

## Consent Form

As a condition of your application for employment within the HSBC Group, pre-employment screening must be completed.

Depending on the type of role for which you apply, your initial and continued employment will be subject to you passing satisfactorily a series of vetting checks. If you are offered and accept a position within the HSBC Group, some or all of these screening checks may be repeated periodically during your employment.

The checks will be carried out in relation to relevant matters, such as:

- Identity
- Right to work
- Conflicts of interest (regarding relatives in HSBC and/or previous experience working for the bank's auditors)
- Criminal record
- Credit record
- Sanctions watchlists
- Politically Exposed Persons (PEP) – checking to see if you or anyone you have a close relationship with is a PEP (a person who is or has been entrusted with a prominent public function)
- Employment over the past 5 years
- Your highest level of educational attainment plus any qualifications that might be relevant to your role
- Media coverage, using publicly available data including Negative News Screening
- Civil litigation (“Enhanced Vetting” only – see below)
- External directorships (“Enhanced Vetting” only)

### Enhanced Vetting

HSBC Group designates certain roles as requiring “Enhanced Vetting” (EV). These are roles where abuse of the incumbent's position could cause serious damage to HSBC. If the role you are applying for / in is subject to EV, this means that:

Your ongoing employment in this role is subject to you passing satisfactorily a series of vetting checks (including criminal record, PEP, credit, civil litigation and media research) and If you are confirmed in this role after those checks have been undertaken, the further checks will be repeated on an ongoing basis and at least every 3 years to confirm your continued suitability for the role. You will be advised in advance if your role is subject to EV.

### How The Vetting Checks Will Be Performed

1. The checks will be conducted both internally (within the HSBC Group) and externally (using third party vendors) and will be conducted in accordance with all applicable data privacy laws and requirements.
2. The internal checks will involve the HSBC Group screening you against its internal anti-fraud and money laundering and credit risk database.
3. The external checks will be carried out by third party vendors acting under the instruction of the HSBC Group. All these vendors have satisfied HSBC vendor risk assessments and are subject to appropriate contracts with HSBC Group, which include obligations to protect the personal data they hold or have access to and only use it as instructed by the HSBC Group.



4. The screening will involve your personal data (including sensitive personal data) being collected, accessed and used within the HSBC Group of companies and by the relevant third party vendors referred to above. Criminal, credit and civil litigation checks may be carried out in different jurisdictions if you have spent more than 6 months in a different country within the last five years. Your personal data may be collected, accessed and used within or outside the country where you are based and, for individuals based within the European Economic Area (EEA), within or outside the EEA (including the USA).
5. HSBC Group will take appropriate measures to ensure that your personal data is collected, accessed and used only as reasonably required for the purposes of the screening process and in accordance with applicable data privacy laws. This includes limiting access to any personal data obtained from screening checks to individuals within the HSBC Group who have a valid need to access such information (e.g. HR, individuals carrying out checks, line manager, etc.).
6. In the event of any material adverse findings which may arise when the checks are carried out, HSBC Group will take action in accordance with local applicable HR processes and procedures. Dependent upon the nature of any adverse findings, this may result in a decision not to proceed with your employment or, if you have commenced employment, the termination of your employment in role and/or with the HSBC Group.
7. These background screening checks may be repeated periodically to confirm your continued suitability for the role.

By signing the form below you agree to the HSBC Group performing the background screening checks described above and to the collection and use of your personal data (including sensitive personal data) as described above. The HSBC Group will retain the details of any such checks in accordance with applicable law and its retention policies. Individuals in some countries may have rights under applicable data protection laws including the right to request a copy of their personal data which is held by HSBC Group. Please contact 040-39802000 if you would like further information.

You will be requested to provide your concurrence again by electronically signing on the third party vendor portal in this regard

You confirm that you have provided, or will on request provide, all relevant information reasonably requested to enable these checks to be conducted in a timely manner.

Mayank Kumar Jha

10-Aug-2022

Mayank Kumar Jha (Aug 10, 2022 14:22 GMT+5.5)

## Declaration and Consent

To: whom it may concern

I certify that the information provided in my application form is true and can be treated as part of any subsequent contract of employment

I also understand that any untrue information given in this application will result in disqualification or termination of employment with the company even if the application is successful.

Mayank Kumar Jha



Mayank Kumar Jha (Aug 10, 2022 14:22 GMT+5.5)

10-Aug-2022

## Letter of Authorization

To: whom it may concern

I understand that HSBC Electronic Data Processing India Pvt Ltd may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish HSBC Electronic Data Processing India Pvt Ltd and the outside background agency all information about me.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Mayank Kumar Jha



Mayank Kumar Jha (Aug 10, 2022 14:22 GMT+5.5)

10-Aug-2022

## DECLARATION OF CRIMINAL OFFENCES

To: HSBC Electronic Data Processing India Pvt Ltd

I hereby confirm that :

- (a) I have never been convicted of a criminal offence involving a felony or misdemeanor in any court of law
- (b) I do not have any criminal case pending in a court of law involving a felony or misdemeanor.
- (c) I do not have any known police reports lodged against me
- (d) I have never been declared a bankrupt
- (e) I undertake to inform the human resources department in the event I have a criminal case involving a felony or misdemeanor in any court of law during the course of my employment with the Company
- (f) I undertake to inform the human resources department in the event I am convicted of a criminal offence involving a felony or misdemeanor in any court of law during the course of my employment with the Company
- (g) I undertake to inform the human resources department of any known police reports lodged against me during the course of my employment with the Company.
- (h) I undertake to inform the human resources department should I be declared a bankrupt during the course of my employment with the Company.

I understand that if I knowingly give false information or willfully suppress any material fact, I will be liable to summary dismissal

Mayank Kumar Jha



Mayank Kumar Jha (Aug 10, 2022 14:22 GMT+5.5)

10-Aug-2022