



## INDIA COKE AND POWER PRIVATE LIMITED

Ref No: ICPL/HR/2022-23/SS/RC052

Date: July 16, 2022

**Arvindpal Singh  
Magdalla**

Dear Arvindpal :

Subject: Appointment as a Retainer

With effect from April 1, 2022, please find below your revised terms, conditions and fees:

1. **Retainership Period:** With effect from April 1, 2022 till March 31, 2023.
2. **Scope of Work:** As a Retainer, you shall attend to all port related operations, including but not limited to the following :
  - a. Oversee proper discharge of cargo from vessels,
  - b. Storage of cargo at appropriate plots chosen in coordination with other officials of the Company,
  - c. Dispatch of cargo from the port to the customers' locations,
  - d. Visit and inspect cargo location to ensure safety and security of the cargo,
  - e. Coordination with all parties at the port location, e.g. stevedores, CHA, logistics services providers, etc.
  - f. Providing updated information on the cargo to the officials of the Company and / or the customer, if required.
  - g. Any other duties / assignments and functions as may be entrusted to you from time to time.
  - h. Any other activity not mentioned herein, but required for the successful and efficient operations at the port.
  - i. You shall submit a monthly report by the 10<sup>th</sup> day of the following month on the status of the cargo at the port where you are located. The format of the report shall be discussed and agreed upon.
3. **Location:** You shall be located at Magdalla initially, and shall oversee the operations at the ports or close to Magdalla. However, you may be transferred to any other port in India, at the discretion of the Company.
4. **Monthly Payments:** You shall be paid the following amounts on a monthly basis, upon receipt of your monthly invoice, less any TDS as applicable, with effect from April 1, 2022:
  - a. **Retainership Fees:** Rs. 18,667/- per month.
  - b. **One Time Payment:** Further you shall be paid an amount of Rs. 2,50,000/- as a one-time Additional Retainership Charge for the FY 2021-2022.

CIN : U23200MH2010PTC201017

Registered & Corporate Office :

**INDIA COKE AND POWER PRIVATE LIMITED**

904, Windfall, Sahar Plaza Complex, Andheri Kurla Road, Andheri (E), Mumbai 400 059, India. T : +91 22 4094 2500 F : +91 22 4094 2520



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5. **Other Charges:** Occasionally, you will be required to undertake travel within or outside India. For such travel, your reimbursements and allowances shall be governed by the prevalent travel policies of the Company.
6. **Work Off :** You will be entitled for 30days of off from work for the FY 2022-23.
7. **Extension :** This retainership agreement is for one year. This period may be extended by mutual consent and may be terminated by giving 30days notice period or notice fees in writing.
8. **Termination :** If at any time in our opinion, which is final in this matter, there is no services required, you are found non-performer or guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this agreement, this agreement would be terminated with or without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
9. **Confidentiality and Integrity:**
  - a. You will not divulge or disclose any of the secrets of the Company or its trade or dealings or any other matter, which in any manner may be injurious or prejudicial to the business interest of the Company. Your acceptance to this Agreement will be considered as your undertaking in this regard to maintain confidentiality.
  - b. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile. Any of our technical or other important information which might come into your possession during your retainership period with us shall not be disclosed, divulged or made public by you even thereafter.
10. **Acceptance:** Please provide your acceptance within 7 days of the date of this letter and sign a copy of this letter as a token of your confirmation of the terms and conditions.

With Best Wishes

For India Coke & Power Private Limited

Director

CIN : U23200MH2010PTC201017

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