

31st May, 2013

Mr. Sarwesh Suman
Mrs. Usha Kiran
C/o. Ratan Kumar, 104, Shantiniketan Apt.
New Police Lane, Kanke Road, Ranchi
Jharkhand-834008
Ph : 2283483 (0651)
M : 9883267271

Re: Apartment No: 1 on the 1st floor of Block D at Sunrise Greens,
PO: Gouranganagar, PS: New Town, Kolkata - 700 059

Dear

We take great pleasure in informing you that we are now in a position to hand over your apartment to you. As part of the process of handing over, we have arranged for you to carry out inspection of your apartment. In order to ensure that the process moves smoothly, we have allotted one-hour slots for each customer for inspection. The detailed block-wise schedule is annexed to this letter and we would request you to kindly call **Ms. Arpita** at **22871221 (Extn. 313)** or **66280313** between 10-30 am and 5 pm on Mondays to Fridays and between 10-30 am and 2-00 pm on Saturdays to book your slot.

While most of the facilities at Sunrise Greens are in position, work pertaining to the in-house Resident's Club, the swimming pool and landscaping is under process and we expect these facilities to be fully functional in the next few months. In spite of our best efforts, owing to circumstances beyond our control, the permanent power supply to the project will take some more time. To tide over this interim period, full power requirements will be met by the diesel generator sets already installed in the premises. Independent meters would be provided for each apartment and residents would pay electricity charges on actual consumption basis.

Prior to taking handover of your apartment, you will be required to pay the entire amount, as detailed in the enclosed **Annexure 'A'**, at our Marketing Office at 3/1, Dr. U N Brahmachari Street, 3rd Floor, Kolkata-700 017. You are also requested to note that presently, an ad-hoc amount plus applicable service tax is being charged for your proportionate share towards Electrical Infrastructure Cost. Though we will arrange to issue the Possession letter alongwith instruction to our Site Office to handover the keys of your apartment to you, we take this opportunity to place on record that on ascertainment of the actual amount of Electrical Infrastructure Cost incurred, your proportionate share will be finally determined based on which, either an additional amount will have to be paid by you or, we will refund an appropriate amount, in case your share works out to be lower than what is being presently charged.

Besides the above, at the time of taking possession of your Apartment, you would also need to complete and submit to us, the enclosed **Annexure - B1** which will complete the process of handover.

Compensation for Delay in Possession: Compensation for delay in possession, as applicable, will be paid to all eligible apartment owners with effect from 1st January 2012 or as mentioned in respective Allotment Letters, up to the date of handover as indicated in the block-wise handover schedule, given below.

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Registration: We will arrange for registrations in bulk of at least 8 – 10 Apartments at a time. Prior intimation of venue and date will be conveyed to you sufficiently in advance for your convenience.

Common Area Maintenance : A Maintenance Company will be formed to manage the common facilities of the complex, till such time the occupants are in a position to form an Association of their own. This company will be authorised to appoint a Facility Management Company (FMC), which will assist it in its functioning with respect to the management of common facilities etc., of the complex. The effective date from which the Common Area Maintenance (CAM) charges would be applicable, will be intimated to you shortly.

Association: An Association of all Apartment owners of Sunrise Greens will eventually be formed under the 'Apartment Ownership Act' for which we will take the requisite initiative. For your information, a minimum of 50% of the owners need to apply for the Association. For the convenience of the same, a Power of Attorney is being executed in favour of our company's advocates, to complete the formalities of formation of the Association. A format of the said Power of Attorney will be available with us, which the owners will be required to sign at the time of accepting their possession letters. Once the minimum number of signatures is received we will initiate the process of application for formation of the Association with the concerned authority.

Thanking you.

Yours faithfully

For **Bengal Park Chambers Housing Development Limited**

Narendra Nagpal

Authorised Signatory

Encl: Annexures, as mentioned above

Block-wise Handover Schedule :

Blocks C & E - 15th June onwards
Blocks D & F - 1st July onwards
Block B - 15th July onwards
Block A - 1st August onwards

Slot Timings:

	From	To
Slot 1	10=30 AM	11=30 AM
Slot 2	11=30 AM	12=30 PM
Slot 3	12=30 PM	1=30 PM
LUNCH	1=30 PM	2=30 PM
Slot 4	2=30 PM	3=30 PM
Slot 5	3=30 PM	4=30 PM
Slot 6	4=30 PM	5=30 Pm