

MKT/\_\_\_\_\_  
Date

Mr./Mrs/M/s \_\_\_\_\_

\_\_\_\_\_  
KOLKATA-\_\_\_\_\_  
WB

JTY: Mr./MRs. \_\_\_\_\_

Sub: Allotment of Unit No. \_\_\_\_\_ , House Type.....having unit Area\_\_\_\_\_ sq mtr , at  
**Surabhi Extension (WBHIRA Registration Number :\_\_\_\_\_)**

Dear Sir,

In response to your application and pursuant to the receipt of the booking amount of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) we hereby allot to you the above Unit subject to your executing an Agreement for Sale (“**the Agreement**”) with us in accordance with the provisions of The West Bengal Housing Industry Regulation Act, 2017 (“**the Act**”) and the Rules made there under (a draft of which uploaded on the Web Portal under the Act and also submitted to the registration authority under the Act) and subject to the registration of the agreement under the Indian Registration Act within the time and in the manner stipulated under the Act and the Rules.

We are also enclosing herewith the **Payment Schedule** for the aforesaid Unit which will also be incorporated in the Agreement.

This allotment is subject to the terms and conditions of the Agreement (a Draft of which is enclosed hereto) particularly with reference to the following:

1. Your making regular and punctual payments as and when called upon by the company in the manner mentioned in the payment schedule.
2. Your making payments, on demand, to the company and /or to any appropriate authority of all rates, taxes, stamp duty, registration charges, ground rent, levies, legal fees, documentation charges and other related charges, deposits including security deposits or assessment pertaining to the Apartment wholly and common area proportionately as per the Agreement to Sale.
3. Your executing necessary documents within time, in the manner and in the format as prescribed under the Act and the Rules made thereunder.

Please send your remittance(s) by **Pay Order / Demand Draft** in favour of **GGL Hotel & Resort Co Ltd** at **Kolkata**.

Kindly quote your Unit no. in all correspondence.  
We assure you our best services at all times.

Thanking you,

Yours faithfully,  
for **GGL Hotel & Resort Co Ltd**

(Authorised Signatory)

Encl.: PAYMENT SCHEDULE