



Deutsche Bank Group


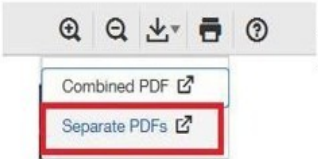
INDIA

Welcome to Deutsche Bank Group!


Listed below are documents required during your onboarding process with Deutsche Bank Group India.

The information provided here is current at the date of issue; however, you should keep yourself abreast of any information updated by the Group.

(Section A) DB documents employee needs to fill out, digitally sign, and submit to HR via DocuSign		
Documents for Employment Purpose		How to submit
1	Personal Information Form	Fill out and submit via DocuSign
2	Joining Booklet **Consent of women worker to work in night shift (applicable only for female candidates)	Fill out and submit via DocuSign

(Section A.1) DB documents employee needs to download, print, fill out, sign with an actual or wet signature, Save and courier the documents		
Instructions on how to download and print documents from DocuSign.		
Step 1	Step 2	Step 3
Click the download button 	Choose and click "Separate PDFs." 	Once the documents are downloaded, select the documents for printing and proceed to print.
Documents for Employment Purpose		How to submit
1	Statutory forms	Fill and submit scan copy via DocuSign. Courier the hardcopy to the address mentioned in the Welcome email.



(Section B) Personal documents employee needs to upload into DocuSign for submission to HR		
Instructions on how to upload documents into DocuSign		
Please click on the paperclip button as below within the document to upload into DocuSign.		
		
Documents for Employment Purpose		How to submit
1	Passport-sized Photo with white background (scanned in color, JPG or PDF format)	Scan and upload into DocuSign
2	Passport/Voter ID/Domicile/Indian Nationality Declaration	Scan and upload into DocuSign
3	Declaration for Nationality	If Passport / Voter ID / Domicile is not available, please scan and upload the Notarized Indian Nationality Declaration
4	PAN Card	Scan and upload into DocuSign
5	Aadhaar Card	Scan and upload into DocuSign

(Section C) General Information / Documents for your reference. No need to submit to HR.		
Documents for Employment Purpose		How to submit
1	Information Security Principle	No need to submit. For reference purposes.
2	Transport Services- Geographical Boundaries	No need to submit. For reference purposes.



Useful Contacts & Information

HR Direct (for all queries regarding HR applications, procedures and policies, and knowing your Business Partner contact)

Email and Telephone - hr.direct@db.com and 88 999 9088

The Employment Handbook and other personnel-related policies & information are available in HR Connect which is accessible post joining. Please ensure you have access to a copy and shall endeavor to observe the regulations and policy during your employment with us.

Please note that the Company will only be able to enroll you / your family to any of the insurance coverages and process salary payment if we receive all relevant details from you.

Once again, welcome aboard and we sincerely hope that your association with our Group will be a fulfilling and rewarding experience.