



## DECLARATION FORM

I, Mr. /Ms \_\_\_\_\_, having entered the services of DB Group India, do hereby solemnly, upon honour, and as fully and inviolably as if formally sworn, declare that I have read and understood the contents of the following policies

I. Extract of Policies.

**1. Secrecy policy**

On no account or pretext whatever the employee divulge the secrets of the Company; either during the period in which the employee may serve or at a time should the employee cease to be in the services of the Company. The employee is bound to maintain the honour of the Company irrespective of the capacity the Directors, Managers or other responsible officers of the Company may place him in. The employee is bound to maintain the honour of the Company faithfully and honestly preserve strict silence in reference to all transactions or affairs of the Company that may now or hereafter come under the knowledge of the employee from letters, telegrams, or any other source.

**2. Information Security Principles**

Employee confirms of having received and read the copy of Information security policy of DB Group.

**Effective July 1999.** The employee will be bound by the Information Security Policy and any amendments made thereto from time to time.

**3. Insider Rules**

Copies of the Guidelines on Insider Trading and Rules for Traders and Advisers have been provided to the employee along with the copies of the Order on Proceedings and the respective notes made effective June 1988. All such rules/policies will be binding on the employee including any amendments made to these rules.

**4. Usage of EDP Systems**

- Use the Company's EDP Systems (which expression as used hereunder shall include all hardware and software) within the limits and for the purpose of the official tasks and authority given to me by the Company.
- Shall not disclose/share the password(s) to my EDP System or other usage in connection with my employment with the company with any other employees of the company under any circumstances and shall ensure its protection and avoid misuse.
- Protect the Company's EDP Systems against unauthorised use.
- Use only those software provided or authorised by the Company.
- Comply with any guidelines (in whatever form) that the Company may have in place in relation to its EDP systems and / or data protection / security.
- Use any user password (s) and / or key (s) given to me which give me access to the Company's EDP systems, personally, and to protect these against misuse.
- Maintain absolute confidentiality and control of my user password(s) and /or key(s), and immediately report any loss, misuse or suspected misuse to the responsible superior.
- Change my user password (s) the moment it is known to, or I have reason to believe that it is known to, any unauthorized person (s).

## 5. Unauthorized software usage

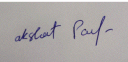
The employee shall on no account use or install any unlicensed or unauthorized or pirated software in any Company's computers. The employee will not undertake any programming on the Company's computers unless expressly authorized by the Company to do so.

### II. Compliance

- a) I acknowledge that I will abide by the Asia Compliance Manual which is available on the DB Compliance Website.
- b) I undertake to observe and comply with
  - i) the Employee Trading Policy that requires disclosure and maintenance of personal accounts, registration on the Employee Trading Request Application, pre-clearance of employee trading, Observation of minimum holding periods for investments and not to undertake transactions that pose a conflict of interest.
  - ii) The requirements relating to Confidential and Inside Information;
  - iii) The laws and regulations relating to the Prevention of Money Laundering; and all other policies and procedures as set out in the Asia Compliance Manual and in any sub-manual applicable to the area in which I am for the time being engaged.
- c) I agree that this Undertaking extends to any amended or replacement requirements, policies or procedures set out in any notices which you issue or cause to be issued and which relate to me or the area in which I am for the time being engaged. I understand that such amendments may be issued pursuant to, and form part of, the Asia Compliance Manual or any local sub-manuals applicable to the area in which I work, and that amendments will only be made for legal and/or regulatory purposes or where you deem changes to be necessary or appropriate to conform with good business practice.
- d) I further accept that this Undertaking shall form part of my contract of employment or contract for services with or any other DB Group entity to whom my services may be transferred.
- e) I confirm that I will notify the Compliance Department of any matter referred to in the Asia Compliance Manual in respect of "Outside Business Activity" and "Employee Accounts" that may require such notification.
- f) I confirm that I am not bankrupt or have entered into a composition with my creditors, and I have not been convicted in any place of an offence involving fraud or dishonesty. I continue to exhibit the highest standard of professionalism, reliability and integrity at all times.

### III. I further confirm that;

- I will be held responsible for all consequences arising from any breach of any of my undertakings.
- Any violation of or non-compliance with any of my undertakings hereunder constitutes an infringement of my obligations to the Company, and the Company shall have the right to initiate disciplinary and / or legal actions against me.

<b>Candidate / Employee ID :</b>		
<b>Employee Name :</b>		
<b>Branch / Department :</b>		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Place	Date <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> DD MM YYYY	<div style="border-bottom: 1px solid black; margin-bottom: 5px; text-align: center;">  </div> Signature

**GRATUITY DECLARATION FORM****DETAILS OF GRATUITY RECEIVED FROM PREVIOUS EMPLOYER (S)**

Name of the Employee \_\_\_\_\_ Group \_\_\_\_\_  
Address \_\_\_\_\_ Emp No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Department/  
Location \_\_\_\_\_ PAN No: \_\_\_\_\_

I give here below details of Gratuity received from the following previous employer(s) before joining the Company for including it in the Gratuity dues to be received from the Company for income-tax purposes:

SL No	Name & Address of the Previous Employer(s)	Period	Total Gratuity (Rs)	Exempted (Rs)	Taxable (Rs)
1.					
2.					
3.					

I solemnly declare that what I have stated above is true and correct to the best of my knowledge and belief.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature

**Deutsche India Private Limited**  
**Deutsche CIB Center Private Limited**  
**Deutsche Bank AG (“DIPL / DBC / DBAG”)**

**TRANSPORT UNDERTAKING**

I, \_\_\_\_\_ working in Deutsche India Private Limited / DBC / DBAG as \_\_\_\_\_ (designation), am aware that DIPL /DBC/ DBAG provide transportation to its employees and as business traveler. I agree to abide by the rules and regulations pertaining to transport, more specifically detailed in the transport policy of DIPL / DBC / DBAG. I hereby declare that, of my own will and volition, should I opt out of the transportation facility provided to me by DIPL/ DBC/DBAG, I will make my own arrangements to reach office from my residence and back and/or business travel. By making my own arrangements, I hereby declare that I am fully cognizant of and responsible for my own safety and security.

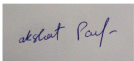
I hereby undertake to follow the above mentioned rules and regulations. I will not at any point in time, get off or get into the vehicle provided by DIPL / DBC / DBAG, other than at the set place and time, as per the transport roster. I will also follow provisions of transport security policy, while I will be business traveler. Should I not follow the transport & transport security policy(ies) and commit a breach, which may have serious implications and risks for DIPL/ DBC/ DBAG, I agree to indemnify DIPL / DBC / DBAG on account of such misconduct on my part.

I am aware that on days when I do not avail of the transportation provided and do not inform DIPL/DBC/ DBAG of the same or/and does not follow provisions of transport security policy, I will place DIPL / DBC / DBAG at risk, should there occur an incident involving my safety during my transit to office and back on my own.

Further, I hereby undertake to indemnify and keep indemnified, DIPL / DBC / DBAG, from and against any and all liabilities that may accrue upon DIPL / DBC / DBAG, by either my family members or friends or even any other third party, including government and regulatory authorities, due to my using my own means of transport.

I accord my consent to receiving sms updates on my cell phone on any communication pertaining to transport related services availed by me.

Regards



Signature

Place:

Date:

Deutsche Bank



## INFORMATION SECURITY REQUIREMENTS ACKNOWLEDGEMENT FORM

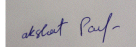
Please refer to the Information security principles attached in the welcome mail for information on Deutsche Bank Information Security requirements. The principles is referred to define your responsibility for managing information security risks within the Deutsche Bank Group ("the Group"). You must therefore familiarize yourself with contents of these principles, as you are deemed to have read and understood them.

- **Information Security Principles:**

Please refer the principles document attached in the welcome email

### ACKNOWLEDGEMENT

I acknowledge that I have read the above referred to Deutsche Bank Information Security Principles and Agree to the above.



\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Name of the employee

\_\_\_\_\_  
Employee ID / Candidate ID

\_\_\_\_\_  
Date

**Form - 'L'**  
**(See rule 13)**

**CONSENT OF WOMEN WORKER TO WORK IN NIGHT SHIFT**

I Miss / Smt. ----- Residing at -----

----- (Full Address)

state that I am working as (Designation) since\_\_\_\_\_ in M/s. Deutsche Bank and Group

I am aware that, -

the employer will provide separate safe and secure transport facility from the doorstep of my residence to the place of work and *vice-versa-and* that there will be at least three women worker working in the nightshift and that there is a Committee to prevent sexual harassment at work place under the Chairmanship appointed by Deutsche Bank and Group.

I am therefore willing to work at nightshift for the period from 9 PM to 6 AM

Period: During the Service tenure

Date:

Place:

Signature of the Women worker.

Name, address and Signature of witnesses

1.

2 .