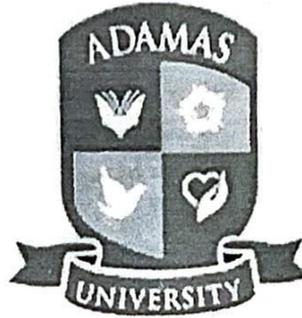


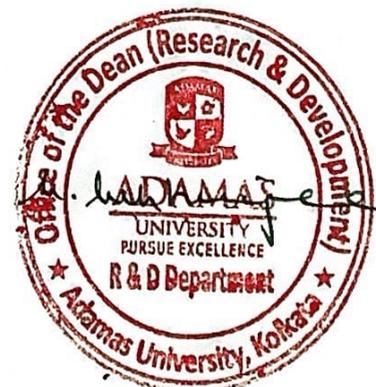
Research & Development Cell

[Signature]
14.07.2020
ISSUED

Adamas University



Consultancy Policy for Academic and Technical Staffs



ADAMAS UNIVERSITY CONSULTANCY REGULATIONS

1. The Policy

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- i. There should be demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- ii. The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation.
- iii. At a minimum, the salary and on-cost charges set by the University must be applied to all project budgets. All Consultancies are required to include overheads.
- iv. Consultancy will be undertaken by Faculty Members in case of having formal consent from that organization.

2. Staff Entitlements

The University allows staff to engage in Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the **Appropriate Authority** (Vice Chancellor on the recommendation of Deans of Schools in case of Members of Faculty and on the recommendation of the Registrar in case of Non-Academic Staff).

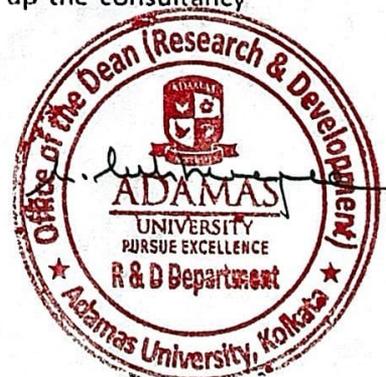
2.1 The University provides the following benefits to staff undertaking research consultancies:

- (a) Access to the University's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- (b) Access to the University's resources such as technical and administration staff equipment and telecommunications, subject to approval of the appropriate authority.
- (c) Entitlements to use the University's name and reputation, provided is not brought into disrepute.
- (d) Ability to make reference to their University position and title in connection with the work.

2.2 All Consultancies are required to include overheads.

2.3 The revenue thus generated from the consultancy project is shared by the member and the university in the ratio of a 60:40 after deducting the overheads and all other expenses met by the university. If more than one member takes up the consultancy project, the 60% amount shall be shared equally.

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3. Approval

All University approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies. Applications to conduct Consultancy are required to be approved by the Vice Chancellor

3.1 Exemptions and Variations

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved at the appropriate level of the University.

3.2 Transfers in from Other Institutions

In cases where a Consultancy amount is transferred to the University from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component.

In cases where a consultancy amount is being transferred to other another research organization from AU, overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the University.

4. Conflict of Interest

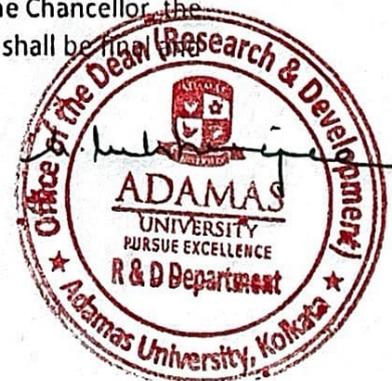
Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the appropriate authority of the University for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the University's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests;
- teaching or course work for another institution;
- work performed for a supplier of goods or services to the University; or
- work undertaken with an organization to which the University supplies goods or services.

In case of any dispute between the staff and the University with regards to the consultancy policy and its compliance, the aggrieved staff may appeal to the Chancellor of this University and he shall arrange to address the concerns by appointing a committee to look into the matter. On the recommendations of the committee to the Chancellor, the matter shall be decided. In all such cases the decision of the Chancellor shall be final and binding on both the concerned parties.

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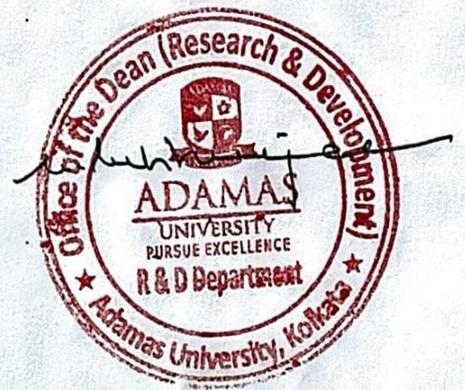


5. **Consultancies with Other Tertiary Institutions**

Full-time members of the University staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Executive Dean or delegated University Officer.

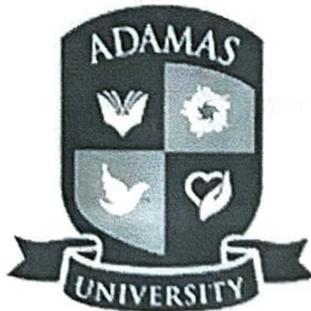
6. **Intellectual Property**

Any intellectual property arising from any Consultancies will be governed by the IPR of the University.



30.08.24
ISSUED

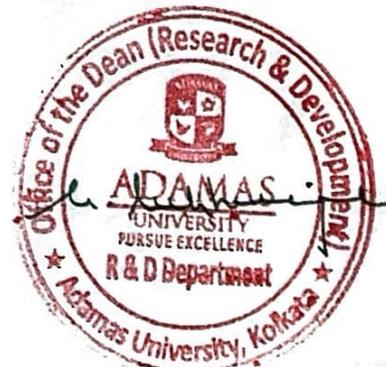
Adamas University



Consultancy Policy for Academic and Technical Staffs

(The following amendment is made to the ADAMAS UNIVERSITY CONSULTANCY REGULATIONS-2019)

Amendment - 2024



The following amendment is made to the **ADAMAS UNIVERSITY CONSULTANCY REGULATIONS - 2019:**

For :

2.3 The revenue thus generated from the consultancy project is shared by the member and the university in the ratio of a 60:40 after deducting the overheads and all other expenses met by the university. If more than one member takes up the consultancy project, the 60% amount shall be shared equally.

Read:

2.3 The revenue generated from the consultancy project, received by faculty members, would be shared by the faculty member and the University in the ratio of a 70:30 after deducting the overheads (to be decided and notified by the University time to time) and all other expenses met by the University. If more than one member takes up the consultancy project, the 70% amount shall be shared equally.

New Inclusion:

2.4 The revenue generated from the consultancy project, received by the University, would be shared by the faculty member and the University in the ratio of a 30:70 after deducting the overheads (to be decided and notified by the University time to time) and all other expenses met by the University. If more than one member takes up the consultancy project, the 30% amount shall be shared equally.

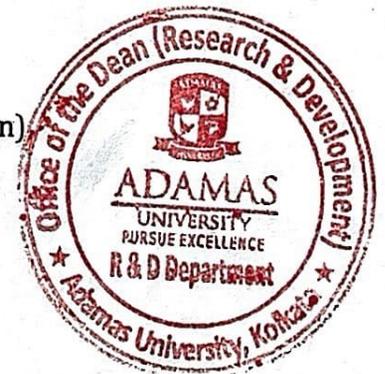
All other clauses and sub-clauses of the Adamas University (Research, Innovation and Extension) Regulations, 2019 will remain unchanged.

Drafted and Forwarded by

[Handwritten Signature]
The Office of the Research & Development
15/2/24

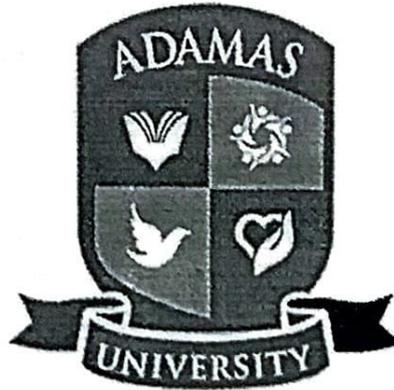
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Approved / ~~Not Approved~~
(Forwarded to Academic Council for ratification)

Vice Chancellor



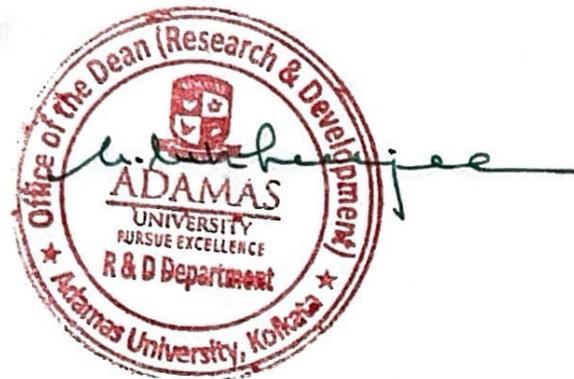
ISSUED

Adamas University



Consultancy Policy for Academic and Technical Staffs

(The following amendment is made to the ADAMAS UNIVERSITY CONSULTANCY REGULATIONS – 2019)



for forwarded.
u. lakshiji
5/10/20

following amendment is made to the ADAMAS UNIVERSITY CONSULTANCY REGULATIONS – 2019 and it's amendments:

New Inclusion:

2.5 Financial implication

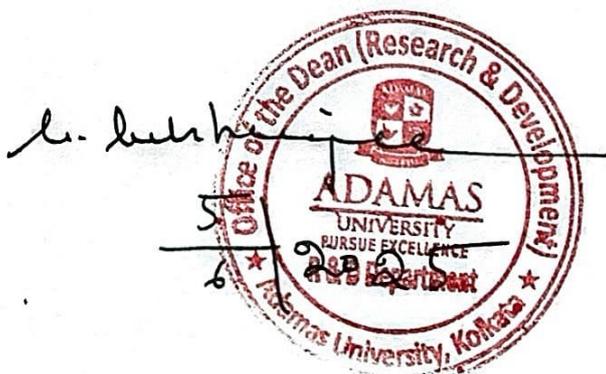
At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional/University share at the rate of 20% (for National) / 27.5% (for International) of the total contracted project cost. However, such share will be reviewed time to time and in case of any change, the same would be applicable. Details of distribution of Consultancy, Training and Testing & Charecterization Projects fund shall be as below:

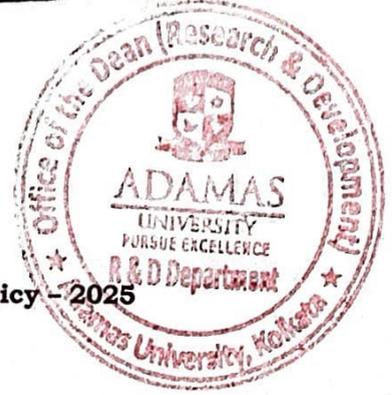
Total amount received after deduction of service tax and other applicable taxes if any = A

Expenditure for consultancy work (as detailed in Annexure I) = E

University Overhead charges = U= (A-E) X 0.20 (or @ 27.5%)

Distribution among persons involved in consultancy= D = (A-E) X 0.80 (or 72.5%)





Addendum to Adamas University Consultancy Policy - 2025

1. Introduction

Adamas University encourages its faculty and departments to engage in consultancy projects to strengthen industry-academia collaboration and apply academic knowledge to real-world problems. This policy governs consultancy services offered under three broad categories:

- Product Development Consultancy
- Training Consultancy
- Testing, Upgradation and Characterization Consultancy using High-End Equipment

2. General Guidelines

- All consultancy work must align with academic integrity and Consultancy policy of the Adamas University.
- All Consultancy projects should be routed and verified through the Central R&D Cell (RDC) and prior approval must be obtained before initiating a consultancy project.
- Consultancy agreements should include clear deliverables, timelines, and financial terms & conditions to be checked and confirmed by the R&D Cell.

3. Consultancy Categories and Revenue Models

A. Product Development Consultancy

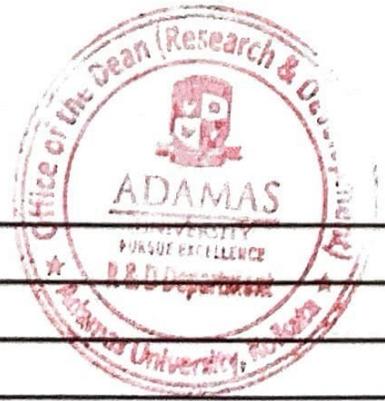
Scope:

Includes design, prototyping, software/app development, hardware innovations, and integrated solutions offered to industries, startups, or institutions.

Revenue Distribution:

Head	Percentage Deduction
Institutional Overhead	20% (of revenue excluding GST)
GST (as applicable)	18% (on revenue earned)
Equipment Utilization (if used)	10% (if applicable)

*forwarded.
 u. bhattacharya
 5/6/2025*



Resource/Staff Utilization Charges	3% (of total revenue earned)
Direct Expenses	Actual cost
Report Generation (if applicable)	₹3,000/report
Consumable Charges (if applicable)	Actual Cost + 5%
Remaining Revenue	70% to Faculty and 30% to University or 30% to Faculty and 70% to University
Admin/Official Staff Utilization Charges	2% of the revenue earned
IP Licensing (if applicable)	7% royalty on licensing fee
Compliance & Legal Vetting	₹5,000/project

- **Room Usage:** ₹1,000/day (if University space/hostel is utilized on sharing basis)
- **Food Expenses:** At actual + 2%
- **Transport:** At actual + 2%
- **Special Software Licensing:** To be charged at cost + 10% admin fee.
- **Additional Conditions:** IP generated will be co-owned by University and client unless otherwise negotiated.

B. Training Consultancy

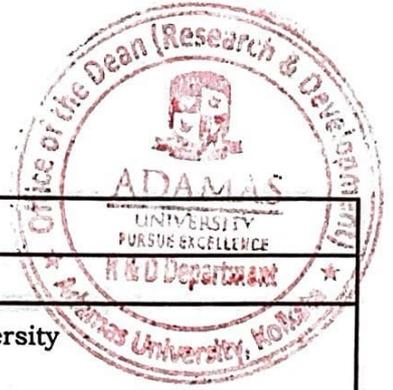
Scope:

Covers short-term training programs, workshops, skill development courses for corporates, academic institutions, or the public.

Revenue Distribution:

Head	Percentage Deduction
Institutional Overhead	20%
GST (as applicable)	18%
Training Resource Charges	₹1,000/hour/trainer
Report Generation (if applicable)	₹3,000/report

u. Subhrajee
5/20/25



Room/Facility Rent	₹1,000/day
Training Material Usage	Actual cost + 5%
Remaining Revenue	70% to Faculty and 30% to University or 30% to Faculty and 70% to University
IP Licensing (if applicable)	7% royalty on licensing fee
Compliance & Legal Vetting	₹5,000/project

- **Minimum Batch Size:** To be defined in the proposal.
- **Certification Fee:** ₹500/participant (if University branding is used).
- **Honorarium to External Trainers:** Must be pre-approved by the R&D Cell.

If the training consultancy project is conducted outside the University following would be applicable:

Head	Percentage Deduction
Institutional Overhead	NIL
GST (as applicable)	18%
Report Generation (if applicable)	₹3,000/report
Training Resource Charges	₹1,000/hour/trainer
Transport	Actual + 2% Admin
Admin/Official Staff Utilization Charges	2% of the revenue earned
Remaining Revenue	70% to Faculty and 30% to University or 30% to Faculty and 70% to University
Other direct expenses (if any)	At actual
IP Licensing (if applicable)	7% royalty on licensing fee
Compliance & Legal Vetting	₹5,000/project

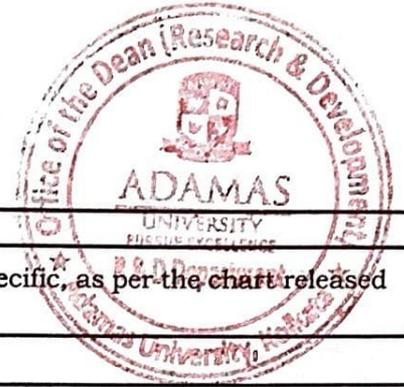
C. Testing and Characterization Consultancy (High-End Equipment)

Use) Scope:

Services involving advanced instruments (e.g., CIC Machines, Workshop etc.) offered to researchers, industries, and academic users.

Charges:

S. Subramanian
5/2025



	Fee Structure
Equipment Usage Charges	₹1,000 to ₹5,000/hour (equipment-specific, as per the chart released by the R&D Cell)
Institutional Overhead	20% of total fees
GST	18%
Operator/Expert Charges	₹2,000/hour
Report Generation (if applicable)	₹3,000/report
Room/Lab Usage	₹2,000/day (if applicable)
Resource/Staff Utilization Charges	₹1000/hour
Admin/Official Staff Utilization Charges	2% of the revenue earned
IP Licensing (if applicable)	7% royalty on licensing fee
Compliance & Legal Vetting	₹5,000/project

Revenue Distribution:

- **After Overheads & Charges:**

- 70% (or 30%) to Faculty Operator
- 30% (or 70%) to University Maintenance/Development Fund

Maintenance Clause: 20% of total revenue from testing consultancy to be reserved for equipment maintenance/upgradation.

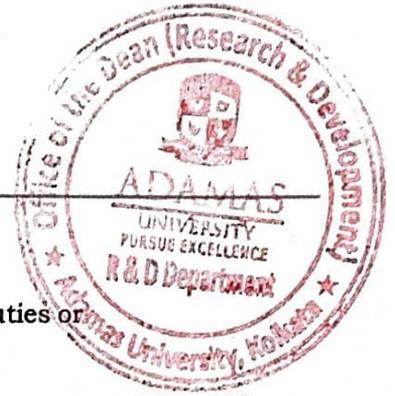
Approval & Financial Handling

- All consultancy income shall be routed through the University's finance/accounts division.
- A unique consultancy project code will be assigned for tracking by the R&D Cell prior to submission and on getting work order.
- Payments to faculty/staff will be made after deduction of applicable taxes and charges.
- A monthly report must be submitted by the faculty/consultant to R&D Cell detailing services provided.

4. Intellectual Property (IP)

- Any IP generated shall be governed by Adamas University's IP Policy.
- In Product Development consultancy, specific IP terms must be outlined in the client agreement.

Dr. Subhrajit
5/2025



5. Ethics and Conflict of Interest

- Faculty must avoid projects that conflict with their academic duties or University interests.
- Confidentiality agreements must be signed and all consultancy agreement should be routed through the R&D Cell before submission and on initiation after receiving the work order.

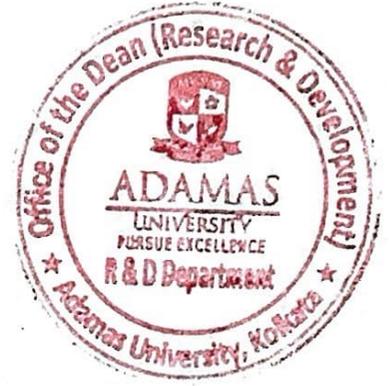
6. Exceptions and Revisions

- The Vice Chancellor may approve deviations on a case-to-case basis.
- This policy is subject to review every two years.

7. Revenue Head Breakdown for Foreign Consultancy*

Revenue Head	Percentage / Fixed Amount
Institutional Overhead	27.5%
Forex & Banking Handling	3%
GST	As applicable
Equipment / Software Usage (if applicable)	5x National Consultancy project charges as per the chart published by R&D Cell
Faculty/Trainer Honorarium	Up to 20% of net revenue (will be shared as per the consultancy agreement signed on case to case basis)
Consumable Charge	Actual cost + 15%
IP Licensing (if applicable)	10-15% royalty on licensing fee
Compliance & Legal Vetting	₹10,000/project
Resource/Staff Utilization Charges (Internal)	5% of the revenue
Food Expenses	As actual + 3% admin
Transport Expenses	As actual + 3% admin
Admin/Official Staff Utilization Charges	2% of t he revenue earned

Dr. Subhrajit
5/2025



***Special Notes**

- Currency: All invoicing shall be in USD, EUR, GBP, or other convertible foreign currency.
- Payment Gateway: University-approved SWIFT-enabled bank account only.
- Advance Payment: At least 50% of the project value to be paid in advance.
- Reporting: Bi-monthly progress and financial reports mandatory for projects exceeding ₹10 lakh.

This addendum is to be read in conjunction with the Consultancy Policy of Adamas University- 2019 and its amendment. Deviations must be authorized by the Vice Chancellor through the R&D Cell.

Approved/Not approved (Forwarded to Academic Council for ratification)

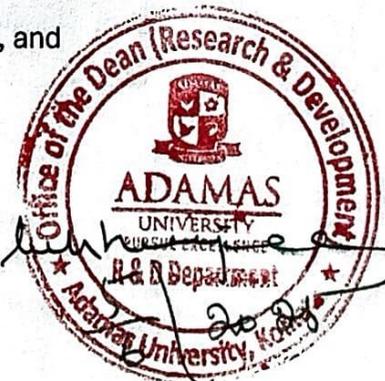
[Signature]
06/6/25
Vice Chancellor

Issued By: *[Signature]*
, Office of Dean – Research and Development
Effective Date: April-1st, 2025
5/6/2025

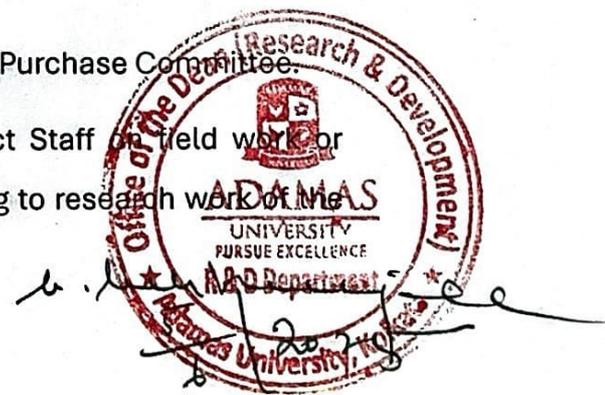
Prof. (Dr.) Moumita Mukherjee
Professor, Department of Physics
Dean(Research and Development)
Adamas University- Kolkata- 700128
Ex Scientist - DRDO Centre, Govt. of India
Chief Investigator, DRDO Project, Govt. of India
Mail : drmmukherjee@outlook.com

1. Project initiation and management

- 1.1 Each project will have a Principal Investigator (P.I.) who will be a faculty member of the University and who will be responsible for:
- (i) Formulating the project proposal which may include
 - (a) planning of the work to be done,
 - (b) estimating costs according to the guidelines provided in the later section, and
 - (c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University,
 - (ii) Co-ordination and execution of work,
 - (iii) Handling all communications with the sponsor,
 - (iv) Writing of intermediate and final reports according to the project proposal
 - (v) Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project,
- 1.2. Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required.
- 1.3. The PI may, at his/her discretion, co-opt the names of other faculty members/ Scientists as Co-investigators (Co-PI).
- 1.4. The PI will prepare research project proposal in conformity with:
- (i) permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor
 - (ii) provision for Institution overhead charges as per the rules of the University,
 - (iii) other guidelines for Sponsored Research Projects, and
 - (iv) Rules, Regulations & Statutes of the University



- 1.5. The project proposal submitted by PI and duly forwarded by the Head of the Department/School shall be submitted to the Research & Development Division (R&D Cell) for verification and approval. One copy of the approved project proposal shall be retained in R&D cell for record. If any of the submitted, projects is asked for revision before sanction, one copy of the revised project proposal shall be submitted to R&D Cell for record and future use.
- 1.6. For additional requirement of land/ space/ and construction prim\ approval shall be accorded at the time of submission of the proposal to the funding agency.
- 1.7. If the project is with a government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spelt out clearly.
- 1.8. If an MOU is to be signed later on, the exact terms and conditions of the MOU, including a summary of the finalized Project, shall be submitted to the R&D Cell
- 1.9. Once a project proposal is sanctioned, the PI shall submit a copy of the letter of sanction and details of the information to R&D cell through the HOD in the format for project initiation form as given in **Annexure-III** before the start of the project. After the commencement of the project all communications to the funding agency shall be kept for future record.
- 1.10. The date of start of the project will be the date of actual receipt of first instalment of the grant sanctioned or as specified by the funding agency.
- 1.11. After receiving the funds from the sponsors by the University, the funds will be transferred by the CFO as per the recommendation of the R&D Cell to the PI after deduction of the University Overhead Charges and other charges as per rule.
- 1.12. Project related purchase shall be done through Purchase Committee.
- 1.13. The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another laboratory relating to research work of the



project (in India or Abroad) shall be treated as on duty (provided this does not affect the teaching obligation).

1.14. The PI shall prepare the statement of expenditure and utilization certificate of every project as per the time schedule and format prescribed by the funding agency. The same may be sent to the R&D Cell within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency along with annual report of the work done.

1.15. The preparation of the utilization certificate (UC) at the end of each year and at the final closure shall be prepared by Chartered Accountant or any competent authority to prepare such certificates. The UC shall be signed by both Registrar and/ or CFO as the case may be.

1.16. Equipment purchased specifically for each project will be the property of the respective Department on the completion of the project unless the sponsoring body desires otherwise.

1.17. The PI shall prepare the Progress report along with the settlement of accounts which should be submitted in the prescribed format given by the agency if any to the Finance Office through R&D Cell. After verification, the reports and accounts with a forwarding letter shall be returned to the PI from R&D Cell for onward transmission to the funding agency, if needed.

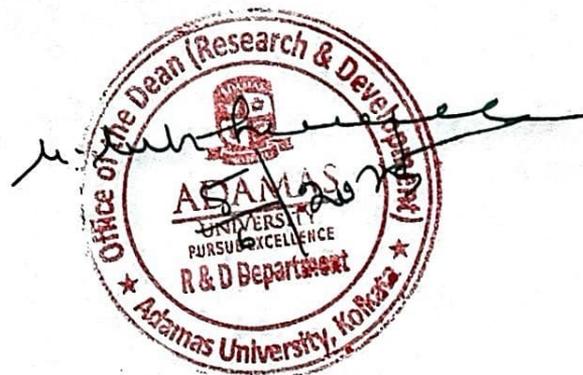
1.18. Statement of final accounts and a list of equipment (non-consumables) left over at the time of termination of the project and purchased out of the project funds should be reported to the R&D Cell in the prescribed Performa (**Annexure-IV**) and verified by the CFO of the University.

1.19. The Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can be appointed/ nominated/ continued as principal investigator for research projects if the sponsors do not have any objection. The retired faculty/scientist working under Emeritus Fellowship, he allowed to continue as Principal Investigators in the ongoing consultancy projects.



the sponsors do not have any objection. Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can only be investigator(s) for the new consultancy projects.

- 1.20. If the PI leave the University, retires or proceeds on leave or not available for some reason, Dean R&D, on the recommendation of the P.I. and approval of sponsoring agency can appoint (if he/she is available) a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the R&D Cell through H.O.D. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the competent authority, if he/ she continues to serve the University in some other capacity.
- 1.21. Normally the agreed charges-of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.
- 1.22. Project file will be closed with the submission of final project report and final settlement of accounts etc.



To,

Name of the Faculty Consultant/Department & Address Designation Email ID & Contact

From,

Details of the Consultancy Company

Subject: Consultancy Project Contract Agreement

Dear [Consultant's Name],

We are pleased to formally confirm the agreement between [Consultancy Company Name] and [Name of Faculty Consultant] regarding the consultancy services to be rendered for the project titled "[Project Name]".

1. Scope of Project

Briefly describe the work to be undertaken.

2. Duration and Timeline

The consultancy engagement will commence on [Start Date] and will conclude on [End Date], unless extended or terminated earlier by mutual agreement.

3. Fees and Payment Terms

- The total consultancy fee will be [Total Amount] (exclusive/inclusive of applicable taxes).
- Payment will be made in the following schedule:
 - [e.g., 30% upfront upon signing, 40% mid-project, 30% upon completion or as per the agreement.]
- Payments shall be made online to the bank account specified in encloser I.

4. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information exchanged during the project.

5. Intellectual Property

All deliverables produced as part of the consultancy will be the property of both the parties, unless otherwise agreed in writing.

6. Termination

Either party may terminate this contract with [e.g., 14 days] written notice. In the event of termination, the consultant will be paid for all work completed up to the termination date.

If the terms outlined above are acceptable, please indicate your agreement by signing and returning a copy of this letter by [Due Date].

We look forward to working with you and contributing to the success of your project.

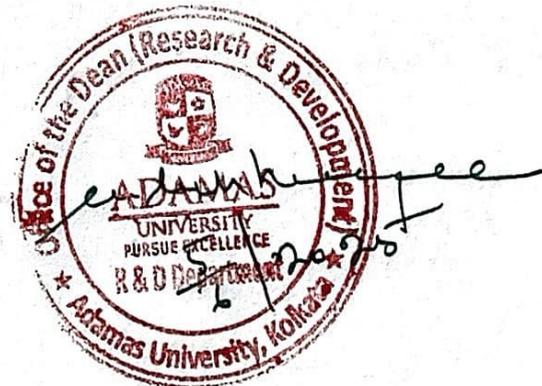
Yours sincerely,
Company Details

Acknowledged and Agreed by:

[Consultant's Name]

Signature: _____

Date: _____



FORMAT FOR CLOSING OF CONSULTANCY PROJECT PROPOSAL

The below mentioned project has terminated/completed on, the relevant details of the project are being given.

1. Title of the project
2. Funding Agency
3. a. Duration of the Project
 - b. No. & Date of Sanction Order
 - c. Date of Receipt of Fund
 - d. Date of commencement
 - e. Date of completion
4. Name of the Investigator
5. Designation .
6. Department/Center/Institute
7. Name of the Co-Investigator
8. Designation
9. Department/Center/Institute
10. Total funds received including salaries without overhead charges
11. Whether the final accounts of the completed projects for all the years have been submitted/closed. If not, reason thereof.
12. Amount of the unspent balance(if any) and reason there of
13. Whether the unspent balance is to be returned to the sponsoring body.
14. Whether the certificate of 'no liability' against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed .or not. If not, reasons thereof.
15. Whether the final Technical Report of the project for onward transmission to the sponsoring body is enclosed or not. If not, reasons thereof:
16. Whether all the advances have been rendered and reconciled with the Finance Office. If not, reason thereof
17. List of non-consumables articles

Signatures of the Investigator:

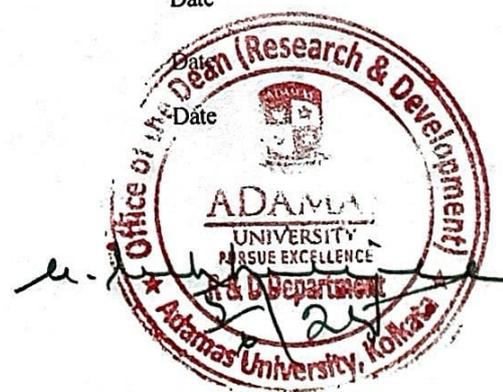
Signatures of the Co-Investigator(if any):

Head of the Department/Director of Center/Institute (Signature) with Seal:

Date

Date

Date



FORM OF UTILISATION CERTIFICATE

- Title of the project/scheme
2. Name of the Department:
3. Principal Investigator:
4. University sanction order No. & date of sanctioning of the Project:
5. Amount brought forward from the previous financial year quoting the letter No. & date in which the authority to carry forward the said amount was given:
6. Amount received from University during the financial year (please give No. and dates of sanction orders showing the amount paid)
7. Interest earned if any, on grants:
8. Total amount that was available for expenditure during the financial year (Sl. No. 5,6 &7)
9. Actual expenditure (excluding commitments) incurred during the financial year (Statement of Expenditure is enclosed)
10. Unspent balance refunded, if any (please give details of cheque No. etc.)
11. Balance amount available at the end of the financial year
12. Amount allowed to be carried forward to the next financial year vide letter No. & date.
1. Certified that the amount Rs ----- mentioned against Col. 9 has been utilized on the project/scheme for the purpose for which it was sanctioned, that the balance of Rs----- remaining unutilised at the end of the year has been surrendered to University (Vide No.-----dated-----)/ will be adjusted towards the grants in aid payable during the next year.
2. Certified that I have satisfied myself that the conditions in which that grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised:

1.

2.

(PROJECT INVESTIGATOR)

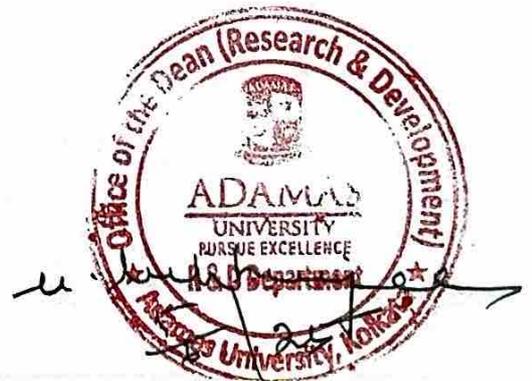
(FINANCE OFFICER)

(DEAN R&D)

Approved / Not Approved

(Vice Chancellor)

Note: Prescribed forms if any as per the funding agency may be used.



To,
Name of the Faculty Consultant/Department & Address Designation Email ID & Contact [Date]

From,
Details of the Consultancy Company

Subject: Project Completion Certificate- [Project Title]

Dear [Consultant's Name],

We are pleased to formally notify you of the successful completion of the consultancy project titled "[Project Title]", carried out under the agreement dated [Start Date of Agreement] between [Your Company Name] and [Consultant's Company Details].

Over the course of the engagement, we provided the agreed consultancy services including (but not limited to):

- Brief descriptions of what was delivered

All final deliverables have been submitted and accepted as per the project scope. A summary report and documentation have also been delivered for your records.

We appreciate the opportunity to work with your team and thank you for your collaboration and support throughout the project. Should there be any follow-up queries or additional support needed, we remain available to assist.

Please acknowledge receipt of this letter as confirmation of project completion. An invoice for the final payment (if applicable) has been sent under separate cover.

We look forward to future opportunities to work together.

Warm regards,
Details of the Company

