LODHA
POLICY & PROCESS DOCUMENTS

Search | Back to home

Welcome **Arvind Subramanian** LOGOUT | CHANGE PASSWORD

CLICK TO OPEN MENU ▼

SIGNATURE REQUIREMENT MAPPING

Sr No	Document Title	Signature Required	Signing Authority
1	Revise Possession Letter	Yes	Possessions Strategist
2	Fit out possession Letter	Yes	Possessions Strategist
3	Allotment Letter	Yes	Segment head
4	Pre Termination Notice	Yes	Segment head
5	Final Cancellation Letter (Legal Notice)	Yes	Segment head
6	Mortgage NOC	Yes	Surenji
7	Parking Allotment Letter	Yes	Tanvi Hindalekar
8	Posession Letter	Yes	Possessions Strategist
9	Deviated Fit out letter for handover given prior to official Fit Out	Yes	Possessions Strategist
10	Demurrage Interest Letter	Yes	Project Incharge
11	Letter for Interest & Demmurage	Yes	Project Incharge
12	Statutory Liabilities letter (ST /MVAT / PT)	Yes	Relationship Manager
13	Bank Name Change Letter	Yes	Relationship Manager
14	Garden Area Letter	Yes	Possessions Strategist
15	Corporate Guarantee Letter	Yes	Surenji
16	Cancellation Revocation letter	Yes	Nishant Sinha - RS
17	Covering letter with refund cheque	Yes	Project Incharge
18	Change Floor Letter	Yes	Project Incharge
19	Refund letters for NRIs confirming apportionment of funds	Yes	Project Incharge
20	NOC for Resale - With/without OC	Yes	Surenji
21	NOC for Lease - With/without OC	Yes	Tanvi Hindalekar

Frequently Accessed Links

Cancellation & Retention Policy Possession process Registration Process Name Change Policy Demand Generation process
Payment Handling Process Transfer Policy Customer Interaction Management Policy Customer Interaction Tagging - L1, L2 & L3 Customer DNC Process