

To
The Registrar of Companies,
Tamil Nadu

Dear Sir,

Sub: No Objection Certificate / Letter of Consent for the use of address as Registered Office Address for the business

I, the Proprietor of M/s **SENATE SPACE** Co-Working Office Space has leased the premises located at ***** (hereinafter referred to as “Premise”) **TAMIL NADU**. We have entered into an agreement on Dated **XXX** with ***** through its ***** **Mr. / Ms. ******* for the purpose of using the space at above premises.

Address:

Plot No. ***** (hereinafter referred to as “Premise”) **TAMIL NADU**.

I hereby confirm that we have “**No Objection**” and giving full consent for using the above address as the business Registered Office address of ***** through its ***** **Mr. /Ms. ******* and they are hereby permitted to use the referred address as its Principal /Registered Business Address as required under Companies Act, 2013.

The said Company is solely responsible for maintaining the books of accounts and the signage space for the company and is allowed non-exclusive access to common open seating space. The authorized representative of the Company has assured us, they shall comply with all the statutory compliances arising out of the Companies Act, 2013 or any other Act/ Law incidental thereto.

This NOC, however does not confer any title in favor of this company, as being the owner of the property /premises. We shall bear no responsibility on their part for any acts/ deeds/ arrangements done by the Client with any other party whatsoever. Any defaults towards all statutory and /or other compliances under Indian law and/or the local regulations are the sole responsibility of the Client.

The client clearly agrees to indemnify us for any/all claims made by the statutory or any other authorities arising as a result of such acts/deeds/arrangement of the client. The client further agrees that the use of address shall be discontinued by the client immediately pursuant to the expiry or termination of the agreement.

A copy of address proof in my name is submitted as the proof of address.

Thanking you,
Yours faithfully
For Senate Space

Shabeer
Chennai
XXXXX

LEAVE AND LICENSE AGREEMENT

This LEAVE AND LICENSE AGREEMENT is made on date *****, between **SENATE SPACE**, having its Registered office at W-126, 3rd FLOOR, 3rd AVENUE, ANNA NAGAR, CHENNAI-600040, through its Proprietor **Mr. SHABEER N**, hereinafter referred to as “Licensor”, and (company name)****, through its (designation)**** (client name s/o name)**Mr/Ms ******, having its Residing at/Registered office at ****, with PAN Number ****, with Mobile Number ****, hereinafter referred to as “CLIENT”. (KYC is attached)

TERM: 11 Months

USE OF AND ACCESS TO THE LICENSED PREMISES

The Client is interested in using the office space (hereinafter referred to as the “Services”) from the Licensor at its premise with 30 Sq.ft of Desk No: V** & located at ***** (hereinafter referred to as “Premise”). The whole of the Premise remains the possession and control of the Licensor’s. This Agreement is personal to the Client and cannot be transferred to anyone else. Licensor may transfer the benefit of this Agreement and its obligations under it at any time.

ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF USE:

The Services are offered to Client conditioned on acceptance without modification, of the terms and conditions, contained in this Agreement. Client’s use of the Service constitutes its agreement and consent to the terms and conditions stated in this Agreement. 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. 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. In the case of any violation of these terms, Licensor reserves the right to cancel Services to Client immediately and refund the deposit and advance money, if any, taken by the Licensor from the Client and seek all remedies available by law and in equity for such violations.

USAGE OF ADDRESS

The Client may use the address for its business correspondence.

The Client is **permitted to use the Office Address as their “Registered Office Address” provided the client bears the responsibility for compliance with all the necessary provisions of the Companies Act / other relevant laws such as GST etc.**

The client can also use the Office Address for obtaining registering the business, GST, Bank Account and government licenses, only after taking written permission from the Licensor through an NOC (which is attached) The client bears the responsibility for compliance with all the necessary provisions of such relevant laws such as GST etc. for which permission is sought.

The client is not permitted to avail any credit facility, whether relating to any loans or any other forms of credit line, on this address.

LICENSE FEES

License fees are payable in advance for 11 months and are not refundable. Any dues in the License fees will cause the termination of the Services on the expiration date set forth at the time of signup or payment.

SERVICE RETAINER / DEPOSIT AMOUNT

If interested, the client will be required to pay a service retainer / deposit fees of INR 1000+GST, at any time during the agreement, in case it wishes to use the “Courier Forwarding” facility. This amount will be kept separately from Subscription fees. Client has to replenish the deposit when it reaches the minimum level. When the client terminates the service, the balance of deposit amount will be refunded to the client.

MAIL HANDLING

Clients can receive registered and certified mails at the premise.

Licensor will receive up to 10 letters or packages per month free of charge for Client. For additional letters or packages, Licensors will charge a handling fee of Rs.10 per letter / package. Licensors will not accept packages more than 5 Kg of weight or 1 cubic feet size. Clients can pick up the mails from the location free of cost. Licensor shall not be liable for any mails not collected within 30 days from the date of receipt-date of the package at the Premise.

TERMINATION OF SERVICE

Clients may decide to terminate the service any time. Service will be automatically terminated on the expiry date unless the subscription is renewed. Upon termination of the agreement, the Client must cease the use of address of the premise for any government registrations, and any Phone Numbers issued by the Licensor to the client immediately, from all places including but not limited to business cards, websites, stationary, advertising material, licenses, certificates etc.

Notwithstanding any other provision under this Agreement, if the client has used the address of the premise for registration with the registrar of companies, GST Authority, Banks, or other governmental authorities etc., it has to change the address submitted with such authorities within 15 (Fifteen) days after the date of termination or expiry of this Agreement, unless otherwise agreed with the Licensor. The licensor reserves the right to take legal action against the licensor if they are found in breach of this clause.

Licensor reserves the right to terminate the service and this agreement without notice for any Client whose activity might adversely affect Licensor reputation or Licensor's normal operation.

Licensor will terminate the service anytime in case Client violates any clause or provision of this agreement, or Client's activities are reported to be fraudulent.

REFUND POLICY

Any License fee paid fully or partially non-refundable, unless the Licensor purposely terminates the agreement.

NATURE OF BUSINESS

Client has to explain its nature of business in writing on this agreement in Annexure 1 hereto. The Client agrees with Licensor not to carry on any business, which could be construed illegal, defamatory, immoral or obscene and agrees not to use the address of Service the premise, whether directly or indirectly for any such purpose or purposes.

If the Client changes the nature of business, it must notify the Licensor in writing beforehand.

LIABILITY

Licensor will not be liable for any loss sustained as a result of Licensor's failure to provide the services as a result of any Software Glitches, Mechanical breakdown, Strike, Loss of electric power, or termination of Licensor interest in the building containing the office. The Licensor does not accept liability for actions, services of/by third parties in any way whatsoever, including delays & Non receipt of messages or communication due to delays or failures in the email, SMS or fax systems, Phone, courier or postal service.

Further, Licensor shall not be responsible or liable to Client for any loss or damage resulting to Client by reason including but not limited to flood, fire, hurricane, riots, explosion, acts of God, war, terror, governmental action, or any other cause which is beyond the reasonable control of the Licensor.

CONFIDENTIALITY

Each Party recognizes that it may, in the course of obtaining or using the Services, come into possession of or learn the confidential information ("Confidential Information") about the Other Party. Each Party agrees that during the Term of this Agreement and thereafter: (a) Party shall provide, at a minimum, the care to avoid disclosure of unauthorized use of Confidential Information as is provided with respect to other party's own similar information, but in no event less than a reasonable standard of care; (b) Party will use Confidential Information solely for the purposes of this Agreement; and (c) Party will not disclose Confidential Information to any third party without the express prior written consent of other party, unless required to do so under applicable law.

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

If a Licensor transfers its business or any business segment that provides services to Client, Licensor is authorized to transfer all user information to Licensor's successor.

OWNERSHIP

All programs, services, processes, designs, software, technologies, trademarks, trade names, inventions and materials comprising the services are wholly owned by the Licensor and/or its licensors and Licensors except where expressly stated otherwise. This agreement only provides a license to the Client to use the Premise and will not provide any leasehold rights to the Client. Client agrees that the client is not the owner of any phone number assigned to them by the Licensor. Upon termination of agreement for any reason, such number may be reassigned to another client

Client’s Address will be:

THIS IS A FORMAL AGREEMENT ON LICENSOR’S TERMS AND CONDITIONS. I AGREE TO THE ABOVE TERMS AND CONDITIONS.

For Client:

Signature	:	
Name	:	*****
Designation / Title	:	*****
Date Of Sign:	:	*****

For Space Partner:

Signature:	:	
Name	:	Mr. SHABEER N
Designation / Title	:	PROPRIETOR
Date Of Sign:	:	*****

Witness 1:

Signature:	:	
Name:	:	

Witness 2:

Signature:	:	
Name:	:	

ANNEXURE – 1

Client to describe about its nature of Business that it is planning to conduct at the Office in connection with this Agreement;

(Nature of business in briefly**)**