



தமிழ்நாடு தமில்நாடு TAMIL NADU

19 APR 2021

Sathyabama - 731

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License No:23/CH(S)2010 dt. 28.02.2011
Sholinganallur, Chennai - 600 119,
044-42154999

LETTER OF CO-OPERATION

This Letter of Co-operation (hereinafter referred to as the "Letter") is executed at Chennai on the 28th day of April 2021

BETWEEN

M/s. MAHARAJINI CONSULTANCY LLP a Limited Liability Partnership incorporated under the Limited Liability Partnership act, 2008 and having its Regd. office at G 1, Ground Floor, No.63 Rama Street, Nungambakkam, Chennai - 600034 (Hereinafter referred to as the "**Service Provider**" or "**SATTRA**" (**Brand Name**) or "**LLP**" which expression shall, unless repugnant or opposed to the context thereof, mean and include its successors in business, representatives and assigns etc.) and represented through its authorized signatory Ms. Joshita Ramanathan D/o Ramanathan as ONE PART

AND

M/s. SOCIETY OF SATHYABAMA UNIVERSITY - TECHNOLOGY BUSINESS INCUBATOR a Society registered under The Tamil Nadu Societies Registration Act, 1975. supported by NSTEDB-DST, Govt of India and having its Regd. office at Col. Dr. Jeppiaar Research Park, Jeppiaar Nagar, Rajiv Gandhi Road, Chennai-600 119 (Hereinafter referred to as the "**Sathyabama - Technology Business Incubator**" or "**TBI**" or "**Organisation**" which expression shall, unless repugnant or opposed to the context thereof, mean and include its successors in business, representatives and assigns etc.) and represented through its authorized signatory Dr.B.Sheela Rani, Head - TBI of the OTHER PART.

Hereinafter both the parties mentioned above are collectively referred to as "Parties" and individually as "Party", as the context demands.

WHEREAS:

- I. The Service Provider has agreed to provide services to the incubatee referred by the TBI on the following terms and conditions:-

NOW THEREFORE THIS LETTER OF CO-OPERATION WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. That the Service Provider agrees to render services such as Accounting, Legal, Secretarial, Auditing, Valuation and Business consulting service to the Incubatee of the TBI.
2. That the Service Provider agrees to provide the services to the incubatee only if referred through any of the authorized Signatory of the TBI.
3. That the Service Provider agrees to give intimation about the work undertaken or any changes with regard to the work undertaken shall be given through Email only and not any other mode.

4. That the Service Provider and the TBI agrees to create a common Google drive for accessing the documents of the incubatee relating to the service to be provided by the Service Provider.
5. That the Service Provider agrees to conduct video sessions twice a month for one hour each session for mentoring and for basic discussions relating to compliance and filings to be done by the incubatee. Any further Consulting shall be charged based on per hour basis.
6. That the Service Provider's Professional fees will be charged on case to case basis or requirement basis as agreed upon. That the services mentioned above will be commenced only upon the upfront payment of Professional and Reimbursement proforma invoice.
7. That the Professional fee charged to the incubatee is on concessional basis and shall be confidential and the TBI or the incubatee referred by the TBI shall not disclose any such information relating to the Professional fee charged for the service rendered by the Service Provider.
8. That the TBI is not responsible for the payment of the Professional fee charged by the service provider to the incubatee.
9. The TBI or the Service Provider at any time may terminate, the Consulting Period for any reason, with cause, by giving 30 days advance written notice to the other party. The work undertaken prior to termination shall be performed and all dues settled in full to the Service Provider.
10. The tenure of the agreement shall be 1 year which may be extended upon mutual consent.
11. That all differences and disputes arising between the parties shall be settled amicably by mutual discussion failing which the same shall be settled through Arbitration. The provisions of this Letter shall be governed by and construed and enforced in accordance with the laws of India.
12. (i) This Letter contains all the understandings and representations

between the Parties relating to the matters referred to herein.

(ii) This Letter shall not be amended or modified in any respect except in writing executed by a duly authorized representative of each Party.

13. The parties agree and understand that this Letter may be signed in duplicate and that each party will retain an original.

IN WITNESS WHEREOF the parties to this Letter Of Co-operation have put their signatures and executed on the 28th Day of April 2021, in presence of the following witnesses.

For and on behalf of
Maharajini Consultancy LLP

R. Joshita



Name : Joshita Ramanathan
Designation : Partner
Address : Chennai

For and on behalf of
Sathyabama - Technology Business
Incubator

B. Sheela Rani

Name: : Dr.B.Sheela Rani
Designation: Head-TBI
Address : Chennai
Dr. B. SHEELA RANI, M.S.(By Research), Ph.D.,
Head - TBI

SATHYABAMA
TECHNOLOGY BUSINESS INCUBATOR
(Supported by NSTEDB-DST, Govt of India)
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chennai - 600 119.

WITNESSES:

1. *G. Govardana P*

GOVARDANA.P

No. 56, 4TH CROSS STREET,

2. SENTHIL NAGAR, KOLATHUR,
CHENNAI - 600099

S. Praveen Kumar

S. PRAVEEN KUMAR

414 114 RAMA STREET

NUVAMBAKKAM CHENNAI 74