



KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)
KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

No. KVAOWA/GGN/2025/173/ 324

Dated: 30th September, 2025

NOTICE

Subject: Changeover from No Broker Hood to My Gate App

Dear Residents,

The Society will be shifting from No Broker Hood (NBH) to MyGate for gate management services. The switchover will be effective from 20.09.2025.

The MyGate team is currently uploading data and training staff. They will also conduct a door-to-door visit to assist residents in installing the MyGate App and explaining its facilities.

All residents are requested to kindly cooperate with the MyGate representatives to ensure a smooth transition.

(Dr. Sunil Kumar Gulati (Retd.)
Administrator

Copy to:

1. All Notice Boards
2. Web site: kvgurgaon.com

(SOP enclosed)

"Service with a Smile"

Mob: - 8800853661 Email: kv006_gurgaon@yahoo.co.in; Web-site: kvgurgaon.com



Standard Operating Procedure (SOP)

This SOP outlines the roles and responsibilities of the MyGate Team and KVAOWA, as well as the step-by-step process for residents to download and register on the MyGate App.

1. Roles & Responsibilities

1.1 MyGate Team

- Provide technical support for the installation and activation of the MyGate App.
- Conduct training sessions for residents and security staff.
- Ensure smooth functioning of the app including updates and troubleshooting.
- Share communication material (FAQs, posters, videos) to help residents.

1.2 KVAOWA (Kendriya Vihar AOWA)

- Circulate notices and inform residents about the MyGate App.
- Assist residents in case of difficulties with app download/registration
- Coordinate with the MyGate team for onboarding and support.
- Ensure security guards and office staff are trained to use the app.

2. How to Download the MyGate App

Step 1: Open Google Play Store (for Android) or App Store (for iOS).

Step 2: Search for 'MyGate'.

Step 3: Tap on the 'Install' button.

Step 4: Wait for the installation to complete.

Step 5: Open the app after installation.

3. How to Register in the App

Step 1: Open the MyGate App.

Step 2: Enter your registered mobile number (the number given to the society office).

Step 3: You will receive an OTP (One-Time Password) on your mobile.

Step 4: Enter the OTP to verify.

Step 5: Select your Society (KVAOWA - Kendriya Vihar, Sector-56, Gurugram).

Step 6: Enter your flat/block number and owner/tenant details.

Step 7: Registration is complete, and you can now use the app.

4. Support & Help

For any issues, residents may contact the Society Office (KVAOWA) or the MyGate Helpdesk.

MyGate Helpline: 8904099201

KVAOWA Office Contact: 9650080437

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