

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:

- 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

[illegible]

Annexure - B
Guest Register For Club House (Mayflower Grande)

[illegible]

Annexure - C
Family Members Details - Declaration Form

Flat No./Block No.				Please paste a passport size photo of occupier here
Name of owner / member		Mr.		
Nature of occupation		☐ Self occupant ☐ By Tenant ☐ other:		
Name of the principal occupant / head of house hold				
Age		Gender		

Paste passport size photo		Paste passport size photo		Paste passport size photo	
Name		Name		Name	
Relationship with principal occupant		Relationship with principal occupant		Relationship with principal occupant	
Age		Age		Age	
Gender		Gender		Gender	

Paste passport size photo		Paste passport size photo		Paste passport size photo	
Name		Name		Name	
Relationship with principal occupant		Relationship with principal occupant		Relationship with principal occupant	
Age		Age		Age	
Gender		Gender		Gender	

Sign of Member / Owner	Date	Sign of Tenant/Occupier	Date