

# **RENT AGREEMENT**

## **The two parties to the agreement are as follows:**

This RENT AGREEMENT ("Agreement") made on \_\_\_\_\_ 2024 (\_\_/\_\_/2024) between **The Co-Workers** Space Partner, bearing GSTIN \_\_\_\_\_, through its Proprietor **Mr.** \_\_\_\_\_, bearing PAN number \_\_\_\_\_ and Aadhar card number \_\_\_\_\_ (hereinafter referred to as "Service Provider") having office at \_\_\_\_\_ **Pradesh** and \_\_\_\_\_, a proprietorship firm through its Proprietor and authorized signatory **Mr.** \_\_\_\_\_ R/o \_\_\_\_\_, with Pan Number \_\_\_\_\_ and Aadhaar card number \_\_\_\_\_, hereinafter referred to as "Client" KYC Attached.

This agreement has been made between The Co-Workers and \_\_\_\_\_ and is not extendable to the Directors/ Partners/ Proprietor/ Authorized Signatory of such Company, Firm, Enterprise, Association or Bodies in their individual capacity.

**Agreement Period:** 11 Month 29 Days

**Agreement valid up to:** \_\_/\_\_/2025

## **The Nature of the Agreement**

Client is interested in using Office space (hereinafter referred to as the Services) From Service Provider at its premise located at \_\_\_\_\_ hereinafter referred to as the "Premise"). The whole of the Premise remains the property of the Service Provider and remains in the Service Provider's possession and control. This Agreement is personal to Client and cannot be transferred to anyone else. Service Provider 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 to the terms and conditions stated in this Agreement. Each person that uses the Service, 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, Service Provider reserves the right to cancel Services to Client immediately and seek all remedies available by law and in equity for such violations.

## **Usage of Address**

The Client may use the address for business correspondence.

- (i) The client can use it as a "Principal Place of Business Address" for any licenses / Business Registration / GST Registrations, Opening Of Current Bank Account in the state. The client is permitted to use the address of the designated center as their registered office address.
- (ii) The Client is permitted to use the Office Address for business purposes and business correspondence, provided the Client bears the responsibility for compliance with all the necessary provisions of the Companies Act / other relevant laws.

- (iii) The Client bears the responsibility for compliance with all the necessary provisions of all relevant laws.
- (iv) 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 either directly or indirectly.
- (v) The Client is not permitted to use the office address to purchase/ rent/ lease any vehicles including Fuel and Non-Fuel (Electric) vehicles.

### **Rent / Subscription Fees**

Rent / Subscription fees of \_\_\_\_\_ . Any dues in the rent / subscription fees will cause the termination of the Services on the expiration date set forth at the time of sign up or payment.

### **Service Retainer / Deposit Amount**

The client will be required to pay a service retainer / deposit fees of \_\_\_\_\_ on entering this agreement, if it wished 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 client terminates the service, balance of deposit amount will be refunded to the client.

### **Refund Policy**

Any subscription renewal payment is not eligible for refund.

### **Mail Handling**

Client can receive registered and certified mails at the "Address".

Service Provider can receive up to 10 letters or packages per month free of charge for Client. For additional letters or packages, Service Provider will charge handling fees of Rs.10 per letter / package. Service Provider will not accept packages more than 5 Kg of weight or 1 cubic feet size. Client can pick up the mails from the location free of cost. Service Provider is not liable for any mails not collected within 30 days from receipt date.

Client can ask Service Provider to send the package / letter to its physical address. For that, Client will have to pay for shipping and handling fees. Service Provider will determine the shipping fees and send an invoice to the Client. If the Deposit Amount is paid by the Client, Service Provider will deduct the Shipping fees from it. If there is no Deposit Amount, Service Provider will ship the item only after payment of the shipping fees.

### **Indemnity**

The client shall be responsible for compliance with all the necessary provisions of the Companies Act / other relevant laws, and hereby agrees to indemnify and keep and hold Service provider fully indemnified and harmless from and against all claims, proceedings, damages, losses, actions, costs and expenses arising as a consequence of or out of this agreement or arising from any breach of rules and regulations of any applicable law.

### **Termination of Service**

Client 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 account, the Client must cease the use of Address and any Phone Numbers issued IMMEDIATELY from all places including but not limited to business cards, websites, stationary, advertising material, licenses, certificates etc.

If the client used the Address for Registration with ROC, GST Authority, Banks etc, it has to change the address within 30 days after termination of service. Service Provider deserves the right

to take action against those who are found in breach of this requirement. Service Provider reserves the right to terminate the service and this agreement without notice for any Client whose activity might adversely affect Service Provider reputation or Service Provider's normal operation. Service provider will terminate the service anytime incase Client violates any clause in this agreement, or Client's activities are reported to be fraudulent.

### **Nature of Business**

Client has to explain its nature of business in writing on this agreement. The Client agrees with 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 Service Provider whether directly or indirectly for any such purpose or purposes. If the Client changes nature of business, it must notify the Service Provider in writing.

### **Liability**

Service Provider will not be liable for any loss sustained as a result of Service Provider failure to provide a Service as a result of any Software Glitches, Mechanical breakdown, Strike, Loss of electric power, or termination of Service Provider interest in the building containing the office. Service Provider does not accept liability for actions, services of/by third parties in anyway 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, Service Provider 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 reasonable control of Service Provider.

### **Confidentiality**

Client 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 Service Provider. Client agrees that during the Term of this Agreement and thereafter: (a) Client shall provide, at a minimum, the care to avoid disclosure of unauthorized use of Confidential Information as is provided with respect to Client's own similar information, but in no event less than a reasonable standard of care; (b) Client will use Confidential Information solely for the purposes of this Agreement; and (c) Client will not disclose Confidential Information to any third party without the express prior written consent of Service Provider.

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

### **Ownership**

All programs, services, processes, designs, software, technologies, trademarks, trade names, inventions and materials comprising the Service are wholly owned by the Service Provider and/or its licensors and service providers except where expressly stated otherwise. This is not a lease document. Client agrees that the client is not the owner of any phone number assigned to them by Service Provider. Upon termination of account for any reason, such number may be re-assigned to another client.

**Client's Address will be:**

**THIS IS A FORMAL AGREEMENT ON SERVICE PROVIDER'S TERMS AND CONDITIONS.**  
I AGREE TO THE ABOVE TERMS AND CONDITIONS.

**For Client:**

Signature : .....

Name : \_\_\_\_\_

Designation/Title : Proprietor

Date of Sign : .....

**For Space Partner:**

Signature

Name

Designation/Title : Proprietor

Date of Sign : \_\_/\_\_/2024

**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 (in approx. 200 words)

**SAMPLE**