

Sub.: ID cards and parking permits.

ID cards and parking permits will be issued to members and tenants at BNC, PMR II, NE & Vista. On a later date it will be extended to other projects. Notices for implementing the same have already been issued. Application for ID cards is enclosed herein.

Applications along with photographs should be sent to CR at head office. Mention the flat/villa no. and name of person behind the photograph. CR to issue Membership ID cards. Red colour ID cards to be issued to members valid upto 31.03.2018 and Orange colour ID cards to be issued to tenants valid for a period of 6 months. CR managers to sign the ID cards. Ensure that a round stamp is stamped across the photograph to ensure that it is not changed.

For parking permits maintain a register at site with the following columns.

1. Sl No.
2. Flat /villa no.
3. Vehicle no.
4. Vehicle type (car/two wheeler)
5. Vehicle make
6. Permit issue date

Car parking permits and two wheeler parking permits of different colours are being issued valid for calendar years 2017 and 2018. Thereafter fresh parking permits will be issued with a different colour sticker. Register to be maintained by admin managers at site. Maximum of two permits can be issued per allotted parking. Do not issue permits where parking has not been allotted. Vehicles not carrying a parking permit should not be allowed within the premises. The issue date and vehicle no. of the permit must be clearly written with a OHP/permanent marker.

ID cards and parking permits can be ordered in minimum quantities of 200/100 respectively.

Soham Modi.