APPLICATION FORM FOR BOOKING OF UNIT IN AIRIA CORPORATE TOWER HARERA REGISTRATION NO. OF 2025

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Application No:	Date:
To, Reach Promoters Private Limited, 410, 4 th Floor, Ambadeep Building-14, K.G. Marg, Connaught Place, Delhi, New Delhi-110001.	
Dear Sir/Ma'am,	

I/We, the undersigned as the applicant(s) whose details are mentioned in *Schedule "A"*, (hereinafter referred to as the "Applicant(s)"), say and declare as under:

- 1. That the Applicant(s) wishes to apply for booking of an office space as per the descriptions in *Schedule "B"* (hereinafter referred to as the "said Unit") in the Airia Corporate Tower of the commercial project known as "Airia" (hereinafter referred to as the "said Project") being developed on a portion of licenced land admeasuring 8.9375 acres situated at Village Badshahpur, Sector 68, Gurugram, Haryana (hereinafter referred to as "said Land"). The said Land is more particularly described in **Annexure-1**, being developed by "Reach Promoters Private Limited" (hereinafter referred to as the "Promoter"), for a Total Price as detailed in *Schedule "C"*.
- 2. That the Applicant(s) has/have been intimated and is/are fully aware that:
 - i) The Director General, Town and Country Planning Haryana ('DTCP') has issued two licences in the name of the Promoter with respect to the said Land: i) Licence No. 17 of 2010 dated 13.02.2010 read with order dated 15.01.2025 for setting up a commercial colony over an area measuring 6.09375 acres; and ii) Licence No. 150 of 2022 dated 28.09.2022 read with order dated 15.01.2025 for setting up of commercial colony over an additional area measuring 2.84375 acres.
 - ii) The Promoter has obtained approval of the revised building plan from DTCP vide Memo No. ZP-603 III/ PA(DK)/2025/21139 dated 05/06/2025 for setting up of a commercial colony over the said Land.
 - iii) The Promoter has already carried out a part development on the said Land and received the occupancy certificates with respect to the same. The existing development is in two blocks consisting of office complex by the name of "Comercia" and existing retail complex by the name of "Existing Airia Mall" as per the details below:
 - a) Comercia: comprises of office spaces/units at Third Floor and above in Block I consisting of Tower A and B, along with its entrance through a common atrium at the ground floor level, common staircases/lifts (3 common passengers and 1 common service lift), earmarked car parking spaces in Basement I and Basement II and common areas;

- b) Existing Airia Mall: The Existing Airia Mall is a commercial/retail space comprises of (i) all floors below third floor level in Block I which includes entire Lower Ground Floor, Ground Floor, First Floor and Second Floor) along with its entrance through a common atrium at the ground floor level, common staircases / lifts, all car parking spaces at surface level and lower ground floor, remaining car parking spaces in basement I and basement II after allocation to Comercia and common areas, developed as retail space having shops, food & beverage outlets, kiosks, showrooms, ATMs, restaurants, departmental stores and other retail formats; and (ii) total area in Block II, along with their staircases / lifts / elevators / escalators, car parking spaces and common areas, developed as retail space consisting of cinemas, shops, food & beverage outlets, kiosks, showrooms, ATMs, restaurants, departmental stores and other formats.
- iv) Pursuant to the revision in the building plans, the Promoter inter alia proposed to carry out the following development:
 - a) Expansion of Airia Mall: which will be a commercial/retail space comprising of the following areas and floors in the proposed development:
 - i) The entire area of the Ground Floor, First Floor, Second Floor, Third Floor and Fourth Floor Level along with dedicated staircases/lifts;
 - ii) all car parking spaces located on Basement 1, Basement 2 and Basement 3 levels along with designated portion of Basement 4 level; and
 - iii) all common areas used for shops, food & beverage outlets, kiosks, showrooms, ATMs, departmental stores, restaurants, anchor stores, FEC and other retail formats;
 - b) Airia Corporate Tower: which will be office spaces comprising of the following areas and floors in the proposed development:
 - i) The area from the Fifth Floor up to and including the Nineteenth Floor, accessible through a common entrance *via* designated common lift lobby on the Ground Floor, along with access to designated common staircases and lifts (8 common passengers and 1 common service lift);
 - ii) car parking spaces earmarked for the use of Airia Corporate Tower on the part portion of Basement 4 level; and
 - iii) dedicated common areas within the Airia Corporate Tower spanning from the Fifth to Nineteenth Floor;

The terrace area above the Nineteenth Floor of the Airia Corporate Tower shall be utilized for common services pertaining to the said Project and the terrace area above the Third and Fourth Floor shall be exclusively used for Airia Mall.

That the Applicant(s) is/are fully aware that the Promoter has registered the said Project comprising of Existing Airia Mall, Expansion of Airia Mall (hereinafter collectively referred to a "Airia Mall") and the Airia Corporate Tower with the Real Estate Regulatory Authority, Haryana at Gurugram (hereinafter referred to as "HARERA") vide Registration No. _____ dated ____ and has carefully perused the particulars of the same available on the official website of HARERA at www.haryanarera.gov.in.

- 4. The Applicant(s) hereby agrees and understands that the Applicant(s) shall have the right to use the common areas as set out in *Schedule "F"* attached hereto only (hereinafter referred to as the "Common Areas for Airia Corporate Tower"), which are specifically delineated for the utilization and enjoyment of the allottees, occupants and owners of the Airia Corporate Tower in the said Project. The Applicant(s) expressly confirm and acknowledge that they shall not be entitled to claim any right or interest whatsoever in any other common areas and facilities (except shared common areas and facilities, if any, delineated by the Promoter).
- 5. The Applicant(s), is/are making this Application for booking and allotment of the said Unit in the Airia Corporate Tower of the said Project with full knowledge of and subject to all the applicable laws/notifications and rules, in general and in respect of the said Unit and the said Project and after all queries, if any, have been answered by the Promoter to the complete satisfaction of the Applicant(s).
- 6. The Applicant(s) has/have clearly understood that this Application does not constitute an agreement to sell/agreement for sale and the Applicant(s) does not become entitled to the allotment of the said Unit notwithstanding the fact that the Promoter may have issued a receipt in acknowledgement of the Booking Amount (defined hereinafter) tendered with this Application. It is only after valid execution and registration of agreement for sale for the said Unit (hereinafter referred to as the "Agreement for Sale") as required pursuant to the provisions of the Act and the Rules that the allotment shall become final and binding upon the Promoter provided that the Applicant(s) continues to abide by the terms and conditions of such allotment.
- 7. The Applicant(s) agrees that the allotment of the said Unit shall also be subject to this application being complete in all respects, the Booking Amount (*hereinafter defined*) being realized by the Promoter and the Applicant(s) completing all other formalities, including but not limited to signing, execution and registration of Agreement for Sale and timely payments as per the Payment Plan (*hereinafter defined*).
- 8. The Applicant(s), agrees that the allotment of the said Unit based on this Application shall be at the absolute discretion of the Promoter and in case of rejection of the Application, the Applicant(s) undertakes not to claim any compensation or interest from the Promoter except refund of the Booking Amount (hereinafter defined) paid by the Applicant(s).
- 9. The Applicant(s), agrees and undertakes, to sign, execute and register the Agreement for Sale for the said Unit in accordance with the provisions of the Act and the Rules and any amendments therein from time to time and prevailing as on date of execution.
- 10. The Applicant(s), after having read, understood and agreed with the above terms, the Payment Plan annexed hereto as *Schedule* "D" and details of Total Price as annexed hereto as *Schedule* "C", do hereby apply for allotment of the said Unit.
- 11. The Applicant(s) expressly acknowledges that he/she/it/they, is/are completely satisfied about the title, rights and interests of the Promoter in the said Project. The Applicant(s) is/are fully aware of and has/have understood all the limitations and obligations of the Promoter in relation to and in connection with the said Project.
- 12. The Applicant(s) hereby solemnly declares and confirms that all the foregoing facts are true to

the best of its/his/her/their knowledge and nothing relevant has been concealed or suppressed. The Applicant(s) also undertakes to inform the Promoter of any future changes related to the information and details in this Application Form.

13. The Applicant(s) has no objection in receiving marketing material, correspondence, calls, and SMS from the Promoter.

Enclosed:-

Annexure-1 : Description of the said Land Schedule "A" : Details of Applicant(s)
Schedule "B" : Detail of said Unit
Schedule "C" : Details of Total Price

Schedule "D" : Payment Plan

Schedule "E" : General Terms and Conditions

Schedule "F" : Common Areas for Airia Corporate Tower.

Schedule "G": Documents to be submitted along with the Application Form



ANNEXURE- 1 DESCRIPTION OF THE SAID LAND

All that piece and parcel of the undivided and contiguous piece of land the details of which are as under situated in Sector 68, Village Badshahpur, District Gurugram, Haryana:

ea	Total Ar		Will M	D . I W	D. A.I
In Acres	Marla	Kanal	Killa No.	Rectangle No.	S.No.
	0	8	1		1
	7	0	2/1 min		2
	0	2	2/2 min		3
	9	3	10/1		4
	2	0	26		5
	0	1	27	122	6
	14	0	8 min	132	7
	5	6	9 min		8
	9	3	10/2		9
	0	8	11		10
	0	8	12		11
	2	3	13		12
	14	0	22 min		13
	15	1	21/3	123	14
	13	0	21/4		15
	1	0	8min	122	16
	4	1	9min	132	17
6.09375	15	48		TOTAL	
r dt. 15.01.2025	read with orde	ed 28.09.2022	150 of 2022 dat	Under Licence No. 1	Land
ea	Total Ar		77111 37	D	CN
In Acres	Marla	Kanal	Killa No.	Rectangle No.	S.No.
	1	0	25/1min	122	1
	16	0	25/2min	122	2
	6	7	5min		3
	6	7	6min		4
	2	2	15/1min	133	5
	16	3	15/2		6
	8	1	15/3		7
2.84375	15	22		TOTAL	
2.0 TO 10					

Note: The Applicant(s) has/have carried out thorough due diligence to its entire satisfaction relating to the right, title and interest of the Promoter in the Total Land after going through ownership records, tentative building plans, inspection of site and other documents relating to the title of the Promoter to the said Land, which had been duly provided by the Promoter for inspection as per the Applicant(s) demand.



SCHEDULE "A" DETAILS OF APPLICANT

	FIRS	ST AP	Passport Size Photograph of Applicant across signed
1.	Name	*	
2.	Son of / Daughter of / Wife of	:	
3.	Date of Birth	1:	
4.	Marital Status:	:	Single Married
5.	Gender	:	Male Female Other
6.	Nationality	:	
7.	Occupation		
8.	IT PAN No (Mandatory)	:	
9.	Aadhaar No. (Mandatory)	:_	
10.	Residential Status#	:	Resident Indian Non Resident Indian (NRI) Person of Indian Origin(PIO) Overseas Citizen of India (OCI) #The Applicant/s shall comply with all the statutory compliances as required from time to time under applicable laws/ rules. The Applicant/s shall keep the Promoter informed about any change in the above status.
11.	Contact Number	xis.	(Home) (Work) (Mobile) (Any Other)
12.	Email ID		I wish to receive all communications including demand letters from the Promoter <i>via</i> email as mentioned hereinabove. I shall inform the Promoter of any change in email id.
13.	Correspondence Address	:	
14.	Permanent Address	:	Tick if same as Correspondence address
15.	Employment Type	:	Salaried / self employed
16.	Profession/ Job Title		
17.	Company Name & Address	:	

	SECOND/	JOIN'	T APPLICAN	$\underline{\mathbf{T}}_{i}$, and a second
	11				Passport Size Photograph of Applicant
1.	Name	:			la constant de la con
2.	Son of / Daughter of / Wife of	:			
3.	Date of Birth	:			_
4.	Marital Status:	:	Single	Married	
6.	Gender	:	Male	Female	Other
7.	Nationality	1:			
8.	Occupation	1			
9.	IT PAN No (Mandatory)	:			
10.	Aadhar No. (Mandatory)]:			
11.	Residential Status#	:	Person of Inc Overseas Cit "The Applic compliances laws/ rules. informed abo	t Indian (NRI) dian Origin(PIO) izen of India (OCI) cant/s shall comply w as required from time to The Applicant/s shall out any change in the abo	time under applicable l keep the Promoter ove status.
12.	Contact Number	:	(Home) Other)	(Work)	(Mobile) (Any
13.	Email ID	:	letters from	eceive all communication the Promoter via I shall inform the Prom	email as mentioned
14.	Correspondence Address	:			
15.	Permanent Address	:	Tick if same	as Correspondence add	lress
16.	Employment Type	:	Salaried / sel	f employed	
17.	Profession/ Job Title	1:			
18.	Company Name & Address	:		-	



S.NO.	COMPANY/PARTNERSHIP/I	PRO	PRIETORSHIP/HUF/Other AOP AS AN APPLICANT
1.	Name	*	
2.	Date of incorporation	:	
3.	Correspondence Address	÷	
4.	Registered Address	:	Tick if same as correspondence address
5.	Name of the authorised person	:	
6.	Contact Number	:	Work :
7.	Email	:	I wish to receive all communications including demand letters from the Promoter <i>via</i> email as mentioned hereinabove. I shall inform the Promoter of any change in email id.
8.	Company PAN Card (Mandatory)	:	
9.	Corporate Identification Number (CIN)		
10.	Aadhaar No. of Authorised Signatory		

The Applicant(s) shall mean and include his/her/their/heirs, legal heirs, executors, administrators, successors and legal representatives. In case of joint Applicant(s) all communications shall be sent by the Promoter to the Applicant(s) whose name appears first and at the address as given in the Application Form which shall for all intents and purposes be considered as properly served on all the Applicant(s).



SCHEDULE "B"

DETAILS OF THE SAID UNIT

ı.	Unit No,	Floor No.	
2.	Type:		
3.	Name of the Complex:		
4.	Area:		
	Carpet Area*	Sq. ft. approx. (Sq. mtr. approx.)**
	Super Area	Sq. ft. approx. (Sq. mtr. approx.) **
Car	met Area" shall have the	e same meaning as provided	in the Real Estate (Regulation

Note:

- i) The areas mentioned above are approximate and subject to variation and are to be confirmed at the time of offer of possession;
- ii) The Promoter shall not be liable to the Applicant(s) for any incorrect details, information and representations provided by the Real Estate Agent /Broker/ Channel Partner;



^{* &}quot;Carpet Area" shall have the same meaning as provided in the Real Estate (Regulation and Development) Act, 2016.

^{** 1} Sq. ft. = 0.0929 Sq. Mtr.

SCHEDULE "C" DETAILS OF TOTAL PRICE

S. No.	Particulars	Rate per Sq.ft. (as per Carpet Area) (in Rs.)	Total Amount (in Rs.)
1	Sale Price		
2	GST/ Any other taxes as may be applicable		
EDC, ID	rice (inclusive of BSP, PLC and C, taxes/ levies at the rate le as on date)		
Interest (IFMSD	Free Maintenance Security Deposit)		

Total Price for the said Unit (in words): Rupees	Onl	y.
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Note:

- 1. All payments are to be made through A/c Payee cheque/demand draft/banker's cheque or online payment (as applicable) in favour of "RPPL AIRIA MASTER ACCOUNT" payable at Gurugram or such other account as may be communicated by the Promoter from time to time.
- 2. All payments are to be made after deducting TDS as may be applicable and at the rate specified by the concerned governmental body or appropriate authority from time to time. The Allottee(s) is required to submit to the Promoter TDS certificate and challan showing proof of deposit of the same within 7 (seven) days from the date of tax so deposited, so that the appropriate credit may be allowed to the account of the Allottee(s).
- 3. Taxation particulars of Reach Promoters Private Limited are as under:

PAN No.: AADCR3461L

GST Identification No.: 06AADCR3461L1Z8

4. The cost of stamp duty, registration charges or other incidental charges will be borne and paid by the Applicant in addition to Total Price for the said Unit.



SCHEDULE "D" PAYMENT PLAN

INSTALLMENT	PAYMENT MILESTONES	% of TOTAL
NO.		PRICE
1	At the time of Application	10%
2	Within 60 Days from the date of Application (after execution and registration of Agreement for Sale)	10%
3	Within 120 Days from Application	10%
4	On Commencement of Lower Basement Slab Casting Works	10%
5	On Commencement of Ground Floor Slab Casting Works	10%
6	On Commencement of 3rd Floor Slab Casting Works	10%
7	On Commencement of 6th Floor Slab Casting Works	10%
8	On Commencement of 10th Floor Slab Casting Works	10%
9	On Commencement of 15th Floor Slab Casting Works	5%
10	On Commencement of Top Floor Slab Casting Works	5%
11	On the Filing of Application for Occupation Certificate	5%
		5%
		(plus 100% of
		IFMSD, stamp
		duty and
		registration
12	On Offer of Possession	charges)
	Total	100%

Payment P	Plan Onted	by the	Applicant(s):	Pla	an
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Note:

- 1. Payment to be made by Demand Draft(s)/Pay Order(s)/Cheque(s)/ RTGS only drawn in favor of "RPPL AIRIA MASTER ACCOUNT" payable at Gurugram;
- 2. Allotment to Non-Resident and Nationals of Indian Origin will be subject to laws of the Republic of India;
- 3. For Non-Resident/Foreign Nationals of Indian Origin, all remittance, acquisition/transfer of said Unit and compliance with the provisions of Foreign Exchange Management Act, 1999 (FEMA) or any other statutory enactments shall be their sole responsibility;
- 4. In case the Application for booking of the said Unit is received post commencement of construction work at said Project, all construction linked installments falling due prior to the date of booking shall become due and payable within 60 (sixty) days from the date of Application. Further, the Applicant(s) shall pay the remaining installments as per the Payment Milestones as mentioned hereinabove;
- 5. Applicant(s) to deduct TDS as per Government norms and provide certificate to the Developer.



SCHEDULE "E"

GENERAL TERMS AND CONDITIONS

This Application is subject to the terms and conditions given hereunder and shall be binding on the Applicant(s). These are indicative key terms and conditions of the provisional allotment of the said Unit. Detailed terms and conditions shall be set out in the Agreement for Sale to be executed between the Applicant(s) and the Promoter.

- 1. The Applicant(s) herein has/have seen and verified all the documents pertaining to title of the said Land. The Applicant(s) has also examined the documents and information uploaded on the webpage of the said Project on the website of the Authority, the Act, Rules and Regulations and has understood the documents, information, the provisions of the Act, Rules and Regulations, in all respects.
- 2. Upon the Applicant(s) making payment of 10% of the Total Price (herein referred to as the "Booking Amount") and upon realization thereof, the Applicant(s) shall be required to sign and register the Agreement for Sale within 30 (thirty) days of execution, without any delay or demand, along with the payment as per the terms of the said Agreement for Sale.
- 3. If, however, the Applicant(s) withdraw/cancel this Application or fails to acknowledge the Allotment Letter or fails to sign/execute and register the Agreement for Sale within thirty (30) days from the date of issuance by the Promoter then the Promoter may at its sole discretion treat this Application as abandoned and cancelled and the Booking Amount paid by Applicant shall stand forfeited in entirety.
- 4. In the event, the said Unit is allotted to the Applicant pursuant to this Application, the Applicant(s) agrees to timely pay further instalments of the Total Price and all other dues/charges as stipulated in the opted Payment Plan or as may be varied in accordance to the agreed terms and conditions as enumerated in the Agreement for Sale failing which Promoter may in its sole discretion be entitled to cancel the allotment in accordance to the provisions of the Agreement for Sale subject to deduction of Booking Amount and other applicable deductions.
- In case the Applicant fails to pay the due amounts to the Promoter on time as per the Payment Plan opted and/or as per the demand / intimation sent to the Applicant(s) through post or e-mail or courier service, the Applicant(s) shall be liable to pay interest at the rate of the State Bank of India's highest marginal cost of lending rate ("MCLR") plus two per cent (2%) per annum to the Promoter on the amounts due and payable from the respective due dates of such payment till the date it is paid in its entirety/its realization. If however, such payment is not made within the time, as prescribed in the Act and the Rules, the Promoter shall at its discretion, be entitled to cancel the allotment/ terminate the Agreement for Sale and refund all amounts received by forfeiting the Booking Amount paid for the allotment and interest component on delayed payment (payable by the Applicant for breach of agreement and non-payment of any due payable to the Promoter). The balance amount of money paid by the Applicant(s) shall be returned by the Promoter within the time as prescribed in the Act and the Rules, of such cancellation.
- 6. It is abundantly made clear that in case the Applicant(s) is a non-resident/foreign national of Indian origin, then in respect of all remittances, acquisition/transfer of the said Unit, it shall be

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the sole responsibility of the non-resident/foreign national of Indian origin to comply with the provisions of Foreign Exchange Management Act, 1999 or statutory enactments or amendments or modifications thereof and the rules and regulations of the Reserve Bank of India or any other applicable law in this regard and provide the Promoter with such permissions, approvals, sanctions, consents of the concerned authorities which would enable the Promoter to fulfill its obligations under the Application Form and Agreement for Sale.

- 7. The Applicant(s) shall pay Interest Free Maintenance Security Deposit (IFMSD) @ Rs. 350/- per sq. ft. on carpet area along with the instalment due at the time of offer of possession. Additionally, the Applicant(s) shall contribute a sum calculated at the rate as maybe prescribed by the Maintenance Agency per month alongwith the maintenance charges towards capital replacement fund so as to secure adequate provision for the replacement, refurbishing and major repairs of the facilities, equipment, other capital assets, etc., installed in the said Project and other similar capital expenditure.
- 8. The Applicant shall have no objection in case the Promoter creates a charge on the said Land during the course of development of the said Project for raising loan from any bank/ financial institution. However, such charge, if created, shall be vacated/released before handing over possession of the said Unit to Applicant(s).
- 9. The Applicant(s) further confirms that this Application will be effective only after Applicant(s) accepts, signs the allotment letter and execute and register the Agreement for Sale, as may be provided by the Promoter without which this Application will not confer any rights on the Applicant(s). The allotment shall become final only upon Applicant's fulfilment of all the conditions set out in the Agreement for Sale and upon making the full and final payment as per the opted Payment Schedule contained in this application form and Agreement for Sale.
- 10. The Applicant(s) acknowledges that the Promoter has readily provided all the information and clarifications as were requisitioned by the Applicant(s) and that none of them have been influenced by any architect's plans, sales plans, sale brochures, advertisements, representations, warranties, statements or estimates of any nature whatsoever whether written and/or oral made on Promoter's behalf or on behalf of Promoter's selling agents or otherwise including, but not limited to, any representations relating to the description or physical condition of the said Project, the size or location of the subject said Unit / said Project including all their physical characteristics, the services to be provided thereto, the facilities and/or amenities to be made available thereto or any other data except as specifically represented in this Application, presentation/brochure and/or application form and that the Applicant/s has/have relied solely on his/her/their/its own judgment and investigation in deciding to acquire the said Unit and not by any oral or written representations or statements.
- 11. The Applicant(s) hereby declare(s), agree(s) and confirm(s) that the moneys paid / payable by the Applicant(s) under this Agreement towards the said Unit is not involved directly or indirectly to any proceeds of the offence under the applicable law and is / are not designed for the purpose of any contravention or evasion of the provisions of the Prevention of Money Laundering Act, 2002, Prevention of Corruption Act, 1988, Benami Transactions (Prohibition) Act, 1988, including the rules, regulations, notifications, guidelines or directions of any other statutory authority passed from and/or amended from time to time (collectively "Anti Money

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Laundering"). In case the Promoter is notified by the statutory authorities of any instance of violation of Anti- Money Laundering, then the Promoter shall at its sole discretion is entitled to cancel/terminate this Agreement for Sale and to remit the amounts paid by the Applicant(s) to the concerned statutory authority, if demanded, and/or forfeit balance amount, if any, as compensation towards such violation by the Applicant(s). Upon such termination, the Applicant(s) shall neither be left with any right, title or interest in the said Unit nor have any claim/demand against the Promoter, which the Applicant hereby unequivocally agree(s) and confirm(s).

12. All or any disputes arising out or touching upon or in relation to the terms and conditions of this Application, including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties, shall be settled amicably by mutual discussion, failing which the same shall be settled through the adjudicating officer/Authority appointed under the Act and Rules.

DECLARATION:

I/We, the Applicant(s), herein do hereby declare that this application for allotment/booking is irrevocable and that the particulars/information given above are true and correct and nothing has been concealed therefrom. I/We have read, understood, agreed to and signed the enclosed terms and conditions herein and undertake to abide by the terms and conditions contained herein and of the Agreement for Sale to be executed.

(2006)		
First/Sole Applicant, if any	Second/Joint Applicant, if any	



SCHEDULE "F" COMMON AREAS FOR AIRIA CORPORATE TOWER



SCHEDULE "G"

DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM

Individual (Resident of India):

- 2 Passport Size photographs of each Applicant(s).
- Self-Attested copy of PAN Card of each Applicant(s).
- Self-Attested copy of Address Proof of each Applicant.

Partnership Firms:

- 2 Passport Size photographs of each Partner.
- Notarized copy of Partnership Deed.
- Self-Attested copy of PAN Card of Firm.
- Self-Attested copy of PAN Card of Authorized Person.
- Self-Attested copy of Address Proof of Firm.
- List of Partners.
- In case only one of the partners has signed the documents, Authorization letter for purchase of said Unit duly signed by all Partners.

Private Limited/Limited Company/LLP:

- 2 Passport Size photographs of the authorized person of the Company/LLP.
- Self-Attested copy of PAN Card of the Company/ LLP.
- Memorandum of Association (MOA) & Articles of Association (AOA) duly signed by the Director /Company Secretary of the Company/ Registration certificate/ Partnership Deed registered under LLP Act.
- Board resolution authorizing the signatory of the application form to buy said Unit on behalf of the Company/LLP.
- List of Directors duly signed by the Director / Company Secretary of the Company/ List of Partners under LLP Act, duly signed by all the Partners.
- Self-Attested copy of Form 32/ DIR 12 along with Challan in case of change of Directors.
- Self-Attested Copy of ID Proof of Authorized Person of the Company/ LLP.
- Self-Attested copy of Address Proof of Company/ LLP.

Hindu Undivided Family (HUF):

- 2 Passport Size photographs of Applicant(s).
- Self-Attested copy of PAN card of HUF.
- Self-Attested copy of Address Proof of Applicant(s).
- Authority letter from all co-parceners of HUF authorizing the Karta to act on behalf of HUF.

NRI/OCI/PIO:

- 2 Passport Size photographs of each Applicant.
- Self-Attested copy of Address Proof of each Applicant.
- NRI/OCI/PIO proof in case of an NRI/OCI/PIO Customer.
- Self-Attested copy of Passport in case of an NRI/OCI/PIO Customer.
- Original/Registered G.P.A. or certified copy of the same from the office of the concerned Registrar, in case required.
- Letter from the Executant that the G.P.A. is valid till date.
- In case of Telegraphic Transfer, a copy of Debit Advice from the remitting bank.
- In case of Demand Draft (DD), the confirmation from the banker that the DD has been prepared from the proceeds of NRE/NRO account of the Applicant(s).
- In case of Cheque, all Payments to be received from the NRE/NRO/FCNR account of the Applicant(s) only.

