**Annex A**

**UNDERTAKING BY REMOTE INTERN**

I, Click or tap here to enter text.**,** bearer of NRIC/Passport No: Click or tap here to enter text., issued by Choose an item., having been selected to serve as a Remote Intern for the APEC Secretariat in Singapore from Click or tap to enter a date. to Click or tap to enter a date., hereby agree to the following terms and conditions as applicable to all Remote Interns serving under the APEC Secretariat Remote Internship Program (ASRIP) as elaborated below:

1. All expenses connected with the internship, including workspace, computer laptop, internet access cost, etc, will be borne by the remote intern and/or his/her sponsoring institution;
2. The Secretariat accepts no responsibility for costs arising from accidents and/or illness incurred during the internship;
3. The remote intern shall observe all applicable rules, regulations, instructions, procedures and directives of the Secretariat and adhere to of Ethics and Business Conduct which constitutes an integral part of this Agreement.
4. The remote intern shall uphold the APEC Secretariat’s core values of professionalism, respect and integrity; and shall not engage in any activity which is incompatible with the aims and objectives of the Secretariat;
5. The remote intern shall not enter into any commitment or agreement on behalf of the Secretariat;
6. The remote intern shall respect the impartiality and independence required of the Secretariat and shall not seek or accept instructions regarding the services performed from any member economy or from any authority external to the Secretariat;
7. The remote intern shall keep confidential any and all unpublished information made known to him/her by the Secretariat during the internship that he/she knows or ought to have known has not been made public, and except with the explicit authorization of the Secretariat, shall not publish any report/paper on the basis of information obtained during the program, both during and after the completion of the internship;
8. The remote intern shall provide the Secretariat with a copy of all materials prepared during the internship;
9. If an intern for any reason is unable to complete their internship, he or she shall write and inform the Director of Human resources 15 days prior to the proposed date to end the internship.
10. The Secretariat reserves the right to terminate an internship attachment should the remote intern violate any of the terms and conditions of the ASRIP.
11. Remote intern is responsible for the filing and payment of all taxes incurred (if any) during their internship with APEC Secretariat.
12. The successful candidate shall provide proof of his/her enrolment in a health and accident insurance plan for the entire period of the internship
13. The remote intern shall observe the Secretariat's data protection policy in accordance with the guidelines set out in the Secretariat's data protection policy.

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**Acceptance**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) , holder of ID/ PP No#\_\_\_\_\_\_\_\_\_\_\_\_\_

have read, understood and accepted the Undertakings as per the above conditions if I am offered internship with APEC Secretariat as a Remote Intern. I append my signature as my acceptance to this Undertaking

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date

Verified by:

Name of APEC Secretariat Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature / Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_