

KUCAOA

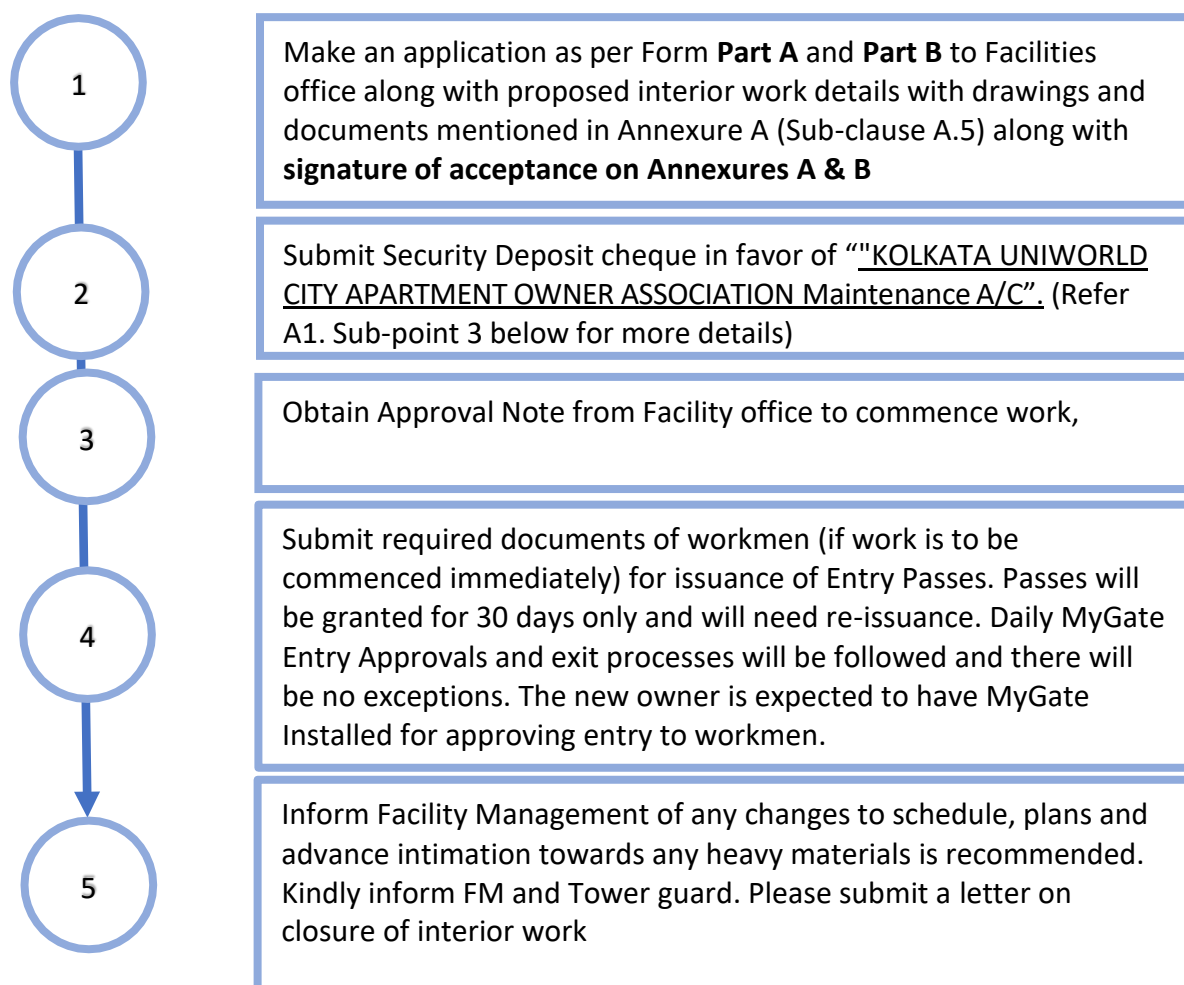
Grant of Consent form, Letter of authorization and Indemnity for Interior, Renovation and Civil Work inside apartments in Uniworld City, along with Annexures on Guidelines

Background and Context of this document

Uniworld City is a Kolkata's largest residential complex with more than 3000 apartments that have been handed over and occupied.

In such a large complex like UWC – there is continuous interior / civil work activity, and the Board of Managers of KUCAOA deemed it as necessary to introduce some additional checks and guidelines around Civil and Interior Work. This has been proposed keeping the interest of presently occupying residents and unauthorized Civil work that could be detrimental to the structural integrity of the Towers. Going forward – all interior work will need written approval and consent before commencement of work.

The Workflow for obtaining approvals is outlined below.



PART A: APPLICATION FOR INTERIOR WORK AND GRANT OF CONSENT FOR COMMUNICATION AND AUTHORIZATION FOR VISIT FOR INSPECTION OF CIVIL/INTERIOR WORK

Date: _____

To,
The General Manager / Facility Manager,
Kolkata Uniworld City Apartment Owners Association

This is to inform you that I, Mr./Mrs./Ms. _____,

owner of Flat _____, Phase & Tower _____

would like to undertake/ commence interior work of my apartment from _____ till

_____.

I understand and agree to the Guidelines as defined in **Annexure A** hereunder – and I also grant consent to UwC Facility Supervisors reaching me during the tenure of such work, along with Civil Supervisors (upon intimation to me and at a mutually agreeable time) visiting my apartment to ensure compliance to interior work guidelines as defined in **Annexure A and B Below. I also agree to install MyGate as an Apartment Gate Entry Management App to approve entry of all workmen and get ID card issued to regular workers as per process.**

My present address of residence is.

Phone Number/s _____ and Email Address/es

_____ are/is provided as

part of this consent.

Documents enclosed:

1. Design drawing of interior work to be undertaken and / or work plan in details (Electrical, Civil, Plumbing, Carpentry etc.)
2. Documents as per Para-A.5
3. Copy of Possession letter
4. DD/Cheque of Rs. 15,000/-/Rs/-20,000 as applicable subject to realization.
(Deposit amount of Rs. 15,000/- is applicable for contractors working with daily passes. Deposit amount of Rs. 20,000/- is applicable for contractors / personnel applying to stay inside the apartment during the night)

PART B: Letter of Authorization for appointment of Designers / Civil Contractors

I hereby appoint (Messrs./Mr./Mrs./Ms.) _____

as Civil / Interior Contractors for my apartment. There details are mentioned hereunder

Individual / Company Name _____

Address. _____

Phone Number _____

Please elaborate nature of jobs to be undertaken (Provide an annexure if it involves any Civil work)

- 1.
- 2.
- 3.
- 4.
- 5.

I confirm that the Consultant/Contractor appointed by me will abide by the fitting out guidelines & rules, Security protocols and will follow MyGate entry and exit protocols as applicable
I also agree to abide by the guidelines issued by KUCAOA from time to time and as annexed hereby as per Annexure A.

In consideration of our request permitting the Consultant or Contractor to have access to the building and owned/leased space, we hereby agree and undertake to keep you fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by you, as a result of any of the work undertaken by the consultant or contractor or any of their employees or agents for fitting out the said premises or through their use of the building. I also agree to make good all such losses directly or indirectly attributable to the work undertaken by me. In witness thereof our contractor and we have set their hands in the preserver of witness(es)

Signed _____ Owner

Signed _____ Contractor

Signed _____ General Manager / Facility Manager

Date _____

Place _____

ANNEXURE A : GUIDELINES FOR RENOVATION / MODIFICATION AND INTERIOR DECORATION WORK AND DOMESTIC ACTIVITY

Owners are requested to observe the following guidelines during execution of work inside their flats.

A.1 Facility related:

1. Submission of name of working agency with name and photos of workmen for issuing Identity (ID) cards. ID Cards shall only be issued for a maximum **period of 30 days only**. The agency shall be responsible for returning of the cards after that period for renewal or surrender. In case of extension, the owner shall apply to the facility head or the security head, precisely mentioning the period of extensions required for another 30 days. This is to ensure proper security protocols and access restrictions for temporary labour who may change time to time. We will seek the co-operation of all residents in this matter.
2. **Permitted hours** for all types of aforesaid work is from 9.30 AM to 7 PM (09:30 Hrs to 19:00 Hrs.) No work shall be permitted after 7:00 PM (19:00 Hrs.). **Noisy work like hammering / major drilling, chiseling etc. is not permitted between 2 pm – 4 pm (1400 Hrs. to 1600 Hrs) every day and from 2 PM (1400 Hrs) Saturday till 09:00 hrs on Monday, and on Public/Govt Holidays.** Violation of schedule will draw a penalty of Rs. 2,000/- per instance to be recovered from the security deposit under the instruction of GM/Facility manager.
3. Owners shall complete all the official formalities in respect of the documentation and work being undertaken at his/her flat/flats and notify the facility office, Security Department in writing, well in advance of starting of the said work. All details of contractors and labor and workers of agency engaged by the owner for Interior decoration works shall be provided and the Facility/Security Department will issue identity cards (these will be chargeable) to permit access. Workers without the identity cards shall not be allowed to enter the complex. Emails in this matter are to be sent to GM@Unizen.in and FM@Unizen.in

Owners Shall deposit a sum of Rs 15,000/- (INR Fifteen Thousand only) in the form of a cheque in favour of "KOLKATA UNIIWORLD CITY APARTMENT OWNER ASSOCIATION Maintenance A/C - as interest free Security Deposit before the any such work is being started. In case of any damages to the common areas, elevators, etc. – the Facility Office shall be at liberty to deduct any amount incurred by it on repairs/ restoration of any damage caused by the owner to the common area & **restricted alterations (Refer Annexure B below on definition of restricted alterations)**, damages to the property of others & removal of construction debris. The balance amount, if any, shall be refunded to the owner after completion of the Interior work. In case the extent of damage assessed is in excess of the Security Deposit, owner needs to deposit the estimated amount towards repair of damages caused within 7 working days of demand by KUCAOA. All decisions of KUCAOA in this regard will be final and the owner(s) agrees to waive off any right to raise any dispute on this matter in any forum whatsoever.

4. Owner shall be responsible for all their labor engaged within the Uniworld City, as per the provisions of the prevailing relevant statutory regulations. Workmen found with unruly behavior will need to be removed immediately.

5. Only those workers with valid ID cards would be allowed to stay in the same premises after 7PM. They should not venture out of the premises after 7PM and should not loiter around except where they need to fetch any necessities like food/medicines. The workers should have the ID cards in their possession at all times during their stay at Uniworld City and anyone found without ID cards will be asked to leave the campus immediately. Any worker found loitering around beyond 7PM without valid reason will be removed from Uniworld City by the Security. Anyone found to be carrying out interior work leading to disturbances & noise after scheduled hours will be removed from Uniworld City. A fine of Rs. 2000 will also be imposed on every such instances. Labor entry and stay will be regulated strictly as per guideline of AOA. Also refer Annexure C in this regard.
6. All works related to interior decoration shall be executed inside the respective flats only, common areas outside the flats shall not be used for any purpose whatsoever. All materials required for the works shall be stored inside the respective flat. The common passage and outside areas of the flat should be kept clean & encumbrance free. The flat owners shall be responsible for the security of the materials.
7. The garbage/rubbish generated during the interior work must be disposed of by the interior persons/owners only and cannot be stored in common area including fire stairs etc., at any point of time. The work in the flat will be stopped the security immediately if violation of rule is found. Fire escape routes to be kept clear at all the times.
8. The Service lift shall be used for movement of Construction & interior decoration material
9. Owner shall be responsible for any malpractice, misconduct, and behavior of the workers of the agency engaged by him.
10. **Sketch/ plan of proposed interior civil work of each flat shall be submitted by the flat owner two weeks in advance and shall be subjected to approval from the Facility management division. Interior civil work should be carried out as per the approved plan by Facility team of KUCAOA. No change to internal structure is allowed without express approval of Facility Management team.** Changes if any will be approved and accorded by respective vertical head/GM/FM when the form is submitted along with drawings/ sketches of proposed Renovation. Any attempt to change common area/Façade will incur penalty of Rs-2000/- per instance apart from cost of restoration to original state / lay out. Owner would deposit such assessed sums without demur and dispute within 7 days
11. the emergency back-up electrical points given inside your flats are not to be disturbed/modified during the interior work. Else, the electricity backup may not work during power-cut. Please use the electrical diagram provided during hand over of the flat for reference.
12. The Facility Management Division of Uniworld City shall have authority to inspect the interior decorator works at any time during the execution of works and to stop the work immediately in case of violation of the guidelines.
13. The guidelines may be modified time to time as decided by KUCAOA
14. The owners are not allowed to make any modifications to grille or railings to put the plants on the windows, balcony parapet as it can create risk/problems for people staying downstairs or kids playing in the Society premises.
15. The owners are not allowed to change the existing horizontal or vertical dimensions of the structure.

16. The owners are not allowed to replace or remove any structure of load bearing walls. You will be responsible for ensuring this and will comply with the drawings provided by the builder for the concerned apartment.
17. The owners are not allowed to change the locations of the bathroom/WC/kitchen sink, in a way that can cause leakage to residents below.
18. The owners are not allowed to execute/install unauthorized additions/alterations. Also, care should be taken not to change the load of the existing structure.
19. For permitted alterations or additions to their flat before – consent must be obtained from KUCAOA in writing and must be produced during inspections by Facility Team
20. Any RCC work which involves steel, cement, sand, and stone/metal is strictly prohibited.
21. The owners should not put load more than allocated capacity on the generator/backup power as this may cause the MCB trip or short circuit of the internal wiring. The internal wiring is designed to take the load of TV, lights, fans, and small appliances.
22. The owners should not install the dish antenna outside their balconies /windows as this will damage the surface of the grit plaster which is unrepairable.
23. Flat resident must ensure proper drainage pipes for the water of split/window ACs properly so that it does not spoil the building walls and does not cause inconvenience to the people staying downstairs.
24. Use of liquor, drugs tobacco, pan masala, pan, etc. by the workers, laborers and contractors is strictly prohibited in the complex.
25. All doors, windows etc. must be locked properly before close of work by the interior fit out agency. All hand operated Power Tools, light bulbs/ holders etc. must have proper insulated cables with plug tops. Failure to comply with these requirements shall call for confiscation of the said items.
26. All workers, laborers and contractors must always use Service elevator only and at no time use the Passenger elevators.
27. Marble flooring in landings should always be protected with a covering around where heavy construction materials will be unloaded.
28. In case of any welding works - a separate HOT WORK permit is to be taken from Facilities Office each day for a specified duration only.
29. Do not overload, scratch, or damage the elevators, otherwise cost shall be debited/ recovered from the apartment owner. Do not hold up the elevators on any floor by blocking the doorways.
30. Contractors engaged for fit-outs must bring the ply/ board taking into consideration size of the lifts installed in the building and unload the same at the designated spaces only. They will be expected to use the service lift for movement of materials.

31. No masonry, Concrete chipping, Electrical, Air Conditioning, Fire Sprinkler, Plumbing, Civil Modification etc. to be undertaken without written approval of the AOA. No change in flat is allowed which is related to external elevation of Building. Do not cover or conceal any fire sprinkler inside the apartment while doing carpentry or allied works.
32. No drilling to be done on beams, columns or slab which will penetrate beyond 35mm / 1.3 inch.
33. Demolition of masonry wall can be done but only by light hammering and chiseling and not by heavy hammering. **Usage of tools like Powered Hammer are strictly prohibited.**
34. The debris of demolished wall not to be kept stacked up on floor slab at one point but to be spread out till it is disposed of.
35. New masonry wall should not be constructed, without technical approval from Facility office, KUCAOA
36. No additional load to be created on cantilever balcony. Installation of heavy weight tiles and slabs are strictly prohibited on balconies.
37. In case of replacement of tiling with heavy marble and granite – the facility office needs to be informed, and the resident will be solely responsible for any damages caused by increased weight.
38. No changes to any floor or ceiling are permitted.
39. A 5Kg ABC type handy Fire extinguisher to be kept in suitable location of the Apartment during the entire Fit out job.
40. Painting of Balcony Grille and Balcony inner walls are to be done in alignment with the building paint scheme. Usage of any other color will lead to forfeiture of deposits and repainting by KUCAOA at risk & cost of the Owner. The KUACOA reserves the right to requesting change to existing modification which are not aligned with façade paint schemes and guidelines.

Any modification to common area e.g. Lift lobby, Balcony violation of this norm will involved stoppage of work/Monetary penalty and Restoration to original condition by the owner or by the Association at the cost and risk of the Owner in case of failure of the owner to undertake restoration within 7 days of such instructions received.

A.2. Additional Electrical Work guidelines:

- 1) During fit out job, drills , cutting machines etc. of proper rating and good condition to be used.
- 2) The tools / machine to be connected to proper rated sockets and using plug tops (open wires should not be inserted).
- 3) If MCB is tripping while charging a machine / tool, the same might be creating short circuit and should not be used.
- 4) Any Electrical retrofitting works to be done by a licensed electrician only after approvals from Facility.
- 5) The electrician should not touch any wiring or system beyond the MCB - DB or in common area. For any such requirement they should contact the FM.
- 6) Any wirings or installation of lights above False Ceiling to be done with proper insulation and doubly checked.

A.3 Additional Sanitary & Plumbing work

- 1) Proper water proofing to be done if new concealed water supply pipes or cistern are installed on toilet walls.
- 2) No new water or waste pipes to be retrofitted beyond the toilet floor as it may damage the existing water proofing barrier and lead to water seepage in the apartment below.
- 3) For any work beyond the internal stop cock, General Manager and Facility Manager to be contacted at gm@unizen.in and fm@unizen.in

A.4 Security Related: Owner's responsibility

1. Workers doing any job at heights above 10 feet are to have appropriate certification & permit to work at heights along with usage of appropriate PPEs like Helmets, safety harnesses etc. Appropriate Insurance cover to be obtained for each worker.
2. All works involving fire or other hazards shall be approved by the Facility Office
3. All work shall be done inside the flat only, common areas shall be cleaned after completion of work or as required. No escape stair ways should be used or blocked at any time.
4. A copy of the possession letter must be attached with the application form, all extension work requests shall be intimated well in advance for approval.
5. No application shall be approved without submission of the required identification documents of each personnel, Who Shall be working inside the Uniworld City.
6. For welding fixing of AC or any electrical or communication appliances, approval must be needed from the Facility Office Uniworld City.
7. Owners / Hired agency must provide the following documents. Documents must be attached with the application for construction of pass and all copes Shall be Signed by the Individual.

A.5 DOCUMENTS TO BE PROVIDED FOR WORKERS AND LABOURERS

[To be provided by the agency hired by the owner]

1. Copy ** Of masked Aadhar/ equivalent government identification Card. Age proof of all workers, Original to be shown at the time of submission of form.
2. Copy ** Of the License / Trade License for the designer / Interior Firm (where applicable)
3. List of workers in letter head of the agency hired, and duly approved by the owner (In Original).
4. Sketch/Plan of the Interior /civil work of each room and each flat (in Original).

** Verification with Original Document is mandatory

ANNEXURE B: DEFINITION OF RESTRICTED ALTERATIONS

Keeping in mind considerations around structural integrity, electrical hazards, façade standards, risks to life /Limb and fire hazards, the following are being called out as “**Restricted Alterations**”. All residents must mandatorily abide by these – and the KUACOA representatives reserves their rights to inspect from time-to-time apartments wherein Civil and Interior Work is being undertaken. Any exception to this will lead to forfeiture of security deposit of the concerned apartments.

- 1) Modifications / alterations to any load bearing walls, beams and pillars are strictly prohibited. This includes concrete slabs, lofts, etc. that have joins with load bearing pillars/walls and structures. This is to be abided by without any exceptions – as any deviations can be subject to legal action by local authorities.
- 2) Any alternations to Plumbing and Drainage Piping to be strictly avoided.
- 3) Installation of balcony grille that are not as per approved designs.
- 4) Modifications to grille and railings / extending them to facilitate keeping of plants/ fixation of ACs is strictly prohibited.
- 5) Relocation/addition of any sanitary facilities within the apartment. The AOA reserves the right to ask such owners to dismantle any such structures even if they have been done in the past.
- 6) Extending the back-up emergency power beyond permissible load (for apartments with limited back-up power points)
- 7) Modifications to external façade areas, including areas around lawns and gardens that are not as per approved apartment plans. The AOA reserves the right to ask such owners to dismantle any such structures.
- 8) Any major electrical modifications within the apartments.
- 9) Painting of balconies and grille that are not as per the façade color scheme provided by builders. Inner walls of the balconies cannot be colored differently from the façade scheme. The AOA reserves the right to ask such owners to make revert to the original paint scheme in case the same have been done.
- 10) Modifications to any common rainwater / drainage pipes that run through balconies.
- 11) Modifications / Installations of any kind in basement parking and surface parking areas
- 12) Installations of Claddings that are objectionable to other owners, and installation of any permanent non-removable fixtures in common areas – shoe-racks/ storage, etc.
- 13) Installation of Split AC Modules in unapproved areas / outer façade areas that may not be suitable for load bearing of outer units.
- 14) In case of apartment blocks like Gardens / Horizons where no provision for copper piping have been provided – the same is to be done internally with minor civil alterations. In case that is not possible – residents are to extend the same neatly across the external sill lines with clamps, and not just hang the same from windows to balconies. Special care needs to be taken for water drainage to avoid seepage problems and water dropping damage to façade.

NOTE: Facility department of Uniworld City has the right to stop any work, any workers, right to withdrawal of any pass and right to denying permission of any worker for security reasons / other reasons and deviations to guidelines outlined above. Interior decoration, Renovation or any modification work shall not be acceptable in case of application from tenant or person not empowered or authorized by the owner. A General Diary must be submitted in case of loss of pass and further reissuance of the same.

Declaration by owner(S):

I / we here by confirm that I have read and understood all the guidelines and annexures A, B & C and I confirm my acceptance of the terms & Conditions and guidelines thereof. I have also signed on all pages of the annexures and forms.

Name Of the Flat Owner(S) _____

Tower Name: _____ Tower No.: _____ Flat No _____

Contact No: _____ Email Id: _____

Date Of Possession _____ as in the attached possession document.

Signature of Flat owner(s)

For office use only

Tower Name: _____ Tower No.: _____ Flat No _____

All documents received: Payment status: Cheque received:

Photo received: Two copies (interior), Three copies (Domestic). Tick whichever is applicable.

Date pass delivered.

Valid Till

Signature of Acceptance



Facility Approval / Control Number	
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APPROVAL FOR COMMENCEMENT OF INTERIOR / CIVIL WORK

Date: _____

To _____
Flat
Tower
Phase

Approval is hereby granted to the abovementioned for commencement of interior / civil / plumbing / other work (_____) from _____ (Date) to _____ (Date)

This approval is subject to withdrawal in case of any contravention of guidelines and restrictions outlined in Annexure A, B & C

Thanks & Regards

Name:

Facility Authorized Signatory

Kolkata Uniworld City Apartment Owners Association

Signature of Acceptance



ANNEXURE C: Permission to stay in premises after 7 PM

1. Refer to para 5 of **Annexure: A**
2. In order to permit worker to stay in their flat.
 - (i) After 7 PM and Sunday/Closed Holiday and on working day.
 - (ii) After 2 PM on Saturday.

The owner has to submit.

- (a) Copy of Aadhar Card of workers
 - (b) Personal certification of the workers by the Owner as having checked and verified their background.
 - (c) Duration of such approval will be only 30 days and will need to be renewed , if required , as per norms for renewal mentioned in **Annexure A para A.1 sub para 1.**
3. Any complaint from neighbour Residents regarding disturbance caused by the worker by way of:-
 - (i) Working during off working hours or silence hours.
 - (ii) Making loud sound during off working hours and such other actions which are causing trouble for other Residents will result in.
 - (a) Cancellation of the permission to stay in the flat.
 - (b) Stoppage of work in the flat.
 - (c) Penalty @ Rs/- 2000 per persons for each such incident.

These amount will be deducted from the security deposits made by the owner.
Owner agrees to accept such decision of the AOA without demur and waives of any right in this regard.

4. Additional deposits of Rs- 5000/- over and above Rs-15000/- will need to be made for getting approval for keeping worker in the flat where renovation is being undertaken.

Signature of Owner