



30 March 2022

**Berwyn Jeremiah Da Silva**  
**H. No 84, 1<sup>st</sup> Ward**  
**Colva – Salcete**  
**Goa**

### **OFFER OF EMPLOYMENT**

We are pleased to offer you the position of **Guest Service Associate, Level 3**, in the **F&B Service Department** on 12 Months' Fixed Term Contract with ITC Grand Goa, Resort and Spa.

1. Your date of reporting will be 02<sup>nd</sup> May 2022 (Monday) for completion of the joining process.
2. You are required to attend your pre-employment medical tests by the Company's nominated Doctor, prior to your joining. You will be advised regarding the same separately.
3. During the period of your employment with the Company, the terms and conditions of employment shall be regulated by such Standing Orders, Rules and Regulations as enforced by the Company from time to time.
4. Your appointment letter will be issued to you in due course, which will formally detail the terms and conditions of your employment.
5. This offer of employment is subject to:
  - a. You being found medically fit for employment with us by the Company's Medical Officer.
  - b. Submission of documents as listed in the annexure (List of documents to be submitted).
  - c. Police verification from appropriate Police Authority.
  - d. Clearance of background verification.
  - e. This Offer stands invalid if not reverted back on or before 05<sup>th</sup> April 2022

Thank you. Welcome aboard!

**Authorised Signatory**  
ITC Grand Goa, Resort and Spa



Enduring Value

AROSSIM BEACH, CANSALIM, SOUTH GOA - 403712, INDIA  
T 91 832 272 1234 - F 91 832 272 1235

REGISTERED OFFICE: ITC LIMITED, VIRGINIA HOUSE, 37 J.L. NEHRU ROAD, KOLKATA 700 071, WEST BENGAL, INDIA  
CORPORATE IDENTITY NUMBER: L16005WB1910PLC001985 VISIT US AT WWW.ITCPORTAL.COM

WWW.ITCHOTELS.IN



Your emoluments per month will be as follows-

Basic	:	Rs. 6885/-
House Rent Allowance	:	Rs. 3780/-
Conveyance Allowance	:	Rs. 500/-
Special Allowance	:	Rs. 2335/-
		=====
<b>Total Gross Salary</b>	:	<b>Rs. 13500/-</b>
		=====

Thank you. Welcome aboard!

**Authorised Signatory**  
ITC Grand Goa, Resort and Spa



Enduring Value

AROSSIM BEACH, CANSULIM, SOUTH GOA - 403712, INDIA  
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[WWW.ITCHOTELS.IN](http://WWW.ITCHOTELS.IN)

  
**TAJ**  
**HOLIDAY VILLAGE**  
**RESORT & SPA**  
GOA

11 August 2022

Mr. Berwyn D'Silva,

Dear Mr. D'Silva,

**Sub: Hotel Operations Training – Batch 2022**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Hotel Operations Trainee- Food & Beverage** in our organization.

As per the guidelines of this Program, please note the following:

1. Date of Joining: **16 August, 2022**
2. Stipend payable: **Rs.18,100/-** (Rupees Eighteen Thousand One Hundred only) per month during the training period.
3. Period of Training: **12 months**
4. Based on the location of training, you will be appointed on the rolls of the concerned hotel and the appointment letter will be issued accordingly.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your course (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

**Ms. Nehal Surti - Learning & Development Officer – North Goa, contact no. 91-0832-6645720 or Email: [nehal.surti@tajhotels.com](mailto:nehal.surti@tajhotels.com).**

May I request you to kindly sign and return the duplicate copy through a scan copy of this letter in token of your acceptance to the above mentioned details immediately.

Thanking you,

Yours faithfully,  
for Taj Holiday Village Resort & Spa, Goa



**RONNIE JOHN**  
**HUMAN RESOURCES MANAGER**

30<sup>th</sup> April 2022

Breanna Linarose Moraes,  
H.no. 369, Ranghavi Estate 2,  
Near Sagar Enclave, Dabolim, Goa.

Subject: Letter of Intent

Dear Breanna,

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.
4. Pan card copy (Compulsory)
5. Aadhar card copy (Compulsory)
6. Also complete your pre-employment medical at Kerkar Hospital, Aquem Margao, Goa 403601. Phone: 08322753100.
7. Covid Vaccination certificate
8. Covid Test post arrival in Goa (RTPCR if single vaccinated & Antigen if fully vaccinated)
9. Personal bank account details (any single bank account)

Your date of joining will be 16<sup>th</sup> May 2022.

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.

COMPENSATION HEAD	PER MONTH	PER YEAR
<b>MONTHLY</b>		
Basic Salary	8,000	96,000
House Rent Allowance	3,748	44,976
Conveyance Allowance	0	0
Special Allowance	0	0
<b>A) TOTAL GROSS COMPENSATION</b>	<b>11,748</b>	<b>140,976</b>
<b>STATUTORY BENEFITS</b>		
PF (Employer's contribution)	1,040	12,480
ESI (Employer's contribution)	382	4582
Labour Welfare Fund	30	360
<b>B) TOTAL STATUTORY BENEFITS</b>	<b>1,452</b>	<b>17,422</b>
<b>C) OTHER COMPONENTS</b>		
LEAVE Travel Allowance (LTA)	0	0
Bonus Ex-Gratia	845	10140
<b>COST TO COMPANY</b>	<b>14,045</b>	<b>168,538</b>

\*Bonus/Ex-gratia payment as per statutory /company policy

\*Accident Insurance up to 2 lakh covering Self



4 May 2022

**Brian Felix Althandra**

Dear Brian,

We are pleased to extend to you an opportunity for practical training in the Food & Beverage Department as a **Culinary Intern** within **Whit & Wisdom at The Lodge at Sonoma Resort, Autograph Collection located in Sonoma, California, USA**. This letter confirms the commitments extended to you by **Araceli Bence – People and Culture Manager** and **Topher Strittmatter – Director of Culinary Talent**.

Your practical training will be scheduled to begin on **Monday 8 August 2022**. You will participate in an American hotel hospitality cultural exchange program. During this time, you will be held to the same standards of performance and company policies and procedures as other hotel associates and trainees. You will also have the opportunity to use various training resources developed by the hotel to broaden your knowledge of our company's techniques and operations.

In addition to the training that you will receive specific to your position, you will also:

- receive operational experience/exposure in the discipline related to your training program
- learn to understand and enforce our corporate and local standard policies and procedures throughout your department and gain knowledge of interdepartmental procedures; and
- develop expertise in goal setting, and effective communication.

**The particulars of our offer are as follows:**

The hotel is a drug-free workplace; therefore, this offer is conditioned on the successful completion of drug and alcohol screening which are in compliance with the Hotel policy. Refusal to submit to drug and alcohol testing will result in the participant's disqualification for further consideration.

During your Culinary rotation, you will receive a stipend of US \$20.34 per hour.

Your schedule will be a guaranteed minimum of 32 hours per week.

You will be responsible for paying U.S. Federal, State and Local Taxes and will be exempt from Social Security, Medicare and Unemployment Benefit taxes. You are entitled to claim some taxes back when you file your year-end tax return.

**Upon arrival to the US, the host will provide two weeks' accommodation.** The host will assist in finding permanent accommodation for the duration of your program. You will be responsible for your own accommodation expenses and there will be other interns on the program you can share accommodation with.

Nearest Airport: **SMF – Sacramento International Airport**

The host will provide transportation from airport to the hotel. **As soon as you have secured your visa, you MUST communicate via email directly with host to discuss and arrange airport pick up and accommodation.**

\_\_\_\_\_ (Intern Initials)



You MUST complete your online HPUSA TRAVEL FORM at least one week in advance of your arrival so we may activate your insurance.

Please note, if you do not communicate all arrival flight details with host AND complete your online HPUSA TRAVEL FORM at least 5 days before arrival, you will be responsible for your own airport transportation arrangements and your insurance will not be activated.

You will need enough funds to assist you in securing local housing and necessities, (we suggest up to \$1,500), and ideally a MasterCard, Visa, or American Express. We suggest obtaining a local Driver's License once you have settled into your primary residence. This will allow you to cash checks and obtain car insurance.

You will be covered by Worker's Compensation through your host and basic health insurance through your sponsor organization. Your health insurance will be activated when you arrive in USA and confirm your address and are validated in the SEVIS system.

Uniforms are provided by the hotel, however, you will need to bring a few professional type outfits, including; black pants, black belt, black socks, black closed toe non slip shoes and a white collared shirt.

One complimentary meal will be provided per shift, 50% off food at both on property eateries.

You will have at least two days off per week, depending on your assignment and schedule. If you are unavailable to work your normal schedule, additional time off will be unpaid.

As a participant you will have regular feedback with our managers to discuss your progress and development. The hotel's program is designed to provide you with both work experience and professional growth.

For security and tracking purposes, your sponsorship organization will register you in the SEVIS system - U.S. Department of Homeland Security and U.S. Department of State automated system that keeps track of students and J-1 exchange visitors and ensures that they maintain their status while in the United States.

At a later date, you will receive pre-arrival information and documentation from your sponsorship organization with instructions to apply for the Exchange Visitor (J-1) visa/status. With the J-1 visa or visa status, you may proceed to finalize your travel plans.

We look forward to having you with us and hope your training assignment is a rewarding experience. Please email us with any questions and to coordinate your arrival details.

**Host Contacts:**

Name: Topher Strittmatter – Director of Culinary Talent

Email: tstrittmatter@minagroup.net

Sincerely,

*araceli bence*

**Araceli Bence – People and Culture Manager**  
**The Lodge at Sonoma Resort, Autograph Collection**  
1325 Broadway at Leveroni and Napa Roads  
Sonoma, California, USA 95476  
Phone: (707) 931-3429  
Email: araceli.bence@thelodgeatsonoma.com  
Website: <https://www.thelodgeatsonoma.com/>

*Brian Felix Atkandra*  
\_\_\_\_\_  
(Intern Signature)

**Salary & Benefits Offer Terms**

Name : **Gabriel Zuzarte**  
 Job Title : **Guest Services Officer**  
 Responsibility Level : **3**  
 Reporting To : **Team Leader - Front Office**  
 Date of Joining : **09 May 2022**

SALARY HEADS	MONTHLY	ANNUAL
<b>Monthly</b>		
Basic	7017	84,204
HRA	3,509	42,108
Special Allowance	2,105	25,260
Conveyance	500	6,000
<b>Gross Salary</b>	<b>13131</b>	<b>157,572</b>
<b>Annual Benefits</b>		
LTA(Payable Per annum)	585	7020
Ex Gratia (As per Co. policy)	1,094	13,128
<b>Total Annual Benefits</b>	<b>1,679</b>	<b>20,148</b>
<b>Perquisites</b>		
Provident Fund	1,155	13,860
ESIC	410	4920
<b>Total Perquisites</b>	<b>1,565</b>	<b>18,780</b>
<b>Cost to Company</b>	<b>16,374</b>	<b>196,488</b>

**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:

*[Handwritten Signature]*  
08/04/22

Director of Human Resources

Accepted By:

*[Handwritten Signature]*  
19/04/2022

Gabriel Zuzarte

**GRAND HYATT**

GRAND HYATT GDA  
 P-3 Goa University, Bambolim,  
 Goa, India 403206

T +91 832 664 1234  
 F +91 832 663 4199  
 grandhyattgoa.com

Goa Hotels and Realty Private Ltd  
 Regd. Office - DB Central, Maulana Azad Road,  
 Rangwala Compound, Jacob Circle, Mumbai - 400048  
 CIN - U55101MH3004PTC140219  
 GST 36AAAC0499P2V





30 March 2022

**Jared Sanjer Faleiro E Coutinho**  
**Flat D2, Raj Residency**  
**Fatorda - Goa**

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1. Your date of reporting will be 02<sup>nd</sup> May 2022 (Monday) for completion of the joining process.
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3. During the period of your employment with the Company, the terms and conditions of employment shall be regulated by such Standing Orders, Rules and Regulations as enforced by the Company from time to time.
4. Your appointment letter will be issued to you in due course, which will formally detail the terms and conditions of your employment.
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  - b. Submission of documents as listed in the annexure (List of documents to be submitted).
  - c. Police verification from appropriate Police Authority.
  - d. Clearance of background verification.
  - e. This Offer stands invalid if not reverted back on or before 05<sup>th</sup> April 2022

Thank you. Welcome aboard!

  
**Authorised Signatory**  
ITC Grand Goa, Resort and Spa



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CORPORATE IDENTITY NUMBER: L16005WB1910PLC001985 VISIT US AT WWW.ITCPORTAL.COM  
WWW.ITCHOTELS.IN



Your emoluments per month will be as follows-

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Conveyance Allowance	:	Rs. 500/-
Special Allowance	:	Rs. 2335/-
<b>Total Gross Salary</b>	:	<b>Rs. 13500/-</b>

Thank you. Welcome aboard!

  
**Authorised Signatory**  
ITC Grand Goa, Resort and Spa



Enduring Value

Dear Students,

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 9:30am

- **RT PCR test for Covid Negative certificate or 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

28<sup>th</sup> April 2022

Juneidh Vaz,  
Admorod, Dramapur,  
Salcete, Goa.

Subject: Letter of Intent

Dear Juneidh,

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.
4. Pan card copy (Compulsory)
5. Aadhar card copy (Compulsory)
6. Also complete your pre-employment medical at Kerkar Hospital, Aquem Margao, Goa 403601. Phone: 08322753100.
7. Covid Vaccination certificate
8. Covid Test post arrival in Goa (RTPCR if single vaccinated & Antigen if fully vaccinated)
9. Personal bank account details (any single bank account)

Your date of joining will be 16<sup>th</sup> May 2022.

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.

COMPENSATION HEAD	PER MONTH	PER YEAR
<b>MONTHLY</b>		
Basic Salary	8,000	96,000
House Rent Allowance	3,748	44,976
Conveyance Allowance	0	0
Special Allowance	0	0
<b>A) TOTAL GROSS COMPENSATION</b>	<b>11,748</b>	<b>140,976</b>
<b>STATUTORY BENEFITS</b>		
PF (Employer's contribution)	1,040	12,480
ESI (Employer's contribution)	382	4582
Labour Welfare Fund	30	360
<b>B) TOTAL STATUTORY BENEFITS</b>	<b>1,452</b>	<b>17,422</b>
<b>C) OTHER COMPONENTS</b>		
LEAVE Travel Allowance (LTA)	0	0
Bonus Ex-Gratia	845	10140
<b>COST TO COMPANY</b>	<b>14,045</b>	<b>168,538</b>

\*Bonus/Ex-gratia payment as per statutory /company policy

\*Accident Insurance up to 2 lakh covering Self





V. M. SALGAOCAR INSTITUTE  
*of*  
INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raia, 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)

Ref: VMSIHE/Dir/letter/24-25/001

Date: 5th January 2024

**TO WHOMSOEVER IT MAY CONCERN**

Ms. Kalindi Sunthankar student of our institute year 2019-2022 successfully completed her three year B.Sc. degree in International Hospitality Management.

She has now decided to pursue her higher studies.

Kalindi is a very good student, she displays good behavior and is 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 also successfully completed her internship at Taj Exotica Goa and UK 27 The Fern Belgaum. I highly recommend Ms. Kalindi Sunthankar for higher studies at your institute.

If you have any further queries, please do not hesitate to contact me on my email address: [irfan.mirza@vmsiie.edu.in](mailto:irfan.mirza@vmsiie.edu.in)

Thanking you,

Yours sincerely,

Irfan S. Mirza  
Director & Principal



5 May 2022

**Kalindi Rajeev Sunthankar**

Dear Kalindi,

We are pleased to extend to you an opportunity for practical training in the Food & Beverage Department as **Culinary Intern** at the **NOPSI Hotel New Orleans, located in New Orleans, Louisiana, USA**. This letter confirms the commitments extended to you by **Melinda Oates - Jones - Complex Area Director of Human Resources** and **Arthur Batiste – Culinary Manager**.

Your practical training is scheduled to begin on **Monday 8 August 2022**. You will participate in an American hotel hospitality cultural exchange program. During this time, you will be held to the same standards of performance and company policies and procedures as other hotel associates and trainees. You will also have the opportunity to use various training resources developed by the hotel to broaden your knowledge of our company's techniques and operations.

In addition to the training that you will receive specific to your position, you will also:

- receive operational experience/exposure in the discipline related to your training program
- learn to understand and enforce our corporate and local standard policies and procedures throughout your department and gain knowledge of interdepartmental procedures; and
- develop expertise in goal setting, and effective communication.

**The particulars of our offer are as follows:**

The hotel is a drug-free workplace; therefore, this offer is conditioned on the successful completion of drug and alcohol screening which are in compliance with the Hotel policy. Refusal to submit to drug and alcohol testing will result in the participant's disqualification for further consideration.

During your Culinary rotation, your stipend will be a flat rate of US \$ 15.00 per hour.

Your schedule will be a guaranteed minimum of 32 hours per week.

You will be responsible for paying U.S. Federal, State and Local Taxes and will be exempt from Social Security, Medicare and Unemployment Benefit taxes. You are entitled to claim some taxes back when you file your year-end tax return.

**Upon your arrival in USA, the host will provide up to 2 months of accommodation ONLY** while you look for local housing. You will be responsible for your own meals and any room service or phone calls made will be at your own expense. You should have some general idea about your accommodation before you arrive. You will be responsible for your own accommodation and can expect to pay between \$600 and \$800 per month for shared accommodation.

**Nearest Airport: (MSY) Louis Armstrong International**

You will be responsible for arranging your own transportation from the airport to the hotel. The host suggests an Uber or Lyft. Please keep your receipts, as the host will reimburse you for the travel costs from the airport to the hotel.

**As soon as you have secured your visa, you MUST communicate via email directly with host to discuss and arrange airport pick up and accommodation. Host will arrange airport pickup or reimburse you for the cost ONLY if you provide adequate notice.**

\_\_\_\_\_ (Intern Initials)



You **MUST** complete your online HPUSA TRAVEL FORM at least one week in advance of your arrival so we may activate your insurance.

Please note, if you do not communicate all arrival flight details with host AND complete your online HPUSA TRAVEL FORM at least 5 days before arrival, you will be responsible for your own airport transportation arrangements and your insurance will not be activated.

You will need enough funds to assist you in securing local housing and necessities, (we suggest up to \$1,500), and ideally a MasterCard, Visa, or American Express. We suggest obtaining a local Driver's License once you have settled into your primary residence. This will allow you to cash checks and obtain car insurance.

You will be covered by Worker's Compensation through your host and basic health insurance through your sponsor organization. Your health insurance will be activated when you arrive in USA and confirm your address and are validated in the SEVIS system.

Uniforms are provided by the hotel, however, you will need to bring a few professional type outfits, including; black pants, black belt, black socks, black closed toe non slip shoes and a white collared shirt.

One complimentary meal will be provided per shift.

You will have at least two days off per week, depending on your assignment and schedule. If you are unavailable to work your normal schedule, additional time off will be unpaid.

As a participant you will have regular feedback with our managers to discuss your progress and development. The hotel's program is designed to provide you with both work experience and professional growth.

For security and tracking purposes, your sponsorship organization will register you in the SEVIS system - U.S. Department of Homeland Security and U.S. Department of State automated system that keeps track of students and J1 exchange visitors and ensures that they maintain their status while in the United States.

At a later date, you will receive pre-arrival information and documentation from your sponsorship organization with instructions to apply for the Exchange Visitor (J-1) visa/status. With the J-1 visa or visa status, you may proceed to finalize your travel plans.

We look forward to having you with us and hope your training assignment is a rewarding experience. Please email us with any questions and to coordinate your arrival details.

**Host Contacts:**

Name: Arthur Batiste – Culinary Manager

Email: abatiste@nopsihotel.com

Sincerely,

*Melinda Oates-Jones*

**Melinda Oates - Jones – Complex Area Director of Human Resources**

**NOPSI Hotel New Orleans**

739 Canal Street

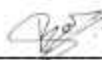
New Orleans, Louisiana 70130

Phone: 504-962-6620

Fax: 504-962-6509

Email: moates@heihotels.com

Website: <https://www.nopsihotel.com/>



(Intern Signature)

19<sup>th</sup> July, 2022

Mr. Kumar Magavi  
V M Salgaocar Institute of International Hospitality Education

Dear Mr. Magavi

**Sub: Hotelier Development Programme by IHCL**

This has reference to your application and the subsequent interview that you had with us. We are pleased to inform you that you have been selected for the Hotelier Development Program 2022-2023.

As per the guidelines of this Programme, please note the following:

1. Date of Joining: will be communicated
2. Stipend payable:
  - Basic : Rs. 13,000/- (Rupees Thirteen Thousand Only) per month
  - Other Allowance : Rs. 13,000/- (Rupees Thirteen Thousand Only) per month
  - During the period of your training, you will be provided with sharing accommodation
3. Your location of training will be communicated to you
4. Period of Training: 18 / 24 months

This offer is subject to you being certified medically fit by the company medical officer and satisfactory verification of your Credentials / Testimonials. Evidence in support of your academic qualification and date of birth are also pre-conditions to this offer of appointment.

Should you require any clarifications, please feel free to get in touch with Ms. Soni Bundele, Manager-Human Resources at Corporate Office, Mumbai contact no. 022 61371974 or email: soni.bundele@ihcltata.com.

This offer is valid subject to your acceptance of the offer latest by 21st July, 2022. Request you to kindly sign, scan & email the duplicate copy of the letter in token of your acceptance of the same, at the earliest to the above mentioned email address.

Yours faithfully,

For **The Indian Hotels Company Limited**

Punuj Singh  
Associate Vice President- Compensation & Benefits  
and Shared Services Operations

THE INDIAN HOTELS COMPANY LIMITED

10004 P.O. 201, Lower Ground Floor, 20th Cross, Kankarbagh, Bangalore-560022, Karnataka, India  
10001 P.O. 20th Cross, Lower Ground Floor, 20th Cross, Kankarbagh, Bangalore-560022, Karnataka, India  
[www.ihcltata.com](http://www.ihcltata.com)

10004 P.O. 201, Lower Ground Floor, 20th Cross, Kankarbagh, Bangalore-560022, Karnataka, India

10001 P.O. 20th Cross, Lower Ground Floor, 20th Cross, Kankarbagh, Bangalore-560022, Karnataka, India  
[www.ihcltata.com](http://www.ihcltata.com)

Date: 14<sup>th</sup> December, 2021

Dear Kumar Magavi,

Congratulations! It gives us great pleasure in selecting you as **Guest Service Associate**.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by March, 2022 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

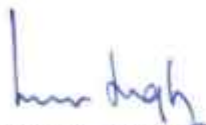
Should have any questions or need any further assistance, please contact Mr. Charan Singh at Corporate Human Resources Department. His contact number is 011 23890505 and his email address is [charan.singh@oberoigroup.com](mailto:charan.singh@oberoigroup.com).

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For **The Oberoi Group**



**Surinder Singh Jangwal**  
Head – Human Resources

Accepted. 

Name: Kumar Magavi

E-mail id: [kumarmagavi@gmail.com](mailto:kumarmagavi@gmail.com)

Mobile/Residence Tel. No: 9960963322

(Please write legibly)

Classification | External



30<sup>th</sup> April 2022

Maria Elaine Furtado,  
Benaolim, South Goa,  
India- 403716.

Subject: Letter of Intent

Dear Maria,

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.
4. Pan card copy (Compulsory)
5. Aadhar card copy (Compulsory)
6. Also complete your pre-employment medical at Kerkar Hospital, Aquem Margao, Goa 403601. Phone: 08322753100.
7. Covid Vaccination certificate
8. Covid Test post arrival in Goa (RTPCR if single vaccinated & Antigen if fully vaccinated)
9. Personal bank account details (any single bank account)

Your date of joining will be 16<sup>th</sup> May 2022.

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.

COMPENSATION HEAD	PER MONTH	PER YEAR
<b>MONTHLY</b>		
Basic Salary	8,000	96,000
House Rent Allowance	3,748	44,976
Conveyance Allowance	0	0
Special Allowance	0	0
<b>A) TOTAL GROSS COMPENSATION</b>	<b>11,748</b>	<b>140,976</b>
<b>STATUTORY BENEFITS</b>		
PF (Employer's contribution)	1,040	12,480
ESI (Employer's contribution)	382	4582
Labour Welfare Fund	30	360
<b>B) TOTAL STATUTORY BENEFITS</b>	<b>1,452</b>	<b>17,422</b>
<b>C) OTHER COMPONENTS</b>		
LEAVE Travel Allowance (LTA)	0	0
Bonus Ex-Gratia	845	10140
<b>COST TO COMPANY</b>	<b>14,045</b>	<b>168,538</b>

\*Bonus/Ex-gratia payment as per statutory /company policy

\*Accident Insurance up to 2 lakh covering Self

13<sup>th</sup> August, 2022

Mr. Neil D'Souza  
V M Salgaocar Institute of International Hospitality Education

Dear Mr. D'Souza

**Sub: Hotelier Development Programme by IHCL**

This has reference to your application and the subsequent interview that you had with us. We are pleased to inform you that you have been selected for the Hotelier Development Program 2022-2023.

As per the guidelines of this Programme, please note the following:

1. Date of Joining: will be communicated
2. Stipend payable:
  - Basic : Rs. 13,000/- (Rupees Thirteen Thousand Only) per month
  - Other Allowance : Rs. 13,000/- (Rupees Thirteen Thousand Only) per month
  - During the period of your training, you will be provided with sharing accommodation
3. Your location of training will be communicated to you
4. Period of Training: 18 / 24 months

This offer is subject to you being certified medically fit by the company medical officer and satisfactory verification of your Credentials / Testimonials. Evidence in support of your academic qualification and date of birth are also pre-conditions to this offer of appointment.

Should you require any clarifications, please feel free to get in touch with Ms. Soni Bundeale, Manager-Human Resources at Corporate Office, Mumbai contact no. 022 61371974 or email: soni.bundeale@ihcltata.com.

This offer is valid subject to your acceptance of the offer latest by 14<sup>th</sup> August, 2022. Request you to kindly sign, scan & email the duplicate copy of the letter in token of your acceptance of the same, at the earliest to the above mentioned email address.

Yours faithfully,  
For **The Indian Hotels Company Limited**

Punuj Singhal  
Associate Vice President- Compensation & Benefits  
and Shared Services Operations

RECEIVED & ACCEPTED

NEIL D'SOUZA  
13/8/22

**Salary & Benefits Offer Terms**

Name : **Nishant Kumar Singh**  
Job Title : **Guest Services Officer**  
Responsibility Level : **3**  
Reporting To : **Team Leader - Front Office**  
Date of Joining : **09 May 2022**

<b>SALARY HEADS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>Monthly</b>		
Basic	7017	84,204
HRA	3,509	42,108
Special Allowance	2,105	25,260
Conveyance	500	6,000
<b>Gross Salary</b>	<b>13131</b>	<b>157,572</b>
<b>Annual Benefits</b>		
LTA(Payable Per annum)	585	7020
Ex Gratia (As per Co. policy)	1,094	13,128
<b>Total Annual Benefits</b>	<b>1,679</b>	<b>20,148</b>
<b>Perquisites</b>		
Provident Fund	1,155	13,860
ESIC	410	4920
<b>Total Perquisites</b>	<b>1,565</b>	<b>18,780</b>
<b>Cost to Company</b>	<b>16,374</b>	<b>196,488</b>

**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:**  
\_\_\_\_\_  
**Nishant Kumar Singh****GRAND | HYATT**

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

T +91 832 664 1234  
F +91 832 663 4199  
grandhyattgoa.com

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

**Salary & Benefits Offer Terms**

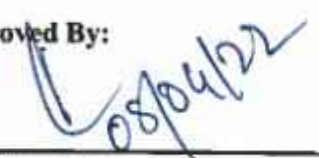
Name : **Gabriel Zuzarte**  
Job Title : **Guest Services Officer**  
Responsibility Level : **3**  
Reporting To : **Team Leader - Front Office**  
Date of Joining : **09 May 2022**

<b>SALARY HEADS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>Monthly</b>		
Basic	7017	84,204
HRA	3,509	42,108
Special Allowance	2,105	25,260
Conveyance	500	6,000
<b>Gross Salary</b>	<b>13131</b>	<b>157,572</b>
<b>Annual Benefits</b>		
LTA(Payable Per annum)	585	7020
Ex Gratia (As per Co. policy)	1,094	13,128
<b>Total Annual Benefits</b>	<b>1,679</b>	<b>20,148</b>
<b>Perquisites</b>		
Provident Fund	1,155	13,860
ESIC	410	4920
<b>Total Perquisites</b>	<b>1,565</b>	<b>18,780</b>
<b>Cost to Company</b>	<b>16,374</b>	<b>196,488</b>

**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:

  
\_\_\_\_\_  
Gabriel Zuzarte**GRAND | HYATT**GRAND HYATT GOA  
Po. Goa University, Bambolim,  
Goa, India, 403206T +91 832 664 1234  
F +91 832 663 4199  
grandhyattgoa.comGoan Hotels and Realty Private Ltd.  
Regd. Office - DB Central, Maulana Azad Road,  
Rangwala Compound, Jacob Circle, Mumbai - 400011  
CIN - U55101MH2004PTC149219  
GST 30AACG4929F1ZV



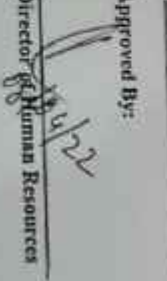
**Salary & Benefits Offer Terms**

Name : Nishant Kumar Singh  
 Job Title : Guest Services Officer  
 Responsibility Level : 3  
 Reporting To : Team Leader - Front Office  
 Date of Joining : 09 May 2021

SALARY HEADS	MONTHLY	ANNUAL
Monthly	7017	84,204
Basic	3,509	42,108
HRA	2,105	25,260
Special Allowance	500	6,000
Conveyance	13131	157,572
Gross Salary	585	7020
Annual Benefits	1,094	13,128
LTA(Payable Per annum)	1,679	20,148
Ex Gratia (As per Co. policy)		
<b>Total Annual Benefits</b>		
Perquisites	1,155	13,860
Provident Fund	410	4,920
ESIC	1,565	18,780
<b>Total Perquisites</b>		
<b>Cost to Company</b>	<b>16,374</b>	<b>196,488</b>

**Important Note**

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Disclosing 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:   
 Nishant Kumar Singh



GRAND HYATT GDS  
 8th Floor, Jamnagar, Banskana  
 Con. No. 402206

1-81-832-864-2234  
 1-81-832-864-2234  
 grandhyatt.com

Grand Hotels and Resorts Private Ltd  
 Regd. Office: 128 Central, Preeti Nagar Road,  
 Bengali Crossing, Delhi, India. Mobile: +91  
 011-26102000/26102001  
 011-26102002/26102003



30 March 2022

**Nishant Kumar Singh**  
**Hira Garden, ff-3,**  
**Wing – B, Porvorim**  
**Goa**

### **OFFER OF EMPLOYMENT**

We are pleased to offer you the position of **Guest Service Associate, Level 3**, in the **Front Office Department** on 12 Months' Fixed Term Contract with ITC Grand Goa, Resort and Spa.

1. Your date of reporting will be 01<sup>st</sup> June (Wednesday) for completion of the joining process.
2. You are required to attend your pre-employment medical tests by the Company's nominated Doctor, prior to your joining. You will be advised regarding the same separately.
3. During the period of your employment with the Company, the terms and conditions of employment shall be regulated by such Standing Orders, Rules and Regulations as enforced by the Company from time to time.
4. Your appointment letter will be issued to you in due course, which will formally detail the terms and conditions of your employment.
5. This offer of employment is subject to:
  - a. You being found medically fit for employment with us by the Company's Medical Officer.
  - b. Submission of documents as listed in the annexure (List of documents to be submitted).
  - c. Police verification from appropriate Police Authority.
  - d. Clearance of background verification.
  - e. This Offer stands invalid if not reverted back on or before 05th April 2022

Thank you. Welcome aboard!

  
**Authorised Signatory**  
ITC Grand Goa, Resort and Spa






Your emoluments per month will be as follows-

Basic	:	Rs. 6885/-
House Rent Allowance	:	Rs. 3780/-
Conveyance Allowance	:	Rs. 500/-
Special Allowance	:	Rs. 2335/-
<b>Total Gross Salary</b>	:	<b>Rs. 13500/-</b>

Thank you. Welcome aboard!

  
**Authorised Signatory**  
ITC Grand Goa, Resort and Spa



26 January 2022,

Abhijeet Chaudhary  
Club Lounge Agent  
India

RE: Offer of Employment ("Offer")

Dear Abhijeet,

Congratulations! We are delighted to confirm our employment offer to you. I would be grateful if you could sign and return one copy. As well, upon joining sign three company booklets which, together, form a contract of employment with you and to indicate acceptance of the position and terms of the appointment.

Le Royal Meridien Doha, on behalf of United Hotels Management LLC (the "Employer"), a legal entity organized and existing under the laws of Qatar, takes great pleasure in extending this offer to you for the position of **Club Lounge Agent**, 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.

This Offer is valid for three (3) working days from the above date. If you do not respond to the Offer within three (3) working days, the Company may withdraw the Offer.

#### **I. POSITION & START DATE**

In your position as **Club Lounge Agent** with an effective start date that will commence on or around the **15<sup>th</sup> of March 2022**, which is to be confirmed, you will report directly to the Club Lounge Supervisor of the property. This position is a **Grey Career Banded** position in accordance with Marriott's Career Banding System.

Your first day of work (Start Date) may differ from the date stated on this letter pending the granting of your employment visa and work permit from the local authorities in the State of Qatar.

#### **II. STATUS & SALARY**

You will be hired on a **single status** basis.

Your salary will be **QAR 2,300/-** (Qatari Riyals Two Thousand Three Hundred only) paid monthly in arrears, net, into a local bank account designated by yourself, and reviewed annually thereafter. Salary increases, if any, will be determined by Marriott policy and are not guaranteed. You will be responsible to comply with all home and host country tax, where applicable.

#### **II.1. PROBATION**

The first 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.

## **II.2. WORK PERMIT**

This appointment is subject to the granting of a valid work visa from the appropriate authorities in Qatar. The Company will take all the necessary steps to obtain your employment visa and work permit, and you are expected to cooperate by promptly providing all the necessary documentation and information for the same, including certified copies of any degree certificates or professional qualifications, authenticated and attested (if applicable). You agree to submit to a medical examination as per the Government of Qatar's requirement. Upon commencement of your employment, you must remit your passport to the Hotel, so as to facilitate the processing of your Residency and other formalities required by Law. Once completed, your passport will be returned to you. You will be responsible for the renewal of your passport.

The following documentation procedures are required for the Hotel to process your work permit:

- Copy of your passport (very clear scan).
- Copy of your Education Degree/Diploma.
- Health Certificate Report including ABO Blood typing and RH Classification, HbsAG, HCV antibody, Tuberculin Test (for TB – skin test)/ PPD Skin Test, VDRL RPR (for Syphilis), HIV I & II Antibodies, Chest X-Ray P/A, Blood Urea Nitrogen, Serum Creatinine, Pregnancy Test ( for Ladies only), Fit for Employment Certificate. **This process will be done in your home country through Qatar Visa Centers (QVC) which will be arranged by the Employer.**
- Previous job certificate and reference letters
- 12 passport size photographs (photographs can be submitted upon your arrival in Doha)

## **III. DUTIES & JOB DESCRIPTION**

During the time of your assignment, you shall devote all your working time and effort to the business of the Hotel assigned to you by your respective department head.

Upon joining, you will be issued with a Job Description that shall govern general guidance as to how you should carry out your work, although this is not meant to be a definitive guide, and tasks maybe added or removed to suit the hotel's business and your abilities, entirely at the discretion of your respective department head.

**N.B.** You are obligated to conduct your duties in accordance with the rules, practices, procedures and policies which are outlined in the "Guidelines for Associates" and "Information Protection Awareness Guide" and "Business Conduct Guide" prepared by Marriott International Lodging and all other policies and procedures applicable to your employment which may be amended by Marriott from time to time at its absolute discretion. These 3 booklets are attached and must be signed by you, with the tear out signature pages returned to us before your start date or this agreement and Offer may be declared void by us.

## **IV. TERM & HOURS OF WORK**

Working hours are 48 hours per week, exclusive of breaks, and 6 days a week, as scheduled by the Hotel's Management. However, due to the nature of your position, there is not a set schedule that can be regarded as normal fixed hours. The demands of the job will dictate the number of hours worked in any pay period. This has been taken into account when fixing your salary. No payment is therefore made for overtime.

If you accept this offer of employment, your assignment will commence on or around the **15<sup>th</sup> of March 2022**, date to be confirmed. However, your employment will become effective



on the date you begin working for the Company in Doha, Qatar. This Offer is conditioned on the issuance of the necessary work and residency authorizations, if and where required.

#### **IV.1. DURATION OF CONTRACT**

This contract is for an open period starting from the actual commencement date and can be terminated by either party giving two (2) months' notice in writing or payment in lieu of notice is required should either party decide to terminate employment earlier, except in the case of termination for cause by local management company, which could take effect immediately. Such cause shall include but not limited to:

- A. Violation of the rules, practices, procedures of policies set forth in the "Guidelines for Associates" and "Information Protection Awareness Guide";
- B. Noncompliance with the Business Conduct Guide;
- C. Receipt of a second written documentation of a need of improvement or rule or policy violation within a twelve-month period. Prior verbal warnings are not required for the issuance of a written warning;
- D. Termination or expiration of the Management Agreement or other operating document which governs the operation of the Hotel;
- E. The following breach of responsibility, set forth as terminable offenses in the "Guidelines for Leaders" and "Information Protection Awareness Guide":
  - 1. Theft, attempted theft or removal from premises without proper authorization of Company property or the property of another associate, customer or vendor.
  - 2. Possession of a weapon on Company premises.
  - 3. Willful or careless, significant damage or destruction to Company property or the property of another associate or vendor.
  - 4. Embezzlement.
  - 5. Unauthorized possession or use or being under the influence of alcohol on the job and/or premises.
  - 6. Possession use or being under the influence of illegal substances while on Company time and/or premises.
  - 7. Falsification of Company records including but not limited to employment applications, payroll and financial reports.
  - 8. Hitting, pushing or otherwise striking another person or any other disorderly conduct while on Company premises or arising out of Company business.
  - 9. Threatening, open or veiled, verbal or physical, an associate, guest, customer, or vendor.

10. Harassment (to include sexual) by associates (management and non-management) of one or more associates, vendors, guests or customers.
11. Sale or attempted sale of illegal substances while on Company time and/or premises.
12. Failure to carry out a reasonable job assignment or job request of your supervisor or manager, after being warned that failure to do so may result in termination.
13. Unauthorized entrance/access to offices, guest rooms or computer information sources.
14. Conviction of a felony.
15. Serious misconduct.
16. Unauthorized or inappropriate use of Company software, computer networks, inter/intra/extra nets, e-mail, fax, phone, and letterhead or other Marriott forms or documents.
17. Unauthorized review, disclosure, or distribution of confidential guest, associate, or vendor information.

Should you terminate your assignment, all payments and benefits as set forth in this offer letter shall cease immediately. Any termination will be handled in accordance with Qatar Labour Law.

#### **V. JURISDICTION**

This letter agreement is made pursuant to, and shall be governed by, the laws of Qatar, without reference to the choice of law provisions thereof.

#### **VI. MISCELLANEOUS**

##### **DAYS OFF**

You will be entitled to 1 day off per week.

##### **VACATION & PUBLIC HOLIDAYS**

You will be entitled to Eleven (11) paid National Holidays per year in accordance with the requirements of the Qatari Labor Law. The Hotel management will provide a list of holiday dates accordingly. You will be entitled to 30 paid calendar days of annual leave for every (12) twelve months of continuous employment. It is a condition of your employment that your dates for intended vacation must be agreed by your direct manager and you must provide reasonable notice of intention at least 60 days in advance normally. If you are required to work on a public holiday, a day off may be granted in lieu rather than pay for that day, entirely at the management's discretion.

We encourage usage of all annual vacation days within the calendar year and General Manager approval will be required to carry forward any unused days to the following year. You may also be encouraged to apply for annual vacation during any off-peak business periods, as determined by the Hotel. In the event of termination of your service you will be entitled to payment for accrued but unused vacation.

### **SICK LEAVE**

Sick leave will be granted as per local law which provides for up to two weeks with full pay, and four additional weeks with half pay. You will be required to provide a medical certificate for any sick leave absence. You are eligible for paid sick leave only after the completion of 3 months of employment.

### **HOME LEAVE TRAVEL**

An economy class return air ticket for you for the sector **Doha–New Delhi, India–Doha** will be provided for you on completion of 24 (twenty-four) months of continuous service. Airline tickets cannot be exchanged for cash. Airline of travel will be determined by the hotel based on fares obtained at the time of booking. Hotel policy will apply to eligibility prior to completion of 24 months.

### **END OF SERVICE**

You will be entitled to the End-of-Service Benefit (“**EOSB**”), as per Qatar Labour Law, paid upon resignation or transfer, amounting to 21 days’ pay for every year of service. Entitlement to the EOSB payment requires the completion of one year of service.

### **MEALS**

Meals will be provided in the Hotel’s Associate Cafeteria during your shift/duty.

### **LAUNDRY**

You will be provided free laundry and dry-cleaning services for your uniform or work attire only, as per Hotel policy.

### **HOUSING & ACCOMMODATION**

The Employer will provide you with an appropriate **furnished sharing room** in a sharing unit in accordance to the hotel policies & procedures.

### **TRANSPORT**

The Employer will provide you with appropriate means of transport to and from work in accordance to the hotel policies & procedures.

### **HEALTHCARE:**

The Hotel will provide a medical insurance for you through the Hotel’s negotiated plan for all associates. All such benefits are subject to change. Specific plan rules and other details will be provided to you.

## **VII. CHANGES IN PROGRAMS AND POLICIES**

In the ordinary course of business, the provisions of pay, benefit plans and employment policies and practices change as business needs and laws change. To the extent it is necessary or desirable to change any of the benefit plans in which you participate or employment policies and practices of the Company and the Hotel, such changes will apply to you as they apply to other similarly situated employees as determined by the Company.

### **CONFIDENTIALITY AND RETURN OF PROPERTY**

You shall not at any time during your employment or after its termination, for whatever reason, disclose or make use of your knowledge of any confidential information of the Company and the Company’s holding, subsidiary and/or sister companies and affiliates and/or any of its business associates including Marriott.

At the termination of your employment for whatever reason, you will immediately return to the Company and Marriott all property and any other information capable of transmission in any format that are owned by the Company and/or Marriott (the **Company Property**) and are in your possession at the termination date. You are not permitted to retain any copies of Company Property, whether in hard or soft forms.

**PREVIOUS OFFERS**

This offer letter supersedes any prior offer, agreement or discussion between you and the Company and/or Marriott (including any of its affiliates or subsidiaries, management company or owning company) relating to the terms and conditions of your employment. This offer letter constitutes all commitments currently made toward you and can only be changed or modified in writing.

If, at any time, any provision hereof is or becomes invalid, illegal, or unenforceable in any respect under the laws of the Qatar, the validity or enforceability of the remaining provisions hereof shall not be affected. The parties shall replace the invalid provision with a valid provision assuring a similar economic result.

Yours sincerely,



**Gerrit Graef**  
**Multi-Property General Manager**  
**On behalf of the Employer and Marriott International**

- Attachments: 1) Guidelines for Associates  
2) Information Protection Agreement  
3) Business Conduct Guide  
4) Job Description

**ACCEPTANCE**

I, **Abhijeet Chaudhary**, 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 Company, as well as in the associate handbook and three booklets mentioned in section III of this Offer. Failure to hand over signed copies of these 4 booklets on my start date can render this Offer void.

Associate's Signature: \_\_\_\_\_



PENHA LONGA

Sintra, 09<sup>th</sup> of November 2022

Dear Cassandra Menezes,

We are happy to confirm your internship in **Culinary Division** at the Penha Longa Resort.

You are expected on the **06 the of March 2023** for the Orientation of new Employees and Students. **The Orientation** is the day that you will meet your Divisional Leader in order to assign you the department that fits you the best!

**Your 12 months internship** period will start on the **06 the of March 2023** with the Orientation of new Employees and Students, and will finish on the **06th of March 2024**.

1. You will have 2 days off per week of training.
2. Your gratification will be 250 euros per month.
3. We provide with a uniform if you are in: Food and Beverage, Rooms or Culinary Division. You need to bring your own black and comfortable shoes. Administrative Departments students need to wear their own professional suit.
4. You will have a locker.
5. You will have access to the Employees and Students canteen (Three meals per day at the hotel's canteen: breakfast, lunch and dinner).
6. Free Parking during your training hours.
7. Free transportation van between Cascais and Sintra's train stations and the hotel.
8. You will be enrol in a Development Plan for interns
9. Doctor at the hotel once a week.
10. Free Gym.
11. Can play golf for free.

In order to confirm your internship you need to send us the following documents **before the Orientation days:**

1. **Internship Agreement signed by the school**
2. International insurance health coverage for any accident you might have at work.
3. Photocopy of your passport or European ID
4. One photocopy of a Bank Account in Portugal (tramit in Portugal); to open the bank you need proof of adress from your country of origin.
5. If you are not an European citizen we need a Student VISA to do the internship in Portugal.

**NOTE: IF YOU NEED A VISA BECAUSE YOU ARE NOT EUROPEAN, OBTAINING THE VISAS TAKES ABOUT 2 MONTHS**

All documents must be sent by e-mail (pdf), further information about the statements above will be sent to you as soon as we receive your offer letter signed.

Congratulations, we wish you a warm welcome in Penha Longa Resort and we look forward to meeting you.

Yours sincerely

  
PENHA LONGA  
Hotel & Golf Resort  
Recursos Humanos



**CONFIDENTIAL**

May 31, 2022

**Mariah Christabel Barreto**  
**India**

Delivered by email: mariahbarreto29@gmail.com

Dear **Mariah**,

**Re: Employment Contract**

It gives me great pleasure to offer you employment with Doha Oasis Investment Lacigal Musherb operating as Banyan Tree Doha at La Cigale Mushaireb (the "Company" & the "Hotel"). Your position will be **Waitress**. This letter agreement sets out the Company's offer of employment to you and once signed (and once the conditions as set out herein have been fulfilled) will become your contract of employment.

**1. Position & Grade:**

- 1.1 In your capacity as **Waitress**, you will report to **Food and Beverage Supervisor** or to such other person appointed or designated by him/her.
- 1.2 You shall devote all your time, knowledge and attention to your duties as **Waitress**, and carry out your duties with the Company with due diligence and in a proper manner and use your best skills and endeavors to further the business and interests of the Company.
- 1.3 During your period of employment with the Company you will perform such duties, acts and things as are normally to be performed by you or as would be assigned to you in the proper performance of your employment and reasonably necessary in and about the carrying out of your functions as **Waitress**, and occasionally you may be required to perform duties of a reasonable nature other than what you were originally hired for, even if they are undertaken by others from time to time.
- 1.4 **Probationary Period:** You will be employed on probation for a period of **Six (6) months**, during which either party has the right to terminate the employment agreement immediately without written advance notice. The probation period is nonrenewable.
- 1.5 Your normal working hours will be an average of forty-eight (48) hours per week over 6 days, exclusive of meal breaks. Please note that working hours are scheduled by the Hotel based on business levels and may be extended. **Any additional hours on a normal working day, on a day off or public holiday will be paid overtime according to Hotel Policy in line with Qatar Labour Law.**

**2. Commencement Date:**

Your start date will be **01<sup>st</sup> July 2022** or to be mutually agreed upon and thereafter for **2 years** period until terminated by either party in accordance with the terms of this letter agreement.

The hotel management reserves the right to change your commencement date of employment. In this event, the hotel management will notify you accordingly. All other conditions of the agreement will remain in effect as outlined in this letter of intent.

### 3. Compensation & Benefits

#### 3.1 Salary

- (a) You will be paid an annual base salary of **QAR 19200**, payable monthly at a rate  
**QAR 1600 tax free** ✓

#### 3.2 Allowances and Reimbursements

- (a) **Accommodation:** You will be provided with fully furnished **Sharing room in a shared apartment**
- (b) **Transportation:** You will be provided with **transportation from and to Hotel.**
- (c) You will be provided with the following hotel privileges: dry-cleaning of your uniform in line with hotel policy and duty meals

#### 3.3 You will be hired on **Single Status**

#### 3.4 Medical Insurance

You will be entitled with medical coverage in accordance with the Hotel policy. Information regarding the details of coverage will be provided upon commencement of employment.

#### 3.5 End of Service Gratuity

On the termination of your employment, you may be entitled to an end of service gratuity payment in accordance with the provisions of Article 24 on Labour Law No. (3) of the year 1962. For the avoidance of doubt, your entitlement to an end of service gratuity is pursuant to the **Qatar Labour Law** and any end of service gratuity payment shall be calculated with reference to the Basic Salary only and calculated with reference to your actual Hire Date.

#### 3.6 Air Ticket Entitlement

The Company will provide an economy return airfare from Doha, Qatar to the closest international airport to your Home Destination which is **Goa, India** according to company policy, upon completion of each every **2 years** (calendar year) continued service.

#### 3.7 Annual & Sick Leave

You will be entitled to **21 calendar days'** vacation per year in addition to public holidays announced by Government of Qatar Ministry of Labour as for the private sector or appropriate time off in lieu. Vacation days will accrue pro-rata over the Company's vacation year, which commences on January 1<sup>st</sup> of each year in accordance with the terms of the Company's Annual Vacation Policy.

You shall be entitled to a leave of absence by reason of sickness, injury or other incapacity, in accordance with the Qatar Labour Law, provided that you comply with the Company's sickness notification requirements as amended from time to time.

Please note that you will not usually be entitled to take any leave during probation period. Any leave taken during this time will be unpaid.

### 3.8 Repatriation

In the event that you resign before completion of **24** months' continued service you will be responsible for the cost of your own air ticket & repatriation cost to return to your home destination.

After completion of the contract period as defined in this agreement, you will be entitled to a repatriation air ticket to your home destination provided that you have not utilized the vacation ticket. However, if the employee finds an alternative employment opportunity within the Qatar this will not be applicable.

### 3.9 Authorization for Deductions

The Company will be entitled at any time during your employment and in any event on termination of your employment to deduct from your salary or other remuneration provided for in this letter or from any other sums owed or owing by the Company to you, any monies due from you to the Company including but not limited to any outstanding loans, overpayments, advances, the cost of repairing any damage or loss to the Company's property caused by you, recruitment expenses, relocation or training costs, or any vacation you have taken in excess of your pro-rated entitlement accrued to the relevant date.

### 3.10 General

Additional details regarding the compensation and benefit programs noted above will be provided to you upon your hire. The actual terms of all compensation and benefit plans and programs are set out in policies, plan documents or group insurance contracts, which shall govern in the event of a conflict with this letter or any other document. The Company reserves the right to modify, amend or terminate any or all of its employee compensation and benefit plans, privileges and any of its policies and procedures at any time.

### 3.11 Pre- Conditions of Employment

This agreement is expressly dependent upon you being medically fit to reside and work in the **Banyan Tree Doha at La Cigale Mushaireb** and upon the same being, and continuing to be permitted by the competent authorities in Qatar (the "Authorities") and upon your holding and continuing to hold a valid documentation as applicable and any other required consents, approvals and authorizations from the Authorities and your complying with all other requirements (if any) of the Authorities arising out of your employment with the Company and otherwise. The Company will take all reasonable steps required in order to obtain a residence visa for you and will assist with the application for residence visas for your eligible dependents "as applicable". You agree to provide the Company promptly with such documents, information and assistance as it may require in obtaining or in any way dealing with your residence visa and the residence visas for your eligible dependent.

## 4. Employment Terms and Conditions and Confidentiality

- 4.1 During your employment with the Company, you may be entrusted with, have disclosed to you or have access to certain trade secrets and information (whether or not in writing), in respect of the business, development, operations and financing of the Company and of Accor, its divisions, affiliates, subsidiaries, partnerships and brands (together, the "Accor Group") and the Accor Group's dealings, transactions and affairs which may have actual or potential economic value to the Accor Group and which are or may be confidential information or proprietary and

is not generally available to or known by the public ("Confidential Information"). Such confidential information may include, but is not limited to: (a) analysis and facts relating to prospective investments and/or consummated investments, strategic plans and forecasts; (b) Accor Group and third party financial information; (c) Accor Group policies or practices and customer, employee, and vendor lists; (d) any dealings, transactions or affairs of any trade secret or proprietary materials or any such confidential information of the Accor Group; and (e) the Accor Group's template of, or executed copies of, hotel management agreements, letters of intent, and research, strategic and development information, financial information, room rates and business strategies.

- 4.2 You agree that you will not at any time during or after your period of employment with the Company disclose or divulge this information to any person or entity outside of the Accor Group and that you will only share such information within the Accor Group in accordance with corporate policies and/or as instructed by your Immediate Supervisor. Without restriction, you agree that you will not use this Confidential Information (including but not limited to knowledge, contracts and connections) for the benefit of any person or entity other than the Accor Group or the Company.
- 4.3 During your employment with the Company, you will not on your own account nor in conjunction with or on behalf of any person, firm, corporation or organization, be engaged, or interested either directly or indirectly, in any capacity, trade, business, occupation or activity which in the Company's determination (in good faith) may be in conflict or in competition with the Company's interests and business, hinder or otherwise interfere with the performance of your duties nor will you plan or take any preliminary steps, either alone or with others, to set up or participate in any business enterprise that would be in competition with the Company's interests or business.
- 4.4 You shall not during the continuance of your employment, offer, give, solicit or receive any bribe or gratuitous payment whatsoever in relation to the business of the Company or its affiliates or do any act which may have an adverse effect on or be prejudicial to the business, reputation or goodwill of the Company or its affiliates.
- 4.5 During the period of your employment with the Company, you may not, without the prior written consent of the Company, directly or indirectly as principal, agent, shareholder, partner, and employee or in any other capacity, engage in or be interested in any other business which will require your attendance or attention during your working hours.
- 4.6 You warrant and undertake that your employment by the Company does not and will not breach any agreement or obligation which you may have entered into concerning confidential information belonging to any other party. You warrant that any information you may or will disclose to the Company or use in the course of performing your duties will not include any confidential information which you are aware is proprietary to third parties.
- 4.7 Confidential Information, whether developed by you or together with others in the course of your employment with the Company is, will be and shall remain the property of the Company.
- 4.8 Upon termination of your employment with the Company (howsoever arising) or upon earlier request by the Company, you shall immediately return to the Company all documents or data (whether computerized or not), records, items, materials and all other property in your possession, control or custody belonging to the Company or the Accor Group, or containing Confidential Information and, including without limitation: drawings, tapes, tape recordings, blue prints, reports, manuals, hotel management agreements, letters of intent, correspondence, customer, supplier, developer and employee lists, computer programs and all other materials and all copies (including electronic or soft copies) thereof relating in any way to the Company's or its brands' business, strategy or finances or in any way obtained by you during the course of your employment. You further agree that you will not keep or retain, or allow any other person



or entity to take or retain, any of the foregoing information or copies (including electronic or soft copies thereof).

- 4.9 You acknowledge that the confidentiality provisions set out in this Article 4 are fair, reasonable and necessary and are reasonably required for the protection of the Company and that any violation or continued violation of any provision of this Article 4 will cause the Company irreparable injury, and you expressly agree that the Company shall be entitled, in addition to damages and any other remedies provided by law, regarding such violation or continued violation by you.
- 4.10 The Charter of Ethics is enclosed and is hereby incorporated into this letter agreement. You will be dealing directly with the public and it is therefore critical that you adhere strictly to the Charter of Ethics. The Company reserves the right to revoke or introduce a new Charter of Ethics, as may be necessary from time to time and you agree to observe the Charter of Ethics. It is a condition of your employment with the Company that you complete and sign a Charter of Ethics acknowledgement form during orientation and you will be required to do so subsequently during your employment.
- 4.11 You further agree to abide by all policies, rules and standards of conduct set down by the Company and Accor from time to time.
- 4.12 The provisions of this Article 4 shall survive any termination of your employment.

#### 5. Resignation / Termination Requirements

- 5.1 Should the Company wish to terminate your employment without "cause" (defined in the next paragraph) after the completion of your Probationary Period, it shall be required to provide you with **(30) days** written notice or salary in lieu thereof, and no more.
- 5.2 The Company shall be entitled to terminate your employment without notice (or end of service gratuity payment) in the event of your behavior constituting 'cause' meaning that it falls within any of the prescribed categories referred to in the Qatar Labour Law as may be in force at that time.
- 5.3 Without prejudice to clause 5.2 above, the Company reserves the right to terminate your employment if you: (a) should be guilty of a misdemeanor, misconduct, negligence, willful neglect in the discharge of your duties hereunder; (b) commit any serious or persistent breach of any of the terms and conditions of this offer or any code, conditions of employment or rules and regulations laid down by the Company or Accor from time to time for all members of its staff; (c) deliberately falsify any information relevant to this offer of employment with the Company; (d) are charged in court for any non-traffic criminal offence; (e) become bankrupt or make any arrangement or composition with your creditors or suffer from any financial embarrassment; (f) become of unsound mind; or (g) breach any of the confidentiality obligations set out in this offer. Please note this list is not exhaustive.
- 5.4 You shall be entitled to resign from your employment with the Company at any time on **(30) days** prior written notice to the Company addressed to the attention of your Immediate Supervisor. Your resignation in accordance with this provision shall not relieve the Company of its obligations to pay any amounts earned by or owed to you in accordance with the terms of this letter.
- 5.5 You agree that during your employment with the Company and for a six month period immediately following the end of your employment with the Company, you shall not, directly or indirectly for your benefit or for the benefit of any person or organization: (1) solicit or entice away any employees of the Company to accept employment with another employer who is a competitor of the Company, or (2) solicit any customers of the Company with whom you have



had material and/or regular dealings in the course of your duties, or which this provision would apply post termination, during the 12 month period prior to the termination of your employment with the Company to do business with a competitor of the Company.

- 5.6 Each of the restrictions in this clause 5 is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.
- 5.7 In the event that you breach any of the restrictions in this letter agreement, the parties agree that you shall be liable to pay the Company a sum equivalent to your monthly remuneration for each month or part of a month that you are in breach of this letter agreement as compensation for the damages that will be incurred by the Company as a result of the breach. The Company reserves the right to claim further compensation in the event that the damages incurred are greater than the compensation provided by you under this clause.
- 5.8 Any expiry or termination of your employment with the Company shall not discharge or vary: (a) any rights or obligations of the parties which are expressed or intended to survive the termination of this offer, including but not limited to the confidentiality obligations set out herein; or (b) any other right or remedy available to either party at law.

## 6. Miscellaneous

- 6.1 A valid and binding contract of employment, on the terms and conditions set out in this letter agreement and including the Charter of Ethics will exist between you and the Company on your acceptance of this offer and satisfaction of all of the conditions set out herein. Please ensure that all terms and conditions as set out above are acceptable to you. You hereby accept and agree that this contract of employment formed by your acceptance of this offer contains the sole and entire agreement and understanding between you and the Company with respect to its subject matter, and it supersedes and replaces all prior or contemporaneous negotiations, arrangements, agreements, representations or promises between you and the Company whether written or oral, express or implied all of which shall be deemed to have been cancelled by mutual agreement. No variation or addition to this contract and no waiver of any provision will be valid or binding unless in writing signed by or on behalf of the Company.
- 6.2 You consent to the Company or any associated company within the Accor Group holding and processing both electronically and manually, the data (including personal sensitive data and information contained in e-mail and e-mail attachments) it collects, stores and/or processes, which relates to you for the purposes of the administration and management of its business. You also agree to the Company or any associated company forwarding this data to other offices it may have for storage, processing, or administrative purposes and you consents to the Company or any associated company disclosing their personal data (including sensitive personal data) to third parties where such disclosure is for the legitimate business purposes of the Company or any associated company or is necessary for administrative (including but not limited to data processing) personnel, management, legal and/or regulatory purposes. You have the right to access and rectify your data (including personal sensitive data) upon request.
- 6.3 You agree that the contract of employment formed by your acceptance of this offer shall be governed by and construed in accordance with the Qatar Labour Law and the other laws of Doha, Qatar and the Federal Laws of the Qatar laws applicable in Doha, Qatar and the parties agree to submit to the exclusive jurisdiction of the Doha, Qatar courts.
- 6.4 You acknowledge and agree that the terms and conditions of this letter are strictly confidential and are not to be discussed with other employees with the exception of your Immediate Supervisor or Talent & Culture.

- 6.5 The conditional offer of employment contained in this letter will remain open for 7 days and if not accepted on or before this date, will be deemed to have been withdrawn and have no further effect.

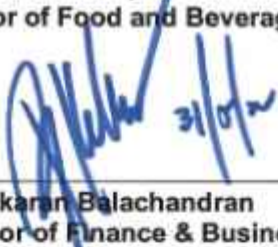
If the terms and conditions set out above are acceptable to you, would you please sign each page and the Acceptance Clause below and return to **Talent & Culture Department of Banyan Tree Doha at La Cigale Mushaireb**, within 7 (seven) days from receiving the offer. Should you have any questions or concerns with regard to any of the terms or conditions outlined in this letter, please do not hesitate to contact the undersigned or your professional advisors prior to accepting this offer.

**Mariah**, we look forward to working with you. We have every confidence that you will do an excellent job and will be an asset to the future success of the Company.

Yours truly,

  
31/05/22

Director of Food and Beverage

  
31/05/22

Kerbakaran Balachandran  
Director of Finance & Business Support

  
31/05/2022

Talent & Culture Department

  
01 JUN 2022

Jose Portocarrero  
General Manager

### Acceptance Clause

I, **Mariah Christabel Barreto**, have read and understood the above. I hereby accept employment with the Company on the terms and conditions set out in this letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

19<sup>th</sup> July, 2022

Mr. Rajas Sanjivkumar Sathe  
V M Salgaocar Institute of International Hospitality Education

Dear Mr. Sathe

**Sub: Hotelier Development Programme by IHCL**

This has reference to your application and the subsequent interview that you had with us. We are pleased to inform you that you have been selected for the Hotelier Development Program 2022-2023.

As per the guidelines of this Programme, please note the following:

1. Date of Joining: will be communicated
2. Stipend payable:
  - Basic : Rs. 13,000/- (Rupees Thirteen Thousand Only) per month
  - Other Allowance : Rs. 13,000/- (Rupees Thirteen Thousand Only) per month
  - During the period of your training, you will be provided with sharing accommodation
3. Your location of training will be communicated to you
4. Period of Training: 18 / 24 months

This offer is subject to you being certified medically fit by the company medical officer and satisfactory verification of your Credentials / Testimonials. Evidence in support of your academic qualification and date of birth are also pre-conditions to this offer of appointment.

Should you require any clarifications, please feel free to get in touch with Ms. Soni Bundele, Manager-Human Resources at Corporate Office, Mumbai contact no. 022 61371974 or email: soni.bundele@ihcltata.com.

This offer is valid subject to your acceptance of the offer latest by 21st July, 2022. Request you to kindly sign, scan & email the duplicate copy of the letter in token of your acceptance of the same, at the earliest to the above mentioned email address.

Yours faithfully,

For The Indian Hotels Company Limited



Punuj Singhal  
Associate Vice President- Compensation & Benefits  
and Shared Services Operations

*The Oberoi Group*

Corporate Office: 7, Sham Nath Marg, Delhi-110 054  
Telephone: 91-11-2389 0905 Facsimile: 91-11-2389 0966

Date: 27<sup>th</sup> November, 2021

Dear Mr. Rajas Sathe,

Congratulations! It gives us great pleasure in selecting you as **Front Office Associate**.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by March, 2022 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

Should have any questions or need any further assistance, please contact Mr. Charan Singh at Corporate Human Resources Department. His contact number is 011 23890505 and his email address is [charan.singh@oberoigroup.com](mailto:charan.singh@oberoigroup.com).

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For The Oberoi Group

*Kanchan Chitnis*

**KANCHAN CHITNIS**  
**DIRECTOR - HUMAN RESOURCES**

Accepted: \_\_\_\_\_

*Rajas Sathe*

Name: **RASAS SATHE**

E-mail id: **rajassanjivsathe@gmail.com**

Mobile/Residence Tel. No: **9789680167**

(Please write legibly)





30 March 2022

**Shanaya Lilia Dias  
Sapna Splendor,  
A3-5, Ambaji Rd;  
Fatorda - Salcete  
Goa - 403602**

### OFFER OF EMPLOYMENT

We are pleased to offer you the position of **Responsible Luxury Ambassador, Level 3**, in the **Front Office Department** on 12 Months' Fixed Term Contract with ITC Grand Goa, Resort and Spa.

1. Your date of reporting will be 01<sup>st</sup> June 2022 (Wednesday) for completion of the joining process.
2. You are required to attend your pre-employment medical tests by the Company's nominated Doctor, prior to your joining. You will be advised regarding the same separately.
3. During the period of your employment with the Company, the terms and conditions of employment shall be regulated by such Standing Orders, Rules and Regulations as enforced by the Company from time to time.
4. Your appointment letter will be issued to you in due course, which will formally detail the terms and conditions of your employment.
5. This offer of employment is subject to:
  - a. You being found medically fit for employment with us by the Company's Medical Officer.
  - b. Submission of documents as listed in the annexure (List of documents to be submitted).
  - c. Police verification from appropriate Police Authority.
  - d. Clearance of background verification.
  - e. This Offer stands invalid if not reverted back on or before 05<sup>th</sup> April 2022

Thank you. Welcome aboard!

  
**Authorized Signatory**  
ITC Grand Goa, Resort and Spa







Your emoluments per month will be as follows-

Basic	:	Rs. 6885/-
House Rent Allowance	:	Rs. 3780/-
Conveyance Allowance	:	Rs. 500/-
Special Allowance	:	Rs. 2335/-
<b>Total Gross Salary</b>	:	<b><u>Rs. 13500/-</u></b>

Thank you. Welcome aboard!

  
**Authorised Signatory**  
ITC Grand Goa, Resort and Spa



Enduring Value

AROSSIM BEACH, CANSULIM, SOUTH GOA - 403712, INDIA  
T 91 832 272 1234 - F 91 832 272 1235

REGISTERED OFFICE: ITC LIMITED, VIRGINIA HOUSE, 37 J.L. NEHRU ROAD, KOLKATA 700 071, WEST BENGAL, INDIA  
CORPORATE IDENTITY NUMBER: L16005WB1910PLC001985 VISIT US AT WWW.ITCPORTAL.COM  
WWW.ITCHOTELS.IN

# 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 trainee intern, 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 Accommodation, Subsistence and Training

The Hotel shall provide the Student with accommodation, meals, 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

End.

### Annexe A

#### Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Portalegre Palace Hotel Rua Alexandre Herculano nº 2 7300-121 – Portalegre - Portugal	Ms. Cidel Iris Ferrao
Street Address:	Rua Alexandre Herculano nº 2 7300-121 – Portalegre - Portugal	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 966723132 <a href="mailto:dg@portalegrepalace.pt">dg@portalegrepalace.pt</a> <a href="http://www.portalegrepalace.pt">www.portalegrepalace.pt</a>	+91 6623000

# Internship Agreement



## Section 2 Stipend

The stipend shall be Euros 350 per month.

## Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date: 1st August 2022

End Date: 31st July 2023

## 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 at		on the		day of		2022	
<b>Hotel signature:</b>	Portalegre Palace Hotel Rua Alexandre Herculano nº 2 7300-121 – Portalegre - Portugal	<b>Student signature:&gt;</b>	Ms. Cidel Iris Ferrao				
<b>Name:</b>	<b>Mr. Nelson António Gonçalves de Carvalho, General Manager</b>	<b>Name:&gt;</b>	V.M. Salgaocar Institute of International Hospitality Education, Goa, India				



**Portalegre, Lda.**  
NIF: 514 337 273  
R. Alexandre Herculano Nº 2  
7300 - 121 PORTALEGRE





# 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 trainee intern, 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 Accommodation, Subsistence and Training

The Hotel shall provide the Student with accommodation, meals, 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

End.

## Annexe A

### Section 1. The Parties

Agreement entered into by and between:

	1.1 The Hotel	1.2 The Student
Name:	Portalegre Palace Hotel Rua Alexandre Herculano nº 2 7300-121 – Portalegre - Portugal	Ms. Tanisha Murell Rebello
Street Address:	Rua Alexandre Herculano nº 2 7300-121 – Portalegre - Portugal	V.M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Goa - 403720. India
Contact Numbers:	+351 966723132 <a href="mailto:dg@portalegrepalace.pt">dg@portalegrepalace.pt</a> <a href="http://www.portalegrepalace.pt">www.portalegrepalace.pt</a>	+91 6623000

# Internship Agreement

## Section 2 Stipend

The stipend shall be Euros 350 per month.

## Section 3 Commencement Date and Term

The commencement date and term of this agreement shall be:

Start Date: 1st August 2022

End Date: 31st July 2023

## 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 at		on the	day of	2022
<b>Hotel signature:</b>	Portalegre Palace Hotel Rua Alexandre Herculano nº 2 7300-121 – Portalegre - Portugal	<b>Student signature:&gt;</b>	Ms. Tanisha Murell Rebello	
<b>Name:</b>	<b>Mr. Nelson António Gonçalves de Carvalho, General Manager</b>	<b>Name:&gt;</b>	V.M. Salgaocar Institute of International Hospitality Education, Goa, India	

  
**Poupatempo, Lda.**  
**NIF: 514 337 273**  
**R. Alexandre Herculano Nº 2**  
**7300 - 121 PORTALEGRE**

  
**PORTALEGRE PALACE**



V. M. SALGAOCAR INSTITUTE  
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INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raja, Salcete, Goa - 403720, India  
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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

Ref: VMSIIE/Dir/letter/22-23/083

Date: 11<sup>th</sup> March 2022

**TO WHOMSOEVER IT MAY CONCERN**

Mr. Brian Felix Althandra is a student of our institute year 2019-2022 and he is currently studying in the third year of the 3-year B.Sc. degree course in International Hospitality Management.

Brian 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.

Thanking you,  
Yours sincerely,

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: Althandra

First Name: Brian

Middle Name: Felix

Date of Enrollment/Date you begin school: 01 JULY 2022

Graduation Date or Approximate Date of Graduation: JULY 2022

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. in 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. SALGADCAR 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 01/07/2019 (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

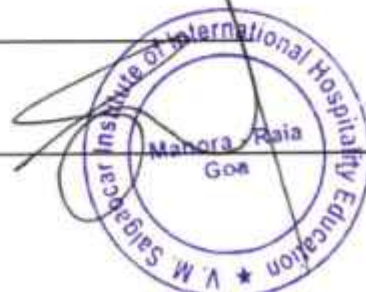
- I hereby certify that all the information on this form is true, complete and accurate to the best of my knowledge.

University/College Representative Name: PROF. IRFAN S. MIRZA

Title: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 13/01/2022



Official Seal/Stamp





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

Ref: VMSIHE/Dir/letter/22-23/013

Date: 21<sup>st</sup> January 2022

**TO WHOMSOEVER IT MAY CONCERN**

Ms. Cleopatra Alvares is a student of our institute year 2019-2022 and she is currently studying in the third year of the 3-year B.Sc. degree course in International Hospitality Management.

Cleopatra is a very good student, she displays good behavior, well disciplined, hardworking, determined, goal oriented, takes initiative and has a positive attitude. She has very good communication skills.

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

Thanking you,  
Yours sincerely,

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: Alvares

First Name: Cleopatra

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

Date of Enrollment/Date you begin school: 01/07/2019

Graduation Date or Approximate Date of Graduation: JULY 2022

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. in 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. SALGADKAR 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 01/07/2019 (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: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 21/01/2022



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Ref: VMSIHE/Dir/letter/22-23/014

Date: 21<sup>st</sup> January 2022

**TO WHOMSOEVER IT MAY CONCERN**

Mr. Erwin Colaco is a student of our institute year 2019-2022 and he is currently studying in the third year of the 3-year B.Sc. degree course in International Hospitality Management.

Erwin 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.

Thanking you,  
Yours sincerely,

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: Colaco

First Name: Erwin

Middle Name: John

Date of Enrollment/Date you begin school: 15/07/2022

Graduation Date or Approximate Date of Graduation: July 2022

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. in 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. SALGADCAR 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 01/07/2019 (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: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 21/01/2022




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

Ref: VMSIIE/Dir/letter/22-23/093

Date: 22nd March 2022

**TO WHOMSOEVER IT MAY CONCERN**

Ms. Kalindi Rajeev Sunthakar is a student of our institute year 2019-2022 and she is currently studying in the third year of the 3-year B.Sc. degree course in International Hospitality Management.

Kalindi is a very good student, she displays good behavior, well disciplined, hardworking, determined, goal oriented, takes initiative and has a positive attitude. She has very good communication skills.

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

Thanking you,  
Yours sincerely,

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: Sunthakar

First Name: Kalindi

Middle Name: Rajeev

Date of Enrollment/Date you begin school: 20 JUL 2019

Graduation Date or Approximate Date of Graduation: JULY 2022

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. in 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. SALGAOCHI 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 01/07/2019 (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: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 22/03/2022



Official Seal/Stamp



## 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

First Name: KEEFE

Middle Name: AMBROSIO

Date of Enrollment/Date you begin school: 01 July 2021

Graduation Date or Approximate Date of Graduation: July 2022

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:  
BSc. in 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. SALGADCAR 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 01/07/2019 (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: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 13/01/2022





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

Ref: VMSIHE/Dir/letter/22-23/002

Date: 13<sup>th</sup> January 2022

**TO WHOMSOEVER IT MAY CONCERN**

Mr. Keefe Ambrosio Pereira is a student of our institute year 2019-2022 and he is currently studying in the third year of the 3-year B.Sc. degree course in International Hospitality Management.

Keefe 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.

Thanking you,  
Yours sincerely,

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: DINIZ

First Name: PIERSON

Middle Name: JOSEPH

Date of Enrollment/Date you begin school: 01 July 2019

Graduation Date or Approximate Date of Graduation: JULY 2022

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
- 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 01/07/2019 (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: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 13/01/2022





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Ref: VMSIIE/Dir/letter/22-23/003

Date: 13<sup>th</sup> January 2022

**TO WHOMSOEVER IT MAY CONCERN**

Mr. Pierson Joseph Diniz is a student of our institute year 2019-2022 and he is currently studying in the third year of the 3-year B.Sc. degree course in International Hospitality Management.

Pierson 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.

Thanking you,  
Yours sincerely,

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: Jadhav  
First Name: Shrushti  
Middle Name: Ajit  
Date of Enrollment/Date you begin school: 3rd July 2019  
Graduation Date or Approximate Date of Graduation: July 2022

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. in 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. SALGADOAR 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 01/07/2019 (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: DIRECTOR/ PRINCIPAL

University/College Representative Signature: \_\_\_\_\_

Date: 11/03/2022

Official Seal/Stamp