eeCHECK

Authorization and Release Letter of Personal Information for Education Qualification and Institution Accreditation Status Background Check

I hereby give my consent and authorize eeCheck Pte. Ltd. and its agents (hereafter refer as "FIRM") to make all necessary arrangement to conduct education qualification and institution accreditation status background check (hereafter refer as "EDUCATION CHECK") for employment evaluation and employment pass suitability evaluation purposes.

I agree and authorize FIRM to access, transfer and utilize any of my data contained in my passport, identity document, education certificate, academic transcript, mark sheet, CV as well as other documents I submitted and available in the public domain as part of the process to obtain the verification result for EDUCATION CHECK. I certify that all information I have provided is true, complete and correct. I understand that failure to provide accurate and complete information may disqualify me from further consideration for employment and could result in my subsequent termination and dismissal for cause if I do gain a position with my prospective employer/employer.

I authorize all persons including any institutions and relevant organizations who may have information relevant to this enquiry to disclose the information to FIRM. I release all persons from liability on account of such disclosure.

As part of the EDUCATION CHECK process, I understand and authorize FIRM to transfer my data outside of Singapore. Such transfer may include transferring to FIRM's affiliated companies/offices in Hong Kong and China as well as countries relevant to complete the EDUCATION CHECK process. FIRM will comply with the Personal Data Protection Act (PDPA) in Singapore as well as other relevant laws and regulations applicable for this EDUCATION CHECK.

I understand and authorize FIRM to release the result of EDUCATION CHECK to my prospective employer/employer as well as Ministry of Manpower, Government of Singapore.

I hereby also certify that I have read and agreed with the information contained in the document "Data Handling for Education Check" attached with this letter. I further release FIRM from any liability or cause of legal action arising from the EDUCATION CHECK process and the release of any information collected by FIRM during this process. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

Signature: B.Soujanya _____ **Date:** 29/07/25

English Name of Candidate: BOJJIREDDY SOUJANYA			
Surname/Last Name	Given 1/First Name	Given 2/Middle Name	Birth and/or Maiden Name
Local Name of Candidate: BOJJIREDDY SOUJANYA			
Name in Local Characters			
Contact Number: +6593365499		**Email Address:** ASHOKSOWJI@GMAIL.COM	
***Passport/Local ID Number:** S8477350F ***Type and Country of Documentation:**		**Birth Date:** 25/08/1984	☐ Male ☑ Female
**Please do not provide if not allowed by the local privacy laws*		Year Month Day	Check One

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EDUCATION AND/OR CERTIFICATION AND CREDENTIAL INFORMATION

Please fill in the below details for the verification process.

	Institution Details #1	Institution Details #2	Institution Details #3
Full Name of Awarding Institution	JNTU, ANANTHAPUR	JNTU, HYDERABAD	JNTU, HYDERABAD
Country of Awarding Institution	KORM ENGINEERING COLLEGE	G NARAYANAMMA INSTITUTE OF TECH NOLOGY AND SCIENCE	Govt Polytechnic for Women
Full Address of Awarding Institution	KADAPA ANDHRA PRADESH INDIA	HYDERABAD TELANGANA INDIA	KADAPA ANDHRA PRADESH INDIA
Qualification Awarded	MASTER of TECHNOLOGY in VLSI SYSTEM DESIGN ENGINEERING	BACHELOR of ELECTRONICS and TELEMATICS ENGINEERING	DIPLOMA in ELECTRONICS & COMMUNICATION ENGINEERING
Degree Level (e.g. Bachelor, Master, Doctoral Degree)	MASTER	BACHELOR	DIPLOMA
Student Number	22BC1D5703	04255A1704	99022-EC-030
Study Period (Start Date & End Date)	2022-2024	2003-2007	1999-2003
Graduation Date	05/06/2025	04/08/2007	05/06/2003

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Data Handling for Education Check

Purpose of this Document

This document lays out the data handling related information for Data Subject to understand their rights and required actions in the process of the ***Education Qualification and Institution Accreditation Status Background Check (hereafter refer as "EDUCATION CHECK"***).

Required Documents

Data Subject understands it is the responsibility that Data Subject must provide the following documents for eeCheck Pte. Ltd. (hereafter refer as FIRM) to complete the EDUCATION CHECK:

a) Consent form signed by the Data Subject
b) A copy of Data Subject's passport
c) A copy of the education certificate (in original language)
d) A copy of the education certificate (English translated)
e) For certain service order such as verification of India education where marksheet or other documents are required, the service order will only be processed with those documents provided.

Note: Please do not provide any of the above documents if not allowed by the local privacy laws.

Failure to provide such information may result in delays in the process or non-complete findings such as "unable to verify", "no matching record found", "institution status not verified" or other results related to not be able to locate the record.

Overall Workflow

Data Subject understands that below is the overall workflow process of EDUCATION CHECK:

a) Firm collects the required information/documents from me and my prospective employer/employer.
b) Information will be transferred outside of Singapore and may be transferred to eeCheck affiliated companies/offices in Hong Kong and China for data processing.
c) Information will be sent to the education institutions, accreditation bodies, government agencies, other verification agencies or relevant organizations for processing. These data processors may request additional information if data cannot be located or needs clarification. In such situation, FIRM will inform the Data Subject or prospective employer/employer for information.
d) Once the result is ready, a completed report will be sent to the prospective employer/employer.
e) If required by Ministry of Manpower, Government of Singapore, FIRM will confirm the authenticity and any details included in the completed report. Firm may also be requested to assist Ministry of Manpower, Government of Singapore in any clarification and further investigation/verification.

Data Retention, Verification of Report & Rectification

This section lays out information related to data retention, report verification, consent withdrawal, and data rectification and deletion process:

a) Firm will retain the completed report and Data Subject's personal data related to this EDUCATION CHECK for no longer than 15 months upon delivering the report to the prospective employer/employer unless otherwise specified by you or your prospective employer/employer or required by court order, regulatory requirement and requirements related to any involved lawsuits.

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b) You may withdraw consent anytime during the EDUCATION CHECK process. FIRM will destroy all information and personal data collected according to the timeline required by the Personal Data Protection Act (PDPA) and other local privacy laws that apply to your case.
c) Data Subject and Prospective Employer/Employer may submit request for FIRM to rectify and delete information during the period FIRM still possess and retain such information by sending an email to inquiry@eecheck.com.

Data Transfer

Data will only be transferred to relevant third parties to complete the EDUCATION CHECK with result transferred to my prospective employer/employer and Ministry of Manpower, Government of Singapore only.

As part of the EDUCATION CHECK process, I understand and authorize FIRM to transfer my personal data outside of Singapore. Such transfer may include transferring to FIRM's affiliated companies/offices in Hong Kong and China. Information will also be sent to the education institutions, accreditation bodies, government agencies, other verification agencies or relevant organizations located in other countries for processing. FIRM will comply with the PDPA in Singapore as well as other relevant laws and regulations applicable for this EDUCATION CHECK.

Verification Result

a) Firm will carry out its services with reasonable skill, care and diligence. The information obtained or compiled in the report is from sources Firm believes to be reliable however Firm cannot and does not warrant the accuracy, validity, timeliness or completeness of any such information. All information in the report is provided "as is".
b) Firm cannot guarantee the service turnaround time as the response time varies depending on the institution's response time and operating time which are being affected by different external factors.
c) The completed report may include results such as "no response from institution" or "unable to verify". A total of eight (8) follow up attempts after submission shall be made by Firm and if no reply is being received by the institution, a result of "no response from institution" will be issued. If Firm is not able to conclude the verification result, a result of "unable to verify" may be issued.
d) Every case is provided with one (1) re-verification opportunity for any results with discrepancies, unable to verify or no response from institution within six (6) months after the completed report is delivered to the prospective employer/employer. In this process, Firm will not charge for the service except if any charges required by the institution. This time, the prospective employer/employer or Data Subject, depending on whoever wants this re-verification to be processed, is required to pay the full amount fee charged by the institution.

Data Protection & Security

All of the information collected for our services will be kept in strict confidence and properly protected by Firm with proper guidelines, security, and data privacy policies. eeCheck maintains security systems, access control and periodic internal audit processes to ensure that data stored at our systems and premises is fully protected from unauthorized access. All eeCheck employees are required to gain clear understanding of the data privacy policies at eeCheck and comply with the corresponding procedures. Periodic data privacy training and briefing are provided for eeCheck employees.

eeCheck maintains security systems to ensure that data stored on our sites is fully protected from unauthorized access. To help protect the confidentiality of personal and payment information in our database, we follow strict security measures including:

- Restricting access using secured access codes and passwords.
- Use of private dedicated lines and facilities for communications.
- The use of 128-encryption technology and Secure Socket Layer (SSL) protocol and certification.

These procedures and other protocols enable us to protect and secure transactions and information.

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