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### Joining Form

Full Name (As per Aadhar Card)	
First Name	
Last Name	
Middle Name	
Gender	<b>Male</b> <b>Female</b> <b>Others</b>
Date of Joining	
Designation / Level	
Department	
Project Name	
Blood Group	
Date of Birth	
Domicile (Native State)	
Nationality	
Present Address	
Telephone No.	

Permanent Address			
Telephone No.			
Address to be contacted in case of Emergency			
Telephone No.			
Languages	Read	Write	Speak

QUALIFICATION (Latest)					
Degree	Year (From–To)	Institute / University	Name of the College	Subject	Grade

MEMBERSHIP TO PROFESSIONAL INSTITUTES			
Institute Name	Type of Membership	Duration of Membership	
		From	To

CERTIFICATION				
Certification	Duration	Year	Institute / Org	Certified (Y/N)

PUBLICATIONS		
Papers Published / Presented	Title	Name & Date of the seminar /journal in which presented / published

PREVIOUS EXPERIENCE			
From Date	To Date	Company	Designation

<b>REFERENCE</b> <i>References must not be your friends and relatives. One of the references must be from the immediate previous employer</i>			
<b>Name</b>	<b>Company</b>	<b>Contact Number</b>	<b>Email ID</b>

*I hereby agree that the above information shared is correct and I am aware that this information is shared with HR for official purpose.*

Signature: Jayaram.R

Date: \_\_\_\_\_

## **Criminal Background - Declaration Form**

As part of our pre-appointment enquiries, we request you to answer below queries about yourself.

1. Have you ever been convicted or found guilty by a court of criminal offence in any country?  
Yes No  
(If yes, please give details overleaf)
2. Did you ever have any criminal complaints against you?  
Yes No  
(If yes, please give details overleaf)
3. In case your answer is yes, please answer the below questions
  - a. Are you on trial currently?  
Yes No  
(If yes, please give details overleaf)
  - b. Is there any pending criminal case against you?  
Yes No  
(If yes, please give details overleaf)
4. Have you been prohibited from entering any country?  
Yes No  
(If yes, please give details overleaf)
5. Have you ever been deported from any country?  
Yes No  
(If yes, please give details overleaf)

**Declaration:**

- I declare that all the information given above is true to the best of my knowledge and belief.
- I understand that my employment will be rejected and /or that I will be subject to disciplinary action if I have given false information or withheld relevant details.

Name: \_\_\_\_\_

Signature: Jayaram.R

Date: \_\_\_\_\_

## CONSENT FORM

I \_\_\_\_\_, hereby authorize my employer \_\_\_\_\_ and Sony India Software Centre Pvt. Ltd. ("SISC") or any of its affiliates, to collect, store and process the following information relating to my identity, for the purposes stated in this form.

### Information Collected:

- Date of Birth
- Qualification details
- Previous Employment details
- Personal Contact Number and address
- Emergency Contact Number and address

I understand that the above information is required by my employer and SISC for the following purposes and voluntarily give my consent for SISC to collect store and process the above information for the following official purposes:

- Process awards and rewards that I may receive through the course of my assignment with SISC, based on feedback from my employer.

I hereby give my consent for my employer/SISC to share the listed information above with their respective affiliates or third-party vendors for any of the above purposes. I further understand that SISC will not in any way be responsible for the adherence to data protection requirements by these affiliates or third-party entities under applicable law, and accordingly release SISC from any liability in this regard.

Signature: 

Date:

## LETTER OF UNDERTAKING

I \_\_\_\_\_ am assigned to \_\_\_\_\_ project.

I understand the importance of Sony's security policies to protect Sony ("SISCPL/Sony") information resources and to maintain the confidentiality and integrity of Sony's information assets. I have read, understood, and agree to fulfil my responsibilities which include but are not limited to those detailed in Appendix A.

Name : \_\_\_\_\_

Global ID: \_\_\_\_\_

Company : \_\_\_\_\_

E-mail : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Signature: Jayaram.R Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **APPENDIX A – SECURITY POLICIES**

### **1 PC MANAGEMENT**

- 1.1 User shall take precautions to prevent desktop PC/Laptop from being used for unauthorized/unlawful purposes. When leaving the desktop PC/Laptop unattended, ensure that it has appropriate security protection and use methods such as password lock with screensaver or logging out.
- 1.2 Approval is required to move a desktop PC or server out of the SISCPL premises.
- 1.3 It is prohibited to connect non-Sony owned PC / Laptop to the internal network.
- 1.4 Remote access shall not be given to any staff unless approved by the management.
- 1.5 All operating system's security patches distributed by Sony should be installed on the desktop PC/Laptop. It is the user's responsibility to ensure that the software is updated with the latest security patches.
- 1.6 All desktop PC/Laptops shall have anti-virus software with the latest virus definitions. It is the user's responsibility to ensure that the software is updated with the latest virus definitions.
- 1.7 Users shall not install any unauthorized and non-licensed software in their PC/Laptops. They shall be fully responsible for the software loaded in their desktop PCs/Laptops.  
**A list of software that are prohibited in SISCPL can be found at <http://eprotrackplustest.sony.com.sg/xwiki/bin/download/QMS/Information+Security/ProhibitedSoftwareListv1.0.ppt>**

### **2 PASSWORD MANAGEMENT**

- 2.1 User identity and passwords should not be shared; passwords should be kept confidential and secured.
- 2.2 Passwords, of at least 6 alphanumeric characters long, should be used. Old passwords should not be reused.
- 2.3 Default / Initial passwords should be changed upon successful logon.
- 2.4 Passwords should be changed when they are compromised or when there is any indication of possible compromise.

  
Signature of Employee



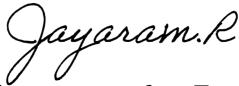
- 2.5 Do not save any passwords on the system or mobile equipment.

### **3 INFORMATION HANDLING**

- 3.1 Users shall ensure that information assets are classified correctly. Proper handling methods of the assets as stipulated in the Global Information Security Standard - Information Classification are available at : ([https://ism.intersony.sony.co.jp/policy\\_e/gissE/index\\_information.html](https://ism.intersony.sony.co.jp/policy_e/gissE/index_information.html))
- 3.2 Users should ensure that sensitive documents are not left unattended at your desk. Sensitive documents shall be handled based on the information classification as stipulated in the Global Information Security Standard - Information Classification.
- 3.3 Sensitive information should not be stored on desktop PC/Laptop for more time than necessary. Ensure that your laptop hard disk encrypted.
- 3.4 If sensitive information is stored on the PC/Laptop, preserve the integrity and confidentiality of the information and remove the information completely when it is no longer required.
- 3.5 Sensitive information shall not be sent over the Internet unless approved encryption techniques are used.
- 3.6 Use the network resources only for the business purpose; do not disclose Sony confidential information to unauthorized people.
- 3.7 Backup of important data should be performed periodically to prevent data loss due to hardware/system failure.

### **4 EMAIL USAGE**

- 4.1 Email provided by the organization for User shall be used to conduct organization business. The use of email shall be in accordance with the guidelines defined in the 'Email & Internet Usage Policy' which can be found in SPINDLE.
- 4.2 All electronic messages created and stored on the Sony's computers or networks shall be the property of Sony and shall not be considered private.
- 4.3 SISCPPL shall retain the rights to access employee email.
- 4.4 The use of personal email accounts for business purposes shall be strictly prohibited e.g. it shall be prohibited to auto-forward mail from an authorized Sony

  
Signature of Employee

**email account to a personal Internet email account such as Gmail, Windows Live Hotmail, or Yahoo Mail and vice-versa from Gmail etc.; to a Sony account.**

## **5 MOBILE COMPUTING**

- 5.1. Users shall exercise proper care and handling of all Laptops and other mobile computing equipment.
- 5.2. Users should use their laptops and company provided mobile devices for business purposes only
- 5.3. Users shall exercise care when using their Laptops and other mobile computing equipment in public places to prevent data and password being viewed by persons.
- 5.4. Laptops and mobile computing equipment shall not be left unattended in non secure locations and should be carried along wherever possible.
- 5.5. Users shall ensure that they do not leave their Laptops and equipment visible in their vehicles. This may result in theft and therefore loss of company's data / asset.
- 5.6. Laptops and equipment should be carried as hand luggage during travel.

## **6 SOFTWARE COPYRIGHT COMPLIANCE**

- 6.1. Use only licensed software. User, who installs any unlicensed software, shall be held fully responsible for any copyright infringement.
- 6.2. Remove software installed for trial run once the trial run period has expired.

## **7 INTELLECTUAL PROPERTY RIGHTS (IPR)**

- 7.1. All design, software, products, information developed during your work at Sony shall be owned by Sony unless specified otherwise.
- 7.2. Copies of such software or documents shall be made available to approved parties only.
- 7.3. Users shall not make copies for personal use.

  
Signature of Employee

## **8 DATA PROTECTION AND PRIVACY OF PERSONAL INFORMATION**

- 8.1 User of personal data shall not divulge any personal information to anyone, unless authorized.
- 8.2 Access to personal information shall be limited to authorized personnel and will be shared on a “need to know” basis.

## **9 PREVENTION OF MISUSE OF INFORMATION PROCESSING FACILITIES**

- 9.1 SISCP’s Information Processing facilities are provided for business functions only. Use of such facilities outside the organization business functions without management approval is not allowed and deemed as improper use of the facilities. The organization is entitled at any time to have access to and inspect the operation of the facilities.

## **10 CONFIDENTIALITY**

- 10.1 During your work for the Project and thereafter, in order to keep all Sony’s information you received in confidence, you must not disclose or disseminate it to any person other than those whose duties justify a need-to-know for the purpose of the Project, and must not use it for any purpose other than the Project. When you finish or stop working for the Project, upon Sony’s instruction, you must return, delete or dispose of all Sony’s information and its copies/duplications that you may have.

## **11 EXCLUSIVITY**

- 11.1 During the Term, the User shall:
- 11.1.1 Be in the exclusive and full time employment of SISCP and shall not, either solely or jointly, either before, during or after the regular hours of employment, whether for consideration or otherwise, directly or indirectly, without the prior written consent of SISCP, (a) act as a director, officer, key managerial person, advisor, trustee, manager, consultant, agent, or accept power of attorney from third parties (excluding immediate family members, being spouse, parents and children) or otherwise take up any part or full time employment or any professional activity with any other person, (b) or be interested directly or indirectly in any other trade or business, during employment with SISCP, or (c) be engaged or concerned in any manner with, or provide services to or accept any other engagement with, any other person including but not limited to freelancing;
- 11.1.2 Use and devote all efforts, time, attention, skills, abilities and expertise exclusively to perform the assigned duties for the benefit of SISCP and act in the best interests of SISCP at all times;
- 11.1.3 Not engage or continue being engaged in any activity which may present a conflict of interest without prior written consent obtained from SISCP upon full disclosure of circumstances leading to the conflict and the nature of conflict; and
- 11.1.4 Not engage in any activity which would interfere with or in any manner hinder the performance of his/her duties and obligations under this Agreement in any material aspect.

  
Signature of Employee

## 12      **OTHERS**

12.1 Promptly report any security incident to the SISCPL Security Committee.

12.2 Do not connect to other networks when the PC/Laptop is connected to Sony internal network.

12.3 If you have access to resources that are not related to your assigned project, immediately inform IT Infra & ERM team to revoke the access.

12.4 Ensure that you surrender Access Card and any other SISCPL property when you leave the organization

  
Signature of Employee

**Schedule A – APPLICABILITY OF LETTER OF UNDERTAKING**

- 1 The Letter of Undertaking shall be applied to any of the following situations: The contract staff is:
  - 1.1 going to work in Sony premises.
  - 1.2 to be issued with a PC / Laptop.
  - 1.3 to have access or handle Sony's classified information.
  - 1.4 to be assigned a Sony domain email account.
  - 1.5 to connect to Sony's internal network.
- 2 It is the responsibility of the recruitment manager to ensure that the Letter of Understanding is duly signed and filed in their respective contract employee's file.
3. **Any violations of the above mentioned would call for disciplinary action.**

  
Signature of Employee

**ID Card Form**

Full Name		<i>Passport Size Photograph with White Background</i>
Date of Joining		
Gender		
Date of Birth		
Vendor Company (Only for Contract staff)		
Blood Group		
Designation		
Division (Department)		

Below Form is Only for Women Employee

Date:

To  
HR Manager,  
Sony India Software Centre Private Limited.  
2nd Floor South Wing, Tower 2, Hibiscus, Embassy Tech Village (SEZ),  
Outer Ring Road, Devarabesanehalli, Varthur Hobli, Bengaluru, 560103- Karnataka  
Bangalore - 560037

Dear Sir / Madam,

**Subject: Consent to Work In Night Shift**

I understand that, since I work in the software industry and support different geographies, I may be required to extend support to our clients across the globe. At times I may be required to work beyond 7.00 pm due to project requirements.

I am hereby giving my consent to work in the night shift at my own free will and with no compulsion from Sony India Software Centre Pvt. Ltd.

Thanking you

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**Name:**

**GID:**