



**AVERINA
INTERNATIONAL
RESORTS LTD.**

12th August, 2021.

Mr. Roel Anthony Andrade,
Joedville 150,
Ambora, Dollam vaddo,
Camorlim, Salcete- Goa

Sub: Appointment as Management Trainee.

Dear Roel,

We are glad to offer you the appointment as a **MANAGEMENT TRAINEE** at Averina International Resorts Private Limited, Mobor- Cavelossim on the following terms & conditions:

01. You will be paid a monthly Stipend of Rs. 8,268/- pm
In addition you will be entitled to Other Allowances of Rs. 11,732/- pm
02. You will be under training for a period of 2 years, which can be further extended depending upon your progress. The Management, however reserves the right to terminate you training at any time during the training period without assigning any reason. Your status as a trainee will not changes until it is changed otherwise in writing.
03. Your training will commence from 12/08/2021 to 11/08/2023. In case you wish to leave our employment, you will be required to give us one month notice in writing, similarly, if we desire to terminate your services for any reason whatsoever, we will be free to do so after giving you one month notice in writing, one month's gross stipend will be deducted incase notice is not received.
- d* 04. The Management may at its discretion send you for training to any of its other our sister units/associate concerns situated within other States of India.
05. You will be governed by the service conditions as are applicable to trainees.
06. On completion of the training period this Contract of Training will stand automatically stand terminated.

Cont 2/-

07. On Successful completion of the training, you may be absorbed in the service of the Company. However, this is not guaranteed by the company.
08. Your continuation in training will be subjected to satisfactory verification of your credentials /testimonials etc., and also performance or results in the periodic tests, if any carried out by the Management from time to time.
09. During the training period you will be transferred from one section to another, from one shift to another, depending upon the exigencies of work on complete discretion of the Management.
10. You are required to bring the following certificates and documents in original when you report for training:
 - (a) Documentary evidence of your date of birth
 - (b) Documents in proof of your Educational and other technical qualification
 - (c) Previous experiences if any.
11. Please confirm your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Yours Sincerely,

For AVERINA INTERNATIONAL RESORTS PVT. LTD.,


SILVANO FERNANDES
HR MANAGER

Agreed & accepted on 12th August, 2021 at Cavelossim, Salcete, Goa.

ROEL ANTHONY ANDRADE
MANAGEMENT TRAINEE

Date :

October 24, 2021

Brandon Savio Gabriel
Goa, India

RE: Offer of Assignment on Local terms

Dear Brandon,

Congratulations! The **JW Marriott Marquis Hotel** Dubai, United Arab Emirates "Hotel" as agent for **Emirates** the "Owning company" ("The Employer") is pleased to offer you the position of **Server** at the JW Marriott Marquis Hotel Dubai, United Arab Emirates, to work in the same position and upon the same terms set forth in this offer letter, or in another capacity and location as it sees fit.

START DATE

Your assignment is targeted to commence on / around **7 November 2021** upon transitioning your current responsibilities and subject to you acquiring the necessary work and residency authorizations, clearing the government medical examination and your acceptance of all the terms and conditions of this offer letter. You will be advised of the precise commencement date of your assignment once it has been determined.

SALARY

Your monthly salary will be **AED 1,200 /- (One Thousand Two Hundred Dirhams Only)**, paid in arrears into a local bank account designated by yourself. If you do not have a bank account, the Hotel will assist you in opening an account.

Your next performance review will be on **January 1, 2023** and annually thereafter. Salary increase, if any, will be subject to merit and based on the hotel's salary increase policy.

WORKING HOURS

As per UAE Labour Law, working hours are indicated to be Forty Eight hours (48 hrs.) per week excluding the meal break(s).

TERMINATION

The first **six (6)** months of your employment will be the probationary period, during which time either party has the right to terminate the employment contract without any notice or compensation by way of wages, other than the time worked. For internal transfers within Marriott managed properties, probationary clause is not applicable.



Your Offer Letter is for an open ended period with a **two (2) months'** notice period in writing or payment in lieu of notice should either party decide to terminate employment contract except in the case of termination for cause by the Local Management Company, which could take instant effect.

BENEFITS

You will receive the following benefits:-

- Three free meals in the Associate Cafeteria.
- You are entitled for one return economy ticket **every 24 months** to your point of origin. The property will provide a ticket cash allowance paid on your anniversary month based on the published annual company fare table to the nearest international airport destination as per contract. Your home destination is determined as **Goa, India (GOI)**.
- A **sharing room accommodation** will be provided at the associate housing.
- **Medical insurance** through a clinic designated by the Hotel (details will be provided by the Human Resources Department)
- **Annual leave** entitlement is based on the Labour Law of the United Arab Emirates. In the event of termination of your service you will be entitled to annual leave in respect of fractions of the last year of service. The date of commencement of annual leave may be divided in a maximum of two parts.
- You will be entitled to the **end of service remuneration** based on the laws of the United Arab Emirates. The gratuity calculation shall be calculated using the basic salary only, not including any amount for any allowances, commission or bonus earned.

GENERAL CONDITIONS

- Your employment is conditional upon:-
- Receiving positive medical results as per UAE residency laws
- Receiving positive references and criminal background check as per Marriott International pre-employment policy.
- Confirmation that you are under no obligation to another employer.

Any provision not covered in the offer letter shall be governed by the Labour Law of the United Arab Emirates and the Company's existing policy, which provision shall complete and supplement this agreement. Moreover it is the



associate's obligation to familiarize himself / herself with the U.A.E. Labour Law. Further information is available with the Human Resources Department.

It is further understood that no promise or guarantee of any type concerning terms and/or conditions will bide upon the hotel unless made in writing.

To indicate acceptance of the offer, please sign and return a copy of this letter and a signed copy of the attached job description to us within 7 days from the date of issue. If we do not hear from you within this period, we will consider the offer null and void.

We look forward to welcoming you at the **JW Marriott Marquis Dubai Hotel**.

Yours sincerely,



William Kaffer
General Manager
JW Marriott Marquis Dubai Hotel

ACCEPTANCE:

I, **Brandon Savio Gabriel**, have read, understood and accepted the written terms and conditions of employment as stated and referred to in this document relevant to my employment with the JW Marriott Marquis Dubai

Associate Signature: _____

Acknowledgement and consent on _____ by

[Name]





Training/Internship Placement Plan

OMB APPROVAL NO. 1405-0170
EXPIRATION DATE: 31-JAN-21
ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Dias, Cleny	Program Sponsor: Center for International Career Development
Email Address: clenydias0502@gmail.com	Program Number: P-4-11897
Category: INTERN	Training/Internship Dates: 12/27/2021 - 12/26/2022
Occupational Category: Hospitality and Tourism	

Additional Participant Details

Current Field of Study/Profession: Hospitality Studies	Type of Degree or Certificate: Bachelor
Experience in Field: null years	Date Awarded or Expected: 04/30/2021

Host Organization

Phases: 5

Host Organization Name: Westshore Grand	Employer ID Number: 62-2353526
Address: 4860 W KENNEDY BLVD, TAMPA, FL 33609	Worker's Comp Policy: Yes, The North River Insurance Company
Number of FT Employees: 70	Worker's Comp for Exchange Visitor: Yes
Onsite at Location:	Exchange Visitor Hours per week: 32
Annual Revenue: \$0-\$10 Million	Stipend: Yes, 1664.00 per Month
Website URL: https://westshoregrand.com/	Non-Monetary Compensation Value:
Main Program Supervisor/POC: Randles, Kevin Executive Chef kevin.randles@westshoregrand.com Phone: 8132664000	

Certifications

Trainee/Intern	<p>I certify that:</p> <ol style="list-style-type: none"> I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP); I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States; I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program; I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited; I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP; I will respond in a timely way to all inquiries and monitoring activities of my sponsor; I will follow all of my sponsor's guidelines required for my participation in my program; I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.
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Signature of Dias, Cleny

Date: 11 / 04 / 2021
mm/dd/yyyy

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Sponsor

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
 - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
 - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
 - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
 - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
 - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.)
 - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
 - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Madeline Grossblatt

Printed name of Responsible Officer or Alternate Responsible Officer

mgrossblatt

Signature of Responsible Officer or Alternate Responsible Officer

Date 11 / 04 / 2021

mm/dd/yyyy

Center for International Career Development

Name of Sponsor Organization

P-4-11697

Program Number

Privacy Act Statement

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

PURPOSE: The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

ROUTINE USES: The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf. More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

DISCLOSURE: Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

Paper Work Reduction Act

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, fifth floor, U.S. Department of State, Washington, DC 20522.

**Training/Internship Placement Plan**

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 31-JAN-21
 ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Email Address: clenydias0502@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

Program Sponsor: Center for International Career Development

Program Number: P-4-11897

Training/Internship Dates: 12/27/2021 - 12/26/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g. if the trainee/intern is rotating through different departments).

Host Organization

Host Organization Name: Westshore Grand

Address: 4880 W KENNEDY BLVD, TAMPA, FL 33609

Phase Name: Orientation**Phase: 1 of 5**

Training/Internship Field: Cooking and Related Culinary Arts, General

Start Date: 12/27/2021

End Date: 01/15/2022

Supervisor: Randles, Kevin

Executive Chef

kevin.randles@westshoregrand.com

Phone: 8132864000

Description of Trainee/Intern's role for this Program or Phase

The participant first two weeks in the hotel will be dedicated to providing an Orientation that introduces the intern to hotel policies, procedures, operations, and customer service standards at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

Specific Goals and Objectives for this Program or Phase

The participant first two weeks at the hotel will be dedicated to providing an orientation that introduces intern to the hotel policies, procedures, operations, and customer service standards. The participant will receive a cross training, introducing them to the various departments within the Culinary division including restaurants, Meats Department, Saucier Department, and Banquet-Basic Training. The participant may spend more time in one department during the first month and learn how specific department relates and coordinates with all other departments in the Culinary division.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

Christian Gaitan - Director of Human Resources, will oversee the Exchange Visitor's program at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.
 Kevin Randles - Executive Chef. He has many years of experience in the industry. He is sufficiently competent to impart the knowledge, skills and technique necessary for a successful training program based on experience and tenure at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The participant can enjoy a Segway tour of beautiful downtown Tampa. The participant can take in the historic sites of Ybor City.

What specific knowledge skills, or techniques will be learned?

There will be an orientation to the kitchen operations, where the participant will be doing most of the business/culinary training. The participant will learn everything that will prepare the participant for the rest of the training including tools, equipment, supplies, guidelines and kitchen policies. This will also be a time for the participant to adjust to the new environment and culture.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Complete safety and food standards training
- Introductory training in the departments: use of equipment, day to day operations, and personnel.
- Overview of each department: function, structure, business operations, and services.
- Assist with basic projects and activities designed to develop the participant's familiarity to daily operations in one department.
- The intern will have opportunity to get acclimated to the surroundings and new culture

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Kevin Randles - Executive Chef will review all orientation information with the participant to make sure that the information is understood and absorbed. Regular meetings will be held to discuss the participant's performance and progress.

Additional Phase Remarks

Certifications

Phase Supervisor

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training

Exchange Visitor (surname/primary, given name)

Dias, Cleny

delineated on this T/IPP;

3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP;
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Kevin Randles

Signature of Randles, Kevin

Date: 11 / 09 / 2021

mm/dd/yyyy

**Training/Internship Placement Plan**

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 31-JAN-21
 ESTIMATED BURDEN: 1.5 HOUR\$

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Email Address: clenydias0502@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

Program Sponsor: Center for International Career Development

Program Number: P-4-11897

Training/Internship Dates: 12/27/2021 - 12/26/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g. if the trainee/intern is rotating through different departments).

Host Organization

Host Organization Name: Westshore Grand

Address: 4880 W KENNEDY BLVD, TAMPA, FL 33609

Phase Name: *Garde Manger***Phase: 2 of 5**

Training/Internship Field: Cooking and Related Culinary Arts, General

Start Date: 01/16/2022

End Date: 04/15/2022

Supervisor: Randles, Kevin

Executive Chef

kevin.randles@westshoregrand.com

Phone: 8132864000

Description of Trainee/Intern's role for this Program or Phase

The objective of this phase is to introduce the participant to the daily operations of the Garde Manger. This phase will equip the participant with the knowledge and skills to safely and effectively manage the back of the house operations of The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

Specific Goals and Objectives for this Program or Phase

The primary objective of the garde manger is to quickly prepare cold foods such as salads and charcuterie. The participant will become familiar with the methods of cold food preparation including set-up, presentation, and sanitation. The intern must learn each activity and task by doing and being exposed to real situations. Hands on training provides the intern opportunities for interaction and sharing among co-workers, supervisors and managers.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

Christian Gaitan - Director of Human Resources, will oversee the Exchange Visitor's program at The Westshore Grand, A Tribute Portfolio Hotel, Tampa
 Kevin Randles - Executive Chef. He has many years of experience in the industry. He is sufficiently competent to impart the knowledge, skills and technique necessary for a successful training program based on experience and tenure at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The participant can enjoy the Thanksgiving holiday events in the Tampa Riverwalk park. The participant can enjoy a traditional Thanksgiving holiday celebration with the Hilton Tampa Airport Westshore. The participant can enjoy the annual Enchanted Tree Lighting Ceremony and Holiday Street Party in Hyde Park Village to kick off the Christmas season. The participant can visit the Florida Botanical Gardens aglow with lights highlighting plants down the garden paths and includes live entertainment nightly. The participant can view the annual New Year's Eve fireworks display at the Tampa Riverwalk.

What specific knowledge, skills, or techniques will be learned?

The participant will learn the Garde Manger operations. There will be training in food preparation, regulations and related procedures. He will learn station set-up, presentation, and sanitation. There will be a comprehensive training in back of house operations. The training during this phase will allow the participant to possess the knowledge and skills required to manage and train employees in this department.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Learning basic Salad presentation, Dressing, Plate ups, Buffet procedures.
- Walk-in Maintenance and rotation of Food Labeling, Dating and proper Usage of cold Food.
- Cold Food Garnishing; Cold Food Holding Temperatures
- The intern will also train in the restaurant: Taking care of Salads and appetizer, Desserts and other Cold Food Preparations.
- Station Set-up, Special Preparation, Rotation and mise en place set up.
- Sanitation and follow through on recipes.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

The participant will report to Kevin Randles - Executive Chef and will receive feedback on a weekly basis. The Supervisor will conduct an evaluation at the end of this phase to determine the participant's progress and skill level.

Additional Phase Remarks**Certifications**

Phase Supervisor I certify that:

Exchange Visitor (surname/primary, given name)

Dias, Cleny

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full- or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP;
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Kevin Randles

Signature of Randles, Kevin

Date: 11 / 09 / 2021

mm/dd/yyyy

**Training/Internship Placement Plan**

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 31-JAN-21
 ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Email Address: clenydias0502@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

Program Sponsor: Center for International Career Development

Program Number: P-4-11897

Training/Internship Dates: 12/27/2021 - 12/26/2022

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Host Organization

Host Organization Name: Westshore Grand

Address: 4880 W KENNEDY BLVD, TAMPA, FL 33609

Phase Name: Meats Department

Phase: 3 of 5

Training/Internship Field: Cooking and Related Culinary Arts, General

Start Date: 04/16/2022

End Date: 07/15/2022

Supervisor: Randles, Kevin

Executive Chef

kevin.randles@westshoregrand.com

Phone: 8132864000

Description of Trainee/Intern's role for this Program or Phase

The objective of this phase is for the participant to get an overview of the daily operations of the Meats Department. During this phase the participant will be thoroughly trained on the aspects of safety, law, and procedures of the meats department at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

Specific Goals and Objectives for this Program or Phase

During this phase, the participant will learn the operations of the meat department. The participant will become proficient at butchering procedures including compliance to federal laws and safety regulations. The participant must learn each activity and task by doing and being exposed to real situations. Hands on training provides the intern opportunities for interaction and sharing among co-workers, supervisors and managers.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

Christian Gaitan - Director of Human Resources - will oversee the Exchange Visitor's program at The Westshore Grand, A Tribute Portfolio Hotel, Tampa
 Kevin Randles - Executive Chef. He has many years of experience in the industry. He is sufficiently competent to impart the knowledge, skills and technique necessary for a successful training program based on experience and tenure at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The Tampa Museum of Art is a must see as well. The participant can also take an outing to The Florida Aquarium. The participant can also visit the Tampa Bay History Center.

What specific knowledge skills, or techniques will be learned?

In this phase the participant will learn the company's Service Essentials Standards. This will be part of the participant's on-going training in personnel management. The participant will learn the operations of the meats department. There will be training in butchering procedures including compliance to federal laws and regulations. There will be a comprehensive training in butchering, which is an important area for any manager to know in a restaurant business.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Learning and upholding policies, Service Essentials Standards, Standard Operating Manual, Disciplinary Actions and Follow Through and Scheduling.
 - Learn Butcher Procedures: Proper Receiving and Storage of Proteins.
 - Rotation labeling and compliance with US Food service Laws, i.e.: Safe keeping of shellfish labels for 90 days) etc.
 - Assist with inventory and ordering with purveyors; trained in detail on butchering Seafood, Beef, Lamb, Poultry and Game.
- Training will include yield information, usable trim and unusable trim, as well as cross contamination. The participant will assist with fill protein requisitions for outlets.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Regular meetings will be held by Kevin Randles - Executive Chef to discuss the participant's performance during this phase. The Supervisor will conduct a mid-point evaluation at the end of this phase to determine the participant's progress and skill level.

Additional Phase Remarks**Certifications**

Phase Supervisor I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);

Exchange Visitor (surname/primary, given name)

Dias, Cleny

2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP;
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Kevin Randles

Signature of Randles, Kevin

Date: *11 / 09 / 2021*

mm/dd/yyyy

**Training/Internship Placement Plan**

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 31-JAN-21
 ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Email Address: clenydias0502@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

Program Sponsor: Center for International Career Development

Program Number: P-4-11897

Training/Internship Dates: 12/27/2021 - 12/26/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g. if the trainee/intern is rotating through different departments).

Host Organization

Host Organization Name: Westshore Grand

Address: 4880 W KENNEDY BLVD, TAMPA, FL 33609

Phase Name: *Saucier Department*

Phase: 4 of 5

Training/Internship Field: Cooking and Related Culinary Arts, General

Start Date: 07/16/2022

End Date: 10/15/2022

Supervisor: Randles, Kevin

Executive Chef

kevin.randles@westshoregrand.com

Phone: 8132864000

Description of Trainee/Intern's role for this Program or Phase

The objective of this phase is to give the participant an overview of the daily operations and expectations of the saucier department in a high-paced restaurant environment at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

Specific Goals and Objectives for this Program or Phase

During this phase, the intern will learn the Saucier Department's procedures, operations and essential activities. The intern will learn methods for soups, sauces, stocks, portion control and portion planning. The intern will learn food cost and consistency procedures. The intern will develop managerial skills by interacting with other departments and managing cost.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

Christian Gaitan - Director of Human Resources - will oversee the Exchange Visitor's program at The Westshore Grand, A Tribute Portfolio Hotel, Tampa
 Kevin Randles - Executive Chef. He has many years of experience in the industry. He is sufficiently competent to impart the knowledge, skills and technique necessary for a successful training program based on experience and tenure at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The participant can enjoy the fun of Adventure Island - an outdoor water theme park. The participant can also take a walk on the beautiful Tampa Riverwalk. They can also visit the SS American Victory Mariners' Memorial and Museum Ship.

What specific knowledge skills, or techniques will be learned?

- Learn the terminology and techniques for creating sauces and soups
- Prepare stocks, sauces, gravies, soups, and sautés
- Learn recipes and become knowledgeable about mixtures and spices
- Train as part of a team to create the dishes for the day
- Assist in the creation of new dishes

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

During this phase, the participant will learn the operations of the saucier department. The participant will learn to prepare sauces, soups, and stews consistently with the help of recipes and assistance from saucier department coworkers. The participant must learn each activity and task by doing and being exposed to real situations in a kitchen environment. This allows the participant to be exposed to different situations and circumstances that cannot be duplicated in a classroom.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

The participant will report to Kevin Randles - Executive Chef and will receive feedback on a weekly basis. The Supervisor will conduct an evaluation at the end of this phase to determine the participant's progress and skill level.

Additional Phase Remarks**Certifications**

Phase Supervisor I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);

Exchange Visitor (surname/primary, given name)

Dias, Cleny

2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DS-7002 (12/2016)

Kevin Randles

Signature of Randles, Kevin

Date: *11 / 09 / 2021*

mm/dd/yyyy

**Training/Internship Placement Plan**

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 31-JAN-21
 ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Email Address: clenydias0502@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

Program Sponsor: Center for International Career Development

Program Number: P-4-11897

Training/Internship Dates: 12/27/2021 - 12/26/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g., if the trainee/intern is rotating through different departments).

Host Organization

Host Organization Name: Westshore Grand

Address: 4880 W KENNEDY BLVD, TAMPA, FL 33609

Phase Name: Advanced Training**Phase: 5 of 5**

Training/Internship Field: Cooking and Related Culinary Arts, General

Start Date: 10/16/2022

End Date: 12/26/2022

Supervisor: Randles, Kevin

Executive Chef

kevin.randles@westshoregrand.com

Phone: 8132864000

Description of Trainee/Intern's role for this Program or Phase

The objective of this phase is to give the participant an overview of supervisory duties within The Westshore Grand, A Tribute Portfolio Hotel, Tampa. The participant will also be introduced to the daily operations and expectations of banquet operations within the hotel. The Westshore Grand, A Tribute Portfolio Hotel, Tampa features 14,321 sq. ft. of flexible function space. This phase will also introduce the participant to supervisory duties within the hotel, such as scheduling, labor, and inventory control, and supervising staff. This objective will focus on the participant's food service management and organization skills.

Specific Goals and Objectives for this Program or Phase

During this phase, the participant will learn the importance of team interaction, communication, and cooperation. The participant will be trained on how to manage catering projects, as well how to organize the daily operations of a functioning catering and banquet department. He will learn cost control, scheduling and labor control as well as strict health and cleanliness standards. The participant will finalize and fine tune knowledge and skills learned throughout the training through on the job training and being exposed to real situations at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

Christian Gaitan - Director of Human Resources, will oversee the Exchange Visitor's program at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.
 Kevin Randles - Executive Chef. He has many years of experience in the industry. He is sufficiently competent to impart the knowledge, skills and technique necessary for a successful training program based on experience and tenure at The Westshore Grand, A Tribute Portfolio Hotel, Tampa.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The participant can join Tampa's favorite 4th of July celebration, Tampa Red White & Blue Festival featuring lots of family fun activities in the Cotanchobee Fort Brooke Park. The participant can enjoy a picnic or hike in beautiful Lowry Park. They can also enjoy the thrill of the rides at Busch Gardens Tampa.

What specific knowledge skills, or techniques will be learned?

The intern will learn the essentials of food service management, ordering and vendor specifications, maintaining inventory and cost controls, analyzing cost controls, and service safe certifications, as well as how to train and manage new employees. The intern will continue to gain exposure to the Banquet department by taking on different roles during various events. The intern will become familiar with the banquet menu and develop customer service skills through direct interaction with hotel guests. The intern will have an opportunity to handle special supervisory projects in the hotel banquet department. This may include, planning events with clients, reserving space in the hotel for special events, establishing floor plans, scheduling staff, organizing catering and anticipating customer needs.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Assist with all menu planning, design and costing for full culinary operations; ensure consistency standards are met in plate presentations for all menu items and meal periods
- Responsible for purchasing, receiving, stocking, rotating and managing inventory of all food, produce and beverages for the Restaurant and Catering
- Participate as a member of the team during events; the intern will perform in different roles during each event.
- Communicate with guests to meet specifications and address questions and concerns.
- Review the banquet Perspectives; participate and assist with service team meetings before events; provide service at banquet buffet
- Training in management and leadership; assist with organizing events and catering; participate in business planning.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

A final evaluation will be conducted and submitted by Kevin Randles - Executive Chef at the end of the program.

Additional Phase Remarks

Exchange Visitor (surname/primary, given name)

Dias, Cleny

Certifications

Phase Supervisor

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP;
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Kevin Randles

Signature of Randles, Kevin

Date: 11 / 09 / 2021

mm/dd/yyyy

CICD Host Organization Agreement

The information provided in this agreement is used to determine your organization's eligibility to host a J-1 Trainee or Intern.

1. The following document must be completed by the Host Organization supervisor, program contact, or human resources manager.
2. Do not modify this document. CICD will not review documents in which the formatting or fields have been modified.

The following terms are used interchangeably throughout this agreement: "Participant," "Applicant," and "Trainee/Intern."

CICD Partner Agency:	Hospitality Placements USA
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Trainee/Intern Name:	Program Dates:
Dias, Cleny	12/27/2021 - 12/26/2022

* By signing below, the Host Organization (HO) understands and agrees that CICD may at any appropriate time amend agreed upon program participation dates in SEVIS to accommodate HO and/or participant's participation schedule. Final program dates shall be reflected in the final DS-7002 Training/Internship Placement Plan produced in SEVIS.

Host Organization Information:			
Name:	Westshore Grand	Year Founded:	1990
Website:	https://westshoregrand.com/	US Incorporated?	Yes
Name of Parent Company or DBA (if applicable):	HEI Hotels and Resorts		
Host Organization branch/subsidiary locations (if applicable):	none		
Primary business activities of the company:			
Full service hotel			

The following information is used to determine whether your organization requires a site visit:			
Annual gross revenue:	\$3-\$10 Million		
Number of full time employees at the site of activity:	70	Number of employees company-wide:	70
Number of J-1 trainees or interns currently at the company:	0		

J-1 Trainee/Intern's Supervisor:			
Name:	Randles, Kevin	Title:	Executive Chef
Phone:	(813) 286-4000	Email:	kevin.randles@westshoregrand.com
Host Organization Contact (if different):			
Name:	Gaitan, Christian	Title:	Director of Human Resources
Phone:	(305) 491-9943	Email:	christian.gaitan@westshoregrand.com

J-1 Program Details:			
The position is:	paid	Hours per week:	32
Stipend:	\$1664.00 per month		
If the Host Organization will provide compensation for any of the following, please indicate the approximate value:			
Housing (per month):	\$ 0.00	Transportation (per month):	\$ 0.00
		Other (per month):	\$ 0.00
Compensation Notes (if any):			
Does the Host Organization have any outside agreements with the Trainee/Intern regarding housing, transportation, aspects of the program or other costs? Yes <i>If yes, please attach copies of such agreements. (required)</i>			
Has the applicant for J-1 sponsorship previously been employed by the Host Organization? No			
Will the Trainee/Intern fill the position of a staff member? No			
Will the Trainee/Intern perform unskilled tasks during the majority of their training/internship program? No (Examples include: Bartenders, Bookkeepers, Cashiers, Cleaners, Servers, Janitors, Groundskeepers, Housekeepers, etc.)			
Will the Trainee/Intern be expected to provide any of his/her own equipment during the proposed program? No If yes, please describe:			

- Center for International Career Development (CICD), as a U.S. Department of State designated Exchange Visitor Program sponsor, shall abide by all U.S. Department of State regulations governing the Exchange Visitor Program. (22 CFR 62.)
- Term: This Agreement is valid for the requested period of training specified in the table at the top of this Agreement unless terminated by either party or the Trainee/Intern according to the terms of this Agreement.
- Relationship of the Parties: The parties intend that the relationship between them under this Agreement is that of independent companies only. The Host Organization and CICD are free to engage in other normal businesses without limitation.
- The Host Organization understands that CICD has contracted with the Partner Agency named above for the purposes of assisting with J-1 Trainee/Intern application and program administration. The Host Organization has read, agrees with and accepts the fee and refund policy of the Partner Agency named above. Further, the Host Organization has read, agrees with and accepts that CICD shall provide an appropriate refund only from payments CICD received for its invoiced service (either from the Applicant or Partner Agency). A complete description of CICD's refund policy is available at <http://www.cicdgo.com/fees.php>. Where deemed appropriate, CICD may choose to refund the Applicant directly. CICD strongly recommends that the Host Organization clearly understand the refund policies of both CICD's Partner Agency and CICD before signing any participation agreement. The Host Organization therefore understands and agrees that CICD shall not be held responsible for any problems with receiving a refund from the above named Partner Agency or CICD.
- Taxes: Per IRS Employer Tax Guide and Publication 515, The Host Organization understands that Participants are considered non-resident aliens who are not subject to Social Security (FICA), Medicare, or federal unemployment (FUTA) withholding taxes. The Host Organization agrees to consult a qualified tax professional regarding all state and federal tax matters.
- Expenses: The Host Organization shall be responsible for all expenses incurred by the Host Organization and/or work-related expenses incurred by the Participant on behalf of the Host Organization while on the job. Neither CICD nor the Host Organization is responsible for any personal living expenses incurred by the Participant, including commuting costs to and from the Host Organization, room and board, etc., unless otherwise agreed in writing.
- The Host Organization agrees to:
 - Familiarize itself with its responsibilities according to U.S. Department of State regulations (at 22 CFR 62.22) governing the Exchange Visitor Program. Further, the Host Organization agrees to abide by all applicable USCIS (United States Citizenship and Immigration Services, formerly INS) laws, U.S. Department of State regulations, and CICD program guidelines;
 - Provide CICD with copies of all proposed outside/additional agreements between the Host Organization and Participant as well as agreements between Host Organization and relevant third party organizations regarding accommodation, transportation, and other program related materials;
 - NOT consider or pay the Intern or Trainee as a 1099 independent contractor (U.S. Department of State regulations 8 CFR 274a.1(f)) - rather (if Intern or Trainee is paid) use IRS Form W-4 to pay the Intern or Trainee as an "Employee".
 - Notify CICD promptly of any concerns about, changes in, or deviations from the TAPP during the program (22 CFR 62.22(h)(1)(i));
 - Notify CICD immediately of the discontinuation of the program for any reason. Host Organization understands that the Participant must leave the United States within 30 days of the termination of the program, or earlier if instructed to do so by CICD or a governmental authority;
 - Abide by all Federal, State, and Local occupational health and safety laws, as well as all program rules and regulations set forth by CICD. Further, the Host Organization agrees to contact CICD immediately in the event of any emergency involving any Participant(s);

7. Comply with Host Organization site visit requirements. Site visits are required for organizations that have not previously successfully participated in CICD's training/internship program and that have fewer than 25 employees or \$3 million annual revenue;
 8. Not place trainees or interns in unskilled or casual labor positions, in positions that involve child or elder care, or in clinical or any other kind of work that involves patient care or contact, including any work that would require trainees or interns to provide therapy, medication, or other clinical or medical care (e.g. sports or physical therapy, psychological counselling, nursing, dentistry, veterinary medicine, social work, speech therapy, or early childhood education); positions, occupations, or businesses that could bring the Exchange Visitor Program, the U.S. Department of State or CICD into notoriety or disrepute; positions that involve more than 20% clerical work, or that are not necessary for and consistent with the completion of training and internship program assignments (22 CFR 62.22(i)(1)-(4).);
 9. Appropriately inform and orient the Participant at the beginning of the program about the Host Organization's rules and regulations, with special regard given to program regulations, expectations, and safety rules;
 10. Not knowingly hide from CICD any employment by the Participant falling outside the program, and notify CICD immediately upon discovering any instance of Participant's outside employment. Further, the Host Organization shall immediately notify CICD upon learning of a Participant's abandonment of his/her position;
 11. Not use this program as a substitute for ordinary work purposes, nor under any circumstances to displace American workers;
 12. Submit a written request for program Extensions only within the maximum program duration (18 months for Trainee; 12 months for Interns or Hospitality and Tourism programs). An extended program requires the full completion of a program extension application and new T/IPP;
 13. Complete required Trainee/Intern Mid-point and Final Evaluations, ensuring that the supervisor and Participant sign and return each evaluation to CICD in a timely manner;
 14. Release the Participant for supplementary lectures/seminars when appropriate;
 15. Cooperate with a representative of CICD in all aspects related to the implementation of the program whenever necessary; and
 16. Permit CICD to list the Host Organization on its website or in publications unless otherwise instructed in writing.
8. The Host Organization understands that CICD is a U.S. Department of State designated sponsor of the J-1 program, and as such, CICD may at any time withdraw sponsorship from any Participant in the event of non-compliance with program regulations (22 CFR 62.22) or deviation from the T/IPP.
 9. The Host Organization understands that U.S. Government agencies having jurisdiction over immigration matters exercise discretion in administering their responsibilities, and therefore CICD makes no claim or representation with respect to the likelihood of success in any visa application or the time in which a particular application is processed.
 10. Indemnification: The Host Organization shall indemnify and hold harmless CICD and all other persons connected with the program process, from all liabilities, claims, actions, damages, expenses, and losses incurred by reason of any act, error, or omission of the Host Organization or its agents, and/or Participant participation in specific Host Organization training courses or activities, except in the event of willful negligence on the part of CICD.

The Host Organization understands that the entire J-1 program process may include and not be limited to, responsibilities and activities such as international travel to and from the Host Organization by the Participant; daily travel to and from the Host Organization by the Participant; the Host Organization supplying complete and accurate forms and information to CICD; interviews; orientations; the Host Organization's full time and complete participation in providing and monitoring the training; Participant travel with the Host Organization; as well as other responsibilities and expectations outlined in any Host Organization procedures and CICD information.

The Host Organization understands that the primary program risks at a Host Organization include, but are not limited to, the Participant getting fired; termination of the position; injury to Participant; disappointment with training/internship conditions; business bankruptcy; reduction in personnel; injury or death due to air/land/water travel or traffic; changes in immigration laws and regulations; acts of God; as well as physical or mental disease or injury that can be caused by any number of sources. The consequences of these risks can involve, but are not limited to, hospitalization, medical treatment, death, and/or Participant's return to home country.

The Host Organization desires to host a Participant sponsored by CICD, and knowingly consents to be considered for participation as a Host Organization in this program. If accepted, the Host Organization knowingly chooses to adhere to all rules and expectations for the duration of the program.

The Host Organization has been informed of the procedures and costs involved in preparation for and participation in hosting Participant(s).

The Host Organization understands and is aware that the results of any program are not fully predictable or guaranteed, and that CICD and its representatives make no guaranties of the outcomes or results of the program.

The Host Organization understands that despite reasonable efforts made by CICD to ensure that the results of the program are positive and enjoyable, CICD cannot guarantee or assure that there may not be problems or challenges which may lead to the expulsion, firing, dismissal, or termination of the Participant. CICD reserves the sole judgment and discretion to terminate the program.

The Host Organization understands that, given human nature, a certain percentage of people which may include this (these) Participant(s) will not succeed in completing this program despite CICD's, the Host Organization's, or others' work and screening procedures. The Host Organization agrees to not hold CICD, or any other persons connected therewith, liable in any way for any decision to terminate any aspect of the program.

The Host Organization is informed that CICD is the sponsor organization and can in no way be construed to be the employer of the Participant(s) in the U.S., unless otherwise agreed in writing. The Host Organization named above is the employer for the duration of the program, unless otherwise agreed in writing.

The Host Organization hereby states and affirms that the training/internship procedures and expectations have been presented and explained to the Host Organization's and Participant's full and complete understanding and satisfaction.

The Host Organization understands that there are alternatives to the CICD program that could have been chosen, and that it freely chose to enter into this Agreement to participate in the CICD program.

11. **Confidentiality:** The Host Organization and CICD agree that all Confidential Information disclosed to each other, their agents, employees or other persons, businesses or corporations acting in concert, with or on behalf of each respectively, shall be maintained and treated as entirely confidential.

Confidential Information includes communications and information pertaining to the application process and program administration. The foregoing includes without limitation registered and unregistered copyrights, trademarks or service marks and trade names, patents pending or issued, which are disclosed orally, in writing, or by electronic means between CICD and Host Organization. Please be advised that all CICD records and communications may subject to review by the U.S. Department of State at their discretion.

12. **Fraudulent/Illegal Activities:** By signing below, I/we/our company confirm that I/we/our company have not been approached or contacted by anyone or any organization asking any of us to participate in activities during the Intern or Trainee program that might somehow be illegal, fraudulent, compromising to the safety and wellbeing of others, or in any violation of J-1 program regulations. Example of such activities include, but are not limited to, people or organizations asking me to do things like: move or carry significant amounts of money for them; call or otherwise threaten others in the US or elsewhere in order to extort money; become involved in prostitution or other forms of sex trade and human trafficking.
13. **Notices:** All notices and other communication required shall be made in writing and delivered personally or sent by certified mail, to CICD at the following address: Center for International Career Development, 3302 Fuhrman Ave E, Suite 300, Seattle, WA 98102.
14. **Arbitration:** Any dispute, difference, or disagreement that arises upon or in respect to the Agreement which CICD and the Host Organization cannot mutually agree on a solution shall be referred to a single arbiter agreed upon by the parties. If no single arbiter can be agreed upon, an arbiter or arbiters shall be selected in accordance with the rules of the American Arbitration Association. Such dispute, difference, or disagreement shall be settled by arbitration in accordance with the then prevailing commercial rules of the American Arbitration Association. Judgment upon the award rendered by thearbiter may be entered in any court having jurisdiction thereof.
15. **Choice of Law:** The laws of the State of Washington, USA, shall govern all disputes arising under or out of this Agreement. No other law shall be applicable. Any lawsuit arising out of this Agreement, or in connection with this Agreement, may only be brought in King County, Washington, USA.
16. **Amendment:** This Agreement may be amended only by written agreement signed by both parties.
17. **Severability:** This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement. If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of the remainder of this Agreement to any person or circumstance, shall not be affected.

J-1 Program Reminders:	<i>Trainee/Intern: Dias, Cleny</i>
Please review the following program reminders, indicating that you are aware of, agree, and will comply with all U.S. Department of State Regulations and CICD guidelines.	
<ol style="list-style-type: none"> 1. I understand that this program application is being processed through the CICD partner agency or law firm named above. 2. I agree to notify CICD in writing if the Trainee/Intern fails to begin the training/internship program as scheduled, abandons the training/internship program, or is terminated for any reason from the training/internship program before the official end date on the Host Organization Contract and T/IPP. 3. I agree that the Participant will be supervised continuously and that I will evaluate the Participant's performance and discuss the results with the Trainee/Intern, and that the Participant and I must complete, sign, and return the Mid-point Evaluation and Final Evaluation forms (which will be provided by CICD at the appropriate times) to CICD. 4. I am aware that I must inform CICD of changes in supervision of the Participant, contact information including the address where the program is taking place, or if the Host Organization experiences any difficulties that may affect the safe and successful completion of the program. 5. I am aware that the Participant's actual program of activities, location, or dates may be changed from that described in the T/IPP only with the prior written approval of CICD. Further, any significant change, such as to another location or supervisor, may require a new T/IPP to be approved and may incur administrative fees. 6. I am aware that the Participant is strictly prohibited from accepting any outside employment, and that any such employment or intent to accept outside employment must be immediately reported to CICD in writing. 7. I am aware that the Participant must leave the U.S. within 30 days of the end date of the program, and that the Participant is not allowed to train/intern during this 30 day period, commonly known as the "grace period," following the end date of the program. 	

Signatures:	
Host Organization Supervisor: _____ <i>Kevin Randles</i> _____	Date: <u>11 / 09 / 2021</u>

CICD Trainee / Intern Agreement

The information provided in this agreement will be used to determine your eligibility to participate in a J-1 Program.

1. The following document must be completed by the Trainee/Intern applicant.
2. Do not modify this document. CICD will not review documents in which the formatting or fields have been modified.

The following terms are used interchangeably throughout this agreement: "Participant," "Applicant," and "Trainee/Intern."

CICD Partner Agency:	Hospitality Placements USA
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Trainee/Intern Information:			
Applicant Name:	Dias, Cleny	Program Dates:	12/27/2021 - 12/26/2022
Program Type:	Intern	Field of training/internship:	Cooking and Related Culinary Arts, General
Number of J-2 Dependents (spouse and/or unmarried children under the age of 21):		0	
Current Contact Information:			
Email Address:	Clenydias0502@gmail.com		
Street Address:	H. No 321, Guplem Fatorda		
City/State/Postal Code:	Margao, Goa 403602		
Country:	INDIA		

Emergency Contact Information:			
Name:	Joel Cruz	Relationship:	Cousin
Phone:	7083320136	Email:	Cruzjoel1995@gmail.com
City, Country:	Ponda, INDIA		

Eligibility for Participation:	
Are you currently enrolled at a degree or certificate granting post-secondary academic institution outside the U.S.?	No
I graduated from a degree or certificate granting post-secondary academic institution outside the U.S.	Yes
Date of Graduation:	04/30/2021
Do you have any work experience outside of the U.S. in the field of the proposed training?	No
Have you previously entered the U.S. on any other type of visa? <small>If you have previously entered the U.S. on any other type of visa, please provide CICD with a copy of that visa. (required)</small>	No
Have you ever been out of status on a previous US visa or violated immigration or US Department of State regulations?	No
Have you ever been arrested and convicted of violating the law in your home country or in any other country? <small>Note: Certain criminal backgrounds may or may not affect admissibility to the U.S. Please check with U.S. Customs and Immigration Services (USCIS) to determine if your criminal background will affect your admissibility.</small>	No

* By signing below, the Participant understands and agrees that CICD may at any appropriate time amend agreed upon program participation dates in SEVIS to accommodate HO and/or participant's participation schedule. Final program dates shall be reflected in the final DS-7002 Training/Internship Placement Plan produced in SEVIS.

Trainee/Intern Position Information:			
Host Organization:	Westshore Grand		
Location:	TAMPA, FL		
Supervisor:	Randles, Kevin	Supervisor Email:	kevin.randles@westshoregrand.com
The Position is:	paid	Hours per week:	32
Stipend:	\$1664.00 per month		
If the Host Organization will provide compensation for any of the following, please indicate the approximate value:			
Housing (per month):	\$ 0.00	Transportation (per month):	\$ 0.00
		Other (per month):	\$ 0.00
Compensation Notes (if any):			
Have you been presented with any outside/additional agreements regarding housing, transportation, aspects of the program, or other costs?			
	Yes	<i>If yes, please provide CICD copies of such agreements. (required)</i>	

Insurance Information	
CICD must verify that J-1 Applicants (and J-2 Dependents) have insurance coverage that meets or exceeds ALL U.S. Department of State insurance requirements for the ENTIRE proposed training/internship period BEFORE making the Visa Sponsorship decision or issuing the DS-2019 form. Please review the following insurance requirements.	
U.S. Department of State Minimum Health Insurance Requirements:	
<ol style="list-style-type: none"> 1. A minimum of \$50,000 in case of medical evacuation. 2. A minimum of \$25,000 in case of repatriation of remains. 3. A minimum of \$100,000 of regular and customary medical expenses per accident or sickness. 4. A maximum deductible of \$500 per accident or sickness. 5. EITHER be underwritten by an insurance corporation with one of the following ratings: <ul style="list-style-type: none"> - an A.M. Best rating of "A-" or above - a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A-" or above - a Weiss Research Inc. rating of "B+" or above - a Fitch Ratings, Inc. rating of "A-" or above - a Moody's Investor Services rating of "A3" <p>OR be backed by the full faith and credit of the government of your home country.</p> <p>OR be offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP), as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services.</p>	

Insurance Options:	
<input checked="" type="checkbox"/>	OPTION 1: I will purchase insurance through CICD
<input type="checkbox"/>	OPTION 2: I will provide proof of my own insurance

OPTION 1: Purchasing Insurance through CICD	
The health insurance plan you purchase by completing this section is provided by Global Secutive. Details of this policy are included in the J-1 Program Information emailed to you. Please indicate the amount of insurance coverage you wish to purchase. Your CICD coordinator will calculate the total for you, which will be reflected on your invoice. CICD recommends purchasing additional insurance coverage for any extra days you plan to be in the U.S. before and after your training/internship program.	
<input checked="" type="checkbox"/>	Comfort Plan USD \$56 per month (\$100,000 maximum coverage) *
<input type="checkbox"/>	Elite Plan USD \$76 per month (\$2,000,000 maximum coverage) *
* Please note: Insurance policies and premiums available through CICD are subject to change at any time prior to enrollment.	

Financial Support Information:

The U.S. Department of State requires that all J-1 participants have sufficient funds for the entire duration of their J-1 program. The information below will help you determine an approximate amount to cover the costs of travel and living expenses while you are in the U.S.

NOTE: All J-1 Trainees/Interns are required to show that they have a minimum of \$1,200 for the first month of their programs.

This amount excludes the stipend that you may receive from your Host Organization and cost of travel to and from the U.S. In addition, all Trainees/Interns need to maintain \$900 for each month for the duration of the program, taking into account any stipend he/she may or may not be receiving. Please note that your stipend or wages might not cover all of your expenses during your stay in the USA, and only you are responsible to bring additional personal funds required to cover those expenses.

Approximate international round-trip airfare:	\$1500.00
Approximate amount of personal funds that you intend to bring with you to the U.S.:	\$1200.00
Financial support provided by Trainee/Intern's government (if any):	\$0.00
Approximate Total stipend from Host Organization:	\$19968.00

Trainee/Intern and CICD Responsibilities:

We recommend that a qualified person translate this and other CICD documents into your native language so that you are sure to understand everything.

Agreement: In consideration of the mutual goals of the parties, Participant and CICD agree to the following terms and conditions:

- The Center for International Career Development (CICD), as a U.S. Department of State designated Exchange Visitor Program sponsor, shall abide by all U.S. Department of State regulations governing the Exchange Visitor Program. (22 CFR Part 62)
- PROGRAM FEES AND REFUNDS:** The Applicant understands that CICD has contracted with the Partner Agency named above for the purposes of assisting with J-1 Trainee/Intern application and program administration. The Applicant has read, agrees with and accepts the fee and refund policy of the Partner Agency named above. Further, the Applicant has read, agrees with and accepts that CICD shall provide an appropriate refund only from payments CICD received for its invoiced service (either from the Applicant or Partner Agency). A complete description of CICD's refund policy is available at <http://www.cicdgo.com/fees.php>. Where deemed appropriate, CICD may choose to refund the Applicant directly. CICD strongly recommends that the Applicant clearly understand the refund policies of both CICD's Partner Agency and CICD before signing any participation agreement. The Applicant therefore understands and agrees that he/she shall not hold CICD responsible for any problems with receiving a refund from the above named Partner Agency or CICD.
- GROUND FORS TERMINATION OF APPLICATION:** The program of any Participant whose documentation information has been altered, falsified, or otherwise inaccurately provided to CICD by the Participant, his/her family, or anyone affiliated with the above named agency, shall be terminated by CICD at its sole discretion with no refund provided. Documentation information includes, but is not limited to: required English Language ability and testing, health and medical information, academic/resume/skills records, rules, and signed agreements. It is the responsibility of the Participant to at all times provide all requested information to CICD completely and accurately, and to follow CICD rules and procedures in its printed orientation and information materials.
- DURATION OF PROGRAM:** The maximum Training program duration is 18 months, and the maximum Internship program duration is 12 months. This Agreement is valid for the period specified in the table above, on the DS 2019 Form, and/or as determined by USCIS or U.S. Department of State. By signing below, the Participant agrees to participate only at the original Host Organization offering the program activities "at will," i.e. the Host Organization can terminate the Participant's program at any time, if for any reason (including, but not limited to, getting fired; termination of the training/internship position; injury; disappointment with training/internship conditions; insufficient English Language capability; business bankruptcy; reduction in personnel; disciplinary reasons), the Participant will no longer be participating in his/her program at the Host Organization, he/she agrees to leave the United States within 30 days of the termination/end of the training/internship, or earlier if required by CICD. The Participant further agrees that he/she cannot enter the U.S. under CICD sponsorship to commence proposed program activities if the Host Organization at any time prior to entry cannot provide the agreed-upon activities. Participant understands and accepts that CICD cannot guarantee that the Host Organization will stay in business for the duration of time indicated on the DS-2019 to provide the agreed-upon activities indicated in Training/Internship Placement Plan ("T/IPP"), and cannot therefore guarantee that the activities at that Host Organization (or any potential other subsequent Host Organization) last the entire duration of the dates indicated on the DS-2019.
- PARTICIPANT RESPONSIBILITIES:** The Participant agrees to comply with all J-1 program regulations including, but not limited to:
 - Arrive and exit the U.S. according to dates listed on their DS 2019 form. The Participant understands that he/she will have 30 days beyond the date printed on their DS 2019 form to travel within the U.S. and close any outstanding affairs. After the 30-day grace period, the Participant is required to leave the U.S.;
 - Return to Participant's home country and share his/her experiences with his/her countrymen;
 - Complete the program as outlined in this agreement and the T/IPP to the best of his/her abilities;
 - complete Mid-point and Final Evaluations concerning the program activities and experiences, and submit them to CICD in a timely manner;
 - Notify CICD within 10 days of a change of address;
 - Not transfer from, leave, or intend to leave the Host Organization for any reason without seeking prior written approval from CICD. CICD shall determine whether a transfer conforms to regulations governing J-1 Participants. Transferring position without CICD's approval may be grounds for the Participant to be considered "out of status", and therefore subject the Participant to actions including, but not limited to, immediate termination of the Participant's J-1 training/internship status and departure from the U.S. at his/her own expense;
 - Submit a written request for program extensions only within the maximum program duration (18 months for Trainee, 12 months for Interns or Hospitality and Tourism programs). An extended program shall be documented by the full completion of a program extension application and new T/IPP;
 - Observe the instructions, rules, regulations, and safety guidelines given by the Host Organization and its representatives;
 - Observe the Host Organization's business hours. In case of absence, the Participant must notify the Host Organization in a timely manner;
 - Not sign or otherwise enter into any contracts or agreements with any non-CICD-partner organization or agency without first contacting CICD directly. The term "non-CICD-partner organization or agency" includes "sub-agents" of CICD-partner agencies;
 - Maintain for the duration of the Program a functioning email address and phone number, and respond in a timely manner to all communications from CICD;
 - Report all abnormal or unsatisfying situations immediately to CICD;
 - Realize that he/she is NOT in the U.S. for employment, but rather for training/internship activities;
 - Cooperate and communicate with CICD personnel in all program aspects including activities and experiences at the Host Organization at any time CICD requests or deems it necessary; and
 - Advise CICD of plans to travel outside the U.S. while on the J-1 program at least three weeks prior to the expected date of travel.
- INDEMNIFICATION:** The Host Organization shall indemnify and hold harmless CICD and all other persons connected with the program process; from all liabilities, claims, actions, damages, expenses, and losses incurred by reason of any act, error, or omission of the Host Organization or its agents, and/or Participant participation in specific Host Organization training courses or activities, except in the event of willful negligence on the part of CICD.

The Participant agrees that participation in the program is at his/her own risk and understands that the primary risks inherent in this program include, but are not limited to, injury or death due to air/land/water travel or traffic, changes in immigration laws and regulations, acts of God, as well as physical or mental disease or injury that can be caused by activities related to training/interning at the Host Organization, participation in Host Organization or CICD sponsored events, or free time activities.

The Participant agrees to indemnify and hold harmless CICD and all other persons connected with the program process from all liabilities, claims, actions, damages, expenses and losses of any nature whatsoever caused by or arising from any aspect of the program activities and all other persons connected therewith. Program

activities include, but are not limited to, participation in specific Host Organization training/internship activities, which may or may not for any reason be available for his/her participation. The Participant further agrees to hold CIGD and its officers harmless in the event of his/her personal illness other personal problems or other events out of his/her control that may cause him/her to miss part or all of the agreed upon program.

The Participant agrees to hold CIGD harmless from all claims including, but not limited to, any representations regarding any part of sponsorship information given on the part of the Host Organization, any agency with which the Participant may have contracted, or any other entities related to CIGD regarding participation in this program. Further, the Participant agrees to hold CIGD harmless from all claims related to changes in location, employment, living or other conditions prior to or after his/her departure from the U.S., or changes in laws or regulations affecting this program.

The Participant agrees to indemnify and hold CIGD harmless from the possible risk that the chosen Host Organization may become unable to provide the agreed upon program at a time prior to the Participant's arrival in the U.S. The Participant agrees to hold CIGD harmless from any and all claims and expenses that he/she may have incurred (e.g. including, but not limited to, airfares and foreign agency payments) in preparing for this program.

The Participant desires to participate in the J-1 training/internship program through CIGD, and understands that he/she knowingly consents to be considered for participation in this program, and if accepted, knowingly chooses to accept and adhere to all rules and expectations for the duration of the training/internship.

The Participant has been informed of the procedures and costs involved in selection, preparation for, and participation in this program and accepts that the results of any training/internship are not fully predictable or guaranteed. CIGD and its representatives make no guarantees of the outcomes or results of the program.

The Participant understands that despite reasonable efforts made by CIGD to ensure that the results of the program are positive and enjoyable, CIGD cannot guarantee or assure that there may not be problems or challenges which may lead to the expulsion, firing, dismissal, or termination of the Participant from the program at the sole judgment and discretion of CIGD or the Host Organization or otherwise.

The Participant understands that given human nature, a certain percentage of people, which may include the Participant, will not succeed in completing this program, despite CIGD's, the Host Organization's or others' work and screening procedures. The Participant agrees to indemnify and hold harmless CIGD or any other persons connected with the program and its administration for failure to complete this program or any decision to terminate any aspect of the program.

The Participant is responsible for all of his/her acts along with any resulting loss or damage while on the program. The Participant agrees to indemnify and hold harmless CIGD for any civil or criminal liability the Participant may incur while on this program or for assisting or defending the Participant in connection with any legal claims made against him/her.

The Participant understands and accepts that CIGD utilizes commonly accepted cloud- and other web-based tools to provide its services, and that these web-based tools are provided by entities other than CIGD. The Participant understands and agrees that neither Participant nor anyone else otherwise representing Participant shall under any circumstance at any time bring suit against or hold CIGD responsible in any manner for damages or potential damages resulting from any kind of breach of electronic security that may result from such cloud- and other web-based entities.

7. **CONFIDENTIALITY:** The Participant agrees to fully observe confidentiality with respect to all confidential Host Organization activities and CIGD-related communications regarding this program and Host Organization regulations and policy.
8. **FRAUDULENT/ILLEGAL ACTIVITIES:** By signing below, I confirm that I have not been approached or contacted by anyone or any organization asking me to participate in activities during my J-1 program that might somehow be illegal, fraudulent, compromising to the safety and wellbeing of others, or in any in violation of J-1 program regulations. Examples of such activities include, but are not limited to, people or organizations asking me to do things like: move or carry significant amounts of money for them; call or otherwise threaten others in the US or elsewhere in order to extort money; become involved in prostitution or other forms of sex trade and human trafficking.
9. **FRIVOLOUS LAWSUIT:** To prevent frivolous lawsuits, if the Participant, or anyone representing or related to the Participant, despite the Participant's full agreement with all aspects of this Agreement, brings suit or otherwise seeks damages from or against CIGD or any other persons connected therewith for any reason related to any aspect of CIGD sponsorship, excluding acts of willful negligence on the part of CIGD, the Participant shall immediately pay on an ongoing basis for all legal and related costs and damages incurred by CIGD and any other persons connected therewith in response to such suit, upon receipt of invoice by CIGD. In the event that the Participant is unable to pay CIGD for all of its legal and related costs and damages as described, Participant shall postpone such suit until a time when he/she can do so.
10. **CHOICE OF LAW:** All disputes arising under or out of this Agreement shall be governed by and resolved in accordance with the laws of the State of Washington, USA. No other law shall be applicable. Any lawsuit arising out of this Agreement, or in connection with this Agreement in any manner, may only be brought in King County, Washington. No other venue shall be applicable.
11. **SEVERABILITY:** This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement. If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of the remainder of this agreement to any person or circumstances other than those as to which it is held invalid, shall not be affected.

J-1 Program Reminders:

Trainee/Intern: Dias, Cleny

1. I understand that CIGD is my J-1 visa/program sponsor.
2. I understand that my application is being processed through an agency or law firm (Hospitality Placements USA).
3. I understand that I am not permitted to accept employment in the U.S. outside of my approved Training Plan (T/IPP).
4. I understand that once I arrive in the U.S. and begin my training or internship program, I am required to check in with CIGD to validate my J-1 visa and program.
5. I understand that if I do not validate with CIGD within 30 days of the start date listed on my DS-2019, my program may be terminated.
6. I understand, agree with, and will comply with all U.S. Department of State Regulations and CIGD guidelines.

J-1 Fee, Service, and Refund Reminder:

Please review the following reminder and provide the TOTAL amount you paid to your Agency and all sub agencies. Your signature below indicates that you have read and agree to this Fee, Service, and Refund reminder.

The total amount I have paid to my Agency and any sub agencies to participate in this program is: **\$3700.00**

I confirm: 1) that this amount is reasonable and acceptable to me for the services I have freely chosen and that are described in this and any other contract that I have signed for the purposes of participation in this program; 2) that I have researched and otherwise vetted my Agency and am reasonably sure that it is financially and otherwise solvent, operational and reliable to provide its agreed-upon services and any and all contractual refunds in any event, including but not limited to the event that I choose not to participate according to the terms of its and CIGD's contracts; 3) that I am familiar with my Agency's pricing, refund and service policies and confirm that they are reasonable and acceptable to me; and 4) that if for any reason my Agency becomes financially or otherwise insolvent or unable to operate and/or to provide its agreed-upon services and/or any contractual refunds or compensation according to the contracts, I will not hold CIGD responsible for any monetary or other refunds, reimbursements or potentially resulting damages.

Additional Agreement, Conditions and Understanding

Participating in J-1 cultural exchange programs during the COVID pandemic presents added unique challenges to participants, host organizations/schools, accommodation providers, host families and sponsor organizations. Please read the following conditions of participation closely. If you need it translated into your native language, please do so.

In addition to CICD's COVID-19 hygiene and health safety guidelines you will find in your CICD Program Information, the following additional agreement, conditions and understanding govern participation in the CICD program.

By applying for and/or participating in CICD's program(s) you understand and expressly acknowledge the inherent risks of exposure to COVID-19 that exist in any public or private or host company/school place where people are present. By participating in this program, you freely understand and agree to assume all risks related to exposure to COVID-19, and waive, release, and discharge CICD, the host organization(s), and/or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers from any and all liability, claims, damages under any theory, whether in negligence or otherwise, for any illness, injury or death you may thereby experience or cause.

For everyone's safety, enjoyment and program success, if for any reason you do not or cannot understand or agree with these conditions, your program will be canceled.

All participants' (and if applicable their parents') understanding and agreement with these conditions shall be indicated by the participants' travel to their exchange destinations to begin their programs and/or by their signed or emailed confirmation of agreement. Host families' and accommodation providers' understanding and agreement shall be indicated by their welcoming their J-1 participant(s) in-person to begin their program(s). Host Organizations' et al understanding and agreement shall also be indicated by their previously signed CICD documents and welcoming their J-1 participants in-person to begin their programs.

I/we understand and agree that I/we:

- Shall at all times follow commonly prescribed methods of COVID disease control and hygiene recommended by reliable national, state and local health authorities to keep each other safe and healthy.
- Are not guaranteed not to get sick with COVID or any other disease before, during or after the program, and therefore each of us, the host company/school, participants, (if applicable, natural parents), accommodations providers and CICD mutually agree to hold each other harmless for any and all related matters, and not to hold each other responsible for any related claims or damages whatsoever
- Shall immediately report concerning COVID-related matters in which we are directly involved to CICD on its 24-hour emergency line
- May not be able to attend program activities 100% of the time for temporary or extended periods of time, and therefore shall hold CICD and all other parties harmless for any and all related matters and claims.
- May experience a situation in which host company or school may need to go 100% online; in which case we shall hold CICD and all other parties harmless for any and all related matters, inconveniences and claims.
- Participants and their Natural Families, understand and agree that this program may be canceled due to COVID-related public health, political or other issues, in which case we agree that the participant is financially prepared to and shall depart the US if required in such a situation upon being instructed to do so by CICD at its sole discretion.
- The Host Company or School, shall at all times take reasonable (e.g. CDC) precautions to protect themselves and the exchange program participant from becoming infected with COVID-19.
- The Participant shall purchase appropriate trip interruption insurance in order that s/he may recover any trip cancellation losses, including any nonrefundable exchange program fees, airline tickets, etc. (CICD is not responsible for such and/or related COVID-related losses.)
- Understand and accept that host company, school, government and other relevant authorities may at their sole discretion make decisions that may preclude part or all of the program from occurring, and hold CICD harmless for all such and related decisions and their consequences
- Shall accept program cancellation if the host company or school announces at any time before or after the program start date that it can no longer host.

...and that I/we shall therefore as described above and previously described and agreed to in CICD participation documents received and agreed to via signature, hold harmless CICD, its representatives, the host company or school, host family (if applicable) and community from any damages, claims, harm etc. that may occur as a result of any COVID-19-related condition the/our participant may experience during or as a result of applying for and/or participation in the program.



Signature of Dias, Cleny

Date: 11 / 04 / 2021



Host Organization Supervisor

Date: 11 / 09 / 2021

TITLE	CICD_Documents_DiasCleny
FILE NAME	CICD_Dias20211227.pdf
DOCUMENT ID	a302d481b976335373e57cd83966b80d8a788ec2
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History

 SENT	11 / 04 / 2021 17:42:24 UTC	Sent for signature to Cleny Dias (clenydias0502@gmail.com), Madeline Grossblatt (maddy@cicdgo.com) and Kevin Randles (kevin.randles@westshoregrand.com) from cicd@cicdgo.com IP: 67.222.16.39
 VIEWED	11 / 04 / 2021 17:44:24 UTC	Viewed by Madeline Grossblatt (maddy@cicdgo.com) IP: 162.17.188.173
 SIGNED	11 / 04 / 2021 17:44:31 UTC	Signed by Madeline Grossblatt (maddy@cicdgo.com) IP: 162.17.188.173
 VIEWED	11 / 04 / 2021 17:47:40 UTC	Viewed by Cleny Dias (clenydias0502@gmail.com) IP: 106.79.174.133
 SIGNED	11 / 04 / 2021 17:50:43 UTC	Signed by Cleny Dias (clenydias0502@gmail.com) IP: 106.79.174.133

TITLE	CICD_Documents_DiasCleny
FILE NAME	CICD_Dias20211227.pdf
DOCUMENT ID	a302d481b976335373e57cd83966b80d8a788ec2
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History

**11 / 09 / 2021**
22:34:03 UTCViewed by Kevin Randles (kevin.randles@westshoregrand.com)
IP: 198.72.45.52**11 / 09 / 2021**
22:34:15 UTCSigned by Kevin Randles (kevin.randles@westshoregrand.com)
IP: 198.72.45.52**11 / 09 / 2021**
22:34:15 UTC

The document has been completed.

CN102122577

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : FOMENTO RESORTS AND HOTELS LIMITED (E12203000005)
- with Telephone no. & E-mail address : CIDADE DE GOA, VAINGUINIM BEACH, GoaNorth Goa, Goa
: 0832-2454545
: silroy.fernandes@tajhotels.com
2. (a) Name of Apprentice (Block Letters) : JACKY MAHANAND JHA (A1021130542)
(b) Father's/Mother's /Spouse's Name : Mahanand Jha
3. Address of apprentice : "Zenith Housing Society, Block - B F-1, Ambekhan
Verem, Bardez North Goa. 403114", North Goa, North Goa, Goa
4. Gender : Male
5. Date of Birth : 11-09-2000
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No
(b) Name of the Category : General
7. Educational Qualification (Highest) : Graduate - B.Sc
8. (a) Category of Apprenticeship : Optional
(b) Name of the trade for which Apprentice is training : Food and Beverage Service Trainee
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No
(b) If Basic Training is exempt - reason for exemption
(i) Name of the Course : Graduate
(ii) Duration of Training/Course : N/A
(iii) Name of the Institute : V M Salgaocar Institute of Insertional Hospitality Education
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 1440 Hours
(a) Duration of Basic Training : N/A
Period of Basic Training : N/A
(b) Duration of On-the-job Training : 1440 Hours
Period of On-the-job Training : From 01-10-2021 to 27-06-2022
(c) Training Type : Sequential
11. Apprenticeship Training Location : Goa
(a) Name and address of facility where Basic Training is to be provided : N/A

(b) Name and address of the facility where On-the-job Training is to be provided : FOMENTO RESORTS AND HOTELS LIMITED
Goa
North Goa
Goa
12. (a) Date of execution of contract : 11-10-2021
(b) Age of Apprentice on the date of execution of contract : 21 years, 1 months and 0 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount
(a) During 1st year of training : 9000



- (b) During 2nd year of training : N/A
(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice.

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A
(b) Relationship with the Apprentice : N/A
16. (a) Whether Apprentice was identified through approved Third Party Aggregator : Yes
(b) Name of TPA (if applicable) : Teamlease Skills University

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.
18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time
19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.
20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).
21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS),if applicable.



Signature of the Employer with seal



Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN102122577
(To be given by the Office of the Apprenticeship Adviser)
(Mandatory only for Registered Trades)

Signature of Registering Authority
(Apprenticeship Advisor)
(Registration required for Designation trade only)

Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVI/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.

REFERENCE CHECK FORM

Applicant's Information

Name of the Applicant	Jaspreet Dhillon	Position Applying For	Customer Service Representative
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Reference Information

1. Relationship to applicant	Supervisor ___ Colleague ___ Others <u>Student</u>
2. What position did the applicant hold in your company?	Student
3. How long have you known the candidate?	From July 2018 onwards to July 2021
4. What was applicant's reason for leaving your company?	Completed her B.Sc.degree course in International Hospitality Management
5. How would you rate her/his work performance?	Poor ___ Good ___ Excellent <input checked="" type="checkbox"/>



6. How would you rate her/his performance according to the following behavioral competencies/skills?

Behavioral Competency/Skills	Poor	Good	Excellent	Remarks
Ability to learn			<input checked="" type="checkbox"/>	
Problem Solving		<input checked="" type="checkbox"/>		
Attention to details/Avoiding errors		<input checked="" type="checkbox"/>		
Communication skills			<input checked="" type="checkbox"/>	
Teamwork/Collaboration with colleagues			<input checked="" type="checkbox"/>	
Time management skills		<input checked="" type="checkbox"/>		
Working calmly under pressure			<input checked="" type="checkbox"/>	
Taking initiatives and work without supervision			<input checked="" type="checkbox"/>	
Managerial/Leadership style (if applicable)			<input checked="" type="checkbox"/>	

7. Were there any incidents of dishonesty, insubordination or threatening behavior? Please elaborate. Yes ___ None

8. Theoretically, would you re-employ him/her? If no, please explain why? Yes No ___

Additional Remarks Jaspreet is hardworking, reliable, courteous, Team player and will be an asset to your organisation.

Reference Person's Name	Prof. Irfan Mirza Director/ Principal	Reference Person's Signature/ Date	 31-10-2022 
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19th August 2021

Jaspreet Kaur Dhillon,
Flat No. FF2, Sunset Apartment,
Murida, Fatorda,
Goa.

Subject: Letter of Intent

Dear Jaspreet,

Post your recent interest and subsequent interview, we are pleased to offer you the position of an Alila Host in the Front Office Department reporting to the Front office Manager.

You will receive your Appointment letter upon joining and the same shall be issued subject to a successful reference check, and after submission and verification of the following certificates and /or testimonials.

1. Employment Form should be duly filled out at the time of Joining.
2. Copies of Date of Birth, Experience, Educational / Technical Qualification Certificates, Proof of Permanent Address, previous appointment letter or salary details etc.
3. 7 Passport Size and 2 stamp Size Photographs (for Food handlers only).
4. Pan card copy.
5. Aadhar card copy.
6. Also complete your pre-employment medical at Kerkar Hospital, Aquem Margao, Goa 403601. Phone: 08322753100.

Your date of joining will be 23rd August 2021.

Please do not hesitate to contact me should you have any queries or need any clarifications.

We look forward to welcoming you to the Alila family.

For Alila Diwa Goa
A Unit of Seabird Resort Pvt. Ltd.

Annexure A - Employment Conditions	
Jaspreet Kaur Dhillon	Alila Host, Level-2
Salary Components	Per Month Salary Structure 2021-2022
Monthly Components	
Basic Salary	6,500
HRA	3,250
Conveyance Allowance	0
Fitment Allowance	506
A) Total Gross Monthly	10,256
Statutory Benefits	
PF (Employer's contribution)	911
ESI (Employer's contribution)	333
Labour Welfare Fund	0
B) Total Statutory Benefits	1,244
Total Cost To Company : A+B= CTC Monthly	11,500

** Accident Insurance up to 2 lakhs covering Self

Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel") and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to
- (i) the singular includes the plural and vice versa;
 - (ii) a gender includes the other genders;
 - (iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management Trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer / employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

- 3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;
- 3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder. At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annex A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martihal Residences	Ms. Jose Allan Samson Rodrigues
Street Address:	Praça do Principe Perfeito Lisbon, Portugal 1990-221	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 21 002 9600	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date:	1 st February 2022	End Date:	31 st January 2023
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Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out herein read with:
5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23rd June 2021

Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Praça do Principe Perfeito Lisbon, Portugal 1990-221	Name:>	Mr. Jose Allan Samson Rodrigues V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India



Confirmation Letter of Internship

Under the terms and for all due purposes, **Elegant Family Hotels Management S.A.**, with main offices at. Quinta do Martinhal – 8650-908 Sagres, certify that **Jose Allan Samson Rodrigues**, holder of Indian Passport No. R6751010 issued on 11/06/2018 in Panaji, will develop his internship from 1st February 2022 to 31st January 2023.

We also confirm his current address is Rua das Flores 44, 1200-195 Lisboa.

In witness whereof and as requested, we issue this statement, which is signed by us and authenticated with the company seal.

Lisboa, 3rd September 2021

Elegant Family Hotels Management, S.A.

NIPC 513 373 802

Quinta do Martinhal, Lote 95

Apelado 54 • 8650-908 SAGRES

A handwritten signature in black ink, appearing to be "Luis Carlos", is written over a horizontal line. Below the line, the text "(Human Resources Department)" is printed in a standard font.

(Human Resources Department)

EMPLOYMENT OFFER AND CONTRACT

Date : 14-October-2021
Name : KIMBERLY YOWANA MENDES

Dear KIMBERLY YOWANA MENDES

Further to your recent application, on behalf of the Le Royal Meridien Beach Resort & Spa, The Grosvenor House Dubai and the Owners of both properties, I am pleased to offer you employment under the following terms and conditions:

JOB TITLE	HOSTESS
EMPLOYMENT STATUS	SINGLE
EMPLOYMENT BENEFIT BAND	GRAY 4
BASIC MONTHLY SALARY	DIRHAMS 1,500.00
POINT OF HIRE	GOA
AIR TICKET ENTITLEMENT	ONCE IN TWO YEARS
START DATE	17-October-2021
BUSINESS UNIT	GROSVENOR HOUSE

1. EMPLOYEE AGREEMENT

- 1.1 This Offer is for an unlimited period of time and will commence from the first day of duty.
- 1.2 This Offer reflects the stipulations of the United Arab Emirates' Federal Labor Law and is governed by the clauses therein.
- 1.3 The first 6 months of your employment will be a probationary period. During the Probation Period, the employment offer letter can be terminated without notice & payment of any end of service benefits.
- 1.4 In case of resignation before completion of one year service, you will be charged the relevant recruitment and residency fees.
- 1.5 By accepting this offer, a notice period of 30 days will be given in writing indicating the intention to terminate the employment following completion of the probationary period.
- 1.6 On termination of your employment, you will be paid all outstanding amounts of salary, allowances and other benefits to which you are entitled. They shall be accrued until your last day of employment (the "Termination Date"), whereupon such entitlements shall cease.

2. ANNUAL LEAVE ENTITLEMENTS

- 2.1 Annual leave will be calculated based on the UAE Labor Law. After 12 months of service, employee entitles for 30 days paid annual leave. However, if the employee's service is more than six months but less than one year, annual leave will be calculated at 2 days per month and is not available during the first six months of employment.



Employer

Employee

Requirement No: **RO2100261**



3. AIR TICKET ENTITLEMENTS

- 3.1 Your Air Ticket entitlement will be reimbursed by the Le Royal Meridien Beach Resort & Spa and Grosvenor House Dubai, based on your point of hire.
- 3.2 The Air Fare applicable to calculate the Ticket Entitlement will be based on the Hotel Ticket Encashment Policy.
- 3.3 If you resign before completion of your Air Ticket Entitlement period, you will be responsible to provide yourself with an air ticket to your Point of Origin.
- 3.4 However, an employee who has completed the Air Ticket Entitlement period will be provided with an outbound ticket, when resigning from the company.

4. SERVICE CHARGE

- 4.1 If your employment benefit band entitles you for the monthly service charge payment, it will be paid to you every month based on the calculation standard applied by the hotel. This is subject to review by the Management team from time to time.
- 4.2 This payment is not and shall not be constructed or understood to be part of the Employee's remuneration or end of service benefit calculation.

5. MEDICAL AND WORKMEN'S COMPENSATION INSURANCE

- 5.1 The Hotel provides Medical Insurance cover based on your Employment Status and standard of cover specification issued by the Dubai Health Authority. The hotel also covers all the employees under Workmen's Compensation Insurance for any accident whilst on duty.

6. EMPLOYEE MEALS

- 6.1 You will be provided with three meals per day, either in the Employee Restaurant at the hotel or the Staff Village.
- 6.2 Food & Beverage Outlets may be used for special occasions with prior approval from the respective Department Head and the Human Resources Director. Staff Discounts are applicable based on the Hotel Employee Benefits Policy.

7. ACCOMMODATION

- 7.1 You are entitled for a hotel provided accommodation based on the Employment Benefit Policy. The company reserves the right to search employees, lockers, their personal belongings and any company accommodation. No company property may be removed from the hotel premises without the written authority of the designated member of management.

8. UNIFORM

- 8.1 Uniforms will be provided and laundered by the hotel. This uniform is made to measure and will be replaced when necessary due to normal wear and tear. However, if you require another uniform of a different size or cause willful damage to the one issued, you will be charged for the replacement.

9. SICKNESS AND SICK LEAVE

- 9.1 Sick leave is not granted until you have completed six months (which is the probationary period). Thereafter, you will be entitled to 30 days per annum, which will take effect after the satisfactory completion of the first full year of employment. Thereafter, you will be entitled to 90 days sick leave, either continuous or intermittent per year of service, provided the hotel is satisfied that the absence is due to genuine incapacity to work.
- 9.2 The sick leave is computed as follows based on the UAE Labour Law:
Full pay for the first 15 days.
Half pay for the next 30 days.
Following 45 days without pay.

10. HOURS OF WORK

- 10.1 The normal working hours shall be 54 hours per week over six (6) days.



Employer

Employee

Requirement No: **RO2100261**

GROSVENOR HOUSE
A LUXURY COLLECTION HOTEL, DUBAI
PO BOX 118500, AL EMREEF STREET, DUBAI, UNITED ARAB EMIRATES
T 971 4 399 8000 - F 971 4 399 8444

LUXURYCOLLECTION.COM/GROSVENORHOUSE

11. END OF SERVICE BENEFIT (UAE Labour Law)

11.1 Any employee who has completed one year or more in continuous service shall be entitled to End Service Benefits at the end of his/her service calculated as follows: 21 days basic salary for each year of service for the first 5 years and 30 days basic salary for each year of service thereafter. This entitlement shall reduce to 7 days per year of service in the event of resignation before completion of 3 years and 14 days per year of service in the event of resignation after 3 years but before completion of 5 years.

You will forfeit any entitlement to End of Service Benefits in any of the following cases: If dismissed from service in accordance with the Federal Labour Law (which deals with grave offences- Article 120). If the Employee fails to report for duty and abandons place of work without prior notice.

12. ACKNOWLEDGEMENT

12.1 The above - mentioned points represent the Employee Benefits offered for your role within the Hotel. They are a summary of the benefits, entitlements and privileges offered to Employees of your rank.

12.2 Policies and Procedures that relate to Employee Benefits may change from time to time. Should this be the case we will communicate such changes to you with sufficient notice to model your behaviour accordingly. You acknowledge receiving a copy of this summary and your understanding that occasionally, policies may change. In so much as they do not detract from Employee Agreements made, we would expect employees to follow Policies and Procedures as a condition of employment, reflecting the appropriate image at all times. It is your responsibility to familiarize yourself with the policies and procedures concerned. Further information on the above points can be found in the Human Resources Policies and Procedures Manual, which can be located in all Departments.

12.3 Please note that this offer is subject to the granting of an employment visa by the immigration authorities in Dubai and obtaining satisfactory employment references.

.....
As this offer is a part of your Employment contract, please confirm your acceptance by signing and returning a copy to us within 48 hours of receiving this letter. Please complete fully the enclosed Visa/General Information Form, attach a clear set of your valid passport and contact telephone and/or fax number and forward to Human Resources fax number 00971 4 3165207, or sent by a courier service.

You need to submit 10 recent passport size photographs with white background.

.....
We look forward to welcoming you to Le Royal Meridien Beach Resort and Spa and The Grosvenor House Dubai and working with you.

Yours Sincerely,



CHRISTOF STENGLIN
HUMAN RESOURCES DIRECTOR

Acknowledge and Accepted

Name : KIMBERLY YOWANA MENDES

Date :



Employer

Employee

Requirement No: **RO2100261**

GROSVENOR HOUSE
A LUXURY COLLECTION HOTEL, DUBAI
PO BOX 118500, AL EMREEF STREET, DUBAI, UNITED ARAB EMIRATES
T: 971 4 399 8888 - F: 971 4 399 8444

LUXURYCOLLECTION.COM/GROSVENORHOUSE



Jinnie Rodrigues

To: Irfan Mirza
Subject: RE: Reference Request for Meurel Beverly Viega- 2

From: Luana Papagno [<mailto:Luana.Papagno@thearoragroup.com>]
Sent: 26 October 2021 16:41
To: Irfan Mirza <irfan.mirza@vmsiihe.edu.in>
Subject: Reference Request for Meurel Beverly Viega- 2

To may it might concern,

The above named has been recruited for the position of **Food & Beverage Assistant** at the **Hilton Garden Inn London Heathrow Terminals 2 & 3** and has provided you as a referee. We are seeking a reference in respect of the applicant, who has given his/her consent for us to approach you for this purpose. We would be grateful if you could answer the following questions as fully as possible and return it to us via post or email at your earliest convenience.

Did the applicant worked for your organization: Yes No

Position Held: Student Start Date: August 2018 Leaving Date: April 2021

Timekeeping Excellent / Good / Fair / Poor / Bad * Excellent

Honesty Excellent / Good / Fair / Poor / Bad * Excellent

Absence Records Excellent / Good / Fair / Poor / Bad * Excellent

Dedication to the job Excellent / Good / Fair / Poor / Bad * Good

Working relationships Excellent / Good / Fair / Poor / Bad * Good

Did employee leave of own accord? Yes No

(Please specify reason for leaving if known) Meurel was our student at VMSIIHE

Would you re-employ? Yes No

Should the above not be relevant to your knowledge of the applicant (e.g. in cases of personal referees) it would be most helpful if you could advise us in what capacity they are known to you and whether, in your opinion, they are suited to the position they have applied for. Any additional comments would also be welcomed.

Additional comments Meurel is very good in handling guests, she has a pleasant personality and she is polite and courteous

Signed  Position PRINCIPAL / DIRECTOR Date 01. 11. 2021

Naturally, any information you choose to disclose will be treated in the strictest of confidence.

Thank you very much for your assistance.

Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel")
and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to (i) the singular includes the plural and vice versa;
(ii) a gender includes the other genders;
(iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer / employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;

3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder.

At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annexe A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martihal Lisbon Cascais Family Hotel	Ms. Raeanne Maria Rego
Street Address:	Martihal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube 2750-002 Cascais	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 211149900	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date:	1 st December 2021	End Date:	30 th November 2022
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Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out herein read with:
5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23rd June 2021

Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Martihal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube, 2750-002 Cascais	Name:>	Ms. Raeanne Maria Rego V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India

Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel")
and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to (i) the singular includes the plural and vice versa;
(ii) a gender includes the other genders;
(iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer / employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

- 3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;
- 3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder.

At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annexe A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martinhal Lisbon Cascais Family Hotel	Mr. Raveen Venkatesh
Street Address:	Martinhal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube 2750-002 Cascais	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 211149900	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date:	1 st December 2021	End Date:	30 th November 2022
-------------	-------------------------------	-----------	--------------------------------

Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out herein read with:
5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23rd June 2021

Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Martihal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube, 2750-002 Cascais	Name:>	Mr. Raveen Venkatesh V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India



Confirmation Letter of Internship

Under the terms and for all due purposes, **Elegant Family Hotels Management S.A.**, with main offices at. Quinta do Martinhal – 8650-908 Sagres, certify that **Raveen Venkatesh**, holder of Indian Passport No. S1900120 issued on 26/06/2018 in Trivandrum, will develop his internship from 1st December 2021 to 30th November 2022.

We also confirm his current address is Quinta da Marinha – Rua do Clube, 2750-002 Cascais.

In witness whereof and as requested, we issue this statement, which is signed by us and authenticated with the company seal.

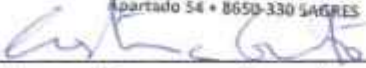
Cascais 14th october 2021

Elegant Family Hotels Management, S.A.

NIPC 513 373 802

Quinta do Martinhal, Lote 95

Espartado 54 • 8650-330 SAGRES


(Human Resources Department)

F&B Supervisor Trainee

F&B Supervisor Trainee is a position offered to service and people-oriented hospitality enthusiasts who are looking to grow as leaders and future managers, with strong ability to lead by example, delegate tasks with good understanding of priorities and overall strong presence on the floor with an idea of ensuring that every guest and team member is happy to be there.

5 working day with 2 days off per week, accumulating the total of 42.5 working hours per week expected

Lakeview Restaurant

Bar

- Full bar set up and drinks preparation
- Running the bar independently during service hours
- Applying proper HACCP procedure and cleaning chronology upon start of closing procedure
- Mise en place for next service period

Buffet

- Preparing daily menu, menu tags, notice tags on potential allergy, service utensils and control of the fridge temperature
- Ensuring that hot and cold buffet is always refilled and clean during service hours
- Refilling plates and cutlery during and after service period in order to ensure that every item is ready for guests to help themselves
- Applying proper HACCP procedure and cleaning chronology upon start of closing procedure
- Mise en place for next service period

Floor service

- Responsible for tables and chairs to be aligned, clean and properly set with full set up (cutlery, glass, napkins, placemats, etc.) during weekdays and ready before service period starts.
- Ensuring smooth flow during service period, taking care that each table is clean and available to welcome more guests, water jars to be refilled and salt and pepper to be provided on each table.
- Applying proper HACCP procedure and cleaning chronology upon start of closing procedure, vacuuming the floor and aligning tables and chairs in perfect order, to be ready for next service period.

F&B Supervisor Trainee is expected to be able to handle the responsibility to manage and run daily operation of assigned outlet, with strong leadership approach and ability to motivate and delegate tasks and areas of service to students who are taking practical classes on their scheduled service periods.

Meetings & Events

Outside visits and campus tours are common part of everyday operations that often include F&B team:

- VIP bookings in restaurants
- Outside visits and special requests
- Boardroom meetings
- Various events taking place during the term
- Set up and coffee station in different setting
- Lunch, Dinner or Aperitif VIP services

Underground night club

Friday nights are fun and busy! Our Underground Night Club is open on Fridays and opens its doors to students starting from 23:00 up to 03:00. Trainees who are assigned shifts in this outlet are experiencing another area of F&B, with strong focus on bar service.

You will be expected to:

- Serve drinks such as beer, cocktails, shots, soft drinks, etc. with full guidance and support of Supervisor/Staff member on duty that night
- Be able to use our POS system to handle cash and card payments upon receiving training
- Ensure that the club is in clean, perfect condition upon the end of service period

January 03, 2022

To,
Mr. Reez Cabral
Goa

Dear Reez,

With reference to your application and subsequent interviews, we are pleased to offer you employment, on a **Fixed Term Contract** basis at Goa Marriott Resort & Spa as agents of VMSalgaocar Corporation Pvt. Ltd., and offer you the position of a '**Guest Service Associate-Front Office**' with effect from **January 03, 2022** on mutually agreed terms and conditions.

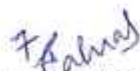
This offer is subject to you being certified medically fit by the company medical officer, satisfactory verification of your Credentials/Testimonials.

Please report to the Human Resources Department on **January 03, 2022** at 09:00 hrs with the following documents:

- **Original Police Clearance Certificate from native place (Compulsory)**
- **Photocopy of PAN Card (Compulsory)**
- **Photocopy of Aadhar Card (Compulsory)**
- 7 passport-sized photographs
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- Sanitary card (**only for Food Handlers**) from Municipal Health Center at the following address: Urban Health Center, Opposite Suraj Dot Com, 18 June Road, Panaji, Goa

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!



Mugdha Mahambrey
Director of Human Resources

Acknowledgement and consent on _____ by _____

DETAILS OF COMPENSATION & BENEFITS

REEZ CABRAL

As per property payslip and subject to statutory deductions & income tax:

Basic	9,100
House Rent Allowance	3,900
Gross Salary	13,000
Employer's PF Contribution	1,092
Bonus (@8.33% of gross salary)	1,083
TOTAL REMUNERATION	15,175

Annual Leave, Holidays and Days Off: In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs.

Apart from the above, you will be also entitled to National Holidays as per the list issued by the Hotel at the beginning of each year. Leave entitlement will be 8 days for the contract period.

You will be entitled to six (6) days off in a month, as per Marriott India policy.

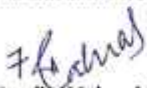
Provident Fund: You will be eligible to participate in the local provident fund scheme as per Hotel policy.

ESIC: In accordance with the Act the company will contribute 3.25% of your gross salary each month to extend medical benefits to you and your family through ESIC hospitals. There will be a deduction of 0.75% from your salary too.

Confidentiality: You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resources.

Duties & Responsibilities: You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated *January 03, 2022*.


Mugdha Mahambrey
Director of Human Resources

Candidate's Acknowledgement:

Signature / Date: _____

INDIVIDUAL EMPLOYMENT CONTRACT

BETWEEN THE EMPLOYER

U.C. César Ritz Colleges AG
Route Cantonale 51
1897 Le Bouveret

AND THE EMPLOYEE

Mr Reez Cabral
U.C. César Ritz Colleges AG
Route Cantonale 51
1897 Le Bouveret

POSITION

F&B Trainee (100%)

DATE AND DURATION OF EMPLOYMENT

Fixed-term contract
1st July 2022 to 31st July 2022

TRIAL PERIOD

1 month

GROSS MONTHLY SALARY

CHF 2'216.- x 6

FOOD & ACCOMODATION

CHF 300 CHF will be deducted from your monthly salary for food. Own accommodation.

NOTICE PERIOD

The present contract ends on **December 31st 2022**. The reasons mentioned in Art. 337 to 337d of the Code of Obligations would apply if this contract were to terminate before that date

WORKING HOURS

42.50 per week

TIMETABLE

Fixed by the employee's superior

WEEKLY DAYS OFF

2 days

ANNUAL HOLIDAYS

20 days per civil year at 100%, this right is adjusted on a pro rata basis to the occupancy rate. Vacation must be taken during the closures of the facility; outside these periods, taking vacation can take place only with the approval of the employee's superior.

OTHER CONDITIONS

The other conditions are governed by the "Employment Relations Regulations" annexed hereto; in case of discrepancies, the present document shall prevail.
The contract is only valid if the work permit is issued by the authorities.

Le Bouveret, 9th June 2022




Mr. Cédric Fabry
Finance Director



Mrs. Helena Zubac
Human Resources Director

Place and date : **Killarney, Ireland**

Signature of the employee: 

LE BOUVERET CAMPUS

Route Cantonale 51,
CH-1897 Le Bouveret
Switzerland

+41 24 482 82 82

LUCERNE CAMPUS

Löwenstrasse 16,
CH-6004 Lucerne
Switzerland

+41 24 482 82 82

BRIG CAMPUS

Englisch Gruss-Strasse 43,
CH-3902 Brig
Switzerland

+41 27 922 04 04



contact@cesarritzcolleges.ch
cesarritzcolleges.edu

Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel")
and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to (i) the singular includes the plural and vice versa;
(ii) a gender includes the other genders;
(iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer / employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;

3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder.

At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annexe A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martihal Lisbon Cascais Family Hotel	Mr. Roel Andrade
Street Address:	Martihal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube 2750-002 Cascais	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 211149900	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:


Start Date:	1 st December 2021	End Date:	30 th November 2022
-------------	-------------------------------	-----------	--------------------------------

Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out herein read with:
5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23rd June 2021

Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Martihal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube, 2750-002 Cascais	Name:>	Mr. Roel Andrade V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India

19th August 2021

Sanket Keegan Rodrigues,
Andrade Residency,
Borda, Margao,
Goa.

Subject: Letter of Intent

Dear Sanket,

Post your recent interest and subsequent interview, we are pleased to offer you the position of an Alila Host in the Front Office Department reporting to the Front office Manager.

You will receive your Appointment letter upon joining and the same shall be issued subject to a successful reference check, and after submission and verification of the following certificates and /or testimonials.

1. Employment Form should be duly filled out at the time of Joining.
2. Copies of Date of Birth, Experience, Educational / Technical Qualification Certificates, Proof of Permanent Address, previous appointment letter or salary details etc.
3. 7 Passport Size and 2 stamp Size Photographs (for Food handlers only).
4. Pan card copy.
5. Aadhar card copy.
6. Also complete your pre-employment medical at Kerkar Hospital, Aquem Margao, Goa 403601. Phone: 08322753100.

Your date of joining will be 23rd August 2021.

Please do not hesitate to contact me should you have any queries or need any clarifications.

We look forward to welcoming you to the Alila family.

For Alila Diwa Goa
A Unit of Seabird Resort Pvt. Ltd.

Annexure A - Employment Conditions	
Sanket Keegan Rodrigues	Alila Host, Level-2
Salary Components	Per Month Salary Structure 2021-2022
Monthly Components	
Basic Salary	6,500
HRA	3,250
Conveyance Allowance	0
Fitment Allowance	506
A) Total Gross Monthly	10,256
Statutory Benefits	
PF (Employer's contribution)	911
ESI (Employer's contribution)	333
Labour Welfare Fund	0
B) Total Statutory Benefits	1,244
Total Cost To Company : A+B= CTC Monthly	11,500

** Accident Insurance up to 2 lakhs covering Self



Confirmation Letter of Internship

Under the terms and for all due purposes, **Elegant Family Hotels Management S.A.**, with main offices at Quinta do Martinhal – 8650-908 Sagres, certify that **Shane Jonas Fortes**, holder of Indian Passport No. R1514548 issued on 21/08/2017 in Panaji, will develop his internship from 1st December 2021 to 30th November 2022.

We also confirm his current address is Quinta da Marinha – Rua do Clube, 2750-002 Cascais.

In witness whereof and as requested, we issue this statement, which is signed by us and authenticated with the company seal.

Cascais 27th october 2021

Elegant Family Hotels Management, S.A.
NIPC 513 373 802
Quinta do Martinhal, Lote 85
Apartado 54 • 8650-330 SAGRES



(Human Resources Department)

Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel") and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to
- (i) the singular includes the plural and vice versa;
 - (ii) a gender includes the other genders;
 - (iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer / employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;

3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder.

At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annex A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martihal Lisbon Cascais Family Hotel	Mr. Shane Jonas Fortes
Street Address:	Martihal Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube 2750-002 Cascais	V.M. Salgaocar Institute of International Hospitality Education, Manora – Rala, Goa - 403720. India
Contact Numbers:	+351 211149900	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date: 1st December 2021 End Date: 30th November 2022

Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out herein read with:
5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23rd June 2021

Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Martinho Lisbon Cascais Family Hotel Quinta da Marinha – Rua do Clube, 2750-002 Cascais	Name:>	Mr. Shane Jonas Fortes V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India

Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel") and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to
- (i) the singular includes the plural and vice versa;
 - (ii) a gender includes the other genders;
 - (iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management Trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer / employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;

3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder. At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annex A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martinhall Residences	Ms. Sharlene Fatima Colaco
Street Address:	Praça do Principe Perfeito Lisbon, Portugal 1990-221	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 21 002 9600	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date:	1 st February 2022	End Date:	31 st January 2023
-------------	-------------------------------	-----------	-------------------------------

Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out here in read with:
5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23rd June 2021

Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Praça do Principe Perfeito Lisbon, Portugal 1990-221	Name:>	Ms. Sharlene Fatima Colaco V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India



Confirmation Letter of Internship

Under the terms and for all due purposes, **Elegant Family Hotels Management S.A.**, with main offices at Quinta do Martinhal – 8650-908 Sagres, certify that **Sharlene Fatima Colaco**, holder of Indian Passport No. P3006613 issued on 08/07/2016 in Panaji, will develop her internship from 1st February 2022 to 31st January 2023.

We also confirm his current address is Rua das Flores 44, 1200-195 Lisboa.

In witness whereof and as requested, we issue this statement, which is signed by us and authenticated with the company seal.

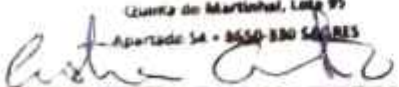
Lisboa, 3rd September 2021

Elegant Family Hotels Management, S.A.

NIPC 513 373 802

Quinta do Martinhal, Lote 95

Apertado SA - 8650-908 SAGRES



(Human Resources Department)

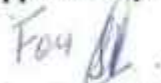
Salary & Benefits Offer Terms

Name : **Simran Dsilva**
Job Title : **Guest Service Officer**
Responsibility Level : **3**
Reporting To : **Team Leader - Front Office**
Effective Date : **06 Sept 2021**

SALARY HEADS	MONTHLY	ANNUAL
Monthly		
Basic	6,800	81,600
HRA	3,400	40,800
Special Allowance	2,040	24,480
Conveyance	500	6,000
Gross Salary	12,740	152,880
Annual Benefits		
LTA (Payable per annum)	567	6,804
Ex Gratia (As per Co. policy)	1,062	12,744
Total Annual Benefits	1,629	19,548
Perquisites		
Provident Fund	1,121	13,452
ESIC	414	4968
Total Perquisites	1,535	18,420
Cost to Company	15,903	190,836

Important Note

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organisation will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

Approved By:**Director of Human Resources****Accepted By:****Simran Dsilva****GRAND | HYATT**

GRAND HYATT GOA
P.o. Goa University, Bambolim,
Goa, India, 403206

T +91 832 663 1234
F +91 832 301 1234
grandhyattgoa.com

Goan Hotels and Realty Private Ltd.
Regd. Office - DB Central, Maulana Azad Road,
Rangwala Compound, Jacob Circle, Mumbai - 400011
CIN - U55101MH2004PTC149219
GST 30AACG4949F1ZV

Dear Simran,

Congratulations for your appointment and look forward to welcome you to Grand Hyatt Goa

Please note that should you accept the offer made to you, you are required to carry with you the following requirements on the date of joining and report to Human Resources department at 9:00 am

- **Covid Negative certificate/Both the dose vaccination certificate is Mandatory for Joining, 72hrs prior to joining date**
- 6 passport size photographs
- 4 copies of an ID proof
- Aadhar Card copy & PAN card Mandatory
- Residence proof (Permanent & Locals Mandatory)
- Experience Certificate
- 1 copy of all year mark sheets (SSC, H.SSC, Degree/ Diploma and PG)
- Current Provident Fund Number & Universal Account Number along with Region Code/ Office Code/ Establishment ID/ Extension
- Birth Certificate
- Lock with 3 Keys required for your Locker allotment
- Passbook copy of your Bank account
- **Police Clearance Certificate (Mandatory) - Kindly note without Police verification certificate you will not be allowed to join the hotel**

Request you to also make your stay arrangement prior to the date of joining

Looking forward to welcome you to Grand Hyatt Goa!!

Regards

Human Resources Team



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raja, Salcete, Goa - 403720. India
Tel +91 (832) 6623000 Fax +91 (832) 6623111 info@vmsiie.edu.in www.vmsiie.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

VMSIIE/ADMIN/2022/2579

04/02/2022

TO WHOMSOEVER IT MAY CONCERN

Ms. D'silva Simran Twinkle was a student of our institute year (Batch 2018-2021) and has successfully completed her 3 year degree program B.Sc. International Hospitality Management. The institute is affiliated to Goa University.

Ms. Simran was a very good student, she displayed good behavior, has a pleasing personality, was disciplined, friendly, hardworking, goal oriented, taking initiative with a positive attitude. She has very good communication skills and worked well in a team.

She was also involved in various extra-curricular activities and actively took part in events such as theme/ cultural nights and mega events too organized by the institute.

I am pleased to recommend Ms. D'silva Simran Twinkle for higher studies. I am sure she will do well and wish her all the best.

If you have any further queries, please do not hesitate to contact me on my mail address:
Marie.Raj@vmsiie.edu.in

Yours Sincerely,

Dr. Marie Raj
Administrator





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref: VMSIHE/Dir/letter/22-23/019

Date: 4th February 2022

TO WHOMSOEVER IT MAY CONCERN

Ms. Simran Dsilva student of our institute year 2018-2021 successfully completed her three year B.Sc. degree in International Hospitality Management. She has now decided to pursue her higher studies in Europe or in UK.

Simran was a very good student, she displayed good behavior and was well disciplined. She has very good communication and leadership skills. She was also involved in various extra-curricular activities and actively took part in events such as theme/ cultural nights and mega events.

She has successfully completed her internship at Pine Cliffs Resort Portugal and Taj Lands End Mumbai.

I highly recommend Ms. Simran Dsilva for higher studies at your institute.

Thanking you,

Yours sincerely,

Irfan S. Mirza

Director/ Principal



Internship Agreement

Entered into by and between:

The Hotel described in Annexe A Section 1.1, (Hereinafter referred to as the "Hotel") and
The Student described in Annexe A Section 1.2 (Hereinafter referred to as the "Student").

1. Interpretation

In this agreement:

- Any reference to
- (i) the singular includes the plural and vice versa;
 - (ii) a gender includes the other genders;
 - (iii) natural persons include legal persons and vice versa.
- Effective date shall mean the date recorded in Section 4 of Annexe A attached hereto;
- Functions shall mean the duties and responsibilities set out herein and the forms described in Annexe A Section 5 hereto;
- Term shall mean the period starting on the effective date and ending on the termination date recorded in Section 4 of Annexe A attached hereto.

2. Agreement

The Hotel agrees to contract the Student as a Management Trainee, who agrees to fulfill the functions recorded herein. This agreement does not:

- 2.1 Constitute an employer/employee relationship.
- 2.2 Constitute the parties as partners, joint venture partners, co-owners, principal-agent, or otherwise participants in a joint or common undertaking.
- 2.3 Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

3. Functions

3.1 The Student commits to the responsibilities and duties as set out herein, read with all Hotel regulations, in promoting, controlling and maintaining the interests of the Hotel.

3.2 Good Faith

- 3.2.1 The Student hereby undertakes to fulfill all the functions recorded herein, in a professional manner and in terms of all laws relating thereto, so as to protect and preserve the Hotel's good name and to safeguard its goodwill and profitability;
- 3.2.2 The Student shall be just and faithful to the Hotel and diligent in all transactions relating to the Hotel, and shall give a true account of the hours worked, distances traveled and expenses incurred, when and so often as the same shall reasonably be required, and the Student shall, upon request, inform the Hotel of all letters, accounts, or any other information or thing which may come into its hands which concerns the Hotel.

3.3 Confidentiality

The Student shall at all times maintain all confidential information received by it in strictest confidence. The Student shall not disclose it to any third party, and shall use it only as is necessary to perform hereunder. At the termination of this Agreement, the Student shall promptly return all tangible confidential information to the Hotel.

Internship Agreement

4. Hotel's Duties

4.1 Payment of Stipend

The Hotel shall pay to the Student the stipend on the date and in terms of the provisions specified in Annex A Sections 2 and 3, attached hereto.

4.2 Provision of Subsistence and Training

The Hotel shall provide the student with meals, accommodation, laundry facilities and 'on the job' training as it deems necessary for the Student to fulfill its duties and responsibilities.

4.3 Internship Performance Register and Testimonial

The Hotel shall complete the Performance Register, Testimonial and any other documents required by the Internship Program, and on completion of internship shall hand all documents to the Educational Institution or the Student, as the case may be.

5. Non-performance

Neither Party shall be bound to fulfill this contract if the reasons for non-performance.

6. Breach

Should the Student breach this agreement or fail to comply with any of the terms and conditions contained herein, the Hotel shall inform the Student, in writing, of such breach. Should the breach be fundamental and not rectifiable, or should the Student fail to rectify the breach within seven (7) days of receipt of written

Annexe A

Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Martihal Residences	Mr. Vyden Francisco Vincents
Street Address:	Praça do Principe Perfeito Lisbon, Portugal 1990-221	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 21 002 9600	+91 832 6623000

Internship Agreement

Section 2 Stipend

The stipend / scholarship shall be Euros 450 per month

Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date:	1 st February 2022	End Date:	31 st January 2023
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Section 4 Scope of Work

The contractor shall be responsible for the duties and responsibilities as set out herein read with:

5.1 Hotel Regulations, attached hereto.

Section 5 Signature

Signed on the 23 rd June 2021			
Hotel signature:		Student signature:>	
Name:	Ms. Seema Lodi Resident Manager Praça do Principe Perfeito Lisbon, Portugal 1990-221	Name:>	Mr. Vyden Francisco Vincents V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa -403720, India



Confirmation Letter of Internship

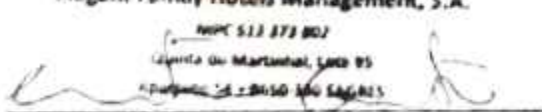
Under the terms and for all due purposes, **Elegant Family Hotels Management S.A.**, with main offices at. Quinta do Martinhal – 8650-908 Sagres, certify that **Vynden Francisco Vincents**, holder of Indian Passport No. R9135284 issued on 22/06/2018 in Panaji, will develop his internship from 1st February 2022 to 31st January 2023.

We also confirm his current address is Rua das Flores 44, 1200-195 Lisboa.

In witness whereof and as requested, we issue this statement, which is signed by us and authenticated with the company seal.

Lisboa, 3rd September 2021

Elegant Family Hotels Management, S.A.
NIPC 512 872 802
Quinta do Martinhal, 8650 95
R. Flores 44 - 1200-195 LISBOA



(Human Resources Department)



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Ref: VMSIIE/Dir/letter/21-22/237

Date: 24th August 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Sachin Ramadin Das is a student of our institute year 2018-2021 and is awaiting results of the final year exams B.Sc. in International Hospitality Management.

Sachin is a very good student, he displays good behavior, well disciplined, hardworking, determined, goal oriented, takes initiative and has a positive attitude. He has very good communication skills.

He was also involved in various extra-curricular activities and actively takes part in events such as theme/ cultural nights and mega events too.

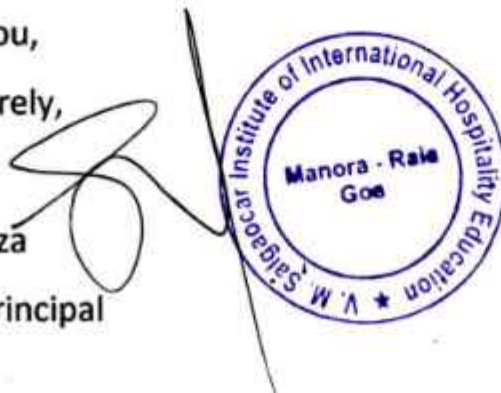
If you have any further queries, please do not hesitate to contact me on my email address: irfan.mirza@vmsiie.edu.in and phone no.: +91 7720023201.

Thanking you,

Yours sincerely,

Irfan S. Mirza

Director/ Principal





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref. No. VMSIIE/ADM/CERT/2021/ 2429

23rd August 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Sachin Ramadin Das was a bonafide student of our institute (Batch 2018-2021) and has completed his three year B.Sc. degree program in International Hospitality Management. He has answered his final exams and results are awaited from Goa University.

Sachin Das is disciplined, hardworking and goal oriented. He participated in sports and extra-curricular activities such as 'cultural nights and mega events'.

If you have any further queries, please do not hesitate to contact me on my email address: marie.raj@vmsiie.edu.in or institute landline no. (0832) 6623000.

Yours sincerely,

 23/8/21

Dr. Marie Raj
Administrator



J-1 Proof of Education Eligibility

Section I – Student Information

To be completed by the student. Please print your full name as it appears on your passport:

Surname/Family Name: Das
First Name: Sachin Ramadin
Middle Name: -
Date of Enrollment/Date you begin school: 02/08/2018
Graduation Date or Approximate Date of Graduation: 28/04/2021

Please check **ONLY ONE** of the boxes below:

- I hereby certify I am currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized post-secondary academic institution. My field of study is:
Bachelor of Science (B.Sc.) International Hospitality Management
- I hereby certify I graduated from a foreign ministerially-recognized post-secondary academic institution no more than 12 months prior to my desired J-1 program start date, my certificate/diploma/degree is attached.

Section II – Educational Institution Information *To be completed by an authorized representative.*

Name of Institution: V. M. Salgaocar Institute of International Hospitality Education, Goa
Please check one box

- I hereby certify that the above student has been registered (enrolled) to attend our institution since 02/08/2018 (DD/MM/YYYY). The student's course of study is directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.
- I hereby certify the student has completed coursework for a degree/certificate on: _____. The student's course of study was directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.

To confirm, check **BOTH** boxes and complete requested information.

- I hereby verify that our school is a ministerially-recognized post-secondary academic institution (in countries without a national ministerial system, is recognized as having an academic function by an official regional educational authority).
Name of Ministry or Official Regional Educational Authority: Goa University

- I hereby certify that all the information on this form is true, complete and accurate to the best of my knowledge.

University/College Representative Name: Prof. Irfan S. Mirza
Title: Principal / Director

University/College Representative Signature: _____
Date: 24/08/2021





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref: VMSIHE/Dir/letter/21-22/238

Date: 24th August 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Neston Daniel Fernandes is a student of our institute year 2018-2021 and is awaiting results of the final year exams B.Sc. in International Hospitality Management.

Neston is a very good student, he displays good behavior, well disciplined, hardworking, determined, goal oriented, takes initiative and has a positive attitude. He has very good communication skills.

He was also involved in various extra-curricular activities and actively takes part in events such as theme/ cultural nights and mega events too.

If you have any further queries, please do not hesitate to contact me on my email address: irfan.mirza@vmsiihe.edu.in and phone no.: +91 7720023201.

Thanking you,

Yours sincerely,

Irfan S. Mirza

Director/ Principal





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Ref. No. VMSIIE/ADM/CERT/2021/ 24 27

23rd August 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Neston Daniel Fernandes was a bonafide student of our institute (Batch 2018-2021) and has completed his three year B.Sc. degree program in International Hospitality Management. He has answered his final exams and results are awaited from Goa University.

Neston Fernandes is a very good student with a good academic record. He has a very positive attitude with a keen interest to learn new things. His communication skills are good.

He participated in sports and other extra-curricular activities. He also took initiative in events like 'cultural nights and mega events' conducted by the Institute.

If you have any further queries, please do not hesitate to contact me on my email address: marie.raj@vmsiie.edu.in or institute landline no. (0832) 6623000.

Yours sincerely,


Dr. Marie Raj 23/8/21
Administrator



J-1 Proof of Education Eligibility

Section I – Student Information

To be completed by the student. Please print your full name as it appears on your passport:

Surname/Family Name: Fernandes

First Name: Neston Daniel

Middle Name: -

Date of Enrollment/Date you begin school: 02/08/2018

Graduation Date or Approximate Date of Graduation: 28/04/2021

Please check **ONLY ONE** of the boxes below:

- I hereby certify I am currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized post-secondary academic institution. My field of study is:
Bachelor of Science (B.Sc.) International Hospitality Management
- I hereby certify I graduated from a foreign ministerially-recognized post-secondary academic institution no more than 12 months prior to my desired J-1 program start date, my certificate/diploma/degree is attached.

Section II – Educational Institution Information

 To be completed by an authorized representative.

Name of Institution: V. M. Salgaocar Institute of International Hospitality Education, Goa

Please check one box

- I hereby certify that the above student has been registered (enrolled) to attend our institution since 02/08/2018 (DD/MM/YYYY). The student's course of study is directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.
- or
- I hereby certify the student has completed coursework for a degree/certificate on: _____ The student's course of study was directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.

To confirm, check **BOTH** boxes and complete requested information.

- I hereby verify that our school is a ministerially-recognized post-secondary academic institution (in countries without a national ministerial system, is recognized as having an academic function by an official regional educational authority).

Name of Ministry or Official Regional Educational Authority: Goa University

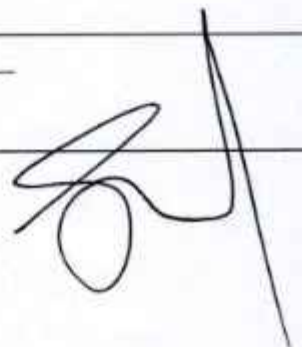
- I hereby certify that all the information on this form is true, complete and accurate to the best of my knowledge.

University/College Representative Name: Prof. Irfan S. Mirza

Title: Principal / Director

University/College Representative Signature: _____

Date: 24/08/2021





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of
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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref: VMSIHE/Dir/letter/21-22/236

Date: 24th August 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Jesus Lourencihno Da Silva is a student of our institute year 2018-2021 and is awaiting results of the final year exams B.Sc. in International Hospitality Management.

Jesus is a very good student, he displays good behavior, well disciplined, hardworking, determined, goal oriented, takes initiative and has a positive attitude. He has very good communication skills.

He was also involved in various extra-curricular activities and actively takes part in events such as theme/ cultural nights and mega events too.

If you have any further queries, please do not hesitate to contact me on my email address: irfan.mirza@vmsihe.edu.in and phone no.: +91 7720023201.

Thanking you,

Yours sincerely,

Irfan S. Mirza

Director/ Principal





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref. No. VMSIIHE/ADM/CERT/2021/ 2428

23rd August 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Jesus Lourenchihno Da Silva was a bonafide student of our institute (Batch 2018-2021) and has completed his three year B.Sc. degree program in International Hospitality Management. He has answered his final exams and results are awaited from Goa University.

Jesus Da Silva is a good student, disciplined, hardworking and has a very positive attitude with a keen interest to learn new things. He also has good communication skills.

He participated in extra-curricular activities and took initiatives in events like 'cultural nights and mega events' conducted by the Institute.

If you have any further queries, please do not hesitate to contact me on my email address: marie.raj@vmsiihe.edu.in or institute landline no. (0832) 6623000.

Yours sincerely,


Dr. Marie Raj 23/8/21
Administrator



J-1 Proof of Education Eligibility

Section I – Student Information

To be completed by the student. Please print your full name as it appears on your passport:

Surname/Family Name: Da Silva
First Name: Jesus Lourencihno
Middle Name: -
Date of Enrollment/Date you begin school: 02/08/2018
Graduation Date or Approximate Date of Graduation: 28/04/2021

Please check **ONLY ONE** of the boxes below:

- I hereby certify I am currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized post-secondary academic institution. My field of study is:
Bachelor of Science (B.Sc.) International Hospitality Management
- I hereby certify I graduated from a foreign ministerially-recognized post-secondary academic institution no more than 12 months prior to my desired J-1 program start date, my certificate/diploma/degree is attached.

Section II – Educational Institution Information To be completed by an authorized representative.

Name of Institution: V. M. Salgaocar Institute of International Hospitality Education, Goa

Please check one box

- I hereby certify that the above student has been registered (enrolled) to attend our institution since 02/08/2018 (DD/MM/YYYY). The student's course of study is directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.
- I hereby certify the student has completed coursework for a degree/certificate on: _____ The student's course of study was directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.

To confirm, check **BOTH** boxes and complete requested information.

- I hereby verify that our school is a ministerially-recognized post-secondary academic institution (in countries without a national ministerial system, is recognized as having an academic function by an official regional educational authority).
- Name of Ministry or Official Regional Educational Authority: Goa University

- I hereby certify that all the information on this form is true, complete and accurate to the best of my knowledge.

University/College Representative Name: Prof. Irfan S. Mirza

Title: Principal / Director

University/College Representative Signature: _____

Date: 24/08/2021



J-1 Proof of Education Eligibility

Section I – Student Information

To be completed by the student. Please print your full name as it appears on your passport:

Surname/Family Name: Colaco

First Name: Covin

Middle Name: Bevan

Date of Enrollment/Date you begin school: 02/08/2018

Graduation Date or Approximate Date of Graduation: 28/04/2021

Please check **ONLY ONE** of the boxes below:

- I hereby certify I am currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized post-secondary academic institution. My field of study is:
Bachelor of Science (B.Sc.) International Hospitality Management
- I hereby certify I graduated from a foreign ministerially-recognized post-secondary academic institution no more than 12 months prior to my desired J-1 program start date, my certificate/diploma/degree is attached.

Section II – Educational Institution Information To be completed by an authorized representative.

Name of Institution: V.M. Salgaocar Institute of International Hospitality Education, Goa.

Please check one box

- I hereby certify that the above student has been registered (enrolled) to attend our institution since 02/08/2018 (DD/MM/YYYY). The student's course of study is directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.
or
- I hereby certify the student has completed coursework for a degree/certificate on: _____ The student's course of study was directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.

To confirm, check **BOTH** boxes and complete requested information.

- I hereby verify that our school is a ministerially-recognized post-secondary academic institution (in countries without a national ministerial system, is recognized as having an academic function by an official regional educational authority).

Name of Ministry or Official Regional Educational Authority: Goa University

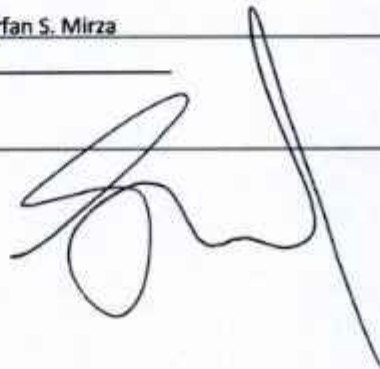
- I hereby certify that all the information on this form is true, complete and accurate to the best of my knowledge.

University/College Representative Name: Prof. Irfan S. Mirza

Title: Principal / Director

University/College Representative Signature: _____

Date: 07/09/2021





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref: VMSIHE/Dir/letter/21-22/245

Date: 20th September 2021

TO WHOMSOEVER IT MAY CONCERN

Mr. Grendon Vernon Nagit Pereira Inacio is a student of our institute year 2018-2021 and is awaiting results of the final year exams B.Sc. in International Hospitality Management.

Grendon is a very good student, he displays good behavior, well disciplined, hardworking, determined, goal oriented, takes initiative and has a positive attitude. He has very good communication skills.

He was also involved in various extra-curricular activities and actively took part in events such as theme/ cultural nights and mega events too.

If you have any further queries, please do not hesitate to contact me on my email address: irfan.mirza@vmsihe.edu.in and phone no.: +91 7720023201.

Thanking you,
Yours sincerely,

Irfan S. Mirza
Director/ Principal





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

VMSIHE/ADMIN/2021/2455


20.09.2021

COURSE COMPLETION CERTIFICATE

This is to certify that **Mr. Pereira Inacio Grendon Vernon N** was a bonafide student of our Institute Batch 2018-2021. He successfully completed Three Year degree program B.Sc. (International Hospitality Management) and answered third year examinations in July 2021 and was declared successful. His results are awaited as it will be declared by Goa University. He has no back log of previous years.

The Institute is affiliated to Goa University.

This certificate is issued at his own request, for job placement.


Prof. Irfan S. Mirza
DIRECTOR/PRINCIPAL



J-1 Proof of Education Eligibility

Section I – Student Information

To be completed by the student. Please print your full name as it appears on your passport:

Surname/Family Name: PEREIRA INACIO
First Name: GRENDON
Middle Name: VERNON NAGIT
Date of Enrollment/Date you begin school: 2ND JULY, 2018
Graduation Date or Approximate Date of Graduation: JULY, 2021

Please check **ONLY ONE** of the boxes below:

- I hereby certify I am currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized post-secondary academic institution. My field of study is: **B.Sc. International Hospitality Management (3 years duration)**
- I hereby certify I graduated from a foreign ministerially-recognized post-secondary academic institution no more than 12 months prior to my desired J-1 program start date, my certificate/diploma /degree is attached.

Section II – Educational Institution Information To be completed by an authorized representative.

Name of Institution: **V.M. Salgaocar Institute of International Hospitality Education**
Please check one box

- I hereby certify that the above student has been registered (enrolled) to attend our institution Since 2ND JULY, 2018 (DD/MM/YYYY). The student's course of study is directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.
- or
- I hereby certify the student has completed coursework for a degree/certificate on: _____ The student's course of study was directly related to the field of hospitality and tourism. I believe the student would benefit from an USA internship in hospitality tourism.

To confirm, check **BOTH** boxes and complete requested information.

- I hereby verify that our school is a ministerially-recognized post-secondary academic institution (in countries without a national ministerial system, is recognized as having an academic function by an official regional educational authority).
Name of Ministry or Official Regional Educational Authority: **GOA UNIVERSITY, GOVT. OF GOA- INDIA**
- I hereby certify that all the information on this form is true, complete and accurate to the best of my knowledge.

University/College Representative Name: **PROF. IRFAN .S. MIRZA**
Title: **DIRECTOR/ PRINCIPAL**

University/College Representative Signature: _____
Date: **20.09.2021**



Official Seal/Stamp