

**Draft Memorandum of Understanding (MOU)**

(Applicable for customers including entrepreneurs or owners of MSMEs desirous of availing Personal Mentoring Services (PMS) from 'Prayas')

Memorandum of understanding (hereafter mentioned as 'MOU') between M/S Prayas Vyaktitva Vikas Seva (P) Ltd. H-19, Phase IV, Rapti Nagar Gorakhpur 273013 (hereafter mentioned as 'Prayas' in this MOU) and Shri ----- (hereafter mentioned as 'C' in this MOU) for availing Personal Mentoring Services (PMS), signed on -----Day of ----- (month) -----(year)

The duties & responsibilities of parties to this MOU for availing Personal Mentoring Services (PMS) are as under

**A: Duties & Responsibilities of the 'C'**

'C' agrees out of freewill to abide by following terms & conditions availing Personal Mentoring Services (PMS)

- i. He or she would register himself/herself with 'Prayas' by depositing nominal one time registration fee of Rs. 300 (Three Hundred) only if not done earlier digitally through the payment link provided for this purpose..
- ii. He or she would reveal his/her actual paying capacity to 'Prayas' to facilitate proper fixation of consultation charges.
- iii. He or she would provide all data and information about him/her and the units owned as demanded by his/her mentor.
- iv. The duration of mentoring would be determined with mutual consultation.
- v. He or she will not insist on written reports all the time and email communication will be deemed to be sufficient.
- vi. He or she will abide by the advice of mentor.
- vii. He or she would pay mentoring fee as per mutually agreed upon terms and conditions.
- viii. Mentoring will be through digital modes.

**'B: Duties & Responsibilities of 'Prayas'**

Prayas agrees to abide by following terms & conditions about their duties & responsibilities related to provision of mentoring service to C after deposit/ accounts transfer of the mentoring fee as agreed upon as per details given below.

Total Fee Rs. -----  
 Advance fee: Rs. -----  
 Mode of payment of balance fee-----  
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- i. Assign a particular mentor to the 'C' with full details.
- ii. Mentor would get in touch with the mentee within 1 week of the assignment of the mentor.
- iii. Mentor will hold meetings or sittings with mentee through digital modes as per mutually agreed upon schedule and hold discussion with the owner or entrepreneur and requisite information and data will be asked and supplied as per mutually agreed upon schedule.
- iv. Number of meetings or visits would be decided in consultation with the mentee.
- v. A brief confidential report containing various recommendations would be emailed to the customer with specific action points with clear-cut schedule for their implementation.
- vi. If requested and required, handholding will be done for a brief period as per mutually agreed upon terms and conditions.

Note: Terms & Conditions mentioned above will apply for each PMS assignment and can be modified after discussion and with mutual consent.

Signature of Customer (Name and full address ) supported by address proof document	Signature of Authorized Representative of Prayas Vyaktitva Vikas Seva (P) Ltd. with Full Address
Signature of Witness with full name & Address	Signature of Witness with full name & Address