

Welcome to Genpact

Please get the documents checked by the below mentioned helpdesk and get it sign by their respective SPOC

- | | Tick |
|--|----------|
| 1 <u>Documents Check</u> | |
| a) Appointment Letter (signed by Genpact & candidate) | Yes / No |
| b) D.O.B Proof | Yes / No |
| c) Permanent Address Proof | Yes / No |
| d) Photo ID Proof | Yes / No |
| e) Graduation or Highest Qualification Certificate | Yes / No |
|
2 | |
| a) Relieving Letter Received | Yes / No |
| b) Undertaking Signed | Yes / No |
| c) Hiring Site Lead exception | Yes / No |
|
3 <u>Background check Documents</u> | |
| a) Final BGC report (with approvals if applicable) | Yes / No |
| b) Interim BGC report with approval | Yes / No |
| c) BGC In process Approval (from HR Ldr) - Pre Joining account | Yes / No |
| d) Post Joining BGC Account - Successful Initiation | Yes / No |
|
4 <u>Mandatory Confidentiality Documents</u> | |
| a) Employee Innovation and Proprietary Information Agreement | Yes / No |
| b) Information Security, Avoiding conflicts of Interest & Integrity @ Genpact | Yes / No |
|
5 <u>PAN Card</u> | Yes / No |
|
6 <u>Bank Account ICICI/HDFC/Axis</u> | Yes / No |

Name of the Employee	PIYUSH KUMAR
E Code of Employee	
OHR.ID of the Employee	703365848
DOJ of the Employee	11-Jul-23
Joining Location	Bangalore
Full name of On-boarding spoc	
Signature of On-boarding spoc	
Date of onboarding (by On-boarding spoc)	11-Jul-23

Designation:- Business Analyst

Name PIYUSH KUMAR

Employee Code

Employee OHR 703365848

Date of On-boarding 11-Jul-23

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Compliance to Genpact's Policies

Clause 1; Commitment to Personnel Integrity

I acknowledge that I have received the **Integrity@Genpact** Handbook and understood the Integrity policies as embodied in the Handbook.

I undertake to abide by and comply with the Integrity policies as contained in the Handbook.

I acknowledge my responsibility to raise any concern relating to Integrity Violation with Genpact Manager, Legal Counsel, Auditor, Ombudsperson or other Genpact Compliance Specialist

Clause 2: Commitment to Genpact Information Security Policy

I acknowledge that I have received and read the Genpact Information Security Policy. I understand that every employee is required to comply with the procedures described in this and agree to abide by such terms. I acknowledge that violation of any portion of this policy will make me liable for disciplinary action as shall be initiated by the Company.

When I have a concern about a possible violation of this Policy, I will promptly report the concern to the Ombudsperson, or my manager, IT department, human resource representative or company legal counsel.

Clause 3: Company Policy 30.5 - Avoiding Conflicts of Interest Employee Disclosure Form

Continuing Commitments... During the course of your employment with Genpact, your work does not conflict in any way with any continuing interests, commitments or obligations that you may have towards your previous places of employment or engagement.

Future Commitments... During your employment / assignment with Genpact, you undertake to refrain from any other activities which would present a conflict of interest with your work for and on behalf of Genpact. Genpact policy requires you to make a full disclosure of any outside employment or business activities to your manager before commencing any such activity.

Clause 4: Production linked bonus in lieu of Statutory Bonus

I hereby consent to be part of the productivity and Incentive linked Bonus plan in place and to the exclusion of the statutory bonus plan.

I hereby acknowledge to have read the **Terms & Conditions** mentioned in the Genpact SOP & Process Manual Link and accept to comply to the Policies stated now and to any modifications hereafter.

Name PIYUSH KUMAR

Ecode

Signature Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Contact No. 8340465874

EMPLOYEE INNOVATION AND PROPRIETARY INFORMATION AGREEMENT

To Enquero Global LLP

In consideration of my employment by Enquero Global LLP .or any of its affiliates and subsidiaries ("the Company") and the salary or wages paid, to me, I agree, accept and acknowledge:

- a. to disclose and hereby assign to the Company for its exclusive ownership, on a royalty-free, worldwide, perpetual basis all my rights, title and interest including Intellectual Property Rights arising in any work developed or conceived by me solely or jointly with others, in any medium or format now known or later developed during the period and in the course of my employment (1) that are along the lines of the businesses, work or investigations of the Company or its affiliates or its customers, to which my employment relates or as to which I may receive or have access to information due to my employment, or (2) that result from, are correlated to or are suggested by any work which I may do for the Company or its customers, or (3) that are otherwise made through the use of Company time, facilities, tools, processes, information or materials.
"Intellectual Property Rights" means all right, title and interest to intellectual and industrial property rights recognized in any jurisdiction including any inventions, technical or business innovations, business methods or processes, (whether or not patentable), copyrights, neighbouring rights, mask work rights, moral rights, trademarks, trade names, service marks, domain names, industrial designs, trade secrets including any processes, techniques, technology, algorithms, software, know-how, methodology, toolkit, tools, module, manual, documentation, data or database and including any enhancement, improvement, modification, adaptation or derivative work thereof, whether registered or unregistered (including applications for, and registrations, extensions, renewals, and re-issuances of, the foregoing).
- b. I agree not to assert at any time, and otherwise waive and hereby assign to the Company (on the above terms), any "moral rights" that I may have in copyrightable works developed by me solely or jointly with others during the period and in the course of my employment with the Company. I further waive all and any rights that I may have under the laws of publicity, personality, privacy and defamation related to or in any aspect of the Intellectual Property. I hereby confirm that non-exercise by the Company of any right assigned or waived hereunder, for any period of time, shall not result in a lapse of the said assignment or waiver.
- c. to execute all necessary papers and otherwise provide proper assistance (at the Company's expense) during and subsequent to my employment, to enable the company to obtain for itself or its affiliates and nominees, patents, copyrights, trade marks, domain names or other legal protection or recognition for such Intellectual Property in any and all countries.
- d. to make or maintain for the Company adequate and current written records of all such Intellectual Property. Nothing in this Agreement shall be construed as a license or right to use any Intellectual Property or Confidential information given to me by the Company, except for the express purpose of the employment.
- e. at the Company's request, or upon any termination of my employment to deliver to the Company promptly all tangible or intangible items which belong to the Company or which by their nature are for use of Company employees only, including, without limitation, all written and other materials including information which are of a Confidential* nature relating to the business of the Company or its affiliates or its customers.
- e. that all Confidential Information: (a) shall remain the property of Genpact or its customers; (b) shall be treated as strictly confidential by me, (c) shall be used solely for purposes of my employment, and for no other purpose; and (d) shall not be used, copied, published or disclosed/made accessible to any party, without the Company's prior written consent. I acknowledge expressly, that the confidentiality and secrecy obligations survive for an unlimited period of time after the termination of my services/activity for the Company; and
- f. not to disclose or utilize in my work with the Company any proprietary or Confidential Information of any third party (including of any prior employers or associates), any open source code, shareware, malicious code or disabling devices such as virus, worm, spyware, adware, etc., or any inventions or innovations of my own which are not included within the scope of this agreement, without the prior written consent of the Company.

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

- g. not to challenge at any time the title, ownership and rights of the Company to such Intellectual Property or Confidential Information. I agree that if the Company does not exercise any rights assigned to it for any period of time, it shall not amount to a lapse of such rights.

This agreement supersedes and replaces any existing agreement between the Company and me relating generally to the same subject matter. It may not be modified or terminated, in whole or in part, except in writing signed by an authorized representative of the Company. Discharge of my undertakings in this agreement shall be an obligation of my executors, administrators or other legal representatives or assigns.

I represent that, except as stated below, I have no agreements with or obligations to others in conflict with the foregoing.

*The term Confidential Information is used in the ordinary sense and does not refer to official security classifications of any government. The Company generally considers "secret" and "confidential" information or data which is non-public, confidential, sensitive, is disclosed under circumstances that one would reasonably expect it to be confidential and/or proprietary in nature, regardless of whether such information or data is in (i) oral, written, machine readable, recorded, or maintained on other forms of electronic media or (ii) marked as such or (iii) owned, maintained and controlled by the Company or by any client, customer or third party towards whom the Company has an obligation of confidentiality. When in doubt, you should assume that information or data is secret or confidential unless or until determined otherwise. Without limitation, examples of information which may be of a secret or confidential nature are: financial information; business information, plans and operations; processes; specific transactions; all materials and information relating to clients, customers, consultants, contractors or employees; marketing and technical plans; strategies; analyses; forecasts; Intellectual Property; HR and payroll records; information systems; personally identifiable data and/or information concerning a party's existing and future products and services. For further information, you should consult your components assigned legal counsel. Because of the sensitive nature of the information that I may become aware of as a result of my employment, the intent of the parties is that these provisions be interpreted as broadly as possible to protect Confidential Information.

(TYPE OR PRINT IN INK, USING FIRM PRESSURE)

Full Name PIYUSH KUMAR
Location:

Component:

Employee Code
Permanent Account No. or Passport No. Or Voter I Card No. _____

Witness (The Employee's immediate manager or other appropriate representative of the Company)

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

(Employee's signature to include Employee's first name in full)

Position

Date: 11-Jul-23

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

(Employee's signatures to include Employee's first name in full)

Note for the Employee: In case you are leaving this column blank, then please strike out the space and sign at the indicated place.

Term Insurance Nomination Form

Employee Name	PIYUSH KUMAR	Email address	piiyushkumar234@gmail.com
Employee Number	703365848	Mobile number	8340465874
Date of Birth	20/10/2001	Aadhar Number	830105575544
Date of Joining	11-Jul-23		
Marital Status	Single		

I hereby declare in sound state of mind that in the event of my death I nominate the below mentioned person/persons to the proceeds of my **Term insurance**.

Beneficiary Name	Relationship to self	Aadhar number	Contact number	% to be allotted
Radha Devi	Mother	296304339873	7992362945	50
Mahesh Kumar	Father	837714987755	9199414629	50

Success- 100% Nomination Decla

In case the beneficiary appointed is a minor, please nominate a guardian.

Guardian name	Relationship to self	Aadhar number	Contact number

I understand that this nomination cancels all previous nominations, if any, that I have made with respect to my membership of the above-mentioned term insurance.

Employee Signature: Piyush Kumar

Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

Date: 11-Jul-23

Insurance Plan A

Key features of Insurance Plan A:

- Employee will be covered from the day of joining.
- Employees along with their spouse and 3 kids will be covered under Plan A with a SI of 5L each.
- There will be no deduction for Plan A from employees.
- Plan A start date January 24th every year.
- Plan A end date January 23rd every year.

Fill your details in the below table for Plan A:

Plan A Insurance Endorsement							
Emp ID	Endorsement Name	Date of Birth	Age	Gender	Relation	Sum Insured	Date of Joining
		(DD/MM/YYYY)					(DD/MM/YYYY)
703365848	PIYUSH KUM	20/10/2001	22	Male	Self	5,00,000	11-Jul-23
					Spouse	5,00,000	
					Child 1	5,00,000	
					Child 2	5,00,000	
					Child 3	5,00,000	

Points to note:

- Employee, Spouse and up to 3 Kids will have INR 5L per year, per person cover.
- Mid-year enrolment is not accepted in the policy i.e shifting from Plan B to Plan A.

Insurance Plan B

Key features of Enquero's new Group HIP to include parents:

- **Parents will be fully covered from day 1.** Age limit up to 80 years. No Co-Payment applicable
- Employees, along with their spouse and kids, can move from existing HIP (Plan A without parents) to the new policy (Plan B with parents).
- The below table has the premium amount corresponding to each age group. The deduction will be calculated based on the age group of the dependent parent.

Current year rates

SI	0-18	19-35	36-45	46-55	56-60	61-65	66-70	71-75	76-80	Above 80
1,00,000	1647	2686	2961	4366	6795	8485	10180	12014	13847	17377
2,00,000	1847	3205	3539	5483	8934	11664	13720	16195	18661	23418
2,50,000	2210	3641	4020	6219	10138	13242	15573	18384	21183	27117
3,00,000	2487	3935	4343	6712	10944	14300	16818	19852	22875	28702
5,00,000	4499	5384	5931	9186	14300	19470	22948	27090	31215	39168

***To the above rate 18% GST will be applicable.**

***Premium amount is for individual person.**

- The total premium deduction towards Plan- B insurance of your dependent's parents will show as a negative value under 'Other Earnings' in your payslip.
- Total Premium deduction is one time deduction.

Points to note:

- **It is completely voluntary to move to Plan B.** Either both parents or both in-laws can be included (cannot mix and match, cannot select one parent if both are alive). Employees cannot stay in Plan A and add parents to Plan B.
- Employee, Spouse and up to 3 Kids will continue to have INR 5L per year, per person cover. Parents will also have the cover based on the chosen insurance cover.
- Premium rate proposed is for Year 1 (starting April 1st). Rates for next year will depend on the "claim experience" of the group in Year 1, as is the norm for any Group policy.
- **Mid-year enrolment is not accepted in the policy i.e shifting from Plan A to Plan B.**

Kindly fill your details in the below table:

Parental Insurance Endorsement							
Emp ID	Endorsement Name	Date of Birth	Age	Gender	Relation	Sum Insured	Date of Joining
		(DD/MMM/YYYY)					(DD/MM/YYYY)
703365848	PIYUSH KUMAR	20/10/2001	22	Male	Self	500000	11-Jul-23
					Spouse	500000	
					Child 1	500000	
					Child 2	500000	
					Child 3	500000	
					Mother		
					Father		

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

Form of Nomination

.....Provident Fund/.....Gratuity Fund*
[name of fund] [name of fund]

1. Name of employee: Piyush Surname: Kumar
[in block letters]
2. Sex: Male
3. Religion: Hindu
4. Father's name: Mahesh Kumar
5. Husband's name:
[for married woman only]
6. Marital Status: Single
[whether unmarried, married, widow or widower]
7. Date of birth: Day 20 Month October Year 2001
8. Permanent Address:

Village..... Thana..... Taluk/Sub-division.....
Post office..... District..... State.....

I hereby nominate the person(s) mentioned below to receive the *amount that may stand to my credit in the provident fund in the event of my death before that *amount of gratuity becomes payable or, having become payable, has not been paid, and direct that the said amount shall be distributed among the said person(s) in the manner shown against their names:

Name and address of nominee or nominees	Nominee's relationship with employee	Age of nominee	*Amount or share of accumulations in the provident fund/*amount or share of gratuity to be paid to each nominee
Radha Devi	Mother	43	50
Mahesh Kumar	Father	47	50

*1. Certified that I have no family and should acquire a family hereafter, the above nomination should be deemed as cancelled.

*2. Certified that my father/ /sister(s)/brother(s) is/are dependent upon me.

Dated this of at Bangalore

Two witness to signature

1.
2.

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Signature of employee

FORM OF NOMINATION

Certified that the above declaration has been signed by **Shri/Shrimati** PIYUSH KUMAR

*he/she has read the entries before me after

*the entries have been read over to him/her by me

Date:

Signature of the trustee or any person authorized by the Trustees in this behalf

*Delete the inapplicable words

+This column should be filled in so as to cover the whole of the amount that may stand to the credit of the employee in the provident fund or the whole of the amount of gratuity that may be payable in the event of his death.

FORM F

[See sub-rule(1) of rule 6]

NOMINATION

To... Enquero Global LLP

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

1. I, Shri/Shrimati/Kumari PIYUSH KUMAR whose particulars are given in the statement below,

[Name in full here]

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 nominees(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. (for married employees only)

3. I hereby declare that I have no family within the meaning of clause(h) of section (2) of the said Act (unmarried employees please tick appropriately)

4. (a) My father/ /parents is/are not dependent on me. (married employees pls tick appropriately)
(b) My husband's father/ /parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice date 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 nominations

Nominee(s)

Name and address of nominee or nominees	Nominee's relationship with employee	Age of nominee	*Amount or share of accumulations in the provident fund/*amount or share of gratuity to be paid to each nominee
Radha Devi	Mother	43	50
Mahesh Kumar	Father	47	50

Statement

1. Name of employee in full: PIYUSH KUMAR
2. Sex: Male
3. Religion: Hindu
4. Whether unmarried/married/widow/widower: Single
5. Department/Branch/Section when employed:
6. Post held with Ticket or Serial No. if any: (Employee code)
7. Date of appointment: 11-Jul-23
8. Permanent Address : S/O Mahesh Kumar, Upar Tola, Vill -Tuiyo, PO- Kaj

Village..... Thana.....Sub-division.....Post Office.....
Place.....

Date: 11-Jul-23

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Signature or thumb impression of the employee

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by my employer

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

Date: 11-Jul-23

11-Jul-23

Signature of employee

Declaration by witnesses

Nomination signed/thumb impression before me	Name in full and full Signature of witnesses
--	--

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |

Certificate by 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 and address of the Establishment or rubber stamp
Thereof.

Form 2 (Revised)**NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/ EXEMPTED ESTABLISHMENTS
Declaration and Nomination Forms under the Employee's Provident Funds and Employee's Pension Scheme**

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

- 1. Name (in Block Letters)** : PIYUSH KUMAR
- 2. Father's ☒ Husband's ☐ Name** : Mahesh Kumar
- 3. Date of Birth** : 20/10/2001
- 4. Sex** : Male
- 5. Marital Status** : Single
- 6. Account Number** :
- 7. Address (permanent)** : S/O Mahesh Kumar, Upar Tola, Vill -Tuiyo, PO- Ka
- 8. Address (Temporary)** :

PART – A (EPF)

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

Name of Nominee/Nominees	Address	Nominees relation with the member nominees	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 the nominee
Radha Devi		Mother	04/07/1976	50	
Mahesh Kumar		Father	02/05/1976	50	

- *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.
- *Certified that my father/ is dependent upon me.

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

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*Strike out whichever is not applicable

Signature and thumb impression of the subscriber

PART – B (EPS) (Para 19)

I hereby furnish the 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 and Address of the family member		Date of Birth	Relationship with member
	Name	Address		
1				
2				
3				
4				

**Certified that I have no family as defined in para 2 (vii) of Employee's 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 wide 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	Relation with member	Date of Birth of Nominee
Radha Devi	Mother	04/07/1976
Mahesh Kumar	Father	02/05/1976

Date: 11-Jul-23

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

**Strike out whichever is not applicable

Signature/Thumb Impression of the subscriber

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed / thumb impression before me by PIYUSH KUMAR employed in my establishment after he/she has read the entry/entries have 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

Date:

Designation: DESG_____

Name and Address of the Factory/Establishment or rubber stamp thereof



Composite Declaration Form -11

(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/or EPS 1995 is applicable)

	Name of the member		PIYUSH KUMAR					
2	Father's Name Spouse's Name		Mahesh Kumar					
3	Date of Birth: (DD / MM / YYYY)		20/10/2001					
4	Gender: (Male/ Female/Transgender)		Male					
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)		Single					
6	(a) Email ID: b Mobile No.:		piyushkumar234@gmail.com 8340465874					
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)		11-Jul-23					
8	KYC Details: (attach self-attested copies of following KYCs)							
	a) Bank Account No. :		20431435499					
	b) IFS Code of the branch:		SBIN0010081					
	c) AADHAR Number		830105575544					
	d) Permanent Account Number (PAN), if available		JUWPK8476D					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952		No					
10	Whether earlier a member of Employees' Pension Scheme, 1995		No					
11	Previous employment details: (if Yes to 9 AND/OR 10 above) —		un-exempted					
	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) Date
		0						
12	Previous employment details: [if Yes to 9 AND/OR 10 above] — For Exempted Trusts							
	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) Date	
13	a) International Worker:		No					
	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)]							

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

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: 11-Jul-23

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Place: Bangalore

Signature of Member

DECLARATION BY PRESENT EMPLOYER

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 but not been 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 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 verified employees only. Other employees are requested to file physical claim (Form- 13) for transfer of accot.mt from the previous establishment.

CONSENT STATEMENT

By signing below you give your consent to Enquero Global LLP (Genpact) to process (which includes in particular collecting, recording, storing, utilizing, sharing or transferring) any Personal Identifiable Information (defined as information associated with your name or personal identity including your date of birth, address/e-mail address, telephone number, unique government issued number, passport details, driving license number) and any Sensitive Personal Data or Information (namely, password, financial information such as bank account, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information) which may be in the possession of Genpact or obtained in future. Such information shall be processed by Genpact India Pvt Ltd strictly on a need to know basis and retained till required for business purposes including statutory requirements pertaining to compensation and benefits.

You acknowledge and agree that such information may be transferred, on a business need to know basis, to Enquero Global LLP subsidiary / affiliated companies and its customers (where specifically requested) with obligations to maintain similar level of protection.

You will have full rights to access and review your data, update it and the right to withdraw this consent, if necessary.

Your records and information will be kept secure and handled strictly in accordance with the Enquero Global LLP Data Classification Guidelines and Data Privacy Policy.

Name: PIYUSH KUMAR

Signature: Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Date: 11-Jul-23

OHR : 703365848

Aadhar Authentication

I, PIYUSH KUMAR the holder of Aadhar Number 830105575544 hereby give my consent for authentication of my personal information like Aadhar number, name and finger prints, etc. from UIDAI for compliance with local laws like ESIC / EPFO / Labour Welfare Fund. The concerned department assures that the information would only be used for identification and also that the biometrics will not be stored/shared and will be submitted to CIDR or any other agency only for the purpose of authentication, as per the applicable laws and rules.

Piyush Kumar
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(Signature of Aadhar number holder) ----- I agree

Date: 11-Jul-23

Place: Bangalore

OHR: 703365848

Avoiding Conflicts of Interest

Employee Disclosure Form

Please read through the following before filling up the Questionnaire:

Conflict of Interest

A. Definition

A "conflict of interest occurs when an employee's activities, transactions, interests, influences and/or relationships, both inside and outside of the Company interfere in any way with the employee's performance of his/her job duties or the interests of the Company as a whole. Employees must make all business decisions for the Company free of any conflicts of interest. A conflict of interest may arise with respect to compensation offered and received, gifts and entertainment presented and received, outside employment and other affiliations and the holding of a political office.

B. Scope

Continuing Commitments During the course of your employment with Genpact, your work does not conflict in any way with any continuing interests, commitments or obligations that you may have towards your previous places of employment or engagement.

Future Commitments During your employment / assignment with Genpact, you undertake to refrain from any other activities which would present a conflict of interest with your work for and on behalf of Genpact. Genpact policy requires you to make a full disclosure of any outside employment or business activities to your manager before commencing any such activity.

C. Few Illustrations

- Any activity that may oblige you to an outside entity such as a supplier or a customer.
- Holding a financial interest in a company where you could personally affect Genpact business with that company.
 - Financial interest could include, ownership of capital stock, bonds or notes; partnership interest; direct or indirect interest through a family member, trust or other relationship.
- Taking part-time/ temporary job or consultancy or working with a competitor even on a part- time basis. This could include teaching, consultancy, partnership in family business, working with or advising any government body etc.
- Using Genpact proprietary or confidential information in any capacity with an external entity.
- Any external activity, involving self, family or friends, utilizing Genpact resources, facilities, equipment, time or influence.
- Receiving disproportional/special gifts, discounts, benefits, which are not publicly offered from an outside concern while you are in a position to influence Genpact decisions.
- Working with any not-for-profit entity where you can influence Genpact investment decisions.

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- Preferential hiring, promoting, supervising, directing business to, investing in or in any other manner favouring a family member or friend.

D. Corporate Opportunities

Employees are prohibited from: (i) taking for themselves opportunities that are discovered through the use of Company property, information or position; (ii) using Company property, information or position for personal gain; and (iii) competing with the Company. Employees owe a duty of loyalty to the Company and a duty to act in its best interests.

It would not be a Conflict of Interest, if...

Apart from this, you engage in any legitimate and lawful activity that does not overlap with your Genpact obligations.

Having considered the above, please answer the questions on the following page. However, please note:

1. Answers should be complete, appropriate and accompanied by relevant details wherever necessary.
2. In case of any doubt, please discuss these issues for a better understanding, with the HR Team or your Manager/Legal Counsel.
3. Any ambiguity in your answers will be interpreted against you. Based on your response, the Company reserves its right to carry out further investigations and background checks. Any misstatements of fact or material omissions made on this document are grounds for refusal to hire, or if you are hired, immediate discharge at the time the omission or false statements are discovered.
4. Employees have a continuing obligation to disclose to the Company any conflicts and potential conflicts, as well as relationships with customers, prospects, suppliers, and other employees. If an employee believes he or she is confronted with a situation that may cause the employee to violate this policy, the employee should talk to Human Resources about the best course of action. All such disclosures will be reviewed and it will be determined if particular employee situations present an actual or perceived conflict of interest.
5. Any supervisor or manager who directs or approves of any conduct in violation of this policy, or who has knowledge of such conduct and does not immediately report it is also subject to disciplinary action, up to and including, discharge.

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Employee Identification

Name: PIYUSH KUMAR Date: 11-Jul-23
Title: Business Analyst OHR Id/Employee Code: 703365848
Component/COE:
Principal Job:
Responsibilities:

1. Name, address and description with the third party concern/entity or individual with which you are involved that may present a conflict of interest, if any?
2. Please explain the nature of your relationship with such outside concern (answer all that apply):
 - A. In which of the following capacities are you involved:
Permanent/Temporary/Part time/Consultant or adviser/Trustee/Retainer/Any other
 - B. Whether you hold a position of responsibility. If yes, then mention the capacity in which you are involved, such as a Director / Partner / Senior Officer / others?
 - C. Financial interest – any equity holding (e.g. number of shares held, cost and current market value per share, total number of shares outstanding and number of shareholders, etc.)
 - D. Form of remuneration received such as salary / fees / commissions / honorarium / other (including in kind or gifts- if the compensation is in kind then please mention the value of gifts received).
 - E. Any form of relationship where you have power to make or influence decisions as regards significant administrative, financial or investment related matters.

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F. Any other form of relationship.

- 3.** Mention the date from which such relationship exists (please give specific dates for all applicable fields in Questions 2).
- 4.** Please describe the form of relationship of the outside concern to the Company.
- 5.** Did you bring this relationship to the attention of the hiring team / interview board before being offered the position in the company?
- 6.** Does this relationship constitute a 'conflict of interest', in your opinion, and why or why not?
- 7.** Are you planning to take any steps to remove or disassociate yourself from this conflict? If yes, then in what manner, and in how much time?

Piyush Kumar
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Applicable only for Female Employees

Acknowledgement/Undertaking for Maternity Benefits

I, _____, D/o _____
residing at 4th block, 43, 7th B Cross Rd, near Sony World Signal, Kora do hereby solemnly affirm and declare as under:

1. That I have been employed by Genpact as a _____ (Designation)
2. I acknowledge and understand that one of the benefits that will be extended at the appropriate time will be as per the Maternity Benefits Act, 1961 & Maternity Benefits (Amendment) Act, 2017
3. I confirm that I have not sought to join the organization before completing the due term as specified in Sec4 (1) and (2) of the Maternity Benefits Act, 1961 & Maternity Benefits (Amendment) Act, 2017

The above submission is true to the best of my knowledge, information and belief.

Name:

Date:

Footnote:

Sec 4(1) of the Maternity Benefits Act, 1961 states that No employer shall knowingly employ a woman in any establishment during the six weeks immediately following the day of her delivery, 11 [miscarriage or medical termination of pregnancy].

Sec 4(2) of the Maternity Benefits Act, 1961 states that No women shall work in any establishment during the six weeks immediately following the day of her delivery 12 [miscarriage or medical termination of pregnancy].

Employee Undertaking

Date : 11-Jul-23

To,
HR Manager
(Genpact India)

Sub : **Undertaking to create UAN & complete KYC**

Dear Sir/Madam,

I, PIYUSH KUMAR, s/o / d/o Mahesh Kumar, r/o
4th block, 43, 7th B Cross Rd, near Sony World Signal, Kora joining the company as Business Analyst
on 11-Jul-23 (DOJ) do hereby undertake to complete the following activities within 120 days from the
date of signing this undertaking;

- (1) Opening/getting provident fund account, obtaining Universal Account Number (UAN) to be allotted by Employees' Provident Fund Organisation (EPFO) and linking the UAN by providing copy of E-Aadhaar card.

In case of error in Aadhaar linking by the Company, to get the Aadhaar card updated immediately from nearest Aadhaar card centre
- (2) Complete KYC with EPFO by providing copy of PAN card, E-Aadhaar card and bank account details (Account number and name of the bank). Ensure that my name on my PAN card, Aadhaar card and bank account is same.

I am aware that submission of the above mentioned documents and completion of the activities are mandatory requirements as per the EPFO and failure on my part to complete the same will result in imposition of penalties on the Company.

I understand that in case I fail to complete any of the above activities, the Company shall be free to initiate disciplinary action against me, in terms of the Company policy.

Thanking you

Name : PIYUSH KUMAR

OHRID : 703365848

Department : _____

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

11-Jul-23

Not Applicable for Fresher Employees

Undertaking for furnishing the Relieving letter of previous organization

I PIYUSH KUMAR, Son /Daughter of Mahesh Kumar Aged 22
r/o India(permanent address), hereby
agree and undertake to fulfill the following obligations to Genpact India Pvt. Ltd., a company incorporated
under the Companies Act 1956 having its registered office at 12A (Ground Floor),Prakash Deep Building,
7, Tolstoy Marg, New Delhi-110001. This is in pursuance to the appointment letter issued to me dated
11-Jul-23 With regard to the formalities to be completed for the commencement of services
with the Company, I hereby undertake the following-

1. That I was working with which was my recent previous employer.
2. That my last working day with my previous employer was 06/07/2023 and have completed all
My exit formalities as per terms of employment.
3. That on 11-Jul-23 i.e. the date of joining the company I have not received my relieving letter
from my previous employer.
4. That I undertake to submit my original relieving certificate received from my previous employer within
60 calendar days of the date of joining the company or any other extended period as may be decided
/approved by company in writing.
5. That in the event I fail to submit my original relieving certificate from my previous employer within 60
calendar days from the date of joining the company, or any extended period as per clause 4 above,
my appointment will be liable to be immediately terminated without any further notice by Genpact, as
its sole discretion due to non-compliance of the terms as specified in clause 16 of my appointment
letter.

Piyush Kumar
Piyush Kumar (Jul 11, 2023 12:50 GMT+5.5)

Jul 11, 2023

Employee Signature:

Name: PIYUSH KUMAR

Ecode:

OHR: 703365848

Current Address: 4th block, 43, 7th B Cross Rd, near Sony World Signal, Koramangala, Bengaluru, Karnataka, 560034

Date: 11-Jul-23