

Dear

Congratulations and a warm welcome to Deutsche Bank Group!

We are pleased to confirm your employment by Deutsche India Private limited, following the receipt of your acceptance of the Offer of Employment subject to satisfactory completion of your background screening.

Below is a guide to assist you in completing all the relevant Onboarding stages before your start date. Please provide scanned/soft copies of the documents mentioned in the attached document "Candidate Onboarding Check list" to us within 3 business days of this email.

Onboarding information and documents:

Section A: Please go through the attachments and acknowledge them appropriately.

1. Personal information form - Please fill in all details via Docusign
2. Joining Booklet – Digitally Sign in all the appropriate places, fill in the details and submit in Docusign
 - a. DB Declaration
 - b. Gratuity declaration form
 - c. Transport Undertaking Form
 - d. Information security acknowledgment
 - e. Consent of women worker to work in night shift (Only female candidates)

Section A.1: Please go through the attachments and acknowledge them appropriately

1. Statutory forms – The statutory forms must be filled digitally via DocuSign. Also, please make sure the requested forms are hand signed and couriered to the address mentioned below.

Note: Complete and accurate statutory forms has to be couriered latest by the 10th of the month of joining (if date of joining is before 10th) or before the 10th of the following month (if date of joining is after the 10th of the month). If not submitted in time, salary for the month cannot be processed

- a. Group Personal Accident & Group Term life Insurance policy nomination form
- b. Form 2 – To be filled in hand – 2 Copies
- c. Form 11 – To be filled in hand – 2 Copies
- d. Form F – Gratuity Nomination Form

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Please courier the documents to the below mentioned address:

HR Talent Sourcing - Onboarding enablement India
Deutsche India private limited
2nd Floor, North Wing, Building 8, Velankani Tech Park, 43,
Electronic City, Hosur Road, Bangalore 560100, India

Section B: Please submit below documents in Docusign

1. Passport Size photograph, with white background - Please share the soft copy (for ID card) and carry 2 hard copies on the day of joining for bank account opening and other formalities
2. PAN [Permanent Account Number] - Provide clear scanned copy via Docusign while submitting the documents. If you do not possess a PAN Card, we request you to apply for it immediately and provide a copy on or before your day of joining. This is a mandatory document without which, additional tax deduction would apply as per the Income Tax Act, if you fall under the tax deduction slab
3. Aadhaar Card - Provide a clear scanned copy via Docusign. Date of Birth on the Aadhaar card should be in the format DD-MM-YYYY. If only the year of birth is mentioned on Aadhaar card, request you to reapply and get the Date of birth corrected which is required for payroll processing. If you do not possess the Aadhaar number, we request you to apply for it immediately and provide a copy of Aadhaar on or before your day of joining. This is a mandatory document for joining.

Note: PAN and Aadhaar are mandatory statutory requirement.

Section C: General Information / Documents for your reference. No need to submit to HR.

1. Information Security Principle

II. Background Screening Checks:

It is a condition of your employment with us that you complete background checks with satisfactory result. We use a specialist pre-employment screening company, RISQ (sterlingrisq@db.com), to conduct these background checks. You will be receiving an automated email, with the subject line – “Deutsche Bank Group - Background Verification” which will have the instructions to input your details and upload the supporting documents in the AMY portal. They may also be contacting you for more information. Please provide all necessary authorizations and documents for employment screening prior to your employment start date

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with Deutsche Bank. Delay in completing the information in “Candidate data entry” portal will affect your Date of Joining.

III. Payroll:

- a. Non-submission of PAN would lead to additional tax deduction as per the Income Tax Act, if you fall under the tax deduction slab.
- b. After joining, you must submit your previous employment income details along with your investment declaration.
- c. Your salary will be credited to Deutsche Bank (DB) salary bank account alone (Deutsche India Private limited Jaipur – HDFC Only and other locations - Deutsche Bank). Upon joining, you must update accurate (bank) salary account details in Workday
- d. If you have previous work experience, you must provide UAN number and previous employment PF number.
- e. If your Date of Joining falls on or before the 6th of the month, your salary will be processed and credited to your salary account as per the payroll processing date for that month. This is usually before the end of the same month.
- f. If your date of joining is after 6th of any given month, your salary will be processed and credited to your salary account in the subsequent month of you joining the organization

Should you require any further clarification on the document’s submission, please feel free to drop an email to hrs-bgs.onboarding@db.com

Thank You

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