

Subject: Audit of scanned documents – possession given units.

Keywords: Audit, scanned documents, possession given.

Gaurang to audit as to whether necessary documents are scanned and uploaded on M-codex related to all flats and villas where possession has been handed over. The following projects to be crosschecked.

1. MPL
2. GMR
3. SOV I , II & II
4. GHT
5. MGA
6. BRGV
7. AGH
8. NE
9. KNM (Low priority)
10. Vista (Low priority)
11. Serene
12. All new projects like NGH, etc.

Gaurang to fill in the audit report and file in respective files only if there are not defaults. In case of default – audit report to be sent to MD.

Soham Modi.

Internal memo – 914/122- CR/Sales
Audit of scanned documents – possession given units

Audit report of uploading scanned documents on M-codex with respect to possession given units.			
Audited by:		Company Name:	
Date:		Project:	
Sign:		Unit no.:	
Note: 1. Tick with green if document is scanned. 2. Enter NA if scanning is not required. 3. Cross with red if document is not scanned. 4. Enter scan ID in next column once default is cured. 5. Point no. 12 - Only for villa projects. 6. Point no. 18 - Only for apartments			
Sl. No	Document name	Scanned on M-codex	If missing new scan id
1.	Booking form		
2.	Booking declaration form		
3.	CIS copy		
4.	Aadhar Cards		
5.	Pan Cards		
6.	Agreement of sale authorization form		
7.	Agreement of sale		
8.	Signed carpet area plan		
9.	Additions & alterations signed copy		
10.	Sale deed authorization form		
11.	Copy of sale deed		
12.	Copy of construction agreement ⁵		
13.	Possession authorization form		
14.	Possession letter		
15.	No due certificate		
16.	Membership authorization form		
17.	Undertaking on possession		
18.	Car parking allotment letter ⁶		
19.	QC stage III inspection report		
20.	Invoices		
21.	Monthly maintenance records		
Remarks:			