

Non-Disclosure Agreement and Visitor Clearance Form

Please complete this form prior to entering the facility. This document is required for security clearance and to protect proprietary information.

1. Visitor Information

Full Name:

Company / Organization:

Phone Number:

Email Address:

Host Name (Employee visiting):

Purpose of Visit:

2. Visitor Security Clearance Questionnaire

Please answer the following questions by typing "YES" or "NO" in the space provided:

1. Do you have any photography or video recording equipment in your possession?

2. Are you a citizen or permanent resident of this country?

3. Have you traveled internationally within the last 14 days?

3. Non-Disclosure Agreement (NDA)

During your visit, you may have access to confidential, proprietary, or trade secret information belonging to the Company. This includes, but is not limited to, physical designs, product prototypes, software, business processes, and facility layouts.

By signing below, you agree to the following terms:

- You will maintain the confidentiality of all proprietary information observed or received during your visit.
- You will not take photographs, videos, or audio recordings inside the facility without explicit written permission.
- You will not disclose, copy, distribute, or use any confidential information for your own benefit or the benefit of any third party.
- You will comply with all safety and security regulations communicated by your host or posted inside the facility.

4. Acknowledgment and Signatures

By filling out the signature fields below, I certify that the information provided is true and correct, and I agree to be bound by the terms of the Non-Disclosure Agreement above.

Visitor Signature:

Date (MM/DD/YYYY):

For Internal Use Only (Host Authorization)

Host Signature:

Approval Date:

Visitor Badge Number Issued: