



Baldor Technologies Private Limited

Compliance Policy and Procedures

This document sets out the compliance procedures that we follow as an organisation. Note that this governs all our activities – contracts, operations, and all other processes that form a part of our business.

We are committed to doing business in compliance with all laws and regulations that govern us. We understand that we are bound by the letter of the law, as well by its spirit, and will not undertake any business that does not adhere to both these.

Should you have any questions on this, or need any clarifications on the correct process to follow in any situation, please contact Bhavin Patel at bhavin@idfy.com, or at +91 9047050022.

Privacy and Confidential Information

We deal with sensitive personal data and information in the course of our business. These include personal or professional details of any person on whom we are required to conduct a verification, contract details, including rates and turn around times agreed with clients, and internal process documents.

Note that all such information is confidential, and must be treated as such. Please see the relevant clauses of your Employment Agreement for more details on what constitutes confidential information, and ensure that you only access such information on a strict 'need to know' basis.

In addition, note that you have signed a Non-Disclosure Agreement with the company at the time you joined the organisation. The provisions of that Agreement govern all information, and you should ensure that you follow those provisions strictly.

Certain documents, such as those related to Aadhaar e-KYC processes, are particularly sensitive, and cannot be left unattended at any time. If you are responsible for any such documents, please ensure that you always keep such documents under lock and key, at the place designated for the storage of such documents, unless you need to access them in the course of your work; in such situations, please ensure that you access such documents only for the duration that you absolutely need to.

Contract Process and Operational Commencement

Note that we do not commence operations for any customer unless we have the relevant contracts signed and filed. These include a Memorandum of Understanding and letters of authorisation in the case of a pilot, and a Master Service Agreement and letters of authorisation in the case of full-service processes.

Letters of authorisation are an absolute must to commence operations, and operational go-ahead can only be given once these letters are received and filed with the legal team.

If you are a team leader or manager, and have been asked to commence operations for any new customer, please ensure that you have written authorisation to do so from the legal team. If you do not, please contact Bhavin Patel at the contact coordinates set out above to check whether operations can commence.

If you are part of the sales team or interact with customers in relation to any operations or processes, please ensure you do not accept any candidate data unless you are completely sure that the relevant contracts and letters of authorisation are in place, and that you have seen a go-ahead from the legal team to commence operations.

Statutory and Other Legal Requirements

We are governed by a number of laws that regulate how we conduct business, our use of real estate, intellectual property, and a number of other facets that we encounter in the course of our daily operations. Managers have been assigned responsibilities in relation to different areas that come under their areas of supervision, and you should read the company's policies, such as those relating to the use of I.T. and information security, sexual harassment, and intellectual property to ascertain which manager is responsible for each such area. If you have any doubt about whom to contact when you are unsure of whether or not any action is in compliance with applicable laws, please contact Bhavin Patel at the coordinates set out above.