

Check list of project documents

Company	AMTZ Medpolis Square702 Pvt .Ltd.	Project	AMTZ 702
Sy No.	NA	Location	Vishakapatnam
Prepared by	Srujana	Date	29/03/24
Previous update	NA	Scan Id:	

Sl no.	Document description	Scan Id
1.	Title documents – legal team	
2.	List of registered documents – excel sheet	185912
3.	List of pahanis - excel sheet -	NA
4.	List of patta passbooks – excel sheet	NA
5.	List of proceedings – excel sheet	NA
6.	Dharani details – excel sheet	NA
7.	List of court cases	NA
8.	Family tree	NA
9.	Death certificate, legal heir & succession certificate	NA
10.	ECs	185037
11.	Family settlement agreements	NA
12.	SRO valuation certificate	NA
13.	Notes on title	NA
14.	Legal opinion	NA
15.	Miscellaneous revenue plans & sketches	NA
16.	Miscellaneous orders	NA
17.	Village map	NA
18.	Topo plan	NA
19.	Tonch plan	NA
20.	Zoning plan	NA
21.	Dharani cadastral maps	NA
22.	Tippans	NA
23.	Title documents – registered deed	181183
24.	Link documents – registered deeds	181671,181672,181673,181674,169161
25.	Pahanis	NA
26.	Patta passbooks	NA
27.	Revenue proceedings	NA
28.	Dharani passbook/screen shorts	NA
29.	Court case orders/judgments	NA
30.	Court case affidavits, counters, etc.	NA
31.	Court case – list of exhibits with scan ids	NA
32.	Public notice	NA
33.	Site photos	181647
34.	Miscellaneous docs related to due-diligence	169167
35.	Permits – Admin division	
36.	Approved schematic plans for permits	NA

Check list of project documents

37.	Building permit plan	NA
38.	Building permit proceeding	NA
39.	Fire NOC plan	NA
40.	Provisional fire NOC proceedings	NA
41.	Final fire NOC	NA
42.	CFE	NA
43.	CFO	NA
44.	Irrigation NOC	NA
45.	Structural stability certificate	NA
46.	Revenue NOC	NA
47.	Revenue sketch	NA
48.	NALA conversion order	NA
49.	Environment NOC	NA
50.	AAI NOC	NA
51.	Soil test certificate	NA
52.	Water test certificate	NA
53.	Water feasibility report	NA
54.	Electricity supply permit	NA
55.	Water supply permit	NA
56.	CEIG & Dy. CEIG orders	NA
57.	GOs	116609,116608
58.	Land use certificate	NA
59.	Change of land use order	NA
60.	Road width certificate	NA
61.	Other proceedings	NA
62.	Third party proof check of structural design	NA
63.	M-codex plan Ids of permit plans, fire plans, structural plans	NA
64.	Occupancy certificate	NA
65.	Miscellaneous documents related to permits(statutory permit plan)	185040
66.	Secretarial documents – Accounts team	
67.	MOM & BOA of private Ltd., companies	176215
68.	Firm/company registration certificates	176214
69.	Partnership firm/LLP agreements	NA
70.	Information from ROC	NA
71.	Charges	NA
72.	Miscellaneous documents related to ROC	NA
73.	Accounts related documents – accounts team	
74.	IT returns (last 5 years)	172924
75.	GST returns (last 6 months)	NA
76.	GST registration certificate	184230
77.	GSTR9 & 9C (latest)	NA
78.	PAN card	178986
79.	TAN card	185000

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80.	List of bank accounts	176484
81.	Project cost submitted for loan	NA
82.	List of loans	NA
83.	Loan term sheet	NA
84.	Loan repayment schedule	NA
85.	Loan SOA	NA
86.	Valuation by registered valuer	NA
87.	Legal opinion from banks/finance companies	NA
88.	RERA registration certificate	NA
89.	RERA quarterly filing (latest)	NA
90.	Status of work completion (latest)	NA
91.	Miscellaneous documents related to accounts	NA
92.	Plans – E&D team	
93.	Views	NA
94.	Site plan	5779
95.	Presentation plans	NA
96.	Area statement + plans	NA
97.	Site survey plan	NA
98.	Corelation plans between tippans and site survey	NA
99.	Miscellaneous plans related to E&D	NA
100.	Estimates – QS team	
101.	Total project cost	NA
102.	Estimate of RCC structure	NA
103.	Estimate of civil works	NA
104.	Estimate of finishing works	NA
105.	Estimate of MEP equipment	NA
106.	Status of work completion (latest)	NA
107.	Purchase related documents – purchase team	
108.	Lift ACS + commissioning report	NA
109.	Generator ACS + commissioning report	NA
110.	Transformer + panels ACS	NA
111.	Chiller + pump + panel ACS + commissioning report	NA
112.	Vacuum + air compressor ACS + commissioning report	NA
113.	Fire pumps ACS + commissioning report	NA
114.	HSD equipment ACS + commissioning report	NA
115.	ETP/STP ACS + commissioning report	NA
116.	Other major equipment ACS + commissioning report	NA
117.	Sales, CR & promotions related documents	
118.	Project brochure	180312
119.	Project flyers	NA
120.	Project writeup	NA

Check list of project documents

121.	Project plans	NA
122.	Latest price list	NA
123.	Booking form, AOS & sale deed formats	NA
124.	Photographs (Pdf 4 photographs per page)	NA
125.	APF letters from banks/finance companies	NA
126.	List of possessions handed over	NA
127.	Letter head	NA
128.	Surrounding development details (PPT)	NA
129.	Owners association registration and bye-laws + rules	NA
130.	Other sales, CR & promotion related documents	NA
131.	Admin related documents – Admin team	
132.	Lease deeds	NA
133.	Property tax assessment and payment details	NA
134.	Latest electricity bill	170127
135.	Latest water bill	NA
136.	PF details	NA
137.	ESI details	NA
138.	Trade license details	NA
139.	Labour license details	NA
140.	Labour cess details	NA
141.	Professional tax details	NA
142.	Common area maintenance details	NA
143.	List of vehicles owned and sold	184696
144.	Current list of employees	165934
145.	Other admin related documents	NA
146.	MEP related documents – MEP team	
147.	Water supply + Borewell schematic plan	NA
148.	Electricity supply schematic plan /SLD	NA
149.	Sub-surface drainage schematic plan	NA
150.	Drainage schematic plan	NA
151.	Fire system schematic plan	NA
152.	Power back-up schematic plan	NA
153.	Other schematic plans	NA

Note: In case of title documents a pdf with html link can be prepared.