

# **INTERNSHIP/APPRENTICESHIP AGREEMENT**

This Internship Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between: Company \_\_\_\_\_ having its registered office at:

AND

**Intern:** Name: \_\_\_\_\_ S/ O \_\_\_\_\_

CNIC: \_\_\_\_\_ Collectively referred to as the "Parties".

## **1. Purpose**

The purpose of this Agreement is to set forth the terms and conditions under which the Intern will undertake an internship with the Company under the **Prime Minister's Initiative - Pakistan Software Export Board (PSEB) Internship Program**

## **2. Duration**

The internship shall commence on \_\_\_\_\_ / \_\_\_\_\_ /2025 and shall continue until \_\_\_\_\_ / \_\_\_\_\_ /2025, unless terminated earlier in accordance with this Agreement.

## **3. Nature of Internship**

- The internship is **temporary and non-permanent** in nature and does **not constitute an offer of employment** with the Company.
- The Intern shall work physically full time as standard working hours under the guidance of the Company's assigned supervisor/mentor.

## **4. Stipend**

- The Intern shall be entitled to receive a **stipend of PKR 30,000 per month**, disbursed **directly by Pakistan Software Export Board (PSEB)** upon verification of attendance and performance.
- The stipend shall be transferred **exclusively into the Intern's designated bank account**, and **no exceptions shall be made under any circumstances**.
- The stipend shall be paid in **two installments**:

- The **first installment** will be paid **upon completion of the initial three (3) months** of the internship.
  - The **second installment** will be paid **upon completion of the full six (6) months** of the internship.
- The Company shall **not be responsible** for direct payment of stipend to the Intern.

## 5. Roles and Responsibilities

The Intern agrees to:

- Perform all assigned tasks diligently, responsibly, and ethically.
- Adhere to the Company's rules, regulations, and code of conduct.
- Maintain punctuality and regular attendance during the internship period.

## 6. Confidentiality

- The Intern shall maintain strict confidentiality regarding all proprietary, business, and client information obtained during the internship.
- This obligation shall survive the termination of this Agreement.

## 7. Intellectual Property

- Any work, invention, or product created by the Intern during the internship shall be the **sole property of the Company**, or **may be used by the Intern only with the prior written permission of the Company**.

## 8. Termination

- Either Party may terminate this Agreement at any time by giving **thirty (30) days' written notice in consultation with Pakistan Software Export Board**.
- The Company may terminate this Agreement immediately in the event of **misconduct, breach of confidentiality, or poor performance** and shall **immediately intimate Pakistan Software Export Board (PSEB)** of such termination.

## 9. Verification of Academic Credentials

- The Company confirms that the Intern has **completed 16 years of IT-related education in 2023 or later** (as required under the **Pakistan Software Export Board (PSEB) Internship Program**) and that the Intern has presented the **original BS (4-year) degree and/or official transcript**.

<b>10. Acknowledgement by Company</b>	<b>11. Acknowledgement by the Intern</b>
<p>The Company hereby confirms that:</p> <ul style="list-style-type: none"> <li>• The Intern's original official degree/final transcript of a 4-year BS program in an IT-related discipline has been verified. A signed copy, duly marked "<i>Seen Original</i>", is attached to this Agreement.</li> <li>• The Intern's original CNIC has been checked, and the CNIC number matches the information available on the PSEB Internship Portal. A signed copy is attached to this Agreement.</li> </ul>	<p>By signing this agreement, <b>I acknowledge</b> that I have read, understood, and agreed to the terms and conditions contained herein.</p> <p>I solemnly <b>affirm</b> that the contents of this agreement shall be followed in true spirit and earnestness, and I shall abide by any additional terms and conditions prescribed by PSEB and the Company from time to time.</p>
<i>Name:</i>	<i>Name:</i>
<i>Designation:</i>	<i>CNIC #:</i>
<i>Signature:</i>	<i>Signature:</i>
<i>Date:</i>	<i>Date:</i>
<b>Father / Guardian</b>	
<i>Name:</i>	<i>Signature:</i>
<i>Relation with intern:</i>	<i>Date:</i>