



Service Agreement (“Agreement”) for use of Office Space at Awfis, 6th Floor, Suncity Success Tower, Golf Course Extn. Road, Gurugram, Haryana between Awfis Space Solutions Pvt. Ltd. (“Awfis” or “Service Provider”) and Mr. Apoorv Sadana (“User” or “Company”)

To: Mr. Apoorv Sadana

This Agreement shall come into effect on the date of signing i.e., 03.04.2023 (“**Effective Date**”)

1.	Name and Address of the User	Mr. Apoorv Sadana Tower-3, 803, Tata Primanti, Southern Peripheral Road, Sector 72, Gurugram
2.	PAN No.	LVGPS5458A
3.	Name and address of Service provider	Awfis Space Solutions Pvt. Ltd. C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi 110016
4.	Period of Agreement	12 Months
5.	Lock-in Period of the User	06 Months
6.	Date of commencement of Space Use	4 th June'2023
7.	Centre Location	6 th Floor, Suncity Success Tower, Golf Course Extension Road, The Close South, Sector 50, Gurugram, Haryana - 122102 (“Office Space”)
8.	Space offered	1 Fixed Seat
9.	Monthly Usage Charges	INR 7,000/- + (GST) per month. Awfis shall issue an advance monthly invoice to the Company, on or before the 27 th day of previous month and the total invoice amount shall be paid by the Company to Awfis in advance on or before the 1 st day of each English calendar month. If the Company fails to pay the invoice amount by the 5 th day of same English calendar month, Awfis shall be entitled to charge an interest at the rate of 24% per annum of such arrear of invoice amount for the period of default commencing from the date such payment falling due till the date of actual payment.
10.	Security Deposit	The Company has simultaneously with the execution of this Agreement paid to AWFIS an interest free refundable security deposit equivalent to an amount of Rs. 14,000/- (Rupees Fourteen Thousand Only) the amount hereinafter referred to as “ Security Deposit ”), which is equivalent to the sum of 2 month of Monthly Service Charge.
11.	Inclusions	<ul style="list-style-type: none"> • Use of designated office space, • Electricity & air conditioning consumed during office hours • Housekeeping, security and maintenance services for the premise • 50 coupons for Tea & Coffee, water per person per month will be provided and cannot be carried

		<p>forward.</p> <ul style="list-style-type: none"> • B/W Print outs (50 Pages Per user per month) • High speed shared Internet (as per Fair Internet Usage Policy) • 1 hour of meeting credit per month which can be utilized in 4 or 6 seater rooms. Meeting room credits expire every month and cannot be carried forward
12 .	Centre Timing	<ul style="list-style-type: none"> • 9 am to 7 pm from Monday to Saturday except Sundays and Public Holidays. • Support staff available between 10am-6pm Monday to Saturday, except on Sundays and Public Holidays. • Normal business hours shall not exceed the duration of 10 (ten) hours per day Monday to Friday (except public holidays and Sundays) and the normal business hours shall not exceed the duration of 6(six) hours for Saturdays (except public holidays).
13.	Obligations, Representations and Covenants of User	<ul style="list-style-type: none"> • User shall use the space offered for its Lawful business only and not for any illegal purposes. • User shall not use the space in a manner which causes nuisance or disturbance to other occupants using the space. • User has obtained all requisite permissions/licenses/approvals from concerned govt/ authorities to carry on their said business activity. • User either itself or through its staff shall not bring any kind of harmful, combustible, obnoxious substance in the space during the period of usage • User agrees that this Agreement shall be subject to terms of the Master Agreement between Awfis and its owner. • User shall not terminate this agreement during Lock-in Period i.e. 6 months and in case of breach of Lock-in Period, user shall be liable to compensate Awfis by paying monthly usage charges for remaining lock-in period. • The Monthly Usage Charge and payments so payable by the User to AWFIS shall be subject to and after deduction of applicable withholding taxes (TDS) as per the applicable laws. • The Company shall keep Awfis indemnified and hold harmless in respect of any liability arising on Awfis as a result of any act of negligence by Company or its employees or its authorized agents. • User agrees that Awfis shall not be responsible or liable to any third parties for any reason whatsoever for any act of omission or

		<p>commission by user and its staff, employees in respect of its activities from the Space.</p> <ul style="list-style-type: none"> • The Company irrevocably agrees that before removal of the IT equipment's, assets, or any other office fixtures etc. from the Premises, to take a Clearance and No Objection Certificate (CNoC) from Awfis during the tenure of this Agreement. The Company also unconditionally undertakes to take such CNoC from Awfis, also at the time of termination of the Agreement (on any ground whatsoever) and if the Agreement is determined by efflux of time. The CNoC shall be subject to clearance of all dues by the Company as per the terms of the Agreement. • The Company agrees that if any employee of the Company permitted to use the Office Space resigns on his own accord or the services of any employee of the Company, are terminated (on any ground whatsoever) during the tenure of this Agreement, the Company irrevocably agrees and undertake to intimate Awfis in writing, before the expiry of last working day of such employee of the Company so as to ensure that there is no trespassing from any former employee of the Company on the Premises and to facilitate Awfis in disabling the Access Cards issued to any such person. In addition to this, the Company represents that its former employee shall return back all the assets (including but not limited to Access Card) being held by such employee, to Awfis before the expiry of such last working day. • It is understood between the parties that in case if during the Term of this Agreement the Company intends to use the address of the Office Space under this Agreement for any registrations or procurement of business licenses being applied by the Company in respect of the Office Space in accordance with the applicable laws before various authorities then in such case the Client shall be required to obtain a No Objection Certificate ("NoC") from Awfis. • Subject to specific written consent of AWFIS, the following additional terms will apply for use of the Office Space as the registered office of the User/Company: (i) Having a minimum/balance Term of 12 months for the Agreement (ii) Payment of 3 months of Monthly Usage Charges as Security Deposit. • On termination of the Agreement (on any ground whatsoever) or determination of the Agreement by Efflux of time, it shall be the responsibility of the Client to get its' office address changed/de-register from the relevant authorities within 07
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		(seven) days from the date of expiry of the term of the Agreement or cessation of its' business from the office space, whichever is earlier.
14.	Discounting of Receivables	<ul style="list-style-type: none"> It is hereby agreed between the parties that in the event of the Service Provider arranging with any bank or financial institution for discounting the amount of Monthly Service Charge receivable by it under this Service Agreement against any financial assistance taken by the Service Provider from the said bank or financial institution, the User, upon receipt of written instructions from the Service Provider, undertakes to pay the amount of the Monthly Service Charge payable under this Service Agreement to the said bank or financial institution, as the case may be, in a manner as may be directed by the Service Provider in writing. The Service Provider hereby confirms and agrees that such payment under this Service Agreement by the User shall be a proper, valid and effective discharge of the User's obligation for payment of the Monthly Service Charge under this Service Agreement.
15.	Termination	<ul style="list-style-type: none"> Both Parties may terminate this Agreement, without assigning any cause or reason by giving a 2 (two) months' notice in writing to Awfis upon completion of 6 months of lock-in period. Awfis shall be entitled to terminate this Agreement, for defaults by User in the payment of Usage Charge for a period of 12 (twelve) days from the due date for which Awfis shall issue a notice of 5 (five) days in writing to User to pay the same along with interest @18% p.a. However, in the event Company still fails to pay the outstanding Monthly Service Charge payable, this Agreement shall be terminated by AWFIS.
16.	Dispute Resolution and Governing Law	<ul style="list-style-type: none"> Any dispute arising between Awfis and User arising out of or in connection with this Agreement shall be subject to jurisdiction of courts at Delhi alone.
17.	Force majeure	<ul style="list-style-type: none"> If the whole or any part of the Premises, shall at any time during the Term is destroyed, damaged due to any fire, storm, tempest, flood, act of God, act of terrorism, epidemic/pandemic, war, or any other irresistible force, then in such a case if the Company is prevented from using the same for a continuous period of Ninety (90) working days due to any of the above reasons as specified in this clause, then the Company shall have the right to terminate this Agreement forthwith and immediately handover the Office Space to AWFIS. However, User undertakes to pay the Monthly Service Charge till the occurrence of such Force Majeure.

Terms & Conditions

- Any additional equipment/ services/ facilities/ provisions or customization in the existing infrastructure would be extended if possible and would be charged accordingly.
- Use of Awfis Space beyond Centre timings and days would be chargeable as per Standard Tariff available with the Community In-charge.
- The Security Deposit shall be retained by AWFIS for the Term of this Agreement and shall be refunded to the Company on the expiry or prior termination of this Agreement within 30 days of Company discontinuing the use of the Office Space and removing the belongings therefrom and making available the said office space to Awfis for use. Deposit shall be refunded after deducting all sums that may be due to AWFIS from the Company in accordance with the terms and conditions of this Agreement, including towards unpaid Monthly Service Charge, if any, and also expected cost to restore any damage to the Office Space.
- User will comply with all applicable laws, regulatory requirements, regulations and Awfis Policies etc. in connection with the performance of its obligations under this Agreement and will not do or permit anything to be done which might cause or otherwise result in a breach of this Agreement or cause any detriment to the transactions envisaged herein.
- The User warrants and undertakes that it shall unconditionally comply with the "KYC" (Know Your Customer) process requirement and that it shall provide all documentation and other allied information requested by AWFIS for the performance of the KYC process during the tenure of this Agreement. The User further undertakes that it shall also maintain all KYC related updated documents of all of its employees working at the Premises at all times and shall be solely responsible for all activities conducted by the User and its' employees' within the Premises, keeping Awfis harmless and indemnified against all actions, losses or any damages to business of Awfis due to any misleading information or non-compliance to this Clause.

For
Awfis Space Solutions Pvt Ltd.

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For
Mr. Apoorv Sadana



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BANK ACCOUNT DETAILS

Company Name: AWFIS Space Solutions Private Limited
Bank Name: HDFC Bank Ltd.
Address: F126 First Floor, Katwaria Sarai, New Delhi -110016
Current Account No.: 50200009713759
IFSC: HDFC0002055

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