

## **Instruction to be followed by the Trainees - 3T:**

### **Activity 1:**

Please go through the service agreement attached in the service agreement kit.

### **Activity 2:**

- a. You need to take the service agreement content printed on the Legal Sheet (A6 sheet)
- b. Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- c. If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out
- d. Content should start from first page where the stamp duty is available, the blank stamp paper would not be considered.
- e. Signature on all the pages from surety and trainee is mandatory, even though the contents are spilled to next page.
- f. Refer FAQ for more details.

### **Activity 3:**

- a. Signature on all the pages from surety and trainee is mandatory, even though the contents are spilled to next page.
- b. Three Witness Signatures is required. Witness can be as follows
  - The first witness should be from HRD. Get it signed on your Date of Joining.
  - The second witness can be your Family member / Blood relative.
  - The third witness has to necessarily be friend or colleague.
- c. All the witness needs to be of legal age.
- d. Surety needs to be Father / Mother / Husband / Wife

### **Activity 4:**

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

### **Activity 5:**

- a. In the page 1, you are required to fill the dotted lines/ blank spaces appearing on the Service Agreement.
- b. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:
  - If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- c. In the second paragraph, you are required to fill in your name and followed by Surety's name and your age.
- d. In the third paragraph, you are required to fill in Surety's name, followed by Surety father /mother's name, surety's age and the permanent address of your Surety. Please note: If surety's father is deceased then you can put (late) before the name of surety's father.
- e. Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

**Format for Name:**

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg:           Pratibha Narayanan  
              Prakash Sundar Sharma

**Format for Address:**

- Complete address has to be given of the surety.
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg:   #2, II Cross, Jayanagar, Bangalore - 560 002  
      #1, III Cross, Girinagar, Bangalore - 560 001

**PLEASE NOTE:**

**COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUETLY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.**

**IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).**

### **FAQ's on Service Agreement**

1. What is the validity period of the Agreement?

The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.

2. How many agreements should you bring along on date of joining?

One original agreement would be sufficient. You can retain a photocopy of the agreement need be..

3. Who are the parties to this Agreement?

The Agreement involves three parties - the Company, the Employee and the Surety.

4. Who can be a Surety?

Either the employee's father / mother / Husband / Wife can stand surety to the Agreement.

5. Is there any specific order to be followed while signing the Agreement?

The employee and his/ her sureties have to sign on all the pages. The order has been given below.

- a) The Company
- b) The Engineer (employee)
- c) The Surety

6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/ sister/ uncle/aunt). Above legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only on the 4th page of the Agreement. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be an advocate.

12. Is the witness also required to sign in the presence of the notary?

No. The Witness can sign before the notarization.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus

14. Can we use the stamps instead of service agreement?

Only Non Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.