

Online Consent Form (OCF)

Arc Attest • www.arcattest.com • support@arcattest.com

WE ARE GLAD TO WELCOME YOU!

Kindly refer following instructions carefully before you fill the form. Kindly submit the required details & documents required for verification purpose.

INSTRUCTIONS:

- Read the instructions carefully for all the fields.
- Keep the documents ready beforehand.
- Upload clear & colour copy of the documents.
- While uploading documents; maximum file size shall not exceed 2 MB each.
- In case of multiple pages, kindly club all the pages & attach a single file / zip file or select upto 5 files not exceeding 2 MB each.
- Use the option '**Save & Resume Later**' in case you would like to resume filling the form later or do not have any details / documents.
- In case you don't have the soft / scan copies of the documents, you can fill the form through any smart phone (which has a Camera) for quick upload of documents through the Camera.

Feel free to connect with the HR Coordinator of your employer for any queries related to the Consent Form. Write to us for any technical assistance or reporting a bug @ support@arcattest.com.

Click Next button at the bottom right of the page to start filling the form.

Company Name *

Webvillee Technology Private Limited

HR Coordinator Name *

Priya Choudhary

Write the first name & last name of the point of contact who is taking care of the joining formalities.

HR Coordinator Email *

priya@webvillee.in

Write the email id of the point of contact who is taking care of the joining formalities.

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Components *

- | | |
|--|---|
| <input checked="" type="checkbox"/> Employment Background | <input type="checkbox"/> Professional Background |
| <input type="checkbox"/> Professional Reference (Peer / Subordinate) | <input checked="" type="checkbox"/> Identity Proof |
| <input type="checkbox"/> Aadhaar Verification | <input type="checkbox"/> Address Proof |
| <input type="checkbox"/> Address - Site Visit | <input type="checkbox"/> PAN Verification |
| <input type="checkbox"/> Court Record | <input type="checkbox"/> Educational Qualification |
| <input type="checkbox"/> Global Database | <input type="checkbox"/> Comprehensive Court Record |
| <input type="checkbox"/> Personal Reference | <input type="checkbox"/> Financial Credit |
| <input type="checkbox"/> Passport Verification | <input type="checkbox"/> Police Verification |
| <input type="checkbox"/> Gap Verification | <input type="checkbox"/> CV Validation |
| <input type="checkbox"/> Conflict of Interest | <input type="checkbox"/> Directorship Check |
| <input type="checkbox"/> Drug Test | <input type="checkbox"/> Medical Test |
| <input type="checkbox"/> OIG Exclusion List | <input type="checkbox"/> OFAC Sanctions List |
| <input type="checkbox"/> Social Media Check | <input type="checkbox"/> GSA Exclusion List |

Employment Background *

1

Identity Proof *

1

Usage of Information:

Please be assured that the information provided will be treated as confidential.

Arc Attest is committed to confidentiality and the data protection laws and compliances. We hereby confirm that the information provided will be treated as confidential and will not be used for any other purpose other than due diligence and background verification or any other business needs as agreed with the client.

APPLICANTS BASIC INFO

Applicants Name *

Hardeep	chawla
First	Last

Fathers Name *

Mr. Ram singh	chawla
First	Last

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☐ I am also known by another name/s.

Check / Tick if you ever had or have been known by any other name? For eg. maiden name, changed your name / surname, etc.

Official Email *

hardeep9981533448@gmail.com

Please mention your official email in case of post employment verification. In case of pre-employment verification, please use your personal email.

Mobile Phone *

9981533448

Kindly write the current active mobile number.

Gender *

☒ Male

☐ Female

☐ Transgender

☐ Other

Date of Birth *

25-May-1999

dd-MMM-yyyy

Place of Birth *

Indore, MadhyaPradesh

Write the name of the city & state. For eg. Mumbai, Maharashtra.

Nationality *

Indian

Write your Nationality.

IDENTITY INFO

Do you have PAN? *

☒ Yes ☐ No

Identity Proof *

☐ Aadhaar

☒ PAN

☐ Voters Id

☐ Passport

☐ Driving License

Choose & attach the proof of identity / date of birth. *PAN - Permanent Account Number.

PAN *

BNVPC6552N

Write the unique number of the identity proof you are submitting. Do not leave any space.

Attach PAN Card *



pan_Card_-_Page_1.pdf

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Gap Info

Did you had any gaps during your Education or Employment? *

☐ Yes ☒ No

Select Yes if you ever had any gaps during your education or employment i.e. any gaps between Education to Education, Education to Employment & Employment to Employment.

EMPLOYMENT HISTORY

Instructions:

Furnish information in chronological order starting from your latest employment i.e. present employment or immediate last employment. We do not contact your present employer until you are relieved or without your permission.

EMPLOYER 1 (E1)

Information from your last employer.

Employer Name (E1) *

Webvillee

Write the complete name of the employer as per your documents.

Department (E1) *

Development

Write the name of the department in which you were working.

Last Position Held (E1) *

Software developer

Write the last position held with the employer as per the documents.

Location (E1) *

Indore

Write the name of the city & state. For eg. Mumbai, Maharashtra.

Employment Type (E1) *

☒ Permanent ☐ Temporary or Contract

Select the type of employment you had with this employer.

Employee Code (E1) *

WBE121

Write the unique code or id provided by the employer.

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Date of Joining (E1) *

31-May-2019

dd-MMM-yyyy

Write the date of joining as per the documents.

☒ I am currently working here

Tentative Date of Leaving (E1) *

20-Jan-2027

dd-MMM-yyyy

Write the tentative date of leaving as agreed or estimated.

Currency (E1) *

INR - India Rupee

Select the currency of your salary.

Annual Salary (E1) *

600000

Mention your Fixed Gross Annual Salary or Fixed Annual CTC (Cost to Company).

Additional Perks, Allowances & Variables (E1) *

0

Mention the amount & name of all the perks, allowances & variables per annum.

Reason for Leaving (E1) *

00

Mention the reason of leaving as declared to the employer.

Work Address (E1) *

Jangirwala Square, indore

Address of the place where you were working or the main office.

Office Phone - Board Line (E1) *

9343618706

Write the office phone number - preferable the board line number.

Were you on third party payroll? (E1) *

☐ Yes ☒ No

Reporting Managers Name (E1) *

Mahima jain

Write the complete name of your direct reporting manager.

Designation (E1) *

accounts manager

Designation of the reporting manager.

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HR Info (E1)

HR Name (E1) *

Neha

Write the complete name of the HR who is authorized to verify the information & is still with the same employer.

Designation (E1) *

Hr

Designation of the HR official.

Official Email (E1) *

neha@webvillee.com

Kindly write the current active official email id.

Mobile Phone (E1) *

9343618706

Kindly write the current active mobile number.

Employment & Salary Proofs (E1)

Employment Proofs (E1) *

☐ Relieving Letter

☐ Experience Letter

☒ Appointment Letter

Check multiple boxes for submitting multiple proofs.

Appointment Letter (E1) *



Hardeep_Singh.pdf

Salary Proofs - Last 6 to 3 months (E1) *

☒ Salary Slips

☐ Salary Statement

☐ Bank Statement - Salary Account

Check multiple boxes for submitting multiple proofs. Kindly submit the proofs for atleast last 3 months.

Salary Slips (E1) *



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LETTER OF AUTHORITY

TO WHOMSOEVER IT MAY CONCERN

I hereby authorize **Arc Consulting (I) Private Limited** (hereinafter referred to as ' **Arc Attest** ') and its directors, employees, consultants and any authorized representatives to conduct comprehensive due diligence and background verifications across all the checks and generate reports for the purpose of employment or any other business-related needs.

I understand that the scope of the report may include but is not limited to the following areas: verification of employment history and background, professional performance and reference check, financial credit, address verification, education verification, character reference, national identity check, global regulatory and compliance database check, civil and criminal records from any criminal justice agency in any or all cities, states, country jurisdictions, medical and drug test, driving records, birth records, other documents, any other public records as required from time to time.

I authorize **Arc Attest** to divulge any information or all the information in verbal or written as applicable, pertaining to background verifications for the purpose of employment or any other related business needs. I further authorize **Arc Attest** for collecting, gathering or verifying the complete information of any records or data on our behalf which the individual, company, firm, or public agency may have, to include information or data received from other sources.

Arc Attest and its directors, employees, consultants and any authorized representatives shall maintain all information received from this authorization in a confidential manner in order to protect all the information of any record or data received whether verbal or written in nature. Arc Attest shall not indulge in using any confidential information provided for any other purpose except for the purpose of verification or business purpose as agreed with the client.

I hereby declare, agree and authorize **Arc Attest** for conducting due diligence and background verifications as per the business needs.

☒ I authorize. *

Yours Sincerely,
Hardeep chawla

I would like to *

☒ Draw Signature ☐ Upload Signature

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Signature (Draw) *

A handwritten signature in black ink, appearing to be 'Dr. [unclear]', is drawn within a dashed rectangular box. A long, thin diagonal line extends from the right side of the signature across the box.

Date of Submission *

25-Jan-2024

dd-MMM-yyyy

Mention the date you are submitting this form.