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**Joining Form**

<b>Full Name (As per Aadhar Card)</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>Middle Name</b>	
<b>Father Name (Full name as per PAN Card)</b>	
<b>Gender</b>	<div>Male</div> <div>Female</div> <div>Others</div>
<b>Date of Joining</b>	
<b>Designation / Level</b>	
<b>Department</b>	
<b>Project Name</b>	
<b>Blood Group</b>	
<b>Date of Birth</b>	
<b>Place of Birth</b>	
<b>Domicile</b>	
<b>Nationality</b>	
<b>PAN No.</b>	
<b>Aadhaar Card</b>	
<b>Bank A/c. No. (HDFC / ICICI/ SCB)</b>	
<b>IFSC for above mentioned Bank Account</b>	
<b>Marital Status</b>	
<b>Marriage Date</b>	
<b>No. of Children</b>	
<b>Passport No.</b>	
<b>Passport Issue Place</b>	
<b>Passport Issue Date</b>	
<b>Passport Validity</b>	
<b>Present Address Telephone No.</b>	
<b>Permanent Address  Telephone No.</b>	

Address to be contacted in case of Emergency					
Telephone No.					
<b>Languages</b>		<b>Read</b>	<b>Write</b>	<b>Speak</b>	
<b>FAMILY DETAILS</b>					
<b>Name</b>		<b>Relationship</b>	<b>DOB</b>	<b>Occupation</b>	<b>Dependent(Y/N)</b>
<b>QUALIFICATION (Latest)</b>					
<b>Degree</b>	<b>Year (From-To)</b>	<b>Institute / University</b>	<b>Name of the College</b>	<b>Subject</b>	<b>Grade</b>

<b>MEMBERSHIP TO PROFESSIONAL INSTITUTES</b>			
<b>Institute Name</b>	<b>Type of Membership</b>	<b>Duration of Membership</b>	
		<b>From</b>	<b>To</b>

<b>CERTIFICATION</b>				
<b>Certification</b>	<b>Duration</b>	<b>Year</b>	<b>Institute / Org</b>	<b>Certified (Y/N)</b>

PUBLICATIONS		
Papers Published / Presented	Title	Name & Date of the seminar /journal in which presented / published

PREVIOUS EXPERIENCE			
From Date	To Date	Company	Designation
REFERENCE			
<i>References must not be your friends and relatives. One of the references must be from the immediate previous employer</i>			
Name	Company	Contact Number	Email ID

Kindly submit:

- PS: 6 Passport size photographs along with copies of Relieving letter, Experience Certificate, Salary Certificate, Degree Certificate, Passport and SSLC Certificate
- AC: One Passport size photograph

*I hereby agree that the above information shared is correct and I am aware that this information is shared with HR for official purpose.*

Signature: \_\_\_\_\_

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

(See Sub Rule (1) of Rule 6)

## NOMINATION

TO

The Personnel Manager,  
SONY INDIA SOFTWARE CENTRE PVT. LTD.  
2<sup>nd</sup> Floor, South Wing, Tower 2, Hibiscus, Embassy Tech. Village,  
Devarabesanehalli, Varthur Hobli, Bangalore – 560103.

1. Shri/Shrimati/Kumari..... whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive, the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is a/are member(S) of my family within the meaning of clause(h) of Section 2 of the payment of Gratuity Act, 1972
3. I hereby declare that I have no family within the meaning of clause(h) of Section 2 of the said Act.
  - (a) My father/mother/parents is/are not dependent on me.
  - (b) My husband's father/mother/parents is/are not dependent on my husband.
4. I have excluded my husband from my family by a notice dated the..... To the controlling authority in terms of the proviso to clause(h) of Section 2 of the said Act.
5. Nomination made herein invalidates my previous nomination.

## Nominees(s)

Name & address Of nominee(s)	Relationship with the employee	Age of Nominee	Proportion by which the gratuity will be shared
1.			
2.			
3.			
4.			
5.			

## STATEMENT

1. NAME OF EMPLOYEE IN FULL : .....
2. SEX : .....
3. RELIGION : .....
4. WHETHER UNMARRIED/MARRIED/WIDOW/WIDOWER:.....
5. DEPARTMENT/BRANCH/SECTION WHERE EMPLOYED:.....
6. POST HELD WITH TICKET OR, SERIAL NO. IF ANY:.....
7. DATE OF APPOINTMENT : .....

8. PERMANENT ADDRESS :.....  
VILLAGE .....  
THANA.....POST OFFICE.....

PLACE:

DATE:

SIGNATURE/THUMB IMPRESSION  
OF THE EMPLOYEE.

DECLARATION BY WITNESSES  
NOMINATION SIGNED/THUMB-IMPRESSED BEFORE ME.  
NAME IN FULL AND ADDRESS OF WITNESSES.

SIGNATURE OF WITNESSES

1. .... 1.....  
.....  
2. .... 2. ....  
.....

PLACE :.....

DATE : .....

CERIFICATE BY THE EMPLOYER  
Certified that the particulars of the above nomination have been verified recorded in this establishment.

Employers reference No. if any

Date. ....

Signature of the employer/officer authorized  
designation

Name and address of the establishment or  
Rubber stamp thereof.

Acknowledgment by the Employee

Received the duplicate copy of nomination in Form F filed by me and duly certified by the employer.

Date :.....

Signature of the employee.

## NOMINATION AND DECLARATION FORM

(For Unexempted /Exempted Establishments)

Declaration and Nomination Form under the Employees' Provident Funds & Employees' Pension Scheme  
(Paragraph 33 and 61 (1) of the Employees' Provident Fund Scheme, 1952 & Paragraph 18  
of the Employees' Pension Scheme, 1995)

1. Name: \_\_\_\_\_  
(In block letters)
2. Father's/husband's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Sex: \_\_\_\_\_
6. Marital Status: \_\_\_\_\_
7. PF Account No. \_\_\_\_\_
8. Address:  
Permanent: \_\_\_\_\_  
  
Temporary: \_\_\_\_\_

## PART A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s), mentioned below receive the amount standing to my credit in the Employees' Provident Fund in the event of my Death:

Name of the nominee/nominee`s	Address	Nominee`s relationship with the member	Date of Birth	Total amount or share of accumulations in Provident Fund to be paid to each nominee	If the nominee is a minor name & relationship & address of the guardian who may receive amount during the minor nominee
1	2	3	4	5	6

1. \*Certified that I have no family as defined in para 2 (g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. \*Certified that my father / mother is / are dependent upon me.

Strike out whichever is not applicable

Signature or thumb impression of the Subscriber

## PART B (EPS) (Para 18)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/ children pension in the event of my death.

Sl.No	Name and Address of the family member		Date of Birth	Relationship with member
	Name	Address		
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				

\*\*Certified that I have no family as defined in para 2(vii) of Employees' Pension Scheme 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2(a) (I) & (ii) in event of my death without leaving any eligible family member for receiving pension.

Name & Address of the nominee	Date of Birth	Relationship with the member

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

Strike out whichever is not applicable

Signature or thumb impression of the subscriber

## CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. \_\_\_\_\_ employed in my establishment after he/she has read the entries/entries have been read over to him/her by me and got confirmed by him/her.

Signature of the employer or other authorized Officers of the establishment: \_\_\_\_\_

Designation : \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Name and address of the Factory/  
Establishment of rubber stamp thereof: \_\_\_\_\_



## **Sony Group Code of Conduct**

### **1. Core Principles**

#### **1.1 Honest and Ethical Business Conduct**

Our reputation as an ethical company is one of our most valuable assets and crucial to our continued success. Sony's policy is to comply with all applicable laws and regulations of the countries and regions in which we operate and to conduct our business activities in an honest, ethical, and responsible manner. We value fairness and integrity and respect each other. We have a responsibility to understand and follow legal and internal policy requirements that apply to our jobs.

#### **1.2 Relationship with Stakeholders**

It is the core corporate responsibility of Sony to society to pursue its corporate value enhancement through innovation and sound business practices and contribute to developing a sustainable society. We will all give due consideration to the impact of our business activities on the interests of our stakeholders including shareholders, customers, employees, suppliers, business partners, local communities and other organizations.

#### **1.3 Respect for Human Rights**

Sony believes that all human beings should be treated with dignity and respect. Sony is committed to uphold internationally recognized human rights of all people. We will all use reasonable efforts to avoid causing or contributing to adverse human rights impacts that may arise from our operations, products, services and/or business relationships and will act diligently to help remediate any impacts that may occur.

#### **1.4 Appreciating Diversity**

Diversity is in Sony's DNA and the diversity of our businesses, Sony Personnel, business partners and other stakeholders serves as the foundation of our competitive advantage. As members of a company that conducts business in a number of regions and countries, we recognize that conduct that is socially and professionally acceptable in one culture or region may be viewed differently in another. We will give careful consideration to such differences when performing our duties.

**2.4 Work Environment - Anti-Harassment /Anti-Discrimination/ Health & Safety**

Sony is committed to maintaining a healthy, safe, and productive work environment that is free from discrimination or harassment, in which all individuals are treated with respect and dignity. Sony complies with all applicable local laws that prohibit discrimination and harassment. Sony will not tolerate any form of discrimination, or harassment of any kind, including sexual harassment, bullying or other behaviors that create a hostile work environment. We will also adhere to all applicable health and safety laws and regulations as well as internal rules and policies to help ensure workplace safety.

**3. Responsibility for Products and Services****3.1 Product and Service Safety and Accessibility**

At Sony, we strive to continually develop and implement programs in all phases of our operations that meet or exceed legal requirements to help ensure the safety of our products and services. Sony is committed to giving safety instruction and information to customers that is accurate, understandable, and prominently displayed. Sony also will give careful attention when designing and planning our products and services to help ensure accessibility.

When we become aware of any incidents or safety problems in connection with our products or services, we will report them in accordance with Sony's internal rules. Should an incident or safety problem be reported, we will promptly investigate the matter and take appropriate action.

**3.2 Advertising and Marketing**

Sony sells products and services based on their merits. Sony does not engage in false or misleading advertising or advertising that slanders others. Certain countries prohibit comparative advertising. Whenever referencing a competitor or its products or services in a country where this practice is permitted, we will ensure that the comparison can be substantiated and that the statement is complete, accurate and not misleading.

**4.3 Personal Information**

Sony respects the privacy of individuals, such as customers, employees of suppliers and business partners and Sony Personnel, and has developed and implemented policies and internal rules regarding personal information. We will observe and comply with all applicable laws and regulations as well as applicable internal rules and policies whenever collecting, maintaining, using, disclosing or disposing of personal information.

**4.4 Information Security**

Sony recognizes the importance of information security both in achieving financial success and maintaining the trust of our stakeholders and has established policies and procedures to help protect our information resources and information systems from unauthorized access or leakage, falsification, loss, destruction, or other security risks. Effective security is a team effort requiring the participation and support of every employee and affiliate who uses our information resources and/or systems. We must all help keep our information resources and information systems safe by following our information security policies and procedures.

**5. Fair Business Practices****5.1 Fair Competition**

Sony's policy is to comply with all applicable antitrust, competition and fair-trade laws and regulations of each country and region where Sony conducts business. These laws and regulations are designed to prohibit agreements or practices that fix prices, divide markets, limit production, or otherwise impede or destroy fair competition in markets. Some countries or regions enforce their antitrust or competition laws against activities taking place outside their countries or regions if the activities affect their markets. We must know and comply with those laws and regulations applicable to our jobs. When any doubt exists as to the legality of any proposed action or agreement, we must promptly discuss the matter with our legal department.

## **6. Responsible Business Conduct**

### **6.1 Sound Decision Making**

Business decisions must be made on an informed basis, in good faith, and in the honest belief that the action taken is in the best interest of Sony. We will check and ensure that the decision to be made will satisfy at least the following preconditions:

- (i) It will not violate any applicable law, regulation or internal rule or policy.
- (ii) No personal interest or self-dealing is involved.
- (iii) It is made within individual authority levels given by the corporation.
- (iv) It is made with due care following a reasonable effort to become familiar with the relevant and available facts; and
- (v) It is made in good faith based upon a reasonable belief that the best interests of Sony are served by the decision.

The design of the organizational structure and personnel assignments are important factors that help ensure sound decision making. When structuring an organization or making personnel assignments, managers at Sony will pay reasonable attention to introducing appropriate measures such as segregation of duties and checks and balances, depending upon the nature and size of its operations, to help ensure sound business decisions.

### **6.2 Public Disclosure**

The shares of Sony Corporation, the ultimate parent of all Sony Group companies, are listed for trading on exchanges in Japan and the United States. Accordingly, Sony will ensure that our public disclosures are in full compliance with all applicable requirements in both countries and are fair, timely, accurate and understandable. Also, Sony will endeavor to promote constructive dialogue with shareholders and investors, so as to maintain a relationship of trust with them. To achieve these objectives, Sony has established disclosure controls and procedures and all Sony Personnel involved in preparing our public disclosures will ensure that our disclosures are made in accordance with those controls and procedures.

## **SONY**

We must always act in Sony's best interests and avoid any situation where our loyalties may be divided between Sony's interests and our own interests - such as a financial or other business relationships with a supplier, customer or competitor - that would impair our independent judgment. Even if nothing wrong is intended, the appearance of a conflict can cause others to doubt our fairness and have a negative effect on Sony's business.

Each of us should refer to applicable conflict of interest policies for guidance in the event of any situation that might be or might appear to be, a conflict with Sony's interest. Prompt and full disclosure is the key requirement should any such situation arise. We must faithfully notify a manager/supervisor, the human resource department and/or the legal department so that the situation can be reviewed and approved, if appropriate.

### **7.3 Corporate Assets**

Sony's assets are to be used only for legitimate business purposes and only by authorized Sony Personnel or their designees. We have a duty to protect Sony's assets from loss, damage, misuse, theft or sabotage. "Sony's assets" cover both tangible and intangible assets, including brand, trademark, know-how, confidential or proprietary information and information systems. We must not pursue personal benefits using Sony's assets. To the extent permitted under applicable laws, Sony reserves the right to monitor and inspect how its assets are used by Sony Personnel, including inspection of all e-mail, data and files kept on personal computers or other devices.

### **7.4 Media Relations and Public Statements**

Sony's business activities are monitored closely by the media, such as newspapers, magazines, radio, television, internet media and security analysts. In order to provide clear and accurate information to the public, it is vital that comments to the press or reporters be made only by designated spokespeople for the company. We must not initiate contact with the media or respond to their inquiries for or on behalf of Sony without first obtaining the authorization of the corporate communications, investor relations, or other departments given the authority to deal with those inquiries.

Online, our personal and business personas are likely to overlap. When using social media (including personal social media accounts), we must adhere to Sony's internal policies and rules so that we will

## Certification of Compliance – Conflicts of Interest

The undersigned certifies as follows:

- 1) I have finished reading the Conflict-of-Interest Training.
- 2) I have read the Sony Group Code of Conduct (the “Code”) (<http://compliance.intersony.sony.co.jp/rules/index02-en.html>). I understand the importance of ethical behavior and the need, in my role as manager, to communicate the importance of ethics and compliance with applicable laws, regulations and internal policies.
- 3) I Understand that under the Code I must avoid conflicts of interest and, in making business decisions, I must act on an informed basis, in good faith and in the honest belief that the action taken is in the best interest of the company and the Sony Group.
- 4) I understand that I must disclose and obtain documented pre-approval for any circumstances that might constitute an actual or potential conflict or that create the appearance of a conflict with my job or Sony Group interests.
- 5) I Understand that for purposes of this Certification, the term "Related Party(ies)" means relatives, persons living in the same household, any close personal friends (which includes significant others and anyone a person has dated or with whom a person has been or is personally close or intimately involved) and any others with whom a person has, or has had, a business, employment, close personal or financial relationship (apart from a business or employment relationship solely related to Sony business, such as a co-worker).
- 6) I have not entered into, directed or requested any Sony Group employee to enter into, or approved any contract or other agreement, business relationship, employment relationship, or payment on behalf of any Sony Group company with
  - (a) any of my Related Parties,
  - (b) any entity in which I, or anyone who is one of my Related Parties, has any direct or indirect financial, business or employment, interest (other than a clearly de minimis amount (less than \$500 in value or less than 5% ownership if publicly traded stock)),
  - (c) any entity in which I, or any person who is one of my Related Parties, serves on a board or in an advisory role, including boards of charitable, professional, and other community or civic organizations, or
  - (d) any entity or individual that provided a personal financial benefit to me or any of my Related Parties,

other than a contract, agreement, relationship, or payment for which I have previously provided written disclosure or as described immediately below.

**Please identify (1) any and all existing contracts, agreements, relationships and/or payments made between you (and/or your Related Party) and any Sony Group**

company and, (2) the nature of the relationship with your Related Party. Use additional paper if necessary. In the event of a prior disclosure, you may attach a copy of the prior written disclosure (and any approval received from your manager, if applicable) to satisfy this request.

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- 7) Please describe below or report confidentially and anonymously via the Sony Ethics & Compliance Hotline if you have any current knowledge of any Sony Group company employee (other than yourself), or any Related Party of such Sony Group employee, who has:

- (a) any financial, business or employment relationship (other than of a clearly de minimis amount (as defined above)) with any third party or entity with which the company (or any other Sony Group company) does business (including making charitable contributions).
- (b) has received a personal financial benefit from any such third party; or
- (c) has any other conflict.

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- 8) Please list the name of each non-Sony entity or organization, whether for profit or non-profit, paid or unpaid, formal or advisory, on whose board you currently serve and/or have served in the past year, and any other entity with whom you currently have a formal consulting or advisory relationship, whether paid or unpaid, or have had such relationship in the past year.

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- 9) Please provide the name(s) of anyone who is a Related Party to you who is employed by a Sony Group company and the nature of the relationship.

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10) I have read the company's policy for receiving gifts and entertainment and understand that receiving the following gifts and entertainment from business partners is prohibited: (a) gifts and entertainment that appears to influence Sony's business decision; or (b) gifts and entertainment that goes beyond commonly accepted social norms. I also understand that demanding or implicitly requesting gifts and entertainment to business partners is prohibited.

Further, I understand the procedures for approval and report for receiving any gifts and/or entertainment. Having acknowledged all the above, I certify that (Note: Please check the box applicable to you):

- ☐ I have submitted all necessary applications and/or reports for the gifts and entertainment I received.

(Note: Also, please check this box if you have not received any gift or entertainment from business partners that are required to be approved or reported.)

- ☐ There are gifts and/or entertainment that I received, but have not submitted necessary applications or reports for in accordance with the company's policy.

(Note: If you have any gifts and/or entertainment that you have not submitted necessary applications or reports for, you are required to promptly report those gifts and/or entertainment in writing in accordance with your company's policy.)

11) I (Note: Please check the box applicable to you):

- ☐ am not an "Anti-Social Force" or a member of "Anti-Social Forces".  
☐ am an "Anti-Social Force" or a member of "Anti-Social Forces".

(Note: "Anti-Social Force" means an individual or a group of individuals that makes (i) unreasonable requests and/or demands to other persons and/or entities beyond the legal responsibility of such persons and/or entities or (ii) requests and/or demands through the use of violence. This includes organized gangster crime groups, members of organized gangster crime groups, individuals who left an organized gangster crime group within the past 5 years, quasi-members of any organized gangster crime groups, enterprises affiliated with organized gangster crime groups, corporate extortionists, corporate swindler acting under the pretext of conducting social movements or political activities, groups of individuals specialized in intellectual crimes, and individuals being in close contact with any organized gangster crime groups.)

I hereby certify that, to the best of my knowledge, the information provided above is accurate and complete.

Global ID (10 digits):

Signature:

Name:

Title:

Date:



**Criminal Background - Declaration Form**

As part of our pre-appointment enquiries, we request you to answer below queries about yourself.

1. Have you ever been convicted or found guilty by a court of criminal offence in any country?

Yes ☐ No ☐  
(If yes, please give details overleaf)

2. Did you ever have any criminal complaints against you?

Yes ☐ No ☐  
(If yes, please give details overleaf)

3. In case your answer is yes, please answer the below questions

- a. Are you on trial currently

Yes ☐ No ☐  
(If yes, please give details overleaf)

- b. Is there any pending criminal case against you?

Yes ☐ No ☐  
(If yes, please give details overleaf)

4. Have you been prohibited from entering any country?

Yes ☐ No ☐  
(If yes, please give details overleaf)

5. Have you ever been deported from any country?

Yes ☐ No ☐  
(If yes, please give details overleaf)

**Declaration:**

- I declare that all the information given above is true to the best of my knowledge and belief.
- I understand that my employment will be rejected and /or that I will be subject to disciplinary action if I have given false information or withheld relevant details.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION NON-DISCLOSURE  
AGREEMENT**

It is hereby agreed between Sony India Software Centre Pvt. Ltd. having its registered office at Tower 2B, Hibiscus, 2<sup>nd</sup> Floor, South Wing, Tower-2, Hibiscus, Embassy Tech Village (SEZ), Outer Ring Road, Devarabisanahalli, Varthur Hobli, Bangalore– 560103 and I, Mr./Ms..... Son/Daughter of..... Residing at ..... and having permanent address at..... in consideration of my employment, or continued employment, in any capacity with SONY (as hereinafter defined), the salary, wages or benefits paid for my services in the course of such employment, and the use of the facilities and experience of SONY and recognizing that in the course of my employment I will receive and acquire Intellectual Property and Confidential Information (as hereinafter defined) relating to the business of SONY, I voluntarily agree as follows:

1. For the purposes of this Agreement, the following words shall have the following meaning:
  - a) "SONY" shall mean Sony India Software Centre Private Limited at Bangalore and its parent, subsidiaries and affiliates, or their successors.
  - b) "Confidential Information" shall mean information (1) disclosed to or known by the undersigned Employee as a consequence of or through his/her employment with SONY, including any information imparted to SONY by third parties, (2) not generally known outside SONY, and (3) which relates to SONY's business. "Confidential Information" is intended to include information relating to the intellectual property, trade secrets, proprietary information, confidential business and technical information, processes, applications, business practices and agreements, customer information, supplier information, financial information, pricing information, cost information, drawings, plans, methods, manufacturing information, engineering, research and development, and know-how of SONY.
  - c) "Proprietary Information" shall mean any information over which SONY has rights as the owners thereof either at common law, statute, and shall include all financial information, statistics and data.
  - d) "Invention" shall mean any new or useful art, discovery, contribution, finding or improvement whether patentable or not, and all related know-how.
  - e) "Copyright Works" are "works of authorship" and shall include any materials for which copyright protection may be obtained anywhere in the world including but not limited to literary works, computer programs, artistic works (including designs, graphs, drawings, blueprints and other works), recordings, photographs, slides, motion pictures, and audio-visual works.
  - f) "Mask Works" shall mean a series of related images, however fixed or encoded, having or representing a predetermined, three dimensional pattern of metallic, insulating or semiconductor material present or removed from the layers of a semiconductor chip product; and in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product; and in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product and is fixed in a semiconductor chip product;
  - g) "Authorship Rights" shall include the following: The right of an author to be known as the author of a work; to prevent others from being named as the author of the work; to prevent others from falsely attributing to an author the authorship of work which he/she has not in fact written/created; to prevent others from using the work or the author's name in such a way as to reflect on his/her professional standing.

Signature of the Employee

## SONY

- h) "Intellectual Property Rights" shall mean all intellectual and industrial property rights worldwide (including without limitation inventions, patents, copyrights, design rights and integrated layout design protection) in any Inventions, Copyright Works, or Mask Works to which this Agreement applies.
- 2. I agree to disclose to Sony, promptly and fully all documents, materials and information comprising or relating to any Inventions, Confidential Information, Copyright Works and Mask Works acquired, made, conceived or discovered by me (alone or jointly with others) during the period of my employment with Sony which: (a) concern the business or anticipated business of Sony; or (b) result directly, or indirectly from, or are suggested by, any work which I have done or may do for or on behalf of Sony; or (c) arise either in part or entirely while I was using or receiving the benefit of any payment or other resources of Sony.
- 2A. I understand, acknowledge, and irrevocably agree that Confidential Information will be used by me only in the performance of my company duties and for no other purpose. Further, I agree to hold Confidential Information in trust and confidence, using all reasonable precautions to assure that it is not disclosed to or used by any unauthorized persons or used in an unauthorized manner or published either during or after my employment with SONY.
- 2B. I understand, acknowledge and irrevocably agree to assign to SONY, for the full term, all worldwide rights, title and interest, whether by statute, common law or any other applicable law, in all Inventions and ideas (whether patentable or not), Copyright Works (or Works of authorship) and Mask Works, made, created or conceived by me (alone or jointly with others) during the period of my employment with SONY which : (a) relate to the actual or anticipated business, research and development of SONY; or (b) are suggested by or result directly, or indirectly, from any work which I have done or may do for or on behalf of SONY; or (c) are developed, tested, improved, either in whole or in part, on time for which I was paid by SONY or while I was using or receiving the benefit of any resources of SONY.
- 2C. I expressly acknowledge and understand that any Invention and any rights to a patent for an Invention shall without payment be taken to be the sole and absolute property of SONY if:
  - (I) the Invention was made in the course of my normal duties or in the course of duties falling outside my normal duties with SONY but specifically assigned to me and the circumstances in either case were such that an Invention might reasonably be expected to result from the carrying out of my duties; or
  - (II) the invention was made using data facilities resources materials or other means placed at my disposal by SONY notwithstanding that my employment with SONY does not require me to engage in any inventive activity; or
  - (III) the Invention was made in the course of my employment with SONY and at the time of making the Invention because of the nature of my duties and the particular responsibilities arising from the nature of my duties I have an obligation to further the interests of SONY.

Signature of the Employee

## SONY

3. I further agree to execute, at any time during or after my employment, an assignment of all Intellectual Property Rights in or in relation to the matters disclosed pursuant to paragraph 2 above as Sony may request and on such forms as Sony may provide. I will promptly and fully assist Sony, in every lawful way including the signing of any and all lawful papers, taking all lawful oaths, and doing all lawful acts, including giving testimony, without reimbursement other than my normal compensation as an employee of SONY, except for a reasonable payment for the time involved in the event my employment with SONY has terminated, to obtain, secure and protect for the benefit of Sony, all Intellectual Property Rights in any and all countries (including the right of first publication), regardless of whether I personally believe such rights could be protected under the law. I further agree that the salary, wages and other benefits paid to me by Sony represent my total compensation and consideration for the assignment of the Intellectual Property Rights, save that cost and expense of my complying with this paragraph shall be borne by Sony.
4. In the event I am unable for any reason to execute an assignment as provided for by this Agreement, I appoint as my Attorney, to the extent allowed by law, any officer which SONY may designate any time after 24 hours of my said refusal or incapacity, to act as my Attorney to execute all necessary papers for Assignments to take effect as if the same were done personally by myself.
5. Notwithstanding the foregoing, SONY shall have no right of ownership in an Invention, and no assignments to SONY in accordance with this paragraph is required, if it is determined that such Invention is : an Invention for which no equipment, supplies facility, or trade secret information of SONY was used and which was developed entirely on my own time, and (a) which does not relate (1) to the business of SONY or (2) to SONY's actual or demonstrably anticipated research or development or (b) which does not result from any work performed by me for SONY.
6. Unless otherwise agreed to in writing by SONY, original works of authorship fixed in a tangible medium of expression or form, prepared or created by me, alone or jointly with others, within the scope of my employment with SONY, shall be deemed a work made in the course of employment (or "work-made-for-hire") under the copyright laws and shall be owned by SONY. I understand that any assignment or release of such works can only be made by SONY. I will do everything reasonably necessary to enable SONY or its nominee to protect its rights in such works.
- 6A. If for any reason or under any applicable laws, any interests, rights and title in any Invention, Copyright Works or Mask Works are deemed not to be vested in SONY but retained by me as the inventor or creator or author, I hereby as beneficial owner assign to SONY to hold to SONY its successors and assigns absolutely throughout the world, all Rights that may be vested or deemed to be vested in me, in and to any of the Invention, Copyright Works or Mask Works as described in paragraph 2 above, existing at the date of this Agreement or that may be made created or prepared by me, alone or jointly with others, at any time during my employment and within 12 months following termination of my employment with SONY. "Rights" as used herein means all vested contingent and future rights, interests and title, including rights of copyright and / or rights to a patent for an invention, and all accrued rights of action, proprietary rights and all other rights of whatever nature, whether now known or in the future created to which I am now or may at any time after the date of this assignment be entitled by virtue of or pursuant to any of the laws in force in each and every part of the world. I further agree to execute at any time, during or after my employment, as may be necessary, assignments for each such Invention, Copyright Works or Mask Works pursuant to paragraph 2 above as SONY may request and on such forms as SONY may provide and to do all such things as may be required to perfect protect or enforce the above assignment.
7. I hereby waive any and all Authorship Rights I may have in any works pursuant to paragraph 6 above under any Copyright or other similar law, worldwide.
8. I will keep and maintain adequate and current written records of all Inventions, Copyright Works and Mask Works made, conceived or discovered by me (alone or jointly with others) in the form of notes, sketches, drawings, reports or other documents relating thereto, created, conceived or made in the course of my employment with SONY or while using materials, or on time, paid for by SONY, in both hard copy or electronic form, which records shall be and shall remain the exclusive property of SONY and shall at all times be available to SONY and upon demand, promptly delivered to SONY.

Signature of the Employee

## SONY

9. I understand that all writings, records and other documents and items, either in hard copy or electronic form, containing or describing any Inventions, Confidential Information, Copyright Works or Mask Works in my custody or possession shall be the exclusive property of SONY, and shall not be copied and / or removed from the premises of SONY, except in pursuit of the business of SONY, and shall be delivered to SONY, without retaining any copies, upon termination of my employment or at any time as requested by SONY.
10. I agree that during the period of my employment with SONY, I will not disclose to Sony or use in the course of my employment with SONY any Invention, Confidential Information, Copyright Works and Mask Works knowledge of which I may have acquired, directly or indirectly, from my prior employment with an employer other than SONY, whether such information is in my memory or embodied in a writing or other physical form.
11. I will notify SONY in writing before I make any disclosure, or perform or cause to be performed any work for or on behalf of SONY which appears to threaten or conflict with:
  - (I) rights I claim in any Invention or idea (a) conceived by me or others prior to my employment by SONY, or (b) otherwise outside the scope of this Agreement, or
  - (II) rights of others arising out of obligations incurred by me, (a) prior to this Agreement, or (b) otherwise outside the scope of this Agreement.
- 11A. In the event of my failure to give notice under the circumstances specified in paragraph 11 above, SONY may assume that no conflicting Invention or idea exists, and I agree that I will make no claim against SONY with respect to the use of any such Invention or idea in any work or production of any work which I perform or cause to be performed for or on behalf of SONY.
- 11B. In the event I knowingly, and without prior notice to SONY, make any disclosure or perform or cause to be performed any work on behalf of SONY which threatens, conflicts or infringes the rights of any third party, I hereby agree to fully indemnify and hold SONY harmless for all losses, damages, costs, charges, claims and expenses (including but not limited to all legal expenses on a full indemnity basis) as a consequence of my action herein described.
12. I recognize that ideas, Inventions, Confidential Information, Copyright Works or Mask Works relating to my work activities for SONY and conceived or made by me, alone or with others, after termination of my employment with SONY may have been conceived in significant part while employed with SONY. Accordingly, I agree that such ideas, Inventions, Confidential Information, Copyright Works or Mask Works related to my work activities for SONY and conceived or made by me, alone or with others, within 12 months following the termination of my employment with SONY, shall be presumed to have been conceived during my employment with SONY and will be assigned by me to SONY under the terms of this Agreement unless, and until, I have clearly established the contrary by appropriate documentation and support. I agree to fully inform subsequent employers of this continuing obligation to SONY.
13. If any provision of this Agreement is declared void and unenforceable or against public policy, such provision shall be deemed severable from this Agreement and the balance of this Agreement shall remain in full force and effect.
14. At the end of this Agreement, I have set forth what I represent and warrant to be a complete list of all inventions, if any, patented or unpatented, Copyright Works or Mask Works including a brief description thereof (without revealing any confidential or proprietary information of any other party) which I made or conceived prior to my employment with SONY and for which I claim ownership or are in the physical possession of a former employer and which are therefore excluded from the scope of this Agreement. If there are no Inventions, Copyright Works or Mask Works to be excluded from this Agreement, I have so indicated by writing "None" below in my own handwriting.

Signature of the Employee

## SONY

15. This Agreement survives my employment with SONY. It is not an employment contract and it is not in any way intended to restrict my right or the right of SONY to terminate the employment relationship at any time. This is consistent with the fact that my employment with SONY is based upon an "employment at will" relationship.
16. This Agreement is binding upon my heirs, executors, and administrative or other legal representatives. This Agreement supersedes, terminates and otherwise renders null and void any and all prior agreements or understandings whether in writing or otherwise entered into with respect to the matters covered herein.
17. This Agreement shall be construed and enforced in accordance with the laws of India. The parties hereby consent to and submit to the jurisdictions of the Indian courts located in India.
18. I agree that this Agreement may not, on behalf of or in respect to SONY, be changed, modified, abandoned, or otherwise terminated, in whole or in part, except by an instrument in writing signed by an officer or otherwise authorized executive of SONY.

I have read the above and hereby acknowledge my acceptance and full agreement with the above terms and conditions.

With reference to Paragraph 14, I hereby declare all my Inventions, patented and unpatented Copyright Works or Mask Works prior to joining Sony which does not come under the scope of this agreement. If there are no Inventions, Copyright Works, or Mask Works to be excluded from this Agreement, I have so indicated by writing "None" below in my own handwriting.

Sl. No.	My Inventions, patented and unpatented Copyright Works or Mask Works	Brief Descriptions

I declare \_\_\_\_\_ of my Inventions, Copyright Works or Mask Works is to be excluded from this agreement.

Signed at: ..... (City)..... (State)

This ..... (date) day of ..... (month), 20..... (year)

.....  
Signature of the Employee

.....  
Name of the Employee

Accepted for Sony at this ..... day of ....., 20..... This Agreement becomes binding upon acceptance by SONY however, this Agreement may not be changed or modified, or released, discharged, abandoned, or otherwise terminated, in whole or in part, including any agreements or obligations listed below, except by an instrument in writing signed by an officer or otherwise authorized executive of SONY.

.....  
HR Representative  
Sony India Software Centre Pvt. Ltd., Bangalore

.....  
Designation

**ID Card Form**

Full Name		Passport Size Photograph with White Background
Date of Joining		
Gender		
Date of Birth		
Blood Group		
Designation		
Division (Department)		