	<p><b>CONFIDENTIAL INFORMATION COMMITMENT FOR CUSTOMERS WORKING IN SUN ASTERISK VIETNAM</b></p>	<p>No: BM-2-800-06</p> <p>Lần ban hành: 07</p> <p>Ngày ban hành: 29/08/2023</p>
SUN ASTERISK VIETNAM CO., LTD		ISO/IEC 27001:2013 & ISO 9001:2015

## I. CUSTOMER'S INFORMATION

1. Customer's name: .....
2. Number of passport: .....
3. Name of customer's company: .....
4. Name of project: .....
5. Expected working time in Sun Asterisk: .....
6. Working area:
☐ Ha Noi
☐ Da Nang
☐ Ho Chi Minh

## II. TERMS & DEFINITION

The definitions and terms below shall be applied entirely in this Agreement.


- I: means customer with the information giving above (customer's information) is working at Sun Asterisk's offices.
- Company: means Sun Asterisk Vietnam Co., Ltd, with registered offices at:
  - 13F Keangnam Landmark 72 Tower, Plot E6, Pham Hung Road, Nam Tu Liem District, Ha Noi
  - 18F Keangnam Landmark 72 Tower, Plot E6, Pham Hung Road, Nam Tu Liem District, Ha Noi
  - 4F, 16 Ly Thuong Kiet Street, Thach Thang Ward, Hai Chau District, Da Nang City
  - 8F Nice building, 467 Dien Bien Phu Str., Ward 25, Binh Thanh district, Ho Chi Minh City
- **Confidential Information:** includes, but is not limited to the following information:
  - Methods, operation and business strategies of the Company;
  - Information about the projects and contracts that the Company implemented or has been implementing.
  - Information relating to internal issues and human resources of the Company;
  - User, password is provided by the Company in accordance with the Company's regulations;
  - Any other information relating to activities, partners and customers of the Company;

Confidential information is displayed or saved in the form of text, soft copy, email, image, ... Confidential information is understood and used in accordance with Vietnamese's legal regulation and international's rules (In cases Vietnamese's law does not have regulations).

I hereby commit that I will secure all Sun Asterisk's confidential information I approach and obey the Company's regulations and terms during my working time in Sun Asterisk, details as below:

## III. COMMITMENT CONTENT

1. Commit to keeping security of confidential information of Sun Asterisk Vietnam Co., Ltd, not to disclosing to any organization or individual directly or indirectly without the agreement of Sun Asterisk by document;
2. Commit to keeping security of project's information on developing projects, contracts ...;
3. Commit to complying with the requirements of the Company's regulations;
4. Commit that computers/laptops will be installed anti-virus software according to Company' regulations before being allowed to connect to Sun Asterisk's network, detail:
  - Windows: Setting Avast Free Antivirus/ AVG Anti-Virus Free Edition.
  - Ubuntu: Setting ClamAV.
  - Macbook: Special requirement is nothing.

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In case anti-virus software's out of list company's anti-virus software, I will notify to staffs working with me and Infra staff to receive support;

5. Commit not to implementing actions that affect the bandwidth of Company's system;
6. Commit not to taking photos or filming in prohibited areas (server room and working area) without Managers' permission;
7. Commit not to copying, using, disclosing, providing confidential information of Company, projects for personal purposes or other purposes outside of both parties's scopes in projects for any third parties without documented permission agreement of ownership;
8. Commit not to infringe copyright intended in implementing projects according to law & regulation, the intellectual property rights of Sun Asterisk products, whether are registered or not. All activities causing loss, damage or misuse are strictly forbidden.

#### IV. VALIDITY & COMMITMENT

I am responsible for being under these obligations during the working time at Sun Asterisk Vietnam Co., Ltd. and these obligations still keep effective after the business between Sun Asterisk and customer cease.

In case of breaking any commitment in this document, I shall be fully responsible for resolving the consequences, including without limitation: material loss, reputation loss, damage cost, litigation cost...

I also understand that Sun Asterisk Vietnam can do one or more of the following actions:

- Require me to compensate for the damage that Sun Asterisk has suffered from for the illegal disclosure of Company's confidential information;
- Initiate a lawsuit at a competent court under Vietnam law's regulation.

This document has 02 pages, 01 (one) copy and is stored at Sun Asterisk Vietnam Co., Ltd.

**Date:** .....

**Committed person**  
*(Signature and write full name)*