



Dear _____,

Welcome to Accenture!

A career at Accenture is an exciting adventure. Here are some important tips and guidelines to better prepare for your first day.

- 1. **Complete your Pre-employment Medical Examination.**
Your health is important to us. We want you to be physically fit for work so you are required to take a Pre-Employment Medical Examination. Your Onboarding POC will give you a Pre-Employment Medical Check Referral Slip. Ensure that you comply with the schedule indicated on the form. Please present this together with a valid ID to Accenture’s accredited clinic, which will submit the medical results directly to us.
- 2. **Complete the required background check.**
Please submit related documents to facilitate completion of background check including but not limited to NBI Certificate, Certificate of Employment (COE), SSS Employment History, Resignation Letter and Transcript of Records or Certificate of Graduation or Diploma 20 days before onboarding but not later than 15 days from start date as indicated in your contract. You may refer to the Pre-Employment Checklist for the complete list and specific deadlines.
- 3. **Make sure you submit all required documents.**
Please refer to the enclosed list of requirements as you start your career with Accenture. These forms enable us to include you in our system and ensure completion of activities such as paying you in the first payroll cycle after your start date, providing you with an access badge to our facilities, and providing you with an email ID and access to the system. Note that the correct SSS, PhilHealth, Pag-IBIG premiums and taxes will be remitted on your behalf by Accenture. Likewise, your BIR records will be updated by the appropriate regional district office, as necessary. Please note that your Onboarding POC will acknowledge receipt of the documents you will submit and indicate the date of submission.
- 4. **Visit the Countdown to Accenture website.**
<https://www.accenture.com/ph-en/LoginPage?ru=%2fin-en%2fCareers%2fOnboarding%2fcountdown-to-accenture>

Start your Countdown to Accenture with an engaging preview of life with us. As you approach your start date, new sections “unlock” to reveal more information including a welcome message from our CEO, employee stories, links to training and the Accenture 101 blog, and a background on the rich history and culture of Accenture. All these are also accessible through your mobile device.

Please signify your understanding of the contents of this document by signing on the “Conforme” portion below. By signing, you agree to submit the documents within the timeframe specified and certify that the documents you will submit in accordance to the requirements are authentic. Please note that the results of your pre-employment medical examination and background check may impact your continued employment with Accenture. Failure to comply with the pre-employment requirements deadline may delay your start date *(in which case an email notification reflecting your new start date will be sent to you prior to your 1st day with Accenture and the employment contract you initially signed shall be deemed amended) 1)* or it may even lead to retraction and rescission of your employment contract. **While some documents may be submitted after start date, i.e., BGC requirements, please also note that failure to submit after consecutive follow-ups may result to the termination of your probationary employment as stipulated in your employment contract.**

If you encounter any issues in securing any of these documents, kindly inform us by calling our Onboarding hotline. Thank you for your cooperation and we wish you a long and exciting career in Accenture!

HR Recruitment

Conforme:

Candidates Signature over Printed Name

Date