



Non Discloser Agreement

A nondisclosure agreement is a written legal contract between an employer and employee. This agreement prohibits the employee from disclosing company's confidential and proprietary information.

A nondisclosure agreement is in effect for the duration of an employee's employment and for a period of time following employment termination.

Confidential information can be the most valuable asset of a business.

Except where it qualifies for intellectual property rights (IPRs) information will usually be protected as a business asset if it is kept confidential. Confidential information can relate to any subject matter and be stored in any form (whether hard copy, electronic or even stored in people's minds).

Confidential information is often only valuable if it can be used. Such use of information will invariably involve, (a) storage of the information in an accessible form; and (b) its disclosure to others.

Storage and disclosure should be carried out in circumstances which physically protects the information and allows it to maintain its status as protected confidential information.

If any information is disclosed by the employee, they will be terminated immediately without any notice or conduct any enquiry.

A handwritten signature in blue ink is positioned to the left of a circular blue stamp. The stamp contains the text 'CARGO ACCOUNTING MANAGEMENT SERVICES PVT. LTD. * CHENNAI *' around the perimeter.

Cargo Accounting Management Services Pvt. Ltd.

RAHEJA TOWERS, Unit # 408/1, 4th Floor, Beta Wing, No. 177, Anna Salai, Chennai - 600 002 (India)

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Key Points (NDA)

- *Identify the confidential information within your business.*
- *Ensure that your company has a confidentiality policy and employees are made aware of it.*
- *Do not store confidential information where it is easily accessible by unauthorized persons.*
- *Make sure communication of your confidential information is by secure means.*
- *Employees must not disclose any confidential information to Other Departments & Outsiders.*

All the employees must duly sign and adhere to the above agreement.

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