



**NOTICE FOR APPLICANTS FOR EMPLOYMENT AND EMPLOYEES
DECLARATION AND PRIOR WRITTEN CONSENT /AUTHORIZATION FOR PROCESSING OF PERSONAL DATA,
BACKGROUND VERIFICATION, PAYROLL, INSURANCE MATTERS**

Please read carefully the Notice below. It provides important information to you regarding the 'processing', as defined in the Digital Personal Data Protection Act ("DPDP Act"), which may include but not be limited to collection, retrieval use, transfer and storage within India or outside India ("Processing") of your personal data and information to verify your background and for payroll and insurance purposes, in connection with your employment or application for employment with Company for the Specified Purposes outlined below, hereinafter collectively referred to as ("Personal Data"). **At the bottom of the Notice, you will be asked to give your written consent as your agreement to the processing of your Personal Data for the Specified Purposes described in this Notice.** For the purpose of this Notice, "Company" means **SS&C Fintech Services India Private Limited** and its affiliated companies.

NOTICE REGARDING BACKGROUND INVESTIGATION

Specified Purpose for Collecting and using Personal Data

1. Company has engaged an outside agency, **Hello Verify India Private Limited**, having its address at **B-44, First Floor, Sector 57, Noida, Uttar Pradesh - 201301** (or its affiliate), which vendor may change from time to time as per Company's background verification processing requirements ("BGV Vendor"), to research, verify and provide a report to Company regarding your background as it relates to your employment or application for employment by Company. Company will use the information in the report provided by the BGV Vendor to determine your eligibility for employment or if you are already employed with the Company, then your eligibility to continue in the employment of the Company ("Specified Purpose 1").

BGV Vendor shall provide your Personal Data to its contractors /sub-contractors, (which may change from time to time as per BGV Vendor's background verification processing requirements), in order to conduct the background verification.

2. Company has engaged an outside agency, **Allsec Technologies Limited**, having its address at **No. 46B, Velachery Main Road, Velachery Chennai -600042** (or its affiliate), which vendor may change from time to time as per Company's payroll processing requirements ("Payroll Vendor"), for Company payroll processing and related compliances, related to your employment with the Company ("Specified Purpose 2").

Payroll Vendor may provide your Personal Data to its contractors /sub-contractors, (which may change from time to time, as per the Payroll Vendor's requirements), for payroll processing and related compliances.

3. Company has engaged an outside agency, who is an insurance broker, **AON India Insurance Brokers Private Limited**, having its address at **Unit 102, 1st Floor, The Estate, #121, Dickenson Road, Bengaluru 560042** (or its affiliate), which vendor may change from time to time as per Company's insurance processing requirements ("Insurance Vendor"), who will work with the applicable insurers, third party administrators etc., for your group mediclaim / group accident insurance / group term life



insurance, as applicable and related processes and filings related to your employment with the Company ("Specified Purpose 3"). Insurance Vendor shall provide your Personal Data to insurers and third-party administrators, and its contractors /sub-contractors (which may change from time to time, as per the Insurance Vendor's requirements), for insurance processing and related compliances.

4. Company has engaged outside agencies, **BSI(British Standards Institution)**, having its address at **Ashoka Vishnu Capitol, 3rd Floor,# 8-2-120/115/89, 90/303, Road No. 02, Banjara Hills,Hyderabad – 500 034, Telangana State** (or its affiliate), and **BSI(British Standards Institution)**, having its address at **301, 3rd Floor, Samarpan Complex, New Link Road, Chakala, Andheri (East), Mumbai -400 099, Maharashtra, India** (or its affiliate), **EY(Ernst & Young)/BDO(Binder Dijker Otte.)**, having its address at **EY - The Skyview 10, 18^F Survey no 83/1, Raidurgam,Hyderabad 500032. BDO - 1101/B, Manjeera Trinity Corporate, JNTU - Hitech City Road, Kukatpally, Hyderabad, Telangana 500072** (or its affiliate), and **Price Waterhouse & Co Chartered Accountants LLP (PWC)**, having its address at **Unit-2B, 8th Floor, Octave Block, Block E1,Parcel - 4, Salarpuria Sattva Knowledge City, Raidurg, Hyderabad, Telangana - 500081**, (or its affiliate), which vendors may change from time to time as per Company's audit processing requirements (both together referred to as "Auditors / Audit Vendors"), for Company audit processing and related compliances ("Specified Purpose 4").

Audit Vendors may provide your Personal Data to its affiliates, group companies, contractors /sub-contractors, (which may change from time to time, as per the Audit Vendor's requirements), for audit processing and related compliances.

BG Vendor, Payroll Vendor, Insurance Vendor, Audit Vendors shall be jointly referred to as "Vendors". The contractors/sub-contractors of BG Vendor, Payroll Vendor, Audit Vendors and Insurance Vendor, and the Insurance Vendor's insurers and third-party administrators, shall be jointly referred to as "Sub-Contractors".

The Specified Purposes 1, 2, 3 and 4 set out above, shall singly referred to as Specified Purpose 1 / Specified Purpose 2 / Specified Purpose 3 / Specified Purpose 4 or together referred to as "Specified Purposes".

The consent given by you shall be the basis of processing your Personal Data for the Specified Purposes ("Consent") and that you have the right to withdraw your Consent at any time by writing to the Company at **hrbpindia@sscinc.com**.

Upon request by you in writing to **hrbpindia@sscinc.com**, you have the right to obtain from the Company a summary of your Personal Data being processed / processing activities being undertaken by the Company for the Specific Purposes. Also upon request by you in writing to **hrbpindia@sscinc.com**, you have the right to obtain from the Company, identities of all the Vendors and their Sub-Contractors with whom your Personal Data has been shared for the Specified Purposes.

You shall have the option to request this notice in any of the languages set out in the Eighth Schedule to the Constitution of India.

In the event you have any complaints with respect to the matter set out herein or the exercise of your rights, under the provisions of the Digital Personal Data Protection Act 2023 of India or rules made thereunder (DPDP Act), you may raise your complaint to the Grievance Officer under the Company's Privacy Policy **Arpita Mashelkar, arpita.mashelkar@sscinc.com**. After you exhaust your remedies with the Company, you may make your complaint to the Data Protection Board of India established by the Central Government under the provisions of the DPDP Act.



Personal Data That Will Be Collected:

1. The types of information BGV Vendor may collect, research and verify on behalf of Company may include your Personal Data relating to your work history, educational history, qualifications, professional certifications, civil and/or criminal record history (but only to the extent applicable law allows). The Company and its representatives including BGV Vendor may also collect and verify such Personal Data about you. The Personal Data that will be collected and maintained about you will be determined by Company and will depend on the nature of your role and Company's policies. You may contact Company if you have any questions about the specific information that will be collected about you. In view of this and the Specified Purpose 1 set out hereinabove, you are hereby instructed to fill in the details of your Personal Data in the enclosed Schedule A.

BGV Vendor will use any appropriate and reliable source to conduct this research and verification, including but not limited to, the following: current and past employers, civil, criminal conviction records, identity records, school/educational records and professional and personal references.

2. The types of information that the Company will provide the Payroll Vendor may include your date of birth, Aadhar number, UAN and PAN or any other information which would be mandatorily required under any law time to time for payroll and related compliances. In view of this and the Specified Purpose 2 set out hereinabove, you are hereby instructed to fill in the details of your Personal Data in the enclosed Schedule A.
3. The types of information that the Company will provide the Insurance Vendor may include your date of birth, salary and your family information for insurance coverage or any other information which would be mandatorily required under any law time to time for mediclaim, accident insurance or life insurance coverage. In view of this and the Specified Purpose 3 set out hereinabove, you are hereby instructed to fill in the details of your Personal Data in the enclosed Schedule A.
4. The types of information that the Company will provide the Audit Vendors may include your date of birth, Aadhar number, UAN and PAN or any other information which would be mandatorily required under any law for Company audit and related compliances. In view of this and the Specified Purpose 4 set out hereinabove, you are hereby instructed to fill in the details of your Personal Data in the enclosed Schedule A.

Transfer and Storage of Personal Data:

BGV Vendor will receive your Personal Data from the Company and you. BGV Vendor and its representatives will then research, verify and process your Personal Data. To the extent necessary to perform its research and verification, BGV Vendor may provide some of your Personal Data to third parties, who may be located in India and outside India, in each case subject to applicable data protection laws. These third parties may include employers, educational institutions, referees or BGV Vendor representatives who are performing specific research in connection with your background verification. BGV Vendor will prepare a report that compiles the results of its research and verification, and will provide that report to the Company. BGV Vendor will maintain your Personal Data on servers / cloud in India or outside India in countries including France.

Payroll Vendor will receive your Personal Data from the Company for the purposes of payroll processing and related compliances with respect to your employment with the Company. Payroll Vendor may maintain your Personal Data on servers / cloud in India or outside India.



Insurance Vendor will receive your Personal Data from the Company and you for mediclaim, accident insurance and life insurance coverage and related processing. Insurance Vendor may maintain your Personal Data on servers / cloud in India or outside India.

The Audit Vendors will receive your Personal Data from the Company for audit related processes and compliances. Audit Vendors may maintain your Personal Data on servers / cloud in India or outside India.

The Company may store your Personal Data on servers / cloud within India or transfer it outside India and store it on servers / cloud outside India in countries including U.S.A. and UK as per Company's policies / Company's group global policies.

Retention and deletion of Personal Data:

We may retain some Personal Data about you throughout your employment with the Company, although when the Specified Purpose is completed, your Personal Data will be deleted in accordance with our personal data retention and information security policies. Some information may be retained after the Specified Purpose ends – this will apply, for example, to routine business information relevant to those employees continuing your work; home contact information; and certain human resource related information, which we retain in case we need to give a reference, you apply to work for us again, employment-related disputes arise between us, for any other legitimate business reason, and also if retention is required to comply with any applicable law.

Consequences For Not Consenting:

We hereby inform you that you have the right / option not to provide your consent to the collection of Personal Data as described in this Notice. We also inform you, that you have the right / option to manage, review or withdraw your consent given at any time by informing the Company in writing that you wish to do so but withholding or withdrawing your consent may cause delays in Company determining your eligibility for employment or continued employment and/or may have other consequences. You may contact the Company should you have questions regarding such consequences. On your withholding or withdrawing your consent, within a reasonable time, the Company / BGV Vendor / Insurance Vendor / Payroll Vendor / Audit Vendors shall cease processing your Personal Data and the same will be erased from Company / BGV Vendor / Insurance Vendor / Payroll Vendor / Audit Vendors records in accordance with their respective personal data retention and information security policies.



DECLARATION AND PRIOR CONSENT / AUTHORIZATION OF BACKGROUND VERIFICATION

Subject Declaration of Accuracy:

I hereby give my voluntary, free, specific, informed, unconditional consent, clearly agreeing that I consent to the Processing of my Personal Data for the Specified Purposes and as is necessary for the Specified Purposes. I declare that, to the best of my knowledge, any Personal Data that I have provided to Company, BGV Vendor, Payroll Vendor, Insurance Vendor and Audit Vendors, in connection with my application for employment is true, correct and complete and that any falsification or misrepresentation of Personal Data that I have provided (or any omission of relevant information) may result in the removal of my application from consideration or, if it is discovered once I am employed, the termination of my employment.

Prior Consent / authorization to Collect and Transfer my Personal Data:

I hereby consent and authorize the Processing of my Personal Data as described in the above Notice. Without limiting the foregoing:

1. I consent and authorize Company to use and provide my Personal Data to the Vendors and Sub-Contractors for the Specified Purposes set out in the Notice.
2. I consent and authorize Company and BGV Vendor to research and verify my Personal Data by contacting relevant third parties who may be located in India and outside India. I authorize Company and BGV Vendor to provide my Personal Data to such third parties who may be located in India and outside India, as necessary to conduct this research and verification.
3. I consent and authorize any individual, institution, corporation or other private or public entity to provide the Company and BGV Vendor and their representatives all relevant Personal Data about me.
4. I consent and authorize BGV Vendor to provide Company the results of its research and verification and any Personal Data BGV Vendor has collected about me while conducting its research and verification.
5. I consent and authorize Company to use the Personal Data collected about me by BGV Vendor for the purpose of determining my eligibility for employment or continued employment by Company.
6. I consent and authorize the Company, the Vendors and Sub-Contractors to store my Personal Data in India or outside India in countries including France, U.S.A, and U.K.

I understand consent and authorize that the Personal Data that may be collected, stored / transferred within India or Outside India, researched and verified about me may include, includes but is not limited to, Personal Data relating to my identity, tax and social security, benefit numbers, address history, professional standing, work history, educational history, qualifications, civil and/or criminal record history. I understand that Personal Data will only be collected the extent applicable law allows, and that I may contact Company on hrrbpindia@sscinc.com to obtain additional information about the specific information that is being collected about me in Schedule A hereto.

I furthermore agree to assist BGV Vendor, Payroll Vendor, Insurance Vendor, Audit Vendors and the Company and their representatives in verifying and collecting this Personal Data and to provide any additional information requested in connection with my application for employment with the Company.



Ongoing Authorization:

Unless I submit my revocation in writing to the Company, this Notice, Declaration and Authorization, in original, signed pdf via email or photocopied form, or email confirmation shall be valid for this and any future reports and updates that may be requested by Company in connection with my application for employment and/or any resulting employment with Company. I understand that nothing herein should be construed as an offer of employment.

I am aware that I have the right to refuse to consent / withdraw my consent at any time by informing my usual HR contact at the Company in writing that I wish to do so.

Applicant /employee's Last Name Bhumireddy Nallamadhahagari First Madhu Middle _____

Applicant / employee's Signature B.N. Madhu Date July-16-2025



SCHEDULE A

Employee Information Form

It is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence. The details on this form will be used for all official requirements should you join the organization.

Employee ID	Location	Date Of Joining
	Hyderabad	October-20-2025

Personal Information:

Employee Name	Madhu Bhumireddy Nallamadhaiahgari		
Father's Name	Madhava B.N		
Date Of Birth (DD/MM/YYYY)		Gender (Male/Female/Transgender)	
02/06/1994		Male	
Marital Status (Single/Married)	Nationality	Blood Group	
Single	Indian	O -ve	
PAN Number	Aadhaar Number	UAN Number	
CHBPB1971R	4064 1377 6518	100954627357	
Passport Number		Date Of Expiry	

Contact Information:

Permanent Address	Current Address
House No 337, Nandyal road Madhanna street Mydukur, Andhra Pradesh Pin: 516172	House No 337, Nandyal road Madhanna street Mydukur, Andhra Pradesh pin: 516172
Personal Mobile Number	9701033653
Personal E-mail ID	bnmadhu20@gmail.com

Emergency Contact Person Details	
Contact Person Name	Sirisha
Contact Number	7995126838
Relationship	Sister



Education Qualification:

Attach copies of final marks sheet & provisional/degree certificates

	SSC/Equivalent	Intermediate/ Diploma/Equivalent	Graduation	Post Graduation
College/School Name	Madhanna Memorial high school	Govt polytechnic Proddatur	Ortel engineering college	
University/Board Name	Board of secondary education	SBTET	JNTU Anantapur	
Start Date	July - 1 - 2008	July - 15 - 2009	July - 20 - 2012	
End Date	March - 31 - 2009	May - 15 - 2012	May - 30 - 2015	
Regular/ Correspondence /e-learning	Regular	Regular	Regular	
ID/Roll Number	0922115098	09020-EE-207	12745A0207	

Professional Certifications:

Attach copies of the certifications

Course Name	Institute/University Name	Dates Attended		Percentage/Grade, as applicable	ID/Roll Number
		From	To		



Employment History:

Start with most recent employer followed by previous companies in chronological order.
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

	Employer 1	Employer 2	Employer 3	Employer 4	Employer 5
Employer Name	Capgemini	HCL Technologies			
Address of the Employer	ISB road financial dist Nanakramguda 500032	60213 Medavakkam high road Sholinganallur			
Date Of joining	Nov-29-2021	JULY-27-2016			
Last Working Day	OCT-10-2025	OCT-29-2021			
Designation	consultant	Software Engineer			
Employee ID	46164594	51634573			
Reason For Leaving	career growth	career growth			
Last Drawn CTC	11.6 LPA	5.1 LPA			
Manager Name	Keerthi	Vishal			
Manager Contact	6364367946	9500100134			
Manager Mail ID	Keerthi-y @capgemini.com	Vishal-rane @persistent.com			
Was this Position Permanent Temporary Contractual Agency Details (if temporary or contractual), provide details	permanent	permanent			