

**FORM 2 (Revised)**

**NOMINATION AND DECLARATION FORM**

**FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS**

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

(Paragraphs 33 & 61 (1) of the Employees Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension scheme, 1995)

1. Name (in Block letters) : AISHWARYA PANDAY  
 2. Father's/Husband's Name : ANAND KUMAR PANDAY  
 3. Date of Birth : 07/May/2002  
 4. Sex : Female.  
 5. Marital Status : Unmarried.  
 6. Account No. :  
 7. Address : Permanent : C4-802, KW-Shrishi, Rajnagar Extension (201017)  
 Temporary : C4-802, KW-Shrishi, Rajnagar Extension (201017)  
 8. Date of Joining : EPF : 20/NOV/2025  
 EPS : 20/NOV/2025

**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 :

Name & Address of the nominee/nominees	Nominee's relationship with the member	Date of Birth	Total amount of share of Accumulations in Provident Fund to be paid to each nominee	If the nominee is a minor, name & relationship & address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5
Anand Kumar Pandey. (C4-802, KW Shrishi, Rajnagar Extension 201017)	Father	15/Dec/1972	100 %.	NO.

\* Certified that I have no family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a Family hereafter, the above nomination should be deemed as cancelled.

2 \* Certified that my father/mother is/are dependent upon me.

*Rishu*  
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.

S.No.	Name of the family members	Address	Date of Birth	Relationship with the 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 widow pension (admissible under para 16 2(a)(i) and (ii) in the event of my death without leaving any eligible family member for receiving Pension.

Name and Address of the Nominee	Date of Birth	Relationship with the member
Anand Kumar Pandey (61-802, KW - Shishki Rajnagar Extension 201017)	15/Dec / 1972	Father

Date 20 | Nov | 2025

Signature or thumb impression  
of the subscriber

Place : Noida.

\*\*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/Kum. \_\_\_\_\_ employed in my establishment after he/she has read the entries/entries have been read over to him/her by me and got confirmed by him/her.

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

Signature of the employer or other  
Authorized Officers of the Establishment.

Designation

Name & Address of the Factory/  
Establishment or Rubber Stamp Thereon

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

# FORM 'F'

## PAYMENT OF GRATUITY

(See sub-rule (1) of Rule 5)

### NOMINATION

To.....  
Innodata India Pvt Ltd

(Give here name and description of the establishment with full address)

1. Shri/Smt. .... Aishwarya Pandey .....

(Name in the full here)

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 the month has become payable or having become has not been paid and act that the said amount of gratuity shall be paid in proportion indicated against the name's of the month's.

2. I hereby certify the persons mentioned is/are a member's of my family within the meaning of clause that (h) of section 2 of the payment Act. 1972.

3. I hereby declare that I have no family within 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 from my family be a notice date ..... to the controlling authority  
in terms of the provision 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 1	Relationship with the employee 2	Age of Nominee 3	Proportion by which the Gratuity will be shared 4
1. Anand Kumar Pandey	father	52	100 %.
2. 101-802, KIO Shreshthi, Rajnagar			
3. Extension, Ghaziabad, U.P (201017)			
Soon			

# Statement

1. Name of the employee in full ... AISHWARYA PANDAY  
2. Sex ..... FEMALE  
3. Religion ..... HINDUISM  
4. Whether unmarried/married/widow/widower ..... UNMARRIED  
5. Department/Branch/Section where employed ..... Engineering / 926 AU  
6. Post held with Ticket No. or Serial No. If any ..... SOFTWARE ENGINEER  
7. Date of appointment ..... 20/NOV/2025  
8. Permanent address ..... C-802, KALI CHHATRI, RAINAKAR EXTENSION,  
..... GUZARABAD, UTTAR PRADESH (201017)  
Village ..... Thana ..... Sub. Division .....  
Post ..... District ..... State ..... UTTAR PRADESH

Place NOIDA  
Date 20/NOV/2025



Signature/Thumb Impression  
of the employee

## Declaration by witness

Nomination signed/thumb impressed before me

Name & full address

1.

2.

Signature of witness

1.

2.

Place

Date

## Certificate by the employer

Certificate that the particulars of the above nomination have been verified and record in this establishment.

Employer's reference No. If any

Signature of the employer/officer authorized  
Designation

Name address of the establishment  
or rubber stamp thereof

Date

## Acknowledgement by the employer

Received the duplicate of the nomination in Form 'F' filled by me and duty certified by the employer.

Date

Signature of the employee

Note: Strike out word/paragraph not applicable.

New Form No.-11 -- Declaration Form  
(To be retained by the employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

Employees' Provident Funds 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		AISHWARYA PANDEY
2.	Father's Name <input checked="" type="checkbox"/>	Spouse's Name <input type="checkbox"/>	ANAND KUMAR PANDEY
(Please tick whichever is applicable)			
3.	Date of Birth: ( DD / MM / YYYY )		07 / May / 2002
4.	Gender: (Male/Female/Transgender)		Female
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)		Unmarried
6.	(a) Email ID: (b) Mobile No.:		aishwaryapandey2609@gmail.com 7982433010
Whether earlier a member of Employees' Provident Fund Scheme, 1952			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Whether earlier a member of Employees' Pension Scheme, 1395			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Previous employment details: [If Yes to 7 AND/OR 8 above]			
a) Universal Account Number: 102267186175			
b) Previous PF Account Number:			
c) Date of exit from previous employment: (DD/MM/YYYY)			
d) Scheme Certificate No. (if issued)			
e) Pension Payment Order (PPO) No. (if issued)			
a) International Worker: Yes / No			
10	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)]		
	KYC Details: (attach self-attested copies of following KYCs)		
11	a) Bank Account No. & IFS Code		
	b) AADHAR Number 9689 5004 0777		
	c) Permanent Account Number (PAN), if available C1HUVPP4326P		

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/eKYC 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. (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 20 / Nov / 2023  
Place: NOIDA

  
Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_ and has been allotted PF Number \_\_\_\_\_
- B. 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 PF Account number/UAN 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



**RESTRICTED**

Name of Employee : AISHWARYA PANDAY  
Address : G-302, KW SURISHTI, RAINAGAR EXT, GUARIBABAD, U.P  
Social Security No. : (201617)

### **Non-Disclosure Agreement (NDA)**

The above-named employee (the "Employee") hereby agrees to the following terms and conditions as a consideration of his/her employment with Innodata India Private Limited (the "Company"):

1. **Confidentiality and Non-Disclosure.** All information and materials, in whatever format, disclosed to the Employee, directly or indirectly, by the Company or its affiliates, and all information and materials, in whatever format, which the Employee has otherwise obtained or discovered as a result of his/her employment by the Company or in the performance of his/her services under his/her employment contract with the Company will be considered sensitive, confidential and proprietary ("Confidential Information"). Confidential Information may include, without limitation, information and materials belonging to the Company, information and materials belonging to the Company's affiliates, and information and materials belonging to third parties. The Employee agrees to maintain the Confidential Information in the strictest confidence, including but not limited to, the maintenance of such Confidential Information as if it were his/her trade secret. The Employee will not disclose to any person or entity, without the written consent of the Company, any Confidential Information, and will not directly or indirectly use any such Confidential Information other than as directed by the Company, and then only in furtherance of the Employee's performance of the services pursuant to his/her specific job assignment. The Employee may not use Confidential Information to benefit himself/herself or any third person or party, or to compete with the Company or any third party. All such Confidential Information shall be and shall remain the property of the Company, and shall be subject at all times to the discretion and control of the Company.

Information shall not be deemed Confidential Information when the same is or has become available to the public through no act or omission on the Employee's part.



The Employee may disclose Confidential Information where required by law, provided that he/she first (i) gives the Company not less than fifteen (15) days prior written notice of such disclosure; (ii) affords to the Company the reasonable opportunity to obtain protective or similar orders, where available; and (iii) takes all reasonable and lawful actions to obtain confidential treatment of such disclosure.

Upon termination or expiration of his/her employment contract with the Company, or earlier upon the request of the Company and at the Company's discretion, the Employee shall either immediately return or destroy any and all Confidential Information and copies (whether in note, memo or other document form or on video, audio or computer tapes or discs or otherwise). Upon request of the Company, the Employee shall certify in writing of his/her compliance with this requirement.

Employee acknowledges and agrees that any failure by the Employee to comply with the provisions set forth in this Section 1 will result in disciplinary action, up to and including discharge, and may result in legal liability.

2. **Personal Information.** "Personal Information" refers to information relating to an identified or identifiable individual, and includes information which may be used in its own regard or in combination with other factors to ascertain the identity of a particular individual. Personal Information includes, without limitation, data defined as "personal data" and "sensitive personal data" pursuant to the Data Protection Act 1988 (the "DPA"), and data defined as "individually identifiable health information" pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

All Personal Information, in whatever format, disclosed to the Employee, directly or indirectly, by the Company or its affiliates, and all Personal Information, in whatever format, which the Employee has otherwise obtained or discovered as a result of his/her employment by the Company or in the performance of his/her services under his/her employment contract with the Company will be considered Confidential Information.

In addition to the restrictions on the use and disclosure of Confidential Information as set forth in Section 1 above, Employee acknowledges and agrees that: (a) Employee will only collect, maintain, use, process and transfer Personal Information on behalf of the Company, and solely for the purpose directed by the Company; (b) that any processing of Personal Information by the Employee must be fair and lawful, and consistent with any obligations the Company has to third parties, including, without limitation, the Company's clients; (c) Employee will take all appropriate legal, organizational, and technical measures, in accordance with Company policies, to protect the confidentiality of Personal Information, and to protect Personal Information against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure, use or access, and against all other unlawful forms of processing, keeping in mind the nature of such information; (d) Employee will notify his or her immediate supervisor of any errors or inaccuracies in the Personal Information upon becoming aware of such errors or inaccuracies, whether or not caused by the Employee; (e) Employee will promptly notify his or her immediate



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supervisor if Employee receives any requests from an individual with respect to the Personal Information, including, without limitation, information access, rectification and “opt-out” requests, and shall not respond to any such requests unless expressly authorized to do so by the Company’s Data Protection Officer; and (f) Employee will keep a record of any responses to requests from individuals made by Employee with respect to the Personal Information, and upon request from the Company will provide a copy of such records to the Company.

Employee acknowledges and agrees that any failure by the Employee to comply with the provisions set forth in this Section 2 will result in disciplinary action, up to and including discharge, and may result in legal liability.

**3. Intellectual Property Rights.** The Employee acknowledges and agrees that all information, documents, reports and other tangible and intangible materials which he/she will prepare or has prepared as a result of his/her employment with the Company or in the performance of his/her services under his/her employment contract with the Company and at whatever stage, work-in-progress (collectively, the “Materials”) are and shall be the exclusive property of the Company, including without limitation, any copyright and other intellectual property rights associated therewith and the Employee hereby assigns all right, title and interest in and to the Materials to the Company.

The parties hereby agree that these Materials shall be considered copyrighted materials under the appropriate copyright laws and the Company shall have the right (but not the obligation) to register the copyright for the Materials in the name of the Company. The Company shall likewise have the right to further assign its copyright over the Materials.

At any time, from time to time and upon the reasonable request of the Company or its counsel, and at the expense of the Company, Employee shall execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered (a) all such further deeds, assignments, transfers and conveyances as may be required for the better assigning, transferring, granting, conveying and confirming to the Company and its successors and assigns, or for aiding and assisting in collecting and reducing to possession, any or all of the intellectual property rights in and to the Materials; and (b) such instruments of assignment, transfer, conveyance, endorsement, direction or authorization and other documents to perfect title of the Company and its successors and assigns to the Materials or otherwise to effectuate the purposes of this Agreement.

**4. Inventions.** The Employee acknowledges and agrees that any inventions, designs, improvements, programming, software (including software coding and software changes or upgrades), writings and discoveries (collectively, the “Inventions”) conceived by the Employee during the period of the Employee’s employment with the Company as a result of his/her employment by the Company or in the performance of his/her services under his/her employment contract with the Company shall be property of the Company regardless whether patent, trademark or copyright protection is available for the Inventions and regardless whether the Company applies for patents relating thereto or seeks to register



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any trademark or copyright. The Company shall likewise have the right to further assign its rights in and to the Inventions.

At any time, from time to time and upon the reasonable request of the Company or its counsel, and at the expense of the Company, Employee shall execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered (a) all such further deeds, assignments, transfers and conveyances as may be required for the better assigning, transferring, granting, conveying and confirming to the Company and its successors and assigns, or for aiding and assisting in collecting and reducing to possession, any or all of the Inventions; and (b) such instruments of assignment, transfer, conveyance, endorsement, direction or authorization and other documents to perfect title of the Company and its successors and assigns to the Inventions or otherwise to effectuate the purposes of this Agreement.

5. **Survival.** The terms of this Agreement shall survive the termination or expiration of the Employee's employment with the Company.

6. **Injunctive Relief.** The Company will suffer irreparable harm in the event of breach of any of the terms of this Agreement. In such event or the threat of any such event, the Company will be entitled to injunctive relief, specific performance and other available legal and/or equitable remedies.

7. **Governing Provisions.** In the event of any inconsistencies between the provisions of this Agreement and the provisions of any agreement previously signed by the Employee with the Company, the more restrictive provision (as benefiting the Company) will govern and control.

8. **Governing Law and Venue.** This Agreement shall be governed by and construed under the laws of "The Indian Contract", Act 1872, regardless of the laws that might otherwise govern under applicable choice-of-law principles. The parties hereto consent to the jurisdiction of the courts of Dist. Gautam Buddh Nagar, with respect to any legal proceedings that may result from a dispute as to the interpretation or breach of any of the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Employee has signed this Agreement on

20/Nov/2025 at Noida.

Signature of Employee  
Date: 20/Nov/2025



## JOINING REPORT

PAGE: 1 of 1

**RESTRICTED**

To,

**INNODATA INDIA PRIVATE LIMITED**  
C-25, 8<sup>th</sup> Floor, Stellar IT Park, Sector-62  
**NOIDA 201 309**  
**U. P.**

Dear Sir/Madam,

This is to acknowledge that I have read and understood the below documents and I agree to abide by it:

<input checked="" type="checkbox"/>	Prevention of Sexual Harassment Policy NOIDA
<input checked="" type="checkbox"/>	Code of Discipline_
<input checked="" type="checkbox"/>	Code of Conduct Policy_
<input checked="" type="checkbox"/>	Social Compliance Policy_

Thanking you,

Yours faithfully,

UID:

Name:

AISHWARYA PANDEYSignature: AishwaryaDate: 20/NOV/2023



Innodata India Pvt. Ltd.  
7<sup>th</sup> & 8<sup>th</sup> Floor, Stellar IT Park,  
C-25, Sector 62, Noida (U.P.) 201309  
Tel: +91 0120-462 6000  
CIN: U72400DL1997PTC084165

**Undertaking Form from Employee**  
( For Background Verification Check )

I certify that all the statements and documents provided by me related to my education, experience and residential/correspondence address are true and complete to the best of my knowledge.

I also declare that there is no Criminal Offense Registered/Pending against me in the court of law.

Employee Name: AISWARYA PANDAY

Employee Code:

Signature: Rishabh