

**Recovery Procedure under Section 101
1st Reminder**

Date : _____

Dear Member

Shri/Shrimati/M/s.: _____

Sub: Outstanding of Monthly Society Out-goings of Rs. 1,29,025.00/-

You are a member of the **ABCD Co-op. Hsg. Ltd.** occupying the said Flat/ Shop No. **A-0101** in Building known as ABCD Co-op. Hsg. Ltd.

It is observed from the accounts record that your following Society charges are out-standing & are not paid since 6 Months, A Ledger Account of your Flat/ Shop is attached herewith for your ready reference

1. As a member of the Society you are aware that you have to contribute your share of the charges of the Society as communicated to you from time to time.
2. The Society has to make payments of day to day expenditure to run its management. If members are not paying in time then it is not possible for us to spend money for various necessary services of Water, Electricity, Security, Sweeper, Petty Repairs Etc.
3. Thus it effects services to be given to all Members. Members non-payment effects Societies financial position. Required expenditures are stopped for want of fund.
4. It is noticed from the records of the Society that your share of the charge, with interest is outstanding to the extent of Rs. **1,29,025.00/- as on this Notice Date**
5. Hence you are hereby advised to make payment of over due at the earliest and make a habit to pay bills on or before the due date of such bills. If every member does not pay their bill in time then Societies Management cannot be done efficiently. Your Co-operation in needed from time to time.
6. Hence by this notice, you are requested to pay the amount as captioned herein in accordance to your Ledger account as attachcd herewith this notice within 15 days from the date of service of this notice.

We hope you will understand the situation and arrange to make payment immediately.

Thanking You,
Yours Truly,
For ABCD Co-op. Hsg. Ltd.

Hon. Secretary