

Consent for Use, Transfer and Verification of Personal Data

1. This consent is for collecting, using, holding, receiving, possessing, storing, dealing, transferring, disclosing or handling (“Use”) your Personal Information (*defined below*)(including your Sensitive Personal Data or Information(*defined below*)) from you (collectively, “Personal Data”) in connection and during your employment with J. P. Morgan Services India Private Limited (“Company”)(“Consent”).
2. You understand and give consent that during the course of your employment, whether direct or indirect, the Company will Use your Personal Data or any other related document/agreement for the purposes set out below or for any purpose ancillary or incidental thereto as may be relevant for the Company for its business purposes in the course of my employment (“Purpose”):
 - 2.1 personnel administration, including administration of certain employee benefits such as medical and insurance benefits;
 - 2.2 processing applications for employment and regulatory licensing (if applicable);
 - 2.3 compensation related activities, including reviewing salaries, bonuses and other benefits administration and attachment of wages/salaries to comply with legal obligations;
 - 2.4 job grading, recruitment activities and employment background checks;
 - 2.5 performance and talent management, consideration for promotion, training, termination or any relevant decision-making for the ongoing management of the employment relationship;
 - 2.6 consideration of eligibility and administration of staff bans and other benefits;
 - 2.7 training and monitoring compliance with internal policies of the Company, JPMorgan and applicable laws;
 - 2.8 internal and inter JPMorgan for matching procedures;
 - 2.9 processing payroll or tax or other employment and statutory benefits;
 - 2.10 providing employee references (with consent from employee);
 - 2.11 complying with mandatory reporting obligations and other legal requirements and disclosures required by law enforcement agencies;
 - 2.12 enabling you to discharge your business duties, including to procure a consumer report or an investigative report for;
 - 2.13 any other lawful purpose connected with a function or activity of the Company; and/or
 - 2.14 any other purpose required under any law for the time being in force.

“Personal Information” means any information that relates to you, which, either directly or indirectly, in combination with other information available or likely to be available with JPMorgan, is capable of identifying you.

“Sensitive Personal Data or Information” means such personal information which consists of information relating to your:

- (i) password;
- (ii) financial information such as Bank Account or credit card or debit card or other payment instrument details;
- (iii) physical, physiological and mental health condition;
- (iv) sexual orientation;

(v) medical records and history;

(vi) Biometric information;

(vii) any detail relating to the above clauses as provided to the Company in relation to your employment or contractual relationship with the Company; and

(viii) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.

3. You understand and give consent that your Personal Data collected by the Company will be handled in accordance with the reasonable security practices and policies and procedures of the Company and JPMorgan and that the procedures and policies may change from time to time and that it shall be your responsibility to keep myself updated on the same.
4. You understand and give consent that the Personal Data collected from you by the Company may be transferred or disclosed by the Company, when such transfer or disclosure of Personal Data is necessary for the Purpose stated in Clause 2 above, to:
 - 4.1 any of its affiliates, subsidiaries, associate companies or branch in the JPMorgan group of companies (“JPMorgan”), whether in India or any other country;
 - 4.2 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
 - 4.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
 - 4.4 any person seeking employee references;
 - 4.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any entity which is part of JPMorgan;
 - 4.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose; and
 - 4.7 any statutory, regulatory, governmental authority, body or association and/or to other third parties where such disclosure is required by applicable law or regulation.
5. You give consent to the Company, JPMorgan and any adviser, agent, contractor, service provider of JP Morgan or any persons or organizations acting on its behalf, to verify and process information and documentation presented by you or any other third party on your employment application/resume and relating to your engagement with JP Morgan (including Personal Data and complete details of your).
6. You hereby grant authority for the bearer of this Consent, with immediate effect, to access or be provided with details of your previous employment records held by any company or business for whom you have previously worked.
7. Upon a request made by you, you may review the Personal Data provided by you to the Company in order to ensure the authenticity of such Personal Data. In the event, any Personal Data provided by you to the Company is found to be inaccurate or deficient, you may request the Company to correct or amend the records as feasible and in accordance with the internal policies and process of the Company. It is your responsibility to keep the Company updated with regard to your Personal Data as and when there is a change in the information provided by you to the Company. The Company shall not be responsible for the authenticity of the Personal Data provided by you. Failure to provide Personal Data or failure to provide consent to the Company or withdrawal of consent given to the Company required for the Purpose stated in Clause 2 above or such other purpose as the Company may notify to you from time to time may result in the Company being unable to process the job application or continue to have you in employment with the Company or provide employment related benefits.

8. You understand, agree and given your consent to the Company to appoint or replace any person (if any), collecting, processing or retaining the Personal Data in its sole discretion.
9. You agree that you will not withdraw your consent provided hereunder unless the same is communicated to the Company in writing. You further understand and agree that notwithstanding the fact that you may withdraw your consent, the Company (and any entity to which the Company may have transferred the Personal Data to) may need to retain/share/discard your Personal Data, if required under any law for the time being in force.
10. You understand that the Personal Data collected from you is required in connection you're your employment with the Company. In the event that you withdraw such consent, notwithstanding anything to the contrary that may be contained in any statement, agreement, affirmation, undertaking or letter in regard to your employment with the Company, the Company would have the absolute right to discontinue providing such services/ benefits/ amenities in connection to which the Personal Data was collected and take any other action in this regard on just and reasonable grounds without any further notice or liability.
11. Requests for access to Personal Data or correction of Personal Data, or for information regarding policies and practices of JPMorgan and kinds of Personal Data collected and stored by the Company must be made in writing to accessHR at links to which are available on the Company's Intranet and marked to the attention of the "Data Privacy Officer".
12. You agree that in the event that you have any reasonable queries / objections in relation to any of the aforesaid, you will bring the same to the attention of the Company in writing.

CONFIRMATION OF CONSENT:

I confirm that I have read, understood, agree and consent to the Use of my Personal Data (including sensitive personal data or information) by the Company for the purposes described in this Consent.

Name:

Identity card/Aadhar Card no.:

Date:

Place:

J.P. Morgan - Pre Employment Screening Statement of Information

Please read the following statements carefully. The term “J.P. Morgan” as used in these statements, refers to and is defined as including, either jointly or individually, J.P. Morgan Chase & Co., and/or any of its subsidiaries and affiliates and related body corporates (as defined in the Corporations Act, 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these statements to any extent, at J.P. Morgan sole discretion, may be grounds for terminating my employment with J.P. Morgan with immediate effect in accordance with the terms and conditions set out in J.P. Morgan Offer Letter.

Security Procedures: At all times during the performance of services for J.P. Morgan, I shall abide by all applicable J.P. Morgan security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan or within six months after termination of such employment if the same is related to the course of my employment (“Developments”). In connection therewith, I hereby assign to J.P. Morgan, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan are protectable by Section 195awa of the Copyright Act, 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries (“Intellectual Property Rights”), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan shall deem necessary in order to apply for and obtain or assign to J.P. Morgan the Intellectual Property Rights. I understand and agree that all such Developments shall be and remain the property of J.P. Morgan regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of my employment with J.P. Morgan.

Moral Rights: I consent to do all such acts and deeds and fully assign to J.P. Morgan any and all moral rights in respect of all Developments and works made or to be made by me in the course of my employment with J.P. Morgan.

I agree and acknowledge that I may be required to submit my name, likeness, statements, voice, photographic image, videos and any other information or material ("**Material**") to J.P. Morgan from time to time in relation to my employment with to J.P. Morgan. I hereby understand, fully agree and freely consent to and I represent and warrant the following to and for the benefit of to J.P. Morgan:

1. I have full legal authority, including all necessary intellectual property rights, to submit this Material to J.P. Morgan on behalf of myself or anyone depicted in the Material. If this Material contains any name or likeness of an individual under the age of 18 years or an incapacitated adult, I represent and warrant that I have the full legal authority to submit this Material on their behalf.
2. If I have voluntarily agreed with/been engaged by J.P. Morgan to create any Material, I hereby expressly undertake to hand over all the Material to the designated representative of J.P. Morgan and irrevocably consent to the use, publication, retention and /or destruction of the same by J.P. Morgan. I hereby grant to J.P. Morgan all right, title and interest in and to the Material without royalties or other compensation and agree that J.P. Morgan alone has the exclusive right to create copies of the Material, prepare derivative works based on the Material, distribute copies of the Material and / or publicly display.
3. In the event I have created the Material, I confirm and agree that the Material is my own original work, is not copied, and does not contain any third-party materials and/or content that I do not have permission to use. I further warrant and represent that the Material is not obscene, defamatory or in breach of any applicable legislation or regulations.
4. I consent and grant permission to J.P. Morgan and any applicable media agencies acting on behalf of J.P. Morgan, a perpetual, worldwide, non-exclusive, irrevocable, royalty-free license to use, reproduce, distribute and publish the Material or for any other information I provide in any media now or hereinafter developed for any purpose in which J.P. Morgan engages, including any promotion, advertisement or other conduct of trade, without royalties, payment or any other consideration. I irrevocably authorize J.P. Morgan to edit, alter, copy, exhibit, publish or distribute the Material for purposes of publicizing programs on the J.P. Morgan intranet or for any other lawful purpose in India and in any other country. I agree that the Material will not be returned to me. I waive the right to inspect or approve any finished product of the Material, including written or electronic copy, wherein my or that of any person's likeness appears.
5. I will not hold J.P. Morgan liable or responsible for the Material that are lost, delayed, misdirected or incomplete or cannot be delivered for any technical or other reason. J.P. Morgan shall not be liable for any loss or damage resulting from submission or publication of the Material.
6. I, for myself and anyone entitled to act on my behalf, waive and release, to the maximum extent permitted by law, J.P. Morgan from any claims or liabilities of any kind arising in connection with the Material or the use thereof even though that liability may arise out of negligence or carelessness of any such party. This Agreement and Release Form may be asserted as a full and complete defense to, and may be used as the basis for an injunction against any claims, action or lawsuit alleged or brought by me against J.P. Morgan. The rights granted herein shall be binding upon my estate, heirs and assigns.
7. This Agreement and Release is deemed to be made under and shall be construed according to the laws of India and subject to the exclusive jurisdiction of Mumbai Courts.

J.P. Morgan - Pre Employment Screening

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase & Co, including its subsidiaries and affiliates (respectively or jointly) (JP Morgan) and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment with J.P. Morgan. As used herein, the term “**Confidential Information**” means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan, any affiliate of J.P. Morgan, or any client, customer or vendor of J.P. Morgan and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan written demand for whatever reason, I shall immediately deliver to J.P. Morgan any and all notes, drawings, documents, manuals, diskettes and other materials containing the Confidential Information in my possession, custody or control without retaining copies or excerpts thereof and confirm to J.P. Morgan, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P. Morgan written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive the term of my employment with J.P. Morgan with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that any breach of these confidentiality obligations will cause J.P. Morgan irreparable damage and J.P. Morgan shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

To be completed by Employee

Surname, Given Names

as shown on Identity Card or passport

Signature

Date

(mth/day/year)

NEW HIRES

This form is to be completed by all new staff and to be signed and returned to Human Resources

DECLARATION OF OUTSIDE ACTIVITIES

1. YOUR FULL NAME IN ENGLISH

2. ARE YOU PRESENTLY INVOLVED IN ANY OUTSIDE ACTIVITIES?

(This would include but is not limited to any second jobs, not for profit activities or activity as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business)

Yes ☐

If your answer to this question is yes, please complete the remaining questions below

No ☐

If your answer to this question is No, please ignore the following questions and just sign, date and return this form

3. IF YOU ARE CURRENTLY ENGAGED IN ANY CAPACITY IN AN OUTSIDE ACTIVITY DO YOU WISH TO CONTINUE THIS ACTIVITY AFTER YOU JOIN JPMORGAN?

Yes ☐

If your answer to this question is yes, you will be asked to complete an Approval Request Form which will shortly be forwarded to you. This will be reviewed by the Compliance Department to determine whether or not continuing the activity would result in a conflict of interest between your position with JPMorgan and your outside activity. If such a conflict is determined to exist, you may be asked to discontinue the activity.

No ☐

If your answer to this question is No, just sign, date and return this form.

.....
Signature

.....
Date

Undertaking

Name: _____

SID: _____

Gender: _____

Address : _____

I, do hereby confirm, declare, agree and undertake as follows:

1. I am aware that J. P. Morgan Services India Private Limited ("Company") arranges for mandatory transport of its employees working on non-India shifts as per its internal policies and my work hours fall within the definition of night shift as defined by the Company.
2. In the event I choose not to use the Company arranged transport for personal reasons and voluntarily make my own arrangements for commuting to office.

//OR//

In the event I choose, I choose not to use the Company arranged transport on certain days for personal reasons and voluntarily make my own arrangements for commuting to office on those days.

3. I, on behalf of myself and on behalf of all my legal heirs, hereby release and forever discharge the Company from any and all claims, demands, liabilities and suits of any kind and nature whatsoever, which I or any of my legal heirs may have, arising out of or relating to, my choice of not using Company arranged transport and any related incidents thereto.
4. I have read and understood the transport guidelines provided along with this undertaking.

Signature _____

Date: _____

Place: _____

Key Transport Guidelines

These guidelines cover key points with reference to the cab transport entitlement provision and safety instructions during the travel for employees of J.P. Morgan Services India Private Limited ("Company") and it is employees' responsibility to abide by the same.

Please note that transport is a facility provided to employees of J.P. Morgan Services India Private Limited ("Company") as a privilege by the Company. It is the responsibility of each employee using the transport facility to ensure, know, fully understand and abide by the guidelines and policies of the transport services.

Cab Transport Entitlement:

- The cab transport facility is provided to all the employees whose shift starts or ends after 8 p.m. and before 6:30 a.m. and it entails home pick up and drop as per site specific transport boundaries
- Transport is provided only to and from the registered residential address of the employees (subject to transport boundary). Any deviation to the registered residential address has to be pre-approved by LOB Head/HR
- Any change in residential address needs to be updated in the Transport Database (TRS) with prior updates in HR records
- Company provides provision to roster employees at night to avail transport
- Cab transport is a shared cab service. Routing, clubbing drop sequence and travel time is decided by the Transport Team considering the vehicle optimization and operational feasibility
- At night the cab transport facility entails drops/pick up between the office and the registered residential address premises only of the employees. No requests for drops at any other location/deviation from the specified route will be entertained
- All colleagues working within the cab transport operation window but who do not wish to avail the facility need to abide by the undertaking mentioned in the declaration form
- Any misuse of this facility will be considered as misconduct and will be dealt strictly

Safety guidelines:

- All colleagues should confirm the cab number with helpdesk before boarding the cab.
- It is mandatory to have security escort guard for first pickup or last drop of women employees. The employee should not board the cab and call the helpdesk immediately if there is no escort guard.
- Midway transport is not allowed for women employees and they have to mandatorily avail home pickup/drop between 8:30 p.m. to 6:30 a.m. Do not ask or allow the driver to stop the cab in between. Immediately inform helpdesk in case of any such emergencies.
- Save emergency contact numbers in your mobile phones
- Employees have to take care of their personal belongings. Transport services will not be responsible for any loss.
- Please escalate concerns immediately to transport helpdesk in case of any concerns/feedbacks. Employees are requested to be prompt in raising concerns
- Please do not share your personal details (phone number etc.) with drivers and supervisors
- Do not pressurize the driver to drive fast. Also, no staff will ever drive the hired cabs
- Please do not indulge in an argument with the driver or supervisor. Report such instances immediately to help desk.
- Please communicate the updates in contact info and your feedback to Transport Departments mail group
- Do fill the manifest in your own writing and sign it
- Please wear seat belts while traveling
- Do not smoke or consume alcohol in the Cab
- Do not board the Cab if you find the driver unfit or drunk
- Do not sleep while traveling in the Cab and in case you find the driver drowsy report immediately to help desk

Consent of women worker/ employee to work in night shift

I, Miss / Smt _____ residing at _____ state that I am working as _____ in J. P. Morgan Services India Private Limited (hereinafter referred to as "JPMSIPL") since _____.

I am aware that-

JPMSIPL will provide a separate safe and secure transport facility from the doorstep of my residence to the place of work (and vice-versa) and that there will be at least 3 women workers/ employees working in nightshift and that there is a Committee to prevent sexual harassment at the workplace under the Chairmanship of Smt. Anahita Charna.

I am therefore willing to work at nightshifts during my employment with JPMSIPL.

In the event I choose not to use JPMSIPL arranged transport either on certain days or otherwise for personal reasons, I shall make my own arrangements for commuting to and from office. I, on behalf of myself and on behalf of all my legal heirs, hereby release JPMSIPL and forever discharge JPMSIPL from any and all claims, demands, liabilities and suits of any kind and nature whatsoever, which I or any of my legal heirs may have, arising out of or relating to, me not using JPMSIPL arranged transport and any related incidents thereto.

I further undertake that I have read JPMSIPL's transport guidelines.

Date:

Place:

Signature

Name, address and signature of witnesses

1. _____

2. _____

This declaration is being sought/ provided pursuant to-

1. Rule 13(2)(i) of the Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Rules, 2018
2. Rule 24-B(2) of the Karnataka Shops & Commercial Establishments Rules, 1963
3. Telangana Shops and Establishments Act 1988 and the guidelines/ G.O.s issued thereunder
4. Other applicable state and/or central laws, if any

↓To be filled only by female employees based in Bangalore↓

TO WHOMSOEVER IT MAY CONCERN

I, Miss / Smt. _____, employee ID _____, residing at _____ hereby give my consent to work during night shifts for J. P. Morgan Services India Private Limited, as per the guidelines and laws which govern work during *night shifts* in the state of Karnataka, India.

Date:

Place:

Signature

This declaration is being sought/ provided pursuant to section 25 of the Karnataka Shops & Commercial Establishments Act, 1961