

Joining Forms:-

- **Quick Information Form**

This helps us with your basic details and is a prime document required for your Xoriant employee code creation

Basic details are to be entered, for emergency contact details make sure you enter an active number of you family member.

Attach the photograph with all the list of documents if you are unable to paste.

- **Nomination Form:** You are required to fill in your nominee details in this form, with the signature & Date of joining as per offer letter.

- **ID Card Information Form:** - Basic details are to be entered, Emp code will be blank Designation would be as per offer letter

- **List of Documents:** - Request you to create a zip folder with all the documents mentioned in the form, with the name as firstname_lastname Mention the pending documents in the space given in the form. Make sure you paste the signature & add the DOJ at the end

- **Format of the folder**

Create a folder in your name > open that folder> Create 4 folder in that folder>

1. Academic (All academic documents)

2. Employment (Previous employers relieving letter, Experience letters, appointment letters)

3. ID Cards (PAN, Passport, Aadhar, marriage certificate and passport size photograph)

4. Onboarding Docs (All the attached docs from this email after adding the details.).

Zip (not rar) the mail folder and share it with me over email.

PF Forms, Attached:- Process to fill the form given below

Enter your basic details

The screenshot shows a form titled 'PF Form' with a header row containing letters A through Z and A through H. The form is divided into sections. The first section is for 'MOBILE NUMBER' and 'EMAIL ID'. The second section contains two questions: '8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952?' and '9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995?'. Both questions have 'YES' and 'NO' checkboxes. Below these questions, there is a note: 'IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10,11&12):'. The form is labeled 'Page 1 of 3' at the bottom.

In the page 1 Question 8 & 9 would be No for all the freshers.

B. OTHER DETAILS

13) INTERNATIONAL WORKER (PLEASE TICK) ☐ YES ☐ NO

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13(A) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)
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13(B) PASSPORT NUMBER

13(C) PASSPORT VALID FROM

D	D	M	M	Y	Y	Y	Y

TO

D	D	M	M	Y	Y	Y	Y

14) EDUCATIONAL QUALIFICATION

ILLITERATE	NON-HATRIC	HATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/PROFESSIONAL
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In the page 2 only Passport details are to be entered if applicable.

C. KYC DETAILS:

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT (1*)			
MPS/ANACHAR			
PERMANENT ACCOUNT NUMBER (PAN)			
PASSPORT			
DRIVING LICENCE			
ELECTION CARD			
RATION CARD			
ESSIC CARD			

*** Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.**

C. UNDERTAKING BY MEMBER:

A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,

(I) I HAVE ENSURED THE CORRECTNESS OF MY UNAV PREVIOUS PF MEMBER ID.

(II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE

In Page 3 Details of KYC are to be entered

Page 4 No changes to be done.

Form2 (Nomination form for PF) Steps to fill the form:-

- Basic details to be entered in Block Letters.
- Nomination details to be entered if the nominations are more than 1 the amount of share would be 50% 50%
- If the nominees increase the amt of shares will be divided accordingly
- The nominee entered should be a Family member.
- Same nominee can be entered for all the parts.

Important points:-

- Please ensure that you update the document checklist & Share the documents in Zip Format
- Create a folder in your name > open that folder> Create 4 folder in that folder>
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 2. Employment (Previous employers relieving letter, Experience letters, appointment

letters)

3. ID Cards (PAN, Passport, Aadhar, marriage certificate and passport size photograph)

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