



# SOCIETIES SOLUTIONS



*A Most Excellent & Professional Staff Under One Roof.*



**NEHAAYRA MANAGEMENT & SERVICES LLP**

# Societies Solutions Informative

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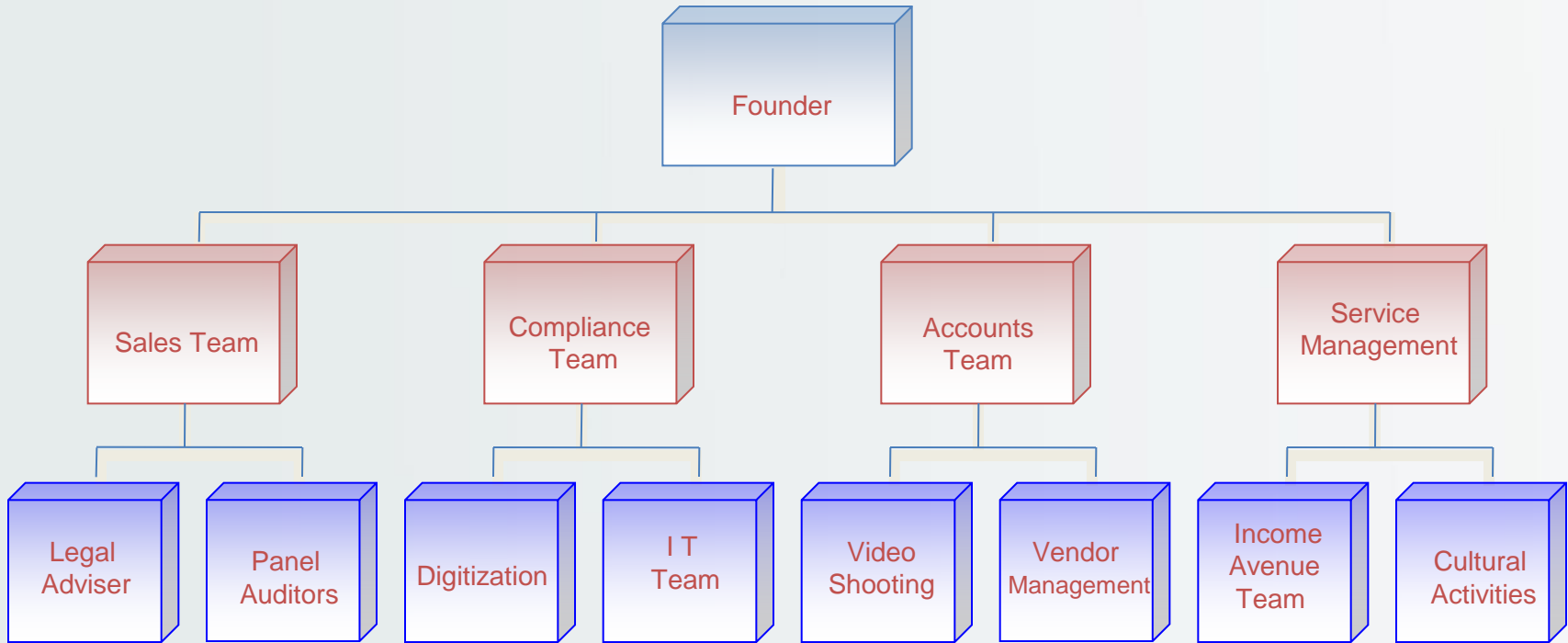
**M/s. NEHAAYRA MANAGEMENT & SERVICES LLP** is a complete society management professional team which provides services under one roof. **Mr. Kiran Sawant (DIN- 08030051) & Ms. Shruti Nagvekar (DIN-08030064)** are Directors who are certified Diploma Holders in Housing Society Management and B. Com from Mumbai University. We have completed successfully **17 years** in the same field with excellent track record .

We provide "Society **Managers , Accountants, Panel Auditors, Legal Advisors, Compliance Management, Record Management, Property Supervisors, Vendor Management & Digitization of society records.** We are having Expert, Young, Dynamic and Result-Oriented Enthusiastic team.

We are equipped with In-house Training Session and intension to deliver the best services to our clients. We work on behalf of the committee and our Experts keep a track on changing rules of the M.C.S Act.



# Organization Chart Title



# Services We Provide 'A'

FINANCIAL MANAGEMENT	COMPLIANCE MANAGEMENT
Society Computerised Accounts	Registration & Formation of Society
Maintain Cash & Bank Book Vouchers	Bye-laws Adoptions & Election Process
Maintenance Bills On E-mail & SMS	Society Managerial Services
Budgeting For Next Financial Year	Minutes Writing
Accounting up to Finalization of Account	Issuance of Share Certificates
PAN, TAN, GST Registration	Conduct FAGM, AGM, SGM & MC Meeting
Investment Planning – FDs	Vendors Managements
Direct & Indirect Tax Management	Preparation and maintaining Statutory Registers
GST, Income Tax & TDS Return File	Online filing Mandatory Return
Raising Of Maintenance Bill & Receipts	Digitization's Of Society Documents



# Services We Provide 'B'

FINANCIAL MANAGEMENT	COMPLIANCE
Maintenance Bill Working	Recovery M.C.S. Act U/S. 101 Procedure
Outstanding Dues List of Defaulters	Conveyance of Land & Building
Manage Vendor Ledgers	Builder Handover
Set Reminder of FDs Renewal & AMC Contracts	Undertake Video Shooting of Meetings
Mandatory Payment Preparation	Legal Advisory
Uploading of Six Mandates	Conveyance Of Land & Building
	Digital Share Certificate
	Manage Cultural & Promotion Activities
	Manage Outdoor works (BMC, Registrar etc..)
	Redevelopment of Building





## Our Clients

FORESHORE CHS. LTD – Churchgate

ROYAL LINK CHS. LTD – Borivali West

SHREE GANESH AANGAN CHS. LTD – Kandivali East

AUDUMBER CHS. LTD – Malad East

SIDDHARTH NAGAR NO.5– Borivali East

GOLDEN TOWER – Santacruz East

JOLLY BHAVAN 2 – Marine Lines

DHEERAJ UPVAN II CHS.LTD – Borivali East

RAJ HILLS CHS.LTD -Borivali East

BANSRI BHUVAN – Sion

AND SOME MORE .....

## EMPLOYEE STRENGTH

KIRAN RAMESH SAWANT – DIRECTOR

SHRUTI J. NAGVEKAR - DIRECTOR

ZEBA SAYED – BACK OFFICE HEAD

SNEHA KUMARI - COMPLIANCE SUPPORT

NADEEM – ACCOUNTS MANAGER

PRASHANT GAIKWAD – SR. SITE MANAGER

JOEL MARTIS – SITE MANAGER

KETAN SAWANT – EVENT MANAGEMENT ( PHOTOGRAPHER)

PRAVIN NAIK – SALES TEAM

SAROJ DUNGDUNG – SITE MANAGER

MANGESH BOGALE – ADVOICATE

NIKHIL MORE - IT DEPARTMENT

AND MANY MORE.....



# BENEFITS FROM OUR ORGANISATION

- Peace of Mind for the Committee Members.
- Quality of Services at the Society.
- Cost Savings due to Better Utilization of Resources.
- Timely & Proper Maintenance of Resources for Better Life.
- No More Hassle for any Type of Hiring.
- Introduce Some Income Source to Societies.
- Get Emails & SMS alert to Members.
- Society IMP Documents gets scanned in One DVD.
- We provide well trained and experience staff for different needs.
- Get expert advice on society issues from our consultants.
- Remain up to date with changing Rules & Regulations
- Society Friendly Relationship





# KEYS TO SUCCESS OF SOCIETIES SOLUTIONS

- Developing visibility to generate new business leads, networking with other professionals, responsiveness, and quality.
- Relationships with clients (developing loyal, respectful, and intensive contact with both clients and potential clients).
- Marketing/strategy and networking with other professionals.
- Responsiveness to clients (fast response time for special problems).
- Quality (especially in reporting information).
- Excellence in fulfilling the promise.
- Openness: languages and willpower for creating interregional and international contacts.
- To provide a written guide for managing this business; a strategic framework for developing a comprehensive tactical marketing philosophy.
- This plan is not intended to obtain financing; it is purely for internal improvements.
- The scope of this plan is to provide detailed monthly projections for the current plan year, as well as yearly summaries for the following two years.



## OBJECTIVES OF SOCIETIES SOLUTIONS

- The overall objective is to focus the activities towards the specialized services (analyses, investigations, startups, etc.) and to become a leader in this niche in the Mumbai, Thane & Pune area.
- Cash flow - To generate sufficient cash flow to finance future growth and development and to provide the resources needed to achieve the other objectives of the company and its owners
- Growth - To expand the business at a rate that is both challenging and manageable, serving the market with innovation and adaptability. (Growth projected at 10% of sales in the next three years.)
- The mission of societies solutions is to provide fast and reliable services in auditing and consulting to housing societies.



## FUTURE PLANS

- The overall objective is to focus the activities towards services to deliver to client on time and to become a leader in market.
- To start own vendor management team.
- To launch own billing software & Mobile Apps.
- To startup promotion activities which will generated some more revenue for client and company
- For our business, we do not have main competitors.This market environment gives ample opportunity for societies solutions to create and expand a niche in the chosen market fields.
- The company's sales strategy will be based on building long-term customer relationships, which will result in repeat sales. The company estimates that revenues will be approximately Rs. 37,50,000/- by Year 3, yielding profits. The company will manage its assets and create profits with no debt financing. It does not anticipate any cash flow problems.



## KARMA APARTMENT CO-OP. HSG. SOC. LTD

TNA/SHSG/TC/23219/2011-12  
Behind Dosti Corel-7, Barampur, Vasai Road (W), Dist: Palghar

**Bill for the Month of Sep-2017**

Name : **Mrs. Janet Joseph**

Flat No. **A 402**

Bill No. : **00360**  
Bill Date : **30/09/2017**  
Due Date : **20/10/2017**  
AREA

Particulars	Amount (in Rs.)
Sinking Fund	25.00
Repair Fund	74.00
Service Charges	500.00
Parking Charges	0.00
Non Occupancy Charges	0.00
Water Charges	120.00
Other Charges	0.00
Extra Parking Charges	0.00
Principal Amount :	719.00
Accumulated Interest :	0.00
Rs. One Thousand Four Hundred Fifty One only	1,451.00
Total :	719.00
Arrears :	719.00
Interest on Arrears :	13.00
Grand Total :	1,451.00

Bill Sample

**Notes :**

1. Please inform the Society Office in case of any discrepancies in this Bill within 7 days.
2. Please mention your Bill No./ Flat No. on the reverse of the cheque.
3. Interest @ 21 % p.a. will be charged on Outstanding Dues.
4. Please give your E-mail Id & Mobile No.
5. There will be extra parking charges per day 4 wheeler Rs.300/-, 2 Wheeler Rs.100/- perday

No.:	<b>RECEIPT</b>	Date :	
for Previous Bill			
Received with thanks from	<b>NOT APPLICABLE</b>		<b>A 402</b>
Vide Cash/Chq.	<b>PAYMENT NOT RECEIVED .....</b>	Rs.	<b>0.00</b>
			Subject to Realisation of Cheque

For KARMA APARTMENT CO-OP. HSG. SOC. LTD

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Hon. Secretary / Treasurer

# SMS Sample

Dear Member, Bill No. :000483 Dated 31/10 /2017 Total Amounting to Rs. 2660 is dispatched to you. Due Date: 25/11/2017  
Society Name

E-mail Sample





**GOVERNMENT OF INDIA**  
**MINISTRY OF CORPORATE AFFAIRS**

Registrar, Mumbai  
Everest, 100 Marine Drive, Mumbai, Maharashtra, 400002, India

**FORM 16**  
**[Refer Section 12(1)(b) of the LLP Act, 2008]**  
**CERTIFICATE OF INCORPORATION**

LLP Identification Number: AAL-7938

It is hereby certified that NEHAAYRA MANAGEMENT & SERVICES LLP is incorporated pursuant to section 12(1) of the Limited Liability Partnership Act, 2008.

Given at Maharashtra this Twenty second day of January Two thousand eighteen.

DS MINISTRY  
OF CORPORATE  
AFFAIRS 23



Registrar, Mumbai

Note: The corresponding form has been approved by Naikwadi Parvez Fattulal, Assistant Director and this certificate has been digitally signed by the Registrar through a system generated digital signature under rule 36(3)(ii) of the Limited Liability Partnership Rules, 2009.

The digitally signed certificate can be verified at the Ministry website ([www.mca.gov.in](http://www.mca.gov.in)).

Mailing Address as per record available in Registrar office:  
NEHAAYRA MANAGEMENT & SERVICES LLP  
3/B/219, Swapna Siddhi CHS. Ltd, MHB Colony, Jay, Maharashtra NGR, Borivali E, Opp Tata Power House,,  
Mumbai, Mumbai City,  
Maharashtra, 400066, India.

### e-TDS Intermediary

PageID : 00602 / TANPTGNTF19021803 TPLUC PSTU  
Ref. No. : 8330301561280311T1TANNEW

Feb 10, 2018

TEL  
NEHAAYRA MANAGEMENT & SERVICES LLP  
310/215, SW APNA SIDDHI CHS, LTD, SAHIB COLONY, JAY,  
MAHARASHTRA NGR, BORIVALIE, OPP TATA POWER HOUSE,  
MUMBAI  
MAHARASHTRA-400066  
TEL. NO. 891-982078424

Sir/Madam,

Sub : Allotment of Tax Deduction Account Number (TAN)  
as per the Income Tax Act, 1961.

Kindly refer to your application (Form 49B) dated Jan 30, 2018 for allotment of Tax Deduction  
Account Number. In this connection, the following TAN has been issued to you/your organisation:

**MUMN25200A**

Please quote the same in all TDS challans, TDS certificates, TDS returns, Tax Collection at Source  
(TCS) returns as well as other documents pertaining to such transaction.

Quoting of TAN on all TDS returns and challans for payment of TDS is necessary to ensure credit  
of TDS paid by you and faster processing of TDS returns.

The above TAN should also be used as Tax collection at Source Account Number under Section  
206CA.

Kindly note that it is mandatory to quote TAN while furnishing TDS returns, including e-TDS  
returns. e-TDS return will not be accepted if TAN is not quoted.

This supersedes all the TAX Deduction/Collection Account Number, allotted to you earlier.

Income Tax Department

This is a computer-generated letter. Hence, signature is not required.

**Caution:** Income Tax Department does not send e-mails regarding refunds and does not seek any taxpayer information like user name,  
password, details of ATM, bank accounts, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.



# Contact Us



**M/s. NEHAAYRA MANAGEMENT & SERVICES LLP**

**Societies Solutions**

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Siddharth Nagar Bldg No. 5 CHS.Ltd,  
Off. Western Express Highway,  
Kandivali East,  
Mumbai – 400101.

Website : [www.societiessolutions.com](http://www.societiessolutions.com)

E-mail : [societiessolutions@gmail.com](mailto:societiessolutions@gmail.com)

**DIRECTOR : Kiran Sawant : +91 9082079424 / 8655304008**

**////// DIRECTOR : Shruti Nagvekar : +91 8291225952 / 8104929114**

# OUR ASSOCIATES PARTNERS

Company Name	
SHIVAM CIVIL & PUMBING WORK	Plumbing & Civil Work
GAURAV XEROX	Printing & Stationary

WE WELCOME YOU ALL TO JOIN OUR COMPANY AND  
GROW YOUR BUSINESS

