Internal Memo No. 904/15– Accounts Date: 17.01.2011

Sub.: Standard format for receipts and other documents

From the legal point of view it is important that the format of receipt is accurate. Ensure that the formats enclosed herein are used for issuing receipts. The formats enclosed are:

1. Receipt of security deposit for new lease
2. Refund of excess amount paid
3. Cancel booking - refund of amount paid
4. Hand loan
5. Receipt of advance sale consideration
6. Letter of confirmation for part or total amount received

Soham Modi

( Receipt of security deposit for new lease)

**RECEIPT**

Received a sum of Rs. \_\_/- (Rupees \_\_only) by cheque bearing no. \_\_ dated \_\_, drawn on \_\_, from M/s. \_\_ represented by its Managing Partner Mr. \_\_, towards security deposit for lease of office space/flat/shop/house having an area of about \_\_ sft, on the \_\_ floor, bearing premises/ flat/shop/house no. \_\_, in the building/project known as \_\_ situated at \_\_ on the following terms and conditions:

|  |  |  |
| --- | --- | --- |
|  | Name of lessor | M/s. \_\_, represented by Mr. \_\_ |
|  | Name of lessee |  |
|  | Security deposit amount | Rs. \_\_/- (Rupees \_\_only) |
|  | Monthly rent and amenity charges | Rs. \_\_/-  |
|  | Yearly increase | \_\_% |
|  | Lease period | \_\_ years  |
|  | Commencement date | \_\_ |
|  | Maintenance charges | \_\_ |
|  | Other terms |  |

Date: \_\_\_

Place: Secunderabad.

 For M/s. \_\_\_,

 Name: \_\_\_

 Authorised representative,

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

(Refund of excess amount paid)

**RECEIPT**

Received a sum of Rs. \_\_/- (Rupees \_\_\_ only) as per details given below from M/s. \_\_ having its office at 5-4-187/3&4, II floor, Soham Mansion, M.G. Road, Secunderabad -500003 towards full and final refund of excess amount paid for villa/flat no. \_\_ in the project known as \_\_ situated at \_\_.

I further certify that all accounts are deemed to be settled and I have no claim of whatsoever nature against M/s. \_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No.  |  Cheque No  |  Date  |  Drawn  |  Amount  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Date: \_\_\_

Place : Secunderabad.

Signature**:**

Name:

 Address.

(cancel booking - refund of amount paid)

**RECEIPT**

Received a sum of Rs. \_\_\_/- (Rupees \_\_\_ only) as per details given below from M/s. \_\_\_ having its office at 5-4-187/3&4, II floor, Soham Mansion, M.G. Road, Secunderabad -500003 towards full and final refund of amount paid, after deducting cancellation charges of Rs. \_\_\_/-, for villa/flat no. \_\_\_ in the project known as \_\_ situated at \_\_\_.

I further certify that I have no right, title, interest or claim of whatsoever nature against M/s. \_\_\_ or against flat/house no. \_\_\_ in the above referred project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No.  |  Cheque No  |  Date  |  Drawn  |  Amount  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Date: \_\_\_

Place : Secunderabad.

Signature**:**

Name:

 Address.

(hand loan)

**R E C E I P T**

Received a sum of Rs.\_\_\_ /- (Rupees \_\_\_ only) by cash from M/s. \_\_\_ represented by its \_\_\_\_, having his office at 5-4-187/3&4, M. G. Road, Secunderabad – 500 003, as hand loan repayable on demand.

Date: \_\_\_

Place: Secunderabad

Signature**:**

Name:

 Address.

(Receipt of advance sale consideration)

**R E C E I P T**

Received a sum of Rs.\_\_\_ /- (Rupees \_\_\_ only) by cash/cheuqe no. \_\_ dated \_\_\_ drawn on \_\_\_ from Mr. / Ms. \_\_\_, S/o. \_\_\_, R/o. \_\_\_\_ towards token amount for purchase of flat/house no. \_\_\_ in the project known as \_\_\_ situated at \_\_\_\_.

This receipt does not create any right, title, interest of whatsoever nature against M/s. \_\_\_ or against the house/flat no. referred above, till such time the booking form is signed and/ or the agreement of sale is executed. Terms and conditions mentioned in the booking from/agreement of sale shall apply.

Date: \_\_\_

Place: Secunderabad

Signature**:**

Name:

 Designation:

 Firm:

 Address.

(Letter of confirmation for part or total amount received)

**Letter of confirmation**

This is to certify that M/s. \_\_\_ has received a sum of Rs.\_\_\_ /- (Rupees \_\_\_ only) as per the details given below towards part payment of sale consideration for purchase of flat/house no. \_\_\_ in the project known as \_\_\_ situated at \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No.  |  Cheque No  |  Date  |  Drawn  |  Amount  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

This confirmation is issued subject to realization of cheques as and when deposited.

Date: \_\_\_

Place: Secunderabad

Signature**:**

Name:

 Designation:

 Firm:

 Address.