

SELF DECLARATION FOR AADHAAR CARD

If No Rectification Required

I, hereby declare that the aadhaar card copy submitted by me to the HR department at the time of joining is 100% authentic and all details furnished therein as in my name, Date of Birth, Father's name, address are true to the best of my knowledge.

I hereby declare that I do not require any rectification in the submitted aadhaar copy and the same can be considered as id proof for my statutory enrolment in PF, ESIC and other statutory bodies if required.

OR

If Rectification Required

I hereby declare that the _____ (DOB/Name/other information) mentioned in my aadhaar copy submitted to HR is incorrect and I need to rectify my aadhaar card by updating the said information correctly. I shall do the needful and submit my rectified aadhaar copy as soon as possible, till the time I agree and acknowledge that my employment be based on temporary basis by the organization and that I am liable to receive statutory benefits only on my successful submission of my rectified aadhaar copy with all correct necessary information.

Name:

Reporting to:

Date of Joining:

Signature of the employee with date:

CONFLICT OF INTEREST – GINTEJA INSURANCE
BROKERS PVT.LTD.

I affirm that I am not associated and I will refrain from associating directly or indirectly in any way with **GINTEJA INSURANCE BROKERS PVT.LTD.** competitors' business activities during my employment with the Company which shall create any conflict of interest of my employment and I further affirm that I will not join any competitors' business for a period of further 6 (six) months in the event of cessation of my employment with the Company.

Name: Date:

Signature:

CONSENT FORM FOR EMPLOYEES

Your consent is requested to hold your personal and special data about you to complete the joining formalities and requirements under various authorities such as PF, ESI, Gratuity, Bonus etc., and under other employee benefit schemes. The specific data the Company wishes to obtain and hold is as follows:

	Type of data	Why we wish to hold it
1	Your personal details such as Name, address etc.	This enables us to comply with the Law and maintaining correct employment records
2	Next of kin and their contact details	If there is an accident, then we can Contact your emergency contacts.
3	Health/disability Information. This is more strictly controlled	So that we are aware of any medical issues you may have, can make provision for these in your work and know who to contact if you have a medical episode
4	Financial information: Bank details PAN, Aadhaar number etc.	This will allow us to comply with the law and register you as an employee under different Labour Law Legislations, Tax and other employment laws and we need to share with other Government Departments.
5	Financial information Bank Details, salary payments	We will need to share this information with our Banker so that they can pay your salary to you on behalf of the Company
6	Finger prints	For Attendance and For access control

We need to share your data with Government Agencies and/or third party outside agencies for background checking and/or verification for insurance benefits and for corporate group benefit plan and for your other personal benefit programs.

[Signature of the Employee]

CONSENT TO USE MY DATA

I hereby freely give my employer M/s. _____
Consent to use and process my personal data relating to my employment.

In giving my consent:

1. I understand that I can ask to see this data to check its accuracy at any time
2. I understand that I can ask for a copy of the personal data held about me at any time.
3. I understand that I can request that data that is no longer required to be held can be removed from my file and destroyed.
4. I understand that if I leave my employment, my data will not be used by you.
5. I understand that you are the Data Controller for my employment and I can contact you directly if I have any questions or concerns about my data.
6. I understand that my finger print bi-matrix shall be used for recording my attendance and other access control mechanism.

Yours sincerely,

[Signature of the Employee]

Name:

Signature:

Date:

SELF DECLARATION

I, ... S/o..... Residing at

Do hereby declare and confirm about secrecy regarding all kind of Confidential Information's shared to me by or its associate companies, during my official tenure with the Company.

I understand that the "Confidential and or proprietary Information" shall mean and include any information disclosed by the Company to me either directly or indirectly, in writing, orally, by inspection of tangible objects (including, without limitation, documents, prototypes, samples, media, documentation, discs and code). Confidential information shall include, without limitation, any materials, trade secrets, network information, configurations, trademarks, brand name, know-how, business and marketing plans, financial and operational information, and all other non-public information, material or data relating to the current and/ or future business and operations of the Company and analysis, compilations, studies, summaries, extracts or other documentation prepared by the Company. Confidential Information may also include information disclosed to me by third parties on behalf of the Company.

I agree and affirm as under:

- 1.** I shall refrain from disclosing, reproducing, summarising and/or distributing Confidential Information and confidential materials of the Company except in connection with the Proposed Transaction.
- 2.** I am obliged to protect the confidentiality of the Company and acknowledge the confidential and proprietary nature of the Confidential Information and agree to take all reasonable measures to restrain and prohibited or unauthorised disclosure or use of the Confidential Information of the Company.
- 3.** I understand that every Employee, who deals with or comes into contact with Personal Data regardless of its origin during the course of his employment in the Company, shall have a responsibility to comply with the applicable law concerning data privacy, and specific privacy practices adopted by the Company.

4. I understand that I must seek advice from the Company in the event of any ambiguity while dealing with Company Data or in understanding this Policy. I shall be diligent and extend caution while dealing with Company Data with others in the course of performance of my duties and shall also, at all times:
- (i) Prevent any un-authorized person from having access to my computer systems processing Company Data, and especially:
 - (a) Un-authorized reading, copying, alteration, deletion or removal of data;
 - (b) Un-authorized data input, disclosure, uploading, transmission/transfer of Company Data;
 - (ii) I shall abide by the Company's internal security policies and procedures.
 - (iii) I understand that every employee shall ensure that authorized users of a data-processing system can access only the Data to which their access right refers.
 - (iv) I understand that every employee shall ensure that Company Data processed on behalf of a third party can be processed only in the manner prescribed by such third party and after confirmation by the Company.
 - (v) I understand that every employee shall ensure that, during communication of Company Data and transfer of storage media, the data cannot be read, copied or erased without authorization.
 - (vi) I understand that every employee shall immediately, on becoming aware, report and notify any vulnerabilities and privacy related breach/security breaches (including potential risks).
 - (vii) I understand that every employee shall attend mandatory and voluntary training on security and data privacy including e-learnings and online sessions.
 - (viii) I understand that failure to comply with the Policy and applicable laws may have serious consequences and can expose both the Company and the Employees to damages, criminal fines and penalties.
5. I also declare and confirm that that I will not possess any code, data, document, information or property of the Company in any form from my personal or non- corporate computer, laptop and/or external hard disk, pen drive, SanDisk or any other storage not belonging to the Company or its associated Companies without prior permission of the Company.
6. I am also aware and understand that it is important that any non-compliance with this Policy is taken very seriously by the Company and may lead to initiation of appropriate disciplinary

actions including but not limited to my dismissal or termination. The Company can also initiate penal action against me as laid down under the existing law.

7. I shall be liable to indemnify the damages suffered by the Company if any kind of Confidential Informations / secret (which known by me during my official tenure of the company), passes through me to any third party or any other unauthorised person/ persons, if same is not specifically authorised to me by do so by any Government or statutory authority or any other order of applicable laws or by the Company itself.
8. I also understand that I shall not, for a period of 90 (Ninety) days after the date of my disassociation from the GINTEJA INSURANCE BROKERS PVT.LTD., directly or indirectly solicit the employment or engagement of any Employee in a business which is in direct or indirect competition with GINTEJA INSURANCE BROKERS PVT. LTD. Or GINTEJA group of Companies whether or not such person would breach their contract of employment or engagement by reason of their leaving the services of GINTEJA INSURANCE BROKERS PVT. LTD. of Company in which they work.

Thanking You, Yours truly,

Employee Signature

Employee Name:

Designation:

Date:

Phone No.:

Personal Email ID:



To,
Ginteja Insurance Brokers Private Limited
1st Floor, 1E, 25D, Harish Mukherjee Road
Kolkata, West Bengal, Pin – 700025

Declaration

I, _____, employed/seeking employment with Ginteja Insurance Brokers Private Limited from _____ hereby declare that I am not holding any Insurance Agency / Corporate Agency / Broking / Surveyor or any other Insurance Intermediary license.

Also confirming that in future I will not be applying for the same as long as I am associated with Ginteja Insurance Brokers Private Limited. In case any information is found to be in violation of the above declaration, Ginteja has the right to take necessary disciplinary action against me which may include cessation of service with immediate effect.

Signature:

Name:

Date:

DECLARATION

I hereby declare that I have read all the existing Policies of the GINTEJA INSURANCE BROKERS PVT. LTD. which are handed over to me for my reference at the time of my joining and I promise to abide by all the policies of the Company and it is well understood to me that any deviation from the existing policies shall be treated as non-conformity and fetch disciplinary action against me. I affirm that all information provided by me are true and correct and I have not held back any information that, If disclosed, would be a factor in determining my eligibility for employment at GINTEJA INSURANCE BROKERS PVT. LTD.

I undertake that should any information given or documents submitted here is found to be false / forged, my employment with GINTEJA INSURANCE BROKERS PVT. LTD. shall stand terminated.

I hereby declare that there is no default by me with any bank or institution.

I also hereby declare that there is no civil / criminal court case pending against me.

I understand that GINTEJA INSURANCE BROKERS PVT. LTD. may use an outside agency to verify and validate the information, I have provided, Including my background, professional standing, work history, qualifications, and criminal and other civil related records (If any).

Signature:

Name:

Date:

Place:

Refresher on Official Code of Conduct – Ginteja

Basic Values & Ethics

- Always wish your colleagues on the first meeting.
- Always receive calls by wishing the caller first followed by Company's name.
- Use formal style of addressing your colleagues and clients.
- Maintain healthy relationships with your seniors.
- Always inform your respective seniors before leaving office for any official/personal work during office hours.

Client Handling

- Maintain Punctuality for all meetings with the clients.
- Always offer business card first and conduct in a polite and professional manner.
- Avoid loose talk, be calm and control emotions while interacting with client.
- Carry all the required documents/articles required for the meeting.
- Please inform the client well in advance in case there is any change in appointment schedule.

Handling Visitors

- Ensure adherence to timelines when meeting visitors who have sought prior appointments.
- For those who have come in with no appointment, try to meet them at the earliest. In case you have a busy schedule, please inform the visitor about the same and request him/her to come later.
- Please inform the client well in advance in case there is any change in appointment schedule.

Dress Code

- Be formally dressed on all days (except Saturdays)
- Plain/check/striped shirts with formal trouser and formal well-polished shoes for men and Sarees, Salwar Suit or Western formals for Women.
- Casuals may be worn on Saturdays provided there is no official meeting.
- Shoes should be formal and well-polished.
- Round neck T shirts and bright colored/printed clothes are to be avoided. Slippers and bright socks are not acceptable.
- Shave regularly.

Internet Policy

- Use internet only on need basis.
- Download/transmit content from internet sites, only if it is work related.
- Please do not download software from internet and install it without prior permission from the administrator.
- In case of unusual occurrences, please inform the administrator immediately.
- Do not interfere with other's computers or network users.
- Do not use internet access to transmit confidential, political, obscene, threatening or harassing materials.

Laptops/Desktops

- Employees who have official laptops should ensure safety and good condition of the laptop.
- Lost and damaged laptops will be accounted on the employee's salary as per the current Market price.
- No games, MP3, Chat software etc should be loaded on to the hard disk of the Laptop.
- Employees should take back up for all relevant data.
- Please put a screen saver with password when the laptop/desktop is not in use.
- Laptops/Desktops should be kept in energy saving mode, when not in use.

Email Policy

- Check email regularly, delete messages that are not required and reply to all mails the same day.
- Check the address line and include a relevant subject to the message being sent.
- Put the address of the recipient only after completing the mail, to avoid sending incomplete emails.
- Every mail should have the company's disclaimer clause in terms of privacy and secrecy.
- Please do not print email messages unless absolutely necessary.

Housekeeping

- Keep the work area, Desktops/laptops in a clean and tidy manner.

Signature:

Date: