

**Date:** .....

To

**M/s SPAZE TOWERS PVT. LTD.**  
**'SPAZEDGE'**  
**Sector-47**  
**Gurgaon-Sohna Road, Gurgaon-122002,**  
**Haryana (INDIA)**

**Subject: Application for Registration of Retail/Shop Space in Commercial Project, Spaze Arrow at Sec-78 Gurgaon.**

**Dear Sir(s),**

I/ We am / are enclosing herewith Cheque / Draft/ Pay order no. .... Dated ..... for Rs. .... (Rupees ..... only) drawn on ..... in favour of "SPAZE TOWERS PVT. LTD. A/C Spaze Arrow", this may please be treated as an advance payment for Registration.

I/ We request that I/ We may be provisionally allotted Retail space in your above said Commercial Project at, Gurgaon having a tentative super area of.....sq.ft.

**MY/OUR PARTICULARS AS MENTIONED BELOW MAY BE RECORDED FOR REFERENCE AND COMMUNICATIONS:**

**1. APPLICANT (SOLE / FIRST) .....**

**SON/ WIFE / DAUGHTER OF .....**

**PERMANENT ADDRESS .....**

.....

**CORRESPONDENCE ADDRESS .....**

.....

**TELEPHONE NO ..... FAX NO .....**

**E-MAIL ..... MOBILE NO. ....**

**RESIDENTIAL STATUS: RESIDENT/ NON-RESIDENT INDIAN/FOREIGN NATIONAL OF INDIAN ORIGIN**

**NATIONALITY ..... PAN.....**

**WARD / CIRCLE / PLACE OF ASSESSMENT .....**

Please affix  
your  
photograph  
here

**SIGNATURE (SOLE/1<sup>ST</sup>APPLICANT) \_\_\_\_\_SIGNATURE(CO-APPLICANT(S)) \_\_\_\_\_**

2. **SECOND APPLICANT NAME** .....

**SON/ WIFE / DAUGHTER OF** .....

**PERMANENT ADDRESS**.....

.....

**CORRESPONDENCE ADDRESS**.....

.....

**TELEPHONE NO** ..... **FAX NO** .....

**E-MAIL** ..... **MOBILE NO.** .....

**RESIDENTIAL STATUS: RESIDENT/ NON-RESIDENT INDIAN/FOREIGN NATIONAL OF INDIAN ORIGIN NATIONALITY** ..... **PAN** .....

**WARD / CIRCLE / PLACE OF ASSESSMENT** .....

Please affix your photograph here

**NOTES:**

1. All Drafts/ Cheques are to be made in favour of "SPAZE TOWERS PVT. LTD. A/C Spaze Arrow", payable at Delhi/New Delhi.
2. The Drafts/ Cheques are accepted subject to realisation.
3. Outstation or NON MICR cheques will not be accepted

**DECLARATION**

**I/ WE, THE UNDERSIGNED INTENDING APPLICANT (SOLE/FIRST AND SECOND APPLICANT), DO HEREBY DECLARE THAT THE ABOVE-MENTIONED PARTICULARS/ INFORMATION GIVEN BY ME/ US ARE TRUE AND CORRECT TO MY/ OUR KNOWLEDGE AND NO MATERIAL FACT HAS BEEN CONCEALED THERE FROM.**

**NAME OF THE APPLICANT(S):** 1. .... 2. ....  
 (SOLE / FIRST APPLICANT) (SECOND APPLICANT)

**SIGNATURE(S):** 1. .... 2. ....  
 (SOLE / FIRST APPLICANT) (SECOND APPLICANT)

**PLACE:** .....

**DATE:** .....

**TERMS AND CONDITIONS FOR REGISTRATION OF COMMERCIAL SPACE:**

1. The intending applicant has applied for the registration of retail space in commercial project 'Spaze Arrow' at Sector – 78 Gurgaon with full knowledge and subject to all laws, notifications and rules applicable to the area, which have been explained by the company and understood by applicant(s). If this application of the intending applicant is accepted, the intimation shall be issued subject to the terms & conditions.
2. The intending applicant(s) agrees to sign and execute, as and when desired by the company, the buyer's agreement, any other papers/ documents on the company(s) standard format and also agrees to abide by the terms and conditions as laid down therein.
3. That your offer of allotment of retail space in commercial project at sector –78 shall, as far as possible, be made to applicant(s) within 6 months of my registration application made herein.
4. In case the company is not in a position to make the offer of allotment for retail space within a period of 6 months from the date of application for any reason whatsoever, shall only be entitled to refund of the advance amount for the provisional registration paid by me/ us, subject to my/ our giving the company 30 days advance notice of the same. The intending applicant thereafter shall have no right, claim or interest of whatsoever nature or kind in the project or retail space.
5. The applicant(s) shall make the payment of basic sale price, EDC, IDC, maintenance charges, IFMS, right to use of car park and PLCs and all other charges as may be communicated from time to time. The applicant(s) shall be further liable to pay any enhanced external development charges, infrastructure development charges or any tax/charges including any fresh incidence of tax as maybe levied by the government of Haryana or any other competent authority of State Government or Central Government, even if it is retrospective in effect as and when demanded by the company on the super built up area of the floor.
6. This application is a mere offer by the intending applicant for registration of retail space in the project and the company reserves the right to accept/reject the application.
7. If the cheque submitted by the intending applicant along with this registration form is dishonored than the registration will be deemed to be cancelled and the company will not be under any obligation to inform the intending applicant about the dishonor of the cheque or cancellation of the registration.
8. The intending applicant agree(s) to make the timely payments as per the payment plan. (Refer to Annexure)
  1. The company reserves the right to change / amend the payment plan at the time of allotment of retail space.
  2. The intending applicant agrees to pay the other payments as demanded by the company in respect of other facilities, maintenance deposit and charges, electricity deposit and charges EDC, IDC etc.
  3. Service Tax or any other Tax shall be payable extra, as and when applicable.
9. It is understood that the company shall book the retail space at basic sale price (BSP) at the rate of Rs. \_\_\_\_\_per sq. Ft.. The Basic Sales Price is not inclusive of EDC/IDC and all applicable taxes government levies.
10. That the intending applicant shall comply with all legal requirements for the purchase of immovable property, as and when applicable. That the intending applicant, if resident outside India, shall solely be responsible for complying with the necessary formalities as laid down in Foreign Exchange Management Act (FEMA) 1999 of RBI act and rules / guidelines made /issued hereunder and all other applicable laws including that of remittance of payments, acquisition/ sale/ transfer of immoveable properties in India.
11. That 15% of the total sale consideration shall constitute the "Earnest Money". Timely payment of each installment of the total sale consideration i.e. Basic sale price, EDC/IDC, PLC, IFMS and other charges as stated herein or in the property buyer agreement is the essence of this transaction. In case payment of any installment as may be specified is delayed, then the applicant(s) shall pay interest on the amount due @ 18% p.a. Compounded at the time of every succeeding installment or three months, whichever is earlier. However, if the applicant(s) fails to pay any of the installments with interest within the due date or time stipulated by the company, the company may at its sole discretion forfeit the Earnest Money and other charges including but not limited to late payment charges and due amount spent by the company for the particular booking and in such an event the allotment/booking shall stand cancelled and the applicant(s) shall be left with no right, lien or interest on the said booking or floor if allotted and the company shall have the right to sell the said floor to any other person. Further the company shall also be entitled to terminate/cancel this allotment/booking in the event of defaults of any terms and conditions of this application.

SIGNATURE \_\_\_\_\_(SOLE/1<sup>ST</sup>APPLICANT) \_\_\_\_\_SIGNATURE(CO-PPLICANT(S))

12. Sales consideration is inclusive of Basic Sales Price + EDC + IDC+ Right to use car parking + PLC.
13. The applicant(s) has fully understood and agrees that in case the applicant(s) withdraws or surrenders his application for the allotment for any reason whatsoever at any point of time, then the company at its sole discretion may cancel/terminate the booking/allotment/application and shall forfeit the amounts paid/deposited or the earnest money as stated hereinabove, and will refund the balance amount to the applicant(s) only after re-selling the said unit and receiving the consideration from the new buyer.
14. If the intending applicant does not accept the allotment of retail space as intimated by the company or does not sign the application form or any other document as required by the company for any reason, the company reserves the right to forfeit the registration amount so paid along with this registration form and refund the balance, if any, to the intending applicant and the intending applicant shall have no right, claim or interest of whatsoever nature or kind in the project.
15. The courts at Gurgaon alone shall have jurisdiction in all matters arising out of or touching and/ or concerning this registration.
16. I/ we have read and understood the above-mentioned terms and conditions, documents referred to therein and agree to abide by them.

Name of the applicant(s): 1. .... 2. ....  
 (SOLE / FIRST APPLICANT) (SECOND APPLICANT)

SIGNATURE(S): 1. .... 2. ....  
 (SOLE / FIRST APPLICANT) (SECOND APPLICANT)

**FOR OFFICE USE ONLY**

**1. APPLICATION ACCEPTED /REJECTED :**

**2. SIZE OF COMMERCIAL SPACE** :.....

**3. BOOKING** : **DIRECT / BROKER**

DATED:.....

**AUTHORISED SIGNATORY**

**ANNEXURE**  
**PAYMENT PLAN**

**Booking Amount**

Ground Floor	Rs. 5, 00,000/-
First Floor	Rs. 3, 00,000/-
Right to use Car Park Charges (Covered)	Rs. 3, 50,000/-

**Down Payment Plan**

At the time of Booking	As mentioned above
Within 60 days from the date of Booking	95% of BSP +EDC/IDC+PLC(if applicable)+Right to use Car Park Charges
On Possession	5%of BSP+IFMS+Registration &other applicable charges

**CLIP (Construction Linked Installment Plan)**

At the time of Booking	As mentioned above
Within 60 days from the Booking	20% of BSP ( inclusive of amount paid at the time of Booking )
Within 120 days from the Booking or execution of the Buyers agreement whichever is later	10% of BSP
On excavation	5% of BSP
On Casting of 2 <sup>nd</sup> Basement Floor Slab	7.5% + 25% of EDC and IDC + 25% of PLC(if applicable)
On Casting of 1 <sup>st</sup> Basement Floor Slab	5% + 25% of EDC and IDC + 25% of PLC (if applicable)
On Casting of Ground Floor Slab	7.5% + 25% of EDC and IDC + 25% of PLC (if applicable)
On Casting of 3 <sup>rd</sup> Floor Slab	5% + 25% of EDC and IDC + 25% of PLC (if applicable)
On Casting of 6 <sup>th</sup> Floor Slab	5% of the BSP + 25% of Right to use Car Park Charges
On Casting of 9 <sup>th</sup> Floor Slab	7.5% + 25% of Right to use Car Park Charges
On Casting of 12 <sup>th</sup> Floor Slab	7.5% + 25% of Right to use Car Park Charges
On Commencement of Plumbing	7.5% + 25% of Right to use Car Park Charges
On Commencement of Electrical	7.5% of BSP
On Notice of Possession	5% + Other Charges

\*[Installment (any of them) shall become payable (as per actual construction schedule) irrespective of their serial order in which they are listed above]

Terms & Conditions:

- All payments to be made in favor of "***Spaze Towers Pvt Ltd A/c Spaze Arrow***" in the form of Cheque or DD payable at Gurgaon/Delhi.
- Service tax will be charged extra as per the government policy.
- The stamp duty & other charges shall be applicable along with the last installment, as applicable. Interest Free Maintenance Security is refundable.
- PLC charges are extra as applicable (Applicable only for corner, 60 mtrs facing, landscaped court facing& double side entry).
- Administrative charges for nomination will be charged as per Company policy.
- The offer is subject to Force Majeure Clause. Prices, Terms & Conditions stated herein are merely indicative with view to acquaint the applicant and are not exhaustive.

SIGNATURE (SOLE/1<sup>ST</sup>APPLICANT) \_\_\_\_\_ SIGNATURE (CO-APPLICANT(S)) \_\_\_\_\_

## **CHECK LIST**

### **1. For Resident Indians / HUF**

- i) Self attested Copy of PAN Card
- ii) Copy of Passport / Election Card / Driving License as proof of residence (self attested).
- iii) One Passport size colored photograph (karta in case of HUF)
- iv) Application Form dully filled and sign by parties / karta of HUF on all pages.
- v) Third party cheque payment letter on the company's prescribed format (If applicable).
- vi) Signature verification of client from bank is required.

### **2. For NRI's (Holding Indian Passport)**

- 1) Self attested Copy of PASSPORT.
- ii) Self attested Copy of Pan Card.
- iii) One Passport size colored photograph.
- iv) Address proof (for local address in India).
- v) Application Form dully filled and Sign by parties on all pages.
- vi) Third party cheque payment letter on the company's prescribed format (If applicable).

### **3. For PIO' s (Holding Foreign Passport)**

- i) Self attested Copy of PASSPORT,
- ii) Address proof (for local address in India).
- Hi) One Passport size colored photograph.
- iv) Self attested Copy of Pan Card.
- v) Application Form dully filled and Sign by parties on all pages.
- vi) Third party cheque payment letter on the company's prescribed format (If applicable).

### **4. In case of the Company the following documents are required:-**

- i) Copy of board resolution to sign the Documents for endorsement.
- ii) Self attested copy of Memorandum and Articles of Association.
- iii) Self attested Copy of PAN Card (Both Company & Signatory).
- iv) Form 32 in case there is new appointment of Director.
- v) Form 18 in case registered office of company changes.
- vi) Address proof of Company.
- vii) Current list of director to be typed on the letter head of company.
- vii) Third party cheque payment letter on the company's prescribed format (If applicable).
- viii) Application Form dully filled and Sign by authorized signatories on all pages.