

Process Note for facilitating the election of Authorized Representative of Home Buyers

1. Background

In accordance with the approved Resolution Plan Clause 17.10, a specific Project-wise Monitoring Committee is to be formed comprising of one representative of the Resolution Applicant, one representative of the Corporate Debtor/SPV and Authorised Representative of the Home Buyers of respective Projects, to monitor the progress of construction work and utilisation of funds for their respective project. It is hereby clarified that the role of Authorised Representative of the Home Buyers will be limited to the aforesaid and he/she will have no inherent powers beyond the terms of the Resolution Plan.

Accordingly, in order to elect Authorised Representative of the Home Buyers (hereinafter referred to as the "**HB Representative**") for projects specified in **Annexure-1** in a fair and transparent manner, the election process has been laid down in this document. Each project shall have only one dedicated project wise monitoring committee as per the approved resolution plan. The Project Monitoring Committee shall remain constituted until the issuance of the occupancy certificate of the final tower of the project.

1. Nomination for election of Authorized Representative of Homebuyer

- a. Any Home Buyer who is interested in representing Home Buyers of their project (hereinafter referred to as the "**Candidate**") should have been allotted a unit either individually or jointly in their own name in that specific project as mentioned in **Annexure-1**, as on the date of election.
- b. He should be nominated by two Home Buyers who have been allotted separate units (hereinafter referred to as "**Proposer(s)**"), either individually or jointly, in the same specific project as of the Candidate, as on the date of election.
- c. Proposers should not be co-allottee with Candidate in either of the unit.
- d. Proposers of one specific project cannot contest themselves as Candidate for any other project and can nominate only one Candidate for a specific project monitoring committee across all projects.
- e. A Candidate can file nomination form for one project only.
- f. Candidate and Proposers should belong to the Category A - Active Home Buyer (clause 17.3 to 17.18) as per the Approved Resolution Plan on the date of election of the Authorized Representative of Home Buyer. Refer Page No. 260 – 264 of NCLT order dated 07.03.2023 uploaded on JIL Website ([Jaypee Group \(jaypeeinftratech.com\)](http://Jaypee_Group(jaypeeinftratech.com) under CIRP Section (Serial Number 2).
- g. The Candidate and Proposers shall be physically present themselves at the time of filing nomination along with completion of required formalities

2. Documentation to be submitted by Candidates and the Proposers

Candidates and Proposers are required to bring 2 sets of the documents specified below:

- a. Signed nomination form (**Annexure-2**)
- b. Know Your Customer (KYC) details including submission of supporting documents by Candidates and Proposers:
 - i. Identity proof (Aadhaar /Driving license/Passport)

- ii. Address proof (Aadhaar /Lease deed/Passport)
 - iii. Proof of ownership/interest in the property (Copy of Provisional Allotment Letter)
- c. Undertaking by Candidate **(Annexure-3)**.
- d. Candidates should submit a detailed resume outlining their experience and expertise thus demonstrating a strong understanding of the roles and responsibilities. The resume submitted of eligible Candidates will be shared with the Home Buyers of the respective project.

3. Verification of information submitted by candidate and proposers for nomination

- a. The documents submitted by the Candidate will be verified as per the timelines mentioned below;
- b. Nomination of Candidate found ineligible will be rejected;
- c. Any misinformation submitted by the Candidate shall render their candidature ineligible immediately;
- d. JIL reserves its right to reject nomination of any candidate based on the eligibility criteria set out in this document and the decision of JIL shall be final and binding in this regard.

4. Approval and Disclosure

Upon successful completion of all requirements to the satisfaction of JIL, the nomination shall be approved, and the Candidate shall be declared as eligible Candidate for participation in election process and information of all eligible Candidates shall be circulated among the Home Buyers of the respective projects for which they are contesting. Kindly refer below table for timelines of the process. JIL Management reserves rights to amend any terms of the document including the timelines specified in the table below.

(T=20.07.2024)	Particulars	Details
20.07.2024 to 05.08.2024	Nomination Phase	Candidates along with their two proposers are invited to submit their nomination forms physically to JIL CRC team, accompanied by requisite documents specified under Point 2. Candidates to bring 2 sets of all documents physically.
06.08.2024 to 10.08.2024	Nominee/Proposer Backout Period	If a Candidate or Proposer decides to withdraw their nomination, they can do so within this period. Any withdrawal by Candidate/ Proposer will be deemed as ineligible Candidate for the election process. Withdrawal must be made in writing and submitted to the JIL CRC team physically along with KYC documents.
21.08.2024	Announcement of Nomination Names	The names of the eligible nominated Candidates will be announced to the Home Buyers of that specific project. Supporting documents, such as resume outlining proof

		of experience and expertise, will also be made available. This will allow the Home Buyers to make informed decisions about the candidates.
22.08.2024 to 15.09.2024	Campaigning Period	The nominated Candidates can promote their candidacy. They can interact with the Home Buyers of their specific project, share their vision, outline their strategies, and address their submitted questions.
16.09.2024 to 27.09.2024	Voting Period	Home Buyer voting for election of HB representative will be conducted through an online portal, ensuring a secure and transparent electoral process. Details for the voting process will be announced prior to conclusion of the campaigning period.
01.10.2024	Announcement of Results	Results of the voting process along with the project-wise selected candidate's name shall be uploaded on JIL's website. In case of two (2) or more Candidates from a respective project, the Candidate who get the higher vote shall be declared as HB Representative of the said project.

In the event of any misconduct by elected HB Representative, JIL reserves the right to take necessary actions including, but not limited to, dismissing the HB Representative from his position. Standard Code of Conduct for the Project Monitoring Committee meetings has been placed at **Annexure-4**.

5. Re-election of HB Representative

Re-election for the position of HB Representative shall be conducted as the per the process outlined above, if the same is required at any time during the construction of a specific project due to, but not limited to:

- HB Representative vacating his position due to personal reasons;
- HB Representative having submitted false information to the company brought to the knowledge of the company at any stage;
- HB Representative transferring or selling his unit in the specific project prior to issuance of the occupancy certificate of the final tower of the project;
- Dismissal of HB Representative from his position due to misconduct or any violation of the code of conduct (**Annexure-4**).
- Violation of any terms of the undertaking (**Annexure-3**).

Contact Details JIL CRC Team	
Address	B-Block, CRC Cell, Jaypee Wish Town, Sector 128, Noida
Contact No.	+91 93153 00209
Email	pmc.selection@jilindia.in
Timings	Mon - Sat 10:30 AM to 01:30 PM on all working days

Annexure -1**List of projects for which project monitoring committee is to be constituted**

S.No.	Project	Tower Number	Count of Towers
1	Kosmos	KM 23-26, 45-47, 58, 60, 61, 66-72, 72 A-C, 74-75, 77-80, 79 A-B	28
2	Garden Isles	GDI 03-12, 14-27	24
3	Krescent Homes	KRH 01-12, 14-24	23
4	Kensington Boulevard	KBA 01-12, 14-22	21
5	Kasa Isles	KSI 01-12, 14-16	15
6	Kensington Parks & Heights	KPA 05-12, 14-16, KPH 01-03	14
7	Kube	KUB 01-08	8
8	Orchard	OCA 01-03, OCB 01-05	8
9	Klassic	KLCA 02-03, KLCD 03-06	6
10	Pebble Court	PB 01-04	4
11	Yamuna Enclave	Plotted Development	-
12	Wish Point	Commercial Shops	-
13	Sunnyvale Homes	Plotted Development	-
14	Tanishq Square	Commercial Shops	-

Annexure 2
NOMINATION FORM FOR AUTHORIZED REPRESENTATIVE OF HOMEBUYERS

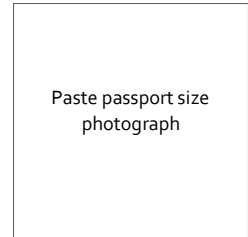
INSTRUCTIONS: This form must be completed in its entirety. Incomplete forms or missing documents will result in disqualification.

Attach all required documents and ensure that you and your nominees meet the eligibility criteria.

Submit the completed nomination form and all required attachments to B-Block, CRC Cell, Jaypee Wish Town, Sector 128, Noida in accordance with the timelines specified in the process note. Late or incomplete submissions will not be considered.

Section 1: Candidate Information

Full Name _____
Mobile Number _____
Address _____
Email ID _____
Date of Birth _____
Employment Status _____
Project Name (nomination) _____
Unit Number _____
Date of Purchase of Unit _____



Section 2: Proposer Information

Proposer 1

Full Name _____
Mobile Number _____
Address _____
Email ID _____
Date of Birth _____
Employment Status _____
Project Name (nomination) _____
Unit Number _____
Date of Purchase of Unit _____



Proposer 2

Full Name _____
Mobile Number _____
Address _____
Email ID _____
Date of Birth _____
Employment Status _____
Project Name (nomination) _____
Unit Number _____
Date of Purchase of Unit _____



Section 3: Documentation and Verification

1. Know Your Customer (KYC) details including submission of supporting documents by Candidates and Proposers:

- Identity proof (Aadhaar /Driving license/Passport)
- Address proof (Aadhaar /Lease deed/Passport)
- Proof of ownership/interest in the property (Copy of Provisional Allotment Letter)

2. A detailed resume of the Propose outlining their experience and expertise

3. Undertaking by Candidate (Format shared as Annexure-3)

Section 4: Nomination Statement

Candidate Declaration:

I, _____ [Candidate Name], (S/o / D/o W/o) _____ hereby nominate myself for the position of Authorized Representative of Home Buyers for _____ [Project Name]. I hereby certify that I am an allottee in the project. I am fully competent to be nominate myself as per the rules and regulation prescribed. I do certify that information provided above is true to the best of my knowledge and have not suppressed any facts. I understand that my nomination is subject to review and approval by the relevant authority.

Signature: _____

Date: _____

Proposer 1 Declaration:

I, _____ [Proposer 1 Name], (S/o / D/o W/o) _____ declare my support for _____ [Candidate Name] as Authorized Representative of Home Buyers for _____. I hereby certify that I am an allottee in the project. I do certify that information provided above is true to the best of my knowledge and have not suppressed any facts.

Signature: _____

Date: _____

Proposer 2 Declaration:

I, _____ [Proposer 2 Name], (S/o / D/o W/o) _____ declare my support for _____ [Candidate Name] as Authorized Representative of Home Buyers for _____. I hereby certify that I am an allottee in the project. I do certify that information provided above is true to the best of my knowledge and have not suppressed any facts.

Signature: _____

Date: _____

OFFICE USE ONLY

Employee Name _____

Date of Receiving _____

Signature _____

For any questions or assistance in completing this form, please contact pmc.selection@jilindia.in.

Annexure 3
Undertaking

(Undertaking to be on notarized Rs. 10 stamp paper)

I _____, **(S/o / D/o W/o)** _____,
Resident of _____, **hereby solemnly affirm and undertake that:**

- I have read the document carefully and I understand that the role of the authorized representative of homebuyers shall be limited to monitoring the construction progress and utilization of funds for their respective project and the authorized representative of homebuyers shall have no authority, rights or responsibilities beyond the same.
- I hereby confirm that I meet the basic eligibility criteria specified in Point 1 of the process document.
- I confirm and undertake that I will comply with all rules/ standard procedures laid down for the election process and project monitoring committee.
- I hereby confirm that I am a fit person and having adequate knowledge in regard to the role and responsibility including construction related work. I also states that I am not a person of unsound mind and have not been declared so by any court.
- I confirm that I have never been convicted by any court for any criminal offence.
- I confirm that the information received by me during the said course of duty, might be of confidential nature, therefore I hereby undertake that I shall only share the information with the homebuyers of the specific project I am representing through my official email ID.
- I confirm that I will act professionally, ethically, and with integrity at all times.
- I understand that the role of the Project Monitoring Committee will be limited to monitoring construction activities only, for their specific project.
- I understand that if at any moment I am found to be exploiting confidential information i.e., Trade Secrets of the company, Insider trading, commercial information etc, then the company will be entitled to take appropriate legal action against me.
- I confirm that the data/ information provided by me is correct and further understand that in case any data/ information provided by me is found to be false or violating any rules or regulations, the same may result in cancellation of my nomination.

Name: _____

Signature: _____

Date: _____

Annexure 4

Standard Code of Conduct for Project Monitoring Committee Meetings

Purpose

This Code of Conduct ensures that all meetings between HB Representative and the company representatives are conducted professionally, respectfully, and productively.

Scope

This Code of Conduct applies to HB Representatives, company representatives, and others participating in these meetings.

General Principles

Respect: Treat everyone with dignity and respect.

Professionalism: Maintain a professional demeanor at all times.

Transparency: Communicate openly and honestly.

Confidentiality: Respect the privacy and confidentiality of all parties.

During the Meeting

Punctuality: All participants should arrive on time. Late arrivals should be minimized to avoid disruptions.

Respectful Communication: Listen actively, speak respectfully, and avoid interrupting others.

Focus: Stay focused on the agenda and avoid side conversations.

Participation: Encourage the active involvement of all attendees.

Questions and Concerns: HB Representatives should feel free to ask questions and express concerns. The company representatives should address these promptly and clearly.

Technology: Put the mobile in silent mode to prevent disruptions.

Confidentiality

Information Sharing: The focus should be only on necessary information relevant to the meeting.

Privacy: Respect the confidentiality of any personal or sensitive information disclosed during the meeting.

Conflict Resolution

Addressing Disputes: Any disputes or disagreements should be addressed calmly and respectfully.

Escalation: If a conflict cannot be resolved within the meeting, escalate it to the appropriate authority or schedule a follow-up meeting.

Post-Meeting

Follow-Up: Ensure all action items and follow-ups are documented and assigned with deadlines.

Non-Compliance

Accountability: All participants are accountable for adhering to this Code of Conduct.

Reporting: Any breaches of this code should be reported to the meeting facilitator or relevant authority.