

## All Information's should be as per Aadhar Card

Fareportal India (P) Ltd.  
365 Pace City-II Sector-37  
Gurgaon

### Personal Information Form

(FILL YOUR DETAILS IN BLOCK LETTERS ONLY)

Employee ID : \_\_\_\_\_  
Name : Harpreet Singh  
Father's Name : Sukhdev Singh  
Permanent Address : Flat-49 Sector-5/A Greenfield  
Faridabad Haryana Pin Code: 121001  
Present Address : 54/1 Vikas puri New Delhi  
Pin Code: 110081  
Blood Group : AB-  
Personal E mail ID : Harpreet511@gmail.com  
Phone Numbers : 888 2612300  
PAN Number (Mandatory) : AFGHP1085F  
Aadhar No (Mandatory) : 9999 6010 2789  
ESIC No(If Applicable) : N/A  
Emergency Contact No (With Name): 9810066500 (Surbhret kaur) (Family Member Only)  
DOJ (Date of Joining) : 09/11/2017  
Gender : Male  
DOB : 09/June/1996  
Marital Status : Unmarried  
If Married (Date of Marriage) : \_\_\_\_\_

### Confidentiality Agreement

In the course of my employment with Fare Portal Inc. (at its India location : Fare Portal India Pvt. Ltd.) , I will have access to a great deal of confidential and trade secret information about Fare Portal , its clients ,its business information and data. I understand that Fare Portal is committed to keep confidential its trade – secrets, client's data, travel - business information and its processes, systems and all other information which is sensitive and important to the business of Fare Portal and of its clients and associates.

A trade secret information is information which is exclusive to the business of - and - is not known outside of - Fare Portal and specifically includes client lists, client personal and financial data , travel and ticketing related exclusive data , knowledge , sensitive information , trading rates and trading margins , billing information , the assignments - Fare Portal has proposed or performed for clients, the identity of contact persons within clients organizations, financial information, discussion guides , notes , other reports, and Fare Portal's work processes , techniques , formats , computer programs and documentation.

Trade-secrets also include information about associates, such as what type of assignments they have worked on, what their performance has been, and what they are paid. Also the term - trade secrets - includes lots of other information not defined here including some of which I may generate myself during the course of my employment with Fare Portal.

To assist Fare Portal in maintaining the confidentiality of this information and its trade secrets as above, and in consideration of my employment at Fare Portal, I agree as follows:

1. I would *not* disclose or reveal any Fare Portal trade-secrets or client or supplier confidential information to anyone outside Fare Portal (except as reasonably necessary for performance of my duties for Fare Portal) either during or after my employment, *nor* will I use such trade-secrets or other confidential information for any purpose *other than* is reasonably necessary to perform my duties for Fare Portal.
2. During the course of my operations/technology/audit/quality control/customer-support or ticketing-sales related dealing/s with the clients of Fare Portal or even with my co-workers or associates in Fare Portal, I am under a strict obligation to *not* divulge or reveal my personal details, any personal data or information to the said client or my associate at Fare Portal.
3. During the course of my employment with Fare Portal , I would have access to password /s / login id's to various online systems and/ or databases or travel or business related private sensitive information and data , which would then be my direct responsibility to protect the same under all circumstances by whatever name called and I fully understand that the same is not to be revealed even to my department head or supervisor due to the sensitive and serious nature of the said information about my unique user id/s and or password/s so above mentioned, in the normal course of my employment , unless specifically asked or approved for the purpose by my superiors , in any given circumstance, all of which would then be in writing .
4. Regarding Ticketing related part of my employment profile with Fare Portal, I hereby understand and commit that I would ensure that Fare Portal designated ticketing-policy & procedures would be strictly and completely followed - leading to smooth functioning of the ticketing and travel business of Fare Portal - including *no/nil* debit – memo generation by the Airlines so involved in Fare Portal ticketing process.

5. I also commit that all sensitive data and information obtained and accessed during the course of my Ticketing-related-job -profile, would be dealt with utmost secrecy and confidential care and control to maintain & uphold the status of said data and information as the sole and exclusive property of Fare Portal.
6. Any work I perform or create during the course of my employment with Fare Portal shall be considered a "work made for hire" and shall be the sole and exclusive property of Fare Portal. In case my employment terminates, I agree that I would surrender all files, data, reports, information or any other material in my possession whether written, machine-readable, or in any other form – including any copies thereof, concerning the business of Fare Portal, its clients or suppliers, and I will not attempt to duplicate or use them in any form whatsoever by whatever name called.
7. If any trade secret information that I have access to during the course of my employment with Fare portal becomes the knowledge of or if such information is used by any person or body with which I develop an association in future after severance of my employment with Fare Portal then Fare Portal shall have a valid reason to assume disclosure of such information by me and shall have the right to hold the same a contravention of this agreement.
8. In case my employment terminates, for one year thereafter - I also agree not to solicit work – such as is provided by Fare Portal - from any client or prospective client with whom I have worked or from whom I have solicited work on behalf of Fare Portal or any of its clients dealt with by me during the course of my employment with Fare Portal – since to do so - would necessarily involve the use of Fare Portal's trade secrets.
9. In case my employment terminates, for one year thereafter - I also agree not to directly or indirectly employ or solicit the employment of any person from Fare Portal who was an employee or officer of Fare Portal at the time of my termination – since to do so - would necessarily involve the use of Fare Portal's trade secrets .
10. I fully understand that breach of any of the above conditions and commitments would be equivalent to criminal breach of trust – which is the very basis of the employment agreement between me and Fare Portal and Fare Portal would then have full rights to take full legal recourse leading to legal-prosecution and consequent penal-action to the maximum extent, under the Laws of the Republic of India and that of the State of New York, the United States of America.

Please sign in the space below with date:

\* [Signature]  
(Signature)

09/11/2017  
(Date)

Name: Harpreet Singh



### CONFIDENTIALITY AND COMPLIANCE AGREEMENT

This Agreement is an addition to and part of the existing Company Standard Confidentiality Agreement.

YOU, HAVING BEEN ENGAGED BY FAREPORTAL INDIA PVT. LTD. AND ALL OF ITS SUBSIDIARIES AND AFFILIATES BY WHATEVER NAME CALLED (COLLECTIVELY, THE "COMPANY"), AS AN EMPLOYEE, INDEPENDENT CONTRACTOR OR CONSULTANT, IN CONSIDERATION OF YOUR CONTINUED EMPLOYMENT OR CONTRACT WITH THE COMPANY, HEREBY ACKNOWLEDGE, CONFIRM, PLEDGE, WARRANT, AND REPRESENT THAT YOU SHALL FULLY AND FAITHFULLY COMPLY WITH THE FOLLOWING DIRECTIVES OR RISK THE LOSS OF EMPLOYMENT OR CONTRACT, AND BE SUBJECT TO POSSIBLE CRIMINAL COMPLAINT:

IN THE COURSE OF YOUR WORK WITH THE COMPANY, YOU WILL COME INTO CONTACT WITH PERSONAL, FINANCIAL, PROPRIETARY OR OTHERWISE SENSITIVE AND CONFIDENTIAL INFORMATION FROM AND RELATING TO THIRD PARTIES, MEANING CLIENT/CUSTOMER PRIVATE AND PERSONAL INFORMATION ("THIRD PARTY INFORMATION" MEANING "CUSTOMER PERSONAL AND PRIVATE INFORMATION").

SUCH THIRD PARTY INFORMATION IS UNDERSTOOD TO BE AVAILABLE TO YOU ONLY AS A RESULT OF YOUR WORK WITH THE COMPANY; YOU ARE WARNED THAT THE COMPANY HAS A DUTY AND MANDATE TO GUARD AGAINST THE DISCLOSURE OF THIS THIRD PARTY INFORMATION; YOU ARE PERMITTED TO USE THE THIRD PARTY INFORMATION FOR ONLY CLERICAL LIMITED PURPOSES AND ONLY IN CONNECTION WITH THE COMPANY'S BUSINESS.

YOU HAVE A PERSONAL DUTY TO PROTECT AND TO NOT DISCLOSE ANY THIRD PARTY INFORMATION ENTRUSTED TO YOU TO ANYONE NOT AUTHORIZED BY THE COMPANY.

DURING THE COURSE OF YOUR EMPLOYMENT AND THEREAFTER, YOU WILL HOLD THE THIRD PARTY INFORMATION IN THE STRICTEST CONFIDENCE. IF YOU INADVERTENTLY RECEIVE THIRD PARTY INFORMATION FOR WHICH YOU SHOULD NOT HAVE ACCESS, YOU HAVE THE OBLIGATION TO REPORT THIS INCIDENT TO YOUR IMMEDIATE SUPERVISOR.

IF YOU BECOME AWARE OF ANYONE IN THE COMPANY USING THIRD PARTY INFORMATION IN AN INAPPROPRIATE MANNER, YOU HAVE THE OBLIGATION TO IMMEDIATELY REPORT ALL SUCH INCIDENTS TO YOUR IMMEDIATE SUPERVISOR.

YOU EXPRESSLY ACKNOWLEDGE THAT YOUR FAILURE TO MAINTAIN THE CONFIDENTIALITY OF THIRD PARTY INFORMATION, WHETHER SUCH INFORMATION IS UTILIZED BY YOU PERSONALLY OR IS CONVEYED TO ANOTHER PERSON OR ENTITY FOR UNAUTHORIZED USE, WILL RESULT IN YOUR TERMINATION FROM THE COMPANY AND THE FILING OF A LAWSUIT AGAINST YOU TO RECOVER ANY DAMAGES INCURRED BY THE COMPANY AND THAT YOUR ACTIONS WILL BE REPORTED TO ALL APPLICABLE LAW ENFORCEMENT AGENCIES FOR LEGAL PROSECUTION. YOU ARE INFORMED THAT THE MISUSE OF THIRD PARTY INFORMATION COULD SUBJECT YOU TO PENALTIES UNDER SUITABLE LAWS OF THE REPUBLIC OF INDIA, AND THAT OF U.S. AND RELEVANT FEDERAL LAWS, BY VIRTUE OF THIS PUBLIC NOTICE, YOU HEREBY STAND FULLY INFORMED THAT YOU MAY BE SUBJECT TO SUCH PENALTIES, WHETHER YOU HAVE BREACHED THIS AGREEMENT VOLUNTARILY OR INADVERTENTLY, WHICH MAY RESULT IN IMPRISONMENT OR FINES OR BOTH, AS THE CASE MAY BE.

IT IS THE COMPANY'S POLICY TO COOPERATE FULLY WITH ANY LAW ENFORCEMENT AGENCY IN ITS INVESTIGATION OF ANY BREACH UNDER THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO, PROVIDING SUCH LAW ENFORCEMENT AGENCY WITH THE COMPLETE RECORDS DETAILING YOUR USE OF THE COMPANY'S COMPUTERS, YOUR EMPLOYMENT DETAILS OR SIMILAR OTHER INFORMATION AS MIGHT BE REQUIRED THEREIN.

YOU HEREBY CONFIRM YOUR UNDERSTANDING OF THE FOREGOING TERMS AND SOLEMNLY AFFIRM THAT YOU WILL CONDUCT YOURSELF IN FULL COMPLIANCE THEREWITH.

IN WITNESS WHEREOF, YOU HAVE AFFIXED THE DATE AND YOUR SIGNATURE BELOW.

DATE: 09/11/2017

Signature: [Signature]

Print Name: Harpreet Singh

Fareportal India Pvt. Ltd. and Fareportal, Inc.  
Page 1 of 1

### Form-V

(See standing order 1, Schedule I-B)

### SERVICE CARD

PHOTO

1. Register serial no. /Employee no.
2. Name of the employee Harpreet Singh
3. Department
4. Specimen signatures [Signature]
5. Father's /Husband's name Sukhdev Singh
6. Permanent address with telephone number(s) Flat - 49 Sector - 5/A Greenfield  
Fazidabad Haryana - 121001  
9810066500
7. Local address 54/1 Vikas puri  
New Delhi-110081
8. Sex Male/Female
9. Religion Sikh
10. Date of birth 9/June/1996
11. Marital Status Married/Unmarried
12. Place of birth Haryana
13. Date of joining 09/11/2017
14. Educational and other qualifications:

S.N	Exam Passed	Name of the Board/ university/ Institute	Course duration	Year of passing	% of marks	Main Subjects/ Specialization
	10 <sup>th</sup>	C,B,S, E	1 year	2012	60%	
	12 <sup>th</sup>	P.T, O.S	1 year	2014	58%	
	Graduation	D, U	3 year	2017	62%	B.A
	P.G.					

### 15. Languages known

Read English, Hindi, Punjabi  
Write English, Hindi, Punjabi  
Speak English, Hindi, Punjabi

16. Height and weight 5'7", 60kg

### 17. Physical identification marks

### 18. Details of family members

Relation	Name	Age	Occupation
Mother	<u>Sarabjeet Kaur</u>	<u>58</u>	<u>House wife</u>
Sisters/Brothers	<u>Jasmeet Singh</u>	<u>27</u>	<u>Business</u>
Wife/Husband			

19. PF account no. allotted HR/27526/

20. ESI no and dispensary

21. Name of the nominee for P.F. Sarabjeet Kaur (mother)

22. Name of the nominee for pension Sarabjeet Kaur

23. Name of the nominee for gratuity Sarabjeet Kaur

24. Employment History

Sr. No.	Name of the employer company	Designation	Reporting to	Tenure		Last salary drawn	Reason of leaving
				From	to		
1.	<u>ABC Pvt. Ltd</u>	<u>Executive</u>	<u>Dalbir Singh</u>	<u>25/5/2015</u>	<u>03/11/2017</u>	<u>22000/-</u>	
2.	<u>XYZ Pvt. Ltd</u>	<u>Executive</u>	<u>Pankaj Kumar</u>	<u>02/6/2014</u>	<u>08/5/2015</u>	<u>15000/-</u>	
3.							
4.							
5.							

**Mandatory Point 21,22 & 23**

**DO mention reason of leaving**



**Need To Fill this form If employee  
dose not have the resignation  
acceptance/Relieving**

To,  
The Manager HR  
Fareportal India Private Limited,  
Gurgaon


Date: 09/11/2017

**Sub: Indemnification**

Sir,

This is to inform you that I Harpreet Singh S/o / D/o  
Mr Sukhdev Singh have been selected as Sr. Executive in  
Fareportal India Private Limited & I have joined the organization on 09/11/2017.

This is further informed that I have resigned from my previous organization  
M/s ABC PVT. LTD on 23/01/2017. Since I have not been given  
any acceptance of my resignation from M/s ABC PVT. LTD, I indemnify M/s  
Fareportal India Private Limited from any consequences, whatsoever, arises out of my non-acceptance of  
aforesaid resignation.

\*Signature: 

Name: Harpreet Singh

Father's Name: Sukhdev Singh

Permanent Address (With Contact No.): Flat-49 Sector -5/A Greenfield  
Pasidabad Haryana - 121001

Local Address (with Contact No.): 54/1 Vikas Puri New Delhi-110081

**FORM -'F'**

**PAYMENT OF GRATUITY ACT.  
[SEE SUB-RULE (1) of Rule 6 ]  
NOMINATION**

I, \_\_\_\_\_

[ I Give here name or description of the establishment with full address ]

1. Shri/Shrimati Harpreet Singh  
[Name in the here]

Whose particulars are given in the statement below. I 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 the 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)

- I hereby certify the person (s) mentioned is/are a member (s) of my family within the meaning of clause (h) of Section (2) of the payment of Gratuity Act. 1972.
- 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.
- I have excluded My Husband from my family by a notice dated the ..... to the controlling authority in terms of the provision to clause (h) of section 2 of the said Act.
- Nomination made herein invalidates my previous nomination.

**NOMINEE'S**

Name in full with full address of nominee(s) (1)	Relationship with the employee (2)	Age of nominee (3)	Proportion by which the gratuity will be shared (4)
<u>Sarabjeet Kaur</u> <u>54/1 Vikas Puri</u>	<u>Mother</u>	<u>58</u>	<u>100 %</u>

\*Signature 

**STATEMENT**

- Name of the employee in full Harpreet Singh
- Sex Male
- Religion Sikh
- Whether unmarried/married/widow/widower Unmarried
- Department Branch/Section where employed Contact Center
- Post held with Ticket No. Serial No. if any Sr. Executive
- Date of appointment 09/11/2017
- Permanent address Flat-49 Sector -5/A Greenfield Haryana -121001  
Village \_\_\_\_\_ Thana \_\_\_\_\_ Sub Division \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
Place Gurgaon  
to 09/11/2017

Signature/Thumb Impression  
of the employee

**Declaration by witnesses**

Nomination signed/Thumb impressed before me  
Name in full and full address of witnesses

Signature of witnesses

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

Signature of the employer/Officer authorized  
Designation

Date: \_\_\_\_\_ Name address of the establishment  
or rubber stamp there of

**Acknowledgment by the employee**

Received the duplicate of the nomination in Form 'F' Filled by me and duly certified by the employer.

Date: 09/11/2017

Note: Strike out words/paragraph not applicable

Signature of the employee 

**FORM NO. 2 (Revised)**

**NOMINATION AND DECLARATION FORM**

(For Unexempted/Exempted Establishment)

Declaration and Nomination Form under the Employees Provident Fund & 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 Harpreet Singh  
(In capital letters)  
2. S/o, W/o, D/o Name Sukhdev Singh  
3. Date of Birth 09/June/1996 4. Sex Male 5. Date of Joining 09/11/2017 6. Marital Status Unmarried 7. P.F. Account No. \_\_\_\_\_  
8. (A) Address Permanent Flat-49 Sector-5/A Greenfield Faridabad  
Haryana - 121001  
(B) Address Temporary 54/1 Vikas Puri New Delhi - 110081

**PART A (EPF)**

Name of the Nominee/Nominees	Address	Nominees relation with the member	Date of Birth	Total amount of share of Accumulation in PF to be paid to each Nominee	If the Nominee is a minor, Name & Relationship & Address of the guardian who may receive the amount during minority of nominee
1	2	3	4	5	6
Sarabjeet Kaur	54/1 Vikas Puri New Delhi - 110081	Mother	19/Nov/1983	100%	

1. \*Certified that I have no family as defined in para 2(g) of the Employee's 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.

*[Signature]*

Signature or thumb impression of the subscriber

\*Strike out whichever is not applicable

**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.

Name and Address of the Family member(s)				
Sl. No.	Name	Address	Date of Birth	Relationship with member
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 pension (admissible under Para 16 2(a) (i) & (ii) in event of my death without leaving any eligible family member for receiving pension.

Sl. No.	Name & address of the Nominee	Date of birth	Relationship with the member.
1	2	3	4
1	Sarabjeet Kaur	19/11/1983	Mother
2	54/1 Vikas Puri		
3	New Delhi - 110081		
4			
5			
6			

Date :- 09/11/2017

*[Signature]*  
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 have read over to him/her by me and got confirmed by him/her.

Signature of the employer or other  
Authorized officers of the establishment :-

Place :-

Designation :-

Dated :-

Name and address of the factory  
Establishment or rubber stamp there of :-

**Only For Female Employee**

Only for Females

**Undertaking**

I Ms/Mrs \_\_\_\_\_ (FMP ID) \_\_\_\_\_ hereby confirm that I am willing to work between 7.00 P.M to 10.00 A.M and I am not forced by any Fare portal official to work during the above mentioned working hours. I hereby confirm that the following are being taken care of, for working in above said shift hours.  
My working hours are not more than 8 hours in a day excluding lunch and tea breaks  
Company is providing me transport and security services from my residence to office and back.  
Fare portal is providing adequate facilities for Tea/Coffee/Lunch/Dinner and breakfast.  
I hereby confirm that I am signing the undertaking consciously and was not forced to sign the undertaking by any one.  
Thanking You

Name \_\_\_\_\_  
Signature \* \_\_\_\_\_  
MP ID \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
Department/Function \_\_\_\_\_



## FAREPORTAL

### MOBILE POLICY Undertaking

I, Harpreet Singh S/o Mr. Sukhdev Singh resident of 54/1 Vikas Puri New Delhi-110081; declare that I own (in my or my family member or any known name) / use the following mobile connection/(s):

- 8882612300
- 
- 
- 

; through ONE OR MORE mobile communication devices, all of which; I hereby undertake; to deposit in designated storage area diligently on my own will, as per company mobile policy in this regard

In case, I am found in the possession of any such devices in designated office area/ (s); or found breaching this undertaking in any manner; I hereby undertake to indemnify the company against any loss/ damage (by whatever name called) incurred in this regard; shall be solely responsible for all disciplinary / legal action against me; under full recourse of law.

Signature: \* [Signature]  
Name: Harpreet Singh  
Employee Code

## Fareportal India Pvt Ltd

### INSTRUCTIONS:

It is mandatory for you to complete this form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence. The details on this form will be used for all official requirements should you join the organization.

#### APPLICATION FOR EMPLOYMENT

Applicant No/ Employee ID		Location		Date of Joining / Interview	
		Gurgaon		09/11/2017	
<b>Personal Information</b>					
Full Name (First, Middle, Last)			Former Name / Maiden Name (if Applicable)		
Harpreet Singh					
Father's Name			Date of Birth (dd/mm/yy)		
Sukhdev Singh			09/June/1996		
Email Address:					
Gender	Social Security Number (if applicable)		Nationality	Marital Status	
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			Indian	Unmarried	
Current Address		Period of stay	From (mm/yy)	To (mm/yy)	Residence Number
54/1 Vikas Puri New Delhi-110081		17/May/2017 Till date			
Permanent Address		Period of	From (mm/yy)	To (mm/yy)	Residence Number
Flat-49 Sector-5/A Greenfield Paschimabad Haryana-121001					
Prominent Landmark		Mobile number			
Airforce Colony		8882612300			
<b>Education Qualification - Please attach copy of Degree and Final year mark sheet</b>					
College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID / Roll No
		From	To		
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input checked="" type="checkbox"/> Degree Certificate <input type="checkbox"/> None					

## Last Company Details

## Fareportal India Pvt Ltd

### INSTRUCTIONS:

It is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence. The details on this form will be used for all official requirements should you join the organization.

#### APPLICATION FOR EMPLOYMENT

<b>Employment History (Last Organisation)</b>			
Note: Ensure that you are descriptive wherever necessary - e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.			
Name of Current / Last Employer		Address of Current / Last Employer	
ABC PVT LTD		58/1 Janak Puri New Delhi-110081	
Telephone No	Employee Code/No	Designation	Department
	A11432	Executive	Contact Center
Employment Period		Supervisor's Name	Supervisor's Contact No
From (mm-dd-yy)	To (mm-dd-yy)	Dalbir Singh	19811500111
25/5/2015	03/11/2017	Designation	Supervisor's Email ID
		Team Leader	Dalbir Singh@ABC.com
Duties & Responsibilities		Reasons for leaving	
Customer Service			
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details	
19000/- Pm	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	(N/A)	
Last Salary drawn			
Rs 22000/- Pm			
Please tick mark the documents submitted for this employment			
<input type="checkbox"/> Service Certificate <input checked="" type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other Current Salary Letter			

### Declaration and Authorization

I hereby authorize Fareportal India Pvt Ltd (or a third party agent appointed by the Company) to contact any former employers as indicated above and carry out all Background Checks not restricted to education and employment deemed appropriate through this selection procedure. I authorize former employers, agencies, educational institutes etc. to release any information pertaining to my employment/education and I release them from any liability in doing so.

I confirm that the above information is correct to the best of my knowledge and I understand that any misrepresentation of information on this application form may, in the event of my obtaining employment, result in action based on company policy.

\*Signature: [Signature]  
Name: Harpreet Singh

Date: 09/11/2017



**Last to Last  
Company Details**

**Fareportal India Pvt Ltd**

**INSTRUCTIONS:**

It is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence.  
The details on this form will be used for all official requirements should you join the organization.

**APPLICATION FOR EMPLOYMENT**

**Employment History (Last to Last Organisation)**

Note: Ensure that you are descriptive wherever necessary - e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

Name of Last to Last Employer <b>XYZ Pvt Ltd.</b>		Address of Last to Last Employer <b>664/1 Greenfield Guwahati - 122001</b>	
Telephone No.	Employee Code/No <b>F114387</b>	Designation <b>Executive</b>	Department <b>Finance operation</b>
From (dd-mm-yy) <b>02/6/2014</b>	To (dd-mm-yy) <b>8/5/2015</b>	Supervisor's Name <b>Ranjit Kumar</b>	Supervisor's Contact No. <b>9826113678</b>
Duties & Responsibilities <b>Customer Service</b>		Supervisor's Email ID <b>Ranjit13@XYZ.Com</b>	Can a reference be taken now? <b>Yes</b>
First Salary drawn <b>12000/- Pm</b>	Agency Details (if temporary or contractual), provide details <b>(NA)</b>		
Last Salary drawn <b>15000/- Pm</b>	Reasons for leaving <b>(NA)</b>		
Please tick mark the documents submitted for this employment			
<input type="checkbox"/> Service Certificate <input checked="" type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other Current Salary Letter			

**Declaration and Authorization**

I hereby authorize Fareportal India Pvt Ltd (or a third party agent appointed by the Company) to contact any former employers as indicated above and carry out all Background Checks not restricted to education and employment deemed appropriate through this selection procedure. I authorize former employers, agencies, educational institutes etc. to release any information pertaining to my employment/education and I release them from any liability in doing so.

I confirm that the above information is correct to the best of my knowledge and I understand that any misrepresentation of information on this application form may, in the event of my obtaining employment, result in action based on company policy.

\*Signature: Harpreet Singh Date: 09/11/2017

**UAN Details is Mandatory**

[www.epfindia.gov.in](http://www.epfindia.gov.in)



**Composite Declaration Form - II**  
(To be retained by the employer for future reference)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
Employees' Provident Fund Scheme, 1952 (Paragraph 34 & 57) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)

1	Name of the member	<b>Harpreet Singh</b>																
2	Father's Name Spouse's Name	<b>Sukhdev Singh</b>																
3	Date of Birth: (DD/MM/YYYY)	<b>09/June/1996</b>																
4	Gender: (Male/Female/Transgender)	<b>Male</b>																
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	<b>Unmarried</b>																
6	(a) Email ID: (b) Mobile No.:	<b>Harpreet1311@gmail.com 8882612300</b>																
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	<b>09/11/2017</b>																
8	KYC Details: (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch: c) AADHAR Number d) Permanent Account Number (PAN), if available	<b>9999 6010 2789 AFGH1085F</b>																
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952	<b>Yes/No</b>																
10	Whether earlier a member of Employees' Pension Scheme, 1995	<b>Yes/No</b>																
11	Previous employment details: [If Yes to 9 AND/OR 10 above] - Un-exempted	<table border="1"> <thead> <tr> <th>Establishment Name &amp; Address</th> <th>Universal Account Number</th> <th>PF Account Number</th> <th>Date of joining (DD/MM/YYYY)</th> <th>Date of exit (DD/MM/YYYY)</th> <th>Scheme Certificate No. (if issued)</th> <th>PPO Number (if issued)</th> <th>Non Contributory Period (NCP) Days</th> </tr> </thead> <tbody> <tr> <td><b>ABC.PVT. LTD Jawahar Puri 110081</b></td> <td><b>1001157 80115</b></td> <td></td> <td><b>25/5/2015</b></td> <td><b>03/11/2017</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days	<b>ABC.PVT. LTD Jawahar Puri 110081</b>	<b>1001157 80115</b>		<b>25/5/2015</b>	<b>03/11/2017</b>			
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12	Previous employment details: [If Yes to 9 AND/OR 10 above] - For Exempted Trusts	<table border="1"> <thead> <tr> <th>Name &amp; Address of the Trust</th> <th>UAN</th> <th>Member EPS A/c Number</th> <th>Date of joining (DD/MM/YYYY)</th> <th>Date of exit (DD/MM/YYYY)</th> <th>Scheme Certificate No. (if issued)</th> <th>Non Contributory Period (NCP) Days</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name & Address of the Trust	UAN	Member EPS A/c Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days									
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13	a) International Worker: b) If yes, state country of origin (India/Name of other country) c) Passport No. d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	<b>Yes/No</b>																

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/e-KYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account as I am an Aadhar verified employee in my previous PF Account.\*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 09/11/2017  
Place: Guwahati

[Signature]  
Signature of Member

**DECLARATION BY PRESENT EMPLOYER**

- A. The member Mr/Ms/Mrs ..... has joined on ..... and has been allotted PF No. .... and UAN.....
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
- 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/e-sign.
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
- Please Tick the Appropriate Option:-
    - ☐ The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
    - ☐ The previous Account of the member is not Aadhar verified and hence physical transfer form shall be initiated.

Date: \_\_\_\_\_ Signature of Employer with Seal of Establishment

\*Auto transfer of previous PF account would be possible in respect of Aadhar verified employees only. Other employees are requested to file physical claim (Form-13) for transfer of account from the previous establishment.



Thank You