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

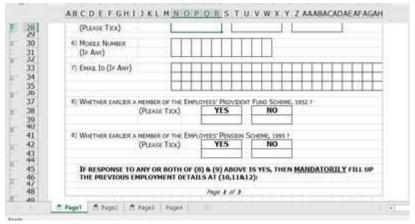
Create a folder in your name > open that folder> Create 4 folder in that folder>

- 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



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



In the page 2 only Passport details are to be entered if applicable.



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>
 - 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.).
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