

Document Title: Payment Reminder – Security Services Contract

Date: 15 September 2025

From: M/S SafeGuard Security Pvt. Ltd.

To: Finance Department, Kochi Metro Rail Limited

This is a reminder regarding pending payment for security services rendered at all metro stations during the period 01 July – 31 August 2025 under Contract No. KMRL/SSEC/2024/117.

Details:

- Monthly Service Fee: ₹9,85,000 per month
- Period Covered: 2 months (July & August)
- Total Amount Due: ₹19,70,000
- GST @ 18%: ₹3,54,600
- **Grand Total:** ₹23,24,600

Payment was due on 10 September 2025. As of today, the amount remains unpaid. Kindly arrange for settlement within 7 working days to avoid contractual penalties.

Bank Details:

Account Name: SafeGuard Security Pvt. Ltd.

Bank: State Bank of India, Kochi Main Branch

Account No.: 4455667788

IFSC: SBIN0000456

As per clause 5.3 of the contract, late payment beyond 30 days will incur an additional charge of 2% interest per month. Please confirm payment processing at the earliest to ensure uninterrupted deployment of security personnel across stations and depots