

Sub.: Approval for signing documents and cheques.

Cheques and documents are being sent to business associates, landlords, partners, family members of M.D., etc., without any request letter from M.D. Hereafter all documents being sent for signature must be accompanied by an request letter. Failure to send request letter shall result in a fine Rs. 500/- for each case of default.

Only the following documents shall be exempt from the above procedure:

1. Cheques for second signature (only after signature of M.D.).
2. Loan documents, bank forms, etc., for second signature or signatures of other
3. partners / directors/trustees (only after signature of M.D.).
Agreement of sale, booking form, sale deed, agreement of construction relating to sale of flats / villas where booking declaration form, agreement of sale authorization form or sale deed authorization form have been approved by M.D.

The request letter can also be signed by Kanaka Rao whenever necessary. Jai Kumar/Praveen shall be authorized to send the request letter for purposes of applications/forms related to utility services.

Pre-printed letters for signing of cheques and for signing of other documents are available. Draft copy is attached herein.

Soham Modi.