



HOW IT WORKS



AGREEMENT OF TENANCY

thic	THIS	s /	AGRE	EMENT	OF	TENANC	Y is	made	at BETWEEN	M/C	on
a	regis	stered	pa	day rtnership	firm,	having	addre	ess at	DLIWLLIN	R250.0000	
2					4		her	einafter	referred ugnant to	to	as
"TH	E LA	NDL	ORDS	" (Which	express	ion shall	unless	it be rep	ugnant to t	the conte	ext or
mea	ining	there	of me	an and in	clude th	e partner	s or pa	rtner for t	he time be	ing of the	e said
									and admini PART; AN		
				Indian					. IAKI, AI	ID X I	L , 01
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						on shall i	unless i	t be repu	ignant to t		
mea PAR		there	of me	an and inc	lude his	heirs, ex	ecutors	and admi	nistrators) (OF THE C	THER
	WHE	EREAS	S:								
	(a)	The L	andlo	rds are th	ne owne	rs of the	buildir	ng known	as "		
		situat	e at	2007		and w	hich is	more par	ticularly de	scribed i	in the
		Sche	dule	hereunder	writte	n. The	Landlor	ds are a	lso the or	wners of	f Flat
		NO. adme	asurin	on	sa ft	of carnet	area (une salu hereinaftei	" building referred to	as "the	said
		flat")	;	9	54	or carpe		i ci cii i ai coi	roron ca		
	(b)	The T	enant	has appro	ached th	ne Landlor	rds with	a request	to grant m	onth v te	nancv
									e agreed u		
		and c	onditio	ons recorde	ed hereii	n.					
NOV	N IT	IS	AGRE	ED, DECL	ARED	AND CO	NFIRM	ED BY A	ND BETWE	EN PAR	≀TIES
			NDER								
		The							l flat		
tena	ancy	bas	is t	o the	Tenant	: with	effect	from	2 2		day
of	<u> </u>	- 15	_ 20	00 at	the	monthly	rent	of Rs.	ates, taxes	/- (R	upees
pava	able t	to the	conc	erned loca	_ O⊞y) Lauthor	ities and	proport	ionate cor	nmon main	tenance	of lift.
									rges and v		
sepa	aratel	ly paid	d by th	e Tenant t	to the La	indlords.					
	2.	The T	enant	shall pay	the sa	id monthl	ly rent	in advanc	e to the La	andlords	on or
	re th	ne 10t	h day	of each a	nd ever	y month.	The oth	ner amour	nts referred	to in cla	use 1
						the Lan	dlords v	within 7 d	ays from tl	ne date (of the
dem				by the Lar							
c_ ·									rposes for h		
									id residentia e including		
									the said fla		

4. The Tenant shall always maintain the said flat in good and tenantable condition but shall not carry out any structural changes (including shifting of walls, demolition of existing

encumbrances of whatsoever nature for his personal residential purposes only as

aforestated and shall not be entitled to part possession of the same to any third party.

AGREEMENT FOR SALE OF A BUSINESS BY PARTNERS TO A PRIVATE COMPANY ALREADY INCORPORATED

An Agreement made atthisday of20between A, son of resident ofB, son ofresident ofand C son ofresident ofin partnership under the name and style of M/s(hereinafter collectively called the "Vendors") of the ONE PART and X Y Co. Pvt. Ltd., a company registered under the Companies Act, 1956 and having its registered office at(hereinafter called the "Company") of the OTHER PART;
WHEREAS the company has offered to purchase the business of the Vendors as a going concern, which the Vendors have agreed on the terms and conditions hereinafter appearing.
NOW IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:
(1) The Vendors as the beneficial owners will sell and the company and will purchase the business of at under the name and style of M/s. (hereinafter called the said business) with the goodwill, freehold and leasehold property described in the Schedule hereto and fixed plant, machinery and fixture thereon, benefit of subsisting contracts, stock in-trade, book debts, cash in hand and at the bank and all other properties and assets of the Vendors relating to the said business as on day of 20 (2) The Vendors have assured the Company that they have clear and marketable title to the said business together with its properties and assets and the same is not mortgaged, charged, hypothecated or otherwise encumbered in any manner whatsoever and the Company shall accept such title without investigation and shall not make any objection or requisitions in relation thereto.
(3) The consideration for the said sale (in addition to the debts and liabilities) shall be the sum of Rs. which shall be satisfied by the allotment to the Vendors in equal proportions of ordinary shares of Rs. 10 each in the capital of the company credited as fully paid up.
(4) The Company shall purchase the said business subject to all debts and liabilities of the Vendors in respect thereof at the said
(5) The sale shall be completed on the
(6) The Vendors and each of them hereby jointly and severally irrevocably appoint the Company

to be their and his attorney for executing all documents and for giving and executing all documents and for giving of all notices on behalf of the Vendors or any of them for carrying into effect the aforesaid sale and also for demanding, recovering and giving receipts for all debts

BOARD RESOLUTION FOR CHANGE IN NAME OF THE COMPANY

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF (COMPANY NAME) HELD AT THE REGISTERED OFFICE OF THE COMPANY AT (ADDRESS) ON (DATE) AT (TIME).

"RESOLVED THAT pursuant to the provisions of Section 4 (4), 13 and other applicable provisions, if any, of the Companies Act, 2013, (including any statutory modification or re-enactment thereof for the time being in force) and the rules framed there under, consent of the Board of Directors of the Company be and is hereby accorded, subject to the approval of the Registrar of Companies, NCT of Delhi & Haryana and subject to the approval of Shareholders in General Meeting, to change the name of the Company from ABC Private Limited to XYZ Private Limited.

RESOLVED FURTHER THAT Clause I of the Memorandum of Association of the Company be substituted by the following:

'The Name of the company is XYZ Private Limited.

RESOLVED FURTHER THAT Clause 2 of the Articles of Association of the company be substituted by the following:

"The Company" means XYZ Private Limited

HR DUE DILIGENCE CHECKLIST REPORT

Company Name: Date:			e:		
Inspector's Name: Years Of Service					
HR	EXA	AMINATION		YES	NO
1.	Coı	mpensation & Benefits			
	a.	Do employees have sufficient salary based on tier/tenure grade?	ship or		
	b.	Does the company offer incentives to employees?			
	c.	Does the company provide health, dental, and disability in	nsurance?		
2.	Hir	ing & Staffing			
	а.	Do employees of the company undergo examinations and screenings?	1		
	b.	Does the company regulates the internal and external recappropriately?	cruiting		
	c.	Does the company obtain sufficient number of employee	s?		
	d.	Does the company have strong hiring platforms?			
3.	Tra	ining & Development			
	a.	Do employees subjected to training/on-boarding prior job	reality?		
	b.	Does the company have a regular organizational and departmentation schedule?	artment		
	c.	Do the performance of the employees are monitored?			
4.	Em	ployee Relations			
	а.	Do employees in the workplace have a strong communicate each other?	ation to		
	b.	Is the company features organizational activities?			
	c.	Do employees cooperate with their co-employees?			

d. Is the company encouraging the employees by recognizing them?	
e. Does the company possess regular meeting schedules and career development programs?	
5. Workforce Satisfaction	
a. Does the company regularly conducts survey related to employee satisfaction?	
b. Does the company have platforms on achieving the employee satisfaction?	
c. Does the company provides a positive working environment?	
d. Is the company featuring rewards and prizes to the employees?	
6. Labor Laws & Legal Compliance	
a. Does the company supports Equal Employment Opportunity or EEO?	
b. Does the company follows the Fair Labor Standards Act or FLSA?	
c. Does the company promotes a safe workplace for employees?	
d. Does the company supports the Title VII of the Civil Rights Act of 1964?	
Inspector/Auditor's Remarks:	

LEASE AGREEMENT FOR EQUIPMENT

THIS LEASE AGREEMENT made at
The Lessor is carrying on or engaged in the business of lease financing by leasing various assets, plants, machineries and equipments and the Lessee has requested the Lessor to purchase the plant and machinery, described in the Schedule hereunder written and given on lease to the Lessee, which the Lessor has agreed on the terms and conditions hereinafter appearing. NOW THIS DEED WITNESSETH AS FOLLOWS: (1) In pursuance of the said agreement and in consideration of the rent hereby reserved and of the terms and conditions, covenants and agreements herein contained and on the part of the Lessee to be observed and performed, the Lessor hereby gives on lease and the Lessee hereby takes on lease, the equipments more particularly described in Schedule hereunder for a period of
assets, plants, machineries and equipments and the Lessee has requested the Lessor to purchase the plant and machinery, described in the Schedule hereunder written and given on lease to the Lessee, which the Lessor has agreed on the terms and conditions hereinafter appearing. NOW THIS DEED WITNESSETH AS FOLLOWS: (1) In pursuance of the said agreement and in consideration of the rent hereby reserved and of the terms and conditions, covenants and agreements herein contained and on the part of the Lessee to be observed and performed, the Lessor hereby gives on lease and the Lessee hereby takes on lease, the equipments more particularly described in Schedule hereunder for a period of
 (1) In pursuance of the said agreement and in consideration of the rent hereby reserved and of the terms and conditions, covenants and agreements herein contained and on the part of the Lessee to be observed and performed, the Lessor hereby gives on lease and the Lessee hereby takes on lease, the equipments more particularly described in Schedule hereunder for a period of
the terms and conditions, covenants and agreements herein contained and on the part of the Lessee to be observed and performed, the Lessor hereby gives on lease and the Lessee hereby takes on lease, the equipments more particularly described in Schedule hereunder for a period of
places as he may specify in writing from time to time the rent in such amounts and on such dates as specified in Schedule hereunder. If the said rents are not paid within
deposit against his obligation hereunder

- (4) The Lessee hereby confirms that he has selected the equipment and the supplier and the Lessor has not made any statements or representations about the same. The Lessor is not the manufacturer or supplier of the equipment and he will not be liable or responsible to the Lessee for any claim, liability, loss, damage or expense of any kind or nature whatsoever arising from the transportation and delivery of the equipment leased, its storage, installation, use or operation or its failure to operate or perform or otherwise howsoever. The Lessor hereby assigns to the Lessee the right to make any claim against the manufacturer or supplier of equipment for any defect or deficiency or claim for any breach of condition or warranty.
- (5) The Lessee warrants that the execution of this lease agreement and the use and operation of the equipment by the Lessee will not

COMMISSION SUMMARY

WEEK	LY SALES CALL REPORT			Date
BATE				
Sales Representative Week Ending			on Manager	
CALL	CUSTOMER AND LOCATION	TELEPHONE	CONTACT	COMMENTS

SUPERVISOR

Standard Operating Procedure

Date:	
SOP Title:	
Principal Investigator:	
Implementation Date:	
Lab Phone Number:	
Process	
riocess	
American American American	
Hazardous Chemicals	
1	
Potential Hazards	
Approvals Required	
Designated Area	

My Company Name

Address		
Quote To :	Quot	e Details :
NAME COMPANY NAME	Date : Quote No :	DD/MM/YYYY # 988656464
ADDRESS	Quote Date :	DD/MM/YYYY

This Quotation is prepared by :

DESCRIPTION	DISTANCE(KMS)	RATE / KM	AMOUNT
		Subtotal:	Rs.00.0
		GST 18%:	Rs.00.0
		TOTAL AMOUNT :	Rs.00.0

Terms and Conditions:

- 1. Customer will be billed after indicating acceptance of this quote.
- 2 .Payment will be due prior to delivery of service and goods.

To accept this Quotation ,sign here and return :

If you have any questions about this Quotation , Please contact Tel : 555+555+1234 ,Fax : 555+555+5412 , www.company@mail.com

COMMISSION SUMMARY

Period From :	
Period To:	
Salesperson Name :	
Territory:	

DATE	ORDER NO.	CLIENT	EXTENDED	COMMISSION %	AMOUNT
				TOTAL INVOICED:	
				GROSS COMMISSIONS EARNED:	
				LESS ADVANCED:	
				OTHER DEDUCTIONS:	
				AMOUNT PAYABLE:	

EMAIL TEMPLATE FOR JOB OFFER

Email subject line: [Company_name] Job Offer / Job Offer from [Company_name]

Dear [Candidate_name],

We were all very excited to meet and get to know you over the past few days. We have been impressed with your background and would like to formally offer you the position of [Job_title]. This is a [full/part] time position [mention working days and hours.] You will be reporting to the head of the [Department_name] department. [If applicable: Please note that [Company_name] is an at-will employer. That means that either you or [Company_name] are free to end the employment relationship at any time, with or without notice or cause.]

We will be offering you an annual gross salary of [KES X] and [mention bonus programs, if applicable.] You will also have [mention benefits as per company policy, like health and insurance plan, corporate mobile or travel expenses] and [X] days of paid vacation per year. [optional: I am attaching a letter with more details about your compensation plan.]

Your expected starting date is [date.] You will be asked to sign a contract of [contract_duration, if applicable] and [mention agreements, like confidentiality, nondisclosure, and non-compete] at the beginning of your employment.

We would like to have your response by [date.] In the meantime, please feel free to contact me or [Manager_name] via email or phone on [provide contact details], should you have any questions.

We are all looking forward to having you on our team.

Best regards,

[your name] [Signature]

CO-FOUNDER AGREEMENT

funger in figures and words I warrs vesting school le beginning

to a years in rigares and words years vesting screedile beginning
per month in exchange for consecutive service to the Business Concept and
Technology. Additionally, {Co-FOUNDER 1 name} vesting schedule
shall be subject to a {years in figures and words} year cliff. Co-
FOUNDERs shall all reasonably agree to the definition of "consecutive
service" for purposes of this vesting schedule.

If a Co-FOUNDER who is subject to a vesting schedule departs the Company prior to full vesting of his or her shares, the remaining portion of any unvested shares shall be returned to the Company in accordance with that vesting schedule.

Section 2.3

The shares issued to each Co-FOUNDER shall come from the same series and class of shares, such that there are no differences in the rights (including but not limited to voting and distribution rights) accorded to the shares issued to each Co-FOUNDER.

Section 2.4

Sale of the Company to an interested third party shall take place if the sale is authorized by the board of directors and a majority of the outstanding shares, and otherwise in conformity with all applicable laws.

CONFIDENTIALITY

Section 3.1

CASHFLOW FORECAST MONTHLY

[YOUR COMPANY NAME HERE] [COMPANY ADDRESS] [COMPANY CONTACT NUMBER] [COMPANY WEBSITE]

Internal Monthly Cash Flow Projections Fiscal Year [INSERT YEAR]

	[QUARTER 1]	[QUARTER 2]	[QUARTER 3]	[QUARTER 4]
Operating Cash, Beginning				
Sources of Cash:				
Receivable collections				
Customer Deposits				
Loans from the bank - Revolving Line				
Others				
Total Sources of cash, including beginning			17	

Uses of Cash:

Total uses of cash		/ 4
Others		
Estimate income taxes- current year		
Purchases of fixed assets		
Long term principal payments		
Line of credit payments		
Owner's compensation		
Other overhead, inculding rent		
Accounts Payable - Venders		
Payroll, including payroll taxes		

BOARD RESOLUTION FOR APPOINTMENT OF INTERNAL AUDITOR

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF (COMPANY NAME) HELD AT THE REGISTERED OFFICE OF THE COMPANY AT (ADDRESS) ON (DATE) AT (TIME).

"RESOLVED FURTHER THAT the draft engagement letter as placed before the Board specifying the scope, functioning, methodology and remuneration etc. for conducting the exercise as formulated in consultation with the Audit Committee be and is hereby approved.

"RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, Mr., Director of the Company be and is hereby authorized, on behalf of the Company, to do all acts, deeds, matters and things as deem necessary, proper or desirable and to sign and execute all necessary documents, applications and returns for the purpose of giving effect to the aforesaid resolution."

Certified True Copy,	
For	(Company Name)
DIRECTOR	
ADDRESS:	
CITY:	
STATE .	

NONDISCLOSURE AGEREMENT

return to the other all Confidential Information or portions thereof in its possession or control upon the earliest of the

- (i) termination of this Agreement, or
- (ii) breach of any obligation of this Agreement by either party, or
- (iii) request of the other party.
- The parties understand and agree that this Agreement does not constitute a binding obligation or either party with respect to the implementation, design, manufacture, sale and/or construction of any materials or components of either party.
- This Agreement constitutes the entire understanding between the parties with respect thereto. This Agreement may be modified only in writing signed by a duly authorized representative of each party.
- This Agreement is personal to each party and may not be assigned or transferred without the prior written consent of the other. This Agreement shall inure to the benefit and shall be binding upon the parties hereto and their respective legal representatives, successors and permitted assigns.
- 10. It is further understood that the failure or delay by either party in exercising any right, power or privilege hereunder shall not operate as a waiver thereof, preclude any other or further exercise thereof, or the exercise of any right, power or privilege hereunder.
- 11. Any notice, request, demand or other communication required hereunder shall be in writing and deemed to have been fully given upon receipt if personally delivered or if mailed via certified mail, return receipt requested, postage prepaid, or the next day if sent via facsimile or overnight mail, at the address first listed above or at any other address given by any party in writing to the other party.

12. Governing Law & Arbitration

a. This Agreement shall be governed by the laws of India. The Courts in Mumbai shall have exclusive jurisdiction over the subject

FRANCHISE AGREEMENT

- a. It is a corporation organized and existing under the laws of [SPECIFY COUNTRY AND/OR STATE/PROVINCE] with its principal place of business in [SPECIFY COUNTRY];
- The undersigned has the full right, power and authority to sign this Agreement on behalf of Franchisor;
- c. The execution, delivery and performance of this Agreement does not and will not, violate any provisions of [COUNTRY] articles or certificates of incorporation and bylaws, or any contract or other Agreement to which Franchisor is a party;
- d. There is no broker, finder or intermediary involved in connection with the negotiations and discussions incident to the execution of this Agreement, and no broker, finder, agent or intermediary who might be entitled to a fee, commission or any other payment upon the consummation of the transactions contemplated by this Agreement;
- e. This Agreement has been duly executed and delivered and constitutes a legal, valid and binding obligation, enforceable in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium or other similar laws now or hereinafter in effect, affecting the enforcement of creditors' rights in general and by general principles of equity, regardless of whether such enforceability is considered in a proceeding in equity or at law.

FRANCHISEE'S REPRESENTATIONS AND WARRANTIES

Franchisee represents and warrants that:

a. It is a corporation organized and existing under the laws of the [SPECIFY COUNTRY AND/OR STATE/PROVINCE] with its principal place of business in the

SUPPLIER/ VENDOR EVALUATION FORM

	Name of S	upplier/	Vendor:		
ii.	Address of	Supplie	r/ Vendor:		
iii.	Contact Pe	rson:			
iv.	Phone No.				
v.	Fax No				
vi.	Email:				
vii.	Web Addre	255:			
iii.	Year of Es	tablishm	ent:		
ix.	Facility Siz	te:	-		
ĸ.	Category:		Materials	Sen	vices
			114 / D E	***	
Man	Arrest star	upplier/	vendor has adequate	derive:	nd equipment to supply
	Does the s	ye	vendor has adequate	machinery a	nd equipment to supply
i.	Does the s	yevailable :	vendor has adequate	machinery a	nd equipment to supply
ī.	Does the s	Ye vailable	vendor has adequate S NO machinery/ equipment	machinery a	
i.	Does the s	yeilable:	vendor has adequate S NO machinery/ equipment	machinery a	
ī.	Does the s	ye vailable: Sr. # a b c d	vendor has adequate S NO machinery/ equipment	machinery a	
i.	Does the s	yeilable:	vendor has adequate S NO machinery/ equipment	machinery a	
i.	Does the services? Describe at	yeilable: Sr. # a b c d e	vendor has adequate S NO machinery/ equipment	No.	State of Maintenance





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