

EXTENSION OF LEASE

Accommodation is hired on lease for the residential use of executives in the Corporate Office. The premises is fixed up and rent decided by the executive concerned and the deed is signed by the Company with the landlord.

The deed provides for vacating the premises on one month's notice. In most of the cases it also provides for extension of the lease either on the same terms and conditions or on mutually acceptable terms. For this extension also, we are required to give a month's notice.

The executive concerned are requested to keep in view the date of expiry of the lease terms and inform the Administration Department at least two months in advance of their intention to vacate the premises or to extend the lease period on the same terms and conditions. This will enable the Administration Department to take up the matter with the landlord well in time as per stipulations made in the lease deed.

Strict compliance with this request is solicited.

(Signature of Admn.Officer)

The above has been noted by me.

Signature of Employee