

SMPA Work Culture

(To whomsoever it may concern)

1. SMPA works on the pattern of a group of associates enjoying a pre-specified work culture mainly dedicated to valuation, PMC-project management consultancy & allied works

2. The organization comprises viz. SMPA a firm + HoD (Mr. S.M.Parchure) +SA-(Senior Associates) + JA- (Junior Associates) + EAE- (Establishment &Administrative expenses etc) each component to get pre-fixed % of net receipts fetched through their stream of efforts incurred for consultancy or valuation work & monthly reports for projects under RERA.

The net receipts= gross receipts-minus applicable taxes.

3. SMPA to take care of expected gains, growth and goodwill

4. HoD-SMP to take care of Top management decisions, high profile contacts, enhancement in credentials, timely guidance, coordination in associates, financial-administrative-legal-along with 'EBA-e business activity' and all relevant aspects to progressive steps from time to time. All valuations are finally done by HoD in prescribed format

5. SA to impart guidance to JA, contact regional heads of all existing & prospective banks/clients, gear up progress in their region, probe high scale opportunities, harmonization amongst banks/clients +JA + HoD, if needed train fresh JA explaining them scope of works expected from them & remind or push up for regular contacts including probing all possible opportunities in their region so as to enhance overall progress of SMPA

6. JA to incur pivotal roll, to take guidance from SA, to contact loan officers from banks for seeking scope and opportunity of valuation works and to collect all relevant necessary information in case any valuation is to be done and for monthly reports under RERA projects etc.

JA to note

JA-Junior Associates (Engineers or marketing associates) working as SMPA associates

JA shall be FREE-LANCE & not strictly bounded except terms of MoU

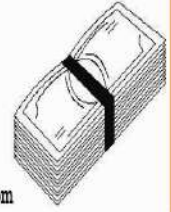
JA to not to get any fixed sum but 20% of receipts subject to quantum accomplished as per norms + due reimbursable

JA to incur all own travel expenses

Target set for JA to earn more than **Rs.26,000/- p.m.** i.e. at least 1 valuation per day x20 branches

Important points to be noted

1st) Know about SMPA :- Please get known details about SMPA. You may get SMP CV + Team of Associates + Info on Banks in which already empanelled + banks in which applied for empanelment



2nd) Know what to do :- Initially you may visit to various banks in which already empanelled seeking opportunity for valuation works. Also visit to banks in which applied for empanelment. One may call on CA-Chartered accountants to seek valuation works and to senior advocates dealing in land acquisition cases or arbitration etc for which valuation reports are needed. One may probe to offices of large sized organizations/builders to seek opportunity to issue monthly reports from Chartered engineer for projects under RERA.

3rd) List of banks :- already empanelled (2 nationalized +16 coop.=18)

Allahabad bank, Bank of Maharashtra-Latur zone, Pune Janata Sahkari Bank Ltd., Latur urban Coop. Bank Ltd., Kedarnath urban Coop. Bank Ltd., Laxmi urban Coop. Bank Ltd., Solapur Janata Sahkari Bank Ltd., Thane Janata Sahkari Bank Ltd., Dombivali nagari sahakari bank ltd, Yashwant nagari sahakari bank ltd,, The Vaidyanath Coop. Bank Ltd., Purnavadi nagari sah. bank, Maharashtra nagari sah. bank, Pavana sah. bank, Gopinath Patil Parsik sah. bank, Abhyudaya sah. bank,

List of prospective banks :- forr empanelment (nationalized + Pvt banks =21)

Canara bank, Bank of India, Union bank Ltd., Andhra bank Ltd., Central bank Ltd., State Bank of India, DCB, DRT-Pune, HDFC bank Ltd., ICICI bank Ltd., IDBI bank Ltd., Mahesh bank, Osmanabad janata sah. bank, Punjab national bank ltd., Rajram Bapu Sahkari Bank Ltd., Bhagyalaxmi mahla sah. bank, Saraswat Coop. Bank Ltd., Syndicate bank ltd, Uco bank ltd, Vijaya bank Ltd., YES Bank Ltd.

One may add few more bank names per choice to above list.

To approach nearest bank branches and particularly 1st which are closely known to JA Then present to them details of SMPA and inquire with the loan officer of bank the procedure & addressed to whom SMPA should submit documents to get empanelment as valuer. Also politely inquire quantum of property valuations done by their branch p.m. or p.a. on average.

Please report to SMPA details of your visits per week and about positive + average or negative response if any.

Looking to your zeal and perseverance SMPA or your seniors may impart to you guidance needed for apt progress.

SMPA already enjoys empanelment with few banks to which SMPA may direct JA from to time to probe for possible swift opportunities.

4th) Valuation Fees :- Valuation fees are to be levied as under

As per Rule 8C of the Wealth Tax

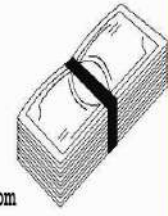
(a) On the first Rs. 5,00,000 of the asset as valued 1/2 % of the value;

(b) On the next Rs. 10 lakhs of the asset as valued 1/5 % of the value;

(c) On the next Rs.40 lakhs of the asset as valued 1/10 %of the value;

(d) On the balance of the asset as valued 1/20 % of the value

Subject to minimum of Rs.500/- in any case.



However fees may be levied subject to norms fixed by relevant bank/s.

Above fees are to be levied strictly as per norms + applicable taxes charged extra
In case of **valuation of Rs. 55 lakhs** fees may be Rs.2500+2000+2000 i.e. 6,500/- + taxes extra.

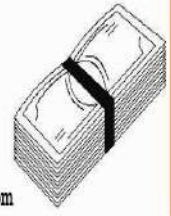
Thus for **1 valuations per branch per month** approx. valuation fees may be Rs.6,500/-

One JA to complete task of **minimum 20 branches** thus involving approx. receipts of Rs. 1,30,000/- & payable to JA shall be 20% i.e. Rs. 26,000/- p.m.

5th) Quantum of valuation works :- A medium branch of any bank may need valuations to the tune of about Rs. 1 to 3 crores p.m. and JA may concentrate on larger scope of works as may be getting conversant with task. Thus aim to earn not less than **Rs.21,000/- p.m.**

6th) Work details involved :- To collect from bank important details as under
e.g., full name of owner whose valuation is to be done, full address, e mail, mobile number, names & details of joint owners of property if any, bank account number, name of bank, name of branch, IFSC code of branch,

Then visit property furnished for valuation purpose and collect data as under
details of property i.e. index II sheet, property registration documents, NA order, Aakhiv patrika, CTS record, building permission, copy of sanctioned plan, variations from sanctioned plan if any, Property card, Whether in Metropolitan city /Muni. Corpn./Municipality/Gram Panchayat /Rural, Development around property, possibility of flood, earthquake or threat to property if any, 4 boundaries of property, route map, nearest prominent mark, level of plot, land ceiling restrictions if any, land free hold or lease hold, shape of plot, geodetic info like latitude-longitude-altitude i.e. height above MSL(mean sea level), year of plot/flat/building purchase, purchase value, year of construction, type of construction-load bearing/RCC/Steel structure or other type, walls, openings, flooring, coloring, and other building construction item details, road frontage, type of road available, water supply & drainage facility, Whether plot is corner, front, back, or intermittent, whether in residential or commercial or agricultural or industrial zone, elite class/middle class or poor class area, Rental details- names of tenants if any, period of lease, whether tenant to bear costs if any to what extent, latest MSED bill copy, built up area, appurtenants & furniture, fixtures etc, foundation, super structure, water connection details, Height-width-length of rooms etc, fittings, flooring/tiles, plaster, color, openings, special decorative architectural items if any, Whether construction is in progress if any up to what extent, if completed date of completion, latest 7-12, 8A, tax paid receipts, locality, drop pin + google map, 4 boundaries of land and for building/flat/shop etc, additions or renovations if any, Lift if any, bore well pump if any and it's HP, parking, Condition of property well maintained-ordinary or dilapidated, Loan taken if any, quantum of loan applied/expected against collateral property, Color photo of property to be valued from outside and inside, color photo of the property being valued to be sent to SMPA through mail or 'whats app' or otherwise, and miscellaneous works as may be directed from SMPA. Area & location of property, description, advantages/disadvantages enjoyed by the property, etc.



Please note that a specific prescribed format in .xls sheet shall be furnished to JA in which all above info may be filled in like 'Objective type of Questionnaire- Answers' and arrange to show the same to SA &/or forward to SMP on mail to smparchure24@gmail.com
Actual valuation report shall be drawn by SMPA & entire responsibility vests in SMPA.

7th) Certification for works under RERA projects :- Large sized building projects under RERA needs certification of work progress each month from Chartered Engineer. S.M.Parchure is one of the senior Chartered Engineer in India enjoying No.21420. Hence JA to inquire in offices of large sized organizations viz. educational institutions, hospitals, builders, etc for seeking opportunity for large sized construction works under RERA.

SMP charges 0.1% of valuation cost for each certificate subject to minimum of Rs.6,000/- and maximum of Rs.30,000/- each time. In case works worth Rs.24 Cr and to be completed in 2 years i.e. Rs.1 Cr p.m. may fetch **Rs.10,000/- p.m.** and to JA may get Rs.2,000/- pm in addition to income from bank valuation reports to add satisfaction and a feather in his cap.

For more than 1 work JA to get additional income p.m.

JA has to be alert to seek opportunities in this field and learn lot better techniques in actual execution under able guidance of SA and SMPA

8th) Other details:- Other details may be furnished from to time. JA has to focus on fast progress, with hard working sincere efforts under veteran guidance from SA and may submit all specific minutest details to SMPA.

JA to strictly maintain confidentiality and spirit of fidelity. JA not to involve in competitive works as per terms of MoU though JA shall be FREE-LANCE associate to SMPA. JA has to be alert to seek opportunities in his/her field and learn lot better techniques in actual execution under able guidance of SA and SMPA

JA to collect details about name of project, estimated value of construction, built up area, type of construction, location, whether Chartered engineer is already designated or not, and other details if any & JA to probe such works only for projects worth Rs. 12 Cr and more.

JA works involved in Valuation

- I. To probe for proper opportunity with patience whether YES or No
- II. To constantly contact customers/clients/SA/SMP
- III. To collect info from bank or clients
- IV. To fill in data in .xls prescribed format provided by SMPA
- V. To collect relevant papers & documents for above
- VI. To show to SA &/or submit above data and documents to SMP
- VII. To collect final valuation from SMPA
- VIII. To submit final valuation report to concerned bank authorities
- IX. To seek guidance from SA from time to time
- X. To comply with instructions from SMP from time to time
- XI. To collect local data info necessary if any and submit to SMP
- XII. To do all incidentals, allied activity as may be directed from SMPA



JA works involved in monthly reports under RERA

- A. To probe for proper opportunity with patience whether YES or No
- B. To constantly contact builders-customers/clients/SA/SMP
- C. To collect info from clients
- D. To submit details through SA to SMPA
- E. To get information on execution & monthly progress
- F. To seek guidance from SA from time to time
- G. To comply with instructions from SMP from time to time
- H. To collect local data info necessary if any and submit to SMP
- I. To do all incidentals, allied activity as may be directed from SMPA

JA needs to strictly maintain confidentiality and spirit of fidelity.

JA not to involve in competitive works as per terms of MoU though JA works as FREE-LANCE.

EAE- (Establishment & Administrative expenses) All incidental expenses, advertisement, typing-Xeroxing-postage-paper expenses, and expenses on 'e business' or training & up-gradation programmes etc shall be borne by SMPA & whereas traveling expenses shall be borne by individual associates on their own

9th) Training and up-gradation shall be ensured in due course from time to time.

Imp. All associates shall pay their own taxes and relationship between associates and SMPA shall be subject to standard MoU between their linkages.

All in SMPA may feel free to communicate with HoD through mail whenever needed.

Copy of Standard MoU may be perused/mailed when necessary.

Kindly note as under

SMPA has offices at Latur, Talegaon Dabhade(dist. Pune), Mumbai

SMPA enjoys few veterans' SA-senior associates/engineers & numerous JA- junior associates/ engineers associated with our group for enhanced service platform.

Still SMPA eventually & occasionally engages operational associates at Panvel, Thane, Badalapur, Dadar, Aurangabad, Pune & Mumbai's other suburban areas & at other centers in Maharashtra state etc as per needs.

Payables to associates are disbursed from time to time online to respective bank accounts

Best wishes!

Thanking you,
S.M.Parchure