



## Welcome to Global Delivery Services

Enter a realm of opportunities.  
Together, we can achieve  
our potential and make  
a difference!

EY is a global leader in advisory, assurance, tax, transaction advisory services and knowledge services. At EY, we are committed to building a better working world – with increased trust and confidence in business, sustainable growth, development of talent in all its forms, and greater collaboration.

Global Delivery Services (GDS) is one of EY's greatest global assets and consists of various service delivery centers from which our teams operate to deliver strategic support to our EY member firms. GDS spans all geographies, practices, services lines, sectors and competencies within EY to deliver deeply integrated services that result in efficient and world-class solutions.

GDS India employs professionals at five centers across the country: Bangalore, Chennai, Gurgaon, Kochi and Trivandrum. The service lines and functions currently being supported from our centers include Advisory, Assurance, Tax, TAS, Knowledge, Creative Agency Services Risk Management Services, Finance and Accounting, and IT Services. The India centers provide high quality and value-added support to our EY member firms.

With our clear vision for the future and commitment to developing outstanding leaders, EY is the place to grow your career. Full of great experiences that will shape your thinking for the long term, a career at EY is truly an exceptional one.

You will feel at home from the start, and will receive the training, support and guidance you need to do great work with exciting clients. Along the way, you will meet diverse people and gain important knowledge and insights that will stay with you throughout your career. In fact, whenever you join us – and however long you choose to stay – you will have valuable experiences that will last a lifetime.



# Employee information sheet

## GDS India

Please read the guidelines carefully before filling this form:

- ▶ Use **block letters**
- ▶ Fill all applicable fields
- ▶ Ensure that you fill your name as per our interview records
- ▶ Please attach the following with the form:
  - ▶ Photo copies of educational certificates - mark sheets of all semesters
  - ▶ Passport-size color photograph
  - ▶ Proof of address - driver's license/passport/ration card/utility bill

Please affix a recent passport-size color photograph

**Please note that the information provided in this form will be verified. Any discrepancy can result in the withdrawal of your offer.**

GPN: \_\_\_\_\_

Gender:  Male  Female

Name	First	Middle	Last
Present address	House number and street		Landmark
	Locality		Pin
	City		Mobile
	State		Land line
Permanent address	House number and street		Landmark
	Locality		Pin
	City		Mobile
	State		Land line

### Educational details - highest qualification

Course	Name of the college/University	Year		Percentage	Remarks
		From	To		

### Professional qualification(s)

Course/Association/Institute/Society	Year		Membership number	Grade/percentage
	From	To		

## Professional experience

## Declaration

I, ..... hereby certify that the information provided above is true to the best of my knowledge. I consent to undergo the background verification conducted by the vendor or investigating agency, appointed by GDS India.

I also understand and accept that the background verification involves checking or verifying any factual or historical details provided by me including, but not limited to, my past and present address, contact information, reference details, previous employment details, education, social credentials, resume or application, etc., at the time of joining GDS India.

I do not have any objection to GDS India or representatives of the investigating agency speaking to any individual to obtain the above details.

I do understand that my credentials are subject to scrutiny and verification by the investigating agency and the management GDS India is the ultimate authority on the continuity of my employment.

I hereby forego the rights to challenge the decision of GDS India.

Signature: \*

**Place:** .....

Name:

Date:

(\*) Mandatory field

Family details			
Spouse's name (if applicable)		Spouse's occupation	
Spouse's DOB	DD / MM / YY	Spouse's employer	
Child's name (1)		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB DD / MM / YY
Child's name (2)		<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB DD / MM / YY
Father's name			DOB DD / MM / YY
Mother's name			DOB DD / MM / YY

Blood group	
Physical challenges/ major illness/ allergies (if any)	

Passport details			
Passport number	Place of issue	Date of issue	Valid till

Group Term Life (GTL) Insurance nomination details		
	Nominee 1 (mandatory)	Nominee 2 (optional)
Name		
Relationship		
Percentage of claim		
DOB of nominee		
Address		
Phone number		

Are you related to any of our employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name the employee you are related to		
Relationship		
Service Line/Function		

Have you ever been convicted in the court of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Please provide two references (excluding relatives)</b>			
Name		Occupation	
Address		Phone number	
		Period known	
Name		Occupation	
Address		Phone number	
		Period known	

<b>Emergency contact</b>			
Name		Phone	
Address		Relationship	

# Global Code of Conduct

**The Global Code of Conduct draws on the commitments contained in our shared values.**

## Our Values

Who we are

People who demonstrate integrity, respect, and teaming.

People with energy, enthusiasm, and the courage to lead.

People who build relationships based on doing the right thing.

## To the people of EY

Every day, each one of us is faced with challenging and difficult choices. It is simply a part of living and working in a demanding and complex business environment.

The integrity and professionalism we bring to these challenges, working across our global organization, define the reputation of EY.

Our Global Code of Conduct provides a clear set of standards for our business conduct. It presents each of us with an ethical and behavioral framework to guide our response to the challenging and sometimes difficult choices we face. It also reflects the commitments outlined in our values.

Whenever we encounter an ethical issue, each of us has the responsibility to respond in a manner that reflects our values in action. While most issues can be resolved locally, you will find information within this Code about additional support and resources available to all of us.

Full compliance with the Global Code of Conduct is essential and I ask each of you to make a personal commitment to abide by it.

By living up to the commitments contained in the Code, we send a clear message to those we work with about the strength of our commitment to ethical behavior. In this way, we protect and enhance the reputation of EY, and meet the expectations of our people, clients and communities.

Sincerely,  
Mark Weinberger  
Chairman and CEO  
Ernst & Young LLP

The EY Global Code of Conduct provides the ethical framework on which we base our decisions – as individuals and as members of our global organization. The Code is anchored in our values and beliefs, and underpins all that we do.

Our Global Code of Conduct is organized into five categories containing guiding principles that should be used by everyone within EY to guide our behavior across all areas of our activity:

1. Working with one another
2. Working with clients and others
3. Acting with professional integrity
4. Maintaining our objectivity and independence
5. Respecting intellectual capital

**We expect everyone who works at EY to behave in accordance with the principles contained in the Global Code of Conduct. If you do not understand the principles contained within the Code, or are not sure how to apply them, you should consult with an appropriately-qualified colleague to get your questions answered.**

## Our commitment

The Global Code of Conduct applies to everyone at EY, regardless of their individual role, position or practice.

- ▶ We promote and support the Global Code of Conduct in our day-to-day business activities, through both personal leadership and business practice.
- ▶ Each of us is expected to behave according to the principles contained in the Global Code of Conduct. We encourage consultation and the seeking of advice, as appropriate, from the resources available to assist in application of the Code.
- ▶ We understand that deviations from or violations of the Global Code of Conduct are unacceptable and that we should feel able to raise them, without fear of retaliation, with an appropriate colleague or to the relevant ethics hotline. EY does not permit discrimination or retaliation of any kind for good faith reports of illegal or unethical behavior.
- ▶ We acknowledge that breaches of the Global Code of Conduct may result in our practices taking disciplinary action, up to and including termination of employment.
- ▶ We affirm in writing our understanding of the principles contained in the Global Code of Conduct and our commitment to abide by them.

## Working with one another

We build relationships with each other based on a shared trust and confidence that each of us has a personal and professional commitment to do the right thing.

We are committed to communicating openly and honestly.

We are committed to working in diverse teams and are personally accountable to other team members for the contribution we make.

We rely upon each other to deliver quality service to our clients and for our individual development.

We nurture integrity, respect and teaming.

We consult with each other and value the perspectives of those who are different from us, as well as those who challenge our own point of view.

We embrace multicultural experience and diversity as strengths of our global organization. As such, we respect one another and strive for an inclusive environment free from discrimination, intimidation and harassment.

We encourage and support the professional development of our colleagues and promote individual achievement and continuous learning.

We expect and deliver feedback regularly, candidly and constructively, and positively recognize success.

### **Working with clients and others**

**No client or external relationship is more important than the ethics, integrity and reputation of EY.**

► **Working with clients ...**

We commit ourselves, as professionals, to uphold the trust placed in us by others.

We are committed to delivering quality services that reflect our professional capabilities and are appropriate to the specific issues and needs of our clients.

We are robust and courageous in our challenge to clients and are not afraid to deliver unwelcome information to them.

We support our people and will withdraw from working for any clients that put our people under undue pressure or threaten them in exercising their professional duties.

► **Working with regulators ...**

We uphold the professional standards and rules applicable to us, and our firms actively work with the regulators who oversee our professional conduct to ensure that these rules and standards meet the continuously changing needs of the market.

► **Working with others ...**

We reject unethical or illegal business practices in all circumstances.

We avoid working with clients and others whose standards are incompatible with our Global Code of Conduct.

We coordinate, as appropriate, with other members of our profession in matters of public interest.

We recognize our responsibility as an organization in playing an active and positive role in supporting a successful and sustainable society.

### **Acting with professional integrity**

► **Our professional integrity ...**

We comply with laws, regulations and standards that apply to us in our professional conduct.

We uphold the EY name. We do not misrepresent the position that EY takes in professional and other matters.

We promote a culture of consultation. We address questions of ethics and consult appropriately to help resolve them. We do not hide from or ignore issues.

We provide ethics hotlines to deal with sensitive ethical issues.

We understand and comply with EY policies and procedures.

► **Our competitive approach ...**

We recognize that our competitive advantage is achieved through the excellence of our professional advice and the quality of our service delivery.

We compete energetically and vigorously, and recognize the need to be honest in our competitive behavior.

We do not offer personal inducement to secure work.

► **Documenting our work ...**

We properly document our client engagements and business operations in accordance with EY policies and relevant legal and professional requirements.

We never destroy or alter documents, or recommend their destruction or alteration, for any illegal or improper reason.

► **Our fees ...**

We charge appropriate fees for our services in accordance with our engagement terms and our professional rules.

► **Time and expenses ...**

We require actual hours worked and expenses incurred to be reported.

We incur expenses in accordance with EY policies or, where agreed, our clients' expense policies.

## Maintaining our objectivity and independence

► **Our objectivity**

We maintain and affirm our objectivity and independence, recognizing that these are critical to our professional responsibilities.

We employ professional skepticism.

We reject inappropriate pressure from clients or others.

We are alert for personal and professional conflicts of interest and take immediate and appropriate steps to resolve or manage any that may arise.

We do not accept payments or items of value if this could reasonably be viewed as influencing our conclusions or advice.

► **Our independence**

We comply with EY's independence rules, including the restrictions applicable to our families. We understand that these may sometimes be more rigorous than applicable professional and legal requirements.

We avoid relationships that impair – or may appear to impair – our objectivity and independence.

We continuously monitor our independence.

## Respecting intellectual capital

We respect and protect confidential information obtained from, or relating to, our clients or third parties, as well as personal information about our people, in accordance with local law and professional standards.

We take proactive measures to safeguard our documents, computers and other data devices that contain personal or confidential information.

We do not use confidential information for personal gain.

We obtain, develop and protect intellectual property in an appropriate manner. We respect the restrictions on its use and reproduction.

We use and share internal and external knowledge in accordance with EY policies and our legal and professional obligations.

We acknowledge that each of us is responsible for keeping our professional knowledge up-to-date and for sharing best practices.

## Where to find support

In developing this Global Code of Conduct, the leadership of EY recognizes that no code can cover every eventuality – and that from time to time we may require the advice and support of others in addressing some of the situations that arise during the normal course of daily business life.

We have long promoted a consultative culture at EY. In addition to established internal relationships, we have created a support network that is available for consultation and advice, to help each of us live up to our commitments under the Code.

► **Here are some of the places where you can go for advice and guidance:**

Quality and Risk Management Leaders, who have been appointed at the Global, Service Line, Area, and local level

The Talent Team at all levels within the global organization

The Office of the General Counsel or Legal Counsel in your Area or locally

Professional Practice Directors

Global, Area, and local policies and procedures, including online resources and databases

Ethics hotlines and ethics oversight teams

## Putting it into action

This Global Code of Conduct gives everyone at EY an ethical framework to help make the right decisions. The principles contained in the Code provide us with a clear set of standards, grounded in our values, on which to base our behavior across all areas of our professional activity.

How do we put the Code into action? How can each of us make sure that we are living up to our commitments under the Code?

If you are unsure of the right course of action, or are faced with a difficult issue, asking yourself the following questions may help you determine the appropriate way to act:

1. Have I consulted appropriately with colleagues?
2. Are my actions legal and in compliance with the standards of our profession?
3. Am I compromising my integrity or the integrity of EY or our clients?
4. Am I upholding the values of EY?
5. Am I treating others the way I expect others to treat me?
6. Is my choice of action the most ethical among the possible alternatives? Do I feel good about my choice?
7. If I document my decision, would a reviewer agree with the action I have taken?
8. Would my actions damage the reputation of EY?

**I agree to abide by the above terms and conditions.**

Name \_\_\_\_\_

\*  
GPN

Date \_\_\_\_\_

\*  
Signature \_\_\_\_\_

(\*) Mandatory field

# Confidentiality agreement

As a condition of my employment with GDS India, I make the following statements with the understanding and intent that they be relied on by GDS in carrying out its obligation to respect the confidential relationship it has with its clients and with respect to its own affairs.

1. I acknowledge that I have read and understood GDS India Knowledge-sharing Policy, GSS-P/PS-001-2004-05 (copy attached hereto) and that I shall abide by such policy. During and after the end of my employment with GDS India, I shall hold in confidence and not use or disclose, except to further GDS India's interests, any trade secrets or confidential business and technical information of GDS India, GDS India's customers who are member firms of EY Global [EY member firms] or the clients of any of these entities ("Company information") that I acquire as a result of my relationship with GDS India unless such information is in the public domain or is otherwise made public by others through no fault of mine. Company information includes, but is not limited to, Company business plans, methodologies, technologies (including computer software), training materials, personnel information, client lists, and all confidential information concerning the clients of EY and GDS India's business and professional relationships with its clients.
2. I agree not to keep, at any time on my person or in my possession, except in the necessary performance of my duties, any nonpublic materials acquired by me in the course of or by virtue of my employment with GDS India, whether produced by me or by employees or agents of GDS India or any client of EY member firms. I agree to safeguard all such materials while they are in my possession, and to surrender them and all copies, which have been made of them to GDS India upon termination of my employment with GDS India. I have read and agree to follow the guidelines for protecting confidential information set forth in GDS India's Policy and Practice Statement, Independence and related matters.
3. I will at all times exercise discretion in discussing with others the affairs of clients of EY member firms, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by a client's employees or outside persons.
4. I will not make any private use of "insider information" that may come to my attention because of my employment with GDS India, nor will I pass such information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such information, access to which is directly or indirectly due to my relationship with GDS India.
5. I agree to disclose and assign promptly, completely and in writing to GDS India any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive, and/or develop, either individually or jointly with others, during the term of my employment with GDS India ("Inventions"). I understand that all inventions, which I do hereby assign, are and shall become the exclusive property of GDS India, whether or not patent applications are filed thereon, and I agree to treat such inventions as GDS India proprietary and confidential information and to use such solely for the benefit of GDS India.

If I am subpoenaed or asked to testify concerning any matter learned in the course of my employment or as a result of my employment with GDS India, I will immediately notify GDS India and will not voluntarily disclose such information to anyone without the consent of GDS India.

Solely with respect to the provision of paragraph (1) of this agreement, I agree that any dispute rising out of or relating to this provision or its breach will be submitted to binding arbitration in accordance with the terms set forth below. I waive any right to seek judicial intervention and agree that my rights and obligations under this provision may be determined in the arbitration proceeding. The arbitration will be conducted in accordance with the procedures set forth herein below and as per the provisions of the Arbitration & Conciliation Act, 1996 (A&C Act). If there is any conflict among these procedures and A&C Act, this agreement shall control.

## Arbitration procedures

The Arbitration shall be conducted at Bangalore before a Sole Arbitrator to be appointed by GDS India.

Any issue concerning the extent to which any dispute is subject to arbitration, or the formation, applicability, interpretation or enforceability of the provisions of this provision, including any claim or contention that all or any part of this provision is void or voidable, shall be governed by the A&C Act and shall be resolved by the Sole Arbitrator.

Discovery will be permitted in connection with the arbitration if authorized by the Sole Arbitrator based on a determination of reasonable need for the discovery.

The Sole Arbitrator shall have no power (i) to alter, amend or otherwise affect the terms of this Agreement or (ii) award punitive damages or any damages not measured by the prevailing party's actual damages and the parties therefore waive their right to any such damages. In no event, even if any other portion of this provision is held to be invalid or unenforceable, shall the Sole Arbitrator have the power to make any award or impose any remedy that could not be made or imposed by a court deciding the matter in the same jurisdiction.

Nothing contained herein shall prevent a party from seeking temporary emergency relief with respect to a dispute. A party may apply to a court for a temporary restraining order, preliminary injunction, or such other temporary emergency relief. Neither an application for temporary emergency relief, nor a court's consideration or granting of such relief, shall, (i) constitute a waiver of the right to pursue arbitration under this provision, or (ii) delay the appointment of an arbitration panel or the progress of arbitration proceedings.

If any part of these arbitration procedures is declared invalid or unenforceable, such part shall be deemed modified to the extent necessary and possible to render it valid and enforceable. In any event, the unenforceability or invalidity of any part shall not affect any other part of this provision, and this provision shall continue in full force and effect, and be construed and enforced, as if such part had not been included, or had been modified as above provided, as the case may be.

In so far as any terms or conditions of this agreement, other than those concerning arbitration, are found by a court of law to be unenforceable, then the remaining terms and conditions shall remain in full force and effect and those terms and conditions, if any, found to be unenforceable shall be modified to conform to the most expansive permissible reading under the law.

Any and all prior or contemporaneous agreements whether written or oral, concerning the terms and conditions of employment shall be superseded by this agreement. This agreement may not be amended other than in writing signed by the managing partner or managing director of the office to which I am assigned at the time of modification.

This agreement, and its interpretation shall be governed by the laws in India and the laws in a state.

I have read this agreement and fully understand its terms. I acknowledge that I have agreed to waive any right I may have to have a dispute concerning the Confidentiality and Knowledge-sharing provisions of this agreement determined by a court of law and that all such disputes shall be resolved through arbitration. I specifically acknowledge that damages remedies available under the arbitration provisions of this agreement are more limited than those which would be available in a court of law.

Name

\*

GPN

Date

\*

Signature

(\*) Mandatory field

# Policy and practice statement

## Knowledge-sharing policies:

### Background

It is in the best interests of GDS India and our clients that we advance the following goals:

- ▶ Avoid inappropriate use or disclosure of confidential client information
- ▶ Protect the privacy of client personnel and others in the course of serving clients
- ▶ Use GDS India's knowledge, including accumulated experience, skills and information, in serving clients
- ▶ Protect our intellectual capital

This Policy and Practice Statement (P/PS) of GDS India, sets forth guidance regarding maintaining client confidentiality, maintaining privacy in client service, observing copyright laws, protecting our intellectual capital, and sharing across international boundaries.

### Principles

The following principles underlie this P/PS.

1. *We protect confidential client information.* We are professionally obligated to avoid disclosing confidential client information to outside parties without the specific consent of the client. GDS India personnel and contractors working under GDS India's supervision must understand and observe GDS India's policies and procedures concerning confidential client information.
2. *We protect personal data when serving clients.* We do not inappropriately disclose the personal data of our people, client personnel, or third parties in the course of building relationships, soliciting work or serving clients. We observe firm policies and applicable laws and regulations concerning data protection and privacy when processing personal data.
3. *We observe copyright law.* We adhere to copyright laws, including those relating to access, reproduction, or distribution of printed and electronic material.
4. *We protect our intellectual capital.* GDS India's personnel safeguard GDS India's intellectual capital, which comprises the collective experience, skill, knowledge, and information of GDS India and its people.
5. *We seek appropriate value for our intellectual capital.* Because GDS India develops and owns proprietary knowledge of significant value, we strive to use these assets wherever possible. This means we:
  - ▶ Seek to receive appropriate value from our clients for the use of our knowledge assets
  - ▶ Generally do not enter into agreements with clients that provide for broad, under-compensated use of our intellectual capital
  - ▶ Retain a copyright in the name of GDS India for articles, books, outlines, and other publications created by our personnel.
6. *We share our knowledge internationally.* To advance our ability to serve our clients globally, we share our knowledge openly and without remuneration with other EY Global (EYG) member firms, subject to certain restrictions. Other EYG member firms have agreed to the same principle.

## Protecting client information

Professional standards require that, with limited exceptions, GDS India personnel do not disclose confidential client information to outside parties without the specific consent of the client. Additional regulatory restrictions apply to sharing client tax return information. Information is considered confidential if it is owned by the client and not publicly available (i.e., it is proprietary), or it is not broadly known. Client confidential information should not be shared outside the GDS India client engagement team performing the work.

### Agreements and contracts

Clients of EY Global (EYG) member firms sometimes ask the firm to sign agreements or contracts that would limit the sharing of information or knowledge gained during the firm's engagements. These restrictions could limit the ability to serve other EY Global (EYG) member firms' clients, so the firm generally avoids such provisions beyond protecting confidential client information. We do not enter into these agreements except where allowed by specific service line policy or with approval of service line leadership.

## Observing copyright law

Guidelines for observing copyright law are summarized below:

### 1. Photocopying entire article/works from a publication or hard copy

Works are usually protected by copyright, even if they do not say so explicitly.

GDS India's personnel are prohibited from making photocopies of entire works or articles, unless permission in writing (to serve as a record of granted permission) is obtained from the copyright owner, or the copying is a "fair use". Fair use is limited, but would allow an individual to make a photocopy of his/her own lawfully obtained article or work solely for his/her personal use.

### 2. Creating an electronic copy of an entire article or work by scanning

Works are usually protected by copyright, even if they do not say so explicitly.

Personnel are prohibited from making electronic copies of entire works or articles, unless permission in writing is obtained from the copyright owner.

### 3. Downloading or redistributing material from a third party supplier of electronic services or the internet

Accessing, downloading, or redistributing copyrighted material from a third-party supplier with whom we do not have a license is prohibited. Standard supplier licenses covering electronic service generally allow downloading of the work once, for personal, non-commercial use only, but do not include the right to redistribute it. (Redistribution includes emailing the document to a colleague, or putting the document into a GDS India created database).

If use of a document is not permitted by a standard supplier license, separate written permission must be obtained. This includes the use of articles, photographs or any other visual information found on the internet.

## Protecting our intellectual capital

GDS India's intellectual capital is an important asset. Accordingly:

Our intellectual capital must not be used for personal gain, either during or after employment. Personnel leaving GDS India are obligated to return copies of intellectual property and the means for its electronic access.

Our intellectual capital should be used only for business purposes: to serve clients, to acquire clients, to train and educate our professionals, and to enhance the value of our property.

We observe proper security procedures to safeguard our intellectual assets.

We exercise proper care to ensure that our intellectual assets are not made available to the marketplace or competitors while these assets have proprietary value to the company.

Name : .....

GPN :\* .....

Signature :\* .....

Date : .....

(\*) Mandatory field



## Declaration

I, ..... , appointed as .....

..... (designation) in the ..... center (region)

of GDS India from ..... (date), hereby understand and agree that if any of the above statements prove to be false, GDS India may at its discretion, terminate my employment without any notice or any payment in lieu of the notice and that such action by the company will be taken without any further compensation or legal liability towards me.

Signature: \* ..... Place: .....

Name: ..... Date: .....

(\*) Mandatory field



## Previous Employment Data Confidentiality Declaration

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### UNDERTAKING

I \_\_\_\_\_ (name of the employee) S/O,D/O Mr....., undertake and confirm that, I have not carried nor am I in possession of any asset/s, documents or other confidential or proprietary information in any format or media (printed, digital, audio, video) including but not limited to devices, records, notes, reports, proposals, correspondence, email communications, specifications, drawing, notebooks, flowcharts, materials, equipment, other documents or property and copies or reproductions of any of the aforesaid items belonging to my previous organisation/s where I was earlier employed or of any of their clients in any manner whatsoever which would constitute any breach of the confidentiality obligations under my contract or any other law.

I further undertake that I shall not share the information of my previous employer as well as the client/s of my previous employer, which are confidential in nature and is prohibited from sharing under any contract or law, with any one in \_\_\_\_\_ (Complete name of the entity concerned). I fully understand that if I am found to be in breach of this, I shall be subjected to appropriate disciplinary action, including termination of my services, without any further notice or compensation thereof. I also understand that this shall be without prejudice to any other legal rights that Firm may have.

(Only check if you are a fresher) I confirm that this is my first Employment; hence the above section is not applicable to me.

I also confirm that I have read and understood the Confidentiality Global Policy as well as Global Code of Conduct and undertake to abide by the same.

---

(Name of Employee with Sign)

Date :-



**FORM – F****[See Sub-Rule (1) of Rule 6]****NOMINATION**To  
**M/s.**

I Shri/smt./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.
4. (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.
5. 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.
6. Nomination made herein invalidates my previous nomination.

**Nominee(s)**

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

**So On****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 \_\_\_\_\_ Sub-division \_\_\_\_\_

Post office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

\*

Place : \_\_\_\_\_ Signature / Thumb-impression  
Date : \_\_\_\_\_ of the employee.

Declaration by witnesses  
Nomination signed/thumb-impressed before me.

1

1

2.

2.

Place:

Date :

### Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's reference No., if any. for

## **Authorised Signatory**

Signature of the employer/  
officer authorised  
Designation

M/s.

Name & 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

Note : Strike out the words/paragraphs not applicable.



**About EY**

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

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*Employee code* \_\_\_\_\_  
**(Mandatory)**

## **FORM 2 (Revised)**

(For Unexempted /Exempted Establishments)

## NOMINATION AND DECLARATION FORM

(Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme)

(Paragraphs 33 & 61 (1) of the Employees' Provident Funds Scheme, 1952 and paragraph 18 of the Employees' Pension Scheme, 1995)

- |          |                              |   |
|----------|------------------------------|---|
| <b>1</b> | Name (in Block Letters)      | : |
| <b>2</b> | Father's/Husband's Name      | : |
| <b>3</b> | Date of birth                | : |
| <b>4</b> | Sex                          | : |
| <b>5</b> | Marital Status               | : |
| <b>6</b> | Account No. (PFT/EPS Number) | : |
| <b>7</b> | Address (Residential)        | : |

#### **Temporary**

**PART A (EPF) #**

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

- 1** \* Certified that I have no family as defined in para 2(g) of the Employees' Provident Funds 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.

**3.** \* Strike out whichever is not applicable.

**Signature or thumb impression of the subscriber**

**Note: - A Fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid**

# If Married -> Spouse, Children (married or unmarried), his/her dependent parents, deceased son's widow and children.  
If unmarried then Parents, Brother, Sister or any other person(s).

## 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.

<b>Sl.No.</b>	<b>Name and address of the family members</b>	<b>Date of Birth</b>	<b>Relationship with the member</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1			
2			
3			
4			

\*\* 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 persons for receiving the monthly widow pension (admissible under para 16 2(a) (i) and (ii) of Employees' Pension Scheme, 1995 in the event of my death without leaving any eligible family member for receiving Pension. **\$ \$**

<b>Name and Address of the Nominee</b>	<b>Date of Birth</b>	<b>Relationship with the member</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>

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

.....  
**Signature or thumb impression  
of the subscriber**

**\*\*Strike out whichever is not applicable.**

### CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by

Shri/Smt./Kumari \_\_\_\_\_ employed in my establishment

after he/she has read the entries/the entries have been read over to him/her by me and got confirmed by him/her.

Place: \_\_\_\_\_  
Dated the \_\_\_\_\_

.....  
**Signature of the Employer or other authorised  
Officer of the establishment**

**Designation.....**  
**Name and address of the Factory/Establishment  
or rubber stamp thereof**

**\$ - Applicable if Married -> To Spouse and Children (include children adopted legally before death in service).**

**\$\$ - Applicable to both Married and unmarried – (1) Married ---- To any person(s) other than spouse and children.  
(2) Unmarried ---- To Parents, Brother, Sister or any other person(s).**



## **Declaration Form**

(To be retained by the Employer for future reference)

# **Employees' Provident Fund Organization**

**THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)  
&  
THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-34)**

**DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.**  
**(PLEASE GO THROUGH THE INSTRUCTIONS)**

1) NAME (TITLE)													
<input type="checkbox"/> MR.	<input type="checkbox"/> MS.	<input type="checkbox"/> MRS.											
(PLEASE TICK)													
2) DATE OF BIRTH	D	D	M	M	Y	Y	Y	Y					
3) FATHER'S/ HUSBAND'S NAME	MR.												
4) RELATIONSHIP IN RESPECT OF (3) ABOVE (PLEASE TICK)	FATHER	HUSBAND											
5) GENDER (PLEASE TICK)	MALE	FEMALE	TRANSGENDER										
6) MOBILE NUMBER (IF ANY)													
7) EMAIL ID (IF ANY)													
8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952? (PLEASE TICK)	<input type="checkbox"/> YES		<input type="checkbox"/> NO										
9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995? (PLEASE TICK)	<input type="checkbox"/> YES		<input type="checkbox"/> NO										

**IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10,11&12):**

**A. PREVIOUS EMPLOYMENT DETAILS**

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

**UAN**

--	--	--	--	--	--	--	--	--	--	--	--

OR

**PREVIOUS PF MEMBER ID**

REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: \_\_\_\_\_  
(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: \_\_\_\_\_**B. OTHER DETAILS**13) INTERNATIONAL WORKER  
(PLEASE TICK)

YES	No

**IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):**

13(A) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)

13(B) PASSPORT NUMBER \_\_\_\_\_

13(C) PASSPORT VALID FROM

D	D	M	M	Y	Y	Y	Y

To

D	D	M	M	Y	Y	Y	Y

14) EDUCATIONAL  
QUALIFICATION  
(PLEASE TICK)

ILLITERATE	NON-MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/ PROFESSIONAL

15) MARITAL STATUS  
(PLEASE TICK)

MARRIED	UNMARRIED	WIDOW/ WIDOWER	DIVORCEE

16) SPECIALLY ABLED  
(PLEASE TICK)

YES	No

IF YES, TICK THE CATEGORY		
LOCOMOTIVE	VISUAL	HEARING

## 17) KYC DETAILS

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT-1*			IFSC CODE*
NPR/AADHAAR			
PERMANENT ACCOUNT NUMBER (PAN)			
PASSPORT			EXPIRY DATE
DRIVING LICENCE			EXPIRY DATE
ELECTION CARD			
RATION CARD			
ESIC CARD			

\* Mandatory Field (**NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY.** YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCs TO AVAIL BETTER SERVICES. **SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS** MUST BE ATTACHED WITH THIS FORM.)

**C. UNDERTAKING:**

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
  - (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
  - (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
  - (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE:

PLACE:

**SIGNATURE OF MEMBER****DECLARATION BY PRESENT EMPLOYER**

- A. THE MEMBER Mr./Ms./Mrs. .... HAS JOINED ON ..... AND HAS BEEN ALLOTTED PF MEMBER ID .....  
IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
  - **(POST ALLOTMENT OF UAN)** THE UAN ALLOTTED FOR THE MEMBER IS .....
  - **PLEASE TICK THE APPROPRIATE OPTION:**  
THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
    - HAVE NOT BEEN UPLOADED
    - HAVE BEEN UPLOADED BUT NOT APPROVED
    - HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
  - THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
  - **PLEASE TICK THE APPROPRIATE OPTION:-**
    - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
    - AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

**SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT**