Sub.: Biometric reader for clubhouse.

Biometric reader must be installed at clubhouse to ensure that the entry to clubhouse is restricted. It serves the following purposes:

Date: 18.05.2017

- a. Restricting un-authorised persons from using the clubhouse.
- b. Restrict guest of residents from using the clubhouse.
- c. Primary aim is to collect arrears of maintenance
- d. Improve security at clubhouse

Accordingly, a biometric reader shall be placed at BNC, MNM, PMR II, Vista and all new clubhouses.

A register for capturing biometric data of users shall be maintained at each clubhouse. Format is given as Annexure – A (print in A3 size – 50 pages).

Guest register to be maintained at each clubhouse. Format is given as Annexure – B (print in A3 size -50 pages).

Family members declaration form. Collect a family members declaration form. Format given in Annexure –C. Each resident (tenant or owner must provide photographs and details of each family member in order to use the clubhouse). File original copies to be maintained with security at clubhouse. Colour scanned copy to be maintained by admin at site.

Soham Modi

Annexure - A Mayflower Grande Customer Bio Metric ID Register for Club House

| S.No | Device ID No | Block | Flat No Name of User | Owner / Tenant Relationship with Owner / Tenant | Age | Gender ID Creation dat | e Sign of User | Sign of Issuing Authority | Status (Active / Deactivated) |
|------|--------------|-------|----------------------|---|-----|------------------------|----------------|------------------------------|-------------------------------|
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Annexure - B Guest Register For Club House (Mayflower Grande)

| S.No | Date Time | Block/ Flat no. | Name of Owner / Tenant | Name of Guest & age | Sign of Member | Sign of Security | Guest Charges amount & paid on | Remarks |
|------|-----------|-----------------|------------------------|---------------------|----------------|------------------|--------------------------------|---------|
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Annexure - C Family Members Details - Declaration Form

| Flat No./Block | No. | | | | | | | | |
|---------------------------|---------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-------------------------|--|--|
| Name of owne | mber | Mr. | Mr. | | | | Please paste a passport | | |
| Nature of occu | l | | □By Tenant | | | size photo of occupier here | | | |
| Name of the p | | | | | | | | | |
| occupant / hea | d of ho | ouse hold | Gender | Candan | | | | | |
| Age | | | Gender | | | | | | |
| Paste passport | hoto | Paste passport size photo | | | Paste passport size photo | | | | |
| Name | | | Name | | | Nan | ne | | |
| Relationship | | | Relationship | | | | ationship | | |
| with | | | with | | | with | • | | |
| principal | | | principal | | | principal | | | |
| occupant | | | occupant | | | - | ıpant | | |
| Age | | | Age | | | Age | • | | |
| Gender | | | Gender | | | Gender | | | |
| | | | | | | | | | |
| Paste passport size photo | | | Paste passport size photo | | | Paste passport size photo | | | |
| Name | | | Name | | | Nan | ne | | |
| Relationship | | | Relationship | | | Relationship | | | |
| with | | | with | | | with | | | |
| principal | | | principal | | | principal | | | |
| occupant | | occupant | | | occupant | | | | |
| Age | | Age | | | Age | | | | |
| Gender | | Gender | | | Gen | der | | | |
| Sign of Member / Owner | | | Date | Sign of Tenant/Occupie | | ier | Date | | |