



Association of Apartment Owners - Kosmos-A (AAO Kosmos-A)

Standard Operating Procedure (SOP)

Distribution, Use & Compliance of ParkSmart RFID Stickers and Boom Barriers

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1. Purpose

To establish a transparent, uniform, and controlled process for the issuance, installation, usage, monitoring, and surrender of Kosmos-branded ParkSmart RFID stickers for resident vehicles at Kosmos-A (Clusters B-35, B-36, B-37, B-38), along with guidelines for recovery of damages to boom barriers.

These guidelines apply to both flat owners and authorized tenants.

2. Vehicle Entitlement

- **EACH FLAT SHALL BE ENTITLED TO ONLY ONE RFID STICKER**, either for a 2-wheeler or for a 4-wheeler. This is as per existing SOP.
- Issuance shall be subject to eligibility verification and compliance with this SOP.

3. RFID Eligibility & Documentation

RFID stickers shall be issued only to registered flat owners or authorized tenants of Kosmos-A.

Documents Required (For All Applicants): Please refer to application form on last page.

Note: The flat owner shall remain responsible for tenant compliance.

4. RFID Issuance, Installation & Charges

- It is mandatory to have the registration of Vehicle in MyGate in advance, because the vehicle database is integrated between MyGate and Parksmart.
- Furnishing RFID application form (see annexure) duly filled, with required documents, is mandatory to obtain a RFID sticker.
- RFID sticker will not be issued without individual MyGate ID.
- Vehicle must be physically present at the time of RFID Sticker issuance. RFID sticker shall be affixed on the vehicle by authorized personnel only. Sticker shall not be handed over separately under any circumstances.
- All vehicle details shall be recorded in AAO register/system at the time of issuance.
- For re-issuance of RFID sticker, an affidavit in required format and written approval from Secretary would be required.

Charges:

- ₹100/- per RFID sticker plus applicable GST shall be chargeable at the time of affixation.
- During the Camp period, Payment shall be made directly to ParkSmart through their authorized swiping machines via **UPI / Debit Card / Credit Card**. AAO shall not collect or handle RFID charges.

5. Parking Compliance

- Vehicles must be parked strictly within the **allocated parking space assigned to the respective flat**.
- Parking outside the allotted space — including driveways, fire access lanes, green belts, visitor areas, common circulation areas, tower entrances, stair lobbies, or any unmarked/common areas — is strictly prohibited.

- RFID issuance does not grant any right to park in common or unallocated areas.

6. RFID Usage Restrictions

- RFID stickers are non-transferable.
- Sticker is valid only for the registered vehicle.
- Tampering, removal, misuse, or transfer is strictly prohibited.
- RFID issued to a tenant shall remain valid only during the subsistence of tenancy.

Note: AAO reserves the right to deactivate RFID in case of violation.

7. Exit & Surrender Compliance for RFID

Mandatory surrender of RFID sticker shall be required in the following cases:

- Sale/transfer of flat
- Change of vehicle
- Tenant vacating the flat
- Termination of authorized use

Note:

- Deactivation shall be recorded in AAO system.
- In case of tenancy, the flat owner shall ensure surrender of RFID as part of tenant exit formalities.
- Exit formalities would be withheld in case of failure to surrender the RFID.

8. Boom Barrier Damage Recovery

- Any damage caused to the boom barrier by residents or their guests shall be borne by the respective resident.
- The AAO shall determine the recovery amount based on feedback from the vendor.
- In case a resident fails to pay the recoverable amount for damage to society assets, necessary services may be withdrawn in accordance with AAO bylaws.
- In case the damage is caused by any vendor like delivery boys or others, the person shall be prosecuted and damages shall be recovered as per applicable laws.

9. Enforcement

- In case of any violation or damages by tenants, AAO shall recover the damages from flat owners. This is as per AAO jurisdiction. Owners can recover the same amount from tenant if they like to.
- Vehicles without authorized RFID after the notified implementation period may be subject to entry restriction.
- AAO reserves the right to inspect and verify compliance.
- Any violation of this SOP may invite regulatory or disciplinary action under applicable rules and laws.

Issued by:

Association of Apartment Owners – Kosmos-A

For ASSOCIATION OF APARTMENT OWNER.
KOSMOS A (YEAR 2025-26)



Secretary

Narayan Dutt

Secretary

Enclosure: RFID application Form



RFID APPLICATION FORM

ASSOCIATION OF APARTMENT OWNERS OF KOSMOS-A APARTMENTS (POCKETS-B-35, B-36, B-37 AND B-38)

Vehicle Registration Number: _____ Vehicle Type: 2-wheeler / 4-wheeler

Owner [_____] / Tenant [_____]

Name: _____

Father's/ Husband Name: _____

Contact No: _____ Parking Slot No. _____

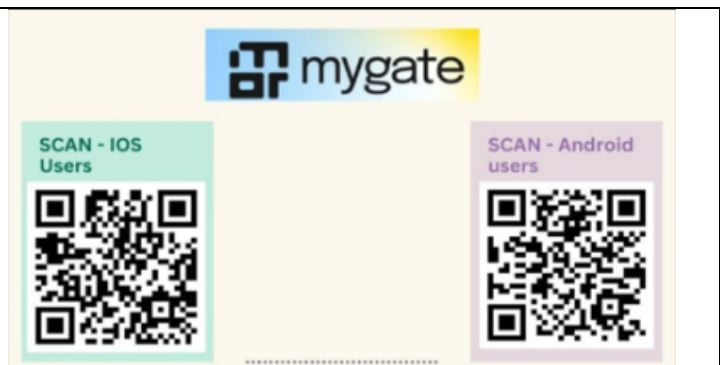
Tower No. _____ Flat No. _____

Permanent Address (If Tenant): _____

MyGate Id: _____

Scan the QR code to register and add your vehicle in MyGate system →

Note: After adding your vehicle in MyGate system, it may take upto 6 hours to reflect in ParkSmart dashboard. Only after that, RFID can be issued.



REQUIRED ENCLOSURES:

1. Proof of Flat ownership/tenancy:

[Owner: Latest maintenance bill **OR** Flat Registry first Page **OR** AAO Share certificate copy] [Tenant: Rent Agreement copy]

Note: "Proof of Flat ownership/tenancy" is not required if already uploaded in MyGate (Verification by AAO will be done on the spot)

2. Proof of parking ownership: Allotted Parking Certificate (Refer to your flat's Allotment Letter)

3. Proof of vehicle ownership: Vehicle RC Copy

4. ID Proof of Owner/Tenant (Aadhaar / DL / Passport / Voter Id)

OWNER/ TENANT SIGNATURE	ISSUING AUTHORITY SIGNATURE

TAG ID:

UPI TXN ID:

Comments: