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SUBLEASE AGREEMENT

This SUBLEASE AGREEMENT is made on date (09 May 2024) between S having its registered address at

, hereinafter referred to as "Sub-lessor / Service Provider",

and

company through **Authorized Signatory,** with PAN , Phone number XXXX- hereinafter referred to as "Sub-lessee /Client". (KYC is attached)

WHEREAS

A. The Sub-lessor has full and unfettered rights to lease/let out the said Premises (or a portion thereof) on such terms and conditions as it may think fit, at its sole discretion, for the property bearing address:

B. The SUB-LESSEE/Client desire to take a portion of the above mentioned property on lease so as to use the said property as its registered office for a period of

C. Pursuant thereto, the Sub-lessor has agreed to permit the SUB-LESSEE to use the Licensed Premises on a basis, and the SUB-LESSEE has agreed to take the Licensed Premises on license subject to the terms, covenants, conditions and agreements hereinafter contained.

EFFECTIVE DATE: 9st May 2024

1) **TERM**: 1

2) **USE OF AND ACCESS TO THE LICENSED PREMISES**

(i) The Sub-lessee/Client is interested in using the office space (hereinafter referred to as the "Services") from the Sub-lessor at its premise located at

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(hereinafter referred to as the "Premise").

(ii) The whole of the Premise shall always remain the p
shall remain in the Sub-lessor's possession and control only. The allowed usage for Sub-lessee is mentioned in the clause **'Terms of Usage'**.

(iii) This Agreement is personal to the Sub-lessee/Client and cannot be transferred to anyone else. Sub-lessor may transfer the benefit of this Agreement and its obligations under it at any time.

3) **ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF USE.**

The Services are offered to Sub-lessee/Clients conditioned on acceptance without modification, of the terms and conditions, contained in this Agreement. Sub-lessee/Client's use of the Service constitutes its agreement and consent to the terms and conditions stated in this Agreement.

(i) Each person that uses the Premise, or enters into a contract, in writing or online, on behalf of its employer or other third party, represents that such person is authorized to accept these terms on its employer's or on third party's behalf.

(ii) Unless explicitly stated otherwise, the Terms of Service will govern the use of any new features that augment or enhance the current Services, including the release of new resources and services.

(iii) In the case of any violation of these terms, Service Provider reserves the right to cancel Services to Sub-lessee/Client immediately and seek all remedies available by law and in equity for such violations.

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4) TERMS OF USAGE

(i) The Sub-lessee/Client may use the address for its business correspondence.

(ii) The Sub-lessee/Client is **permitted to use the Office Address for business purposes and business correspondence, provided the Sub-lessee/Client bears the responsibility for compliance with all the necessary provisions of the Companies Act / other relevant laws.**

(iii) The Sub-lessee/Client bears the responsibility for compliance with all the necessary provisions of all relevant laws.

(iv)

(v) **The Sub-lessee is not permitted to use the office address to purchase/rent/lease any vehicles including Fuel and Non-Fuel (Electric) vehicles**.

(vi) **The Sub-lessee is not permitted to use the office address to obtain any Import-Export licenses, Labour/shop and Establishment Acts**.

5) LICENSE FEES

License fees are payable in advance. Any dues/delays in the License fees will cause the termination of the Services/Agreement on the expiration date set forth at the time of signup or payment. **For late payments of renewals, the Sub-lessee/Client has to pay an additional INR 500 penalty per day, in addition to renewal license fees, for delay in payment 10% payment increase on renewal time .**

6) ADDITIONAL SERVICES

(i) The Sub-lessee/Client can receive registered and certified mail at the premises.

(ii) Service Provider will receive up to 10 letters or packages per month free of charge for the Sub-lessee/Client. For additional letters or packages, Service Provider will charge a

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(vi) Service Provider shall not liable for any mail not collected within 30 days from the date of receipt-date of the package at the Premise.

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7) NATURE OF BUSINESS

(i) Sub-lessee/Client has to explain its nature of business in writing on this agreement in Annexure 1 hereto.

(ii) The Sub-lessee/Client agrees with the Service Provider not to carry on any business, which could be construed illegal, defamatory, immoral or obscene and agrees not to use the address of the premises, whether directly or indirectly for any such purpose or purposes.

(iii) If the Sub-lessee/Client carries any business contrary to this understanding, the service provider is at liberty to terminate the agreement and shall not be responsible for any legal issues which may arise because of such illegal business.

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(iv) If the Sub-lessee/Client changes the nature of business, it must notify the Service Provider in writing beforehand.

8) CONFIDENTIALITY

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unauthorized use of Confidential Information as is provided with respect to Sub-lessee/Client's own similar information, but in no event less than a reasonable standard of care.

b) Sub-lessee/Client will use Confidential Information solely for the purposes of this Agreement; and

c) Sub-lessee/Client will not disclose Confidential Information to any third party without the express prior written consent of Service Provider, unless required to do so under applicable law.

(ii) Similarly, the Service Provider recognizes that it may, in the course of providing the Services, come into possession of or learn confidential and proprietary business information ("Confidential Information") about the Sub-lessee/Client. Service Provider agrees that during the Term of this Agreement and thereafter Service Provider shall provide, at a minimum, the care to avoid disclosure of unauthorized use of Confidential Information of Sub-lessee/Client.

(iii) If the Service Provider transfers its business or any business segment that provides services to the Sub-lessee/Client, Service Provider is authorized to transfer all user information to Service Provider's successor.

9) OWNERSHIP

(i) All programs, services, processes, designs, software, technologies, trademarks, trade names, inventions and materials comprising the services are wholly owned by the Service Provider and/or its Sub-lessors and service providers except where expressly stated otherwise.

(ii) This agreement only provides a license to the Sub-lessee/Client to use the Premise and will not provide any leasehold rights to the Sub-lessee/Client. Sub-lessee/Client agrees that the Sub-lessee/Client is not the owner of any phone number assigned to them by the Service Provider. Upon termination of the agreement for any reason, such number may be reassigned to another Sub-lessee/Client.

10) Renewable Clause

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(i) In a situation where the present agreement has been terminated or has expired, and the Sub-lessee continue to use the Service Provider's/Sub-lessor's address for any of its registration, either GST or any other service provide by the Service Provider, without renewing the terms of the Agreement, the Sub-lessee shall be liable to pay an additional INR 100 per day as a penalty to the Sub-lessor in addition to the renewal Rent fees.

(ii) Any dues/delays in the fees payable by the Sub-lessee to the Sub-lessor will cause the termination of the services immediately.

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Sub-lessee/Client's Address will be:-

Service provider address:-

THIS IS A FORMAL AGREEMENT ON Sub-lessor**'s TERMS AND CONDITIONS.**
I/WE AGREE TO THE ABOVE TERMS AND CONDITIONS.

For Sub-lessee:

Signature

Name

Designation/Title

For Sub-lessor:

Signature

Name

Designation/Title

Both Witnesses to be provided by the client & is mandatory

WITNESS 1	**WITNESS 2:**
Name:	**Name :-**
Aadhaar Number:	**Aadhaar Number:**
Aadhaar Linked M	**Aadhaar Linked Mobile No :-**
Signature :--	**Signature :-**

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