



# JPMORGAN CHASE & CO.

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**From:** aspacind.onboarding@jpmchase.com  
**To:** mailme.jyotmehta@gmail.com  
**Sent:** Feb 16, 2018 12:17:47 AM EST  
**Subject:** #Secure# (Onboarding Contact: Eugene Carneiro) : Online information and documentation required: Mehta, Jyot  
**Attached:** Intern India New Hire Kit.pdf (2,210 kb)  
Sample India New Hire Kit.pdf (317 kb)  
Checklist to complete online onboarding form - Intern.pdf (35 kb)

Hi,

Welcome to J.P. Morgan!

I am part of the India Onboarding Team and we partner closely with the Recruitment team to successfully onboard you to the firm.

You should have received a message from [JPMorgan\\_Chase@jpmcstaffing.com](mailto:JPMorgan_Chase@jpmcstaffing.com) at your personal email account listed on your application, containing a link to the online onboarding forms and documentation. Please complete your online forms and return your documentation at the earliest to avoid a potential delay to your start date.

In case you have already completed the online Onboarding form, we would request you to return your Onboarding documentation and the information requested in this email at the earliest to avoid a potential delay to your start date. Attached is a copy of the online forms and documentation required to assist you with this process.

## Name Confirmation:

- Please confirm your full legal name as per Aadhar card (Format: First name / Middle name / Last name).  
(Single characters / initials will not be accepted)
- Do confirm if you are or have ever been known by any other name

**Mandatory documents to be submitted as scanned copies to [aspacind.onboarding@jpmchase.com](mailto:aspacind.onboarding@jpmchase.com) (clear and complete copy; images clicked via the cell phone will not be accepted). Please send all documents in .pdf format:**

- Information Release Form, Statement of Information and Declaration Forms (duly filled and signed – India New Hire Kit Page no. 12 -22)
- PAN card or acknowledgement of the application and Aadhar Card Mandatory.
- Photo ID Proof : Passport / Pan Card / Voters ID / Driving License / Aadhar Card / PIO (Person of Indian Origin) / OCI (Overseas Citizen of India)
- Declaration of outside business activities (If Yes, please provide a scanned copy of the document to your recruiter)

## Access Card:

Please send an email with your passport size photograph to [iac.photograph@jpmorgan.com](mailto:iac.photograph@jpmorgan.com) with your NAME , SID & DOJ (Date of Joining).

## Instructions to be followed:-

- Images must have a white background
- Not larger than 100 KB

- Name your photo as shown on your PAN Card / Aadhar card / Passport (eg. SID\_First\_last name\_date of joining) Format : dd-mmm-yyyy (e.g. U888888\_Ramesh\_Gupta\_19-Jan-2015)
- Images must have un-obstructed head & shoulders frontal photo (like a Passport Photo)
- There can be no sunglasses, hats, scarves or anything over the head and face (EXCLUDING RELIGIOUS WEAR).
- Absolutely NO posing or profiling for the photo.


In case of any queries, kindly contact **Eugene Carneiro** Phone: +912261250680

Best Regards

JPMorgan Chase Onboarding

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