

October 30, 2024

**Adithyan Thandiakkal Biju**

**Dubai, UAE**

Dear **Adithyan**,

Offer of Employment ("**Offer**")

**Emirates** "Owning company" ("The Employer"), a legal entity organized and existing under the laws of Dubai, United Arab Emirates (the "UAE") whose registered address is at **Sheikh Zayed Road, Business Bay, PO Box 121000**, UAE on behalf of its subsidiary, **Marriott and JW Marriott Marquis Hotel** (together the "Company"), takes great pleasure in extending this offer to you.

I am writing to set out the key terms and conditions upon which you will be employed at the hotel currently trading as **JW Marriott Marquis Hotel** (the "Hotel"), **Dubai, United Arab Emirates**.

The Hotel is currently managed by **Luxury Hotels International Lodging Ltd** ("**Manager**"), Emirates ("Owner") trading as **JW Marriott Marquis Hotel** ("Hotel") an affiliate of **Marriott International LLC** (collectively, "**Marriott**"). Please note that any entitlement to benefits under **Marriott** plans/policies (as set out in this offer or otherwise) would cease in the event that **Marriott** is no longer the manager of the Hotel.

I would be grateful, if you could sign on all pages of the offer and return one copy as well as all signed tear out slips from the enclosed **Four Marriott** booklets, which indicates your acceptance of the position, the terms of the appointment and to **JW Marriott Marquis Hotel**.

This offer is valid for seven (7) working days from the above date. If you do not respond to the offer within seven (7) working days, the Company may withdraw the offer.

**I. POSITION & PROBATION**

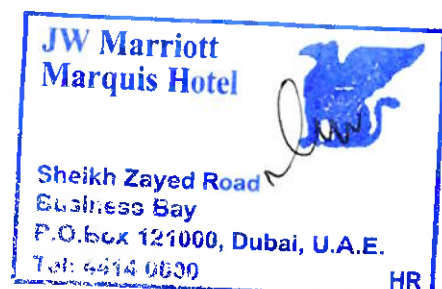
In your position as **F&B Service Expert** with an effective start date that will commence on or around **November 26, 2024**, you will report to **Restaurant Manager**. The hotel classification for this property is an **AA** property and this is a **Grey Banded** position in accordance with **Marriott's Career Banding**.

**Service Recognition/End of Service Gratuity**

Your Employment Hire Date of **November 26, 2024** is used for the calculation of your End of Service Gratuity when you leave the company. Your actual Global Hire Date is honored for the purpose of Company Service Award recognition as per **Marriott Guidelines**.

Your employment is subject to six (6) months' probation period. During the probation period either party may terminate the contract by providing 14 days written notice. For internal transfers within **Marriott** managed properties, probationary clause is not applicable.

If you resign during the probation period for the purposes of moving to another employer in the UAE, you must provide a minimum of 30 days' notice in writing and the new employer is obligated to compensate the Company for the recruitment costs incurred in respect of your recruitment. Notably, if you leave the country without abiding by the provisions set out under the Law, you will be subjected to a labour ban for one year from the date of leaving the country (subject to exemptions from the MOHRE).





JW MARRIOTT

MARQUIS

**II. SALARY AND BENEFITS**

Your salary will be **AED 1,150/- (One Thousand one Hundred Fifty Dirhams Only)** paid monthly in arrears into a local bank account designated by the company or yourself. Your next salary review will be in **March 2026** (unless you are otherwise notified) and annually thereafter. Salary increases, if any, will be determined by Marriott policy and subject to the company's discretion. You will be responsible for the filing of all required tax returns in your home country or future state, in the United Arab Emirates, where no taxes exist at present.

**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 immediate manager.

Attached you will find 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 may be added or removed to suit the hotel's business and your abilities, entirely at the discretion of immediate manager.

**N.B.** You are obligated to conduct your duties in accordance with the rules, practices, procedures, and policies which are outlined in the "Associate Handbook", "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**

As per UAE Labour Law, working hours are indicated to be Forty Eight hours (48 hrs.) per week excluding the meal break(s). You agree to work such shifts and hours as are stipulated in the shift schedule notified to you (and as may be amended from time to time by the Company). For operational associates, Shift timings, scheduling and working hours will vary from week to week. You will be required to work day shifts and night shifts in addition to working at the weekend/additional hours, as business needs require.

If you accept this offer of employment, your assignment will commence on or around **November 26, 2024** However, your employment will become effective on the date you begin working for the Company in **Dubai, United Arab Emirates**. This offer is conditioned on the issuance of the necessary work and residency authorizations.

Your employment is for a fixed term and shall end on **November 25, 2026 (the "Term")**. On expiry of the Term, the contract can be renewed or extended for similar or shorter periods, upon agreement by the parties. If the contract is not expressly renewed or extended, but the parties continue to operate as though the employment is still in effect, the contract is deemed as renewed on the same terms and conditions as were set out in the most recent version. Any extension or renewal will automatically count towards your continuous service (for the purposes of end of service gratuity and/or other entitlements).

Alternatively, (and without prejudice to other ground for termination contained in the UAE Labour Law) either party may terminate the contract prior to the expiry of the Term by giving **two months'** notice in writing (or payment in lieu of notice if the Company elects to terminate the employment relationship) except in the case of termination for cause, which may result in immediate termination. Subject to applicable law, such cause shall include but not be limited to:

- A. Violation of the rules, practices, procedures of policies set forth in the "Guidelines for Leaders" 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. During the employment, you must obtain the written consent of the hotel before engaging in any business activity or occupation during your normal working hours. Also you may not undertake any other paid employment within or outside the working hours without the prior written permission of the hotel which is defined as a No Objection Certificate/work permit. You are not permitted to have any interest in any business or undertaking that might interfere with the performance of your duties or cause a conflict of interest. Please seek guidance from your manager if you are uncertain whether or not this may be the case.

**JW Marriott Marquis Hotel**  
 Sheikh Zayed Road, Business Bay  
 P.O. Box 121000, Dubai, U.A.E.  
 4414 0630  
 HR

F. 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, 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. Unauthorized review, disclosure, or distribution of confidential guest, associate, or vendor information.

**V. JURISDICTION**

Your employment in the United Arab Emirates is subject to the laws of that country.

**VI. MISCELLANEOUS**

**VACATION**

You will be entitled to the minimum vacation days as per UAE Labor Law (30 calendar days) plus all legal public holidays as announced for the private sector in the UAE. Public holidays that fall within a period of vacation will be considered as Public Holiday. 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.

You will not be entitled to carry forward unused vacation at the end of the vacation year without prior written consent of the General Manager/Director of HR. Any vacation in excess will be forfeited at that time.

It is a condition of your employment that your dates for intended vacation must be agreed by your manager and you must give reasonable notice of intention, as per your hotel policy.

In the event of termination of your service you will be entitled to payment for accrued but unused vacation. Should you have taken more vacation than your accrued entitlement the relevant amount will be deducted from your final payment.

  
31/10/2024

## **SICK LEAVE**

Sick leave is available pursuant to the UAE Labor Law at the rate of 15 (Fifteen) days full pay, half pay for the subsequent 30 (thirty) days and without pay for the following days 45 days. You shall be required to submit an acceptable medical certificate issued by a UAE certified Medical Practitioner approved by your manager verifying the actual period of absence. Sick leave shall not be cumulative or otherwise encashable.

## **AIR FARE**

You are entitled to a round trip ticket from **Dubai – Kochi, India (COK) – Dubai**, which will be paid out to you on completion of 24 months of continuous service. Ticket encashment will be determined by the hotel based on a published fare table. [In the event that your employment ends part way through the year you shall not be entitled to the pro-rated cost of the airfare benefit.]

## **MEALS**

Free duty meals will be provided in the Hotel's employee cafeteria.

## **LAUNDRY**

You will be provided with free laundry services as per Hotel policy for business attire only (uniform). Personal belongings are not covered.

## **HOUSING**

The Employer will provide you with a **shared room** in a shared apartment.

## **HEALTHCARE**

You will be covered with a comprehensive medical insurance policy under the hotel's negotiated medical plan as amended and in place from time to time.

## **OTHER BENEFITS**

- Service charge as per hotel policy per eligible associates.
- Transportation to and from the hotel and associate accommodation will be provided.

## **GENERAL CONDITIONS**

Your employment is conditional upon:

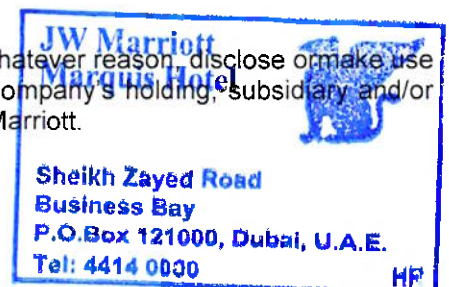
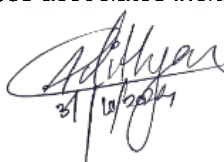
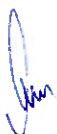
- Receiving positive medical results as per UAE residency law.
- Receiving positive references and criminal background check as per Marriott International's pre-employment policy.
- Confirmation that you are under no obligation to another employer.

## **TERMINAL INDEMNITY**

On completion of one year's continuous service you will be entitled to the end of service gratuity in accordance with UAE Labor Law. The gratuity calculation shall be calculated using base salary only, not including any amount for any allowances, commission, or bonus you earn.

## **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.





JW MARRIOTT  
MARQUIS

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 madetoward 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 UAE. 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.

Any provision not covered in the offer letter shall be governed by the Labour Law of the United Arab Emirates and the Company's existing policy, which provision shall complete and supplement this agreement. Moreover it is the associate's obligation to familiarize himself/herself with the U.A.E. Labour Law. Further information is available with the Human Resources Department.

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

Yours sincerely,

  
**Gerry Graf**  
**Multi-Property General Manager**  
On behalf of the Company and Marriott

cc. Director of Finance  
cc. Director Human Resources

- \*Attachments:
- 1) Associate handbook
  - 2) Information Protection Agreement
  - 3) Business Conduct Guide
  - 4) Job Description

### **ACCEPTANCE**

I, **Adithyan Thandiakkal Biju**, 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 the signed copies of these 4 including job description booklets before my start date can render this offer void.

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

  
Adithyan T Biju







Hello BASII,

Congratulations! It is our pleasure to offer you the position of Event Service Expert within Marriott International, Inc. ("Marriott") at JW Marriott Marquis Hotel Dubai. This is an exciting step in your journey with Marriott, and we are thrilled to have you join the team!

Warm regards,

The Recruiting Team  
Marriott International

*Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.*

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10 September, 2024

Adakkaparambil Christopher  
Cochin, India  
c/o Al Amani

Dear Adakkaparambil,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**  
Housekeeping Attendant
2. **Point of Hire**  
Your point of hire upon commencement will be **Cochin, India**.
3. **Contract Duration and Starting Date**
  - 3.1 Your contract with **Royal Mirage Hotel L.L.C** will be for a fixed duration of **five (5) years** from your actual starting date.
  - 3.2 Your joining date will be no later than **30 September 2024**.
  - 3.3 The renewal of the contract is permissible, with the agreement of both parties, to extend or renew the contract for another similar period or for a shorter period, for once or more.
4. **Remuneration**  
Your monthly remuneration will be **Dhs.1,200/-**. Your eligibility for service charge will also commence on the date that you joined the hotel. This will be based upon the Hotel's financial performance, as well as your individual performance.
5. **Place of work**  
Your place of work will be at Royal Mirage Hotel L.L.C, King Salman bin Abdulaziz Al Saud Street, Dubai, U.A.E. or such other premises in the U.A.E. as the Company shall specify. The Colleague may also be required to carry out work at premises of the Company or its Group Companies on a temporary or indefinite basis including without limitation premises outside the U.A.E. at the request of the Company and the Colleague acknowledges that they may be required to undertake such work at such places on short notice.
6. **Working Hours**  
Your working presence will be nine (9) hours (inclusive of rest hour) a day, over (6) days a week with one (1) day off.
7. **Probation Period**
  - 7.1 You will be on a trial/probation period of six months during which the hotel can terminate your contract by providing a 14-day notice period should you leave the UAE, and 30-day notice period should you join another employer within the UAE.
  - 7.2 Should you resign during probation period, to work for another employer in the state, you shall notify your original employer of the same in writing of your wish to terminate the contract, and the **new employer shall compensate the original employer** with your recruitment and travel-related expenses.
8. **Termination**
  - 8.1 The employment contract may be terminated by either party by giving **two (2) months' notice**. In the event of gross misconduct, the Hotel shall be entitled to terminate you without notice or indemnity.
  - 8.2 Should you decide to terminate the contract **prior to the completion of two (2) years** you will be responsible for bearing your repatriation costs. Your outward flight must be from Dubai Airport.
  - 8.3 The Hotel may terminate your employment without notice or 'salary in lieu of notice' if:
    - a. Your ill health is certified by the company approved doctor as self-inflicted.
    - b. You have seriously violated the company's rules and regulations.
    - c. You are found to be seriously incompetent or negligent in the performance of your duties.
    - d. You conduct yourself in a manner that adversely affects your standing and reputation or that of the Hotel and the Company in the community (e.g. The taking of drugs prohibited by law or the consumption of alcohol to an unacceptable level.
9. **Accommodation**  
You will be provided with a suitable shared accommodation in the staff-housing complex as per Hotel's policy.



**10. Meals**

The resort will provide daily breakfast, lunch and dinner taken within the colleagues' dining room at the Hotel or within the employees' accommodation Dining Room on a complimentary basis.

**11. Grooming**

All employees will be required to adhere to the Hotel's grooming standard. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.

**12. Medical Insurance**

A medical scheme will be provided for you as per the Hotel policy.

**13. Uniform / Laundry**

You will be provided with a hotel uniform.

**14. Transport**

Transportation from your accommodation to the hotel and vice versa will be provided as per the set scheduled by regular shuttle buses.

**15. Vacation and Overseas Travel**

**15.1** In accordance with the provisions of the U.A.E. Labor Law, you will be entitled to thirty (30) calendar days paid leave after the completion of one (1) years' service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.

**15.2** The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.

**15.3** Upon completing two (2) years' service you will be eligible to a vacation flight allowance as per hotel policy.

**16. Public Holidays**

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labor directives. Public Holidays that are announced during your annual vacation may not be claimed. They should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per UAE Law. If accumulated, pending lieu days must be cleared within **60 days** as per hotel policy (unless mutually agreed otherwise).

**17. Medical/Sick Leave**

**17.1** You will be entitled to 90 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay and subsequent period without pay upon submission of an official sick leave certificate from a certified medical practitioner approved by the hotel. However, you will be entitled for sick leave only after the completion of your probationary period of six months.

**17.2** Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

**18. Employment / Residency Visas**

**18.1** The Hotel will obtain the necessary employment and residency visas, to enable you to carry out your duties in Dubai, provided that these are approved by the local authorities. It is agreed that you will take such action as is necessary on your part to facilitate obtaining this.

**18.2** This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the hotel.

**19. Repatriation Passage**

Upon completion of your initial two (2) years, you will be provided with a return ticket to your recruiting country or any other place that both parties have agreed upon unless you join the service of another Employer, or the reason for terminating the contract is due to you, then you shall bear such expenses.

**20. Indemnity**

You will be entitled for an end of service indemnity as stipulated by the United Arab Emirates Labor Law.

**21. Conduct**

The United Arab Emirates is a Muslim country, personal conduct, proper decorum, and respect of the values of the United Arab Emirates is particularly important.

**22. Restrictions**

During your assignment with the Hotel, you may not become involved with any other service, occupation, or business without the prior written consent of the General Manager.

**23. Privacy**

People's personal privacy and private data are now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic / or social media. (Including Facebook, twitter, YouTube, Instagram, written press, etc.) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management. Failure to comply with the above will lead to disciplinary or legal action including termination.

**24. Personal Property**

The hotel does not accept responsibility for your personal property, which is lost, stolen, or damaged within the hotel (or at the accommodation).

**25. Governing Law and Jurisdiction**

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation. (Including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of the U.A.E. as applicable in the Emirate of Dubai.

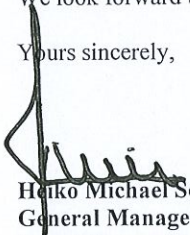
The Parties irrevocably agree that the courts of the Emirate of Dubai shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

IN WITNESS WHEREOF the parties have executed this Agreement, which takes effect from the starting date stated at the beginning of it.

We thank you for your time and we are confident that your involvement will provide an important contribution to the "Royal Mirage Hotel L.L.C" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,



Henko Michael Schreiner  
General Manager  
Royal Mirage Hotel L.L.C

.....  
I hereby confirm acceptance of the above  
Adakkaparambil Christopher

.....  
Date

**NOTE:** This offer is only valid for two days upon receipt.

GOKUL  
KRISHNA

BOILER  
MAKER

14 November, 2024

Akshit Sharma  
Boilermaker  
Church, Vaddi Siolim .  
Enroute Thalassa from,  
opposite Vailanka Wine  
store, Siolim, Goa, 403517

Dear Mr. Krishna:

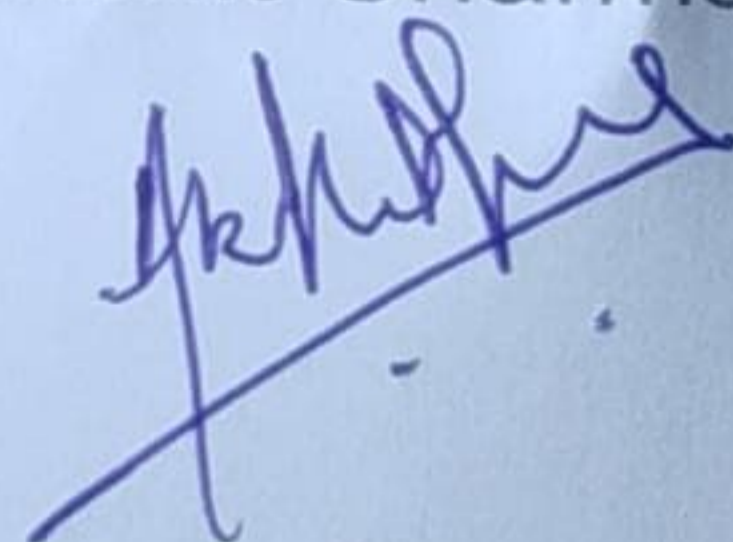
Subsequent to your interview, we are happy to offer you the position of Food and beverage associate at Boilermaker, starting from 15th September 2024 with a target remuneration of INR 15,000.

In addition to that, you will also be receiving a competent service charge collected during the period according to the prevailing point system of the bar.

As per our policy you are required to hand in a 30 day notice period before exiting the organization.

We wish you a long and fruitful career with us at Boilermaker.

Yours Sincerely,  
Akshit Sharma





## إذن دخول إلكتروني - eVisa

22420178777168/1



عمل/هـ

EMPLOYMENT/I

ENTRY PERMIT NO : 201/2024/7004303 إذن دخول رقم :  
Date & Place of Issue : 16-09-2024 Dubai تاريخ ومحل الإصدار : 2024-09-16 دبي  
Valid Until : 14-11-2024 تاريخ صلاحية الدخول : 2024-11-14  
U.I.D. No. : 246380874 الرقم الموحد :  
Allowed to Enter U.A.E to : أجاز بدخول دولة الامارات العربية المتحدة الى :  
Full Name : Mr. JISHNULAL VATTAPARAMBIL MANILAL الاسم الكامل : جيشنولال فاتابارامبيل مانيلال فاتابارامبيل  
Nationality : INDIA الجنسية : الهند  
Place of Birth : IRINJALAKUDA KERALA مكان الميلاد : إرينجالاكودا كيرالا  
Date of Birth : 18/05/2003 تاريخ الميلاد : 2003/05/18  
Passport No. : Normal / Y1891957 رقم الجواز : عادي / Y1891957  
Profession : WAITER المهنة : نادل  
Accompanied by المرافقون  
None لا يوجد

### الكفيل Sponsor

Name : JUMEIRAH INTERNATIONAL L.L.C الاسم : جميرا الدولية ذ.م.م  
Address : TEL: 043665000 P.O.BOX: 73137 , 2/1/084986 العنوان :

Note : The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again  
تنبيه : ترحب بك دولة الامارات العربية المتحدة وتتمنى لك إقامة سعيدة، ويرجى التأكد من تعديل الوضع او المغادرة قبل انتهاء فترة صلاحية التأشيرة لنتمكن من الترحيب بك مرة اخرى

دبي 2040 DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتتواصل مع الإدارة، يرجى الإتصال بخدمة أمر  
هاتف: 8005111 / 04-3139999  
For any inquiry please call AMER SERVICE  
tel : 04-3139999 / 8005111



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تكتاف مجتمعي... أمن مستدام  
Community Solidarity ... Sustainable Security  
800 4444 www.alameen.gov.ae



**ا) ارشادات عامة :**

- 1- اذن دخول للزيارة : صلاحيته (60) يوماً من تاريخ الاصدار يخول لحامله البقاء وفقاً لما يلي:-
  - (1) الزيارة لمدة طويلة (90) يوماً غير قابلة للتجديد. (ب) الزيارة لمدة قصيرة (30) يوماً غير قابلة للتجديد.
  - 2- اذن الدخول للعمل - الإقامة: صلاحية (60) يوم من تاريخ الإصدار والبقاء لمدة (60) يوم لتثبيت الإقامة أو الإنهاء والمغادرة خلال المدة السابقة.
  - 3- اذن الدخول لمهمة (14) يوم : صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (14) يوم من اليوم التالي للدخول - غير قابل للتجديد.
  - 4- اذن الدخول لمهمة عمل (90) يوم صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (90) يوم وعلى حامله مغادرة الدولة أو التمديد لمدة سابقة خلال سبعة أيام.
  - 5- اذن الدخول للسياحة (60) يوماً من تاريخ الإصدار والبقاء (30) يوماً من تاريخ الدخول ويجوز تمديده مرة واحدة لمدة مماثلة.

**ب) تنبيه:**

- 1- يبطل هذا الأذن إذا ظهر أي كسحط أو تعديل في تفاصيله أو تبين أن وثيقة أو جواز سفر حامله غير معتمد أو وجود أي قيود أخرى.
- 2- لا يجوز تغير القادمين إلى الدولة بأذونات دخول للعمل أو مهمة عمل، العمل بأجر أو بغير أجر.
- 3- على الكفيل تسليم الأذن لمركز الدخول قبل وصول المكفول.

**GENERAL INSTRUCTIONS:**

- 1- Entry permit (Visit): Validity (60) days from date of issue. (a) Long stay visit for 90 days not extendable. (b) Short stay visit for 30 days not extendable.
- 2- Entry permit (Employment/ Residence) Validity (60) days from the date of issue – duration of stay (60) days from date of entry to fix residence or cancellation and leave before expiry
- 3- Entry permit service (14) days, validity (14) days from the date of Issue, duration of stay (14) days from date of entry – no extension.
- 4- Entry permit service employment (90) days – validity (14) days from date of Issue – Duration of stay (90) days from date of entry, the bearer shall leave or extended for similar period within (7) days before expiry.
- 5- Entry permit (Tourism): validity (60) days from date of issue – duration of stay (30) days from date of entry and extendable one time for a similar period.

**Notes:**

- 1- Permit become invalid if any change, alteration and amendment occur in details or passport, travel document of the bearer found un accredited or any other records found against him.
- 2- Bearer of entry permit is not allowed to work paid or unpaid.
- 3- Original entry permit shall be submitted to the entry inlet before person arrival.

**الف) مبررات:**

- 1- اذونات (زيارة) خروج انكي مدته صلاحية تاريخ اصداره (60) دن كلفه. و مدته دن اكل حال ابراهم دن اكل كسپل كس طاقن كس مبرر امارات من روكنه دن. (ب) كس مدته (90) دن كا زلفه دن ابراهم دن اكل كس طاقن كس مبرر امارات من روكنه دن. (ب) كس مبرر امارات (30) دن كا زلفه دن ابراهم دن اكل كس طاقن كس مبرر امارات من روكنه دن.
- 2- اذونات دخول للعمل - الإقامة: صلاحية (60) دن من تاريخ الإصدار والبقاء لمدة (60) دن لتثبيت الإقامة أو الإنهاء والمغادرة خلال المدة السابقة.
- 3- اذونات دخول لمهمة (14) دن : صلاحيتها (14) دن من تاريخ الإصدار والبقاء لمدة (14) دن من اليوم التالي للدخول - غير قابل للتجديد.
- 4- اذونات دخول لمهمة عمل (90) دن صلاحيتها (14) دن من تاريخ الإصدار والبقاء لمدة (90) دن وعلى حامله مغادرة الدولة أو التمديد لمدة سابقة خلال سبعة أيام.
- 5- اذونات دخول للسياحة (60) يوماً من تاريخ الإصدار والبقاء (30) يوماً من تاريخ الدخول ويجوز تمديده مرة واحدة لمدة مماثلة.

**ب) تنبيه:**

- 1- يبطل هذا الأذن إذا ظهر أي كسحط أو تعديل في تفاصيله أو تبين أن وثيقة أو جواز سفر حامله غير معتمد أو وجود أي قيود أخرى.
- 2- لا يجوز تغير القادمين إلى الدولة بأذونات دخول للعمل أو مهمة عمل، العمل بأجر أو بغير أجر.
- 3- على الكفيل تسليم الأذن لمركز الدخول قبل وصول المكفول.

**A) ОБЩИЕ УКАЗАНИЯ:**

- 1- Гостевое разрешение на въезд: срок действия 60 дней с момента выдачи, срок пребывания 60 дней с момента въезда.
- 2) Долгосрочный визит (90 дней) не подлежит продлению. 6) Краткосрочный визит (30 дней) не подлежит продлению.
- 3- Рабочее разрешение на въезд /разрешение на въезд с целью проживания: срок действия 60 дней с момента выдачи, срок пребывания 60 дней с момента въезда для получения визы резидента, в противном случае необходимо выехать из страны до окончания срока пребывания.
- 4- Служебное въездное разрешение на 14 дней: срок действия 14 дней с момента выдачи, срок пребывания 14 дней со следующей даты въезда. Продлению не подлежит.
- 5- Служебное рабочее въездное разрешение на 90 дней: срок действия 14 дней с момента выдачи, срок пребывания 90 дней, после чего владелец разрешения должен выехать из страны, либо продлить разрешение на тот же срок в течение семи дней.
- 6- Туристическое разрешение на въезд: срок действия 60 дней с момента выдачи, срок пребывания 30 дней с момента въезда. Допускается однократное продление на тот же срок.

**Б) ПРИМЕЧАНИЯ:**

- 1- Разрешение считается недействительным, если в нем будут обнаружены любые подчистки или исправления, если заграничный паспорт или иной проездной документ владельца разрешения признан недействительным, в также в случае обнаружения любых других ограничений.
- 2- Право на оплачиваемую или неоплачиваемую работу имеют только владельцы рабочих или служебных рабочих въездных разрешений.
- 3- Спонсор должен передать разрешение на паспортный контроль до приезда приглашаемого человека.

许可证的有效期限：从批准之日起 14 天。（适用于服务/工作）

从进入这个国家起，执证人能够居住 90 天；应该在到期后 7 天之内离开并且延期是不被允许的。（适用于服务/90 天工作）

这个逗留“14”天期限是从到达后开始，聚会团体应该在允许期限结束时离开阿拉伯联合酋长国，

并且逗留延期的请求不予接受。（适用于服务）

这个许可证的有效性只能通过机场进入阿拉伯联合酋长国。（适用于服务）

这个许可证将变的无效，如果许可证有任何重点上的磨损或涂改；或者持证人持有的护照以及旅游证件是无效的；

或者有任何违反安全限定的行为被发现。

许可证的有效期限：60 天从批准之日起 60 天。

逗留期限：从进入该国家起 30 天。个人的进入为工作/居住应该报告给政府 在逗留期间。

访问/居住许可证的持有者不允许从事任何有偿或无偿的工作。

原始的许可证应该在到达后进入海关关口时提交给移民管理员。



## إذن دخول إلكتروني - eVisa



22420178794178/1



\* 0 7 0 2 0 1 0 7 2 4 0 0 4 4 8 \*

عمل/هـ

EMPLOYMENT/I

ENTRY PERMIT NO : 201/2024/7004448 إذن دخول رقم :  
Date & Place of Issue : 16-09-2024 Dubai تاريخ ومحل الإصدار : 2024-09-16 دبي  
Valid Until : 14-11-2024 تاريخ صلاحية الدخول : 2024-11-14  
U.I.D. No. : 246380462 الرقم الموحد :  
Allowed to Enter U.A.E to : أجاز بدخول دولة الامارات العربية المتحدة الى :  
Full Name : Mr. THOBIN JOSEPH JOSEPH CHIRAMMEL PAILY الاسم الكامل : ثوبن جوزيف جوزيف شيراميل بايلي  
Nationality : INDIA الجنسية : الهند  
Place of Birth : KATTOOR KERALA مكان الميلاد : كاتور كيرالا  
Date of Birth : 28/07/2003 تاريخ الميلاد : 2003/07/28  
Passport No. : Normal / W3628728 رقم الجواز : عادي / W3628728  
Profession : WAITER المهنة : نادل  
Accompanied by المرافقون  
None لا يوجد

### الكفيل Sponsor

Name : JUMEIRAH INTERNATIONAL L.L.C الاسم : جميرا الدولية ذ.م.م  
Address : TEL: 043665000 P.O.BOX: 73137 , 2/1/084986 العنوان :

Note : The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again  
تنبيه : ترحب بك دولة الامارات العربية المتحدة وتتمنى لك إقامة سعيدة، ويرجى التأكد من تعديل الوضع او المغادرة قبل انتهاء فترة صلاحية التأشيرة لنتمكن من الترحيب بك مرة اخرى

دبي 2040 DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتتواصل مع الإدارة، يرجى الإتصال بخدمة أمر  
هاتف: 8005111 / 04-3139999  
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tel : 04-3139999 / 8005111



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**ا) ارشادات عامة :**

- 1- اذن دخول للزيارة : صلاحيته (60) يوماً من تاريخ الاصدار يخول لحامله البقاء وفقاً لما يلي:-
  - (1) الزيارة لمدة طويلة (90) يوماً غير قابلة للتجديد. (ب) الزيارة لمدة قصيرة (30) يوماً غير قابلة للتجديد.
  - 2- اذن الدخول للعمل - الإقامة: صلاحية (60) يوم من تاريخ الإصدار والبقاء لمدة (60) يوم لتثبيت الإقامة أو الإنهاء والمغادرة خلال المدة السابقة.
  - 3- اذن الدخول لمهمة (14) يوم : صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (14) يوم من اليوم التالي للدخول - غير قابل للتجديد.
  - 4- اذن الدخول لمهمة عمل (90) يوم صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (90) يوم وعلى حامله مغادرة الدولة أو التمديد لمدة سابقة خلال سبعة أيام.
  - 5- اذن الدخول للسياحة (60) يوماً من تاريخ الإصدار والبقاء (30) يوماً من تاريخ الدخول ويجوز تمديده مرة واحدة لمدة مماثلة.

**ب) تنبيه:**

- 1- يبطل هذا الأذن إذا ظهر أي كسحط أو تعديل في تفاصيله أو تبين أن وثيقة أو جواز سفر حامله غير معتمد أو وجود أي قيود أخرى.
- 2- لا يجوز تغير القادمين إلى الدولة بأذونات دخول للعمل أو مهمة عمل، العمل بأجر أو بغير أجر.
- 3- على الكفيل تسليم الأذن لمركز الدخول قبل وصول المكفول.

**GENERAL INSTRUCTIONS:**

- 1- Entry permit (Visit): Validity (60) days from date of issue. (a) Long stay visit for 90 days not extendable. (b) Short stay visit for 30 days not extendable.
- 2- Entry permit (Employment/ Residence) Validity (60) days from the date of issue – duration of stay (60) days from date of entry to fix residence or cancellation and leave before expiry
- 3- Entry permit service (14) days, validity (14) days from the date of Issue, duration of stay (14) days from date of entry – no extension.
- 4- Entry permit service employment (90) days – validity (14) days from date of Issue – Duration of stay (90) days from date of entry, the bearer shall leave or extended for similar period within (7) days before expiry.
- 5- Entry permit (Tourism): validity (60) days from date of issue – duration of stay (30) days from date of entry and extendable one time for a similar period.

**Notes:**

- 1- Permit become invalid if any change, alteration and amendment occur in details or passport, travel document of the bearer found un accredited or any other records found against him.
- 2- Bearer of entry permit is not allowed to work paid or unpaid.
- 3- Original entry permit shall be submitted to the entry inlet before person arrival.

**الف) مبري بوابات**

- 1- اذونات (زيارة) مبري بوابات: صلاحيتها (60) يوماً من تاريخ الإصدار يخول لحامله البقاء وفقاً لما يلي:-
  - (1) الزيارة لمدة طويلة (90) يوماً غير قابلة للتجديد. (ب) الزيارة لمدة قصيرة (30) يوماً غير قابلة للتجديد.
  - 2- اذن الدخول للعمل - الإقامة: صلاحية (60) يوم من تاريخ الإصدار والبقاء لمدة (60) يوم لتثبيت الإقامة أو الإنهاء والمغادرة خلال المدة السابقة.
  - 3- اذن الدخول لمهمة (14) يوم : صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (14) يوم من اليوم التالي للدخول - غير قابل للتجديد.
  - 4- اذن الدخول لمهمة عمل (90) يوم صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (90) يوم وعلى حامله مغادرة الدولة أو التمديد لمدة سابقة خلال سبعة أيام.
  - 5- اذن الدخول للسياحة (60) يوماً من تاريخ الإصدار والبقاء (30) يوماً من تاريخ الدخول ويجوز تمديده مرة واحدة لمدة مماثلة.

**ب) مبري بوابات**

- 1- يبطل هذا الأذن إذا ظهر أي كسحط أو تعديل في تفاصيله أو تبين أن وثيقة أو جواز سفر حامله غير معتمد أو وجود أي قيود أخرى.
- 2- لا يجوز تغير القادمين إلى الدولة بأذونات دخول للعمل أو مهمة عمل، العمل بأجر أو بغير أجر.
- 3- على الكفيل تسليم الأذن لمركز الدخول قبل وصول المكفول.

**A) ОБЩИЕ УКАЗАНИЯ:**

- 1- Гостевое разрешение на въезд: срок действия 60 дней с момента выдачи, срок пребывания 60 дней с момента въезда.
- 2) Долгосрочный визит (90 дней) не подлежит продлению. 6) Краткосрочный визит (30 дней) не подлежит продлению.
- 2- Рабочее разрешение на въезд /разрешение на въезд с целью проживания: срок действия 60 дней с момента выдачи, срок пребывания 60 дней с момента въезда для получения визы резидента, в противном случае необходимо выехать из страны до окончания срока пребывания.
- 3- Служебное въездное разрешение на 14 дней: срок действия 14 дней с момента выдачи, срок пребывания 14 дней со следующей даты. Продлению не подлежит.
- 4- Служебное рабочее въездное разрешение на 90 дней: срок действия 14 дней с момента выдачи, срок пребывания 90 дней, после чего владелец разрешения должен выехать из страны, либо продлить разрешение на тот же срок в течение семи дней.
- 5- Туристическое разрешение на въезд: срок действия 60 дней с момента выдачи, срок пребывания 30 дней с момента въезда. Допускается однократное продление на тот же срок.

**Б) ПРИМЕЧАНИЯ:**

- 1- Разрешение считается недействительным, если в нем будут обнаружены любые подчистки или исправления, если заграничный паспорт или иной проездной документ владельца разрешения признан недействительным, в также в случае обнаружения любых других ограничений.
- 2- Право на оплачиваемую или неоплачиваемую работу имеют только владельцы рабочих или служебных рабочих въездных разрешений.
- 3- Спонсор должен передать разрешение на паспортный контроль до приезда приглашаемого человека.

许可证的有效期限：从批准之日起 14 天。（适用于服务/工作）

从进入这个国家起，执证人能够居住 90 天；应该在到期后 7 天之内离开并且延期是不被允许的。（适用于服务/90 天工作）

这个逗留“14”天期限是从到达后开始，聚会团体应该在允许期限结束时离开阿拉伯联合酋长国，

并且逗留延期的请求不予接受。（适用于服务）

这个许可证的有效性只能通过机场进入阿拉伯联合酋长国。（适用于服务）

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或者有任何违反安全限定的行为被发现。

许可证的有效期限：60 天从批准之日起 60 天。

逗留期限：从进入该国家起 30 天。个人的进入为工作/居住应该报告给政府 在逗留期间。

访问/居住许可证的持有者不允许从事任何有偿或无偿的工作。

原始的许可证应该在到达后进入海关关口时提交给移民管理局。

F. 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, 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. Unauthorized review, disclosure, or distribution of confidential guest, associate, or vendor information.

V. **JURISDICTION**

Your employment in the United Arab Emirates is subject to the laws of that country.

VI. **MISCELLANEOUS**

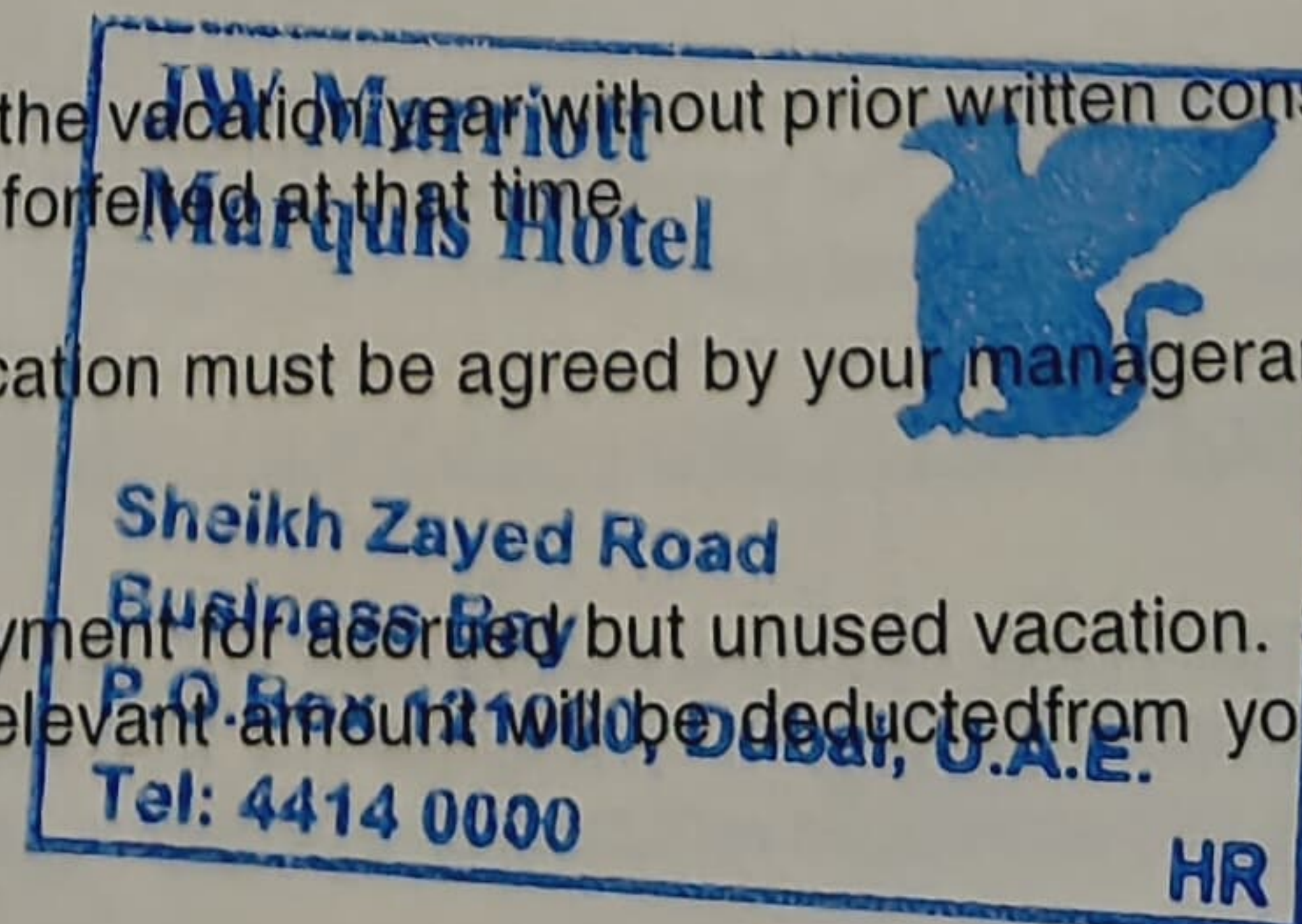
**VACATION**

You will be entitled to the minimum vacation days as per UAE Labor Law (30 calendar days) plus all legal public holidays as announced for the private sector in the UAE. Public holidays that fall within a period of vacation will be considered as Public Holiday. 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.

You will not be entitled to carry forward unused vacation at the end of the vacation year without prior written consent of the General Manager/Director of HR. Any vacation in excess will be forfeited at that time.

It is a condition of your employment that your dates for intended vacation must be agreed by your manager and you must give reasonable notice of intention, as per your hotel policy.

In the event of termination of your service you will be entitled to payment for accrued but unused vacation. Should you have taken more vacation than your accrued entitlement the relevant amount will be deducted from your final payment.





CGH/HRD/Offer Letter /2024  
Dated: 30.03.2024

Dear Mr. Martin Sunny,

**Sub: Offer of Employment**

Welcome to Team CGH Earth!

With reference to your application and subsequent interview you had with us on 30.03.2024, we are pleased to offer you the position of "**Associate-Guest Service**" in the **Housekeeping Department** at **Wayanad Wild, Lakkidi-PO, Wayanad** on a **Fixed Term Contract** for One year.

Your Salary Break up would be:

Basic	:	8023.00
FDA	:	2756.00
HRA	:	3209.00
Conv	:	2058.00
<b>Gross</b>	:	<b>16,046 .00</b>

(\*take home would be after EPF/ESI deductions as per statutory requirement)

A formal letter of appointment letter will be issued to you on your joining and on submission of the following:


1. Educational Certificates
2. Experience Certificates
3. Relieving letter from your last organization
4. Satisfactory completion of medical examination
5. Police Clearance Certificate
6. Salary Certificate or Wage Slip of the previous month.
7. Attested copy of Aadhaar Card
8. Attested copy of PAN Card
9. Passport size photo: 8 numbers
10. Bank Passbook Copy

Please send us your acceptance in writing immediately. You are requested to report for duty on or before 08.03.2024. It may be understood that this offer of appointment is only valid till the date of joining.

Looking forward to a long and mutually beneficial relationship.

Wishing you the very best,

Regards,

  
David V. Raju  
General Manager



Herbal County Cottages Pvt. Ltd.

Lakkidi P.O., Vythiri-673 576, Wayanad, Kerala, India.

Phone: 90726 20061 / 62 / 63 / 64 Email: wayanadwild@cghearth.com www.cghearth.com



## إذن دخول إلكتروني - eVisa



22420178829067/1



\* 0 7 0 2 0 1 0 7 2 4 0 0 4 4 8 6 \*

عمل/هـ

EMPLOYMENT/I

ENTRY PERMIT NO : 201/2024/7004486 إذن دخول رقم :

Date & Place of Issue : 17-09-2024 Dubai تاريخ ومحل الإصدار : 2024-09-17 دبي

Valid Until : 15-11-2024 تاريخ صلاحية الدخول : 2024-11-15

U.I.D. No. : 246382052 الرقم الموحد :

Allowed to Enter U.A.E to : أجاز بدخول دولة الامارات العربية المتحدة الى :

Full Name : Mr. MUHAMMED ABDULLA PUTHIYAVEETIL محمد عبدالله بوتيافيتيل عبدول غفور عبدول غفور  
ABDUL GAFOOR ABDUL GAFOOR بوتيافيتيل ماماد  
PUTHIYAVEETIL MAMAD الاسم الكامل :

Nationality : INDIA الهند الجنسية :

Place of Birth : OLARIKKARA KERALA أولاريكارا كيرالا مكان الميلاد :

Date of Birth : 27/03/2004 تاريخ الميلاد : 2004/03/27

Passport No. : Normal / Y6967786 رقم الجواز : عادي / Y6967786

Profession : WAITER المهنة : نادل

Accompanied by المرافقون

None لا يوجد

### الكفيل Sponsor

Name : JUMEIRAH INTERNATIONAL L.L.C الاسم : جميرا الدولية ذم

Address : TEL: 043665000 P.O.BOX: 73137 , 2/1/084986 العنوان :

Note : The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again  
تنبيه : ترحب بك دولة الامارات العربية المتحدة وتتمنى لك إقامة سعيدة، ويرجى التأكد من تعديل الوضع او المغادرة قبل انتهاء فترة صلاحية التأشيرة لنتمكن من الترحيب بك مرة اخرى

دبي 2040 DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتتواصل مع الإدارة، يرجى الإتصال بخدمة أمر

هاتف: 8005111 / 04-3139999

For any inquiry please call AMER SERVICE

tel : 04-3139999 / 8005111



كن أمانا في مجتمعك، تعامل مع الأمين  
A safer neighbourhood is a safer home.  
Toll free 8004888. www.alameen.ae

تكتاف مجتمعي... أمن مستدام  
Community Solidarity ... Sustainable Security  
800 4444 www.alameen.gov.ae



**ا) اِرشادات عامة :**

- 1- اذن دخول للزيارة : صلاحيته (60) يوماً من تاريخ الاصدار يخول لحامله البقاء وفقاً لما يلي:-
  - (1) الزيارة لمدة طويلة (90) يوماً غير قابلة للتجديد. (ب) الزيارة لمدة قصيرة (30) يوماً غير قابلة للتجديد.
  - 2- اذن الدخول للعمل - الإقامة: صلاحية (60) يوم من تاريخ الإصدار والبقاء لمدة (60) يوم لتثبيت الإقامة أو الإنهاء والمغادرة خلال المدة السابقة.
  - 3- اذن الدخول لمهمة (14) يوم : صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (14) يوم من اليوم التالي للدخول - غير قابل للتديد.
  - 4- اذن الدخول لمهمة عمل (90) يوم صلاحيته (14) يوم من تاريخ الإصدار والبقاء لمدة (90) يوم وعلى حامله مغادرة الدولة أو التمديد لمدة سابقة خلال سبعة أيام.
  - 5- اذن الدخول للسياحة (60) يوماً من تاريخ الإصدار والبقاء (30) يوماً من تاريخ الدخول ويجوز تمديدده مرة واحدة لمدة مماثلة.

**ب) تَنبِيهِه :**

- 1- يبطل هذا الأذن إذا ظهر أي كسشط أو تعديل في تفاصيله أو تبين أن وثيقة أو جواز سفر حامله غير معتمد أو وجود أي قيود أخرى.
- 2- لا يجوز لغير القادمين إلى الدولة بأذونات دخول للعمل أو مهمة عمل، العمل بأجر أو بغير أجر.
- 3- على الكفيل تسليم الأذن لمركز الدخول قبل وصول المكفول.

**GENERAL INSTRUCTIONS:**

- 1- Entry permit (Visit): Validity (60) days from date of issue. (a) Long stay visit for 90 days not extendable. (b) Short stay visit for 30 days not extendable.
- 2- Entry permit (Employment/ Residence) Validity (60) days from the date of issue – duration of stay (60) days from date of entry to fix residence or cancellation and leave before expiry
- 3- Entry permit service (14) days, validity (14) days from the date of Issue, duration of stay (14) days from date of entry – no extension.
- 4- Entry permit service employment (90) days – validity (14) days from date of Issue – Duration of stay (90) days from date of entry, the bearer shall leave or extended for similar period within (7) days before expiry.
- 5- Entry permit (Tourism): validity (60) days from date of issue – duration of stay (30) days from date of entry and extendable one time for a similar period.

**Notes:**

- 1- Permit become invalid if any change, alteration and amendment occur in details or passport, travel document of the bearer found un accredited or any other records found against him.
- 2- Bearer of entry permit is not allowed to work paid or unpaid.
- 3- Original entry permit shall be submitted to the entry inlet before person arrival.

**(الف) عمومي پروايات:**

- 1- اور دقت (زيادتي) كجاء جي وقت و صلاحيت تاريخ ايسار (60) دنن تائين هوندي آهي. (ا) طويل بقاء جي ويزا 90 دنن تائين غير ممتديده هوندي. (ب) مختصر بقاء جي ويزا 30 دنن تائين غير ممتديده هوندي.
- 2- اور ويزا جي صلاحيت (60) دنن تائين هوندي. ويزا جي تاريخ ايسار و بقاء جي مدت (60) دنن تائين هوندي. ويزا جي مدت ختم ٿيڻ کان اڳ 7 ڏينهن اندر واپس موٽڻ جي اجازت هوندي.
- 3- اور ويزا جي صلاحيت (14) ڏينهن تائين هوندي. ويزا جي تاريخ ايسار و بقاء جي مدت (14) ڏينهن تائين هوندي. ويزا جي مدت ختم ٿيڻ کان اڳ 7 ڏينهن اندر واپس موٽڻ جي اجازت هوندي.
- 4- اور ويزا جي صلاحيت (90) ڏينهن تائين هوندي. ويزا جي تاريخ ايسار و بقاء جي مدت (14) ڏينهن تائين هوندي. ويزا جي مدت ختم ٿيڻ کان اڳ 7 ڏينهن اندر واپس موٽڻ جي اجازت هوندي.
- 5- اور ويزا جي صلاحيت (60) ڏينهن تائين هوندي. ويزا جي تاريخ ايسار و بقاء جي مدت (30) ڏينهن تائين هوندي. ويزا جي مدت ختم ٿيڻ کان اڳ 7 ڏينهن اندر واپس موٽڻ جي اجازت هوندي.

**(ب) تنبيها:**

- 1- ويزا جي صلاحيت ختم ٿيڻ کان اڳ 7 ڏينهن اندر واپس موٽڻ جي اجازت هوندي. ويزا جي صلاحيت ختم ٿيڻ کان اڳ 7 ڏينهن اندر واپس موٽڻ جي اجازت هوندي.
- 2- ويزا جي حاملن کي ويزا جي مدد سان ڪم ڪرڻ يا ويزا جي مدد سان ڪم ڪرڻ کان سواءِ ڪم ڪرڻ جي اجازت ناهي.
- 3- ويزا جي حاملن کي ويزا جي مدد سان ڪم ڪرڻ يا ويزا جي مدد سان ڪم ڪرڻ کان سواءِ ڪم ڪرڻ جي اجازت ناهي.

**A) ОБЩИЕ УКАЗАНИЯ:**

- 1- Гостевое разрешение на въезд: срок действия 60 дней с момента выдачи, срок пребывания 60 дней с момента въезда.
- 2- Рабочее разрешение на въезд /разрешение на въезд с целью проживания: срок действия 60 дней с момента выдачи, срок пребывания 60 дней с момента въезда для получения визы резидента, в противном случае необходимо выехать из страны до окончания срока пребывания.
- 3- Служебное въездное разрешение на 14 дней: срок действия 14 дней с момента выдачи, срок пребывания 14 дней со следующей после даты въезда даты. Продлению не подлежит.
- 4- Служебное рабочее въездное разрешение на 90 дней: срок действия 14 дней с момента выдачи, срок пребывания 90 дней, после чего владелец разрешения должен выехать из страны, либо продлить разрешение на тот же срок в течение семи дней.
- 5- Туристическое разрешение на въезд: срок действия 60 дней с момента выдачи, срок пребывания 30 дней с момента въезда. Допускается однократное продление на тот же срок.

**Б) ПРИМЕЧАНИЯ:**

- 1- Разрешение считается недействительным, если в нем будут обнаружены любые подчистки или исправления, если заграничный паспорт или иной проездной документ владельца разрешения признан недействительным, в также в случае обнаружения любых других ограничений.
- 2- Право на оплачиваемую или неоплачиваемую работу имеют только владельцы рабочих или служебных рабочих въездных разрешений.
- 3- Спонсор должен передать разрешение на паспортный контроль до приезда приглашаемого человека.

许可证的有效期限: 从批准之日起 14 天。(适用于服务/工作)

从进入这个国家起, 执证人能够居住 90 天; 应该在到期后 7 天之内离开并且延期是不被允许的。(适用于服务/90 天工作)

这个逗留“14”天期限是从到达后开始, 聚会团体应该在允许期限结束时离开阿拉伯联合酋长国,

并且逗留延期的请求不予接受。(适用于服务)

这个许可证的有效性只能通过机场进入阿拉伯联合酋长国。(适用于服务)

这个许可证将变的无效, 如果许可证有任何重点上的磨损或涂改; 或者持证人持有的护照以及旅游证件是无效的;

或者有任何违反安全限定的行为被发现。

许可证的有效期限: 60 天从批准之日起 60 天。

逗留期限: 从进入该国家起 30 天。个人的进入为工作/居住应该报告给政府 在逗留期间。

访问/居住许可证的持有者不允许从事任何有偿或无偿的工作。

原始的许可证应该在到达后进入海关关口时提交给移民管理员。

Aug 7 ,2024

**Sayooje Manu**

**Thekkoot (H) , Kalletumkara P.O, Thrissur**

We are pleased to inform that you have been selected to undergo the Internship Training Program at Hyatt Regency Thrissur from **20<sup>th</sup> August 2024 to 20<sup>th</sup> February 2025**

This offer is subject to the following terms and conditions:

### **Uniform**

You are required to make arrangements for your own shoes (black safety shoes for men and closed black shoes for women). You will take care of the uniform and at all times strictly adhere to the **Hyatt Regency Thrissur** grooming and etiquette standards. The hotel will provide support for laundering the uniform.

### **Stipend**

You will be eligible for a monthly stipend of Rs.5000/- (Five Thousand only) all inclusive. The hotel is not liable to pay any other compensation whatsoever.

### **Accommodation**

You will be responsible for your own accommodation.

### **Duty Meals**

You are entitled for complimentary duty meals at the Associate restaurant - 'TK's' and shall adhere to TK's timings and hotel policy.

### **Transportation**

You will be responsible for your own transportation arrangements to and from the hotel irrespective of training timings. The hotel has no liability whatsoever in this regard.

### **Training hours**

The normal training hours per week are 48 hours over six (6) days. The responsibilities of training may require additional levels of commitment. You may undergo training even during off days.

### **Leaves**

You are entitled to **4** weekly offs every month during your internship program.

### **Attendance & Project Submission**

You will have to comply with a 100% attendance, failing which your training may be terminated. You will have to submit your project report within one week of completion of training failing which your training would be deemed void and the certificate of completion withheld.

### **Proprietary Materials**

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programmes and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programmes, procedures and knowhow of Hyatt Hotels Corporation, made available to you during the course of your training, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your internship training (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt Hotels Corporation.

The Confidential Information made available to you during the course of your training may include valuable trade secrets belonging to Hyatt Hotels Corporation. You must hold all Confidential Information in strictest

confidence, and not share or disclose it to any third parties or use it except in routine course of performance of their duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to Hyatt Regency Thrissur upon the termination or completion of the training. Any violation of these obligations will subject you to appropriate action, which may include immediate termination of your training. Your obligations under this paragraph will continue in effect beyond the termination of your training.

**Accident while on duty**

In case of any accident while on duty, Hyatt Regency Thrissur will not be responsible for any compensation whatsoever to you.

**Conflict of Interest**

You are expected to carry out your tasks diligently, and shall at all times safeguard the interest of the company. Hyatt Regency Thrissur regards conflict of interest as a severe offence that may lead to dismissal.

**General Conditions**

During the training period, you will be bound by the policies of Hyatt Regency Thrissur that may be framed and enforced from time to time. The Hotel reserves the right to amend or alter these at its discretion without any notice thereof, and these will be deemed as the terms and conditions governing your training.

In case of any dispute arising in respect of the interpretation of the terms and conditions of the training at the Hotel, the decision of the Human Resource Manager shall be final.

**Relationship**

The relationship between you and the Hotel is only that of Pupil and Institute.

**Acceptance**

If the foregoing concurs with your understanding of the terms and conditions of training, please sign, stamp and return one copy of this letter as a token of your acceptance. Should we not receive confirmation of your acceptance, this offer of training would be withdrawn and cancelled.

Documents to be submitted:

Document Name
5 Passport size photographs
Resume
Proof of educational/training certificates
Copy of Aadhar card
Copy of Bank Passbook details
Medical Fitness certificate
No Objection Certificate from college (IET)
Police clearance certificate
Intern career profile
House rules
Trainee details
Letter of appointment

**Contact Information**

Hyatt Regency Thrissur  
Civil Lines Road,  
Thrissur, Kerala- 680003

Phone: 0487 2701234

We welcome you to Hyatt Regency Thrissur.

Yours sincerely

**Rachel Benoy**  
**Learning Officer**

I have read and fully understood the terms and conditions of the Internship Training Programme at Hyatt Regency Thrissur.

Accepted:

Sayooje Manu

---

**Christ College**  
**Institution Seal**

---

**Student**

**Date:**

---



THE RITZ-CARLTON

PUNE

May 31, 2024

Shahin Rahman K  
kshahin.rahman535@gmail.com  
8592826316

Dear **Shahin**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Housekeeping Attendant** at **The Ritz-Carlton, Pune** as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
<i>*Amount can vary as per government guidelines.</i>		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

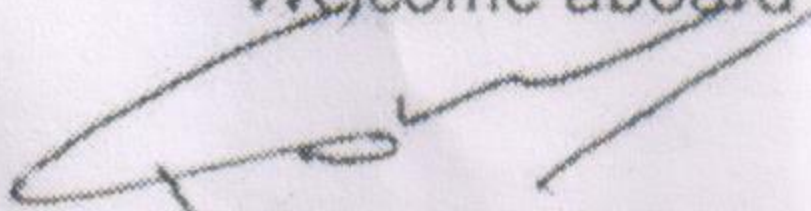
You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate", and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for inquiries.

Your date of joining will be 17<sup>th</sup> June 2024. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Director of Human Resources

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411006

Aug 7 ,2024

**Sonat P S**

**Parappuram (H) Nellore, Thrissur 680305**

We are pleased to inform that you have been selected to undergo the Internship Training Program at Hyatt Regency Thrissur from **20<sup>th</sup> August 2024 to 20<sup>th</sup> February 2025**

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**General Conditions**

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Copy of Bank Passbook details
Medical Fitness certificate
No Objection Certificate from college (IET)
Police clearance certificate
Intern career profile
House rules
Trainee details
Letter of appointment

**Contact Information**

Hyatt Regency Thrissur  
Civil Lines Road,  
Thrissur, Kerala- 680003

Phone: 0487 2701234

We welcome you to Hyatt Regency Thrissur.

Yours sincerely

**Rachel Benoy**  
**Learning Officer**

I have read and fully understood the terms and conditions of the Internship Training Programme at Hyatt Regency Thrissur.

Accepted:

**Sonat P S**

---

**Christ College**  
**Institution Seal**

---

**Student**

**Date:** \_\_\_\_\_

August 27, 2024

**Sreerag Ramchandran**  
Eleyedath House,  
Engadiyur, Thrissur  
Kerala-680616

## LETTER OF INTENT

Dear Sreerag,

*Congratulations!*

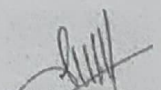
This is with reference to the interview and subsequent discussions we had with you for the position of **F&B Associate**.

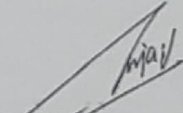
On behalf of Manyata Promoters Private Limited the owning company of Hilton and Hilton Garden Inn Bengaluru Embassy Manyata Business Park we are pleased to offer you the position of **F&B Associate** in **F&B Service** Department based on the terms & conditions discussed with you. Your salary structure is enclosed as Annexure – A to this letter. A detailed letter of appointment will be issued to you at the time of joining.

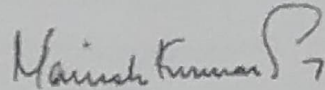
You should report for duty on **September 16, 2024** at 0930 hrs in the Human Resources Department at Hilton and Hilton Garden Inn Bengaluru Embassy Manyata Business Park. This offer is subject to the successful completion of a required medical examination, which deems you to fit to work and subsequently to you remaining medically fit. You are required to sign and return a copy of this letter to signify your acceptance.

We wish you a happy and a long association with the organization.

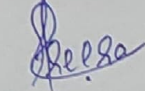
Yours sincerely

  
**Srinivasa Rao**  
Cluster Director - HR

  
**Sanjay Saran**  
Cluster Financial Controller

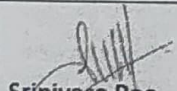
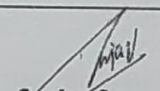
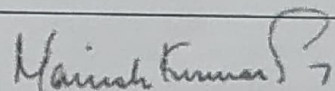
  
**Manish Kumar Garg**  
General Manager

I, Sreerag, hereby accept the terms and conditions stated in this letter

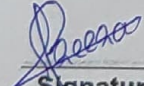
  
**Sreerag Ramchandran**

Date 29/08/24

Annexure - A

Remuneration Package (CTC)		
<b>Name : Sreerag Ramchandran</b> <b>Designation : F&amp;B Associate</b> <b>Grade : F1</b> <b>Department : F&amp;B Service</b> <b>DOJ : 16-Sep-2024</b>		
Salary Components	Monthly	Annual
<b>A) Key Components</b>		
Basic Salary	18300	219600
House Rent Allowance	1700	20400
<b>Gross Salary</b>	<b>20000</b>	<b>240000</b>
<b>B) Key Benefits</b>		
Provident Fund (Employer's contribution)	2196	26352
ESIC	650	7800
*Bonus / Exgratia	1524	18293
<b>Cost to Company (A+B) - CTC</b>	<b>24370</b>	<b>292440</b>
Note: *Bonus / Exgratia: Payment of Bonus will be made as per statutory provisions. Amount paid over and above the statutory limit shall be deemed as Exgratia and is entirely at the discretion of the company.		
**Gratuity: Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of minimum of 5 years of employment with the company.		
Deductions: Provident Fund and ESIC shall be deducted as per the statutory provisions if applicable.		
The Management reserves the right to restructure your salary components at any given point in time.		
 <b>Srinivasa Rao</b> Cluster Director - HR	 <b>Sanjay Saran</b> Cluster Financial Controller	 <b>Manish Kumar Garg</b> General Manager

I, Sreerag Ramchandran, hereby confirm to have read and understood my remuneration package mentioned above along with all other related policies / terms & conditions of the company.

  
 Signature

29/08/24.  
 Date:

October 15, 2024

**Vaisak .R**  
**Nambiathukunnu House,**  
**Pulakode PO, Thrissur**  
**Kerala -690586**

## LETTER OF INTENT

Dear Vaisak,

*Congratulations!*

This is with reference to the interview and subsequent discussions we had with you for the position of **F&B Associate**.

On behalf of Manyata Promoters Private Limited the owning company of Hilton and Hilton Garden Inn Bengaluru Embassy Manyata Business Park we are pleased to offer you the position of **F&B Associate** in **Food & Beverage** Department based on the terms & conditions discussed with you. Your salary structure is enclosed as Annexure – A to this letter. A detailed letter of appointment will be issued to you at the time of joining.

You should report for duty on **November 04, 2024** at 0930 hrs in the Human Resources Department at Hilton and Hilton Garden Inn Bengaluru Embassy Manyata Business Park. This offer is subject to the successful completion of a required medical examination, which deems you to fit to work and subsequently to you remaining medically fit. You are required to sign and return a copy of this letter to signify your acceptance.

We wish you a happy and a long association with the organization.

Yours sincerely



**Srinivasa Rao**  
**Cluster Director - HR**



**Sanjay Saran**  
**Cluster Financial Controller**



**Manish Kumar Garg**  
**General Manager**

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I, Vaisak, hereby accept the terms and conditions stated in this letter

**Vaisak .R**



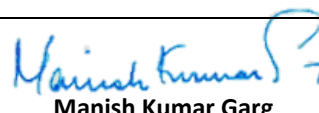
**Date**

[hilton.com](http://hilton.com)

Hilton and Hilton Garden Inn Bengaluru Embassy Manyata Business Park  
Hebbal Outer Ring Road, Nagawara, Bengaluru 560 045, India  
T: +91 80 6901 2345 F: +91 80 6911 2345  
GST: 29AADCM2448J2Z7  
PAN: AADCM2448J

Managed by Hilton Hotels & Resorts  
On Behalf of Manyata Promoters Pvt. Ltd.  
MPPL Reg. Office  
Flat #2 Prime 12 Apartments  
Plot #H1 Akurdi District Centre  
PCNTDA Nigidi Pune MH 411 044  
CIN: U70102PN2000PTC190823

**Annexure - A**

Remuneration Package (CTC)		
<b>Name : Vaisak .R</b> <b>Designation : F&amp;B Associate</b> <b>Grade : F1</b> <b>Department : Food &amp; Beverage</b> <b>DOJ : 04-Nov-2024</b>		
Salary Components	Monthly	Annual
<b>A) Key Components</b>		
Basic Salary	18300	219600
House Rent Allowance	1700	20400
<b>Gross Salary</b>	<b>20000</b>	<b>240000</b>
<b>B) Key Benefits</b>		
Provident Fund (Employer's contribution)	2196	26352
ESIC	650	7800
*Bonus / Exgratia	1524	18288
<b>Cost to Company (A+B) - CTC</b>	<b>24370</b>	<b>292440</b>
Note: *Bonus / Exgratia: Payment of Bonus will be made as per statutory provisions. Amount paid over and above the statutory limit shall be deemed as Exgratia and is entirely at the discretion of the company.		
**Gratuity: Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of minimum of 5 years of employment with the company.		
Deductions: Provident Fund and ESIC shall be deducted as per the statutory provisions if applicable.		
The Management reserves the right to restructure your salary components at any given point in time.		
 <b>Srinivasa Rao</b> Cluster Director - HR	 <b>Sanjay Saran</b> Cluster Financial Controller	 <b>Manish Kumar Garg</b> General Manager

I, Vaisak .R, hereby confirm to have read and understood my remuneration package mentioned above along with all other related policies / terms & conditions of the company.

Signature

Date:

[hilton.com](http://hilton.com)

Hilton and Hilton Garden Inn Bengaluru Embassy Manyata Business Park  
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