

Application for Transport facility by Citi staff

To: *Name of relevant department, Name of legal vehicle*

Address: _____

Dear Sirs,

I understand that in the interest of safety and security of its employees, _____ ('Citi') has organized transport facilities ('Facility') at its own costs for all employees who are required to work outside of the normal working hours. This includes, but may not be limited to, employees leaving office post 8PM in the evening. I acknowledge and understand that the Facility is extended to employees 'free of cost', which is not part of the employment conditions, and on a best effort basis for certain locations and at specified timings as may be decided by Citi from time to time.

In light of the above, I hereby agree and acknowledge that if and when I avail of the Facility, on a regular/daily basis or intermittently or on an occasional basis, the following terms and conditions apply:

- (i) The Facility is provided to merely facilitate convenient transport to and fro from my residence/central pick up or drop point and Citi's office/s or such location that Citi requires my traveling to. The Facility is solely in connection with transport for official purposes only and at such timings as decided by Citi from time to time. I shall not use this Facility for any purpose other than Citi related business;
- (ii) Citi will have the discretion to discontinue the Facility or to withdraw or add or curtail any stop or change the route of the Facility to any or all employees or stop or restrict me from availing such Facility at any point of time;
- (iii) I am aware that despite best efforts of the Facility providers arranged by Citi or by Citi, the Facility may involve certain risks, including but not limited to instances such as: (a) Accident resulting in physical injury/partial or full disability; (b) Behavioral issues with the employees/staff of transport vendor/ /security guard/3rd party contract staff, if any; (c) Delays /Partial cancellation of the Facility due to traffic conditions; vehicle problems; (d) Natural calamities, mob violence, political unrest etc.,
- (iv) Citi's endeavor is and will be to ensure and maintain high quality Facility services for its employees and ensuring redress of and/or action on any genuine complaints, and in any event, Citi is not and will not be liable in any manner, either to me or my heirs, for events or risks (or consequences thereof) that are beyond its control, and
- (v) The Citi Transport Policy, process note or guidelines as applicable from time to time shall govern the Facility and I shall abide by the same as required at all times.

I also hereby agree and acknowledge that in the event if I do not avail of the Facility at all or on any given day, and opt to travel either (a) by my own vehicle, or (b) by making personal / private arrangements for commuting from my home to Office and vice-versa, for any future reference, I shall be solely responsible for my own safety and security. I am providing below an emergency contact number should any need arise to ascertain my safety and security.

Yours truly,

Employee Signature

Place: _____ Date: _____

Employee Name : _____

SOE/GE ID No. : _____

Department : _____

Name of Legal Vehicle: _____

Emergency Contact Number: _____