



FIL-GLOBAL IMMIGRATION SERVICES CORPORATION

2ndFloor, Times Plaza Building, United Nations Ave. corner Taft Avenue, Ermita, Manila PH 1000

NON-DICLOSURE AGREEMENT

You hereby undertake, as a condition of the (position) Agreement period, not to disclose and you must keep confidential at all times any and all information regarding the business, processes, and/or operations of the Company or its clients that you may acquire or obtain during your partnership with the Company. Any document, software or material provided to you by the Company is Company property and must not be removed, passed on or copied or disclosed to third parties except with the Company's written authority. This restriction will continue to apply even after the termination of this Contract for any valid reason, without limit in point in time. However, it shall cease to apply when such information generally becomes available to the public through no breach of this Agreement.

If you are found to be in breach of the foregoing confidentiality requirements, the Company reserves the right to terminate the partnership, up to and including taking legal action and a penalty amounting to **Php1,000,000** if deemed necessary.

All data generated by the (position) using corporate email accounts/social media accounts, maintained in the course of their affiliation with the Company, are the sole and exclusive property of the Company, and must be immediately relinquished to the Company upon the termination of the agreement. The (position) should not make copies of any content of the corporate email/social media account/s for personal use during or after their engagement with the Company.

Sincerely yours,

ARM I. CRUZ

Senior Executive – Support Group

Noted by:

BERTCH IAN N. RANIS

Managing Director

CONFORME:

NAME & SIGNATURE

Date:



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