**Registration Form for Permitted Company**

**(to be printed on the letter head of the company)**

### To,

### NSDL Database Management Limited

Trade World, 4th Floor, Kamala Mills Compound

Senapati Bapat Marg, Lower Parel (W)

Mumbai - 400013.

We are aware that at the initiative of NASSCOM, NDML is developing a Database for Knowledge Professionals (KPs) with a view to reduce the cost and the time involved in background check of employees joining the IT and ITeS and Banking and Finance industry in India and to set up an uniform and reliable recruitment procedure in the industry. NDML provides and maintains the system infrastructure for KPs to register and maintain their details, for Subscriber Companies to view such details as registered by KPs being their present employees and those KPs who are not their employees but have authorised the Subscriber Company. The Database provides for empanelled background checkers (EBCs) to record the results of background checks requested by the KP or by the Subscriber Company using NSR. Considering the benefits of the Database, the KPs register and maintain their details on the database voluntarily. Based on authorisation of the KP or if such KP has registered Subscriber Company as its present employer, Subscriber companies can view such KP’s profile as available on NSR and if required, order for a background check using the services of background checkers as per Subscriber Company’s own arrangement with such background checkers. This application is being made to register for the initiative and extend support to this initiative.

This application is made to register \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*name of the company]* as a permitted company to the National Skills Registry database[hereinafter referred to as “***the Database”***] of credentials of Knowledge Professionals being developed and maintained by NSDL Database Management Limited (***NDML***).The essential details about us are given below:

|  |  |
| --- | --- |
| Short Name for organization (if any) |  |
| PAN for organization |  |
| TAN for organization |  |
| Total No. of employees |  |
| *Address for correspondence* |  |
|  |
| City : |
| State : | Pin: |  |  |  |  |  |  |
| **DETAILS OF AUTHORISED SIGNATORY:** |
| *Name of authorised signatory* |  |
| *Designation* |  |
| *Specimen signature* |  |
| *Email address* |  |
| *Telephone no.* |  |
| *Fax no. (Optional)* |  |
| *Mobile Number (Optional)* |  |

We agree to the terms and conditions of the registration as given below and submit herewith our Cheque No. \_\_\_\_\_\_ dated \_\_/\_\_\_/\_ drawn in favour of **“NSDL Database Management Limited”** for Rs.\_\_\_\_\_\_\_ towards Initial registration fee (including Rs. \_\_\_\_ Towards Service Tax).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Company) is not a NASSCOM member company and we are aware that this application will be sent to NASSCOM for its approval. After the approval by NASSCOM, it shall be registered as a permitted company on National Skills Registry (NSR).

|  |  |  |
| --- | --- | --- |
|  |  | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|   |  | Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Terms & Conditions for registration**

1. The permitted company agrees and undertakes as follows:-
2. To obtain the necessary digital signature from the certified authority to access the Database through the specified website.
3. To nominate a trusted employee / representative who shall function as the system administrator. The system administrator may in turn authorise other trusted authorised employees to access and use the Database on permitted company’s behalf.
4. To ensure that every person who accesses and uses the Database on its behalf, shall do so by using a valid and distinct certified digital signature.
5. To comply with the specified procedures to register with NDML its authorised persons prior to permitting them to access to and use of the Database.
6. To keep NDML informed of any change in the system administrator or users.
7. To confirm whether an Knowledge Professional is its employee or not, where the Knowledge Professional claims to be an employee of the permitted company.
8. Where authorised by its employee, to deduct fees from the salary of the Knowledge Professional on pre-decided dates and remit the same to NDML.
9. The permitted company acknowledges as follows:-
10. That the data contained in the Database belongs to the individual Knowledge Professional(s).
11. That it has been permitted to view / download the data of Knowledge Professional that are in its employment on the date of viewing/ downloading or those who have specifically authorised it to view / download the data using the facility provided by the Database.
12. The permitted company shall be liable to the Knowledge Professional for the loss of confidentiality or misuse of data by the users permitted to access and use the database by it on its behalf.
13. The permitted company agrees to pay the usage fees as per the rates specifed by NDML for permitted companies and the applicable taxes. Initial registration fee paid is non-refundable.
14. Confidential Information:
	1. The Subscriber acknowledges that all material information that has or will come into its possession or knowledge in connection with this Registration form or the performance thereof, consists of confidential information, whose disclosure to or use by third parties shall cause irreparable harm and damage to the Knowledge Professional or NDML as the case may be.
	2. The Subscriber agrees and undertakes to hold all Confidential Information in strict confidence, and not to make any use thereof other than for viewing / verifying / confirming employment details / updation of background check information or for the purpose of this Registration form and in accordance with the terms hereunder; to release it only to its employees on a need to know basis, and not to release or disclose it to any other party except for the purposes stated above.
	3. The Subscriber shall take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of the Confidential Information under this Registration form are fully satisfied.
	4. The Confidential Information shall not include information:

 (i) which is in the public domain at the time of disclosure;

 (ii) which comes into the public domain other than as a result of a wrongful act or omission on the part of Subscriber, its agent, representatives or employee(s); or

 (iii) which is disclosed to Subscriber by a third party, other than in the course of conduct of NSR usage and in circumstances which do not involve a breach of any obligation of confidentiality.

f. However, Subscriber can use or disclose Confidential Information as required to discharge its obligation under this Registration form and / or to comply with information requirements of governmental entities and law enforcing agencies.

1. The permitted company may arrange to have the back ground check done for the Knowledge Professional employed / proposed to be employed either through its sources or through any of the Empaneled Back Ground Checker (***EBC***) by payment of mutually agreed charges. The permitted company acknowledges that an EBC may in addition to submitting a ‘back ground check report’ to the permitted company may also record the findings in the Database. The permitted company shall endeavour to have the background check done through EBC.
2. The permitted company agrees to make reasonable efforts to obtain NSR number (ITPIN) issued by the Database for all the Knowledge Professional to be employed by it after the date of registration.
3. The permitted company does not have any obligation to record any remark against any employee. However, the permitted company at its option may record details of any criminal case against its employee on the Database and if it chooses to do so must mention the number and date of FIR lodged or court case filed. The permitted company shall be responsible for the remarks it records on the Database.
4. The permitted company agrees to make reasonable efforts to update the Database with the background check information available with it for Knowledge Professional in its employment for the benefit of the industry by using the facility provided on the Database.
5. In the case of any dispute or any difference between the users arising out of or in relation to the use of the Database including dispute or difference as to the validity of permission to view / download the data of the Knowledge Professional, the same shall be resolved by mutual discussion. If the parties fail to settle the dispute or difference mutually, then the same shall be resolved in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1996 or any modifications or amendments thereto, or any re-enactment for the time being in force subject to the stipulation that courts at Mumbai shall have exclusive jurisdiction in all such matters. The arbitration shall be conducted in Mumbai by a sole arbitrator and proceedings shall be in English.
6. If the permitted company breaches one or more of the above stated terms and conditions, NDML may deny access to the permitted company and withdraw all the privileges available to the permitted company.
7. By subscribing to the Database, the permitted company indemnifies, and agrees to keep NDML indemnified and save NDML harmless from and against any claim, loss, damage, proceedings including legal costs, arising out of or in connection with the usage of the Database by the permitted company.

|  |  |  |
| --- | --- | --- |
| Date : |  | Signature of the authorised signatories : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Place : |  | Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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(Kindly take print on the letterhead of your organization)

**Due Diligence Questionnaire**

1. **Name of the Organization and its Date of formation.**
2. **Ownership**
* Brief outline of the promoters of the company.
1. **Directors on board**
* Provide information about Board of Directors, whole time directors and Managing Director, with respect to the academic and career profiles.
* Details of any legal, regulatory action / decision against any of the director / partners?
1. **Business**
* Describe the organization’s lines of business?
* How long the organization is in the business and other areas of operation?
1. **Total manpower strength of your organization.**
2. **Kindly clarify whether your organization is involved in placement consultancy, recruitment or staffing activities.**
3. **Any other information which you would want to declare.**

|  |  |
| --- | --- |
|  | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  | Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Kindly take print on the letterhead of your organization)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **1** | **2** | **3** |
| **Name of Company** |   |   |   |
| **MI ID/RTA ID/Entity ID** |   |   |   |
| **GSTIN** |   |   |   |
| **Complete Address** |   |   |   |
| **State** |   |   |   |
| **State code** |   |   |   |
| **PAN** |   |   |   |
| **TAN** |   |   |   |
| **If you are currently unregistered due to turnover below threshold, kindly provide undertaking/ letter stating reason for non-obtaining registration.** |   |   |   |
| **If you are located in SEZ, kindly provide declaration/undertaking/certificate to provide as a proof to establish that SEZ related provisions are applicable**  |   |   |   |
| **SAC**  |   |   |   |
| **HSN code**  |   |   |   |
| **SPOC Name** |   |   |   |
| **Contact Details** |   |   |   |
| **Remarks** |   |   |   |