



**Internship Offer with TheCoinRepublic**

**Date : 17/11/ 2021**

**Name : Fiza Fathima**

**University : Providence Women's College, Calicut**

**Phone : 9746327404**

**Dear Fiza,**

I am delighted & excited to welcome you to TheCoinRepublic as an Operation Management Trainee. At TheCoinRepublic, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with TheCoinRepublic.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

**Congratulations!**

Amit Dubey

Authorized Signatory



## Internship Offer with TheCoinRepublic

### **Annexure A**

You shall be governed by the following terms and conditions of service during your internship with TheCoinRepublic, and those may be amended from time to time.

Your date of joining for a 7 day trial period is 17/11/2021 and the duration of the internship would be 3 months after your selection. During this time, you are expected to devote your time and efforts solely to The Coin Republic work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

This is a work **from home internship**. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals. All the work that you will produce at or in relation to TheCoinRepublic will be the intellectual property of TheCoinRepublic. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college etc.) without prior discussion and approval with your mentor.

We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. TheCoinRepublic operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all TheCoinRepublic work/data stored on your Personal Computer to your mentor and delete the same from your machine.

During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

Non-Compete. For the duration of the Representative Agreement and any subsequent agreement executed for the same or similar purpose and for 1 year after the termination of such agreements, the Representative shall not work as an employee, officer, director, partner, consultant, agent, owner, or in any other capacity in any competition with the Company. This means that the Representative must not do any of the above for a company in the cryptocurrency and blockchain arena.



### **Internship Offer with TheCoinRepublic**

Under normal circumstances either the company or you may terminate this association by providing a notice of 45 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

TheCoinRepublic is a startup and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.


Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

Have fun at what you do and do the right thing – both the principles are core of what TheCoinRepublic stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.

You will be provided Rs 8,000 per month as stipend.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

**Date:** 17-11-21  
**Place:** Kozhikode

**Signature :**   
**Name:** Fiza Fathima



 +91 9072304466

 [www.skybookglobal.com](http://www.skybookglobal.com)

 [info@skybookglobal.com](mailto:info@skybookglobal.com)

**April 30, 2022**

### **WORK EXPERIENCE CERTIFICATE**

This is to certify that **Ms. Neha Fathima** has worked in the Accounts outsourcing department of our organization from **Jan 24, 2022 to April 24, 2022** as an **Accountant (Intern)**. During this tenure of her work, we found that **Ms. Neha Fathima** was sincere and hard-working in whatever task we provided for her.

We wish her all the best in her future endeavors

For SkyBook,

**Althaf T P**  
**Chief Consultant**

Date: 07<sup>th</sup> September 2021

## Sub: Internship Agreement

Personal & Confidential

Name: Malavika K

Dear Ms Malavika

With reference to your application and subsequent exciting interactions we had with you, we are pleased to welcome you as Accountant (Internship) aboard SkyBook (With Registered Name “Nubook Private Limited”) with effect from 10<sup>th</sup> September 2021 to 10<sup>th</sup> December, 2021 and you will be reporting to Mr Shahayas Jamal, Chief Consultant (Accounting & Auditing )

SkyBook is a part of Nucore Software Solutions Private Limited and is led by a young group of talented dynamic enthusiasts with hands-on experience running Travel & Tourism business.

We are excitedly looking forward to your valuable contributions to enable our growth journey.

The terms and conditions of your Internship are as follows:

Payment for Internship: Nil

Compensation: Not applicable

Mode of Posting: Work from Home

You shall, during your service with us, devote your specified time and attention to the Company’s business entrusted to you and you shall not engage yourself directly or indirectly in any competitive business.

You shall inform the Company of any change in your personal data within 3 working days.

Information pertaining to the Company’s operations shall remain secret and safeguarded by you.

You should be aware that your Internship at SkyBook is part of an internship program and is expected to last no longer than the dates indicated above.

You will abide by the General Business Principles, People Operations related policies &

regulations of the company, which are in force from time to time. These include those related to non-discrimination, sexual harassment, confidentiality and non-disclosure, board memberships and inside information.

Your services (Internship) to the company may be terminated by either party by serving a notice of 3 days. In the event that you choose to leave SkyBook, you are required to provide the company with notice in writing your intention to do so 3 days advance of termination of Internship, except in the case of gross misconduct which may result in termination of Internship without notice.

Breach of any of the above terms and conditions will render you liable to termination of your internship without notice.

For clarifications or any other information kindly feel free to contact us.

We take pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We look forward to your valuable contributions and wish you all the very best for a great learning and exciting career journey ahead.

Kindly sign and return the duplicate copy of this letter signifying your acceptance.

Yours faithfully,

For SkyBook.

**Chief Consultant**



-----

I agree to accept the the above terms and conditions.

Signature: -----

Name : Malavika K

Date: 07/09/2021