

Subject: Expenses for repairs and maintenance of Greens Towers.

Key words: Greens Towers, Sonata.

1. This internal memo is being issued for clarity for booking expenses for renovation of Greens Towers and the Guest house behind it.
2. Greens Towers is owned by Rajesh J Kadakia (RJK) and Sharad J Kadakia (SJK).
3. All expenses to be booked equally in the name of RJK & SJK.
4. All materials must be purchased in SLLP and bill must be raised in favour of RJK & SJK.
5. All labour payments and other expenses that do not entail GST must be made from Modi Consultancy Services (MCS). MCS must bill SJK & RJK without GST periodically.
6. Wherever possible readymade cement mortar must be used (internal memo no. 912/161).
7. Building material, if required in small quantities may be bought from SLLP or SOV with GST bill.
8. All billing must be completed by end of each month and accounts squared off.
9. Similar process to be followed for maintenance of Ramky Selenium SDNMKJ Realty Pvt. Ltd., (SRPL), JMKGEC Realtors Pvt. Ltd., (JRPL).
10. Construction of plot no. 24 at Diamond Point – personal residence of SJK has started. The expenses for the same to be directly booked in the name of SJK (MCS not to be involved).

Soham Modi.