**CLUB HOUSE GUIDELINES**

It is always being our Endeavour to make the complex beautiful, safe and Environment friendly which can happen with contribution of each one living in the complex for which we look forward to your contribution. Along with Complex we also have the intention to make the Club Facility one of the best in the vicinity so that we feel proud that we all own it. The Intention is to bring all the community together so that we all live as one family and the services available can be used efficiently and can be made available to every resident.

To facilitate better services & enhance the experience of the Residents and their Guests we have made few guidelines and expect that each one of us will follow the same in the interest of the community and for better service level.

* + 1. We will appreciate your making entry in the Club Register and also in the register available at each facility in the club. The intention behind is to understand the pattern of use so that the services can be arranged accordingly
    2. In case you are accompanied by Guest please make sure that the names are entered into Guest/Visitor Register available at the Club Reception just for the visiting purpose only.
    3. Guest Guidelines are being made separately which can refer from time to time for the convenience to all.

1. **General Information**
2. Club house/Sports facilities are primarily for the Residents and their family of Paras Tierea with the valid ID cards only.
3. Club is open from Tuesday to Sunday from **06:00 hours till 22:00 hours except Monday being Holiday.**
4. We will also like to inform you that any associates/maids etc. accompanying children are not allowed to use these facilities and can only be supervising the child.
5. All Residents are requested to deposit the duly filled Club Membership form as soon as possible or latest by 30th June 2024 to initiate the process of making ID cards on priority.
6. Please share clean air with us. Paras Tierea Club is a Non Smoking Zone.
7. We request you to avoid getting Pets in the club complex.
8. We appreciate not to bring outside Food and Beverages inside the club.
9. Please cooperate with club staff for maintaining club services.
10. Skating, rollers are not allowed inside the club.
11. For any assistance contact Helpdesk, club in-charge / Estate Manager.
12. Guests are allowed to visit the club area duly accompanied with the member residents for visiting purpose only.

**Gymnasium:**

**Timing: 06:00 Hrs. to 11:10 Hrs. and 17:00 Hrs. to 22:00 Hrs.**

**Only for Ladies – 11:00 Hrs. to 13:00 Hrs. and 16:00 Hrs. to 17:00 Hrs**

**Opening Days :- Six days in a week ( Monday – Closed )**

1. Only Paras Tierea residents are hereby authorized to use the Gym Facilities.
2. Only registered members are allowed to enter inside the Gym.
3. Members are requested to use the facility properly under the guidance of gym trainer to avoid any injury.
4. No drinks except water are allowed in the Gymnasium area.
5. Residents under 16 years of age are not allowed to use gym equipment’s.
6. All residents are requested to make proper Entry/Exit entries with signature in register.
7. The users are requested to towel off the equipment when they finish Gym training.
8. The users are requested not to make excessive noise while on training floor.
9. Only up to 30 minutes’ time will be allowed on the cardio equipment’s, as other residents are waiting in queues.
10. When you've finished using equipment such as dumbbells and mats, request you to put them back where they belongs so others can find them easily.
11. Members are requested to be in proper workout wear while in the gymnasium and avoid loose clothing.
12. Please enjoy channel music considering the gym environment. Residents are requested to avoid playing personal music.
13. Ensure all the lights, ACs and Music System should work well and switched them off after gym is closed.
14. Members are requested to take care of their belongings at their own.
15. Any personal coach/trainer are not allowed in gym by any means
16. Members are requested to properly sanitize the machine after using. This is to assist other user’s interest to use the machine after you for sanitizing.
17. Users are requested not to use foul language or cut dirty jokes in the Club / Gym premises.
18. The users are strictly prohibited for the use of any statements on sexual matter or cause any harassment to any member or employee.
19. Any feedbacks, complaints and suggestion from residents please share to Club Manger/Helpdesk team. For emergencies please contact the Club House Reception or Gym Trainer. Club is equipped with First Aid facilities for your convenience.

**Swimming Pool –**

**Timing: 05:00 Hrs. to 10:00 Hrs. and 17:30 Hrs. to 22:00 Hrs. (as per the Government Orders time to time)**

**Opening Days :- Six days in a week (Monday – Closed)**

01). All users are requested to enter their details in the Pool Register and Sign.

02). Swimming pool will remain **closed on Monday** for maintenance & thorough cleaning work or any other day which will be informed two days in advance to the residents.

04). Requesting you to take a shower and footbath before entering the Pool.

05). All users are requested to wear proper swimming gear (swimming costume & cap).

06). Users are requested to maintain proper hygiene.

07). Anyone suffering from any kind of contagious disease like skin allergies, eye disease, cough & cold is requested to stay away from the pool.

08). Deepest end of the pool is 4 feet therefore jumping / diving in the pool is strictly prohibited.

09). Children aged 2 to 6 years are allowed in toddler's pool only; residents are requested to accompany them for safety reasons.

10). Children below 8 years and height above five feet, may use pool only if they are accompanied by an adult preferably parents.

11). Maids, Ayahs, Attendants and Caretakers etc. are not permitted to enter the pool.

12). We are committed for your safety and security however injury etc. during the swimming period will be at the risk of user. Please note Compensation or claims shall not be entertained in case of any mishap.

13). We appreciate not to keep valuables in change room. It recommended to take care of your belongings. All belongings should be kept inside the locker room at your own risk.

14). Consumption of alcohol & alcoholic beverages is strictly prohibited in the Club complex.

15). Please do not use the pool whilst under the influence of alcohol.

16). For your safety, Please adhere strictly to the rules mentioned on display near the Swimming Pool.

17). Coaching classes can only be done between 15:00 Hrs to 17:00 Hrs. (if any), Also, swimming coach needs to have NIS Certification.

18). For emergencies please contact the Club House Reception or Swimming Coach to assist you with lifesaving equipment’s available with the club.

19). We appreciate you to maintain the decorum of the swimming pool area.

**Billiards/Pool Table:**

**Timing: 06:00 Hrs. to 11:00 Hrs. and 17:00 Hrs. to 22:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

01). All residents are requested to bring their own playing cues.

02). We appreciate you handling the equipment for recreational purpose only; kindly take care of the equipment’s.

03). Beginners must initially play under the supervision of an experienced player.

04). Players are requested to be courteous to waiting members and happily give away the table at the end of their session.

05). Players are requested to enter their names in the register kept in the Recreations room/Reception area.

06). Silence must be maintained in the room to avoid distracting the players. Many people like to focus on their game, which can be difficult to do if the person beside them is carrying on a loud conversation. Kindly Keep your voice low, and be mindful of not disturbing other player.

07). Segregate the time 30 minutes / session among the residents if pool/Billiards is busy and residents are waiting.

08). Enjoy and Play other games such as Table Tennis, Squash, Cards etc. if waiting is long.

10). Make proper entries/exit timings in register with signature for facilities usage.

11). Make sure all the lights, ACs and music system is working.

12). Any damage related to table or its accessories, any technical fault occurs, inform to Helpdesk, Club In-charge / Manager.

14). Dependents of members below the age of 16 years shall not be permitted to play.

15). All Members are requested not to sit or lie on the tables, or place glasses/water bottles on them.

16). If the cloth be cut or the tables otherwise damaged by a member, his dependent or his guest, the member will be held responsible and will be charged the cost of the repairs, if the damage to cloth or table be serious he will be charged such further amount as per actual expenditure. If the damage was wilful, up to six times the value of repairs/replacement may be charged.

**Squash Room:-**

**Timing: 06:00 Hrs. to 11:00 Hrs. and 17:00 Hrs. to 22:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. Use Flat Sole Shoes while playing squash.

02). Beginners must initially play under the supervision of an experienced player.

03). It is recommended to have playing time as 30 minutes per session if others are waiting to play.

04). Players are requested to be courteous to waiting members and happily give away the table at the end of their session.

05). Players are requested to enter their names in the register kept in the Recreations room.

06). Silence must be maintained in the room to avoid distracting the players. Many people like to focus on their game, which can be difficult to do if the person beside them is carrying on a loud conversation. Kindly Keep your voice low, and be mindful of not disturbing other player.

08). Bring your own Squash Racket and balls etc. to play.

09). Any damage related to facilities and technical fault occurs, inform to Helpdesk, Club In-charge / Manager.

**Table Tennis: -**

**Timing: 06:00 Hrs. to 11:00 Hrs. and 17:00 Hrs. to 22:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. Table Tennis only members and their dependents may play table tennis.
2. We appreciate you handling the equipment for recreational purpose only; kindly take care of the equipment’s.
3. Play TT safely and segregate the time with an interval of 30 Minutes (maximum) per game and give chance to others to play as well.
4. Bring Your own TT, Ball etc.
5. Make Sure No Damages to the TT tables, net etc.
6. Any damage related to facilities and technical fault occurs, inform to Helpdesk, Club In-charge / Manager.

**Library: -**

**Timing: 10:00 Hrs. to 13:00 Hrs. and 18:00 Hrs. to 22:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. Residents can use library as per scheduled timing.

2. Kids below 06 years should be accompanied by respective adult family member.

3. We appreciate you handling the books with utmost care.

4. Books are not allowed to be taken out of the Library.

5. We encourage residents to donate books for our Library. A book donation register is kept at library.

6. Please don’t treat any part of library/ club as “work from Home office” spot.

7. For any assistance contact club house reception.

**Launge Area :**

**Timing: 10:00 Hrs. to 14:00 Hrs. and 16:00 Hrs. to 20:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. All Residents of Paras Tierea are hereby authorized to use the Lounge Area without shifting or disturbing the layout /sitting arrangement.
2. Respect Others and Maintain a considerate noise level.
3. Avoid loud conversations, music, or activities that may disturb others.
4. Dispose of trash in designated bins and leave the area tidy and clean.
5. Avoid bringing food products into the lounge.
6. Treat furniture and facilities with care.
7. Do not move or rearrange furniture without permission.
8. Be mindful of time limits for using the lounge, especially during peak hours.
9. Vacate the space promptly when your reserved time slot ends.
10. Do not leave personal belongings unattended.
11. The society is not responsible for lost or stolen items.
12. Residents are responsible for the behaviour of their guests.
13. Smoking, drinking alcohol, and any illegal activities are strictly prohibited.
14. Do not engage in disruptive or harmful behaviour.
15. For any assistance contact club house reception/Helpdesk Team rep.
16. Please accord full respect to our ladies & elders and priority in sitting space for them.
17. Prior written permission for any kind of organized meeting in Lounge or any part of club complex.

**Card Room:**

**Timing: 10:00 Hrs. to 14:00 Hrs. and 16:00 Hrs. to 20:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. Entry of persons below 16 years is prohibited in Card Room.
2. We appreciate you handling the equipment for recreational purpose only; kindly take care of the equipment’s like Carom, chess, Cards etc.
3. All Residents of Paras Tierea are hereby authorized to use the card room facilities.
4. Decorum and silence will be strictly maintained. Mobiles will be kept on silent mode in the Card Room.
5. Liquor will not be served or consumed in Card Rooms/inside the club premises.
6. Smoking is strictly prohibited.
7. No person/kibitzer sitting behind the playing member will comment or make suggestions regarding the game in progress.
8. Each player must display all his counters on the table on which he/ she is playing before starting the game.
9. No player should make any gesture or statement during the course of play, which can mislead the player and if a player does so he/ she shall have to disclose the position of his hand i.e. calling (safe calling) and cannot declare on that pick.
10. Any dispute not covered by Card Room regulations shall be resolved amongst the players themselves without resorting to abusive language. Vulgarity or shouting and unresolved issues will be referred to the management in writing. Vulgarity in any form will be severely dealt with including suspension/termination of club membership.
11. Members are expected to be polite to the staff. Any misunderstanding or grievance against the staff should be referred to the management only. No direct action against any staff of misdemeanor is allowed.
12. For any assistance contact club house reception/Helpdesk Team rep.

**Kids Play Area:**

**Timing: 08:00 Hrs. to 12:00 Hrs. and 17:00 Hrs. to 22:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. Kids below 06 years should be accompanied by an adult resident.
2. We appreciate you handling the equipment for recreational purpose only; kindly take care of the equipment’s.
3. Guardians are requested to take care of their children while using the facility.
4. Please avoid using colors in the play area or painting wall etc.
5. Please avoid bringing food and beverage in the play area except water bottle. Maintain hygiene and cleanliness in the kids’ area.

**Lawn Tennis:-**

**Timing:**

**Trainer: - 07:00 Hrs. to 09:00 Hrs. and 16:00 Hrs. to 19:00 Hrs.**

**Residents: - 09:00 Hrs. to 12:00 Hrs. and 19:00 Hrs. to 22:00 Hrs.**

**Opening Days: - All Seven days in a week**

1. Only Paras Tierea Residents and their dependents will be allowed to play in Tennis court.
2. We appreciate you handling the equipment for recreational purpose only; kindly take care of the equipment’s.
3. Lawn Tennis court will remain open for all residents to use it for training /classes purpose, not for any recreational purpose.
4. Trainers /residents are requested not to damages the floor /wall area by any means. If noticed, inform to Helpdesk / Club In-charge / Manager immediately.
5. Trainer may provide the training according to their time slots only, except Sunday.
6. Play Lawn Tennis safely and segregate the time with an interval of 30 Minutes or 45 minutes (maximum) per session and give chance to others to use the Court for playing.
7. Make Sure No Damages to the Lawn Tennis court mattress, net, periphery etc.
8. Any defects, damage observed may inform to Helpdesk, Club In-charge / Manager immediately.

**Yoga Room:-**

**Timing: 06:00 Hrs. to 11:00 Hrs. and 16:00 Hrs. to 21:00 Hrs.**

**Opening Days: - Six days in a week (Monday – Closed)**

1. Only Paras Tierea residents, their dependents will be allowed to use Yoga room for Dance/Yoga/Aerobics / Music classes etc.
2. Training may be provided to all interested personal on chargeable basis by the authorized trainer.
3. The Instructor must have Minimum 06 participants (Resident’s trainee) to conduct classes in Yoga Room for the duration of one hour and so on.
4. Only members and their dependents are hereby authorized to use yoga Room for training purpose in groups, Yoga Room can’t be occupied for One, Two people / Individual training.
5. Residents / their Dependents will deposit the prescribed amount in the Estate Office in advance for the current month. A Receipt along with membership No. will be allotted to the residents/ their dependants for further records and references etc.
6. A receipt will be given to the residents for the fee from the Estate Office, Residents are requested to handover the receipt to the Trainer/Instructors for their information and records to provide the training.
7. Trainer will collect the receipt from the residents and make entry in their register with Receipt No., Membership No. & Flat No. to provide them training accordingly.
8. Yoga Room is available for all residents to use it for training /class’s purpose, not for any recreational purpose.
9. The payment will be made to the trainer in first week of previous month at the ratio as decided by the Estate Office /Management team
10. The Ratio will be based on following calculations: - 1. Less than 10 trainees, the percentage ratio = 85:15, trainees between 11 to 15, the percentage ratio = 80:20, trainees between 16 to 20, the percentage ratio = 75:25, if the trainees more than 20, then the percentage ratio = 70:30.
11. All classes will be conducted in yoga/Multipurpose Room only on Hourly basis according to different type of classes like yoga, dance, aerobics etc. as per the availability of timing slots.
12. All residents are requested to bring their own mattress for classes.
13. Trainers /residents are requested not to damages the floor /wall area by any means. If noticed, inform to Helpdesk / Club In-charge / Manager immediately.
14. Any residents/family members are attending classes more than three days without any payment, penalties will be imposed on the trainer (if not informed /suggested by the trainer) as decided by the Estate office /Management team.

**Guests: -**

1). Resident’s Guests / relatives may be allowed to visit the Club accompanied by the Residents for a maximum duration of 45 Minutes for the visiting purpose only and may use the Gym and Swimming pool facilities on chargeable basis as prescribed.

2). Non-residents/Non-members and guests are not allowed to use the facilities inside the premises like Swimming pool, Gym, Indoor Sports, Lawn tennis, curriculum activities etc.

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| **OPERATING HOURS OF DIFFERENT AMENITIES INSIDE THE CLUB/COMMUNITY CENTRE - PARAS TIEREA** | | | | | | | |  |
| **Areas/Days** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |  |
| **Gymnasium** | Closed | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. |  |
| **Ladies Timing – 11:00 hrs to 13:00 hrs. and 16:00 Hrs. to 17:00 Hrs.** | **Ladies Timing – 11:00 hrs to 13:00 hrs. and 16:00 Hrs. to 17:00 Hrs.** | **Ladies Timing – 11:00 hrs to 13:00 hrs. and 16:00 Hrs. to 17:00 Hrs.** | **Ladies Timing – 11:00 hrs to 13:00 hrs. and 16:00 Hrs. to 17:00 Hrs.** | **Ladies Timing – 11:00 hrs to 13:00 hrs. and 16:00 Hrs. to 17:00 Hrs.** | **Ladies Timing – 11:00 hrs to 13:00 hrs. and 16:00 Hrs. to 17:00 Hrs.** |
| **Swimming Pool** | Closed | 05:00 Hrs. to 10:00 Hrs. and 17:30 to 22:00 Hrs. | 05:00 Hrs. to 10:00 Hrs. and 17:30 to 22:00 Hrs. | 05:00 Hrs. to 10:00 Hrs. and 17:30 to 22:00 Hrs. | 05:00 Hrs. to 10:00 Hrs. and 17:30 to 22:00 Hrs. | 05:00 Hrs. to 10:00 Hrs. and 17:30 to 22:00 Hrs. | 05:00 Hrs. to 10:00 Hrs. and 17:30 to 22:00 Hrs. |  |
| **Steam Bath** | Closed | Not Working | Not Working | Not Working | Not Working | Not Working | Not Working |  |
| **Cards/Library Room** | Closed | 10:00 to 14:00 hrs. and 16:00 to 20:00 Hrs | 10:00 to 14:00 hrs. and 16:00 to 20:00 Hrs | 10:00 to 14:00 hrs. and 16:00 to 20:00 Hrs | 10:00 to 14:00 hrs. and 16:00 to 20:00 Hrs | 10:00 to 14:00 hrs. and 16:00 to 20:00 Hrs | 10:00 to 14:00 hrs. and 16:00 to 20:00 Hrs |  |
| **Table Tennis/Billiard/Pool Table/Squash Room** | Closed | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. | 06:00 Hrs. to 11:00 Hrs. and 17:00 to 22:00 Hrs. |  |
| **Yoga Room** | Closed | 06:00 hrs to 11:00 hrs and 16:00 hrs to 21:00 hrs | 06:00 hrs to 11:00 hrs and 16:00 hrs to 21:00 hrs | 06:00 hrs to 11:00 hrs and 16:00 hrs to 21:00 hrs | 06:00 hrs to 11:00 hrs and 16:00 hrs to 21:00 hrs | 06:00 hrs to 11:00 hrs and 16:00 hrs to 21:00 hrs | 06:00 hrs to 11:00 hrs and 16:00 hrs to 21:00 hrs |  |
| **Kids Play Area / Game Zone:** | Closed | 08:00 to 12:00 hrs. and 17:00 hrs. to 22:00 hrs. | 08:00 to 12:00 hrs. and 17:00 hrs. to 22:00 hrs. | 08:00 to 12:00 hrs. and 17:00 hrs. to 22:00 hrs. | 08:00 to 12:00 hrs. and 17:00 hrs. to 22:00 hrs. | 08:00 to 12:00 hrs. and 17:00 hrs. to 22:00 hrs. | 08:00 to 12:00 hrs. and 17:00 hrs. to 22:00 hrs. |  |
| **Launge Area** | Closed | 10:00 hrs. to 13:00 hrs. and 17:00 hrs to 22:00 hrs. | 10:00 hrs. to 13:00 hrs. and 17:00 hrs to 22:00 hrs. | 10:00 hrs. to 13:00 hrs. and 17:00 hrs to 22:00 hrs. | 10:00 hrs. to 13:00 hrs. and 17:00 hrs to 22:00 hrs. | 10:00 hrs. to 13:00 hrs. and 17:00 hrs to 22:00 hrs. | 10:00 hrs. to 13:00 hrs. and 17:00 hrs to 22:00 hrs. |  |
| **Note:** |  |  |  |  |  |  |  |  |
| **1. Timing as per the standard operating process. Timing can be revised as per the requirements.** | | | | | | | |  |
| **2. Personal Trainers are not allowed inside the club/Gym/Swimming pool etc.** | | | | | | | |  |

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| **CHARGES FOR AVAILING THE CLUB / COMMUNITY CENTRE FACILITIES - PARAS TIEREA** | | | | | | | |
| **Types of Facilities** | **Category (Owner/Tenant)** | **Duration** | **Amount /Charges** | **GST** | **Total GST amount** | **Grand Total Amount** | **Remarks** |
| **Gymnasium** | Owner | Monthly | 1000 | 18% | 180 | 1180 | Individual pack |
| Owner | Quarterly | 3000 | 18% | 540 | 3540 | Individual pack |
| Owner | Half Yearly | 4500 | 18% | 810 | 5310 | Individual pack |
| Owner | Yearly | 8000 | 18% | 1440 | 9440 | Individual pack |
| Owner | Half yearly (Family Pack for 03 Members) | 6750 | 18% | 1215 | 7965 | Family Pack (Upto three Members of the family) |
| Owner | Yearly (Family Pack for 03 Members) | 12000 | 18% | 2160 | 14160 | Family Pack (Upto three Members of the family) |
| Tenant | Monthly | 2000 | 18% | 360 | 2360 | Individual pack |
| Tenant | Quarterly | 6000 | 18% | 1080 | 7080 | Individual pack |
| Tenant | Half Yearly | 9000 | 18% | 1620 | 10620 | Individual pack |
| Tenant | Yearly | 16000 | 18% | 2880 | 18880 | Individual pack |
| Tenant | Couple Quarterly Pack | 8000 | 18% | 1440 | 9440 | Family Pack (Upto three Members of the family) |
| Tenant | Couple Half Yearly Pack | 14400 | 18% | 2592 | 16992 | Family Pack (Upto three Members of the family) |
| Tenant | Couple Yearly Pack | 24000 | 18% | 4320 | 28320 | Family Pack (Upto three Members of the family) |
| **Pool Table** | Owner & Tenant | 30 minutes | 100 | 18% | 18 | 118 |  |
| Owner & Tenant | 60 Minutes | 150 | 18% | 27 | 177 |  |
| **Swimming Pool** | Owner |  | Free |  |  |  |  |
| Tenant (For Family's only - No bachelor tenants please) | Monthly | 2000 | 18% | 360 | 2360 |  |
| **Banquet Hall** | Only for Resident's of Paras Tierea (Owner/Tenant) | 05 Hours | 8000 | 18% | 1440 | 9440 |  |
|  | Only for Resident's of Paras Tierea (Owner/Tenant) | 08 Hours | 10500 | 18% | 1890 | 12390 |  |
| **Swimming Pool Side area (May be Booked only for Monday)** | Only for Residents of Paras Tierea (Owner/Tenant) | 05 Hours | 8000 | 18% | 1440 | 9440 |  |
|  | Only for Residents of Paras Tierea (Owner/Tenant) | 08 Hours | 10500 | 18% | 1890 | 12390 |  |
| **Club ID Card's** | Owner and his/her immediate Family Members | One Time | Free |  |  |  | One time free |
| Tenant | One Time | 500 | 18% | 90 | 590 | One time Charges (Non-refundable) |
| Loss of ID card Owner & Tenant | One Time | 500 | 18% | 90 | 590 | In case of loss of ID card |