**One97 COMMUNICATIONS LTD.**

**Mandatory Information Form : to be filled by the Candidate**

**Source Details** (*Consultant Name/Employee Referral/Direct/Ad. Walk in*): Employee Referral

If referred by an Employee of One97, please provide Employee Id No. :

**Personal Information (Please use BLOCK LETTER only)**

**Name**: MOTILAL MEHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: MALE

(First Name) MOTILAL (Middle Name) ------------ (Last Name) MEHER

Father’s Name: ROMANCHAL MEHER Mother’s Name: MANJARI MEHER

**Official DOB** (DD/MM/YY): 17/11/1995 **Actual DOB** (DD/MM/YY): 17/11/1995

**Blood Group: O +VE PAN Number: DQJPM9660L**

**Marital Status** (Single/Married): SINGLE **Anniversary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UAN Number**: Yes: 101617436626 No:

**Contact Details (Address & Phone No.)**

**Address Permanent: BALRAM TOWNSHIP, A-417, TALCHER, ANGUL, ODISHA, 759148**

**Current**: **BALRAM TOWNSHIP, A-417, TALCHER, ANGUL, ODISHA, 759148**

**Phone -** Residence (*with STD code*): \_\_\_\_\_\_\_ / /

**Mobile**: 8917431632 **Personal Email Id**: motilalmeher11@gmail.com

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From**  (Mon/Year) | **To**  (Month/Year) | **Organization** | **Mode** (Contract/Full Time) | **Designation** | **Emp\_ID** |
| Sept/2020 | July/2022 | Deloitte India | Full Time | Analyst | 00040994 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Experience** | **Years** | 1 | **Months** | 11 |  |

*I certify that I have not attended the One97 India selection process in the last* ***6 months****. I also certify that the all information given by me on joining day are true, complete and correct to the best of my knowledge.*

**Place**: **Bangalore** **Date**: 13/07/2022

**Signature**: Motilal Meher

**Form No - 2**

**INVENTION ASSIGNMENT, CONFIDENTIALITY, NON-COMPETITION AND NON-SOLICITATION AGREEMENT**

In consideration of my employment by One97 Communications Ltd., I hereby represent and agree (the “Agreement”) as follows:

1. I understand that the company develops and markets application integration products and services and that I may have access to or acquire information with respect to confidential Information (as defined below), including software, processes and methods, development tools, scientific, technical and/or business innovations.
2. *Disclosure of Innovations*. I agree to disclose in writing to the company all inventions, improvements and other innovations of any kind that I may make, conceive, develop reduce to practice, alone or jointly with others, during the term of my employment with the company, whether or not such inventions, improvements or other innovations are related to and grow out of my work for the company and whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection (“Innovations”). Examples of Innovations shall include, but are not limited to, discoveries, research, inventions, formulas, techniques, processes, how, marketing plans, new product plans, production processes, advertising, packaging, and marketing techniques and improvements to computer hardware or software.
3. *Assignment of Ownership of Innovations*. I agree that all innovations will be the sole and exclusive property of the Company and I hereby assign all of my rights, title or interest in the Innovations and in all related patents, copyrights, trademarks, trade secrets, rights of priority and other proprietary rights to the company. At the Companies request and expense, during and after the period of my employment with the company,  will assist and cooperate with the company in all respects and will execute documents, and Subject to my reasonable availability, give testimony and take further acts requested by the company to obtain, maintain, perfect and enforce for the company patent, copyright, trademark, trade secret and other legal protection for the Innovations. I hereby appoint the president of the company as my attorney-in-fact to execute documents on my behalf for this purpose. I have attached hereto as Schedule A a list of Innovations as of the date hereof which belong to me and which are not assigned to the company hereunder (the “Prior Innovations”), or, if no such list is attached, I represent that there are no Prior Innovations.
4. *Protection of Confidential Information of the Company*. I understand that my work as an employee of the company creates a relationship of trust and confidence between myself and the company. During and after the period of my employment with the company, I will not use or disclose or allow anyone else to use or disclose any “Confidential Information” (as defined below) relating to the company, its products, services, suppliers or customers except as may be necessary n the performance of my work for the company or as may be specifically authorized in advance by appropriate officers of he company. “Confidential Information” shall include, but not be limited to, information consisting of research and development, patents, trademarks and copyrights and applications thereto, technical information, computer programs, software, methodologies, innovations, software tools, know-how, knowledge designs drawings, specifications, concepts, data, reports, processes, techniques, documentation, pricing, marketing plans, customer and prospect list, trade secrets, financial information, salaries, business affairs, suppliers, profits, markets, sales strategies, forecasts employee information and any other information not available to general public, whether written or oral which I know or have reason to know the company would like to treat as confidential for any purpose, such as maintaining a competitive advantage or avoiding undesirable publicity. I will keep Confidential information secret and will not allow any unauthorized use of the same , whether r not any document containing it is marked as confidential. These restrictions, however, will not apply to Confidential information hat has become known to the public generally through no fault or breach of mine or that the company regularly gives to third parties without restriction on use or disclosure. Upon termination of my work with the company, I will promptly deliver to the company all documents and materials of any nature pertaining to my work with the company and will not take with me any documents or materials or copies thereof containing any Confidential Information.
5. *Non- Competition.* I understand that the company develops and markets application interaction, products and services. I agree that during the period of my employment and for a period of (12) months thereafter, I will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the company , its affiliates and subsidiaries during the period of my employment, to any customer or  client of the company; particularly with respect to matters as involved/conducted by me and/or the concerned team in which I am working, and/or related to such matters, during the period of my employment with the company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by me and/or the concerned team in which I am working, and/or related to such matters, during the period of my employment (a “Competitive Business”), except that I may own, in the aggregate, not more than 1% of the outstanding shares of any publicity held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association. The current list of competitor companies can be found at Annexure 1 hereto, for your reference. I hereby confirm that the Company may update this list on a routine basis and such amended list will be applicable to me.

Company also has the right to take back all the perks and benefits including ESOPs both (exercised and vested) retrospectively in case any employee joins any of the below mentioned companies in**Annexure 1**

1. *Non-Solicitation.* I understand that my work as an employee of the company creates a relationship of trust and confidence between myself and the company. During my employment and for a period of 2 (Two) years immediately following the end of my employment with the company, I will not request or otherwise attempt to induce or influence, directly or indirectly, any present customer, distributor or supplier of the company, or other persons sharing a business relationship with the company to cancel, to limit or postpone their business with the company, or otherwise take action which might be to the material disadvantage of the company. **I specifically undertake that during the said period of 2 (Two) years immediately following my employment with the company, I will not solicit, directly, indirectly or in any other manner, any business from the customers / clients of the company, either for myself or any organisation or individual that I am associated with in any capacity whatsoever.**  During and for a period of 2 (Two) years after the period of my employment with the company, I will not hire or solicit for employment, directly or indirectly, or induce are influence any employee, agent, officer, director, contractor, consultant or other business associate of the company to terminate his or her employment or discontinue such person's consultant, contractor or other business association with the company.
2. *Scope of Non-Competition and Non-Solicitation Provisions.* The parties hereto agree that due to the nature of the company’s business, and that of its affiliates andsubsidiaries, the duration and geographic scope of the non-competition and non-solicitation provisions set forth above are reasonable. In the event that any court determines that the duration or the geographic scope, or both, are unreasonable and that either of such provisions are to that extent unenforceable, the parties hereto agree that such provision shall remain in full force and effect for the greatest time period and in the greatest area that would not render it unenforceable. The parties intend that the non-competition and non-solicitation provisions herein shall be deemed to be a series of separate covenants, one for each and every country for each and every state of the India and each and every political subdivision of each and every country outside India where this provision is intended to be effective. I agree that damages are an inadequate remedy for any breach of such provisions and that the company, its affiliates and subsidiaries, shall, whether or not they are pursuing any potential remedies at law, be entitled to equitable relief in the form of preliminary and permanent injunctions without bond or other security upon any actual or threatened breach of either of these provisions. If I violate either of Section 5 or Section 6 herein, the duration of such section automatically shall be extended against me for a period equal to the period during which I shall have been in violation of such section. The covenants contained in the non-competition and non-solicitation provisions set forth above are deemed to be material and the company is entering into this Agreement relying on such covenants.
3. *Other Agreements*. I represent that my performance of all terms of this Agreement and my duties as an employee of the company will not breach any invention assignment agreement, confidential information agreement, non-competition agreement, non-solicitation agreement or other agreement with any present or former employer or other party. I represent that I have not and will not bring with me to the company or use in the performance of my duties for he Company any documents or materials of a present or former employer that are not generally available to the public.
4. *Disclosure of this Agreement*. I hereby authorize the company to notify others, including, but not limited to, customers of the company and any of my future employers, of the terms of this agreement and my responsibilities hereunder.
5. *Injunctive Relief.* I understand that in the event of a breach or threatened breach of this agreement by me the company may suffer irreparable harm and monetary damages alone would not adequately compensate the company. The Company will therefore be entitled to injunctive relief to enforce this Agreement.
6. *Enforcement and Severability*. I acknowledge that each of the provisions in this agreement are separate and independent covenants. I agree that if any court shall determine that any provision of this Agreement is unenforceable with respect to its term or scope such provision shall nonetheless be enforceable by any such court upon such modified term or scope as may be determined by such court to be reasonable or enforceable. The remainder of this agreement shall not be affected by the unenforceability or court ordered modification of a specific provision.
7. *Successors and Assigns*. I understand that neither this agreement, nor any of my rights, powers, and duties obligations hereunder, may be assigned by me. This agreement shall be binding upon and inure to my benefit and to my heirs and legal representatives and the company and its successors. I further understand that the company may assign this agreement or any part hereof to any successor of the company, including , without limitation, any company or companies acquiring , directly or indirectly , all or substantially all of the assets of the company, whether by merger, consolidation, purchase, lease or otherwise.
8. *Governing Law*. The laws of the state of Delhi in the country of India shall govern the interpretation, validity and performance of the terms of this agreement, regardless of the law that might be applied under principles of conflicts of law.
9. *Superseding Agreement*. I understand and agree that this Agreement contains the entire agreement of the parties with respect to subject matter hereof and supersedes all previous agreements and understandings between the parties with respect to its subject matter.
10. *Acknowledgements*. I acknowledge that I have read this agreement, was given the opportunity to ask questions and sufficient time to consult an attorney and I have either consulted an attorney or affirmatively decided not to consult any attorney. I also understand that my obligations under this agreement survive the termination of my employment with the company.
11. *Termination*:
12. The employer or employee shall have the right to terminate this employment by providing notice period as per the notice period terms mentioned in the appointment letter or any subsequent change in terms of appointment.
13. In the event of any violation by employee of any of the terms of this employment or due to unsatisfactory performance employer may terminate employment without notice and with compensation to employee only to the date of such termination.
14. This appointment is made on the basis of information provided by you in the application and also at the time of interview if it proves untrue/ incorrect any time, the company reserves its right to take appropriate action including forthwith termination of your services.
15. Notwithstanding the preceding clauses, the company shall have the right to terminate the employee’s employment for “Cause” at Will. For purposes of this agreement, the company shall have “Cause” to terminate the employee’s employment at Will includes, but not limited to, any of the following:-
    * 1. Conviction of a felony or willful gross misconduct that, in either case, results in material and demonstrable damage to the business or reputation of the company ; or
      2. Willful and continued failure to perform his duties.
      3. Any material breach of this agreement by the employee.
      4. thefts, dishonest act(s), negligence, incompetence, insubordination
      5. failure to follow work rules and policies
      6. excessive absenteeism or tardiness
      7. disloyalty
      8. falsification of records

**IN WITNESS WHEREOF,** the parties have executed this agreement as of the first date written below.

Date: \_\_\_\_13/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Code:  \_41353\_\_\_\_\_\_\_\_\_

Sign: Motilal Meher

Name: \_\_Motilal Meher\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEXURE 1

The current list of competitor companies are as below. The list will be deemed to include the subsidiaries and group companies of the below mentioned entities/brands. The Company reserves the right to update this list from time to time, as per its policies, which shall be binding on me.

* GooglePay
* PhonePe
* AmazonPay
* Facebook
* WhatsAppPayment
* NPCI
* BharatPe
* Jiopay
* Razorpay
* Pine labs
* PayU
* Zerodha
* Upstox
* Groww
* Park+

Employee Code: \_\_\_\_\_\_41353\_\_\_\_\_\_\_\_\_

Sign: Motilal Meher\_

Name: \_\_Motilal Meher \_\_\_\_\_

Date: \_\_\_17/11/1995\_\_\_\_ \_\_\_\_\_\_\_

**Declaration**

“I herewith submit my Aadhaar number and voluntarily give my consent to ; share with you a copy of Aadhaar/UID number issued by the UIDAI, Government of India for incorporating the same in the employment records and authorise you to share them with Statutory/ Government Bodies such as Employee’s Provident Fund Organisation.”

Sign: \_Motilal Meher\_

**One97 Communications Limited**

**CODE OF CONDUCT**

A. BACKGROUND

# B. APPLICABILITY

# C. GUIDING PRINCIPLES

# D. AT THE WORKPLACE

# E. COMMUNICATION GUIDELINES

# F. PROTECTING THE COMPANY ASSETS

# G. LAWS AND REGULATIONS

# H. CORPORATE CITIZENSHIP

# I. BREACH

J. REPORTING VIOLATIONS / WHISTLEBLOWER MECHANISM

**A. BACKGROUND**

The Corporate Code of Conduct has been prepared to help you understand One97 Communications Limited’s (hereby referred to as ‘ Company’ or ‘One97’) standards of ethical business practice and to comply with the same.

This Code describe how One97 staff should behave: personal responsibility and integrity is at the core of our principles and culture.

In every business decision the Company makes, we must follow the ethics and compliance principles set forth in this Code. It is also our responsibility to report anything we observe or know about, that might violate these principles.

Violation of this Code is a serious matter. It is important that you read this Code carefully and ask question about anything you do not understand. Each of us must understand and accept our personal responsibility in preserving and enhancing our reputation for integrity. We know we all will take pride in doing the right thing always.

**B. APPLICABILITY**

This Code applies to all Directors and employees of the Company, its subsidiaries and its affiliates, and employees of service providers or vendors, employees of business partners, consultants, retainers, trainees or any individual engaged providing services within the Company’s premises. (Hereinafter referred to as “Personnel”)

Everyone, to whom this code is applicable, should sign the declaration form, whether physically or digitally, indicating that they have received, read and understood, and agreed to comply with the Code.

**C. GUIDING PRINCIPLES**

Underlying the way we conduct ourselves from day to day are our Guiding Principles:

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance –**  **‘strive to excel’** | **Simplicity –**  **‘keep it simple’** | **Leadership –**  **‘show the way’** | **Commercial focus –**  **‘treat it as your own’** |
| * Have passion and belief * Work as a team * Take accountability * Celebrate success | * Focus on priorities * Be non – bureaucratic * Communicate clearly * Make it easy | * Provide direction * Think strategically * Be innovative * Inspire and enrich | * Be open and honest * Show respect for the individual * Value differences * Be a good corporate citizen |



**D. AT THE WORKPLACE**

**D.1.Business Guidelines**

We are expected to conduct our daily activities for the Company in compliance with all Company policies, legal obligations and contractual obligations. This includes complying with the Company policies, procedures, rules, regulations and its contracts with its business associates.

**D.2. Ethical Behavior**

One97 will conduct its business fairly, impartially, in an ethical and proper manner, in accordance with the Company’s values and Code of Conduct, and in full compliance with all laws and regulations. In the course of conducting Company business, integrity must underlie all Company relationships, including those with customers, vendors and among employees. The highest standards of ethical business conduct and compliance are required of all Personnel in performance of their responsibilities. Any Personnel must not engage in conduct or activity that may raise questions as to the Company’s honesty, impartiality, or reputation or otherwise cause embarrassment to the Company.

**D.3. We are ethically bound to follow the following:**

* Not share Company or business information, data and plans outside intentionally or unintentionally, which may provide any or undueadvantage to outsiders and/or cause any kind of loss to the Company
* To avoid any loose talk internally or in any public domain including social networking / media about the Company or fellow employees that may tarnish the Company’s image in any way
* Not attempt to secure employment for acquaintances or family by concealing facts
* Not be part of any venture outside our Company's operations
* Not be party to spreading rumors internally as well as outside
* Not submit forged bills for financial claims related food, travel or any other reimbursements
* Not to indulge in the practice of proxy attendance for self or others while punching in or out
* Not to submit false regularization claims for timings and attendance
* Not take advantage of flexi timings by not logging / working the desired working hours

**D.4. Personal behavior and harassment free work place**

It is expected that all Personnel, at all times, will ensure that personal behavior in the workplace and in the presence of our business associates is impeccable.

**Do not:**

* Use or attend work under the influence of illegal drugs or alcohol, or use oral tobacco products within the premises, or carry alcohol in the premises.
* Possess/consume alcohol or any other illegal substances during the course of work in the office premises
* Offer to another or deal in illegal drugs in the workplace
* Smoke in all of the enclosed areas within the office worksites. Please refer to the No Smoking Policy on the Company Intranet
* Not undertake any illegal activity like betting or gambling in the office premises Misrepresent the Company in any way via any forum or means.
* Use the internet to access or send offensive material
* Use official devices to store or display offensive material Use Company work time for personal gain
* Falsify reports/data
* Place yourself or fellow employees at risk of injury

Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive towards unlawful purposes. It is intentional behavior which is found threatening in an unlawful manner.

Sexual Harassment is governed by The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, which is a legislative act in India that seeks to protect women from sexual harassment at their place of work. Please refer to the One97’s Anti Sexual Harassment Policy on the Company intranet.

**You must never:**

* Use disruptive threatening behavior of unlawful nature either physically, verbally or psychologically
* Swear or use inappropriate language
* Indulge in mental or physical abuse, sexual harassment and coercion

Be a silent spectator to any form of harassment, even if you are not the target. You must instead report the incident to the Compliance Officer or as per the reporting mechanism mentioned in this code to icc@paytm.com.

**D.5. Equality and non-discrimination**

One97 and all its affiliate Companies shall provide equal opportunities to all its employees / Personnel and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.

Human Resource policies shall promote diversity and equality in the workplace, as well as compliance with all local labour laws, while encouraging the adoption of international best practices.

Employee policies and practices shall be administered in a manner consistent with applicable laws and other provisions of this Code, respect for the right to privacy and the right to be heard, and that in all matters equal opportunity is provided to those eligible and decisions are based on merit.

**D.6. Bribery and Corruption**

All relationships with customers, suppliers, competitors, employees and governmental bodies and officials are to be based on compliance with Company’s Anti-Bribery and Corruption Policy. Each Personnel must read the contents of the Anti-Bribery and Corruption Policy and understand the extent to which the Policy affects their daily work. They must fully and constantly comply with the Policy. Any questions should be directed to the Compliance Officer.

No Company official or Personnel has the authority to require any action that would violate the Anti-Bribery and Corruption Policy.

**D.7. Gifts and entertainment**

Neither One97’s employees nor any partners, personnel acting on its behalf, may accept any gifts from any other person in connection with their work for the Company unless they are of a nominal value and it is clear that nothing is expected of the employee or intermediary in return.

One97’s employees and personnel may offer gifts to other business associates of a nominal value, if it is clear that nothing is expected in return. In case, gifts offered or received by the employees or intermediaries, acting on Company’s behalf, are more than the nominal value, it must be pre-approved by the Compliance Officer and only if the gift is not intended to improperly influence any act, conduct, or decision.

The rules and regulations on gifts and entertainment mentioned in the Anti Bribery and Corruption Policy shall be used for the guidance of the employees.

**D.8. Data**

* Data of One97 and its affiliate companies and partners is made available to employees on need to know basis.
* Each employee should obtain data from their authorized data systems to perform their own assigned duties
* Data should not be shared between employees or with anyone outside of One97 and affiliate companies
* Exception can only be made by HOD based on the case with written authorization

Employee shall access and/or share the company’s information pertaining to employees’ salary and/or their personal sensitive information strictly on a “need to know” basis during the course of carrying out and/or discharging their official duties/ job responsibilities and such employees shall maintain the confidentiality of such information in perpetuity.

All data and any derived data is the property of One97 and/or affiliates and subsidiaries, and the employees should not destroy or tamper with any of the data. Upon termination, employee should return all data to Company.

Any suspicion of data leak or potential incident is required to be reported to HOD and Data Security Team <datasecurity@paytm.com> immediately

Do not use personal computers/external devices (other than Company owned devices) to access or download Company data

One97 shall be entitled to impose financial & other penalties against employee if this policy is breached in any manner

**D.9. Dealing with Government agencies**

Any Personnel engaged in working with government agencies like regulators, taxation officials, local authorities and such are required to build relationship of trust based on transparency and fairness at all levels.

You must:

* Ensure that the highest standards of business conduct are followed Escalate the matter to your seniors, if you are in doubt
* When seeking resolution on various issues, ensure all engagements must be in line with normal business conduct
* Be careful to provide accurate and complete data when information or documents relating to the Company are sought
* Co-operate fully and courteously with officials, who are authorized to seek information or data or conduct an investigation or inquiry
* Retain and preserve all relevant data and information for reporting, compliance or investigation purposes

**Do not:**

* Attempt to use undue influence in order to obtain any favourable performance of official duties or decision
* Obstruct directly or otherwise access to information or records that are sought Provide false or misleading information or create false data or records

**D.10.Conflict of interest**

A conflict of interest arises when you are in a position or situation which could:

* Benefit you, or someone with whom you are associated, and that benefit is at the expense of One97/ Paytm or results in lost opportunity for One97/Paytm
* Interfere with your objectivity in performing your Company duties and responsibilities.

The Company requires its Personnel to be fair, honest and objective in all its actions and decisions and avoid any matter that may lead to a conflict between the interests of the Company and its Personnel.

The following conflicts of interests are prohibited, a personnel shall not:

* Misuse his / her position in the Company for personal gain
* Engage directly or through a relative in an entity that has a business relationship with the Company or offers services/ products to the Company
* Hold financial or strategic interest in any entity that has business relations with the Company
* Award any type of benefits, like recruitment, posting, promotion or increase in salary or other remuneration, to a relative.

**D.11. Policy on employment / hiring of employee’s relative**

The Company does not promote and hire relatives in the Company. Members of a Personnel’s immediate family (defined as parents, children, spouse, siblings, grandparents and those same relationships engendered by in-laws, adoptions and step-families) and members of a Personnel’s household will not be considered for employment. However, such cases can be considered on case to case basis at times with certain conditions and written approval from the head of HR.

Conflicts, if any and all potential conflicts of interest need to be reported to the Compliance Officer for guidance and action as appropriate.

**D.12. Non- Competition**

In reference to the Invention Assignment, Confidentiality, Non- Competition and Non Solicitation Agreement signed by you at the time of joining, during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly (i) market or sell products or perform services such as are offered or conducted by the company , its affiliates and subsidiaries during the period of your employment, to any customer or  client of the company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you am working, and/or related to such matters, during the period of your employment with the Company; (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and related to such matters, during the period of your employment with the Company. The current list of competitor companies can be found at Annexure 1 of Form 2, hereto, for your reference. The list will be updated on a routine basis by the company.

**D.13. Child and forced labour**

The Company does not promote hiring of any personnel less than 18 years. Company as policy does not permit or promote use of forced, bonded and compulsory labour.

**D.14. Transfer & Movement:**

All personnel may be transferred to any role/section/department/unit/subsidiary/affiliate entities or branch in India or abroad either existing or which may come into existence. All transfer & movements will be initiated by Human Resources team. Manager or HODs cannot transfer or move any personnel without getting formal consent from Human Resources including initiating new hires or IJPs. This also applies to the nomenclature of teams/dept etc.

**D. 15. Nomenclature Guidelines**

* Any name change of teams/departments will be subject to approval from HR.
* All designations or department names displayed on email footers as well as visiting cards will follow due procedure and approvals.
* Any change of team or reporting manager will be done only on HR approval.

**D.16. Compliance with Company Policies**

All Personnel shall abide by all Company Policies. The same are intimated and/or made available on the intranet of the Company. Personnel shall behave professionally in all matters.

**D.17. Physical Security**

Company requirements such as to have the identity card displayed and swiped for access to the Company Premises shall be followed. In addition, any kind of access to visitors or guests within office premises will follow the laid down procedures and rules.

**E.COMMUNICATION GUIDELINES**

As per our Communication guidelines, do not send emails at oneall@One97.com and do not register your and oneall@one97.com ids in any of the websites. The same applies to all Paytm group IDs. Also, please do not send/ share any personal emails to any Group email ids. Also:

* Please do not use official group IDs to create handles / pages on social media Please do not send unwanted information / emails to individuals or group ids
* Use group IDs for the specific purposes only. Any unrelated or unwanted information sharing will call for disciplinary action.
* Ensure that the mails going outside the Company are only sent to the intended person/s with desired information or data.
* Do not use your company email address on social media eg: on Linkedin for the purpose of hiring. You may promote published jobs from Paytm's job site or Paytm's official LinkedIn page to seek candidate applications through Lever.

**E.1. Internal Emails**

Think of the basic rules of conversation you learned growing up and watch your Tone/Language while sending emails:

* At all times, observe basic courtesy (form of address, tone, language, formatting etc.)
* Do not use rude/offensive language
* Avoid Irony and Sarcasm
* Have conversation or discussion without finger pointing i.e. without blaming each other
* Be responsible in what you say i.e. do not make loose statements.
* Choose the right medium for communication and avoid unnecessary long mail trails. Use emails where ever necessary.
* Please ensure email is sent only to the right recipient, avoid unnecessary tagging groups or individuals.

It is important to read each email before sending to ensure that it will not offend you if you were the recipient of the same email.

## E.2. Social Media

**Do's & Don'ts**

1. Please ensure that you are stating your correct designation (as given in the company communication) on any public domain platform including social networking websites or apps or any other medium (e.g. linkedin, facebook, twitter, etc.) / media.

2. Do not share any information about the Company or its personnel that may tarnish the Company’s image in any way.

3. Do not share your project details, new features, data or any other business information on any public domain platform including social networking websites

4. Do not share Company or business information, data and plans outside intentionally or unintentionally. Only a few people/teams are authorized to share information about the company on social media.

5. Do not share your project details, new features, data, people contact or related information, future plans, new product development, or any other business information like merger, acquisitions, tie ups, litigation, hiring, off-boarding, merchant or customer strategies, new app or software updates/enhancements, snippets of business discussions, fraud/risk prevention measures, audits, analytical data, source codes etc. on any public domain platform including social networking websites. Do not share any small talk or gossip or any information whatsoever, about your colleagues, business, pilot, ongoing project, enhancements, transfer movements etc. Please be careful about the company information you are revealing while talking to people outside.

Some Examples:

* While updating your profile on social media platforms like Linkedin, Facebook etc. please use only the designation (if required) mentioned in the company communication to you, without any creative or subjective additions. Please note that even the team name is not to be mentioned, as you may unknowingly share some restricted information outside or they may extract information through cold calling.
* Ensure that you are not mentioning any details of the project you are working or worked on as it may also have confidential information and could give an advantage to our competitors.

## E.3. External Email & Communication Etiquette and Internet Usage

We need to be professional and consistent in all our communication with our external partners – merchants, clients, vendors and others. Please adhere to following:

### Emails:

§  Your emails should have a salutation (Hi or Dear <name>) and proper sign off

§  The content needs to be clear, to the point and self explanatory

§  Please do not send just a word or line without stating the context. Often the trailing mail has the context, but it is only fair to state it in your mail and ask to refer to the details below

§  Before hitting “Reply All,” please check if all in the mail need to read the response

§  Check the subject line of your email for relevance

§  Please use the email footer in your first email, so the recipients have your contact details

§  Do not add external merchants/clients to internal mails. Make sure you have removed their names before sending mails.

§  Please ensure that you are using the correct company logo, name & designation in the mail footers. It is important to state your contact number in the footer.

Please follow the example below:

**Full name in bold**(Use only "open sans" font)

Designation

+91 <your mobile number>

Latest Relevant Logo (Eg. Paytm/Paytm Mall)

[www.paytm.com](http://www.google.com/url?q=http%3A%2F%2Fwww.paytm.com%2F&sa=D&sntz=1&usg=AFQjCNHoM0HXzn5-vPzRxDMRFlN7uWo64w)

### E.4. Phone Calls:

Please be respectful, listen carefully and do not react

·         Avoid jumping to conclusions, making premature judgments, agreements, comparisons, or criticisms

·         Understand the point of view of other people before agreeing or disagreeing with it

·         Please make sure that your objectivity is not clouded by personal feelings.

·         Please note that obtaining formal consent of the people on the call is mandatory before you record that call. Also, the recorded calls should only be      used for the purpose for which, the consent has been obtained.

Non-compliance to these rules will be treated as violation of communication guidelines of our Code of Conduct. This could invite strict action leading up to termination of employment.

**E.5 Internet Usage – Do not**

* Excessive use of public email services and public IMs such as Yahoo, Google Chat, Facebook, Twitter, Linkedin, Quora, MSN, etc during the office hours
* Heavy downloads - software, songs and videos (Movie etc.)
* Objectionable web sites visits (adult content)
* Playing music in the office

Uncontrolled and indiscriminate internet usage is not only a breach of our code of conduct but also a threat to the security of our data. As mature professionals, we are expected to use our freedom (internet usage) and resources appropriately to avoid limited or no access to the internet.

**Don'ts of Communication**

Employees are not allowed to:

·         Share or use official group IDs on Social media.

·         Use official group IDs to create personal handles / pages on social media

·         Create groups/pages in the name of the organization on social media with authorization

·         Send mails with confidential data/content to unauthorized people internally or externally.

·         Record phone calls without clear consent from the parties involved.

·         Use offensive or derogatory or abusive language, gestures etc.

·         Falsify information or misrepresent self or organization.

·         Spread fake news / rumors etc. or indulge in loose talk using internal communication channels

·         Speak at a seminar / conference without necessary approval.

·         Share internal information, news or videos with any outside person / press / social media.

**F. PROTECTING THE COMPANY ASSETS**

**F.1. Company Property**

Our policy is that no Company property may be removed from Company premises or designated storage places without the permission of a nominated Manager. For example all books, records and computer software are Company property and cannot be removed from the company’s premises. This includes manuals, lists and other information used by employees in their daily work.

You must respect the Company’s ownership of all Company funds, equipment, supplies, books, records and property. All Company assets should be used for a legitimate business purpose. The misuse or removal from Company facilities of Company assets is prohibited, unless specifically authorized by an appropriate representative of the Company. Theft, carelessness and waste of Company assets have a direct impact on the Company's financial condition and results of operations. This includes use of official infrastructure and facilities for personal work.

If a person is found guilty, necessary disciplinary action will be taken which may include recovery in terms of monetary value or may lead up to termination or both depending on the severity. This includes both tangible & intangible assets (includes data, process, application, hardware, software etc).

**For Tangible assets**: At the time of exit it is expected from the employee to return the IT, Admin, IOT/EDC devices or any other asset or equipment received by the employee/consultant/third party in the due course of employment/engagement with the Company. Employees are expected to take clearance from the concerned department on or before their Last Working Day (LWD). Employee/consultant/third party should return the equipment with all the official data in the device. In the event of any breach,  the Company (Paytm) reserves the right to initiate criminal or civil action, including lodging FIR, against the defaulter to recover its dues including all damages incurred in the due course to make the recovery.

**F.2. Confidentiality**

As per the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

No Personnel shall disclose or use any confidential information gained in the course of employment / association with the Company for personal gain or for the advantage of any other person. No information either formally or informally shall be provided to the press, other publicity media or any other external agency except within approved policies.

Each Personnel shall also respect and observe the confidentiality of information pertaining to patents, intellectual property rights, trademarks and inventions; and strictly observe a practice of non-disclosure.

The salary details of any employees and/or any other personal or sensitive information pertaining to the employees of the company, accessed, divulged or known to you during the course of carrying out and/or discharging their official duties/ job responsibilities to which you have inadvertently gained access to shall remain confidential at all times. You shall maintain the confidentiality of such information on a perpetual basis. Any breach of confidence will be viewed with utmost seriousness and we reserve our discretion to exercise all remedies available to us.

**F.3. Password policy**

Please note that it is your responsibility to ensure any unauthorized use of passwords as this can lead to serious issues as it is regarded as a breach of policy.

Please take note of the following guidelines:

* Please set a password that is not predictable or easy to guess. To complicate it, please use alphanumeric with upper case and lower case.
* Please change your password on monthly basis to avoid being hacked.
* Please ensure you do not use any unauthorized computer/laptop which has suspected malware where hacking or password tracking tools are pre-installed.

Please ensure to log out and clear all credentials from the memory of system (desktop/laptop/mobile) to avoid any traces where hackers can misuse your password. In case there is a business requirement of sharing passwords, an authorization from HOD in writing is mandatory.

We are not allowed to divulge or share confidential information with anyone, not even with our own colleagues or any other outsiders directly or indirectly. This information includes details such as: System Passwords, Panel Access, email Passwords, Documents, Data, Severs locations, Business Information, any Usernames and Passwords or any other privileged access/information etc.

To reiterate, if in case system/ login credentials including password is compromised, it is the responsibility of the individual Personnel and will be treated as breach of policy. Please be aware that a violation of this could cause security threat and will invite strict action leading to Termination or Police or Legal proceedings.

**F.4. Intellectual Property rights**

Intellectual Property includes, but not limited to, trademarks, patents, copyrights, designs, content, domain names, know how, technology, brands and all confidential and sensitive information of the Company including operations, budgets and business plans, etc.

A Company’s intellectual property is valuable to it and the Company will take all steps to safeguard and protect it from theft and misuse. It also respects the intellectual property of third parties and business associates and will not knowingly infringe the same.

**Each Personnel must:**

* Protect Intellectual Property from misuse, leakage or theft by due care and diligence
* Maintain confidentiality of all confidential and sensitive information that is not in public domain and may impact the Company’s reputation
* Take care of documents that contain such information and extend this care to information on computers by not leaving such assets in an open access area
* Never copy/ use or distribute documents or software that are protected by copyright or license without proper authorization
* Not use any Company related confidential information even after cessation of your service with the Company

Not claim any innovation or content created by individual or team during employment or association or collaboration with One97 as it remains property of One97

Any software, innovations, coding or any other type of intellectual property made by you during your engagement with the Company will be Company’s property and you shall have whatsoever no right on using, alienating, sharing or transferring it to any person outside the Company.

**F.5. Bulk orders on Paytm – Prohibited**

Personnel shall not place Bulk orders on Paytm portal and shall not collude with any third person for the purpose of consumption of cashback amount offered by Paytm in its portal through false and fraudulent transaction. The Company reserves the right to cancel any orders that classify as 'Bulk Order' as determined by Paytm as per certain criteria. An order can be classified as 'Bulk Order' if it meets with the below mentioned criteria, which may not be exhaustive, viz:

* Products ordered are not for self-consumption but for commercial resale Multiple orders placed for same product at the same address
* Bulk quantity of the same product ordered Invalid address given in order details
* Any malpractice used to place the order

If any Personnel is found to be involved in such activity, the same shall amount to malpractice and such Personnel acknowledge that the Company reserves its right to terminate the employment of such employee and adjust the cash back or due amount from the salary of the Personnel and take necessary legal action for recovery of such amount.

**G. LAWS AND REGULATIONS**

**G.1. Financial reporting and records**

The Company shall prepare and maintain its accounts fairly and accurately and in accordance with the accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country in which the Company conducts its business affairs.

Internal accounting and audit procedures shall reflect, fairly and accurately, all of the Company’s business transactions and disposition of assets, and shall have internal controls to provide assurance to the Company’s board and shareholders that the transactions are accurate and legitimate. All required information shall be accessible to Company auditors and other authorised parties and government agencies. There shall be no willful omissions of any Company transactions from the books and records, no advance-income recognition and no hidden bank account and funds.

Any willful, material misrepresentation of and / or misinformation on the financial accounts and reports shall be regarded as a violation of the Code, apart from inviting appropriate civil or criminal action under the relevant laws. No Personnel shall make, authorise, abet or collude in an improper payment, unlawful commission or bribing.

**G.2. Competition**

One97 shall fully support the development and operation of competitive open markets and shall promote the liberalisation of trade and investment in each country and market in which it operates. Specifically, no Personnel shall engage in restrictive trade practices, abuse of market dominance or similar unfair trade activities.

The Company or its Personnel shall market the Company’s products and services on their own merits and shall not make unfair and misleading statements about competitors’ products and services. Any collection of competitive information shall be made only in the normal course of business and shall be obtained only through legally permitted sources and means.

**Do not:**

* Directly deal with, contact or engage with competitors that may create a potential conflict with the provisions of competition law
* Share or part with Company specific information in an industry forum or enter into agreements with competitors on any matter unless you have consulted with the legal department in advance
* Enter into agreements that may be construed as abuse of dominance or restrictive trade practices such as price fixation, exclusive tie in arrangements, limiting the supply of goods or services, collusive bid rigging or predatory pricing.

**G.3. Compliance with laws & policies**

Personnel of the Company, in their business conduct, shall comply with all applicable laws and regulations, in letter and spirit, in all the territories in which they operate. If the ethical and professional standards of applicable laws and regulations are below that of the Code, then the standards of the Code shall prevail.

Each Personnel of the Company shall comply with applicable laws and regulations of all the relevant regulatory and other authorities. As good governance practice, they shall safeguard the confidentiality of all information received by them by virtue of their position.

As a Personnel, you must:

* All Personnel shall abide by all all applicable laws and company Policies. The company policies are intimated and/or made available on the intranet of the Company. All polices are subject to change, however personnel will be informed about all the latest changes.
* Ensure that you understand the implications of the laws that are applicable to your area of work
* Be compliant with the laws and applicable regulations
* Notify the legal department of any threatened or actual breach
* Inform the Company policy on compliance to your business associates.

You have a duty to report to the Compliance Officer, any alleged instance or incident of breach and consult them when in doubt about a practice or arrangement being a permitted activity.

**G.4. Criminal or legal cases**

Each Personnel is required to disclose to HR team about any legal proceedings whether civil or criminal, either filed against you in the past or pending against you while you join the Company. Also, during your employment with One97, if any case comes against you in future, you are duly bound to report it within 24 hours. If you are detained for more than 24 hours it will be Company’s call to decide whether to continue your employment or not.

**H. CORPORATE CITIZENSHIP**

**H.1. Health, Safety and Environment**

One97 is committed to provide a healthy, safe, clean and ergonomic work place to all its employees. The Company is also subject to compliance with all local laws to help and maintain secure and healthy work surroundings.

As a responsible corporate citizen, One97 will promote clean and green energy initiatives to ensure a sustainable environment and will endeavor to take necessary steps reduce energy consumption and waste.

You must:

* Follow and comply with Company’s policies and procedures for a safe and healthy work place
* Maintain a clean and organized work space with no obstacles or potential hazards
* Comply with any travel restrictions that may be notified like temporary unsafe places, ladies travelling late at night, etc.
* Switch off lights and any other appliances at the work place when not in use or while leaving office.
* Inform HR and your reporting manager about any chronic disease or prolonged illness.

Each Personnel is required to report any unsafe or illegal activity, to the Compliance Officer, that may endanger the safety of others at the work place.

**H.2. Corporate Social Responsibility (CSR)**

The Company is constantly committed in contributing to the society and actively supports various social and environmental initiatives for the community it operates in. The Company shall encourage volunteering by its employees and collaboration with community groups.

The Company shall not treat these activities as optional, but should strive to incorporate them as an integral part of its business plan. The Company will undertake its CSR activities, approved by the CSR Committee on the basis of the budgets allocated on a yearly basis.

The Company shall also make charitable contributions as integral part of its CSR activities. Such contributions shall be made after proper approvals, without demand from the recipient or expectation of business return. Also, no charitable contributions shall be made in cash or to the private account of any individual. Such contributions should be clearly reflected in Company’s books of accounts. The credentials of the recipient must be verified and it must be ensured that such contributions are permissible under applicable local laws.

**I. BREACH**

A breach of this Code will be regarded seriously and may lead to disciplinary action being taken against the employees, including termination in serious cases.

Breaching the Code or not reporting a breach of Code knowingly will also be treated as violation of our Code of Conduct.

**J. REPORTING VIOLATIONS / WHISTLEBLOWER MECHANISM**

Each Personnel shall promptly report via below channels, when he/ she becomes aware of any actual or possible violation of the Code or an event of misconduct, act of misdemeanor or act not in the Company’s interest. Such reporting shall be made available to suppliers and partners, too.

Also, any Personnel can also choose to make a protected disclosure as per Company’s Whistle-blowing mechanism defined in the Whistleblowing policy.

Personnel, making a disclosure, are assured that they will be fully protected against reprisals, punishment and other intimidations or any act of victimization for reporting genuine concerns. On the other hand, false, frivolous or malicious complaints will be treated with utmost severity and the consequences may include dismissal or termination of service/ business relationship, as the case may be-

* It is your responsibility to report anyone engaging in violations / unethical activities themselves or forcing others to do so
* If it is observed that violations are knowingly not shared, it will also be termed as violation at your part
* The identity of anyone reporting any such issue / violation shall be kept strictly confidential

Reporting Channels:

|  |  |
| --- | --- |
| Report by Phone | 0008000502403 (While raising a concern, please dial on the 13 digits toll free number) |
| Report Online / Web Portal | <https://secure.ethicspoint.eu/domain/media/en/gui/108301/index.html> |
| Mobile Link | <https://paytm.navexone.eu> |

# **K. DECLARATION**

I hereby confirm that I have read all of the above code of conduct; any instance of non-adherence to the Code of Conduct / any other observed unethical behavior on the part of those covered under this Code should be brought to the attention of the immediate reporting authority, who shall in turn report the same to the Head of Corporate Human Resources.

ANNEXURE 1

The current list of competitor companies are as below. The list will be deemed to include the subsidiaries and group companies of the below mentioned entities/brands. The Company reserves the right to update this list from time to time, as per its policies, which shall be binding on me.

* GooglePay
* PhonePe
* AmazonPay
* Facebook
* WhatsAppPayment
* NPCI
* BharatPe
* Jiopay
* Razorpay
* Pine labs
* PayU
* Zerodha
* Upstox
* Groww
* Park+

Employee Code: \_\_\_\_\_41353\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_Motilal Meher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Signature: \_\_\_\_\_\_Motilal Meher\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_13/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_ **Bangalore** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms of Usage of IT Assets**

1. The above equipment is being issued to you to be used by you for Authorized Purposes only.

2. ‘Authorized Purposes’ means – use of the equipment only by the concerned employee for carrying out his/her official duties in furtherance of business of the Company.

3. This equipment is not to be used any for purpose which is illegal and is not allowed by laws of India. In case the concerned employee is traveling outside India with the equipment then the equipment has to be used in accordance with the laws of such country being visited.

4. Desk tops shall not be taken out of office premises without written approval from the head of your department and the IT head.

5. Employee shall take good care of the equipment. However, normal wear and tear expenses of the equipment shall be borne by the Company.

6. This equipment of the Company is insured as per Company norms. In case of breakage or loss of equipment due to theft or any other reason, such breakage/loss shall be informed by you to the Company within 24 hours. The concerned employee shall file a loss report with the police station and share a copy of the same with the Company. Depending on the claim amount approved by the insurance company, balance shall be deducted from user. For further details refer Deep Purple https://sites.google.com/a/paytm.com/deeppurple/human-resources/people-policies.

6. Use of equipment for personal, unauthorized or illegal purposes may, at the discretion of the management, constitute cause for termination of the employment.

7. At the time of resignation or termination of employment, final settlement of account of the employee is subject to return of equipment in good working condition and satisfaction of the Company that the equipment had been used for authorized & legal purposes only.

**Undertaking by Equipment Holder**

1. This is certified that the equipment (mentioned above) is property of One97 Communications Ltd. and it is issued to me for official work which I will return whenever asked for or at the time of termination of my services to the Company.

2. The equipment has been received by me and is in good working conditions and shall be returned back in good working condition.

3. I shall use the equipment for Authorized Purposes only and shall, to the best of my abilities, always take due and proper care of the said equipment.

4. I shall be responsible for any loss to the Company due to any improper, unauthorized or illegal use of the said equipment and undertake to promptly make good such loss. Company is authorized to deduct such loss from the remuneration due to me from time to time.

**Name: \_\_Motilal Meher\_\_\_\_\_\_\_\_\_\_**

**Signature: \_**Motilal Meher**\_\_**

**Date: \_\_\_13/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Undertaking**

**[For those in the Role of Field Distribution of IOT devices]**

I **Motilal Meher\_** hereby confirm that in the course of my work, I am routinely allocated IOT devices viz. EDC, POS, Soundbox, Dynamic QR Code devices etc., (hereinafter “Devices”) for further allocation to my team members for necessary deployment at merchants sites.

I hereby confirm that I acknowledge that in my role as \_\_\_\_\_\_Data Scientist in Grade - MG01 A\_\_\_\_ [Designation] I am, and shall remain, fully responsible and liable for the proper safe-keeping and deployment of the Devices. In case any defects are observed in the Devices handed over to me, prior to the deployment at the merchant site, I will immediately inform the Company in writing for necessary check and rectification/replacement and will return such Devices to the authorized representative from the Company.

I confirm that in case there is any loss, theft or misuse of these Devices while in my possession, or in the possession of any of my team members, I will take all necessary steps for the recovery of those Devices in close coordination with the concerned team member(s), for any loss or damage of the Devices caused due to my direct default or negligence.

Upon termination or expiry of my employment with the Company, I shall immediately: (a) return those Devices which are in my possession, to the authorized representative from the Company in the same condition in which I received the same, and (ii) shall provide details of all Devices deployed at merchants sites by my team members. I hereby confirm that I shall be liable for any loss, non-return, failure to provide details of deployment, or damages to the Devices caused by me, due to my direct default or negligence. Accordingly, the Company shall be entitled to recover such damages from me fully inter alia by way of deductions from my full and final settlement, by way of appropriate recovery action / legal proceedings, etc.

**Name: \_\_Motilal Meher\_\_\_\_\_\_\_\_\_\_**

**Signature: \_**Motilal Meher**\_\_**

**Date: \_\_\_13/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form-7** | | | |
| **Flexi Options Form** | | | |
| **Name of the employee:** | Motilal Meher | | |
| **Employee Code:** |  | | |
| **S No** | **Flexi Options** | **Description** | **Yes/No** |
| 1 | LTA | Employees can avail exemption once in the block of 2 yrs equal to twice of monthly Basic Salary. It is claimed at the end of fin. Yr. with claim form duly accompanied by tickets. | No |
| 2 | Gift Coupons | Employees can avail the benefit of Rs 5000/ per annum across the grades. We will provide gift coupon in FY Closing Month (march)  **Gift Coupon No**.  **(If Yes, Please provide gift coupon no.)** | No |
| 3 | Food Coupons | Employees can avail Monthly Rs 1000 upto MG2, MG3 & Above Rs 2000 per month. Employee cannot avail this facility during the first month of joining  **Food Wallet No.**  **(If Yes, Please provide food wallet no.)** | No |
| 4 | Additional EPF | Additional EPF would be calculated @12% on actual basic salary | No |
| 5 | VPF option | VPF would be calculated on Gross Salary (Max 15000)- Slab- 10%, 25%, 50%,75% & 88% | No |
| 6A | Car Operating Lease | This is a facility given to the employees from MG3 & above grade and the benefit amount ranges as per the grade of the employee. This is applicable only if employee is availing car through the authorized Car Lease Company (Orix). Employee can choose car based on the EMI limits. | No |
| 6B | Chauffeur Salary (Optional) | Is applicable only for employees who opt for Car Lease option from Grade MG3 & above and max amount ranges from Rs. 5000 to Rs. 25000 per month | No |
| 6C | Fuel Allowance | Is applicable only for employees who opt for Car Lease option from Grade MG3 & above and max amount ranges from Rs. 1000 to Rs. 25,000 per month depending upon the grade. | No |
|  |  |  |  |
| Note: | | | |
| 1. In case of non-submission of flexi details, HR will mark as not selected | | | |
| 2. Any new addition to Flexi can be done in the next financial Year (other than Car Lease) | | | |
| 3. In case of any queries feel free to contact -onboarding team | | | |
|  | | | |
| Employee Signature:  Motilal Meher |  | Date: 13/07/2022 | Location: **Bangalore** |

**Name of Employee**.....Motilal Meher....

**Employee Code**........................................

**Declaration of Relative / Reference/Acquaintance (At time of joining)**

|  |  |  |
| --- | --- | --- |
| Reference Details:-  Are you referred by any employee of One97 & its affiliates (**Yes** /No)  Name: **[Saurav Ghosh](https://in.linkedin.com/in/saurav-ghosh-14355415)**  Known Since: 2020  Designation: Deputy Manager  Dept: Lending team | Is there any relative employed in One97 & its affiliates. (Yes / No)  Name.................NA............................  Relation...................NA.......................  Designation..................NA.................  Dept.................................NA............. | Any employee known to you, who is employed in One97 & its affiliates. (Yes /No)  Name......NA......................................  Known Since..........NA......................  Designation......NA............................  Dept..................NA............................ |

**Declaration of Directorship / Strategic Interest / Shareholding (At time of joining)**

**Details:-**

Do you have direct or indirect involvement in terms of directorship / strategic interest / shareholding (greater than 5%) / any formal or official position in any listed or non-listed entity at the time of joining Paytm? (Yes / No)- ­-\_\_\_\_No\_\_\_\_\_\_

If Yes, please provide details below:

|  |  |  |
| --- | --- | --- |
| Entity 1.  Registered Name of the entity........................................  Listed / Non-listed …………………………………………………..  Date of inception………………………………………  Nature of involvement (direct / indirect / Shareholding)........................................  If shareholding / stake-ownership, percentage of shares/stake (only if greater than 5%)……………………………  Designation / Position...........................  Involved since……………………………………………… | Entity 2.  Registered Name of the entity........................................  Listed / Non-listed …………………………………………………..  Date of inception………………………………………  Nature of involvement (direct / indirect / Shareholding)........................................  If shareholding / stake-ownership, percentage of shares/stake (only if greater than 5%)……………………………  Designation / Position...........................  Involved since……………………………………………… | Entity 3.  Registered Name of the entity........................................  Listed / Non-listed …………………………………………………..  Date of inception………………………………………  Nature of involvement (direct / indirect / Shareholding)........................................  If shareholding / stake-ownership, percentage of shares/stake (only if greater than 5%)……………………………  Involved since……………………………………………… |

In case there are more than 3 entities which fall under the purview of this declaration, please provide details pertaining to them.

**Declaration of Criminal or Legal Cases**

1. Have you ever been convicted in any civil or criminal case -  Yes/No: \_\_No\_\_\_\_\_\_\_\_

If yes, please share the details & nature of the case.

1. Is there any pending criminal or civil case against you -  Yes/No:\_\_\_\_\_No\_\_\_\_\_\_\_\_

If yes Please share the details and nature of the case.

You are required to disclose to HR team about any legal or criminal proceedings, either filed against you in the past or pending against you while you join the company. Also, during your employment with One97, you are duly bound to report, within 24 hours, any case that comes against you in future.

If you are detained for more than 24 hours it will be companies call to decide whether to continue your employment or not.

I hereby declared that the information and particulars furnished above are true and correct to the best of my knowledge and belief and nothing has been concealed.

**Declaration of Disability/ Differently abled:**

**In case of differently abled, please let us know any help required from our end.**

**………………………………………………………………………………………………………………………….**

**Name: \_\_Motilal Meher\_\_\_\_\_\_\_\_\_\_**

**Signature: \_**Motilal Meher**\_\_**

**Date: \_\_\_13/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LETTER OF UNDERTAKING**

**I, (Name of the employee)\_\_\_Motilal Meher\_\_\_Son/ Daughter/ of \_\_Romanchal Meher\_\_\_ (Father’s/Husband’s Name) Resident of \_Balram township, A-417, Talcher, Angul,Odisha, 759148\_\_ (Permanent address) having employee code no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_do hereby solemnly affirm and declare my unconditional acceptance to the under mentioned clauses, which shall deemed to be incorporated in the appointment letter from the date mentioned herein under.**

In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@one97.net](mailto:codeofconduct@one97.net)

You  must, at all times, comply with the  applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not  tolerate any such incident wherein an employee is found to be  involved  in  any unethical business dealing and benefiting himself/herself or helping  someone with whom he/she   is associated directly or indirectly or has vested interest for personal benefit/gains. Any  breach will  be viewed seriously  and it may lead to severe disciplinary action and legal proceedings.

You have agreed that during your employment with One97 you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with One97 in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

Signature : Motilal Meher

Employee Name : Motilal Meher

Employee Code : 41353

Date : 13/07/2022

**FORM –‘F’**

**PAYMENT OF GRATUITY ACT.**

**[ SEE SUB-RULE (1) of Rule 6 ]**

**NOMINATION**

To,

…… One97 Communications Ltd., Noida ….

…………………………………………………...

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

1. Shri/~~Shrimati~~……………Motilal Meher………………………………………………………….

[Name in the here]

Whose particulars are given in the statement below. I 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 the 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 nominee(s)

1. I hereby certify the person (s) mentioned is/are a member (s) of my family within the meaning of clause (h) of Section (2) of the payment of Gratuity Act. 1972.
2. ~~I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.~~
3. (a) My ~~Father/Mother~~/Parents ~~is/~~are not dependent on me.

(b) ~~My husband’s/father/mother/parents is/are not dependent on my husband~~.

1. ~~I have excluded My Husband from my family by a notice dated the ………. to the controlling authority in terms of the provision to clause (h) of section 2 of the said Act~~.
2. Nomination made herein invalidates my previous nomination.

**NOMINEE’S**

|  |  |  |  |
| --- | --- | --- | --- |
| Name in full with full address of nominee(s)  (1) | Relationship with the employee  (2) | Age of nominee  (3) | Proportion by which the gratuity will be shared  (4) |
| Romanchal Meher | Father | 58 |  |
|  |  |  |  |
|  |  |  |  |

**STATEMENT**

1. Name of the employee in full……Motilal Meher……………………………………………….
2. Sex………………Male……………………………………………………………...……………..
3. Religion…………Hindu………………………………………………………..…………………..
4. Whether unmarried/married/widow/widower………… unmarried ……………………………
5. Department Branch/Section where employed…………Data Scientist(Paytm)……………...
6. Post held with Ticket No. Serial No. if any………………………………………………………
7. Date of appointment…………13/07/2022……………………………………………………….
8. Permanent address…Balram township, A-417, Talcher, Angul,Odisha,759148…………..

Village………………………………Thana……………………Sub Division……………………

Post Office………………………….District…………………..State…………………………….

Place- **Bangalore** Motilal Meher

Signature/Thumb Impression

Date…13/07/2022…. of the employee

**Declaration by witnesses**

Nomination signed/Thumb impressed before me

Name in full and full address of witnesses

Signature of witnesses Nruparaj Meher

Place: Talcher,Odisha

Date…13/07/2022………

**Certificate by the 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

Name address of the establishment

Date……………….…….. or rubber stamp there of

**Acknowledgment by the employee**

Received the duplicate of the nomination in Form ‘F’ Filled by me and duly certified by the employer.

Date………………...……

Note: Strike out words/paragraph not applicable Signature of the employee

**FORM NO. 2 (Revised)**

# NOMINATION AND DECLARATION FORM

(For Unexempted/Exempted Establishment)

Declaration and Nomination Form under the Employees Provident Fund & Employees Pension Scheme

(Paragraph 33 and 61 (1) of the Employees Provident Fund Scheme, 1952 & Paragraph 18 of the Employees Pension Scheme, 1995)

1. Name Motilal Meher

(In capital letters)

2. S/o, W/o, D/o Name Romanchal Meher

3. Date of Birth\_\_\_17/11/1995\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. Sex\_\_\_\_\_Male\_\_\_\_\_\_\_ 5. Date of Joining 13/07/2022\_\_\_\_ 6. Marital Status\_\_\_\_Single\_\_\_\_\_\_7. P.F. Account No. 101617436626

8. (A) Address Permanent

(B) Address Temporary

**PART A (EPF)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Nominee/Nominees | Address | Nominees relation with the member | Date of Birth | Total amount of share of Accumulation in PF to be paid to each Nominee | If the Nominee is a minor, Name & Relationship & Address of the guardian who may receive the amount during minority of nominee |
| **1** | **2** | **3** | **4** | **5** | **6** |
| Romanchal Meher | Balram township, A-417, Talcher, Angul,Odisha, 759148 | Father | 20/04/1965 | 100% |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

~~1. \*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.~~

2. \*~~Certified that my father/mother is/are dependent upon me.~~

Motilal Meher

\*Strike out whichever is not applicable Signature or thumb impression of the subscriber

**PART B (EPS) (Para 18)**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow children pension in the event of my death.

Name and Address of the Family member(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name | Address | Date of Birth | Relationship with member |
| **1** | **2** | **3** | **4** | **5** |
| 1 | Romanchal Meher | Balram township, A-417, Talcher, Angul,Odisha, 759148 | 20/04/1965 | Father |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

\*\* Certified that I have no family as defined in Para 2 (vii) of Employees’ Pension Sheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly pension (admissible under Para 16 2(a) (i) & (ii) in event of my death without leaving any eligible family member for receiving pension.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name & address of the Nominee | Date of birth | Relationship with the member. |
| 1 | 2 | 3 | 4 |
| 1 | Romanchal Meher | 20/04/1965 | Father |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

Date : -\_\_13/07/2022\_

Motilal Meher

Signature or thumb impression of the subscriber

## CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_employed in my establishment after he/she has read the entries have read over to him/her by me and got confirmed by him/her.

Signature of the employer or other

Authorized officers of the establishment :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address of the factory

Dated :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Establishment or rubber stamp there of :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form No- 11 – Declaration form**

**Employees’ Provident Fund Organisation**

(Declaration by a person taking up employment in any establishment on which EPF Scheme 1952 and/or EPS, 1995 is applicable)

|  |  |
| --- | --- |
| 1. Name of the member | Motilal Meher |
| 1. Father Name\_\_\_\_ ~~Spouse’s Name~~\_\_\_\_ | Romanchal Meher |
| 1. Date of Birth (DD/MM/YYYY) | 17/11/1995 |
| 1. Gender | Male |
| 1. Marital Status | Single |
| 1. Email Id- 2. Mobile no- | [Motilalmeher11@gmail.com](mailto:Motilalmeher11@gmail.com), 8917431632 |
| 1. Whether earlier a member of Employees’ Provident Fund Scheme,1952 | Yes/~~No~~ |
| 1. Whether earlier a member of Employees’ Pension Fund Scheme,1955 | Yes/~~No~~ |
| 1. Previous Employment Details 2. Universal Account Number 3. Previous PF Account Number 4. Date of Exit From previous employment (DD/MM/YYYY) 5. Scheme Certificate No (If Issued) 6. Pension Payment Order (PPO) No (If Issued) | 1. UAN: 101617436626 2. **PF No** MHBAN00458700000035508 3. Date of Exit From previous employment: 11/07/2022 |
| 1. International Worker 2. If Yes, State country of origin(India/Name of other country) 3. Passport No- 4. Validity of Passport (DD/MM/YYYY to DD/MM/YYYY) | ~~Yes~~/No |
| 1. KYC Details- 2. Bank account No & IFS Code 3. Aadhar Number 4. Permanent Account Number (PAN) | 1. 00000033076863715 AND SBIN0001161, 2. 292080279349 3. DQJPM9660L |

**Date: \_\_\_13/07/2022\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_Bangalore\_\_\_\_\_\_\_\_\_**

**Employee Code: \_\_**41353**\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of member: \_Motilal Meher\_**



