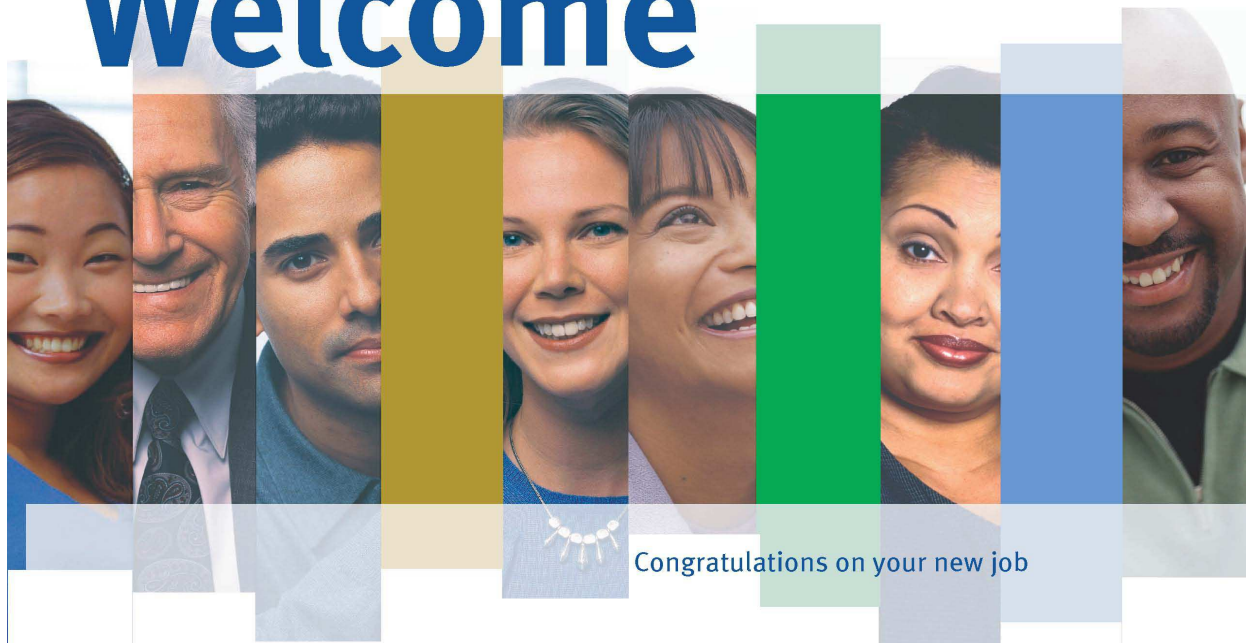


Welcome



Welcome to J.P. Morgan!

You've joined one of the best client-focused banks in the most exciting region in the world. It is only with the most talented professionals in the industry that we earn the trust of our clients; so thank you for joining us.

More than ever, our clients' businesses and investments are being shaped by economic activity in the Asia Pacific region. These changes present great opportunities for successful global businesses, with a strong regional and local footprint, like ours.

J.P. Morgan has enjoyed a long and successful 140-year history in the Asia Pacific region. Our people are committed to doing their best - and being the best - for clients. Today, our regional business extends across 16 markets, employs tens of thousands of people and serves global and local clients across a wide-range of financial services.

Whichever way you look at it, there has never been a better time to live, work and do business in the Asia Pacific region. We're pleased you will be part of it at J.P. Morgan. There's no better place to become the best at what you do. Once again, welcome to our team.

A handwritten signature in dark ink, reading "Nicolas". The script is fluid and cursive, with the first letter 'N' being particularly large and stylized.

Nicolas Aguzin
Chief Executive Officer - Asia Pacific

New Employee Kit

Welcome to J.P.Morgan!

Welcome to the J.P.Morgan team. Enclosed in this kit are documents which you are required to complete and return. We have also enclosed important information which you should read prior to your commencement with the firm.

If you have any questions regarding the online web site, completion of the online form or documentation, please contact **AccessHR**, Monday 8.30 am through Friday 12.00 midnight at the number mentioned below:

INDIA: + 9 000 800 440 5210

After completion of the Online Onboarding forms kindly send us the scanned copy of the required documentation to aspacind.onboarding@jpmchase.com.

Original benefit documents should be couriered to the respective onboarder who will be your single point of contact.

You will receive an email confirmation when your Online Onboarding Form has been processed and an Employee Identification number has been assigned to you.

New Employee Kit

It is important that you return the **original** completed forms, **within two days of receipt** of this kit.

The information contained in your New Hire Kit includes:

New Employee Information

- New Employee Documentation Checklist
- Permanent Account Number (PAN) Card
- HDFC Bank Checklist

Pre Employment Screening

J.P. Morgan conducts Pre Employment Screening (“PES”) for all employees.

Your completion of the Pre Employment Screening documents demonstrate your agreement that the requirement for pre-employment screening is a reasonable pre-condition to employment and is necessary to assist in protecting J.P. Morgan's business and/or its client's interests, having regard to:

- J.P. Morgan's business; and/or
- your role; and/or
- the commercial sensitivity of the information you will have access to while working for J.P. Morgan

Whilst you and/or J.P. Morgan may have agreed a tentative date of commencement of employment with the firm, you will not be able to commence employment with J.P. Morgan without completed and satisfactory results from our pre-employment screening process. You should assume that your tentative date of commencement of employment with the firm is confirmed unless notified otherwise.

Your Benefits

- Mediclaim policy
- Personal Accident & Life Cover policy
- Form 2 for Employee Provident Fund (EPF) & Employee Pension Scheme (EPS)
- Form 11 for Employee Provident Fund (EPF) & Employee Pension Scheme (EPS)
- Gratuity Form

New Employee Kit

Document Checklist

It is important that you return the original completed forms, **within two days of receipt** of this kit. All forms must be completed and submitted along with **1 photocopy** of documents requested in Employee Information & Additional Identification Document section.

Documents to be returned	Please tick
EMPLOYEE INFORMATION	
Marriage Certificate (Only Females who have changed their name after marriage)	
Academics: Graduation - Final Year Mark sheets & Convocation Certificates, Post Graduation - Final Year Mark sheets & Convocation Certificates, and Diplomas (if any)- Final year Mark sheet & Certificate. (Not Applicable for Interns)	
EMPLOYMENT DETAILS	
Current Employment: Salary Slip, Resignation acceptance letter + Relieving letter /Work Experience Letter as soon as it's received from Current Employer. (Not Applicable for Interns)	
Previous Employment/s of last 5 years: Salary slip, Relieving /Experience letter	
Benefit forms - (Not Applicable for Interns) <ul style="list-style-type: none">• Medclaim policy• Personal Accident & Life Cover policy• Form 2 for EPF & EPS• Form 11 for EPF & EPS• Gratuity Form	
FICA Declaration - Employees who are US citizens or Resident Alien with a US SSN and who are employed by JP Morgan Chase Bank are eligible for FICA deduction	
Transport Guidelines (For Mumbai Hires)	
MANDATORY DOCUMENT	
<ul style="list-style-type: none">• Pan Card copy• Passport	
Employee Identification - copy of one of the following documents: <ul style="list-style-type: none">• Drivers' License• Voters ID• Aadhaar card• Identity card of any Govt. recognized College/University irrespective of the address. (College Head's seal should be embossed properly on the photocopy of the College ID card) Note: For exceptional cases Company's ID card (Company Seal should be embossed properly on the ID card).	

<p>Domestic Partner : Domestic partners will now be recognized if they have co-habited for a period of 6 months or more.</p> <p>Supporting Documentation required towards Domestic Partner and Domestic Partner's Children</p>	<p>Please tick</p>
<ul style="list-style-type: none"> • Copy of child's birth certificate for you and your domestic partner showing parent names; <p>Any two documents proving that your Domestic Partner and yourself have lived together for the past 6 months and share finances, such as:</p> <ul style="list-style-type: none"> • Domestic partners drivers' license showing the same address as yourself • Domestic partners voter registration cards showing the same address as yourself • Mortgage papers or rental agreement in both your names (if available) or else in the domestic partners name showing the same address as yourself • Domestic partners utility bills showing the same address as yourself • Joint Account : Bank statement in both names and showing same address as yourself or bank statement in the domestic partners name showing same address as yourself • Domestic partners tax return showing the same address as yourself <p>Domestic Partner's Children</p> <ul style="list-style-type: none"> • Copy of the certificate or adoption papers that indicate your domestic partner as the parent. 	
<p>READING MATERIAL</p>	
<p>Personal Account Dealing Requirement (Mandatory for All except Card Services, Consumer Bank and Investment Management International)</p>	
<p>Notice Relating To Your Personal Data</p>	

CHECKLIST FOR HIRES			
Education Documents:	<u>Primary Documentation</u> (Documents supporting Degree attained along with the graduation date)	1) Degree (Certificate of Graduation) or Diploma or Provisional certificate 2) Consolidated mark sheet 3) Final year mark sheet / Official Transcript of Records 4) Convocation Certificate	
	<u>Secondary Documentation</u> (Alternate documents, if primary documents are not available)	1) Online Screenshots of the results available on website along with the link 2) True Copy of Grades confirming the graduation date, degree name and major along with the confirmation on dry seal 3) Letter from University / Institute that the candidate has completed the requirements for attainment of degree and will graduate at a future date <i>Note: If the above is not met then ask the hire to apply and provide the receipt issued by the University / Institute confirming the request for TOR / Degree OR Certificate indicating that the same will be released at later date</i>	
Employment Documents:	<u>Primary Documents</u> (Documents supporting tenure and last held designation)	1) Certificate of employment (COE) 2) Service certificate 3) Relieving letter 4) Experience letter	
	<i>* Note: All on letter head and signed by an authorized personnel</i>		
	<u>Secondary Documents</u> (Alternate documents,if primary documents are not available)		
	Start Date	End Date	Last Held Designaiton
	1) Offer letter 2) Contract letter 3) Appointment letter 4) Confirmation Letter 5) First Two months Pay Slips 6) First Two months Bank Statement 7) Tax filing returns / Income tax statement 8) Proof of employee contribution: a) SSS in PHL - Employer Summary confirming the employer name and start date of all the employers (Employment History) b) CPF in SGP c) MPF and Inland Revenue Tax Notification document in HKG d) Form 16 in IND	1) Clearance letter / Full and Final Settlement Letter 2) Acceptance of resignation letter (Needs to originate on the letter head / official e-mail id of the employer and accepted by an authorized personnel) 3) Last Two months Pay Slips 4) Last Two months Bank Statement 5) Tax filing returns / Income tax statement 6) Proof of employee contribution: a) SSS in PHL: Contributions Summary confirming the yearly contributions made by the employer in the respective months b) CPF in SGP c) MPF and Inland Revenue Tax Notification document in HKG d) Form 16 in IND	1) Revised compenstation letter 2) Increment letter 3) Salary slip (that states the last held desiganiton) 4) Formal acceptance of resignaiton letter (on the letter head of the company) 5) Business Card 6) Inland Revenue Tax Notification document in HKG
<i>* Note: A combination of the above documents can be used to support the Start, End</i>			

Self Employ ment:	<i>date and Designation. (one document for each)</i>
	<u>Period of employment (Start & end date)</u> 1) Business Registration details / Certificate of Incorporation / Business Permit / Mayor's permit / Article of Incorporation 2) Company Tax Account Number & Bank statement 3) Business invoice / bills 4) Letter from lawyer (attested) / accountant (letterhead)
<p><u>Notes:</u></p> <ul style="list-style-type: none">* Any pending dues and liability with the Employer / University / Institute needs to be cleared prior to joining us* Exit formalities need to be completed with previous employers prior to joining us* At the time of completion of the online Onboarding form, please refer to the documents to avoid any disparity <ul style="list-style-type: none">* Please submit the complete document and not part of it i.e. all pages of the offer letter including the last page along with the authorized signatory. Also, to maintain the financial confidentiality, the hire can blacken/erase the financial transactions on the document, if any.	

Permanent Account Number (PAN) Card

It is mandatory for every candidate joining JPMorgan to possess a PAN number. In case this is not available please read through the below information for applying for a PAN card. A copy of the PAN card or in case, applied for, a copy of the Acknowledgement form needs to be submitted along with the other documents to the Onboarding team.

Note: Non-availability of PAN number will have tax implications

PAN card information and registration details :

Permanent Account Number (PAN) is a ten-digit alphanumeric number, issued in the form of a laminated card, by the Income Tax Department. It is mandatory to quote PAN on return of income, all correspondence with any income tax authority. It is also compulsory to quote PAN in all documents pertaining to financial transactions notified from time-to-time by the Central Board of Direct Taxes. All existing assesses or taxpayers or persons who are required to furnish a return of income, even on behalf of others, must obtain PAN.

In order to improve PAN related services, the Income Tax department has authorized UTI Investor Services Ltd (UTIISL) to set up and manage IT PAN Service Centers in all cities or towns where there is an Income Tax office and National Securities Depository Limited (NSDL) to dispense PAN services from TIN Facilitation Centers. For convenience of PAN applicants in big cities, UTIISL has set up more than one IT PAN Service Center and likewise there are more than one TIN Facilitation Centers.

PAN application should be made only on Form 49A. A PAN application (Form 49A) can be downloaded from the website of Income Tax department or UTIISL or NSDL given below:

PAN Application Form: <http://incometaxindia.gov.in/Archive/Form49aE.PDF>

FAQs : <http://incometaxindia.gov.in/PAN/Overview.asp>

HDFC Bank Checklist

Please read the following instructions carefully before you proceed with filling in the forms for opening of your corporate salary account.

Documents required on the date of joining for HDFC Salary account opening:	No. of copies
Two Passport Size Photograph	
Original Photo ID and Address Proof	
<p>For address proof any one of the following documents are required :-</p> <ul style="list-style-type: none">• Aadhar Card• Passport Copy• Driving License• Election Card or Voter ID card <p>Pancard</p> <p>MANDATORY DOCUMENT</p> <p>PAN card</p>	<p>2 copies (front & back)</p> <p>2 copies</p>

Personal Account Dealing Requirements

J.P. Morgan's Personal Account Dealing policies protect the Firm and employees from allegations of misuse of confidential or inside information, and ensure compliance with all applicable laws and regulations. It is important that you have read and understood the following requirements imposed on you as an employee of the Firm.

All employees: Read Section 1.

Corporate & Investment Bank, Global Wealth Management, Commercial Bank and Corporate Functions: Read Section 1 and Section 2.

Section 1: All Employees

All employees are required to conduct their personal investment activities with the Firm's reputation in mind and in compliance with all applicable laws and regulations. The following principles from the Firm's Code of Conduct apply to all employees and their employee- associated accounts¹ and Private Investments²:

- Do not trade or recommend that others trade securities while you are in possession of inside information;
- Do not trade securities with knowledge of proposed client or proprietary (J.P. Morgan) trades, or forthcoming research reports;
- Your trading and investment activities must be within your financial means;
- Trading and investment activities should be for investment purposes and not for short-term trading profits;
- Do not engage in speculative trading, such as trading based on rumours; and,
- You should not invest in any securities of a client with which you have or recently had significant dealings or responsibility on behalf of J.P. Morgan if such investment could be perceived as being based on confidential information.

To stay up to date with the Firm's Personal Account Dealing Policies, ensure you complete all requisite training.

1 **"Employee-associated accounts"** includes any account:

- that is established, maintained or controlled (either directly or indirectly) by
 - o you
 - o your spouse, domestic partner, minor children (even if financially independent)
 - o anyone to whom you provide significant financial support
- For which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions (whether you or they have a financial interest in the account or not)
- That is established or maintained by you or with your consent or knowledge and in which you have a direct or indirect financial interest.

2

"Private Investments" include:

- private placements
- un-listed securities-type transactions (e.g. limited partnerships, LLCs).

Section 2: Employees in the Corporate & Investment Bank, Global Wealth Management, Commercial Bank and all Corporate Functions

Are subject to the Firm's Personal Account Dealing policies which require all employees in these functions to:

- Disclose all your broker accounts including your employee associated accounts and any Private Investments;
- Pre-clear all purchases and sales of securities with Compliance prior to trading. This includes exchange traded, over-the-counter, and non-public/private transactions; and,
- Report all securities transactions by submitting monthly transaction statements to Compliance for monitoring.

You should note that:

- Positions must be held for at least 30 calendar days;
- There are restrictions imposed on derivative transactions, including foreign exchange and commodities. These transactions are subject to pre-clearance;
- You are required to provide Compliance with monthly transaction statements for each account for the prior calendar month regardless of whether or not you have traded;
- Private side employees may possess Material Non-Public Information (MNPI). These employees are not permitted to trade these securities nor may they trade in securities within the same 'sector'; and,
- Compliance will request that you complete a yearly attestation of Personal Trading records, and may also request you to declare your holdings.

After joining, you will receive an email requesting you to declare and register all your Broker Accounts and Private Investments. Employees may also receive an additional request to declare your holdings.

Notice Relating to your Personal Data

1. In order to process applications and for the ongoing management of the employment relationship (including any secondment or assignment), the JPMorgan group of companies (“JPMorgan”) will collect personal data from you (including your sensitive personal data) (together, “Personal Data”) for the purposes set out below.
2. This form applies to job applicants, employees, or other workers, secondees or assignees (all of these together are referred to as “Individuals”). Individuals will be required to supply their Personal Data to their employer or prospective employer or host entity (the “Company”) or another company in JPMorgan, including companies which may be overseas.
3. The Personal Data supplied may be used for the following purposes:
 - 3.1 processing employment and regulatory licensing (if applicable) applications;
 - 3.2 reviewing salaries, bonuses and other benefits;
 - 3.3 consideration for promotion, training, secondment, or termination, any relevant decision-making and the ongoing management of the employment relationship;
 - 3.4 consideration of eligibility for and administration of staff loans and other benefits;
 - 3.5 monitoring compliance with internal rules of the Company;
 - 3.6 internal and inter-JP Morgan group of companies matching procedures;
 - 3.7 filing required information to regulatory/statutory authorities;
 - 3.8 processing payroll or tax or other benefits;
 - 3.9 Processing of sensitive personal data may include information regarding an Individual’s medical condition, demographics for monitoring purposes and the administration of benefits or other ancillary purposes; and
 - 3.10 providing employee references (with consent from employee).
4. Personal Data may be collected at various points during an Individual’s relationship with JPMorgan and from time to time during it. It is the responsibility of the Individual to keep the Company updated of his/her own personal data from time to time. Failure to supply such data may result in JPMorgan being unable to process the job application, secondment, assignment or employment related decisions and/or benefits.
5. Personal Data held by JPMorgan will be handled in accordance with statutory requirements. The Company may, for purposes set out above provide such information to:
 - 5.1 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
 - 5.2 any other branch or affiliate of the Company or JPMorgan (including overseas entities);
 - 5.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
 - 5.4 any person seeking employee references;
 - 5.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any part of JPMorgan; and
 - 5.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose.
6. An Individual may have statutory rights under relevant local legislation to:
 - 6.1 check whether the Company holds Personal Data about him/her and a statutory right of access to such data (subject to any relevant statutory provisions including exemption of Personal Data from such requests and subject to payment of an applicable fee);
 - 6.2 request the Company to correct any Personal Data relating to him/her which is inaccurate; and
 - 6.3 understand the Company’s policies and practices in relation to Personal Data and to be informed of the kind of data held by the Company.

Requests for access to Personal Data or correction of data, or for information regarding policies and practices and kinds of data held must be made in writing to accessHR at the address on JPM’s intranet/marked attn.: “Data Privacy Officer”.

J.P. Morgan - Pre Employment Screening
Information Release Form

Instructions: Please complete this form

Private & Confidential - Information Release Form		
To Whom This May Concern		
<p>I, hereby authorize JP Morgan Chase and any persons or organizations acting on its behalf, to verify information and documentation presented on my employment application/resume and to procure a consumer report or an investigative report for that purpose. I hereby grant authority for the bearer of this letter, with immediate effect, to access or be provided with full details of my previous employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority. I further understand and acknowledge that this Information Release Form will remain a valid authorization for a period of two years following its completion.</p>		
To be completed by Employee		
SURNAME, Given Names: <i>as shown on identity card or passport</i>		
Surname, Given Names <i>as shown on Identity Card or passport</i>	Signature	Date <i>(mth/day/year)</i>

J.P. Morgan - Pre Employment Screening Declarations

Instructions: Please photocopy this form and complete one for each criminal offence applicable.

Please note that a conviction will not necessarily disqualify you from employment. The information you provide here, among other factors and statutory restrictions, will be considered in making a decision regarding employment.

Are you currently or do you expect to be engaged in any occupation or business activity as an employee, director, officer, executor, trustee, etc? If 'Yes', please describe:

☐ Yes, Company Name: Title: Date of Appointment:

☐ No

Have you ever been convicted of, or pleaded guilty to, any criminal offence (felony or misdemeanor), including in a military court? If 'Yes', please describe:

☐ Yes,

☐ No

Have you ever agreed to enter a pre-trial assessment, probation, rehabilitation or other similar program in connection with a prosecution of any criminal offence (felony or misdemeanor), including in a military court? If 'Yes', please describe:

☐ Yes,

☐ No

At this time, do you have any arrest or criminal accusation pending against you? Any other relevant information you wish to have considered.

☐ Yes, Name and location of Court :

Court date :

Nature of offence :

Disposition (if applicable) :

Please include any other relevant information you wish to have considered :

:

☐ No

To be completed by Employee

Surname, Given Names
as shown on Identity Card or
passport

Signature

Date
(mth/day/year)

J.P. Morgan - Pre Employment Screening Declarations

Instructions: Please photocopy this form and complete one for each criminal offence applicable.

Please note that a conviction will not necessarily disqualify you from employment. The information you provide here, among other factors and statutory restrictions, will be considered in making a decision regarding employment.

Do you now have any past due accounts or have any of your creditors (eg. Banks, department stores, etc.) ever obtained a judgement against you or incurred loss due to your Non- payment? If 'Yes'. Please describe:

- ☐ Yes,
☐ No

Do you have any debts or accounts (including mortgages, loans, student loans, charge accounts, etc) in excess of \$1000? If 'YES', please describe by listing for each debts its amount, to whom it is owed, and its purpose.

- ☐ Yes,
☐ No

Have you ever been subjected to disciplinary proceedings or complaints with a previous employer:

- ☐ Yes,
☐ No

To be completed by Employee

Surname, Given Names
as shown on Identity Card or passport

Signature

Date
(mth/day/year)

Declaration

Please read and place a “✓” to indicate you have read and understood the below statements.

US Citizenship & Resident Alien (ref: HR-PR)

ALL employees must declare this declaration regardless of your nationality.

US citizens (also referred to as “Green Card Holders”) or resident aliens, may be subject to both foreign tax and US FICA Tax.

Our J.P. Morgan Chase Bank, N.A., Singapore Branch, has the responsibility to collect your US FICA Tax from you. US FICA Tax comprises of both Social Security Tax (or “Old Age, Survivor & Disability Insurance”) and Medicare Tax (or “Hospital Insurance”).

For year
2015,

1. **Social Security Tax** is calculated on the employee’s Taxable Wages up to US\$118,500.00 at a Tax Rate of 6.2%.
2. **Medicare Tax** is calculated on the employee’s Total Taxable Wages at a Tax Rate of 1.45%

☐ I hereby declare that I am **NOT** a US citizen, nor a Resident Alien.

☐ I hereby declare that I am a US citizen or a Resident Alien.

My US Social Security Card Number is _____.

Personal Information (ref: HR)

I declare that all information provided in this application is **true and correct**. I have not willfully suppressed any material fact. I understand that any false statement will result in my immediate dismissal by the company without any compensation whatsoever. I will submit originals or copies of required documents upon request. I further understand how this data will be used, as explained in the Personal Data Privacy Ordinance notification at the beginning of this form and I will inform Human Resources of any changes in personal information.

Background & Security Investigation (ref: CSS-PES)

I hereby authorize J.P. Morgan and any persons or organizations acting on its behalf to perform a background and security investigation on the information and documentations in which I have provided. I understand such background and security investigation will be conducted upon my qualification attained, previous employment history, litigation and bankruptcy orders (if any), press search (if any), and consumer creditability report (if any - applies to US citizens).

Employee Declaration

I undersign to declare that I have read and understand **ALL** of the above statements and policies.

Surname, Given Names & SID
(as shown on NRIC Card or passport)

Signature

Date
(mth/day/year)

J.P. Morgan - Pre Employment Screening Statement of Information

Please read the following statements carefully. As the term “J.P. Morgan Chase” is used in these statements, that term refers to and is defined as including, either jointly or individually, J.P. Morgan Chase, and/or any of its related body corporates (as defined in the Corporations Act 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these materials, and to whatever degree, at J.P. Morgan Chase’s sole discretion, will be grounds for terminating immediately my services under the terms and conditions set out in J.P. Morgan Chase’s Offer of Employment.

Authorisation of Background and Security Investigation I hereby authorize the performance of a background and security investigation of me and, in connection with such investigation, the preparation or procurement of an investigation and/or consumer report covering my credit worthiness, credit standing or capacity, job performance, character, reputation and/or personal characteristics. This information may be obtained through interviews or other communications with persons who may have knowledge concerning such information. I understand that upon my request (written request in the case of an investigative consumer report) I will be informed whether any such report was sought and of the name and address of the agency asked to prepare such report(s) and that subsequent consumer reports may be sought or utilized in connection with any any services which I may perform for JPMorgan Chase in future. I also understand I have the right to request in writing, within a reasonable period of time after the date below, additional information concerning the nature and scope of any investigative consumer report.

I hereby authorize the procurement and preparation of such an investigative consumer report. I understand and agree that J.P. Morgan Chase shall not be responsible for the accuracy of the information disclosed during any background and security check or in any investigative and/or consumer report or any action taken as a consequence of such disclosure.

Security Procedures: At all times during the performance of services for J.P. Morgan Chase, I shall abide by all applicable J.P. Morgan Chase security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Chase’s Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan Chase shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan Chase or within six months after termination of such employment if related to the course of my employment (Developments). In connection therewith, I hereby assign to J.P. Morgan Chase, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan Chase are protectible by section 195AWA of the Copyright Act 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan Chase. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan Chase shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan Chase's rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries (“Intellectual Property Rights”), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan Chase shall deem necessary in order to apply for and obtain or assign to J.P. Morgan Chase the Intellectual Property Rights.

J.P. Morgan - Pre Employment Screening

I understand and agree that all such Developments shall be and remain the property of J.P. Morgan Chase regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of this Agreement.

Moral Rights: I consent to all acts and omissions of J.P. Morgan Chase in relation to any moral rights in respect of all works made or to be made by me in the course of my employment with J.P. Morgan Chase.

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan Chase, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment for J.P. Morgan Chase. As used herein, the term "Confidential Information" means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan Chase, any affiliate of J.P. Morgan Chase, or any client, customer or vendor of J.P. Morgan Chase and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan Chase, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan Chase's written demand for whatever reason, I shall immediately deliver to J.P. Morgan Chase any and all notes, drawings, documents, manuals, diskettes and other materials containing the Confidential Information in my possession, custody or control without retaining copies or excerpts thereof and confirm to J.P. Morgan Chase, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P. Morgan Chase's written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive any expiration or termination of any agreement with J.P. Morgan Chase with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that J.P. Morgan Chase shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

To be completed by Employee

Surname, Given Names
*as shown on Identity Card or
passport*

Signature

Date
(mth/day/year)

TRANSPORT GUIDELINES

(Applicable for J.P.Morgan Services India Pvt Ltd Employees joining Mumbai office ONLY)

- a. Transport facility is provided by the organization only for employees working in shifts which begin /end between 9.00 pm and 6.00 am.
- b. The facility entails home pick up or drop offs for all employees working in shifts (as mentioned above) within the municipal limits of Colaba, Vasai, Thane and Vashi. No requests for drops to any other locations will be entertained.
- c. The facility entails drops / pick up to/ from residence (if residence is within the limits as mentioned) as per the address mentioned by the employee in his records.
- d. If address of residence is beyond specified limits, this facility is provided only to Vasai, Thane and Vashi stations.
- e. Any change in residential address needs to be communicated in writing to HRSD and the transport coordinator. Employees who do not wish to avail of the facility need to inform the transport coordinator and their Manager in writing.
- f. Any misuse of this facility will be considered as misconduct and dealt with severely as per the Disciplinary Procedures, specified in the HR Manual.
The usage of the transport facility is provided on a voluntary usage basis and is not compulsory. Please note that the transportation service provided by the organization, providing pick up and drop off services is a benefit provided to you during the course of your employment with the organization. You may however choose to opt out of the using the same. However, use of the service is entirely at your own risk, cost and consequence.
- g. Please note the although the organization has obtained insurance coverage for all its employees, including coverage for usage of transportation facilities, you (or your family or your assigns) will have no further recourse to the organization, over and above the insurance claim payable and due to the individual employee, as a consequence of the occurrence of an unforeseen event. The organization will not be liable to any employee availing of the transport facility, under any circumstance whatsoever, for any civil or criminal liabilities, direct or indirect, special or consequential damages arising out of or in connection with the use of the transport facilities of the organization.

DECLARATION

I have read and understood the transport guidelines as defined above and hereby agree to abide by all the rules and regulations as specified.

NAME	Signature	Date