

Sub.: Payment of incidental expenses

No staff member of Modi Properties is authorized to collect cash towards incidental expenses from any customer or tenant across all projects. Payments must be made by a/c. payee cheque to the respective project/company/firm for all incidental expenses.

Incidental expenses that can be collected by cheque are as follows:

- a. Registration of flats – Rs. 4,000/- towards documentation charges, Rs. 300/- towards EC charges. In case of split on sale deed into sale deed + AOC – additional Rs. 2,000/- can be collected.
- b. Registration of villas – Rs. 5,000/- towards documentation charges, Rs. 300/- towards EC charges. In case of split on sale deed into sale deed + AOC – additional Rs. 2,500/- can be collected.
- c. Additional ECs – Rs. 300/- each. In some cases EC charges for above 30 years is above Rs. 500/-
- d. Charges for stamp papers – Actual stamp paper value + Rs. 30/- as vendor charges. Debit these charges to the customer for all stamp papers used in documentation (except agreement of sale).

Note: Accountants should not consider incidental charges collected as revenue. Credit charges received to customer ledger and debit incidental charges paid to customer ledger.

From hereon electricity transfer forms to be handed over to customer duly signed by MD. Customer may submit the forms to the electricity department. Transfer forms to be submitted to the department by our office only in case of outstation customers or on request.

Anyone found violating the above by accepting cash shall be immediately dismissed from service.

Soham Modi