

## ACKNOWLEDGMENT AND UNDERTAKING

To Accenture Solutions Private Limited,

I do hereby understand, agree and acknowledge that:

- the Amex Corporate card (“Card”) issued to me shall be used for business purpose only and in accordance with Accenture policies. Further, I understand and acknowledge that I will be solely liable for all the charges incurred on the card.
- Accenture is only a facilitator for this Card that has to be used for business purpose only. I understand that this card is not mandatory and I have an option to not accept the Card.
- By accepting the Card, I establish a direct relationship with American Express and I undertake to pay American Express directly, the outstanding amounts due on the Card.
- I will be responsible to claim from Accenture authorized business transactions incurred on the Card. I agree that it is my responsibility to claim for reimbursement from Accenture at the earliest without any delay. I will be solely responsible to pay the outstanding amount due on the Card to American Express before the due date.
- the Card issued to me shall be used strictly in accordance with the relevant regulations and guidelines (including amendments, revisions if any) and I shall be liable for any action under the applicable regulations.
- Accenture shall not be liable or responsible for any such amount that may be due for payment to American Express. I hold Accenture and its directors, its employees and others acting on Accenture’s behalf, harmless and release them from all liability on account of or in connection with any claims, injuries, damages, costs or expenses that may arise due to my use of the card.
- Accenture shall have the right to deduct any outstanding amount due in the Card from my salary or claim through at the time of full and final settlement (as the case may be), the amount which has been paid by Accenture to me the employee and employee I shall not question such action in any manner.
- My personal data and information including but not limited to the credit card outstanding amount or default amount, may be shared with my HR Representative, Supervisor, Career Counselor and/or any other Accenture Personnel as deemed fit by Accenture. All such information collected shall be processed in accordance with Accenture’s Data Privacy Policy.
- In the unlikely event if I use the Amex card for personal expenses and not clear the due within the stipulated timeframe and for which Accenture is held liable to pay Amex and / or adversely impacts the incentives of Accenture, Accenture shall have the right to deduct the outstanding amount from my salary or claim through at the time of full and final settlement (as the case may be), the amount which has been paid or being claimed by Amex and employee I shall not question such action in any manner.

Yours sincerely,

(Name and signature of the Card Applicant)

Employee Number of the Applicant: