

2<sup>nd</sup> February, 2015

**Mr. Sarwesh Suman**  
**Mrs. Usha Kiran**  
**C/o. Ratan Kumar, 104, Shantiniketan Apt.**  
**New Police Lane, Kanke Road, Ranchi**  
**Jharkhand-834008**  
**2283483 (0651)**

**Re: Your Apartment No.SG-D-101 at Sunrise Greens**

Dear Sir / Madam,

We are pleased to inform you that we have received the Completion/Occupancy Certificate for Sunrise Greens from the appropriate authorities. We are now starting the process of Registration of the Deed of Conveyance of apartments at Sunrise Greens. Please find enclosed a format, which you need to complete for submission to our office to enable us to initiate the process of Registration of deed of conveyance of your apartment.

As per the procedure, valuation of the Apartment and the Parking Space/s is required to be assessed by the concerned Registrar, for ascertaining the actual stamp duty and registration fee payable, based on the current market value at the time of registration. The assessed value therefore, may be at variance to the value mentioned in your Allotment Letter. The registration of the Deed of Conveyance can only be done after such assessment and your payment of the full stamp duty and registration fee so assessed, within one month from the date of such valuation.

We will arrange for registrations in bulk of at least 8 - 10 Apartments at a time on first cum first serve basis for your convenience. Prior intimation of the venue and date will be conveyed to you sufficiently in advance. The Assessment value may change if registration is not done within a period of one month from the date of issuance of the Assessment slip. To avoid this, it will be in your best interest to complete the registration within one month from the date of issuance of the Assessment Slip.

We also request those Allotees who have not yet taken the physical Possession of their apartments to do so latest by 28<sup>th</sup> February 2015, after making the necessary payment as per in the statement already sent to you. Please note that interest @15% will be charged on the payment received after 28<sup>th</sup> February 2015.

As intimated earlier, **Sungreens Maintenance Private Limited** has been formed to manage the common facilities of the complex, till such time the owners are in a position to form an Association of their own. This company has appointed renowned Facility Management Company (FMC) named Jones Lang LaSalle (JLL), to efficiently manage the common facilities etc., of the complex.

As communicated in on last communication vide letter dated 12<sup>th</sup> August, 2014 effective 1<sup>st</sup> September, 2014, the monthly Common Area Maintenance (CAM) charges @Rs. 2.25 per sq. ft will be payable by the owners of the Apartment in the Complex. This would be irrespective of the fact whether anyone has taken physical possession of one's apartment as on that date or not. This estimated rate will be applicable till March 2015 instead earlier intimated of January 2015 by which time the FMC will be in better position to determine actual maintenance cost and will accordingly the monthly CAM charges would be revised thereafter, if so required.

Please note that at the time of applying for registration of your apartment, you are required to submit the maintenance clearance certificate for CAM charges from the maintenance company.

Thanking you and with sincere regards

For **Bengal Park Chambers Housing Development Limited***Narendra Nagpal***Authorised Signatory****Encl:** Form for Registration

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