

## 保密承诺函

## 致: 花旗金融信息服务 (中国) 有限公司\_\_\_\_\_分公司 ("花旗")

本人, \_\_\_\_\_\_\_\_\_, 身份证或护照编号为: 342401/989062280\_, 本人特向花旗 确认并承诺:

- 1、 本人将对本人在花旗工作/实习期间中获得、收到、形成或知晓的(包括本人因工作/实 习关系而直接从客户处获知的)保密信息承担保密责任。本承诺函项下之保密信息是指 任何与花旗、花旗的关联方、子公司、母公司、股东、供应商、业务伙伴有关的业务、 客户(包括任何现有客户、以往客户和潜在客户)、交易机密、保密技术、产品、服务、 方法、系统、电脑软件、管理、商业计划、提供给潜在客户的招标和计划方案的信息、 市场开发方法、战略、成本、政策和流程相关的信息和数据,以及在履职中所获知的任 何花旗在职员工或前员工的个人信息。
- 2、 本人自受雇于花旗时/自开始在花旗实习时即应履行本承诺函项下之保密义务,且在本人 与花旗的劳动关系/实习关系解除或终止之后仍应对上述保密信息进行保密。本人将严格 遵循本承诺函的规定,未经花旗许可,本人不得擅自利用保密信息,无论用于个人或其 他商业目的,也不得将该等保密信息以任何方式披露给任何其他第三方,包括不应知晓 该等信息的花旗其他员工/实习生。
- 3、 本人在与花旗的劳动关系/实习关系解除或终止前应向花旗返还本人所持有或保留的、不 论何种形式的保密信息,包括所有书面及电子形式的记录。对于不能以有形的形式返还 花旗的保密信息,本人承诺将立即删除或清除本人持有的任何形式的记录。
- 本人知晓,无论是在受雇于花旗期间/在花旗实习期间或已从花旗离职/实习已结束,如 果本人违反本承诺函或与花旗签订的其它相关保密协议/条款,将会使花旗遭受即时的和 难以弥补的损害,即便经济损害赔偿亦不足以救济。即使本人与花旗的劳动关系/实习关 系已经解除或终止,花旗仍有权追究本人在为花旗工作/实习期间任何违反本承诺函或有 关保密协议/条款的行为,本人仍应对此向花旗承担责任。
- 一旦本人违反本人在本承诺函和有关的保密协议/条款项下的任何义务,本人知晓花旗有 权寻求禁令救济以行使其法律权利,并且本人愿意赔偿花旗由此所导致的任何索赔、损 失、成本和费用,包括但不限于花旗为此支出的诉讼费、调查费和律师费。
- 本承诺函受中华人民共和国法律管辖并依其解释。任何与本承诺函或与之有关的任何争 议应受花旗所在地仲裁或法院的管辖。

中国2025年25

日期:



## Confidentiality Undertaking

To: Citigroup Services and Technology (China) Ltd Branch ("Citi")	
I,, ID / Passport No: 34240/1989 db228, hereby acknowledge undertake:	and

- 1. I shall keep all the Confidential Information that I have obtained, received, generated or become aware of in the course of my employment/internship with Citi strictly confidential. The Confidential Information herein shall be information and data concerning the business, the customers (including any current, previous and potential customers), trade secrets, confidential know-how, products, services, methods, systems, computer software, managements, business plans, information about tenders and proposals to prospective clients, market development methods, strategies, costs, policies and process relating to Citi and its affiliates, subsidiaries, parent company, shareholders, vendors, suppliers, business partners, as well as any personal information of Citi's staffs or former staffs.
- I shall be obliged to keep confidential the Confidentiality Information commencing from my employment/internship with Citi, and such confidentiality obligation continues after the termination of my employment/internship with Citi. I shall strictly comply with the provisions herein and shall neither use the Confidential Information without due authorization for personal or commercial purpose nor shall I disclose the Confidential Information in any way to any other third party and employee/intern who has no access to such information.
- 3. Before termination of my employment/internship with Citi, I shall return Citi any and all the Confidential Information held and kept by me in whatever form including soft and hard copy. Regarding the Confidential Information that I am unable to physically deliver to Citi, I undertake to delete or remove them immediately.
- 4. I am aware that should I breach this Confidential Undertaking or the relevant confidentiality agreement/provision I entered into with Citi, either during or after my employment/internship, Citi will suffer immediate and irreparable harm and that money damages will be inadequate relief. In spite of the termination of my employment/internship with Citi, Citi still has the right to hold me accountable for any of my acts that violate this Confidential Undertaking or the relevant confidentiality agreement/provision during my work/internship with Citi and I shall be responsible for such violations.
- 5. Once I violate any obligations under this Confidentiality Undertaking or the relevant confidentiality agreement/provision, I am aware that Citi may seek injunctive relief to enforce its legal rights, and I shall indemnify Citi for any resulting claims, loss and costs, including but not limited to litigation fee, investigation fee and attorney fee incurred by Citi.
- 6. This Confidentiality Undertaking shall be governed and interpreted by the PRC law.

Signer:

Nationality:

Date:

2122.414

Name: 22装

ID / Passport No:

36260/19898262280