

**Societynmore.com** (SNM) provides unique service proposition for Society Accounting and management along with complete online administration, management and accounting services. Our aim is to provide wholesome service for Society management under one umbrella comprising of seamless online solution for Society administration and accounting.

We strive to bring in efficiency in the way Societies are being managed in today's time and introduce synergies in Society administration with our team expertise. The Online management brings in much greater transparency in Society operations and accounts and saves significant time for Committee Members and Staff managing the Society.

Our service proposition is given below for your reference:

1. Creation of Society Profile with complete details of the Society,
2. Members List- Online Directory of All members with all the Member related details which are used for Society Registers:
  - ✓ Member Name
  - ✓ Member Address & email IDs
  - ✓ Contact Numbers
  - ✓ Shares details required for Shares Register
  - ✓ Nominee details required for Nomination Register
  - ✓ Family details
3. List of Managing Committee Members with individual roles & responsibilities are available online for access to all the members. (Directory -> Managing Committee)
4. Online Notice Board shows all the Notices issued by the Committee and any member can access the same for any reference. Any New notice or circular issued by Committee are also sent by email to all the Members. (Forum-> Create Notice)
5. Society Vendors List- List of Common Service Providers in the community.
6. Event Management- Scheduling of Events, Invitation by emails/SMS to all Members
7. Manage Members- This section stores all the member related details including his flat details. Members can also upload and store important flat related documents for safe keeping for future reference. The Society can admin and update this section for any change in member details or in case of transfer of flat.
8. Online Communication Forum for Members
9. Email Support for Notices/Minutes of AGM/SGMs.

**SOCIETYNMORE.COM**

Office: Unit No.4, 1st floor, Jai View,17th road,Khar West,Mumbai – 400054

Email: [Info@societynmore.com](mailto:Info@societynmore.com), [Website:Societynmore.com](http://Website:Societynmore.com)

Contact: 022 26044566 or 98339 22004/9967644725/9867604005

10. Staff Manager- List of all Maintenance Staff/ Agencies
11. Online Accounts application with all the accounts reports.
12. Cash Book & Bank book Ledger is available online and can be accessed by Committee members based on access rights.
13. General Ledger for any item of Income or expense is also available online to MC member based on the given access rights.
14. Members Ledger/Statement of Account - Each Individual member can access their account statement online from anywhere and Society admin can have complete members statement at his fingertip. (Directory -> Member Ledger Report)
15. Online maintenance of All Statutory Registers
  - o Register of Members in "I" Form
  - o List of Members in "J" Form
  - o Register of Shares
  - o Register of Investments
  - o Lien/Mortgage Registers
  - o Nomination Register
  - o Property Register
16. **Billing Module** - Automatic Generation of Maintenance Bills with the help of predefined formulas under Bill settings. Flexibility of adding any new item as and when required.
17. **AMC Trackers**- Online set up of all Vendors AMC contracts can be done in the Vendors AMC section and reminders can be set up as service reminders as well as AMC expiry.
18. **Document Storage**- Storage of Important Society Documents in the Documents repository section of the Society Page. This section can be used by MC members or Manger to upload and store important society documents online which can be accessed by anyone from anywhere. Documents uploaded here can be controlled through access rights control for viewing by the Members.
19. **Meetings Management Module**- This module can be used to Schedule meeting, send Notices to Members, create minutes and circulate the same online. All the minutes created and sent through the module, are automatically stored in the minute Register.

**20. Important and Emergency contacts List:** All the emergency contact numbers useful for all kinds of exigencies are stored online under Important contacts in addition to contacts of Residents' vendors.

**21. Repository of General Documents for Housing Societies-**We capture Society Bye-Laws, Forms and other Documents online accessible to any member anytime. Society specific Terms & Conditions if any can be put up and made available to all the members, just a click away!

**22. Online News Forum** with latest development in the Society regulations and any other developments happening in management of Society affairs in general. The News forum is populated by experts working with us and it stores the latest developments & rulings in the Society space.

**23. Complaint Management Module:** We provide a comprehensive complaint management module with follow up action tracker report and ageing of complaints. This module is completely integrated with email & SMS support for online monitoring of complaints and their status. This module has three levels of escalation settings which can be configured to suit the needs of the Society. (Complaint -> Log a Complaint)

**24. SNM Mobile Application:** We have recently launched our Mobile application for Society Members, using which Members can access their accounts statement, make payment, log a complaint/suggestion, Post classified and many more activities relating to Society.

**25. Society Documents Digitization:** We also provide solution for digitizing important Society Documents which can be digitized and stored in a secured online storage in our Documents section which can be accessed by MC members from anywhere as and when required. Once digitized, the documents are safe and secured for life time on our online storage.

Besides Above We also provide:

**26.** We can handle finalisation and Audit of books of Account from our empaneled Auditor. The Auditor working with us are empanelled for the purpose with the Registrar.

**27.** We have tied up with Society Vendors for all kinds of Society services which can help Society to get easy reference of relevant service providers for anything relating to Society from our Vendors RFQ section at [societynmore.com](http://societynmore.com). We also have our own facility Management company in the name of SJ Promaan which can provide all property management services for the the entire property under one umbrella.

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28. The Bye laws prescribe that the society has to insure society building/s necessarily against risk of fire and earthquake. To accomplish the law we provide insurance service to Co-operative Housing Societies. You can get in touch with us for Insurance of the Building.
29. Further to above, we are partners with R S Prabhu & Associates, who are our advisors and Legal counsel for Society related matters. If you need any advice on any matter, the same would be given to you on call or on what's app, as and when required. However if any written opinion is required, the same can be provided with additional charges. We can provide help in matters of conveyance relating to Society, as Mr. Ramesh Prabhu has expert knowledge of Society Conveyance. Mr. Ramesh Prabhu has written a book on Deemed conveyance which has been adopted by the State of Maharashtra.
30. **Helpdesk-** Online "On Call" support for any system related issues as well as we can also access remote desk top from our office to provide online help as and when required..