

EO - IPR AND DISHONESTY FORM

Intellectual Property Rights

1. Do you re-brand or pass of any third party software which you sell or customize as being your own? Yes No
 If yes, do you always obtain permission in writing from third party software developer? Yes No
 If yes, do you register the resulting IPR as your own?

2. In respect of packaged or bespoke software designed by you, do you register the intellectual property rights as your own? Yes No

3. Do you have any procedure to avoid infringing third party's intellectual property rights? Yes No
 If yes, please provide details. _____

4. Does the above procedure involve any of the following?

1. legal department

2. lawyer

3. IP attorney

Dishonesty

1. Has the firm sustained any loss through the fraud or dishonesty of any person? Yes No
 If yes, please provide details. _____

2. Is the firm aware of any allegation or occurrence of fraud or dishonesty at any time committed by any past or present partner, directors or employee? Yes No
 If yes, please give details and the state the precautionary measurement taken to prevent a reoccurrence.

3. Do you have any measures implemented to detect any fraud committed by the employees? Yes No

4. Does the firm always require a satisfactory reference of only when engaging senior employees?
 Always senior employees
 Nature of reference
 Written verbal

5. Is any employee allowed to sign cheques on his/her signature alone for values exceeding \$50,000? Yes No
 If yes, please provide details. _____

6. How frequently are checks carried out on all entries in the cash book with paying books, receipts, counterfoils and vouchers and reconcile with banks statements including the balance of cash and unpresented cheques independently of employees receiving or banking moneys in respect of monies belonging to the firm as well as in trust on behalf of others?
 Weekly
 Monthly
 Quarterly
 Others
 Please specify. _____

7. What are the precautions taken by the company before employees are sent to client's sites/provided access to customer data?
 Is there controlled access to data? Please provide details.

AML declaration

1. I/we hereby confirm that all premiums paid / payable in future will be from bonafide sources and not paid out of proceeds of crime and that such premiums are not disproportionate to my/our income. I / we understand that the Company has the right to call for documents to establish sources of funds and to cancel the insurance policy in case I / we are found guilty by any competent court of law under any of the statutes, directly or indirectly governing the prevention of money laundering law in India.
2. I/we are not Politically Exposed Persons * nor are their close relatives. I / we shall keep the company informed if we subsequently become a Politically Exposed Person.

"Politically Exposed Persons" shall have the meaning assigned to it under sub clause (xii) of 3(b) of Chapter I of Master Direction – Know Your Customer (KYC) Direction, 2016 issued by Reserve Bank of India (RBI), as amended from time to time