE FOR CARRYING OUT WORKS IN FLATS**

#### **General**

1. It shall be the responsibility of the member/flat owner to obtain such permissions and approvals as are necessary under the prevailing law, regulations and rules, for the purpose of carrying out the work. The NOC issued by the SEL after following the procedure below is only for the purposes of the SEL protecting its interests and all other members. Issue of NOC does not absolve the member/flat owner/occupant from complying with all other legal requirements.
2. All the consequences arising out of non-compliance of any law, rule or regulation or directive of government body, directly or indirectly shall be borne by the member/occupant. The member/occupant shall bear all the expenses incurred directly or indirectly in this regard, the SEL and/or the SEL's employees and directors shall not be held responsible for any losses incurred.
3. The member shall indemnify and keep indemnified the SEL, its employees and directors against any claim, demand, suit or other legal proceedings initiated by any competent authority, NMMC or any other government/semi government departments due to non-compliance of law, rule or regulation or arising out of the work carried out by the occupant.
4. The application pertaining to the interior renovation, only the members/flat owners shall be entertained, the occupants and/or lease holders are not eligible to apply for carrying out any interior renovation work.
5. Any dispute is subject to Navi Mumbai Jurisdiction only.

#### **25.1 PERMISSION FOR CIVIL WORK - PROCEDURE**

- Owners desiring to undertake renovation work in their flats are required to apply for permission to carry out renovation work in their flats;
- On receipt of application, SEL office shall check:-
  - i) Scope of work is properly defined;
  - ii) Lay out Plan for proposed changes are enclosed;
  - iii) Name of the Contractor and whether contractor is registered with SEL
  - iv) Civil Consultant/Maintenance Manager /Supervisors to visit the site;
  - v) Scope of work and layout plan papers to be put up for approval of Lead Director;
  - vi) Based on the remarks given by the Civil Consultant - CEM/Maintenance Manager to grant/refuse permission to start the work.
- After the permission to carry out the work is granted, following procedure will be carried out by SEL:-

- a) Daily inspection of the site by Building Supervisor;
  - b) Weekly inspection of site by Maintenance Manager;
  - c) Fortnightly inspection of site by CEM
  - d) Final inspection jointly by CEM/ Maintenance Manager/Building Supervisor.
- **In case of violation of rule by the contractor/member, SEL will:-**
    - i) Maintenance staff will verbally ask to rectify the violation;
    - ii) If not done in 3 days, SEL will advise in writing and stop entry of workers inside the Complex; and
    - iii) After 10 days, initiate Legal notice through company's Advocate.
- **Completion Certificate:**
    - a) Civil Consultant shall issue certificate of stability and completion;
    - b) Refund of security deposit of Flat owner shall be processed only after receiving completion certificate from the consultant and after making deductions as per the prevailing rules.
- \* Contractor undertaking any contract in SEL should be registered with SEL.
- **Security Deposit (Interest Free):**
    - i) For Minor repairs: Rs.20,000/- and period up to 2 months
    - ii) For Major Renovation works: Rs.1,00,000/- by owner or period exceeding 2 months.

## **25.2 RULES**

- a) Work to be carried out during permitted hours, viz.:
  - i) Between 8.00 am to 7.00 pm (**By 7.30 pm workers should be out of Complex**);
- b) **Silent Hours: 2 to 4 pm & 6 to 7 pm.** Noisy work, such as breaking, banging and floor/furniture polishing by machines is not permitted.
- c) Residents should refrain from ordering truck-loads of sand, cement, tiles, etc., as the SEL is not in a position to offer any place for storing huge quantity of material in the premises. The materials should be shifted immediately into the flats.

- d) Any damage caused to SEL property shall be charged to the Resident concerned. During power cut when only one lift is working in a building, no material / furniture will be carried in the lift.
- e) Contractor will be solely responsible for safety and actions of his workers.
- f) SEL will escort off the workmen if SEL discovers workers engaging in objectionable or unlawful activities.
- g) Residents should clearly advise contractors/labourers that smoking, loitering, cooking, spitting, littering or consuming alcohol is not allowed inside complex.
- h) The owner is required to take all necessary precautions, including adequate insurance, locking mechanism during fit-put period, if this is required. SEL shall not take any liability for loss of life or damage to property including theft of building materials, equipment or supplies etc.

### **25.3 MINOR WORK IN FLATS**

- Residents desiring to carryout minor repair work in their flats are required to submit application on the prescribed format as per **Annexure –6.1.1** and give a joint undertaking on the prescribed format to the Admin Office. as per **Annexure – 6.1.2)**
- Thereupon, SEL will issue permission, as per format attached as **Annexure – 6.1.3.**

### **25.4 MAJOR REPAIRS/RENOVATION WORK IN FLATS**

- Residents desiring to carryout MAJOR REPAIRS/RENOVATION WORK in their flats are required to submit to the Admin Office application on the prescribed format (as per **Annexure –6.2.1)** and an undertaking (as per **Annexure – 6.2.2).**
- Thereupon, SEL will issue NOC/Permit, as per format attached as **Annexure – 6.2.3.**

### **26. MOVING IN – PROCEDURE**

1. To report to the SEL office at least 2 working days before the date and time of planned move (permitted between 8 AM and 6 PM) along with the following documents:

- i) An application addressed to the CEM for moving-in;
- ii) A refundable cheque / DD of Rs.5000/- in favour of SEL. and moving-in charges Rs.5000/-. GST-18% extra as applicable.

**2. Documents required:**

**(a) Owners/Power Attorney Holders:**

- i) Copy of Transfer letter / Possession receipt, Agreement of Sale;
- ii) 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/Aadhar/pan card or signature verification certificate from banker (for Power of Attorney).
- iii) Form for pet's data given at the end of this paragraph.

**(b) Lessee/Tenants/Paying Guests:**

- i) Prior permission has to be obtained from SEL office for letting out a flat on rent or for accommodating Paying Guests. Permission is granted depending on the credentials of the proposed users/tenants and on conforming to terms of SEL. In any case, flats let out should only be used for residential purposes. Use of premises for Guest House or for a marriage party is not permitted.
- ii) The licensee is considered as a nominal member of the SEL and will be bound by the rules framed by the SEL from time to time. Fines imposed for any breach of SEL rules will be recovered from the Licensee and/or Licensor.
- iii) As regards the flats belonging to the corporate body, the change of occupants must be communicated to SEL Office.
- iv) Copy of Lease & License Agreement;
- v) Copy of Passport / PAN/Aadhar Card or signature verification certificate from banker (of lessee / tenant);
- vi) NOC for Lessee/Tenant is compulsory from NRI Police station.
- vii) Form for Pet's data given at the end of this paragraph



- viii) Owner should take necessary action in case a tenant does not comply with rules and regulations and other residents object for his unacceptable conduct.
- ix) Owner should ensure that (a) the tenant does not damage any common area assets (b) he does not carry out any alteration in common areas or in the flat as it requires consent of the owner and (c) tenant does not allow any stranger/ labourer/contractor to stay in the apartment. If required, the owner should terminate the leave and license agreement.
- x) Owner shall be solely responsible explaining all the rules and regulations of SEL to tenant and for all the acts and/or omissions of the tenant.
- xi) Owner has to provide following undertakings that:
  - (a) On his failure to get vacant possession of the flat or part thereof on expiry of the period of leave and license or care-taking basis, owner shall meet the cost of the legal proceedings required to be incurred by SEL if made a party to legal action against sublet/ licensee / caretaker,
  - (b) he shall pay the charges of the SEL every month during the period of sub-letting, license etc.;

**(c) Corporates:**

- i) Allotment letter from Company;
  - ii) Copy of Identity card;
  - iii) Form for Pet's data given at the end of this paragraph.
3. M & R charges to be cleared --- up to date.
  4. All members must obtain written prior approval for moving in from SEL office.
  5. Submit 4 passport size photos of self and each member of the family staying in the complex for entry pass and Club membership. If not done before moving IN, all new residents must take their Residents passes within one week of moving IN.
  6. Moving in the Complex is permitted between 8 AM to 6 PM on all days and all the activities must close by 8 PM. No request from members or their agents will be entertained for moving in on urgent basis, if the criteria are not met.

7. Security Supervisor and Attendant for the building will inspect lift, staircases, tube lights etc. up to the desired floor before allowing luggage to be taken in and will note any damage already existing and counter signed by the member moving in.
8. No heavy items e.g., furniture, refrigerators, TVs etc. beyond the dimension of 3'-6" Lx, 2'-9" Wx and 5'8" H are permitted to be carried in the lifts. Items weighing beyond 50 Kg are also not to be taken in the lift. No luggage shall be allowed in the lifts during power cut or when the lifts are on emergency power. Persons moving in are to ensure that no damage takes place to the staircase and lifts; otherwise, the amount of damage will be recovered from the deposit.
9. Building Attendant should not be asked to lift luggage.
10. Security Supervisor and Security Guards will re-inspect the lift, staircase, etc. and report damages, if any, in writing with countersignature of the member moving in for recovery of cost of damaged items.
11. After moving-in, an application for refund of cheque / DD should be submitted to the SEL office.

FORM FOR PET'S DATA  
One form for one pet only  
Please fill NIL if there are no pets

NMMC LICENSE NUMBER	
NAME OF PET	
TYPE OF PET- DOG/CAT/ETC	
FLAT NUMBER	
DATE OF BIRTH	
GENDER	
BREED	
COLOUR DESCRIPTION	
DATE OF LAST ANTI RABIES VACCINATION	
In case the flat is under lease, signature of lessor for consent to allow the lessee to keep a pet in the leased flat.	I allow the lessee to keep the pet.  Signature of the Lessor with date

Signature of the Resident with date

**27. MOVING OUT - PROCEDURE**

1. To report to the office of the Estates Manager at least 2 working days before the date and time of planned move (permitted between 8 am and 6 pm) along with the following documents:
  - a. An application addressed to the Estates Manager for moving out;
  - b. Authorization letter from the owner (if tenant is moving out) stating he acknowledges Lessee / Tenant moving out;
  - c. Transfer letter/ lease agreement Xerox copies only;
  - d. Return all Resident, Employee, Entry Pass and Club Membership Card of all family members to SEL office;
  - e. A refundable cheque/DD of Rs.5000/- in favour of SEL and for owner and corporate, moving out charges of Rs.5000/- (plus 18% GST as applicable);
  - f. Copy of passport or Election Id Card or Aadhar card is required;
  - g. 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).
2. M & R charges are cleared up-to-date.
3. Members who are moving out, with due approval from SEL, must return their entry passes and car stickers.
4. Moving out from the complex is permitted between 8:00AM to 6:00 PM except on Sundays and all the activities must end by 8 PM. These timings are to be strictly adhered to by all.
5. Roving Security Supervisor and 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 out.
6. No heavy items e.g., furniture, refrigerators, TVs etc. beyond the dimension of 3'-6" L x 2'-9" W x 5'8" H are permitted to be taken in the lifts. Item weighting beyond 50 Kg's is also not to be taken in the lift. No luggage shall

- be allowed in the lifts during power cut or when the lifts are on emergency power.
7. Persons moving out will be responsible for any damage to the staircases and lifts and appropriate amount will be deducted from the deposit.
  8. After Moving OUT is completed, a written application addressed to the Chief Estates Manager for refund is to be submitted at the office.
  9. Building Attendant or any other staff of SEL is not to be used for lifting the luggage. If any staff member is found lifting the luggage, his services will be terminated.
  10. Resident has to remove all his cars/two wheelers/bicycles from the Complex.
  11. Security Supervisor and Building Attendant are to re-inspect the lift, stair cases and lifts etc. and report damage if any in writing with countersignature of the member moving out for affecting recovery of cost of damaged items. No request from members or their agents will be entertained for moving out on urgent basis, if the criteria are not met.
  12. Security Officer is to ensure strict compliance of above instructions.

## **28. RULES FOR INTERNAL LEAKAGE AND REPAIRS**

Rules relating to internal leakages are as under:

- (i) In case of leakage due to damage from common area like common terrace, common pipelines etc., work will be carried out by SEL and all expenses will be borne by SEL.
- (ii) In case the leakage is because of the renovation/modification work carried out by upper floor Resident, the upper floor Resident has to rectify the damage within 15 days of reporting and bear the total repair cost.
- (iii) Even in case where no renovation / modification was carried out till date, if the leakage is due to non-maintenance of flat resulting in leaky concealed water carrying pipelines, leaky bathroom fitting like taps, overhead / hand showers, toilet pots, worn out doors etc. the expenses have to be borne by upper floor owners.
- (iv) SEL will always act as a facilitator.
- (v) In order to facilitate residents, if pipelines are covered by resident and required to be broken for repair work, SEL will not restore it to normal nor share any expenses incurred.
- (vi) SEL management will not take any responsibility for any kind of dispute between the parties but might extend all lawful help to the aggrieved resident.

## **29. SALE / PURCHASE / TRANSFER OF FLATS**

- Request for NOC is to be submitted to SEL by **Purchaser** as per format attached as **Annexure – 7.1.1.**
- An Affidavit-cum-Undertaking on Rs.100 Stamp Paper (duly notarized) is also to be submitted by **Purchaser** to SEL, as per format attached as **Annexure – 7.1.2.**
- An application for Bank Mortgage NOC has to be submitted by **Purchaser**, as per format attached as **Annexure – 7.1.3.**
- Request for NOC is to be submitted to SEL by **Seller** as per format attached as **Annexure –7.2.1.**
- An Affidavit-cum-Undertaking on Rs.100 Stamp Paper (duly notarized) is also to be submitted by **Seller** to SEL, as per format attached as **Annexure – 7.2.2.**
- An Affidavit-cum-Undertaking for Bank Mortgage NOC has to be submitted by **Seller**, as per format attached as **Annexure – 7.2.3.**
- An Indemnity Bond on Rs.500 Stamp Paper (duly notarized) is also required to be submitted by **Seller** to SEL, as per format attached as **Annexure – 7.2.4.**
- **Transfer Charges:**
  - (a) Flat: Rs.800/M<sup>2</sup>
  - (b) Shop: Rs.800/M<sup>2</sup>
- **Charges for change of name in case of death: Rs.5000/-**
- **Charges for issue of Bank NOC: Rs.5000/-**

### **30. TRANSFER OF SHARES**

Both Seller and Buyer to ensure that transfer of entire 2000 shares through De-mat only

### **31. ADDITION / DELETION OF NAME**

#### **31.1 Addition of Name:**

- Request for NOC is to be submitted to SEL as per format attached as **Annexure – 8.1.1.**
- An Affidavit on Rs.100 Stamp Paper (duly notarized) is also to be submitted, as per format attached as **Annexure – 8.1.2.**
- An Indemnity Bond on Rs.500 Stamp Paper (duly notarized) is to be submitted, as per format attached as **Annexure – 8.1.3.**
- **Charges for addition of name: Rs.400/M<sup>2</sup>.**

### **31.2 Deletion of Name:**

- Request for NOC is to be submitted to SEL as per format attached as **Annexure – 8.2.1.**
- An Affidavit on Rs.100 Stamp Paper (duly notarized) is also to be submitted, as per format attached as **Annexure – 8.2.2.**
- An Indemnity Bond on Rs.500 Stamp Paper (duly notarized) is to be submitted, as per format attached as **Annexure –8.2.3.**
- **Charges for Deletion of Name: Rs.5000/-**

### **32. NOMINEE APPOINTMENT/ADDITION/DELETION**

- Appointment of Nominee is mandatory. Residents are requested to appoint the Nominee in case they have not done so far.
- Request for registration/appointment of Nominee from the Owner of the Flat is to be submitted to SEL along with Form 2B as per format attached as **Annexure – 9.1 and 9.2.**
- An Affidavit-cum-Undertaking on Rs.100 Stamp Paper (duly notarized) is also to be submitted, as per format attached as **Annexure – 9.3.**
- Request for registration/appointment of Nominee (from the intending Nominee) is to be submitted to SEL as per format attached as **Annexure – 9.4.**

### **33. ISSUE OF DUPLICATE SHARE CERTIFICATE**

- Request for issue of duplicate Share Certificate along with Indemnity Bond on Rs.500 Stamp Paper (duly notarized) to be submitted to SEL as per formats attached as **Annexure –10.1&10.2.**
- Request to be submitted to NRI Police Station, Belapur for lodging FIR for loss of original Share Certificate, as per format attached as **Annexure – 10.3.**
- An advertisement is to be made in Newspaper for loss of original Share Certificate, as per format attached as **Annexure – 10.4.**
- **Charges for Issue of Duplicate Share Certificate: Rs.5000/-**

#### **34. GIFT OF SHARES/FLAT TO FAMILY MEMBERS**

- Request for NOC is to be submitted to SEL by **Donor** as per format attached as **Annexure – 11.1.1.**
- An Affidavit-cum-Undertaking on Rs.100 Stamp Paper (duly notarized) is also to be submitted by **Donor** to SEL, as per format attached as **Annexure – 11.1.2.**
- An Indemnity Bond on Rs.500 Stamp Paper (duly notarized) is also required to be submitted by **Donor** to SEL, as per format attached as **Annexure – 11.1.3.**
- Request for NOC is to be submitted to SEL by **Donee** as per format attached as **Annexure –11.2.1.**
- An Affidavit-cum-Undertaking on Rs.100 Stamp Paper (duly notarized) is also to be submitted by **Donee**, as per format attached as **Annexure – 11.2.2.**
- **Charges for Gift Deed: Rs.400/M<sup>2</sup>.**

#### **35. PROCEDURE ADOPTED FOR CHANGE IN OWNERSHIP OF FLAT**

- SEL provides NOC after approval from SEL's Advocate;
- Thereafter Owner has to submit the NOC to CIDCO;
- After receipt of Transfer Order from CIDCO, flat is transferred and Share Certificate is issued in the name of new Owner.

- At the end of Financial Year, list of new Owner is sent to Registrar of Companies.

### **36. List of Miscellaneous Charges**

S No.	Nature of facility	Charges
1	Sale NOC per Sq. Mtr. for Flats and Shops	Rs. 800/-
2	Bank NOC for Flats & Shops	Rs. 5,000/-
3	Issue of duplicate share certificate	Rs. 5000/-
4	Gift NOC per Sq Mtr for Flat & Shops	Rs. 400/-
5	Nominee NOC – Flat & Shops	Rs. 10,000/-
6	Any Other NOC per Sq Mtr for Flats and Shops	Rs. 400/-
7	Duct Room	Rs. 400 per month

### **OTHER PRECAUTIONARY MEASURES & SYSTEMS**

#### **36. FIRE FIGHTING - DO'S & DON'TS**

##### **(A) Do's**

- Immediately on noticing the fire, shout 'Fire Fire' at top of your voice and try to attract others' attention on your way to the scene of fire;
- Try to put-off the fire with the nearest appropriate type of Fire Extinguishers. ABC type fire extinguisher for general fire and CO<sub>2</sub> fire extinguisher for electrical fire. So long as the pressure indicator is on green, the fire extinguisher is in good working condition. Expiry date is renewed after periodical inspection.
- Acquaint yourself with the layout of the escape routes, staircases, refuge areas and the location of fire alarms.
- Familiarise yourself and family members with the use of different types of Fire Extinguishers installed in the buildings. Residents should also report to the Fire Officer if there is loss of pressure seen on the fire extinguishers on their floors.
- Always keep the doors leading to staircase closed. This is legal requirement.



- vi) To prevent use of lifts, they should be sent to the ground floor and switched off.
- vii) Participate in evacuation drills.
- viii) Irrespective of the magnitude of fire, summon the Fire Brigade at the earliest;
- ix) In case of fire, guide the Fire Brigade Department personnel to the location and extent of fire, information about trapped persons, if any, and provide any other information Fire Brigade may request.

**(B) Don'ts**

- i) Do not run in panic. Fire-Fighting team should approach the scene in quickest possible time;
- ii) Do not tamper with any machinery during fire-fighting. Leave them for authorised personnel. The person who reaches first at the scene of fire should make sure that no one is trapped;
- iii) Do not tamper with equipment, if you do not know its operation;
- iv) Do not use water on oil and electrical fire. Arrange to switch off the supply in case of electrical fire;
- v) Do not allow storages or obstructions in the common corridors and staircases. These exit routes should be kept always clear to help easy escape in case of fire;
- vi) Do not allow the Fire doors of the staircases to be kept open. These should always be kept closed. In case of fire, heat and smoke enters the staircases and prevents the escape of people;
- vii) In case of fire, do not use LIFTS for escape. They may fail midway trapping people inside;
- viii) Do not allow Electric Meter ducts to be used as storages, dumping places. They are potential fire hazards;
- ix) During Diwali Season, do not keep any combustibles in the balconies. Do not dry clothes in the balconies or outside the building line. Flying crackers can cause serious fires;

- x) Do not use the stilt parking for any purpose other than permitted purpose. Open electrical ducts through the height of the building enable the fire to spread from one floor to another. These should be sealed at each floor slab level;
- xi) Never paint or coat fire detectors or sprinkler heads as they will become ineffective;
- xii) Do not re-enter the fire affected building to collect the valuables or for any other purpose. It may cost your life;
- xiii) Do not decorate walls and ceilings of common corridors with combustible material such as wooden panelling etc. They create unwarranted fire risk in the escape route in case of fire;
- xiv) Do not allow Fire-fighting tanks to be misused or remain empty. Do not block access to the tanks. These may be needed for use at any moment;
- xv) Avoid damage to wet riser system. It has been provided to extinguish/check spread of fire before arrival of Fire Brigade. It's good maintenance ensures public safety;
- xvi) Do not 'switch off' Fire/Smoke Detection System. This may lead to fire remaining unnoticed till it assumed large magnitude;
- xvii) Do not 'switch off' electricity of the entire building in the event of a fire. This will cause stoppage of all the fire protection and fire-fighting system installed in the building.

### **37. GARDENS**

- SEL has a good designed landscape and kept the gardens green and with flowery plants/shrubs. It endeavours not only to maintain a good ambience but also improve it. The vision is to make SEL the 'Greenest' Housing Complex. Even the young children are encouraged to get involved in green initiatives.
- **Tree Plantation:** SEL has taken land on lease from CIDCO on its periphery, where Palm and Coconut trees have been planted and the area kept green. SEL has developed a nursery of flowers which provides good colour and shade. Every year children are involved during the monsoon on tree plantation drive around the Complex.

### **38. RAIN WATER HARVESTING (RWH)**

- In order to maintain the gardens and to supplement the water supply SEL has started a pilot project on RWH. The current RWH project, with the help of technical advice from Eureka Forbes, has enabled to find fresh water in 3 wells. They have been connected to storm water drains which have been suitably modified to recharge the ground water.
- STP Water: NMMC has given a connection from its Nerul STP to SEL for gardening, car washing and other non-potable purposes.

### **39. WATER CONSERVATION**

- NMMC has rationed the water supply. In order to conserve water, many residents installed PRVs (Pressure Reducing Valves) in their flats. Those owners who have as yet not installed should contact Help Desk and get the same installed to contribute towards conserving water.
- In case of defective flush valves, residents should get them replaced immediately. Failure to do so attracts a daily penalty of Rs.5000. Residents shall have to buy the flush valve at their cost. Contact Helpdesk for fixing Flush valve free of cost
  
- Please ensure that all the water taps are closed before locking and leaving their flats. Any damage caused to other nearby floors/flats due to overflow will be charged to concerned flat owners;
  
- Please report and highlight any seepage and leakages for immediate attention.

### **40. FREQUENCY FOR CHECKING OF INSTALLATIONS**

- |                                       |   |                  |
|---------------------------------------|---|------------------|
| a) Fire Fighting                      | : | Once a month     |
| b) Fire Alarm                         | : | Once a month     |
| c) Generator                          | : | 4 times a month  |
| d) Cleaning of underground water tank | : | Once in 6 months |
| e) Fire Extinguishers                 | : | Once in 6 months |

#### **Note:**

Fumigation of the entire common areas of the building, including the garbage/debris chutes/rooms is carried out once a week while treatment for rodent and other insect control is carried out on monthly basis. The stilt parking / DG rooms are also treated at that time.

## **RECREATION FACILITIES**

### **41. SWIMMING POOL**

<b>Timings:</b>	6.00 am to 11.00 am	-	Daily
	4.00 pm to 9.30 pm	-	Daily
	Monday	-	Off – For Maintenance/ Cleaning activities

#### **Rules & Regulations:**

1. Swimming Pool is open only for the residents of SEL. Separate guest pass is to be obtained for guests from the clubhouse reception. Guest fee: Rs.100 per guest.
2. Children below 10 years are not permitted to swim alone; they should be accompanied by adults.
3. Swimming trunks/cap/costume is compulsory for entering the swimming pool.
4. Residents with infectious / skin diseases will not be allowed for swimming.
5. Those, who are not proficient in swimming, may please inform accordingly to the lifeguard in their own interest.
6. It is compulsory to follow the instructions of the lifeguard.
7. SWIMMING IS ENTIRELY AT YOUR OWN RISK.

### **42. BADMINTON AND TENNIS COURTS**

<b>Timings:</b>	
Badminton	5.00 am to 11.00 pm
Tennis	5.00 am to 9.30 pm

#### **Rules & Regulations:**

1. Use of Courts is restricted to the SEL residents. Under no circumstances, friends and outsiders are allowed to use the facilities.

2. Non-marking, gum or canvas shoes to be worn for playing. Playing barefoot or in any other footwear is prohibited;
3. Fixed time slot is booked only for the coaching classes. Generally the badminton court is used by:
  - i) Ladies after 11 am;
  - ii) School children play and take coaching during day and before 7.30 pm;
  - iii) College and Office goes play before 9.30 am and after 7.30 pm;
4. Last players on the court are expected to switch off the lights when they leave.
5. Rules as displayed on site are applicable to users.

#### **43. FITNESS CENTRE (GYM)**

Renovated Fitness Centre with brand new imported equipment has been opened with effect from 15<sup>th</sup> June, 2016, where services of trained and certified instructors are also available.

<b>Timings:</b>	6.00 am to 11.00 am	-	Daily
	5.00 pm to 10.00 pm	-	Daily
	Mondays & National Holidays	-	Off

#### **Rules & Regulations:**

1. The facility is for residents only. Outsiders are not allowed to enter gym under any circumstances. Residents are not allowed to bring in their own personal trainers.
2. Anyone starting to use the Fitness Centre (FC) has to register by filling the form in the SEL office. (Copy of Form is attached as **Annexure – 12.**)
3. In case there are members in waiting for the tread mill then each member will be allowed a maximum of 15 minutes on the tread mill.

#### **DO'S AND DON'TS FITNESS CENTRE.**

- Members are requested to consult their physician before starting any exercise program.
- Do not exercise on empty stomach. Have a fruit / light snacks at least half an hour before exercise.
- Members are required to attire themselves in standard gear for exercising. Jeans/bare feet /outdoor shoes will not be allowed.
- Members must wear separate clean pair of sports shoes in the fitness centre.
- Make sure to drink water before, during and after exercise.

- Members are requested to carry their own big towel/napkin to be placed on benches when they exercise and wipe the sweat of equipment after use to maintain hygiene.
- Cool down/stretch after exercise, it helps relax your body & mind.
- Please follow the instructions given by the trainers for optimum results.
- Anyone unfamiliar with the equipment must ask the trainer for assistance.
- Do not remain on equipment after use even if you intend to use the same equipment again.
- Replace free weights/bars/dumbbells back in respective racks.
- Usage time on cardio equipment's may be restricted during peak hours.
- Do not talk on mobile phone while walking/running on treadmill.
- Members must ensure that they will not do anything to risk injury to themselves or others.
- Members must get the exercise cards signed by the fitness centre staff whenever they use the facility.
- Do not leave valuables in the fitness centre or in the locker room. The fitness centre is not responsible for theft of belongings.
- Music in the fitness centre is a privilege. The volume is to be kept at an appropriate level.
- The fitness centre staffs are to be obeyed and they are not liable for any act or deed done as part of their duty to maintain discipline in the fitness centre.
- SEL or its authorised representative shall not be responsible for any kind of injury including loss of life during use of equipment or after.

#### **44. YOGA AND DANCE HALL BOOKING**

Requisite format to book the Hall is attached as **Annexure – 13**. It contains all information on timings, terms and conditions, etc. for booking of Yoga and Dance Hall.

#### **45. LIST OF COACHES AND INSTRUCTORS**

Residents are advised to pay the charges by crossed cheque in favour of SEL.

	<b>Coach /Instructor Name</b>	<b>Facility</b>	<b>Mob: No .</b>
1	Mrs.Anita Mehra	Yoga	9821124606
2	Mr.Mahesh Desai	Yoga	9769315233
3	Mrs. Loveleen Anand	Art of Living	9833036809
4	Mr. Shrikant	Lawn tennis	9921510729
5	Mr.Nilesh Manohar	Karate	9272566277
6	Mr.Elton D Souza	Foot Ball	9833319631
7	Mr.Makrant	Gymnasium	9967597631

8	Mr.Manoj & Sanjay	Swimming	8097122453
9	Mr. Umedh Sawant	Basket ball	7021809869
10	Mr. Ashok Chandara	Dance	9594344853
11	M/S Soul To sole	Dance	9820215411
12	Mr.Vishal sharma	Badminton	8369876962
13	Mrs.Shweta	Kathak	9619457577

#### **46. GUEST HOUSE BOOKING**

**(a) For Guests:**

Requisite format to book the room is attached as **Annexure – 14.1**. It contains details on terms and conditions for booking of rooms.

**(b) For Resident (for Flat under Renovation):**

Requisite format to book the room is attached as **Annexure – 14.2**. It contains details on terms and conditions for booking of rooms.

### **CELEBRATION FACILITIES**

#### **47. CLUB HOUSE LAWN BOOKING**

Requisite format to book the Club House Lawn is attached as **Annexure – 15**. It contains details on terms and conditions for booking of Club House Lawn.

#### **48. CLUB HOUSE MINI LAWN BOOKING**

Requisite format to book the Club House Mini Lawn is attached as **Annexure – 16**. It contains details on terms and conditions for booking of Club House Lawn.

#### **49. MINI PARTY HALL BOOKING**

Requisite format to book the Mini Party Hall is attached as **Annexure –17**. It contains details on terms and conditions for booking of Mini Party Hall.

#### **50. BOOKING OF SPACE BY VENDORS**

SEL allows use of space to various vendors inside the Complex for publicity/marketing of their products on payment of per day charges. SEL merely provides space and does not take any responsibility for the vendors and the quality, value, price, brand or genuineness of the marketed products.

#### **51. NANA-NANI PARK BOOKING**

Requisite format to book the Club House Lawn is attached as **Annexure - 18.** It contains details on terms and conditions for booking of Nana Nani Park.

#### **52. COMMUNITY HALL**

Opposite restaurant, a non-AC community hall to accommodate about 150 persons has been opened in June 2017. Residents can book the hall for functions and celebrations etc. on payment. Requisite format to book the Community Hall is attached as Annexure – 19. It contains details on terms and conditions for booking of Community Hall.

#### **53. ACTIVITY ROOMS ADJOINING GUEST ROOMS BUILDING**

Activity rooms in the Annexe building adjoining Guest Rooms can be booked for coaching on payment of Rs.100 per hour by residents and Rs.150 per hour by other than residents. The discount as applicable in the case of Mini Party Hall will be available for booking of activity rooms as well.

#### **54. Cost Free Use of Spaces / Facilities for Community Purposes**

Residents desirous of booking of various spaces and facilities for community purposes are entitled to seek them free of any charge. The relevant application form is furnished in Annexure 20.

#### **55. SENIOR CITIZENS FORUM**

There is a vibrant senior citizens forum which meets frequently for participation on a variety of events concerning learning Marathi, singing & music, knowledge, health, skills, religion, sharing birthdays, going on short outings, etc. The group is well supported by several young and active members of the Complex. Senior citizens group has been allowed free use of Community Hall along with overhead projector on first Wednesday of the month for lecture session by medical practitioners of repute as well as on last Monday of the month for birthday celebrations of seniors and also for one hour on every Saturday of the month for free yoga practice in the mini party hall.

### **SHAREHOLDERS' SECTION**

#### **56. How to read Annual Reports and Budgets**

Over the period of time the annual report has evolved both in line with the change in Companies Act whereby lot more information sharing and transparency is prescribed as also the consecutive Boards have included items that are both informative as also brings alignment on specific projects and priorities.

The gist of how to read and assimilate these is covered here. We have not covered majority of the statutory requirements, e.g., explanatory statement to the agendas as covered in Notice, the statistics to be given in board reports, the statutory cash flow to be attached with final accounts, auditors report etc. Our focus here is on specific items that have specific information for members which they may find useful.



## Profit and Loss account and balance sheet

This needs a specific mention, as given the nature of SEL organization. The total receipts and expenses are bifurcated in two parts. Under the concept of mutuality whatever we collect from members and collectively spend for the member services including upkeep, renovation and maintenance of common amenities is not routed through profit and loss account. These receipts and payments against the same are treated as liabilities or in other words, funds held on behalf of members and hence not routed through profit and loss account. You can see these receipts and payments against the same in a schedule to the balance sheet, which is generally numbered schedule xx and named '----'. The incomes which come from non-members like interest on fixed deposits, mobile tower rentals etc are taken to profit and loss account. Against these, the expenses incurred to earn these and the general corporate format related expenses including company secretary, internal auditor, statutory auditor payments etc are debited in the profit and loss account. These are also considered for the income tax liability and a provision is made for it.

## Major projects report

Last few years, your Board has added this very useful report which gives the key aspects of the major projects executed. This gives an update to members and improves transparency.

## Cash flows and budgets –

To most members this is the most useful summery, which brings together all fund flows at one place in a very simple, logical and comparable format. This has four major sections apart from the top summary:

Incomes,  
Regular revenue expenses,  
Major projects and  
Purchase of fixed assets.

It also contains last 4 years actual along with current year i.e. the financial year under review, approved budgets compared to actuals. It has the running year and next two years projections. Three terms are used

Forecast,  
BE i.e. Budgetary Estimates,  
RE i.e. Revised Estimates compared to actuals.

In the annual report for 2016, there will be actual for the financial years ending 2012, 2013, 2014 & 2015, the last AGM approved budgets and the actual for the financial year ending 31/03/2016, Revised estimates for the running year i.e. 31/03/2017 as well as from the previous report the Budgetary estimates for the same year and the forecast

budgets for the financial year ending 31/03/2018. On and from the annual report of 2016, this too now has a brief explanatory note attached to it, which makes it easier for the members to assimilate and understand the same and the variations as applicable.

This is for approval of the members and a resolution to this effect is always a part of the agenda.

The Board of Directors is empowered to incur the expenditure necessary to maintain the complex and recover the same from the members pro rata to the floor area of each flat. Companies Act or the Articles of Association does not place any restrictions and limits in this regard. However, considering the fact that all expenditure was met by the members' contributions, it was thought appropriate to consult them in advance before committing/ incurring any major expenditure. With this in view a budget is prepared for a three year period and placed before the members for their approval at every AGM.

## **57. AGM Notice, Voting and Nominations**

### **Annual General Meeting**

Normally AGM is held in September every year. It can be held on any day including Sunday but excluding National Holidays i.e. Republic Day, 26<sup>th</sup> January, Independence Day, 15<sup>th</sup> August, Gandhi Jayanti, 2<sup>nd</sup> October and Maharashtra Day, 1<sup>st</sup> May.

### **Notice**

Notice of AGM is sent to members at the address registered with SEL by email and in absence of email, by courier at least 21 clear days in advance of the meeting. The day of sending the Notice and day of meeting is not counted. In case Notice is sent by courier, an additional two days is provided for service of Notice. SEL hold the proof of sending till next AGM. Non receipt of Notice by any member does not invalidate the proceedings of the meeting.

### **Agenda**

AGM agenda has Ordinary Business that transact (a) consideration of financial statements and reports of Board of Directors and Statutory auditors, (b) appointment of directors in place of retiring directors, and (c) appointment of auditors and fixing their remuneration. Special Business means business other than Ordinary business.

### **Extra-ordinary General Meeting**

The Board of Directors can call an EoGM also any time.

The members can also requisition EoGM provided such members hold one-tenth of the paid-up share capital carrying voting rights.

### **Chairman**

The Chairman will be seated within 15 minutes of the appointed time for holding meeting. Normally Auditors, Company Secretary and all Directors are required to attend the AGM. Presence of 15 members (excluding proxies) is required for the quorum. The chairman ensures that only such business as has been set out in the Notice is transacted. He explains the objective and implications of the resolutions. He provides a fair opportunity to members to seek clarifications and/or offer comments related to items of business. No items of business other than those specified in the Notice can be taken at the AGM. Every resolution is proposed by a member and seconded by another member.

### **Proxy**

A proxy can act on behalf of members not exceeding 50 members. Undated or unstamped or under stamped proxies or proxies upon which the stamps have not been cancelled are invalid. If any member has given multiple proxies for the same holding, the proxy which is dated last is considered valid; if they bear the same date without specific mention of time, all such proxies are treated as invalid. In case of joint membership, proxy can be signed by any member. Proxy form must be deposited 48 hours before the start of the AGM. When a member appoints a proxy and both the member and proxy attend the meeting, the proxy stands automatically revoked.

### **Voting**

A member has voting rights in proportion to his share in the paid up equity capital of the SEL. Members can e-vote and if not e-voted, can vote by ballot at the AGM. Those who e-voted can attend but are prohibited to vote again at the AGM.

### **E-voting**

SEL has engaged the services of Central Depository Services (I) Limited (CDSL) for providing e-voting facility to all its members. CDSL forwards the User ID and password to members direct by email or courier. The facility of e-voting remains open for at least 3 days and closes at 5 pm on the day preceding the date of AGM. To e-vote, log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com), click on 'Shareholders' and enter your User ID, password and submit. Thereafter, click on EVSN of SEL and voting page will open to see the resolution descriptions against which you select the option of Yes for assent or No for dissent. Click on Submit. Lastly, Confirm and once done, you cannot modify your vote.

The practicing Company Secretary who is appointed as the scrutinizer processes the votes and hand over the results to the Chairman for declaration.

### **Nomination for Directorship**

A person desirous of becoming director of SEL can submit a Nomination Form along with Consent to act as a Director. A copy of form etc. is given in the Annual Report. The person should have a Director Identification Number and needs to make a deposit of Rs. 1 lakh. The deposit is subject to forfeiture if the applicant fails to secure one fourth of the valid votes polled at the AGM.

## 8. EMERGENCY HELP LINE NUMBERS

S. No.	Areas/Departments	Contact Nos.
1	For all emergency helps like hospitals/blood banks/ambulance services: <b>Just Dial:</b>	6999 9999
2	<b>Fire Services:</b> a) Fire Brigade Control Room b) CBD Fire station c) Kalamboli Fire Station	101 27572111 / 101 27420138
3	<b>Police Control Navi Mumbai:</b> a) Call Alert (Crime Branch) b) CBD c) Nerul d) Vashi e) NRI	103 27580255 27792324/27702324 27820346 27564404
4	Disaster Management	22040804
5	Pollution Control Board CBD	27572739
6	<b>Hospitals:</b> a) Heart Brigade b) JJ Hospital c) Cooper Hospital d) Rajawadi Hospital e) Bhagwati Hospital f) St.George Hospital g) GT Hospital h) KEM Hospital i) Sion Hospital j) St. George Hosp. Blood Bank k) JJ Hospital Blood Bank l) KEM Hospital Blood Bank <b>Hospitals (at Navi Mumbai):</b> a) Dilip Rane's Hospital, Vashi b) ESIS, Vashi c) Apollo Hospitals d) NMMC Hospital e) MGM Hospital, Vashi f) MGM Hospital, Belapur g) MGM Hospital, Kamothe h) New Bombay Hospital, Vashi i) Punjab Kesri Hospital, Vashi j) Shushrusha Hospital, Nerul k) Sterling Wockhardt Hospital, Vashi	105 23735555 26207254 / 26207256 25094149 28932461 22620242 22630553 24131763 24076541 22620344 23739400 24135189  27661356 27821405 1066 27823190 27822203/27651135 27570219 27427900 27683777 27652478 27722506 66804444
	<b>Ambulance</b>	27822203/27571010

	<b>NMMC Water Supply</b>	27711477/9324732371
	<b>MSEDCL (Nerul)</b>	27703693
7	<b>Transport:</b> a) RTO – Navi Mumbai b) Complaint against Autos c) Cool Cab (not in Navi Mumbai) d) Meru Cabs	27650701 9969854555 9821166890 44224422
8	<b>Gas:</b> a) Hindustan Petroleum b) LPG Leakage complaints c) Mahanagar Gas Limited for PNG	23719636 1716, 22863900 9987070839, 9967127800
9	ITDC	22033144/45
10	MTDC	22024482
11	Railways Enquiry – General - Western Railways	139 132
12	Anti-Extortion Unit	22625154
13	<b>Power Supply:</b> a) Power Failure Nerul b) Power Failure Vashi	27701930 27825761
14	Post Office, Nerul	27707782

Annexure – 1

**PORTFOLIO ALLOCATION AMONGST THE DIRECTORS-2022-23**

<b>Sr. No</b>	<b>Name</b>	<b>Portfolio</b>
01	Ms. Vineeta Srinandan	Cultural & Club
02	Ms. Chitra Choudhary	Housekeeping
03	Mr. Rohit Chaudhary	Security, HR & Admin
04	Ms. Meenakshi Bhalla	Secretarial
05	Mr. B.N. Garudachar	Maintenance
06	Ms. Sunita Sethia	Finance & Legal
07	Mr. Nirjhar Gupta	Building Repair
08	Ms. Neelima Kale	Sports
09	Ms. Swati Suryanarayan	Garden
10	Mr. Arun Kumar Gupta	Special Project
11	Mr. N. C. Baral	Resident Support to Institutional ( IDBI, SBI & PNB)
12		

**Annexure – 2**

## RULES TO BE FOLLOWED BY RESIDENTS

### (APPENDIX-I TO MEMORANDUM & ARTICLES OF ASSOCIATION)

1.
  - a. The member or such other person as may be nominated by him or in case of member being other than individual then representatives or employees or any other authorized person of such member (hereinafter referred to as 'occupant') shall use the premises or permit the same to be used in case of a residential flat only for the purpose of residence and in the case of a covered or open parking space only for keeping a vehicle if allotted (and not for storage or other purposes) and in case of shop for commercial purpose and in the case of other premises such use as may be permitted by the Board of Directors of the Company and as permitted by the relevant Laws.
  - b. The **Occupant** shall not act in any manner so as to cause nuisance or annoyance to the occupiers of the property.
  - c. The **occupant** shall use the common areas and facilities in the property in accordance with the purpose for which they are intended without hindrance or encroaching upon the lawful rights of the other occupants of the property.
  - d. The Occupant or the member shall at his cost, charges and expenses maintain the premises at all times in good and tenable repair and condition, and shall not do or suffer to be done anything in or to the said property including the lifts, staircase, common passages, landing lobbies or common amenities which may be against the rules and Bye-Laws of the Municipal Corporation of **NAVI MUMBAI** or the Government or any other authorities and he alone shall be responsible and liable for any negligence or default on his part of his visitor, guests, employees, agents or contractors.
  - e. The **Occupant** shall keep the premises in his occupation and its walls, ducts, sewers, drains, pipes and appurtenances thereto, belonging in good and tenable repairs and condition and in particular so as to support, shelter and protect the parts of the building other than the premises in his occupation. The **occupant** shall not chisel or in any other manner damage the columns beams, slabs or RCC pardis or walls of the structural members of the property.
  - f. The occupant shall not do any work, which would jeopardize the soundness or safety of the property.

- g. The **Occupant** shall not store in the premises any goods which are of hazardous, combustible or dangerous nature or are so heavy as to damage the construction or structure of the property or storing of which goods is objected to by the concerned local other authority and shall not carry of cause to be carried heavy packages to upper floors which may damage or are likely to damage the staircase, common passages or any other structure of the said property including entrance of the property and in case any damage is caused to the property or the premises in his occupation on account of his negligence of default or on the part of his visitors, guests, employees, agents or contractors, the **occupant or the member** shall be responsible or liable for any breach of his condition.
- h. The **Occupant** shall not do or permit to be done any act or thing which may render void or voidable, any insurance in respect of the property or any part or parts thereof or which may result in any increased premium becoming payable in respect thereof and the member alone shall be responsible or liable for any breach of his condition.
- i. The **Occupant** shall not throw dirt, rubbish, rags or other refuse or permit the same to be thrown from the premises in the compound or any portion of the property.
- j. The **Occupant** shall use the passenger lifts in the property for the period and under the Rules as may from time to time be framed by the Board of Directors of the Company or as per the applicable laws, rules, regulations and directions of any concerned authority. All persons using the lifts shall do so at their own risk. The occupant shall not carry or cause to be carried heavy or bulky packages to the upper floors by passenger lifts. The occupant shall not cause any damage to the lifts, staircases, common passages or any other parts of the property including the premises in his occupation.
- k. The **occupant or the member** shall pay to the Company his share of security deposits, increase in security deposits as when demanded by concerned local authorities or Government for giving water connection, common electricity or any other service connection to the property.
- l. The **Occupant or the member** shall bear and pay rates, taxes, cess, water charges, insurance and such other levies or penalties or fines if any, which may be imposed by the concerned local authorities and/or Government on account of change of user of the premises by the occupant.
- m. The **Occupant** or the member shall bear and pay rate, cess and taxes of all and any kind whatsoever whether levied or leviable now or in the future on the

premises and in case of consolidated demand is made for the property as a whole, the same shall be payable and be paid by the member in proportion to the area of premises.

- n. The **Occupant or the member** shall bear and pay his proportionate share of all costs, charges, expenses, outgoings, maintenance charges of the property, general repairs of the property, legal expenses, betterment charges or any other levies or impositions or assessment on the property or for providing amenities, facilities and conveniences for the common use and benefit of the occupiers of the property and all other expenses incurred by the Company in connection with or relating to the property (the occupants' or members' share to be determined in proportion to the area of premises including car parking space) in his occupation.
- o. The **occupant or the member** shall at his own cost maintain the premises in his occupation and carry out all internal repairs thereto and keep the same in good condition state and repair and shall not do or suffer to be done anything in or to the premises which may be against the rules, regulations and Bye-Laws of the concerned local or public bodies or authorities. In the event of the **Occupant** committing any act in contravention of the above provision he or **the member** shall be responsible and liable for the consequences thereof to the concerned local or public bodies or authorities.
- p. The Occupant or the member shall pay all amount agreed or liable to be paid by him in respect of the premises in his occupation and also relating to the property within 30 days from the demand made on him and in default of the property within the prescribed time, the member shall pay interest on the amount due at the rate of 18 % p.a. subject if the default continues for a period of more than 6 months from the due date interest at the rate of 24 % p.a. simple interest will be charged till payment and observe and perform the terms, conditions, provisions and covenants herein contained and on his part to be paid, observed and performed and shall keep the Company indemnified against all actions, suits and proceedings and all costs, charges, expenses, fines, penalties, levies and damages incurred or suffered by or caused to or levied or imposed on the Company by reason of non-payment, non-observance and/ or non-performance thereof.
- q. The members shall be at liberty to use or permit to be used by his nominee (to be intimated to the Board of Directors of the Company) the said premises. The member shall remove any occupant/ occupants whose presence may be objected to by Board of Directors of the Company. The members shall be responsible and negligence or default on the part of his nominee of the terms,



conditions and provisions and covenants herein contained and shall keep the Company indemnified against such negligence or default.

- r. The member shall observe and perform fully and comply strictly with the Memorandum and Articles of Association of the Company as prevailing from time to time and any rules and regulations made by its Board of Directors in connection with the user of the property or the use and occupation of the premises in his occupation or the enjoyment of amenities and conveniences provided in the property.
  - s. The Company and its surveyors, agents, contractors, workmen, servants and other person who may be authorized by the Company shall at all times by giving reasonable notice (except in an emergency) be entitled to enter into and upon the premises or any part thereof for the purpose of repairing any part of the property and for the purpose of making good, repairing, maintaining, rebuilding , cleaning, lighting and keeping in order and good condition all services, drains, pipes, cable, water-covers, gutters, party structures and other conveniences belonging to or serving or used for the property and also for the purpose of laying down, maintaining, repairing, testing and restoring drainage, gas and water pipes and electric wires and cable and for similar purposes and also for the purpose of cutting of supply of water, electricity or other amenities and conveniences to the premises or any other part of the property in respect whereof the occupiers of the property shall have made default in paying their share of water tax, water charges, electricity or other charges.
2. The occupant or member shall keep the premises in his occupation in a good state including the interior painting work and tenantable repair at all times and the company shall be at the liberty to send its representative to inspect the same from time to time and the Company shall be entitled to call upon the member to carry out at his expense interior repairs or repainting or renovation or work or any other kind which the Board of Directors of the Company deem to be necessary and the member at his cost and expenses forthwith carry out the same.
  3. The premises shall be used by occupant as a place of residence or for such professional purposes as permitted as per the relevant laws of the land and the member shall not use or permit the same to be used for any other purpose which is or is likely to be a nuisance or annoyance to the other occupiers of the property. The Car parking space shall be used for the purpose of parking a car belonging to occupant or his guests. The shop shall be used for commercial purpose.

4. The Occupant shall have in common with the other occupants of the property, permission, leave and licensed to use area intended for common use such as garden, grounds, entrances, stairways and lifts
5. No tenancy of any other right is or shall be deemed to have been entered in respect of the premises and / or car parking space in favour of the member or his permitted nominee save and except that the member shall so long as he is a member and shareholder of the Company and continues to hold the qualifying shares of the Company, is or his permitted nominee shall be entitled to use the premises in his occupation on the terms, conditions, provisions and covenants herein contained.

**Annexure – 3.1**

**SECURITY MANAGEMENT AT ENTRY GATES**

<b>S.No.</b>	<b>Particulars</b>	<b>DOs</b>	<b>Don'ts</b>
1	All security guards to be smartly turned out and to remain alert at all the times.	✓	
2	Security Guards are not to consume alcohol, chewing pan, smoking while on duty		☒
3	Checking of all in-coming vehicles for SEL security pass (Sticker)	✓	
4	Vehicles not having SEL sticker are to be stopped and politely request the residents to obtain the security sticker. Note down the vehicle No. and send the daily list to CEM.	✓	
5	Allow entry only to the SEL pass holders or after inquiring from the residents to get the temporary pass for stipulated time.	✓	
6	All out going vehicles not driven by the residents required to be stopped and checked at the gate for any unauthorized articles	✓	

7	Casual workers, painters, maidservants, drivers, electricians should be checked for possession of passes daily. Their entry is to be regulated through Gate No. 2 only.	✓	
8	Material inward / outward register of the company materials to be maintained.	✓	
9	Visitors register, attendance register, handing / taking over register, and key logbook required to be maintained at the gates.	✓	
10	Security supervisor to make four rounds during 12 hours of duty and make written report at the end of duty.	✓	
11	Speed restriction inside the complex for all vehicles is 20 Km. Security Guard to stop such vehicles & note down the number of over speeding vehicles or vehicles driven by children and inform Security officer immediately.	✓	
12	All security personnel to know, water pump operation, fire-fighting equipment etc.	✓	
13	Security Officer to check that the pass holders are entering only to the concerned places. The workers are not allowed in the unauthorized areas.	✓	
14	Security guards sleeping on duty or absent from the place of duty without valid reasons, his remuneration for that day will be deducted. Report will be sent to security agency for other disciplinary action.		<input checked="" type="checkbox"/>
15	Security person will shoo away the stray dogs to enter the complex.		<input checked="" type="checkbox"/>
16	Security Agency is to ensure that proper monsoon gears are provided to security personnel manning the posts at SEL.	✓	
17	Security Supervisor and Security guards to carry out the duties as assigned by SEL Facility Manager / CEM and they will abide by the instructions issued by Security Officer of SEL.	✓	
18	During night security persons deployed for security duty on the gates are to be in possession of batten, whistle and torch.	✓	
19	The In charge of Gate No. 2 will be held responsible if anybody dump the garbage in the vicinity of the gate.	✓	
20	On receiving the information that somebody is stuck inside the lift all efforts are to be made to help the person to come out or call the lift technician for help if required.	✓	
21	Security staff should not indulge in gossips while they are on duty.		<input checked="" type="checkbox"/>
22	Gate Security to check and ensure that delivery boys employed at SEL shops as also others coming for delivery inside the Complex not allowed without valid Driving Licence.		<input checked="" type="checkbox"/>

23	Gate Security to ensure that entry of two-wheelers without headlight is not allowed after sunset.		<input checked="" type="checkbox"/>
24	Security Officer and Gate Security to ensure that water tanks are not allowed inside the Complex by the individual/contractors for installation by owners.		<input checked="" type="checkbox"/>
25	Security Officer to instruct all Bus and Matador Drivers carrying school children not to honk and do not make screeching noise inside the Complex.		<input checked="" type="checkbox"/>

**Annexure – 3.2**

**SECURITY MANAGEMENT AT BUILDING GATES**

<b>Sr No.</b>	<b>Particulars</b>	<b>Dos</b>	<b>Don'ts</b>
1	All Building Attendants to be smartly turned out and to remain alert at all the times. To shave daily.	✓	
2	Not to consume alcohol, chewing pan, smoking while on duty		<input checked="" type="checkbox"/>
3	Talk politely with all residents.	✓	
4	Not to carry any bag or baggage of any resident except old and ladies carrying children in their arms.		<input checked="" type="checkbox"/>
5	Not to sit in the Porch.		<input checked="" type="checkbox"/>
6	Not to talk with ayahs / drivers / housekeeping staff etc.		<input checked="" type="checkbox"/>
7	Must ensure that drivers/ ayahs sit in the space provided behind their respective buildings.	✓	
8	Ensure proper parking of all vehicles in their allotted spaces	✓	
9	To request owners POLITLY not to park cars in NO PARKING ZONES.	✓	
10	To allow only ONE (A) lift to be used by workers.	✓	

11	If any owner does not listen to the Guard, he should remain polite and find out which floor he has gone to.	✓	
12	To check and ensure that plastic covers are placed in the lift when any stores is carried into it.	✓	
13	To monitor the persons throwing debris from the building.	✓	
14	Not to allow cycles to be parked in Porches		☒
15	To request residents to stop smoking in the open spaces in SEL.	✓	
16	To check passes and confirm from the residents before allowing visitors to the flats.	✓	
17	To enter all details of visitors to the building in the register.	✓	
18	To ensure that lights in the common areas are switched ON/OFF as directed.	✓	
19	Make note of all workers (carpenters, painters, masons etc.) and ensure that they have passes to work in the flats of the building.	✓	
20	To find out and note flat No. where the renovation or other works are being carried out as per the permission given by SEL.	✓	
21	To ensure that all workers are out of the building by 6 pm and to inform Security Supervisor for any violation in this regard.	✓	
22	In case of construction/renovation material being brought into the building, the guard must know the name of the contractor and the flat no. for which the material has been brought.	✓	
23	To ensure that no security staff goes and meet any resident alone. He should take minimum three people along with him when called up to solve a complaint or while going to make any enquiry.		☒
24	Should be aware of location and use of fire extinguisher. Also to check that Fire cylinders are in working condition.	✓	
25	To help if anyone is stuck inside the lift - by opening the lift doors as per the procedure.	✓	
26	All bags excluding purses of ladies workers/maids to be checked while going in/out of the building. The purses of Ladies shall be checked at gate by Lady searcher.	✓	
27	Not to allow any worker including drivers to stand and gossip in or around porch area.		☒
28	Not to allow children to play in the porch area.		☒
29	To inform immediately the Duty Security Officer in case Building Attendant notices water being wasted or leaking.	✓	

30	To take half hourly rounds of the building and check twice a day if all the doors/locks of unoccupied flats are in order.	✓	
31	Also to check that any unauthorised activities are not being carried at the terrace.	✓	
32	Washing of windows and balconies are not allowed – Building Attendant should contact the erring residents and tell them about it. If the residents do not pay heed, he should inform the Security Supervisor/Officer for further action.		<input checked="" type="checkbox"/>
33	To know the telephone numbers of plumber, electrician, lift technician, intercom technician, pump operator, duty security officer.	✓	
34	To inform the Duty Security Officer if any damage to SEL property takes place in or around his place of duty.	✓	
35	To inform the residents immediately if he notices any cars left and parked with lights ON.	✓	
36	To confirm from the office that necessary permission has been given by SEL for Moving IN/OUT cases. Guard must contact Security Officer on duty for any query.	✓	
37	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.	✓	
38	No heavy items e.g. furniture, refrigerators, TVs etc. beyond the dimension of 3'-6" Lx 2'-9" W X 5'8" H are permitted to be taken in the lifts. Item weighing beyond 50 Kg are also not to be taken in the lift. No luggage shall be allowed in the lifts during power cut or when the lifts are on emergency power – Building Attendant to check and ensure?		<input checked="" type="checkbox"/>
39	Attendant to check and ensure that no damage has been done to the staircases and lifts while transferring the luggage during Moving IN/OUT. In case of any damage has been found, Building Attendant will inform the Security Office immediately.	✓	
40	No worker is allowed to work after 6 pm and on Sundays and National Holidays – to check and ensure.		<input checked="" type="checkbox"/>
41	Speed restriction with in complex for all vehicles is 20Kmph. Building Attendant to stop such vehicles & note down the number of over speeding vehicle(s) driven by children and inform Security Officer immediately.	✓	
42	To request residents not to pluck flowers other than senior citizens plucking for pooja purposes -. Advise sweepers to throw used water on plants around.		<input checked="" type="checkbox"/>

43	To ensure that area is not spoiled by dog pooh. He should inform the name and flat number of the errant residents to Security Officer.		<input checked="" type="checkbox"/>
44	To know the operation/functioning of the lift. He should ensure that very heavy materials are not carried in the lift.	✓	
45	Building Attendant on duty at particular buildings must carry out physical verifications of stocks handed over to them. Any shortfall noticed should be brought to the notice of Supervisor.	✓	
46	All Building Attendants to know, water pump operation, fire-fighting equipment etc.	✓	
47	Sleeping on duty or absent from the place of duty without valid reasons is totally prohibited, and if found, his remuneration for that day will be deducted. Report will be sent to his Recruiting Agency for other disciplinary action.		<input checked="" type="checkbox"/>
48	Recruiting Agency is to ensure that proper monsoon gears are provided to security personnel manning the posts at SEL.	✓	
49	To carry out the duties as assigned by SEL Project cum Facility manager / Chief Estate Manager and they will abide by the instructions issued by Security Officer of SEL.	✓	
50	During night, Building Attendants deployed for security duty on the gates are to be in possession of batten, whistle and torch.	✓	
51	Matadors do not enter the Building Porch – Building Attendants to check and ensure.		<input checked="" type="checkbox"/>
52	To check that CCTV cameras placed at various locations are not tampered with.		<input checked="" type="checkbox"/>

**Annexure - 4**

**NO OBJECTION CERTIFICATE**

**(For domestic help leaving to work for others)**

Date: \_\_\_\_\_

To:

Chief Estates Manager  
Seawoods Estates Ltd.  
Palm Beach Road, Nerul,  
Navi Mumbai 400706

Dear Sir,

Mr./Mrs. \_\_\_\_\_ maid servant / servant / driver was working for our Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_. Now he / she want to quit this job and work for someone else. I am requesting the Help to surrender and deposit the entry pass issued to him/her for our flat.

I have no objection for her/him working for someone else.

\_\_\_\_\_  
Mr./Mrs. \_\_\_\_\_  
Owner / Tenant  
Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_



**ISSUE OF IDENTITY CARDS FOR OWNER/LEASE TENANT/CORPORATES**

From:

Date: \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_

Bldg. /Flat No. \_\_\_\_\_

Tel No. \_\_\_\_\_

Email Id \_\_\_\_\_

To:

Chief Estates Manager  
Seawoods Estates Ltd.  
Nerul, Navi Mumbai

**Sub: Issue of Identity Cards for Owner / Lease Tenant / Corporate**

This is to inform you that I/We, the Owner / Lease Tenant / Corporate, of /Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_, would request you to issue Identity Cards for my family members whose details are as under. We shall abide by the rules and regulations as applicable to the residents of the complex. I undertake return the cards if I or any of my family members leave this Complex.

<b>Sr. No.</b>	<b>Names of Family Members</b>	<b>Two Photos for each person</b>
1.	Name:- DOB Mob Relation	
2.	Name:- DOB Mob Relation	
3.	Name:- DOB Mob Relation	

4.	Name:- DOB Mob Relation	
5.	Name:- DOB Mob Relation	

\_\_\_\_\_  
Signature of the Owner /  
Lease Tenant / Corporate

**Note**

- 1. Pass will be issued between 11.00 am to 1.00 pm and 3.00 pm to 5.00 pm (Office closed on Monday) within 15 working days.**

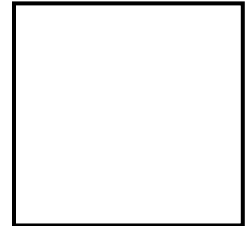
**APPLICATION FOR ISSUE ENTRY PASSES FOR HELP & DRIVERS**

Validity Date: \_\_\_\_\_

Entry Pass No.: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
Chief Estates Manager,  
Seawoods Estates Ltd.,  
Nerul, Navi Mumbai.



**Sub: Issue of New Entry Pass to Help/drivers etc.**

**(To be filled Owner / Tenant)**

I the undersigned Mr./Mrs.

\_\_\_\_\_ Owner / Lease Tenant of  
Bldg. No. \_\_\_\_\_ Flat No. \_\_\_\_\_ would request you to issue New Gate Pass for  
my \_\_\_\_\_ whose details are as under. I undertake the  
responsibility that whenever my help/driver will leave the job, I will return his / her Entry  
Pass to SEL Office.

I have verified and to the best of my knowledge the address of my employee given below  
is correct.

**Details of the Help/driver**

**Name :** \_\_\_\_\_

**Age :** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Owner / Lease Tenant**

**Mobile No. :** \_\_\_\_\_

**NOTE:**

- 2. Owner / Tenant are advised to keep with them record of address / Village address and photograph of the Maid / Driver. This form shall be retained with SEL for a period of 3 months.**
- 3. Help/driver are required to submit Xerox copy of ID proof, residence proof, 2 passport size photographs & Police NOC.**
- 4. Pass will be issued between 11.00 am to 1.00 pm and 3.00 pm to 5.00 pm (Office closed on Monday) within 3 working days.**
- 5. If the help/driver wishes to leave the present job and take it with someone else in the Complex, he/she should take NOC from previous owner/resident.**

**ISSUE OF ENTRY PASSES FOR CONTRACTOR'S LABOUR**

From:

Date: \_\_\_\_\_

Mr. /Mrs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

Chief Estates Manager  
Seawoods Estates Ltd.  
Nerul, Navi Mumbai

**Sub: Issue of Entry Passes for Contractor's Labour**

This is to inform you that, I, contractor hired for Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_ would request you to issue Entry Passes for my/our workers whose details are as under. I/we also undertake the responsibility to abide by the rules and regulations of the SEL. Whenever any of my labour leaves the job and also on completion of required work in the complex, I/we will return the entry passes to SEL Office.

<b>Sr. No.</b>	<b>Details of Labours</b>	<b>Photo</b>
1.	Name:- Mob:- Aadhar No: Designation: -	
2.	Name:- Mob:- Aadhar No: Designation: -	
3.	Name:- Mob:- Aadhar No: Designation: -	

4.	Name:- Mob:- Aadhar No: Designation: -	
5.	Name:- Mob:- Aadhar No: Designation: -	

Signature of the Resident

Signature of Contractor

**APPLICATION FOR CARRYING OUT MINOR WORKS**

DATE: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  
Building & Flat No. \_\_\_\_\_  
Contact No. \_\_\_\_\_

To:

The Chief Estate Manager  
Seawoods Estates Ltd.  
NRI Complex, Nerul,  
Navi Mumbai – 400 706.

Dear Sir,

We intend to carry out minor renovation to our flat. We request you to kindly grant us the permission for the same. Details of minor renovation are as given below.

YES / NO

<b>Miscellaneous:</b>	1) Furniture/ Carpentry work.	<input type="checkbox"/>
	2) Painting/ Polishing.	<input type="checkbox"/>
	3) Others (Please Specify) _____	

**Expected time for Completion:** \_\_\_\_\_

1. We agree to allow your Maintenance/Security personnel to periodically inspect the work in progress and take photographs. No prior intimation will be asked for such routine inspection.
2. We agree to follow the rules & regulations laid down by the Seawoods Estates Ltd. in this regard.
3. We agree to make the interest free security deposit of Rs.20,000/- ( Rupees Twenty Thousand Only) by way of cheque for carrying out minor work in the flat in favour of "**Seawoods Estates Ltd.**"
4. We agree to pay Rs.5000/- per month for first 6 months, Rs.7500/- for next 6 months and Rs.10,000/- for every subsequent month towards service charges to

be billed in the M&R bill. For work completed within 7 days, there is no charge. If work exceeds 7 days, full month charge will be recovered. GST will be charged extra;

5. We shall take prior permission of SEL (Maintenance) to bring grills, sliding, A.C. grills and M.S. channels inside the Complex. Permission for bringing such materials on Mondays and holidays is not given.
6. We will officially inform to the Maintenance Manager about the completion of the work.
7. No work other than mentioned above will be carried out by us.
8. We have appointed M/s. \_\_\_\_\_ as our contractor for carrying out the above works. The address and telephone nos. are given below:

**Signature of flat owner** \_\_\_\_\_

**Name and address of Contractor:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

Photo of  
contractor

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**FOR OFFICE USE**

Application received on: \_\_\_\_\_

Remarks by Accounts Office about dues (if any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks after initial survey

\_\_\_\_\_ **Signature** \_\_\_\_\_

Inspection on  
By Assistant Manager (Maintenance):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Signature** \_\_\_\_\_

Approved by Chief Estate Manager:

\_\_\_\_\_

—

**Signature** \_\_\_\_\_

Work Completed on: \_\_\_\_\_

Final Inspection on: \_\_\_\_\_

**Remarks after final survey:**

By Asst. Manager (Maintenance):

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Amount to be refunded after deduction Rs. \_\_\_\_\_

**Remarks by Chief Estate Manager:**

\_\_\_\_\_

\_\_\_\_\_

—

**Signature** \_\_\_\_\_

**Undertaking by Owner for Minor Work**

We, Mr. \_\_\_\_\_, Owner of Bldg. /Flat No. \_\_\_\_\_ hereby undertakes that: Delete

- 1) Debris accumulated as a result of addition / alteration will be kept in the flat itself. Any additional debris will be filled and kept in gunny bags on the back of building. These debris will be lifted within 3 days by us; otherwise we are ready to pay Rs.4000/- (Rupees Four Thousand only) every time to SEL for lifting the debris in gunny bags by SEL. We also agree that no debris will be dumped loose around the building and if any loose debris dumped by our workers then we are ready to pay Rs.5000/- every time to SEL for lifting loose debris by SEL. Besides, no debris / garbage / household articles will be dumped or stored in the common lobby or staircase areas of the building. If any materials dumped or stored by our workers in the common lobby or staircase areas, then we are ready to pay Rs.6000/- every time to SEL for lifting such materials by SEL. (The cost of lifting such debris will be recovered separately). Further, no debris / garbage etc. will be dumped on mangroves and along pond near Gate No. 2.
- 2) We will officially inform to the Maintenance Manager on completion of our work for inspection of the work area.
- 3) SEL staff responsible to oversee the work can inspect the flat under renovation any time without prior intimation to us. It would be mandatory on our part who have their bathrooms repaired/renovated to allow the SEL staff to inspect the same as and when Admin Office deems fit.
- 4) We will use only one lift i.e. left side lift for shifting of any debris or construction / furniture material or any other material required for renovation / repair. We also agree that no heavy or bulky material will be shifted / lifted in any of the lifts. Any damage caused to the lifts due to mishandling or overloading can attract heavy charges on us.

- 5) Lift lobby of ground floor and the floor on which work is going and whole staircase area will be maintained clean all the time. In case polish of the marble flooring gets damaged, we shall pay for re-polishing / repair of damage if any.
- 6) If any flat adjacent, above, below to the above flat is adversely affected, due to work carried on in the flat, we undertake to rectify the same at our own cost immediately failing which we agree to pay the cost as well as administrative charges for the same, as decided by the SEL.
- 7) We shall ensure that the contractor will not commence work before 8.00 am and will cease at 7.00 pm and no work on Sundays / national holidays. Noisy work, such as breaking, banging and floor/furniture polishing by machines, is not permitted between 2. 00 to 4 p.m. and 6.00 pm to 7.00 pm. Workers will exit before 7.30 pm. and no worker will stay in the Complex between 7:00 pm to 8:00 am during the renovation of flat.
- 8) We undertake to comply with all rules and regulations laid by SEL for security, fire safety and structural integrity of buildings. SEL has the right to stop any unauthorized work in progress.
- 9) We understand that in case of any defaults by us in the said work during execution or after completion, SEL will be free to take legal action or such other actions including informing appropriate authority as they may deem fit.
- 10) We agree to indemnify SEL, employees, officers, directors and service providers from any and all claims, losses, damages, and liabilities, costs and expenses, including without limitation legal fees and expenses arising out of or related to permission given in connection with work relating to interior renovation.

We understand, agree and confirm that for non - compliance with any of the terms mentioned above, the deposit is liable to be forfeited and the entry passes of the men engaged in work shall be cancelled by SEL. Further, SEL can impose monetary penalty on me. We undertake to abide by the decision of Seawoods Estates Ltd.

Date: \_\_\_\_\_

Signature of Flat Owner

Name: \_\_\_\_\_

Flat No. \_\_\_\_\_

Contact No. \_\_\_\_\_

**NOC FOR MINOR WORKS IN FLAT**

Date: \_\_\_\_\_

Name of Flat Owner: \_\_\_\_\_ **Approval No.** \_\_\_\_\_

Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_

**Sub: NOC for Minor Work in Flat No. Bldg. No.**

Dear Sir,

**Validity of the permission: from \_\_\_\_\_ to \_\_\_\_\_**

This has reference to your application dated \_\_\_\_\_ along with Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as interest free Security Deposit, requesting for NOC to carry out the above work through the contractor Mr. \_\_\_\_\_ Contact No. \_\_\_\_\_, Architect Mr. / M/s. \_\_\_\_\_ Contact No. \_\_\_\_\_.

We have no objection to your carrying out the said work subject to all the conditions stated in the Application and Undertaking. You will also comply with the undernoted conditions: -

- 1) Arrears of maintenance and repair charges, if any, to be cleared before commencement of work.
- 2) SEL reserves the right to revoke the NOC without assigning any reason and stop the work and to stop the material and workers from entering the complex in the event of any relevant complains, default or violation of the guidelines or any other law, rules and regulations or any bye-laws of the SEL or disobedience of any instruction of the SEL.
- 3) Any works such as internal painting / carpentry / polishing etc. will be considered as minor works.
- 4) The applicant will ensure that the Contractor and his workers have taken temporary entry passes from the Seawoods office before commencement of the work.
- 5) Requests for temporary entry passes are to be submitted at least one working day in advance.

- 6) To submit an undertaking that no work other than that approved in letter will be undertaken.
- 7) **Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager as well as residents of adjoining flats and also flats on the next upper and lower floors not having made any complaint.** Refund will also be subject to resident having complied with any other direction and/or observation made by the SEL which may or may not necessarily relate to the interior work under reference.
- 8) To give an undertaking regarding the precautionary measures to be taken during renovation work in the flat. An illustrative list of (a) common violations observed (b) Residents' issues and complaints and (c) Best practices suggestions is attached for ready reference.
- 9) Seawoods Estates Ltd. will not be responsible in any manner for any violation committed by contractor and for any compensation claimed by any workmen, interior designer, sub-contractor, supplier of materials or any resident for any damage or nuisance of any kind.
- 10) You will be responsible for cleaning up of the drainage chambers if found chock due to work.

List as stated in item 8 above is attached.

**Acknowledged and accepted by the  
Flat Owner / Occupant**

**For Seawoods Estates Ltd.**

\_\_\_\_\_  
Signature of Flat Owner

\_\_\_\_\_  
Manager Maintenance

Name of the flat Owner / Occupant \_\_\_\_\_

Tel / Contact No. \_\_\_\_\_

- CC: 1. Flat Owner.
2. Security Officer. For maintaining the validity of permission and entry of the contractor on daily basis till the permission is valid.
  3. For information of residents of adjoining flats and flats on next upper and lower floors. SEL management does not take any responsibility for any kind of complain or dispute between the parties and third parties.

**Illustrative List as stated in item 8 of permission letter**

**A. Some observed violations of SEL Renovations Guidelines**

- 1) Use of heavy hammer/hydraulic drill
- 2) Not respecting silence zone timings
- 3) Not using safety nets on every window/balcony.
- 4) Using temporary labourers for extended periods of time without permanent passes and police background/verification checks.
- 5) Keeping material in staircase landing in violation of NNMC (Fire) and SEL guidelines
- 6) Working in staircase area and full passage blocking - in violation of NNMC (Fire) and SEL guidelines
- 7) Cutting/drilling into Column/Slab.
- 8) Using both elevators for moving material.
- 9) Doing civil work while approval given for painting work.
- 10) Doing civil work or other work with no permissions by using labourers from other floors or ferrying them in owner vehicles.

**B. Resident Issues/Complaints**

- 1) Working with main door open/ajar resulting in noise and dust pollution on floor.
- 2) Messing up lifts with dirt and debris and leaving them unclean overnight.
- 3) Moving material during silence zones and causing indirect noise especially when keeping material on floor with a big thud.
- 4) Dust on lobby area of floor and ground floor.
- 5) Changing clothes in open outside common bathroom are in full visibility to children and ladies.
- 6) Water tap left on by labourers resulting in flooding and leakage to lower floors
- 7) Cement curing process, resulting of water seeping into lobby area.

**C. Best Practice Suggestions**

1. Keep a small strip of wood/stone strip fixed at and across base of main door to ensure no stray dust and noise is contained.
2. During internal wall demolition, first strip away plaster/tiles on either side, loosen inter brick cement before brick demolition. This results in lesser energy and lesser vibrations.
3. Sharpen tools such as Chisel. Blunt tools require more force resulting in more noise and vibration.
4. While using grinder to cut pathways in brick/cemented wall, use water from tube, spray as done similar to when granite is cut to minimize fine dust pollution. (This has been done and demonstrated to a couple of contractors and we have dust pollution reduced to zero)
5. All debris to be packed and not thrown from lower floors directly to trucks.

Name and Signature of Owner with date

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**APPLICATION FOR CARRYING OUT MAJOR RENOVATION WORK**

DATE: \_\_\_\_\_  
Name of the Owner: \_\_\_\_\_  
Building & Flat No. \_\_\_\_\_  
Contact No. \_\_\_\_\_

To:

The Chief Estates Manager  
Seawoods Estates Ltd.  
NRI Complex, Nerul,  
Navi Mumbai – 400 706.

Dear Sir,

We intend to carry out repair/renovation in our Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_. We request you to kindly grant us the permission for the same. Details of repairs/renovation are as given below.

	YES /
<b>NO</b>	
<b>Plumbing Work:</b> 1) Replacing GI water pipes & fitting in bathroom/toilet	<input type="checkbox"/>
2) Replacing: a) W.C.	<input type="checkbox"/>
b) Sink / Wash Basin.	<input type="checkbox"/>
3) Replacing drainage pipes/ Nahani traps / floor traps.	<input type="checkbox"/>
<b>Civil Work:</b> 1) Retiling of	
a) Toilet	<input type="checkbox"/>
b) Kitchen	<input type="checkbox"/>
c) Bedroom.	<input type="checkbox"/>
d) Hall	<input type="checkbox"/>
e) Passage	<input type="checkbox"/>
f) Terraces and balconies	<input type="checkbox"/>
g) Any other areas	<input type="checkbox"/>
2) Waterproofing of flooring of bathroom/ below kitchen sink	<input type="checkbox"/>

3) Plastering of walls.

4) Breaking of any walls.

**Electrical work:** 1) Internal electrical wiring.

2) Installation of Air conditioners.

3) New Electrical cable.

4) New Telephone cable.

5) New Computer cable.

**Miscellaneous:** 1) Furniture / Carpentry work.

2) Painting / Polishing.

**Others (Please Specify):** \_\_\_\_\_

**Expected time for Completion:** \_\_\_\_\_

1. We agree to allow your Maintenance Manager/Security personnel to periodically inspect the work being carried out by us during working hours and take photographs. SEL staff will carry out inspection of work in progress of waterproofing of the flooring of toilet / pantry area before retiling work. No prior intimation will be insisted for such routine inspection.
2. We agree to follow the rules & regulations laid down by the Seawoods Estates Ltd.
3. Copy of the Plan / drawing / sketch is attached duly signed by an Architect with his registration no.
4. We agree to pay the interest free security deposit of Rs.50,000/- ( Rupees Fifty Thousand Only) cheque for carrying out major repair works in the flat in favour of **Seawoods Estates Ltd.**
5. We agree to pay Rs.5000/- per month for first 6 months, Rs.7500/- for next 6 months and Rs.10000/- for every subsequent month towards service charges which will be billed in the M&R bill. If work exceeds 7 days full month will be treated. GST will be charged extra;
6. We shall take prior permission of SEL (Maintenance) to bring grills, sliding, A.C. grills and M.S. channels inside the Complex. Permission for bringing such materials on Mondays and holidays is not given.
7. We will officially inform to the Maintenance Manager about the completion of the interior work.
8. No work other than mentioned above or shown in the drawing submitted to SEL including structural demolition or addition or enclosing balcony, terrace etc. will be taken up by us



9. We have appointed M/s. \_\_\_\_\_ as our contractor for carrying out the above works. The address and telephone nos. are given below:

**Name of Flat Owner:** \_\_\_\_\_

**Signature of Flat Owner:** \_\_\_\_\_

**Note: Please note that the application must be signed by flat owner**

**Name of Contractor** : \_\_\_\_\_

**Contact No.** : \_\_\_\_\_

Contractor's  
Photo

**FOR OFFICE USE**

Application received on: \_\_\_\_\_

Remarks by Accounts Office about dues (if any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks after initial survey

\_\_\_\_\_

**Signature** \_\_\_\_\_

Inspection on: \_\_\_\_\_

By (Maintenance Manager):

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**Signature** \_\_\_\_\_

Approved by Chief Estate Manager:

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\_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Work Completed on:** \_\_\_\_\_

**Final Inspection on:** \_\_\_\_\_

**Remarks after final survey:**

By (Maintenance Manager):

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**Signature** \_\_\_\_\_



**Amount to be refunded after deduction Rs.** \_\_\_\_\_

**Remarks by Chief Estate Manager:**

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**Signature** \_\_\_\_\_

**Undertaking By Owner For Major Renovation Works**

We, Mr. \_\_\_\_\_, Owner of Bldg. / Flat No. \_\_\_\_\_ of M/s. \_\_\_\_\_ the contractor engaged for the interior work in this flat hereby undertakes that:

1. We will not undertake any work apart from that mentioned in our application for interior work and specifically shown in the drawing attached.
2. **Grills installed, if any, will not protrude more than 6 inch from the line of building (i.e. we will not fix box type grills).**
3. **We will not undertake any work, which has got adverse effect on structural members (beams, columns and slabs) and waterproofing. We also undertake that our workers will not touch or break any RCC member / walls of any open shaft or duct for extension purpose.** The architectural elevation of the building by increasing sizes (length, width, depth) of the windows or any other architectural features on external side will not be disturbed by us.
4. Debris accumulated as a result of addition / alteration / renovation will be kept in the flat itself. We agree that no debris / furniture items /household articles / doors / windows / or any wooden fixture / fitment item will be placed in the staircase / stilt parking area or common areas. All debris will be filled and kept in gunny bags at the back of building. The debris will be lifted within 3 days by us. In case debris are not lifted within 3 days Seawoods Estates Ltd. (SEL) can stop the contract or from carrying at the work. Alternatively, SEL will get the debris lifted and charge to the owner every time Rs. 4000/- for bagged debris, Rs.5000/- for debris not bagged and Rs.6000/- for those kept in staircase, lobby, car parking or around the building.
5. Whenever any renovation/repair work is undertaken, no material such as tiles, sandstone, granite, marble furniture etc. will be placed anywhere outside the building, e.g. in staircase or cover stilt parking space or common areas. In case any such items are found, the Seawoods Estates Ltd. will ask the contractor to stop the work immediately and clear all the unauthorised items placed in the common areas or SEL will get the same removed and debit Rs.6000/- from the applicant.
6. Item like sand can be unloaded and kept in the open for a maximum of two days. The unloaded loose sand has to be repacked and kept in sand bags within two days failing which SEL will either get the same lifted and charge the resident

Rs.2000/- (which will be charged in M&R bill) or stop the contractor from carrying out any work in the said flat, until all the sand is replaced in gunny bags.

7. We will officially inform to the Maintenance Manager on completion of our work for inspection of the work area.
8. Any office staff responsible for this work can inspect the work in progress and take photograph of the flat under renovation any time without prior intimation of the owner. We do not have any objection for it.
9. We will use only one lift i.e. left side lift for shifting of any debris or construction / furniture material or any other material required for renovation / repair. We also agree that no heavy or bulky material will be shifted / lifted in any of the lifts. Any damage to the lift can attract recovery of heavy repair charges from the applicant.
10. Lift lobby of ground floor and the floor on which work is going and whole staircase area will be maintained clean all the time. In case polish of the marble flooring gets damaged, we shall pay for repolishing / repair of damage if any. And in case if the floor gets dirty we will do cleaning / repolishing if any.
11. If any flat adjacent, above, below to the above flat is adversely affected, due to work carried on in the flat, we undertake to rectify the same at our own cost immediately failing which we agree to pay the charges for the same.
12. No debris / garbage etc. will be dumped on mangroves and along pond near Gate No. 2.
13. The contractor will make sure that work in the flat does not commence before 8.00 am and will cease at 7.00 pm and no work on Sundays / National Holidays.
14. "Nobody will cut the marble in common area". If any contractor found cutting the marble in common area will be fined Rs. 10,000/-.
15. We undertake that none of our workers will stay in SEL Complex between 7:30 pm to 8:00 am during the renovation of flat.
16. We undertake to comply with all rules and regulations laid by Seawoods Estates Ltd. for security, fire safety and structural integrity of the buildings.
17. We undertake to comply that following changes will not be made in our flat:

- (i) Extension / increment of existing floor space by demolishing walls of lift / plumbing ducts or such other shaft adjacent to the said flat.
  - (ii) Construction of any wall on the RCC slab, as we understand this will alter structural behaviour and soundness of the building adversely.
  - (iii) Alteration/modification to existing staircase (in case of duplex/penthouse) of any kind.
  - (iv) Covering and enclosing of terrace by heavy structural member is prohibited, only temporary light weight shed will be permissible with prior approval.
18. We understand that in case of any defaults by us in the said work during execution or after completion, Seawoods Estates Ltd., is free to take any legal action or such other actions including informing appropriate authority as it may deem fit.
19. We agree to indemnify SEL, employees, officers, directors and service providers from any and all claims, losses, damages, and liabilities, costs and expenses, including without limitation legal fees and expenses arising out of or related to permission given in connection with work relating to interior renovation.
20. **Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager as well as residents of adjoining flats and also flats on the next upper and lower floors not having made any complaint. We understand, agree and confirm that for non - compliance of any of the terms mentioned herein before, the deposit is liable to be forfeited and the work may be stopped by SEL. Further, we agree to pay charges and penalties as decided by Seawoods Estates Ltd. without any protest.**
21. Refund will also be subject to resident having complied with any other direction and/or observation made by the SEL which may or may not necessarily relate to the interior work under reference.

We hereby undertake to indemnify Seawoods Estates Ltd. or the Board of Directors for all liabilities and damages that may arise by reason of the interior works carried out by us.

Date: \_\_\_\_\_  
 Owner

Signature of Flat

Name: \_\_\_\_\_  
 Flat No. \_\_\_\_\_  
 Contact No. \_\_\_\_\_

**NOC FOR MAJOR RENOVATION WORK**

Date: \_\_\_\_\_

Name of Flat Owner: \_\_\_\_\_

Approval No. \_\_\_\_\_

Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_

**Sub: NOC for Renovation Work in Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_**

Dear Sir,

**Validity of the permission: from \_\_\_\_\_ to \_\_\_\_\_**

This has reference to your application dated \_\_\_\_\_ along with Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), as interest free Security Deposit, requesting for NOC to carry out the above work through the contractor Mr. \_\_\_\_\_ Contact No. \_\_\_\_\_, Architect Mr. / M/s. \_\_\_\_\_ Contact No. \_\_\_\_\_.

We have no objection to your carrying out the said work subject to the following conditions: -

- 1) Arrears of maintenance & repair charges, if any, to be cleared before commencement of work.
- 2) SEL reserves the right to revoke the NOC without assigning any reason and stop the work and to stop the material and workers from entering the complex in the event of any relevant complains, default or violation of the guidelines or any other law, rules and regulations or any bye-laws of the SEL or disobedience of any instruction of the SEL.
- 3) To deposit security amount of Rs.50,000/- (interest free) favouring “**Seawoods Estates Ltd.**” by cheque for carrying out major renovation work and it will be deposited in bank.
- 4) For the period of renovation, monthly service charge of Rs.5000/- for first 6 months, Rs.7500/- for 7 to 12 months and Rs.10000/- for 12<sup>th</sup> month & onward will be billed in the M&R bill. If work exceeds 7 days, full month will be treated. GST will be charged extra;
- 5) The work to be carried out smoothly during the working time between 8.00 am to 7.00 pm. No work will be allowed on Sundays & National Holidays.

- 6) The contractor, supervisor and their workers will have to immediately take temporary entry passes on payment of Rs.100/- per entry pass, from the Seawoods office valid for one month only. They have to submit two passport size photographs for each person along with name and address of their workers.
- 7) The general plan of the flat can be obtained from the SEL office. Owner is advised to indicate his proposal for additions / alterations etc. thereon.
- 8) To submit papers for approval 7 days in advance.**
- 9) To submit an undertaking that no work other than that approved in letter will be carried out. Structural changes involving integrity of the columns, beams and slab are prohibited under this approval.
- 14) Not to disturb the outside elevation features of the building by increasing sizes (length, width, depth) of the windows or any other architectural features on external side.
- 10) Not allowed to cover and include the plumbing duct or any other duct in the building into any portion of the flat. No structure or supporting system is allowed to cover any duct including plumbing duct. In case the same is noticed, SEL will stop the work in progress in the flat.
- 11) Not allowed to cover the open terrace of the flat with heavy structural steels or any concrete structures. If any structural modifications are observed during renovation work, the work permission will be cancelled and SEL will be constrained to stop the work.
- 12) Utmost care should be taken while carrying out renovation/repairs. If any damage is caused to the building, the same will be repaired/ rectified by the SEL at Owner's cost, risk and consequences.
- 13) Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager as also by residents of adjoining flats and also flats on the next upper and lower floors.
- 14) If Owner is repairing his bathroom or toilet, he has to do water proofing of floor and wall (up to 3 feet height). On the water proofed floor of toilet / bathroom, to keep water for 4 days and show it to the Maintenance Manager of SEL. Only after certification by SEL's Maintenance Manager, claim for refund will be considered.
- 15) If there is any leakage due to Owner's repairing, he has to stop the leakage immediately at his cost and further due to the leakage if there are damages to other flat or to the property of the Seawoods Estates Ltd. then he will be required to restore it to original status.
- 16) Owner will have to give an undertaking on Rs.100/- stamp paper regarding the precautionary measures to be taken during renovation work in the flat. An illustrative list of (a) common violations observed (b) Residents' issues and complaints and (c) Best practices suggestions is attached for ready reference.



- 17) The work must be carried out through experienced work staff / personnel having, wherever necessary, necessary license / certificate in the category of work. SEL reserves the right to call for such licenses for inspection.
- 18) SEL will not be responsible for any compensation whatsoever happens to any workmen / interior designer / contractor / sub – contractor in any case.
- 19) Contractor will clean up the drainage chambers in case it has been choked due to the repair / renovation work.
- 20) After finishing the renovation works, the respective owner has to make sure for proper cleaning of debris and waste material from staircases, lobby area, parking plots & any unauthorized area within 3 days otherwise SEL will charge cost of clearance along with administrative charges.
- 21) To abide by the noise pollution norms laid down by the Govt. for the residential areas.

**Acknowledged and accepted by the  
flat owner / occupant**

**For Seawoods Estates Ltd.**

\_\_\_\_\_

Signature of Flat Owner \_\_\_\_\_ (Maintenance Manager/ Chief Estates Manager)

Name of the Flat Owner: \_\_\_\_\_

Tel / Contact No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

- CC:
1. Flat Owner.
  2. Security Officer. For maintaining the validity of permission and entry of the contractor on daily basis till the permission is valid.
  3. For information of residents of adjoining flats and flats on next upper and lower floors. SEL management does not take any responsibility for any kind of dispute between the parties or third parties including residents.

**Illustrative List as stated in item 8 of permission letter**

**A. Some observed Violations of SEL Renovations Guidelines**

- 1) Use of hammer/hydraulic drill
- 2) Not respecting silence zone timings
- 3) Not using safety nets on every window/balcony.
- 4) Using temporary labourers for extended periods of time without permanent passes and police background/verification checks.
- 5) Keeping material in stair case landing in violation of NNMC (Fire) and SEL guidelines
- 6) Working in staircase area and full passage blocking - in violation of NNMC (Fire) and SEL guidelines
- 7) Cutting/Drilling into Column/Slab.
- 8) Using both elevators for moving material.
- 9) Doing civil work while approval given for painting work.
- 10) Doing civil work or other work with no permissions by using labourers from other floors or ferrying them in owner vehicles.

**B. Resident Issues/Complaints**

- 1) Working with main door open/ajar resulting in noise and dust pollution on floor.
- 2) Messing up lifts with dirt and debris and leaving them unclean overnight.
- 3) Moving material during silence zones and causing indirect noise especially when keeping material on floor with a big thud.
- 4) Dust on lobby area of floor and ground floor.
- 5) Changing clothes in open outside common bathroom are in full visibility to children and ladies.
- 6) Water tap left on by labourers resulting in flooding and leakage to lower floors
- 7) Cement curing process, resulting of water seeping into lobby area.

**C. Best Practice Suggestions**

1. Keep a small strip of wood/stone strip fixed at and across base of main door to ensure no stray dust and noise is contained.
2. During internal wall demolition, first strip away plaster/tiles on either side, loosen inter brick cement before brick demolition. This results in lesser energy and lesser vibrations.
3. Sharpen tools such as Chisel. Blunt tools require more force resulting in more noise and vibration.
4. While using grinder to cut pathways in brick/cemented wall, use water from tube, spray as done similar to when granite is cut to minimize fine dust pollution. (This has been done and demonstrated to a couple of contractors and we have dust pollution reduced to zero)
5. All debris to be packed and not thrown from lower floors directly to trucks.

Name and Signature of Owner with date

**DETAILS OF PURCHASER (Application for Purchase)**

From:

Mr./Mrs. \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_

Email Id. \_\_\_\_\_,

Contact No. \_\_\_\_\_

Date: \_\_\_\_\_

PHOTO

To:

The Chief Estates Manager,

Seawoods Estates Ltd.

Sector-54/56/58,

Nerul, Navi Mumbai.

Dear Sir,

**Sub: NOC FOR FLAT NO.      IN BULD. NO.      AT SEAWOODS ESTATES LTD.**

I, \_\_\_\_\_, aged \_\_\_\_ years, (PAN No. \_\_\_\_\_) an adults of Indian inhabitants, residing at \_\_\_\_\_

\_\_\_\_\_ havin  
g occupation/business with Contact No. \_\_\_\_\_ intend to purchase Flat No.  
\_\_\_\_\_ in Bldg. No. \_\_\_\_ at Seawoods Estates Ltd, NRI Complex, Sector-54, 56, 58,  
Nerul, Navi Mumbai-400706, from Mr/Mrs. \_\_\_\_\_, aged \_\_\_\_\_,  
years (PAN No. \_\_\_\_\_) residing at \_\_\_\_\_

I, hereby request the Chief Estates Manager of the Seawoods Estate Ltd to kindly issue me/us NOC from your office to proceed with other formalities.

Thanking You,

Yours faithfully,

(\_\_\_\_\_)

**Annexure – 7.1.2**

**AFFIDAVIT-CUM-UNDERTAKING (BY PURCHASER)**

**(ON RS. 100/- STAMP PAPER DULY NOTARISED)**

I, Mr./Mrs. \_\_\_\_\_, aged \_\_\_\_\_, years (Pan No. \_\_\_\_\_)  
adults of Indian Inhabitant, residing at \_\_\_\_\_

\_\_\_\_\_,  
Having occupation / service with Contact No. \_\_\_\_\_, do hereby state and  
declare on solemn affirmation as under:

1. I am intending to be member of SEAWOODS ESTATES LTD., Sector-54/56/58  
NERUL, NAVI MUMBAI, proposing to hold Flat No.\_\_\_\_, Bldg No.\_\_\_\_, of the  
SEAWOODS ESTATES LTD, hereby give the undertaking that I will use the Flat  
purchased by as, on cessation of membership of the earlier member, under the  
bye laws of the SEAWOODS ESTATES LTD, for the purpose of residential use.
2. I further give the undertaking that no change of use will be made by us without the  
previous permission, in writing of the committee of the SEAWOODS ESTATES  
LTD.
3. I do hereby undertake to abide by the Rules & Regulations of the SEAWOODS  
ESTATES LTD.
4. I further undertake to pay all the outgoing/dues of the Said Flat regularly to  
SEAWOODS ESTATES LTD & concerned authority.
5. Whatever stated hereinabove is true and correct to the best of our knowledge,  
belief and information and no facts are concealed herein.

Solemnly affirmed at Navi Mumbai on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Mr. \_\_\_\_\_

DEPONENTS

Witness: 1 \_\_\_\_\_

2 \_\_\_\_\_

“ Before Me”

PHOTO

**BANK MORTGAGE NOC (APPLICATION FOR PURCHASER)**

From:

Date: \_\_\_\_\_

Mr. /Mrs. \_\_\_\_\_,

\_\_\_\_\_,'

E mail Id \_\_\_\_\_,'

Mobile. No. \_\_\_\_\_,'

To:

The Chief Estates Manager,  
Seawoods Estates Ltd,  
Sector-54/56/58,  
Nerul, Navi Mumbai-400706.

Dear Sir,

**Sub: MORTGAGE NOC**

I/We, Mr. /Mrs. \_\_\_\_\_ intend to purchase Flat No. \_\_\_\_\_,  
Bldg. No. \_\_\_\_\_ in Seawoods Estates Ltd, Sector - 54/56/58, Nerul, Navi Mumbai,  
from the flat owner Mr./Mrs. \_\_\_\_\_ for a lawful  
consideration out of which the balance payment is to be paid to him/her after obtaining  
Housing Loan from \_\_\_\_\_ Bank Ltd \_\_\_\_\_ branch  
\_\_\_\_\_,which require the mortgage NOC to be issued by SEAWOODS  
ESTATES LTD.

I/We hereby have agreed to pay all the necessary Transfer Charges as well as Mortgage  
Charges to obtain the said NOC. The Flat owner(s) have no objection in obtaining the  
mortgage NOC and the acknowledgement of the same is given at the end of this letter.  
I/We hereby request the Chief Estates Manager of the Seawoods Estate Ltd. to kindly  
issue me/us NOC from your office to proceed with the formalities.

Thanking you,

Yours faithfully

\_\_\_\_\_

**Mr. /Mrs.** \_\_\_\_\_

**Purchaser**

**DETAILS OF SELLER (Application to Sell)**

From:

Date: \_\_\_\_\_

Mr/Mrs. \_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
Email Id. \_\_\_\_\_,  
Mobile. No. \_\_\_\_\_,

PHOTO

To:

The Chief Estates Manager,  
Seawoods Estates Ltd.  
Sector-54/56/58,  
Nerul, Navi Mumbai.

Dear Sir,

**SUB: NOC for Flat No. Bldg. No. at Seawoods Estate Limited**

I/We **Mr/Mrs.** \_\_\_\_\_, **aged** \_\_\_\_\_, **years** (**PAN No** \_\_\_\_\_) **an adults of Indian Inhabitant**, residing at \_\_\_\_\_ having occupation Business with Contact No. \_\_\_\_\_ intend to sell our/my Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_ at Seawoods Estates Ltd. to Mr/Mrs. \_\_\_\_\_, **aged** \_\_\_\_\_, **years**, (**PAN No** \_\_\_\_\_) **an adults of Indian Inhabitant**, residing at \_\_\_\_\_.

I/we, hereby request the Chief Estates Manager of the Seawoods Estate Ltd to kindly issue me/us NOC from your office to proceed with the formalities.

Thanking You,

Yours faithfully,

( \_\_\_\_\_ )

**AFFIDAVIT – CUM – UNDERTAKING (By Seller)**  
**(ON RS. 100/- STAMP PAPER DULY NOTARISED)**

I/We, Mr./Mrs. \_\_\_\_\_, aged \_\_\_\_\_, years (PAN No. \_\_\_\_\_)  
**adults** of Indian inhabitants, residing at

\_\_\_\_\_, having occupation service with Contact No. \_\_\_\_\_ take full responsibility for any lapses in the documents which I have submitted to Seawoods Estates Ltd on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in respect of Flat No.\_\_\_\_\_, in Bldg No. \_\_\_\_, and hereby undertake to keep Seawoods Estates Ltd and its Board indemnified for loss / damages caused to the company or any of its directors or members at all and any time hereinafter as a result of such lapses. Seawoods Estates Ltd shall not be responsible for any misrepresentation of facts in the referred documents and also in the documents for Gift Deeds or any related documents of the Flat No. \_\_\_\_, in Bldg No.\_\_\_\_.

1. I am bonafide Member of Seawoods Estates and possess and occupy a Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_, of the said company.
2. I state and declare that I have not taken any loan on the said flat from any financial institutes or from any Nationalized Bank or Co-operative bank etc., & the said flat is free from all encumbrances, charges whatsoever nature and cost and the said flat has not been pledged or mortgaged or transferred or otherwise assigned in part or full to any person or any financial institution.
3. I have agreed to sell and I have applied to SEAWOODS ESTATES LTD to transfer the said Flat to **Mr.** \_\_\_\_\_, and to obtain NOC of the SEAWOODS ESTATES LTD, to sale the said Flat to the above PURCHASERS.
4. I have made this Affidavit-cum-Undertaking in support of my application to obtain NOC from SEAWOODS ESTATES LTD,

Whatever stated hereinabove is true and correct to the best of my knowledge and belief and I/we have signed this affidavit on \_\_\_\_\_, \_\_\_\_\_ at Navi Mumbai.

**Mr.** \_\_\_\_\_  
**Deponent**

“Before Me”

PHOTO

**Annexure – 7.2.3**

**AFFIDAVIT – CUM – UNDERTAKING (FOR BANK MORTGAGE NOC)**  
**(ON RS. 100/- STAMP PAPER TO BE NOTARISED)**

I/We, Mr. /Mrs. \_\_\_\_\_ an adult of Indian inhabitants, having residence address at \_\_\_\_\_, do hereby state and declare on solemn affirmation as under:

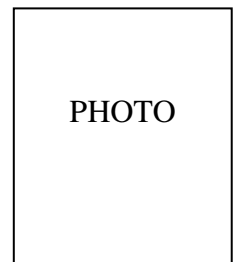
- 1) I/We am/are, Bonafide Members of SEAWOODS ESTATES LTD. and possessed and occupied Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_ of the said Company.
- 2) I/We state and declare that I/We have not taken any loan on the said flat from any financial institutes or from any Nationalized Bank or Co-op. Bank etc. & the said flat is free from all encumbrances, charges of whatsoever nature and cost and the said flat has not been pledged or mortgaged or transferred or otherwise assigned in part or full to any person or any financial institution.
- 3) I/We take full responsibility for any lapses in the documents which I/We have submitted to Seawoods Estates Ltd on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in respect of Flat No. \_\_\_\_\_, in Bldg No. \_\_\_\_\_, and hereby undertake to keep Seawoods Estates Ltd and its Board indemnified for loss / damages caused to the company or any of its directors or members at all and any time hereinafter as a result of such lapses. Seawoods Estates Ltd shall not be responsible for any misrepresentation of facts in the referred documents and also in the documents for Gift Deeds or any related documents of the above flat.
- 4) I/We am/are making this Affidavit–cum–Undertaking in support of our application to obtain Bank Mortgage NOC from SEAWOODS ESTATES LTD.

Whatever stated here in above is true and correct to the best of my/our knowledge and belief and have signed this affidavit on this \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_ at Navi Mumbai.

Mr. /Mrs. \_\_\_\_\_  
Deponent

Witness:-1) \_\_\_\_\_

2) \_\_\_\_\_ “Before Me”





**Annexure – 7.2.4**

**INDEMNITY BOND BY SELLER**

**(ON RS. 500 STAMP PAPER DULY NOTARISED)**

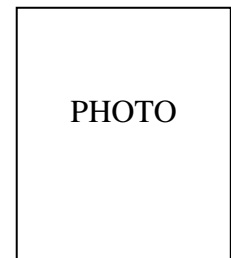
I/we, **Mr. /Mrs.** \_\_\_\_\_, aged \_\_\_\_\_, years (PAN No. \_\_\_\_\_) adults of Indian inhabitants, having residence address at \_\_\_\_\_

\_\_\_\_\_ , having occupation service with Contact No. \_\_\_\_\_, owner of Flat No. \_\_\_\_\_, Building No. \_\_\_\_\_, Seawoods Estates Ltd, (SEL) Sector-54, 56, 58, Nerul, Navi Mumbai, do hereby solemnly affirm and state on oath as follows:

1. I say that I have made application before Seawoods Estates Ltd. for getting NOC for transfer / sale of my Flat No. \_\_\_\_\_, Building No. \_\_\_\_\_, NRI Complex, Palm Beach Road, Sector-54, 56, 58, Nerul, Navi Mumbai, on dated \_\_\_\_\_.
2. That subject to the condition that in case SEL issues NOC to sell /transfer the aforesaid property on the basis of my application, if any claim for damages arises from anybody else in his behalf or from third party, the Company Seawoods Estates Ltd is to be indemnified. This condition is free from legal objection and therefore I am ready and accept willingly and voluntarily. In case if any such subsequent claim arises as mentioned above, I hereby undertake to indemnify and keep indemnified the Company from such claims. Hence this declaration on oath.

Whatever stated hereinabove is true and I have signed this indemnity on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Mr. \_\_\_\_\_  
Deponents



“Before Me”

**DETAILS OF ADDITIONS OF NAME (Application for NOC)**

From:

Date: \_\_\_\_\_

Mr/Mrs. \_\_\_\_\_,

\_\_\_\_\_,

E mail Id \_\_\_\_\_,

Mob. \_\_\_\_\_,

To:

The Chief Estates Manager,  
Seawoods Estates Ltd,  
Sector-54/56/58,  
Nerul, Navi Mumbai-400706.

Dear Sir,

Sub: Application for inclusion of name of my Wife/Husband/Son/Daughter  
Mr. /Mrs. \_\_\_\_\_

I/We, Mr/Mrs. \_\_\_\_\_, **residing at**  
\_\_\_\_\_, being the intending Member  
of the Seawoods Estate Ltd., and the purchaser of **Flat bearing No. \_\_\_\_\_,**  
**Building No. \_\_\_\_\_** by the way of execution of **Deed of Sale/Agreement of**  
**Sale/Conveyance Deed dated \_\_\_\_\_**, hereby making this application for inclusion  
of my Wife / Husband / Son / Daughter Mr./Mrs. \_\_\_\_\_ along  
with my/our name in the record of Seawoods Estate Ltd.

I/We hereby request M/s Seawoods Estate Limited to issue NOC for inclusion of the  
name(s) as requested above in my joint name along with my/our  
son/daughter/husband/wife for the Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_, situated at  
Seawoods Estates Ltd, Sector- 54/56/58, Nerul, Navi Mumbai- 400706 to proceed with  
required formalities.

Thanking You,

Yours faithfully

**Mr/Mrs. \_\_\_\_\_**

**Owner of Above Flat**

**AFFIDAVIT IN SUPPORT OF NOC FOR ADDITION OF NAME IN THE PROPERTY OWNERSHIP**  
**(ON RS. 100/- STAMP PAPER DULY NOTARISED)**

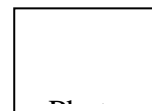
I/We, Mr/Mrs. \_\_\_\_\_, an adult, Indian Inhabitant,  
having \_\_\_\_\_ address \_\_\_\_\_ at:

\_\_\_\_\_ with Contact No. \_\_\_\_\_ do hereby state on solemn  
affirmation as under:

1. I/we say that I/we am/are the present owner of Flat No.\_\_\_\_\_, Building No.\_\_\_\_\_, Seawoods Estate Ltd, Sector-54, 56, 58, Nerul, Navi-Mumbai. by way of execution of **Deed of Sale dated** \_\_\_\_\_, duly registered with the Sub-Registrar of Assurance – Thane-11, under Registration Sr. No. \_\_\_\_\_ dt.\_\_\_\_\_.
2. I/we say that after the said NOC issued by M/s Seawoods Estate Ltd. the property remained in the my name and now I/we want to add the name of my wife/husband/son/daughter Mr/Mrs. \_\_\_\_\_ along with me as an Incoming Members of the Society for Flat No.\_\_\_\_\_, Building No.\_\_\_\_\_.
3. I/we say that I/we had made Application on \_\_\_\_\_ before M/s Seawoods Estate Ltd to make addition in the record of Society by adding the name of my wife/husband/son/daughter along with me/us as a Joint owner of the Flat No.\_\_\_\_\_, Building No. \_\_\_\_\_and further to issue NOC to me for inclusion of name of my wife/husband/son/daughter Mr. /Mrs. \_\_\_\_\_.
4. I /we say that if NOC is granted in my/our favour now I/we have no objection for the same or any of my /our family members have objection for the said NOC as we are duty bound to convey the said Flat to us.

I/we say that this affidavit I/we have prepared and signed for submitting the same to M/s Seawoods Estate Ltd and whatever stated hereinabove is true and correct to the best of my/our knowledge and belief and nothing has been concealed. Solemnly affirmed this Affidavit on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Mr/Mrs.** \_\_\_\_\_



**Deponent**

**Witness:-** 1) \_\_\_\_\_  
2) \_\_\_\_\_

**“Before Me”**

**INDEMNITY BOND (FOR ADDITION OF NAME)**  
**(ON RS. 500/- STAMP PAPER DULY NOTARISED)**

I/We, **Mr. /Mrs.** \_\_\_\_\_, an adult,  
Indian Inhabitant, having address at:  
\_\_\_\_\_

do hereby state on solemn affirmation as under:

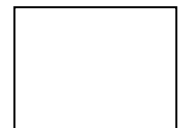
1. I/we say that being the intending member of the Seawoods Estate Ltd., and the purchaser of **Flat No.**\_\_\_\_\_, **Building No.**\_\_\_\_\_ by way of execution of **Deed of Sale/Agreement of Sale/ Conveyance Deed dated** \_\_\_\_\_, duly registered with the Sub-Registrar of Assurance – Thane-11, under Registration Sr. No. TNN-\_\_\_\_\_ dt.\_\_\_\_\_.
2. I/we say that after the said NOC, the property remained in the my/our name and now I/we want to add the name of my/our wife/husband/ son/ daughter Mr/Mrs.\_\_\_\_\_ along with me/us as an Incoming Members of the Society for Flat No.\_\_\_\_\_, Building No.\_\_\_\_\_
3. I /We say that I/we had made Application on \_\_\_\_\_ before M/s Seawoods Estate Ltd to make addition in the record of Society by adding the name of my wife/husband/son/daughter along with me/us as a Joint owner of the Flat No.\_\_\_\_\_, Building No. \_\_\_\_\_and further to issue NOC to me/us for inclusion of name of my/our wife/husband/son/daughter Mr/Mrs. \_\_\_\_\_.
4. I/we say that subject to the condition that in case M/s Seawoods Estates Ltd issues NOC for addition of the name of my wife/husband/son/daughter as the Joint Owner and NOC for addition on the basis of my/our application, if any claim for damages arises from anybody else in my/our behalf or from any third party, M/s Seawoods Estate Ltd is to be indemnified. This condition is free from legal objection and therefore I/we am/are ready to accept willingly and voluntarily. In case any such subsequent claim arises as mentioned above, I/we hereby undertake to indemnify and keep indemnified M/s Seawoods Estate Ltd from such claims.

Hence this declaration on oath. Solemnly affirmed at Navi Mumbai on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**DEPONENT**

Witness:-

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_



“Before me”

**DETAILS OF DELETION OF NAME (Application for Deletion)**

From:

Mr. /Mrs. \_\_\_\_\_,

\_\_\_\_\_

E mail Id \_\_\_\_\_,

Date: \_\_\_\_\_,

PHOTO

To:

The Chief Estates Manager,  
Seawoods Estates Ltd,  
Sector-54/56/58,  
Nerul, Navi Mumbai-400706.

Dear Sir,

Subject: Application for Deletion of name of Late Mr./Mrs. \_\_\_\_\_.

I, Mr. /Mrs. \_\_\_\_\_, age \_\_\_\_\_ years, residing at Flat No. \_\_\_\_ Bldg No. \_\_\_\_\_, Seawoods Estates Ltd, Phase-I, NRI Complex, Sector 54,56,58, Nerul, Navi Mumbai, being the Member of the Seawoods Estate Ltd., hereby making this application for deletion name of Late Mr./Mrs. \_\_\_\_\_ who expired on \_\_\_\_\_, leaving behind his/her WILL duly registered with the Sub-Registrar of \_\_\_\_\_, bearing Registration No.\_\_\_\_\_, Reg. Year \_\_\_\_\_, Book No.\_\_\_\_\_ bequeathing the aforesaid premises by us jointly, from the record of Seawoods Estate Ltd.

I/we hereby request M/s Seawoods Estate Ltd, to issue NOC for transfer of the said Flat in my/our name.

Thanking you,

Yours faithfully

Mr/Mrs. \_\_\_\_\_

Annexure –8.2.2

**AFFIDAVIT – CUM – UNDERTAKING (FOR DELETION OF NAME)**

(ON RS. 100/- STAMP PAPER DULY NOTARISED)

I/We Mr. /Mrs. \_\_\_\_\_, having address at \_\_\_\_\_, with Contact No. \_\_\_\_\_ do hereby state on solemn affirmation as under:

1. I/We take full responsibility for any lapses in the documents which I/we have submitted to Seawoods Estates Ltd on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in respect of Flat No.\_\_\_\_\_, in Bldg No. \_\_\_\_\_, for deletion of name, and hereby undertake to keep Seawoods Estates Ltd and its Board indemnified for loss / damages caused to the company or any of its directors or members at all and any time hereinafter as a result of such lapses. Seawoods Estates Ltd shall not be responsible for any misrepresentation of facts in the referred documents and also in the documents for Gift Deeds or any related documents of the Flat No. \_\_\_\_\_, in Bldg No.\_\_\_\_\_.
2. I/We state and declare that I/we have not taken any loan on the said flat from any financial institutes or from any Nationalized Bank or Co-operative bank etc., & the said flat is free from all encumbrances, charges whatsoever nature and cost and the said flat has not been pledged or mortgaged or transferred or otherwise assigned in part or full to any person or any financial institution.
3. I/We have agreed to deletion of my/our son/father/mother’s name Late Mr/Mrs. \_\_\_\_\_ and I/we have applied to SEAWOODS ESTATE LTD to transfer the said Flat to us/me, and to obtain NOC of the SEAWOODS ESTATE LTD.
4. I/We have made this Affidavit-cum-Undertaking in support of my/our application to obtain NOC from SEAWOODS ESTATE LTD,

Whatever stated hereinabove is true and correct to the best of my knowledge and belief and have signed this affidavit on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Navi Mumbai.

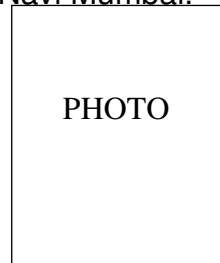
**Mr/Mrs;-** \_\_\_\_\_

**Deponent**

**Witness:-**

1) \_\_\_\_\_

2) \_\_\_\_\_



**“Before Me”**

**INDEMNITY BOND (FOR DELETION OF NAME)**

(ON RS. 500/- STAMP PAPER DULY NOTARISED)

I/We Mr/Mrs. \_\_\_\_\_, adult Indian Inhabitants having address at \_\_\_\_\_, do hereby solemnly affirm and state on oath as follows:

That Late Mr./Mrs. \_\_\_\_\_, was the owner of Flat No.\_\_\_\_, Bldg. No. \_\_\_\_\_, Seawoods Estates Ltd., NRI Complex, Sector-54, 56& 58, Nerul, Navi Mumbai-400706 (hereinafter referred to as THE SAID PREMISES);

That Mr./Mrs. \_\_\_\_\_, expired on \_\_\_\_\_, leaving behind his/her WILL duly registered with the Sub-Registrar of \_\_\_\_\_, bearing Registration No.\_\_\_\_\_, Reg. Year \_\_\_\_\_, Book No.\_\_\_\_\_ bequeathing the aforesaid premises by us jointly;

**WHEREAS** now I/we have applied to SEAWOODS ESTATES LTD, for transfer of the said Flat in my/our name on dated \_\_\_\_\_. That subject to the condition that in case M/s Seawoods Estates Limited issues NOC to transfer the aforesaid property on the basis of my/our application, if any claim for damages arises from anybody else in his/her behalf or from third party, M/s Seawoods Estate Ltd is to be indemnified. This condition is free from legal objection and therefore I/we am/are ready and accept willingly and voluntarily. In case if any such subsequent claim arises as mentioned above, I hereby undertake to indemnify and keep indemnified M/s Seawoods Estate Ltd from such claims hence this declaration on oath.

That whatever is stated hereinabove is true and correct to the best of my knowledge and nothing is concealed herein.

Solemnly affirmed at Navi Mumbai, on this \_\_\_ day of \_\_\_\_\_ 20\_\_\_.

**Mr/Mrs:-** \_\_\_\_\_

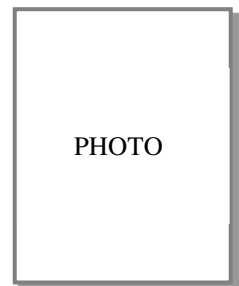
Deponents

Witness:-

1) \_\_\_\_\_

2) \_\_\_\_\_

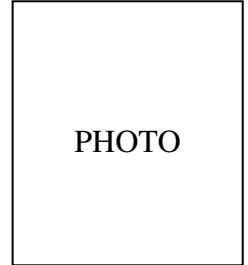
“Before Me”



**DETAILS OF NOMINEE (Application for Registration of Nominee)**

Date: \_\_\_\_\_  
From: \_\_\_\_\_

Mr. /Mrs. \_\_\_\_\_,  
\_\_\_\_\_,  
E mail Id \_\_\_\_\_,  
Mob. \_\_\_\_\_,



To:

The Chief Estates Manager,  
Seawoods Estates Ltd,  
Sector-54/56/58,  
Nerul, Navi Mumbai-400706.

Dear Sir,

**Sub: Application for Registration of Nominee of Flat No. \_\_\_\_\_, Bldg. No \_\_\_\_\_ at Seawoods Estates Ltd.**

I/We, \_\_\_\_\_, aged \_\_\_\_\_, Years (PAN No. \_\_\_\_\_) an adult of Indian Inhabitant, the undersigned, am/are the owner of above referred flat. Whereas I/We intent to register Nominee for my/our above referred flat, I/We, Mr. /Mrs. \_\_\_\_\_ hereby nominate my/our son/daughter/Husband/wife Mr./Mrs. \_\_\_\_\_, having address at \_\_\_\_\_

\_\_\_\_\_.

You are therefore requested to register my/our son/daughter/Husband/wife Mr. /Mrs. \_\_\_\_\_ as my/our Nominee & rightful person to inherit this property. Kindly do the needful at the earliest and oblige.

I/We, Mr. /Mrs. \_\_\_\_\_ hereby request the Chief Estates Manager of Seawoods Estates to kindly issue me/us NOC from your office to proceed with the formalities.

Thanking You,

Yours Faithfully,

Mr./Mrs. \_\_\_\_\_  
Owner of above flat



**Form 2B  
Nomination Form  
(To be filled by individual (s) applying single and jointly)**

I / We \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ the holder of 2000 shares bearing distinctive number (s) from \_\_\_\_\_ to \_\_\_\_\_ Share Certificate No. \_\_\_\_\_ Reg. Folio No. \_\_\_\_\_ of M/s Seawoods Estate Ltd representing ownership of Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_ of Seawoods Estates Ltd. wish to make a nomination and do hereby nominate the following person (s) in whom all rights of transfer and or/ amount payable in respect of shares shall vest in the event of my/ our death:

**Name (s) and Address (es) of nominee (s)**

Name \_\_\_\_\_ & \_\_\_\_\_

Address \_\_\_\_\_ & \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ & \_\_\_\_\_

\_\_\_\_\_

Date of birth\* \_\_\_\_\_ & \_\_\_\_\_

(\*To be furnished in case the nominee is a minor)

\*\* The nominee is a minor whose guardian is \_\_\_\_\_

Name and Address \_\_\_\_\_

(\*\* to be deleted if not applicable)

1. Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Date : \_\_\_\_\_

2. Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Date : \_\_\_\_\_

3. Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Date : \_\_\_\_\_

**Name, Address and Signature of two witnesses:**

Name and Address

- 1) \_\_\_\_\_ Signature with  
date
- 2) \_\_\_\_\_ Signature with  
date

**INSTRUCTIONS**

1. The nomination can be made by individuals only applying/holding shares on their own behalf single or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of HUF, Holder of Power of Attorney cannot nominate. If the shares are held jointly, all joint holders will sign the nomination form.
2. A minor can be nominated by a holder of share and in that event the name and address of the guardian shall be given by the holder.
3. The nominee shall not be a Trust, Society, Corporate, Partnership Firm, Karta of HUF, Holder of Power of Attorney holder. A Non-resident Indian can be nominee on repatriable basis.
4. Nomination stand rescinded upon transfer of shares.
5. Transfer of share in form of a nominee shall be valid discharge by the Company against the legal heir.
6. The intimation regarding nomination/ nomination form shall be filed in duplicate with the Company.

**AFFIDAVIT-CUM-UNDERTAKING (FOR NOMINATION)**

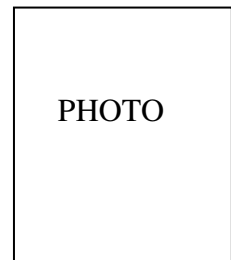
**(ON RS. 100/- STAMP PAPER – DULY NOTARISED)**

I, /We **Mr. /Mrs.** \_\_\_\_\_, Indian inhabitant, presently residing at \_\_\_\_\_, do hereby solemnly affirm and declare on oath as under.-

1. I/We am/are the lawful and absolute owner of Flat No. \_\_\_\_\_, Bldg No. \_\_\_\_\_ at SEAWOODS ESTATES LTD, NRI COMPLEX, SECTOR-54, 56 & 58, NERUL, NAVI MUMBAI - 400 706.
2. I/We hereby declare that the above mentioned Property at Nerul, Navi Mumbai has been acquired by me/us from and out of my/our own Income/Funds, which is self-earned property.
3. I/We do hereby nominate my/our son/daughter/husband/wife, Mr./Mrs. \_\_\_\_\_ residing at \_\_\_\_\_, to inherit the above said property.
4. I/We hereby assure SEL that I/We am/are ready to pay all types of charges whatsoever in nature for the aforesaid purpose.
5. It is solemnly declared that it is a self-acquired property and in case any third party claim arises for having accepted the nomination by Seawoods Estates Ltd, myself/ourselves and nominee/s will be jointly and severally liable to indemnify and keep indemnified Seawoods Estates Ltd. for the losses/damages caused, if any. Hence this affidavit.

Whatsoever stated hereinabove is true and correct to the best of my/our knowledge, belief and information and no facts are concealed herein. Solemnly affirmed at Navi Mumbai on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Mr./Mrs. \_\_\_\_\_  
DEPONENTS



Witness: -  
1) \_\_\_\_\_  
2) \_\_\_\_\_

“Before Me”

**REGISTRATION OF NOMINEE**  
**(Application from Nominee)**

Date: \_\_\_\_\_,

From:

Mr. /Mrs. \_\_\_\_\_,

\_\_\_\_\_

E mail Id \_\_\_\_\_,

Mob. \_\_\_\_\_,

PHOTO

To:

The Chief Estates Manager,  
Seawoods Estates Ltd,  
Sector-54/56/58,  
Nerul, Navi Mumbai-400706.

Dear Sir,

**Sub: Application for Registration of Nominee of Flat No. \_\_\_\_\_,**  
**Bldg.No. \_\_\_\_\_ at**  
**Seawoods Estates Ltd.**

I/We, Mr. /Mrs. \_\_\_\_\_ the undersigned, having  
address \_\_\_\_\_ at

\_\_\_\_\_ is/are son/daughter/husband/wife respectively of Mr. /Mrs.  
\_\_\_\_\_, the owner of above referred flat. Whereas I/we  
am/are being appointed as nominee for the above referred flat, I/We hereby accept  
being appointed as nominee.

You are therefore requested to register myself/ourselves as the rightful person to inherit  
this property. Kindly do the needful at the earliest and oblige.

I/We hereby request the Chief Estates Manager of Seawoods Estates to kindly issue  
me/us NOC from your office to proceed with the formalities.

Thanking You,

Yours Faithfully,

Mr./Mrs. \_\_\_\_\_  
Nominee

**APPLICATION FOR ISSUE OF DUPLICATE SHARE CERTIFICATE**

From:

Mr. /Mrs. \_\_\_\_\_,

\_\_\_\_\_

E mail Id: \_\_\_\_\_

Date:- \_\_\_\_\_

PHOTO

To:

The Chief Estates Manager,  
Seawoods Estates Ltd,  
Sector-54/56/58, Nerul,  
**Navi Mumbai-400706.**

Dear Sir,

**Sub: Missing of Share Certificate**

I/We, Mr/Mrs. \_\_\_\_\_, adults of Indian inhabitants, having residence \_\_\_\_\_ address \_\_\_\_\_ at \_\_\_\_\_, having occupation/  
Business with Contact No. \_\_\_\_\_ state that I/We have lost the Original Share Certificate No. \_\_\_\_\_, Distinctive No. \_\_\_\_\_ to \_\_\_\_\_, and Folio No. \_\_\_\_\_ issued pertaining to my/our Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_, NRI Complex, Seawoods Estates Ltd., Sec. 54/56/58, Nerul, Navi Mumbai – 400 706, from my/our house and in spite of my/our due & diligence search the same is not traceable.

I/We hereby request the Chief Estates Manager of the Seawoods Estates Ltd. to kindly issue me/us a duplicate Share Certificate.

Thanking you,

Yours faithfully

Mr. /Mrs. \_\_\_\_\_

**INDEMNITY BOND – MISSING SHARE CERTIFICATE**  
**(ON RS. 500/- STAMP PAPER – DULY NOTARISED)**

I/We, Mr. /Mrs. \_\_\_\_\_, adults of Indian inhabitants, having residence \_\_\_\_\_ address \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ having occupation service with Contact No. \_\_\_\_\_ do hereby state and declare on solemn affirmation as under:

1. I am/we are bonafide member of SEAWOODS ESTATES LTD., and I/We possessed and occupied Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_ situated at **SEAWOODS ESTATES LTD., SECTOR 54/54/58, NERUL, NAVI MUMBAI – 400 706.**
2. I/We state and declare that I/We have misplaced my/our Share Certificate, which cannot be enclosed for transfer of share.
3. I/We will take full responsibility for any lapses in the documents, which I/We have submitted to SEAWOODS ESTATES LTD. on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. In respect of our request for duplicate Share Certificate pertaining to Flat No. \_\_\_\_\_, in Bldg. No. \_\_\_\_\_ situated at **SEAWOODS ESTATES LTD., SECTOR 54/54/58, NERUL, NAVI MUMBAI–400 706**, I/We hereby undertake to keep SEAWOODS ESTATES LTD., and its Board indemnified for loss / damages caused to the company or any of its Directors or members at all and any time. Hereinafter, as a result of such lapses or any disputes arising out of and pertaining to such Share Certificate SEAWOODS ESTATES LTD. shall not be responsible for any misrepresentation of facts in the referred documents and also in other documents.
4. I/We am/are making this Indemnity Bond-Cum-Undertaking in support of our Applications to obtain duplicate Share Certificate.

Whatever stated hereinabove is true and correct to the best of my/our knowledge and belief and have signed this Indemnity Bond on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at Navi Mumbai.

DEPONENTS

Witness:-

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_



“Before Me”

**MISSING SHARE CERTIFICATE**

**[Application to Police]**

From:

Mr. /Mrs \_\_\_\_\_,

\_\_\_\_\_,

E mail Id \_\_\_\_\_,

Date: \_\_\_\_\_,

PHOTO

To:

The Senior Police Inspector,  
NRI Police station,  
Belapur Village,  
Navi Mumbai-400706.

Dear Sir,

**Sub: Missing of Share Certificate**

I, /We Mr./Mrs. \_\_\_\_\_, adults of Indian inhabitants, having residence address \_\_\_\_\_, having occupation/ Business with contact No. \_\_\_\_\_. I/We have lost the Original Share Certificate No. \_\_\_\_\_, Distinctive No. \_\_\_\_\_ to \_\_\_\_\_, and Folio No. \_\_\_\_\_ issued pertaining to my/our Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_, NRI Complex, Seawoods Estates Ltd., Sec. 54/56/58, Nerul, Navi Mumbai – 400 706, from my/our house and in spite of my/our due & diligence search the same is not traceable.

I hereby request to the Senior Inspector of the NRI Police Station, to kindly lodge my/our complaint and give me the NOC from your office to proceed with the formalities.

Thanking you,

Yours faithfully

Mr. /Mrs. \_\_\_\_\_

**MISSING SHARE CERTIFICATE**

**[Application for Advertisement]**

From:

Mr/Mrs. \_\_\_\_\_,

\_\_\_\_\_,

E mail Id \_\_\_\_\_,

Date: \_\_\_\_\_,

To:

The Manager,

\_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_.

Dear Sir,

**Sub: - Advertisement in News Paper.**

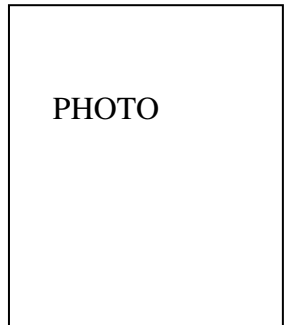
BEIT KNOWN TO THE GENERAL PUBLIC that I/We, Mr./Mrs. \_\_\_\_\_, adults of Indian inhabitants, having residence address at \_\_\_\_\_

\_\_\_\_\_, having occupation/ Business with Contact No.\_\_\_\_\_. I/We have lost the Original Share Certificate No. \_\_\_\_\_, Distinctive No. \_\_\_\_\_ to \_\_\_\_\_, and Folio No. \_\_\_\_\_, of Flat No.\_\_\_\_ in Bldg. No.\_\_\_\_. The original share certificate of above property has been misplaced. If anybody find the original share certificate is requested to return back the same to the owner. Its use in any manner shall be considered as fraud/ misuse of document and shall be liable to be dealt and punished under the law.

Regards,

Mr./Mrs. \_\_\_\_\_

Owner of above flat.

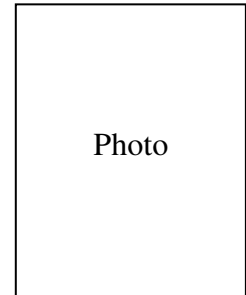




**APPLICATION/NOC FROM DONOR TO GIFT SHARES**

From:

Mr. /Mrs. \_\_\_\_\_,  
\_\_\_\_\_  
Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_,  
Seawoods Estates Limited.



To:

**The Chief Estate Manager**  
Seawoods Estates Ltd.  
Sec- 54, 56 & 58, Nerul,  
**Navi Mumbai -400 706.**

Dear Sir,

**Sub: NOC for Flat No. \_\_\_\_\_ Bldg No. \_\_\_\_\_, at Seawoods Estates Ltd.**

I, **Mr. /Mrs.** \_\_\_\_\_, (**Donor**) aged \_\_\_\_\_ years (**PAN No.** \_\_\_\_\_), adult, Indian Inhabitant, residing at \_\_\_\_\_  
\_\_\_\_\_ having occupation Business with Contact No. \_\_\_\_\_, are joint owners of above flat, and hereby making this application to gift our shares in **Flat No. \_\_\_\_\_, Bldg. No. \_\_\_\_\_** at Seawoods Estates to our \_\_\_\_\_ **Mr. /Mrs.** \_\_\_\_\_, residing at \_\_\_\_\_.

Also as joint owners in respect of Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_, I/We hereby request the Chief Estates Manager of the Seawoods Estates to kindly issue us NOC from your office to proceed with the formalities.

Thanking You,

Yours faithfully,

**Mr./Mrs.** \_\_\_\_\_,

**AFFIDAVIT – CUM – UNDERTAKING (FROM DONOR)**

**(ON RS. 100 STAMP PAPER – DULY NOTARISED)**

I/We, Mr. /Mrs. \_\_\_\_\_, (Donor) aged \_\_\_\_ Years (PAN No. \_\_\_\_\_) adult, Indian Inhabitant, residing at \_\_\_\_\_ with Contact No. \_\_\_\_\_, do hereby state and declare on solemn affirmation as under:-

1. **I/We** take full responsibility for any lapses in the documents which we have submitted to Seawoods Estates Ltd on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_, in respect of **Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_**, and hereby undertake to keep Seawoods Estates Ltd and its Board indemnified for loss / damages caused to the company or any of its directors or members at all and any time hereinafter as a result of such lapses. Seawoods Estates Ltd shall not be responsible for any misrepresentation of facts in the referred documents and also in the documents for Gift Deed or any related documents of the Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_, NRI Complex, Seawoods Estates Ltd, Sector-54/56/58, Nerul, Navi Mumbai 400706.
2. That I/We are bonafide Member of Seawoods Estates and possess and occupy jointly a **Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_, NRI Complex, Sector-54/56/58 Nerul, Navi Mumbai 400 706**, of said company.
3. I/We state and declare that I/We have not taken any loan on the said flat from any financial institutes or from any Nationalized Bank or Co-operative bank etc., & the said flat is free from all encumbrances, charges whatsoever nature and cost and the said flat has not been pledged or mortgaged or transferred or otherwise assigned in part or full to any person or any financial institution.
4. I/We have agreed to gift our share in the said flat and I/We have applied to SEAWOODS ESTATES LTD to transfer our share in the said flat to **our** \_\_\_\_\_ **Mr. /Mrs.** \_\_\_\_\_, and to obtain NOC of the SEAWOODS ESTATES LTD, to gift the share in the said flat to my/our \_\_\_\_\_'s name.
5. I/We have made this affidavit - cum – undertaking in support of my/our application to obtain NOC from SEAWOODS ESTATES LTD.

Whatever stated hereinabove is true and correct to the best of my/our knowledge and belief and have signed this affidavit on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Mr. /Mrs.** \_\_\_\_\_ **“BEFORE ME”**  
**Deponent**



**INDEMNITY BOND (FROM DONOR)**

**(ON RS. 500 STAMP PAPER – DULY NOTARISED)**

I/We, **Mr./Mrs.** \_\_\_\_\_, (**Donor**) aged \_\_\_\_\_ **Years (PAN No.**  
\_\_\_\_\_), adult, Indian Inhabitant, residing at  
\_\_\_\_\_, do hereby solemnly affirm and state on oath as  
follows:

1. I/We, **Mr. /Mrs.** \_\_\_\_\_, shareholder of Flat No. \_\_\_\_\_  
Bldg. No. \_\_\_\_\_, have made application before M/s Seawoods Estates Ltd. for  
issuing NOC for transfer my/our share in **Flat No.** \_\_\_\_\_ **Bldg. No.** \_\_\_\_\_, NRI  
Complex, Palm Beach Road, Sector-54, 56, 58, Nerul, Navi Mumbai on Dated  
\_\_\_\_\_.
2. That subject to the condition that in case the Seawoods Estates issues NOC for  
gift, transfer the aforesaid share of property on basis of our application, if any claim  
for damages arises from anybody else in his behalf or from third party, the  
Company M/s Seawoods Estates Ltd is to be indemnified. This condition is free  
from legal objection and therefore I/We am/are ready and accept willingly and  
voluntarily. In case any such subsequent claim arises as mentioned above, I/Wee  
hereby undertake to indemnify and keep indemnified the Seawoods Estates Ltd  
from such claims. Hence this declaration on oath.

Whatever stated hereinabove is true and correct to the best of my/our knowledge and  
belief and have signed this INDEMNITY BOND on this \_\_\_ day of \_\_\_\_\_ 20\_\_.

**Mr. /Mrs.** \_\_\_\_\_,  
Deponent

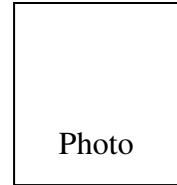
“BEFORE ME”

PHOTO

**APPLICATION/NOC FROM DONEE TO RECEIVE GIFT OF SHARES**

From:

Mr. /Mrs. \_\_\_\_\_,  
\_\_\_\_\_  
Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_,  
Seawoods Estates Limited.



To:

**The Chief Estate Manager**  
Seawoods Estates Ltd.  
Sec- 54, 56 & 58, Nerul,  
**Navi Mumbai - 400 706.**

Dear Sir,

**Sub: NOC for Flat No. \_\_\_\_\_ Bldg No. \_\_\_\_\_, at Seawoods Estates Ltd.**

I/We, Mr./Mrs. \_\_\_\_\_, (Donee) aged \_\_\_\_\_ Years (PAN No. \_\_\_\_\_) adult, Indian Inhabitant residing at \_\_\_\_\_, having occupation service/business with Contact No. \_\_\_\_\_ intend to be member of SEAWOODS ESTATES LTD., Sector-54/56/58 NERUL, NAVI MUMBAI, proposing to hold Flat No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_, of the SEAWOODS ESTATES LTD. by way of accepting the share of apartment as Gift from our family members.

I/We, hereby request the Chief Estates Manager of the Seawoods Estate to kindly issue me/us NOC from your office to proceed with the formalities.

Yours faithfully,

\_\_\_\_\_  
(Mr./Mrs. \_\_\_\_\_)

**AFFIDAVIT – CUM – UNDERTAKING (FROM DONEE)**

**(ON RS. 100 STAMP PAPER – DULY NOTARISED)**

I/We, **Mr./Mrs.** \_\_\_\_\_, (Donee) aged \_\_\_\_ Years (PAN No. \_\_\_\_\_) adult, Indian Inhabitant residing at \_\_\_\_\_, do hereby state and declare on solemn affirmation as under:

1. I/We am/are intending to be member of SEAWOODS ESTATES LTD., Sector-54/56/58 NERUL, NAVI MUMBAI, proposing to hold **Flat No.**\_\_\_\_\_ Bldg. No. \_\_\_\_\_, of the SEAWOODS ESTATES LTD, hereby give the undertaking that I/We will accept the share of apartment as Gift from our family members and also co-owner of above referred flat, on cessation of membership of the earlier member, under the bye laws of the SEAWOODS ESTATES LTD, for the purpose of residential use.
2. I/We further give the undertaking that no change of use will be made by us without the prior permission, in writing of the committee of the SEAWOODS ESTATES LTD.
3. I/We do hereby undertake to abide by the rules & regulations of the SEAWOODS ESTATES LTD. I/We say that subject to the condition that in case Seawoods Estates Ltd issues NOC for gift of the my/our \_\_\_\_\_'s share in the said flat to me/us.
4. I/We further undertake to pay all the dues if any from the date of cessation of membership of earlier member of the said flat regularly to SEAWOODS ESTATES LTD & concerned authority.
5. Whatever stated here in above is true and correct to the best of my/our knowledge, belief and information and no facts are concealed herein.

Solemnly affirmed at Navi Mumbai on this \_\_\_\_ the day of \_\_\_\_ 20 \_\_\_\_.

**Mr. /Mrs.** \_\_\_\_\_  
DEPONENT

“Before Me”

PHOTO

**FITNESS CENTRE – REGISTRATION FORM**

PP Photograph Self-attested



Name of Applicant			
	Last Name	First Name	
DOB:	_____	Age: _____	Sex: _____
Name of the Resident			
Building No. / Flat No.			
Relation with Applicant			
Status of the Resident: Owner/Tenant			
Contact Details:			
Applicant:			
Resident:			
Person to contact in case of emergency:			
1. Name			
Tel. No. /Mob. No.			
E-Mail Id:			
2. Physician Name			
Tel. No. /Mob. No.			

I/We confirm that the above information is true and correct to the best of my/our knowledge.

Date: \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Signature:

## **WAIVER AND RELEASE OF LIABILITY**

I agree that if I visit or use the Fitness Centre or any of its facilities or equipment, I will do so at my sole risk as to any consequence that may arise from such visit or use. Without limiting the above, I hereby assume all risk of any and all injury, illness or property loss to me or to any other person arising from my engaging in any exercise or activity or use of any fitness centre facility or exercise equipment (mechanical or otherwise), the locker room, sidewalk or lobby area. I hereby, on behalf of myself and my heirs, release and discharge the Fitness Centre (SEL and its affiliates, associates, SEL employees, representatives, successors, Fitness Centre management team and assigns) from any and all losses, damages, injury, illness or property loss, claims, costs, expenses including attorney fees or cause of action and liabilities (known or unknown) under any ground or any law, contract, tort or otherwise, arising out of visit or use of the fitness centre or any of its facilities or equipment whether now or in future notwithstanding any act or omission of any person including negligence of any person or inadequate maintenance of equipment or the fitness centre premises. I am knowledgeable as to the proper use of the fitness centre or its facilities and I will take due care and precaution in using the same.

I declare that the additional amenity of the fitness centre is being provided to me. I am voluntarily using the fitness centre facilities. I have not been induced by any representation or promises or any other thing for such use. I shall not have or make any claim of any nature whatsoever against the fitness centre or any other entity arising out of in any manner relating to the use of the fitness centre by me and I hereby specifically waive and relinquish all such claims, if any.

I declare that I am in good health and condition and have no disability, impairment, injury, disease or ailment preventing me from engaging in any exercise or which may cause increased risk or injury or adverse health consequences as a result of over-exertion or incorrect exercise by use of the fitness centre facilities and its equipment.

I acknowledge that I have carefully read this waiver and release and fully understand and agree with its terms and consequences.

## **RULES AND REGULATIONS**

1. The fitness centre shall have the right to make, alter, add or modify rules, regulations and restrictions in relation to the use of the fitness centre as it may deem necessary from time to time.
2. All signs posted in the fitness centre shall be considered as part of the rules and regulations.
3. Any user who is loud, offensive, and bothersome to other users or behaves otherwise in an unbecoming manner or who is cited for infraction of rules and regulations may be removed from, suspended or expelled from the fitness centre.
4. Use of fitness centre is subject to sole discretion of its management and without

limiting the foregoing, the use shall automatically cease upon cessation of my living in SEL.

5. **Functioning of equipment's is subject to power supply on which SEL has no control.**
6. Fitness centre shall be in operation during such hours as may be determined from time to time by SEL management. Timing of operation of the fitness centre is subject to change without any prior notice.
7. Smoking, drinking, chewing tobacco or the like shall not be permitted within or around the fitness centre.
8. All users must sign in at the reception desk prior to the use of fitness centre.
9. Every user must provide emergency contact number who could be contacted in case of any emergency situation.
10. SEL or the authorized representative of SEL or any other person shall not be responsible for any kind of injury including loss of life during use of equipment or after. In short the participation in Gym for exercise will be on entirely on user's risk.
11. Users must display their receipt/Photo ID card every time they enter the fitness centre. No user will be allowed entry to the fitness centre without the same.
12. Users who suffer from any nature of injury, illness or suffer from heart disease, diabetes, high blood pressure, using any medications or pregnant ladies shall seek medical advice prior to using the fitness centre.
13. Users shall at all times be in appropriate attire as may be determined by fitness centre from time to time while using the fitness centre.
14. The fitness centre shall not be liable for any loss, theft or damage to the personal property of any user.
15. Use of the fitness centre is non-transferable, non-assignable and shall not carry any voting rights of any nature whatsoever.
16. Children below 12yrs are strictly prohibited to use the Fitness Centre, exceptions are provided on recommendation of Coaches (Lawn tennis, Badminton, Table Tennis & others) empanelled by SEL in the club.
17. Food is strictly prohibited in the fitness centre
18. SEL has the right to seek damages through fine in the event of spoiling any equipment/ facility intentionally.

I understand, accept and agree to abide by the above.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature



**YOGA AND DANCE HALL BOOKING FORM**

Size: 30'3" x 28'6" or 867 sq foot  
(Timings: 6.00 AM to 10.00 PM)

Date: \_\_\_\_\_

- **Name of Person booking the Hall:** Mr./Mrs. \_\_\_\_\_
- **If Resident, please mention Building/flat number**  
\_\_\_\_\_
- **If not a Resident, please furnish full address and a copy of Aadhar card**  
\_\_\_\_\_
- **Tel. No. and mobile number** \_\_\_\_\_
- **State nature of function and /or activity**  
\_\_\_\_\_  
\_\_\_\_\_
- **Hours of daily booking: (a)\_\_\_ hours or (b)\_\_\_ hours or (c) \_\_ hours**
- **Time the hall is required: From ...hours to .....hours on .....days in a week**
- **Starting and ending dates of booking:**

**CHARGES**

<b>Category</b>	<b>Purpose</b>	<b>Rate</b>
Residents	Commercial coaching	Refundable security deposit of Rs.5000/- and Rs.600 per hour + GST
Other than residents	Commercial coaching	Refundable security deposit of Rs.5000/- and Rs.750 per hour+ GST

- **5%** on applicable hourly rate for cumulative bookings of **10 hrs.** during each calendar month
- **8%** on applicable hourly rate for cumulative bookings of **20 hrs.** during each calendar month
- **10%** on applicable hourly rate for cumulative bookings of **30 hrs. or more** during each calendar month.

Full Amount is payable on booking. Cheque should be in name of "Seawoods Estates Limited"

(Cheque/DD) \_\_\_\_\_ Dated: \_\_\_\_\_

**NOTE:**

1. Refundable security deposit for both residents and non-residents is Rs.5000/-. In the event of any damage, replacement cost will be deducted against security deposit and balance if any will be refunded.
2. Overhead Projector being consumable is chargeable @ Rs.500 per day from residents and Rs.1000 per day from non-residents irrespective of purpose. As an exception, overhead projector for use by medical practitioners at the senior citizens forum will be free of charge.
3. Public Address System: Rs.250 per day.

**TERMS & CONDITIONS:-**

Subject to the availability, Yoga and Dance Hall can be booked by any person, on the following terms and conditions.

1. **Any advance booking can be cancelled for organising SEL official programmes.**
2. **Booking shall be strictly on first come first basis; preference will be given to paid bookings.**
3. Refunds/cancellations: The deductions for cancellations shall be 15%, 2 days before 30%, one day before 50% and no refund on the day of booking.
4. No other place/ premises or place shall be used by the resident/applicant or his guests except the hall for which the booking has been made.
5. Pets are not allowed.
6. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you. Smoking / Alcohol is strictly not allowed inside the hall.
7. The music will be played within the decibel levels prescribed by law. At **9.30 pm** music must be shut down. All activities, including clean up shall curtail by 10 pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.
8. **Damage/Cleaning/Security Deposit:** Security Deposit covers damage, non-adherence to any of the booking terms and after-party clean-up of the venue. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, Resident will repair/replace or cause to repair/replace the damage or to pay the cost thereof. Adjustment shall also be made from the security deposit for any other amount due and payable by the resident.

9. Resident shall be responsible for the actions of his guests. ***SEL shall not be responsible for any damage caused to the resident or his guest, labour or property for whatever reasons.***
10. Capacity of Hall is 40 guests. Parking capacity is 35 vehicles. SEL facilities do not support crowds and vehicles above that number. Resident has to be as accurate as possible when estimating his guest count so that his group may be properly accommodated.
11. No negotiation & No request to break the terms and conditions will be accepted. The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE

Club House manager	
Accounts Section manager	
Administration Section manager	
Remarks in case of cancellation	

**GUEST-HOUSE ROOM BOOKING FORM**

Date: \_\_\_\_\_

- Name of Resident making the booking: - \_\_\_\_\_  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_ Membership. No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_
- Name of person booking is made for: \_\_\_\_\_
- Photo ID of Guest: Passport/Driving License/Voter Card/Adhaar Card/PAN Card
- Name and Address of Guest for whom the booking is made for:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Relationship with Guest: \_\_\_\_\_
- No. of Guests: \_\_\_\_\_

**Booking Tariff**

1. Guest Room: Rs.2000/- per room per day
2. Extra mattress: Rs.400/- per mattress per day
3. GST at actual will be applicable for above services

**FOR OFFICE USE**

Booking of: Mr. /Mrs. \_\_\_\_\_

For Room no: \_\_\_\_\_ for \_\_\_\_\_ days, from: \_\_\_\_\_ to: \_\_\_\_\_  
\_\_\_\_\_

Full Amount: \_\_\_\_\_ /- (Rupees \_\_\_\_\_ )

Receipt No.: \_\_\_\_\_ Date: / /20 (Cheque/PO/DD) \_\_\_\_\_

**BOOKING TERMS AND CONDITIONS**

The Guest rooms can be booked by any resident, subject to the availability and booking as per the following terms and conditions.

- 1. Check in time: 12.00 noon, Check out time: 11.00 am**

2. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payments by cheque/PO/DD to be made in favour of “**Seawoods Estates Ltd**”. If cheque is dishonoured, Rs.500/- will be charged as Bank charges.
3. **Refunds/cancellations:** The deductions for cancellations shall be as under:-
  - a) Three months prior to day of booking: 10% will be deducted
  - b) One month prior to day of booking : 20% will be deducted
  - b) 2 days prior to the day of booking : 50% will be deducted
  - c) Previous/on day of the booking: Full booking amount to be forfeited
4. The resident who is booking the rooms shall be responsible for the keys. The keys are to be collected/handed over during the working hours of the Clubhouse. If keys are not handed over in time, an extra day of booking will be considered.
5. List of all guests coming inside the complex to be submitted by the applicant at the reception. Unauthorised person shall not be allowed to stay in the guest rooms.
6. ID proof of any one guest of a room at the time of check-in is a must. If the resident is collecting the keys, the resident should provide the ID proof of the Guest.
7. Guests are requested to leave their room’s keys at the reception for housekeeping.  
**Housekeeping timings: 11am to 12 noon.**
8. Linen shall be changed once in every 2 days for room bookings for more than a day.
9. Tea/Coffee sachets will be replenished once a day.
10. In case of breakage/loss of Guest room property, the resident who made the booking will be charged as per the prescribed amount. If the charges are not paid at the time of check out, the amount shall be added to the M&R charges of the resident.
11. Pets are not allowed in the Guest room premises.
12. Light music to be played inside the rooms is appreciated.
13. Smoking inside the rooms is not allowed.
14. **For residents, whose flat is under renovation:** With submission of renovation documents, a resident can book 2 rooms for Rs.1000/- per room per day, subject to minimum of 15 days. The rooms will be cleaned by housekeeping but services of change of linen and replenishment of drinking water/tea/coffee/toiletries shall not be provided by SEL. For the booking, separate booking form is to be used.
15. Resident, who has made the booking, shall be responsible for the actions of his guests. ***SEL shall not be responsible for any damage caused by the resident and his guest, for whatever reasons.***
16. No negotiation & No request to break the terms and conditions will be accepted.

The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same and ensure that we will strictly adhere to discipline and integrity of Seawoods Complex.

Resident's/Applicant's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Recommended by**

**Authorized by**

**Approved By**

**Club House Manager**

**Chief Estate Manager**

**(Director)**

**GUEST-HOUSE ROOM BOOKING FORM**  
**(FOR FLAT UNDER RENOVATION)**

Date: \_\_\_\_\_

- Name of Resident : -  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_ Membership. No. \_\_\_\_\_ Tel. No.  
\_\_\_\_\_
- Name of Residents staying at the guestrooms
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

**Booking Tariff (Discounted)**

1. Guest Room: Rs.1300/- per room per day
2. Extra mattress: Rs.200/- per mattress per day
3. GST at actual will be applicable for above services

**FOR OFFICE USE**

Booking of: Mr. /Mrs. \_\_\_\_\_

For Room No: \_\_\_\_\_ for \_\_\_\_\_ days, from: \_\_\_\_\_ to: \_\_\_\_\_

Full Amount: \_\_\_\_\_ /- (Rupees \_\_\_\_\_)

Receipt No.: \_\_\_\_\_ Date: / /20 (Cheque/PO/DD) \_\_\_\_\_

**BOOKING TERMS AND CONDITIONS**

The Guest rooms can be booked by any resident, subject to the availability and booking as per the following terms and conditions.

1. **The booking period for a room is to be a minimum of 15 days.**
2. **Check in time: 12.00 noon, Check out time: 11.00 am**

3. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payments by cheque/PO/DD to be made in favour of “**Seawoods Estates Ltd**”. If cheque is dishonoured, Rs.500/- will be charged as Bank charges.
4. **Refunds/cancellations:** The deductions for cancellations shall be as follows:-
  - a) Three months prior to day of booking : 10% will be deducted
  - a) One month prior to day of booking : 20% will be deducted
  - b) 2 days prior to the day of booking : 50% will be deducted
  - c) Previous/on day of the booking : Full booking amount to be forfeited
5. At the time of booking relevant documents/permission from SEL office for renovation of flat must be submitted at the reception.
6. **The discounted booking is only for residents. Outside guests are not allowed to stay in the same room.**
7. The resident who is booking the rooms shall be responsible for the keys. The keys are to be collected/handed over during the working hours of the Clubhouse. If keys are not handed over in time, an extra day of booking will be considered. Normal tariff charges will be applicable.
8. In case of damage/breakage/loss of Guestroom property the resident who made the booking will be charged as per the prescribed amount. If the charges are not paid at the time of check out, the amount shall be added to the M&R charges.
9. The rooms will be cleaned by housekeeping but services of change of linen and replenishment of drinking water/ tea/coffee/toiletries shall not be provided by SEL.
10. Pets are not allowed in the Guestroom premises.
11. Light music to be played inside the rooms is appreciated.
12. Smoking is not allowed in the Guestrooms.
13. Cooking is not allowed in the Guestrooms.
14. No negotiation & No request to break the terms and conditions will be accepted.

The agreement is subject to any force majeure.

**ACCEPTANCE:** I/We understand the terms and conditions set forth in the agreement above and agree to the same and ensure that we will strictly adhere to discipline and integrity of Seawoods Complex.

Resident's/Applicant's

Signature:

---



Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Recommended by  
Approved By  
Club House Manager  
(Director)**

**Authorized by  
Chief Estate Manager**

**CLUB HOUSE LAWN BOOKING FORM**

Size: 131' x 79' or 10350 sq foot

- Name of Resident making the booking: \_\_\_\_\_  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_, Entry Pass No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_
- Name and address of person for whom the booking is made for: (**Rule 5**) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Relationship with person \_\_\_\_\_ Purpose for booking \_\_\_\_\_  
\_\_\_\_\_
- No. of approx. Guests \_\_\_\_\_ No. of days of booking \_\_\_\_\_
- Name of Caterer \_\_\_\_\_ Name of Decorator \_\_\_\_\_  
\_\_\_\_\_

**Timings: 8.00 am to 11.00pm**

<b>BOOKING CHARGES</b>		
<b>RESIDENT</b>	<b>CORPORATE</b>	<b>Refundable Deposit</b>
<b>Rs.20000/- per day</b>	<b>Rs.35000/- per day</b>	<b>Rs.15000/-</b>

Booking of: Mr./Mrs. \_\_\_\_\_ for \_\_\_\_\_ days wef \_\_\_\_\_  
\_\_\_\_\_

Full Amount: \_\_\_\_\_ /- (Rupees \_\_\_\_\_)

Receipt No.: \_\_\_\_\_ Date: / /20 (Cash/PO/DD) \_\_\_\_\_

**BOOKING TERMS**

The Club Lawn/venue can be hired/ used by any resident, subject to the availability and booking as per the following terms and conditions.

1. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payments by cheque are subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".
2. Refunds/cancellations: The deductions for cancellations shall be as follows:-
  - a) Cancellation charges : 15% will be deducted
  - b) 2 days prior to the day of booking : 30% will be deducted
  - c) Previous day of the booking : 50% will be deducted
  - d) On the day of the booking : Full booking amount to be forfeited
3. Resident booking the Club House lawn is required to submit a joint undertaking signed along with decorator and caterer in the form given in Annexure 15.1 & 15.2 respectively.
4. **For use of SEL electricity:**
  - a) Rs.5000/- will be charged for putting up lighting;
  - b) Charges for use of additional lights/halogens will be recovered based on usage – Rs. 100/-per halogen per hour.
5. Any resident can book the Club Lawn/venue for the purposes of entertainment, recreation, wedding party, birthday party, receptions, or for religious ceremony.
6. The Club House Lawn can be booked by a resident for any of the above purposes for self and all his/her blood relatives irrespective of the place where they reside.
7. **Venue rental period begins at 6 am on the day of the event and ends no later than 11pm on the last day of the rental.**
8. No decoration/catering is permitted on previous day of the event/booking. Subject to the availability of lawn, it may be allowed on payment of Rs.5000/- in addition to other charges.
9. A sum of Rs.1000/- for erected pole will be payable in addition to other charges.
10. No other place/premises or place shall be used by the resident/applicant or his guests except the Club Lawn/venue for which the booking has been made. SEL reserves its right to take appropriate steps to enforce this condition.
11. Bursting of crackers and playing of Musical Band and Instrument are prohibited in the club premises or on the roads of the premises and the complex.
12. Cooking shall be carried out only at the designated area and nowhere else.
13. Pets are not allowed.
14. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

**Resident/Applicant Certification:**

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. Should I do not get the cleaning done or if in the opinion of the SEL the venue is not cleaned as desired, the SEL shall get the same cleaned for which I agree to pay a sum of Rs.1500/- to SEL towards cleaning charges in addition to other amounts payable to SEL.

( \_\_\_\_\_ )  
Resident/Applicant

15. The music will be played within the decibel levels as prescribed by law. At **10 pm** music must be shut down. Party and all activities, including clean-up shall curtail by 11pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.
15. Residents requiring kitchen area (open space by the side of mini party room) should book the kitchen by additional payment of Rs.2000/- per day.
16. Serving alcohol will be subject to law and necessary permissions from the authorities. User/Resident shall be liable for any loss suffered by SEL because of non-adherence to this condition. Consumption of alcohol should be in moderation.
17. **Damage/Cleaning/Security Deposit:** User/Resident to deposit a sum of Rs.15,000/- as a security deposit, which covers damage, non-adherence to any of the booking terms and after-party clean up of the venue. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, User/Resident agree to repair/replace or cause to repair/replace the damage or to pay the cost thereof? This also includes any unfinished clean up (including cigarette butts), trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event. Adjustment shall also be made from the security deposit for any other amount due and payable.
18. A certificate/ confirmation from the Club Manager that all the terms and conditions(including timely closure of the music and other activities) were performed to satisfaction and that the lawn has been handed over in the condition as it was handed over, is mandatory for the refund of security deposit.
19. Parking will be provided for a maximum of 35 cars only. Buses are not allowed inside the complex.
20. User/Resident shall be **responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.**
21. Capacity of the Lawn is 300 guests, and parking capacity is for 35 vehicles. SEL facilities do not support crowds and vehicles above that number. Costs and property damage increase in direct proportion to the number of guests in attendance. Please be as accurate as possible when estimating the guest count so that the group may be properly accommodated.
22. No negotiation & No request to break the terms and conditions will be accepted.

The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Recommended by**

\_\_\_\_\_  
**Authorized by**

**Director**

**Club House Manager**

**(Chief Estate Manager)**

**Approved By**

**Details about decorator and undertaking jointly with resident**

1. Name, address & contact number of decorator.....
2. Detail of work assigned to the decorator.....
3. Name/s of electrician/s qualified to do electrical work.....
4. Last 3 similar work done in SEL premises – dates and names of parties for whom done  
.....  
.....  
.....
5. Mention details of penalty imposed by SEL, if any.....

**6. Undertaking by decorator**

I hereby sign an undertaking that while carrying out above mentioned decoration work particularly electrical work, I have taken all the precautions as per the rules of the electricity department to ensure that there are no risks of any kind to the people due to electrical etc. faults and I shall be held personally liable for any accident or injury caused due to work carried out by me. In case of any lapse in the timely cleaning of the place, SEL will have the right to impose financial penalty on me. In case of non-payment of penalty, resident who has made the booking will be held responsible to pay the penalty.

**Signature of the Decorator with date**

**Signature of the Resident with date**

**Details about Caterer and undertaking jointly with resident**

1. Name, address & contact number of Caterer.....
2. Catering for veg and /or non-veg and number of persons for whom arrangement has been ..... made
3. Name/s of Head Cook responsible for hygiene and food safety.....
4. Last 3 similar work done in SEL premises – dates and names of parties for whom done  
.....  
.....  
.....
5. Mention details of penalty imposed by SEL, if any.....

**6. Undertaking by Caterer**

I hereby sign an undertaking that while carrying out above mentioned work, I have taken all the precautions required for ensuring food quality and fire safety standards to ensure that there are no risks of any kind to the people/property and I shall be held personally liable for any lapse in this regard. I shall restrict the cooking etc. within the kitchen space booked in advance by the resident on payment of Rs.2000/- per day. I shall be responsible to keep the place clean and free from left over uncooked/cooked food. In case 'nali' is choked, I shall be required to get it cleared at my cost. In case of failure to do so, SEL shall have the right to impose financial penalty on me. In case of failure to pay penalty, resident who booked the place shall be liable to meet the financial penalty.

**Signature of the Caterer with date**

**Signature of the Resident with date**

**CLUB HOUSE MINI LAWN BOOKING FORM**

Size: 49' x 45'4" or 2222 Sq. Ft.

- Name of Resident making the booking: \_\_\_\_\_  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_, Entry Pass No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_
- Name and address of person for whom the booking is made for: (**Rule 5**) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Relationship with person \_\_\_\_\_ Purpose for booking \_\_\_\_\_  
\_\_\_\_\_
- No. of approx. Guests \_\_\_\_\_ No. of days of booking \_\_\_\_\_
- Name of Caterer \_\_\_\_\_ Name of Decorator \_\_\_\_\_  
\_\_\_\_\_

**Timings: 8.00 am to 11.00pm**

<b>RESIDENT</b>	<b>Refundable Deposit</b>
<b>Rs.4000/- per day</b>	<b>Rs.2000/-</b>

Booking of: Mr./Mrs. \_\_\_\_\_ for \_\_\_\_\_ days wef \_\_\_\_\_  
\_\_\_\_\_

Full Amount: \_\_\_\_\_ /- (Rupees \_\_\_\_\_)

Receipt No.: \_\_\_\_\_ Date: / /20 \_\_\_\_\_ (Cash/PO/DD) \_\_\_\_\_

**BOOKING TERMS**

The Club Lawn/venue can be hired/ used by any resident, subject to the availability and booking as per the following terms and conditions

1. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payments by cheque are subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".



2. Refunds/cancellations: The deductions for cancellations shall be as follows:-

- a) Cancellation charges : 15% will be deducted
- b) 2 days prior to the day of booking : 30% will be deducted
- c) Previous day of the booking : 50% will be deducted
- d) On the day of the booking : Full booking amount to be forfeited

**3. For use of SEL electricity:**

- a) Rs.1000/- will be charged for SEL lighting;
  - b) Charges for use of additional lights/halogens will be recovered based on usage – Rs. 100/-per halogen per hour.
4. Any resident can book the Club Lawn/venue for the purposes of entertainment, recreation, wedding party, birthday party, receptions, or for religious ceremony.
5. The Club House Lawn can be booked by a resident for any of the above purposes for self and all his/her blood relatives irrespective of the place where they reside.
6. **Venue rental period begins at 6 am on the day of the event and ends no later than 10 pm on the last day of the rental.**
7. No other place/premises or place shall be used by the resident/applicant or his guests except the Club Lawn/venue for which the booking has been made. SEL reserves its right to take appropriate steps to enforce this condition.
8. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

**Resident/Applicant Certification:**

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. Should I do not get the cleaning done or if in the opinion of the SEL the venue is not cleaned as desired, the SEL shall get the same cleaned for which I agree to pay a sum of Rs.1500/- to SEL towards cleaning charges in addition to other amounts payable to SEL.

(\_\_\_\_\_)

Resident/Applicant

9. The music will be played within the decibel levels as prescribed by law. At **10 pm** music must be shut down. Party and all activities, including clean-up shall curtail by 11pm. This must be strictly observed. SEL reserves it right to shut off the music and/or to disconnect the electricity in any such event of non-adherence.
10. Serving alcohol will be subject to law and necessary permissions from the authorities. User/Resident shall be liable for any loss suffered by SEL because of non-adherence to this condition. Consumption of alcohol should be in moderation.

11. User/Resident shall be responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.

12. The agreement is subject to any force majeure.  
ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's Signature with date \_\_\_\_\_

\_\_\_\_\_  
**Recommended by**

\_\_\_\_\_  
**Authorized by**

\_\_\_\_\_  
**Director**

**Club House Manager**

**(Chief Estate Manager)**

**Approved By**

**MINI PARTY HALL BOOKING FORM**

Size: 28'8" x 19'4" or 555 sq foot

- Name of Resident making the booking: \_\_\_\_\_  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_, Entry Pass No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_
- Name and address of person for whom the booking is made for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Relationship with person \_\_\_\_\_ Purpose for booking \_\_\_\_\_  
\_\_\_\_\_
- No. of approx. Guests \_\_\_\_\_ No. of days of booking \_\_\_\_\_  
Name of Caterer \_\_\_\_\_ Name of Decorator \_\_\_\_\_  
\_\_\_\_\_

**Timings: 9.00 am to 9.00pm**

<b>BOOKING CHARGES</b>		
<b>RESIDENT</b>	<b>CORPORATE</b>	<b>REFUNDABLE DEPOSIT</b>
<b>Rs.3000/- for Full Day</b>	<b>Rs.5000/- for Full Day</b>	<b>Rs.5000/-</b>
<b>Rs. 200/- per hour for coaching by resident*</b>	<b>Rs. 300 per hour for coaching by other than resident*</b>	<b>Nil</b>

\*If the hall is booked for full day, the space will not be available for coaching. To the extent possible, Coaches will be provided some alternative space.

- **5%** on applicable hourly rate for cumulative bookings of **10 hrs.** during each calendar month
- **8%** on applicable hourly rate for cumulative bookings of **20 hrs.** during each calendar month
- **10%** on applicable hourly rate for cumulative bookings of **30 hrs. or more** during each calendar month.

Booking of: Mr./Mrs. \_\_\_\_\_ for \_\_\_\_\_ days wef \_\_\_\_\_

Full Amount: \_\_\_\_\_/- (Rupees \_\_\_\_\_)

Receipt No.: \_\_\_\_\_ Date: / /20 (Cash/PO/DD) \_\_\_\_\_

## **BOOKING TERMS**

The Mini Party Hall can be booked by any resident for self and all his/her blood relatives irrespective of the place where they reside as per the following terms and conditions:

1. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payment by cheque is subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".
2. Refunds/cancellations: The deductions for cancellations shall be as follows:-
  - a) Cancellation charges : 15% will be deducted
  - b) 2 days prior to the day of booking : 30% will be deducted
  - c) Previous day of the booking : 50% will be deducted
  - d) On the day of the booking : Full booking amount to be forfeited
3. Only one meeting table will be provided for Mini Party Hall booking.
4. Charges for use of additional lights is Rs.500/-. Use of halogens will be recovered based on usage 100/-per halogen per hour.
5. No other place/ premises or place shall be used by the resident/applicant or his guests except the Mini party hall. SEL reserves its right to take appropriate steps to enforce this condition.
6. Bursting of crackers and playing of Musical Band and Instrument are prohibited in the club premises or on the roads of the premises and the complex.
7. Cooking shall be carried out only at the designated area and nowhere else.
8. Pets are not allowed.
9. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

### **Resident/Applicant Certification:**

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. If in the opinion of the SEL the venue is not cleaned as desired, I agree to pay Rs.1500/- to SEL towards cleaning charges in addition to other charges.

( \_\_\_\_\_ )  
Resident/Applicant

10. The music will be played within the decibel levels as prescribed by law. At **9.30 pm** music must be shut down. Party and all activities, including clean up shall curtail by 9 pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.
11. Separate light connections shall be made for kitchen/catering area and all the lights shall be directed away from the residential building.
12. Serving alcohol will be subject to law and necessary permissions from the authorities. User/Resident shall be liable for any loss suffered by SEL because of non-adherence to this condition. User/Resident has a duty towards other residents and must respect their privacy and peaceful atmosphere even during the continuation of the event. Having loud, disrespectful groups or individuals will not be allowed.
13. **Damage/Cleaning/Security Deposit:** User/Resident to deposit a sum of Rs.5000/- as a security deposit, which covers damage, non-adherence to any of the booking terms and after-party clean up of the venue. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, User/Resident agree to repair/replace or to pay the cost thereof. This also includes any unfinished clean up (including cigarette butts), trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event. Adjustment shall also be made from the security deposit for any other amount due and payable.
14. A certificate/ confirmation from the Club Manager that all the terms and conditions (including timely closure of the music and other activities) were performed to satisfaction and that the lawn has been handed back in the original condition, is mandatory for the refund of security deposit.
15. Parking will be provided for a max of 35 cars only. Buses are not allowed inside the complex.
16. User/Resident shall be ***responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.***
17. Capacity of Mini Party Hall is 40 guests, and parking capacity is for 35 vehicles. SEL facilities do not support crowds and vehicles above that number. Costs and property damage increase in direct proportion to the number of guests in attendance. Please be as accurate as possible when estimating the guest count so that the group may be properly accommodated.
18. No negotiation & No request to break the terms and conditions will be accepted.

The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's Signature with  
date: \_\_\_\_\_

\_\_\_\_\_  
**Club House Manager**

\_\_\_\_\_  
**Authorized by**

**Approved By**

**(Recommended by)**

**(Chief Estate Manager)**

**(Director)**

**NANA - NANI PARK BOOKING FORM**

Date: \_\_\_\_\_

- Name of Resident making the booking: \_\_\_\_\_  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_, Entry Pass No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_
- Name and address of person for whom the booking is made for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Relationship with person \_\_\_\_\_ Purpose for booking \_\_\_\_\_  
\_\_\_\_\_
- No. of approx. Guests \_\_\_\_\_ No. of days of booking \_\_\_\_\_
- Name of Caterer \_\_\_\_\_ Name of Decorator \_\_\_\_\_  
\_\_\_\_\_

**Timings: 9.00 am to 9.00pm**

<b>PER DAY</b>	<b>Refundable Deposit</b>
<b>Rs.7000/- per day</b>	<b>Rs7000/-</b>

Booking of: Mr. /Mrs. \_\_\_\_\_ for \_\_\_\_\_ days wef \_\_\_\_\_  
\_\_\_\_\_

Full Amount: \_\_\_\_\_ /- (Rupees \_\_\_\_\_)

Receipt No.: \_\_\_\_\_ Date: / /20 \_\_\_\_\_ (Cash/PO/DD) \_\_\_\_\_

**BOOKING TERMS**

The Nana Nani Park can be booked by any resident for self and all his/her blood relatives irrespective of the place where they reside as per the following terms and conditions.

1. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payment by cheque is subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".
2. Refunds/cancellations: The deductions for cancellations shall be as follows:-
  - a) Cancellation charges : 15% will be deducted
  - b) 2 days prior to the day of booking : 30% will be deducted
  - c) Previous day of the booking : 50% will be deducted
  - d) On the day of the booking : Full booking amount to be forfeited
3. **For use of additional lighting:**
  - a) Rs.2000/- will be charged for SEL lighting;
  - b) Charges for use of additional lights/halogens will be recovered based on usage – Rs.100/-per halogen per hour.
4. Any resident can book Nana Nani Park for the purposes of entertainment, recreation, wedding party, birthday party, receptions, or for religious ceremony.
5. **Venue rental period begins at 8 am on the day of the event and ends at 9 pm.**
6. No decoration/catering is permitted on previous day of the event/booking. Subject to the availability of lawn, it may be allowed on payment of Rs.2000/- in addition to other charges.
7. Digging is not allowed.
8. No other place/premises or place shall be used by the resident/applicant or his guests except the Nana Nani Park for which the booking has been made. SEL reserves its right to take appropriate steps to enforce this condition.
9. Music is not allowed at Nana Nani Park
10. Bursting of crackers and playing of Musical Band and Instrument are prohibited in the Nana Nani Park or on the roads of the premises and the complex.
11. Cooking shall be carried out only at the designated area and nowhere else.
12. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

**Resident/Applicant Certification:**

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. Should I do not get the cleaning done or if in the opinion of the SEL the venue is not



cleaned as desired, the SEL shall get the same cleaned for which I agree to pay a sum of Rs.1500/- to SEL towards cleaning charges in addition to other amounts payable to SEL.

( \_\_\_\_\_ )  
Resident/Applicant

13. Party and all activities, including clean-up shall curtail by 9 pm respectively. This must be strictly observed. SEL reserves its right to disconnect the electricity in any such event of non-adherence.
14. Separate light connections shall be made for kitchen/catering area and all the lights shall be directed away from the residential building.
15. Serving alcohol will be subject to law and necessary permissions from the authorities. You shall be liable for any loss suffered by SEL because of non-adherence to this condition. Consumption of alcohol should be in moderation. It must be appreciated that you have a duty towards other residents and you must respect their privacy and right to have a peaceful atmosphere even during the continuation of the event. Having loud, disrespectful groups or individuals will not be allowed.
16. **Damage/Cleaning/Security Deposit:** User/Resident to deposit a sum of Rs.5000/- as a security deposit, which covers damage, non-adherence to any of the booking terms and after-party clean-up of the venue. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, User/Resident agree to repair/replace or cause to repair/replace the damage or to pay the cost thereof? This also includes any unfinished clean up (including cigarette butts), trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event. Adjustment shall also be made from the security deposit for any other amount due and payable.
17. A certificate/ confirmation from the Club Manager that all the terms and conditions(including timely closure of the music and other activities) were performed to satisfaction and that the lawn has been handed over in the condition as it was handed over, is mandatory for the refund of security deposit.
18. Parking will be provided for a maximum of 35 cars only. Buses are not allowed inside the complex.
19. User/Resident shall be ***responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.***
20. Capacity of the Park is 100 guests, and parking capacity is for 25 vehicles. SEL facilities do not support crowds and vehicles above that number. Costs and

property damage increase in direct proportion to the number of guests in attendance. Please be as accurate as possible when estimating the guest count so that the group may be properly accommodated.

21. No negotiation & No request to break the terms and conditions will be accepted.

The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's Signature with

date: \_\_\_\_\_

\_\_\_\_\_

**Recommended by**

**Authorized by**

**Approved By**

Club House Manager

Chief Estate Manager

Director

**COMMUNITY HALL BOOKING FORM****Size: 50' x 29' or 1450 Sq. Ft.**

- Name of Resident making the booking: \_\_\_\_\_  
\_\_\_\_\_
- Building/Flat No. \_\_\_\_\_ / \_\_\_\_\_, Entry Pass No. \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_
- Name and address of person for whom the booking is made for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Relationship with person \_\_\_\_\_ Purpose for booking \_\_\_\_\_  
\_\_\_\_\_
- No. of approx. Guests \_\_\_\_\_ No. of days and date of booking \_\_\_\_\_  
Name of Caterer \_\_\_\_\_ Name of Decorator \_\_\_\_\_  
\_\_\_\_\_

**Timings: 9.00 am to 10.00 pm (full day)**  
**6 am to 10 am on per hour basis and 6 am to 2 pm (first half day) and 2 pm to 10 pm for second half day**

<b>BOOKING CHARGES</b>		
<b>RESIDENT</b>	<b>CORPORATE &amp; OUTSIDERS</b>	<b>Refundable Deposit</b>
<b>Rs.12000/- for 1 full day Or            Rs.800/- per hour Or            Rs.5000/- for first half day            Or Rs.10000/- for second            half day</b>	<b>Rs.15000/- for 1 full day            Or            Rs.1000/- per hour</b>	<b>Rs10000/-</b>

Booking of: Mr./Mrs. \_\_\_\_\_ for \_\_\_\_\_ days wef \_\_\_\_\_  
\_\_\_\_\_

Full Amount: \_\_\_\_\_ /- (Rupees \_\_\_\_\_)

Receipt No.: \_\_\_\_\_ Date: / / \_\_\_\_\_ (Cash/PO/DD) \_\_\_\_\_

**BOOKING TERMS**

The Community Hall can be booked by any resident for self and all his/her blood relatives irrespective of the place where they reside as per the following terms and conditions:

1. Advance booking for half day is not allowed before 10 calendar days. Half day booking is not available for evening.  
2. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payment by cheque is subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".

3. Refunds/cancellations: The deductions for cancellations shall be as follows:-

- a) Cancellation charges : 15% will be deducted
- b) 2 days prior to the day of booking : 30% will be deducted
- c) Previous day of the booking : 50% will be deducted
- d) On the day of the booking : Full booking amount to be forfeited

4. Only one meeting table will be provided for Community Hall booking.

5. Use of halogens will be recovered based on usage Rs.100/-per halogen per hour.

6. No other place/ premises or place shall be used by the resident/applicant or his guests except the Community hall. SEL reserves its right to take appropriate steps to enforce this condition.

7. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

#### **Resident/Applicant Certification:**

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. If in the opinion of the SEL the venue is not cleaned as desired, I agree to pay Rs.1500/- to SEL towards cleaning charges in addition to other charges.

(\_\_\_\_\_)

Resident/Applicant

8. The music will be played within the decibel levels as prescribed by law. At **9.30 pm** music must be shut down. Party and all activities, including clean up shall completed by 10 pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.

9. Serving alcohol will be subject to law and necessary permissions from the authorities. User/Resident shall be liable for any loss suffered by SEL because of non-adherence to this condition. User/Residents have a duty towards other residents and must respect their privacy and peaceful atmosphere even during the continuation of the event. Having loud, disrespectful groups or individuals will not be allowed.

10. **Damage/Cleaning/Security Deposit:** User/Resident to deposit a sum of Rs.10000/- as a security deposit, which covers damage, non-adherence to any of the booking terms and after-party clean-up of the venue. Fixing nails on the walls is strictly

prohibited. Full security deposit will be forfeited in case nails are seen on the walls. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, User/Resident agree to repair/replace or to pay the cost thereof. This also includes any unfinished clean-up (including cigarette butts), trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event. Adjustment shall also be made from the security deposit for any other amount due and payable.

11. A certificate/ confirmation from the Club Manager that all the terms and conditions (including timely closure of the music and other activities) were performed to satisfaction and that the hall has been handed back in the original condition, is mandatory for the refund of security deposit.

12. User/Resident shall be **responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.**

13. Capacity of Community Hall is 150 guests and parking capacity is for 35 vehicles. SEL facilities do not support crowds and vehicles above that number. Costs and property damage increase in direct proportion to the number of guests in attendance. Please be as accurate as possible when estimating the guest count so that the group may be properly accommodated. Buses are not allowed inside the Complex.

14. No negotiation & No request to break the terms and conditions will be accepted.

15. The agreement is subject to any force majeure.

16. ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommended by**

**Authorized by**

**Approved By**

**(Club House Manager)**

**(Chief Estate Manager)**

**(Director)**

**Booking Form for Free Space/Infrastructure  
(In terms of House Rules – reproduced at bottom of the application)**

- 1. Name of the organiser/s:**
- 2. Purpose:**
- 3. Location of the Facility/Space required:**
- 4. AC or Non AC/ Public Address system / Projector: Please tick the additional facilities needed.**
- 5. Number of days and from/to time when it will be handed back:**  
From -----(date and time)  
To-----(date and time)
- 6. Amount of security deposit: Rs.....**  
Cheque no., date, amount, name of the bank and date of realisation
- 7. In case no security deposit has been made, please state so.**
- 8. Whether Undertaking signed by all organisers: Yes No**

**Signatures of all applicants with date**

**BOOKING TERMS AND CONDITIONS**

- 1. Damage/Cleaning:** Fixing nails on the walls is strictly prohibited. The cost of any property damage done will be recovered from the organiser/s. This also includes any unfinished clean-up trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event.
- 2.** The music will be played within the decibel levels as prescribed by law. At 10.00 PM, music must be shut down. All activities, including clean up shall be completed before 10 pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.
- 3. Havans (fire/flames) of any type causing soot is strictly prohibited inside the covered space.**

#### 4. Undertaking to be signed by all members of the organisers

“We, as organisers, take full joint and personal responsibility for proper use of the space / infrastructure as per rules of the SEL management. We shall be fully responsible for the management of the event. We also undertake to hand over the space in the same condition as it was handed over to us.

Name	Flat No.	Signatures
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**APPROVED BY CLUB MANAGER / CEM / DIRECTOR**

**SIGNATURE WITH DATE**

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#### **House Rules reproduced below**

- Residents, on specific request, are allowed use of common area and Club House spaces/infrastructure **free of cost** provided they are of general utility to residents at large, such as, Ganesh Mahotsav, social/cultural/entertainment events, free coaching open to all and open lecture sessions by prominent persons on health, etc. In all such cases, except for providing the infrastructure, SEL does not take any responsibility and the entire responsibility rests on organiser/s. Such requests are considered by SEL management on merits of each case. SEL reserves the right to reject requests without assigning any reason or may allow them on conditions including tendering prescribed security deposits.