



Coditas Solutions LLP. | LLPIN:AAQ-6182

Service Agreement Guidelines

Please go through the below instructions carefully and proceed with the Service Agreement as per the listed guidelines:

1. Read through the terms and conditions thoroughly before you sign the Agreement.
2. Next, you are required to print the same on a Rs 500 stamp paper, get it signed and notarized
3. Email a scanned copy of the notarized and signed Agreement to service-agreements@coditas.com
4. You will have to share the physical document with us on or before your date of joining Coditas.
 - a. **If you are joining remotely:** You will have to send the notarized and signed Agreement by courier or speed post to the **Coditas Legal Team** at the address - **301, Gaia Apex, Vimannagar, Pune, Maharashtra 411014.**
 - b. **If you are joining in person in the office:** Carry the original hard copy of the Agreement on the day of joining.
5. Please feel free to reach out to **service-agreements@coditas.com** for any further queries.

