



BT - Virtual On-boarding Data Collection Form

Welcome to BT!

While the world is facing a difficult time in the wake of Covid -19, we as an organization are committed to honor our offer to you & welcome you to the BT family.

Your health and wellbeing continues to be our absolute priority & since physical documentation collection / joining formalities process is not feasible, we are pleased to introduce a virtual on-boarding process designed especially for you. This page & also the subsequent ones will require you to fill up some information.

Please ensure all the information that you fill in here is most up to date, accurate & in line with documents being submitted by you. This information will be leveraged to fill mandatory forms prescribed by Government of India & & hence collecting right information from you is critical to the process.

Your assigned on-boarding SPOC & your recruiter are available for answering any doubts & helping you in the process.

Thank you, all the best, stay safe & welcome aboard!!

1. Personal Information - Part1*

Full Name (First, middle, Last) *

Gender *

Marital Status (Married/Unmarried/Divorced) *

Religion *

Email Address ***Mobile No *****Mother's Name *****Father's Name *****2. Personal Information - Part2*****Current Address (Street Address, City, State, Pin No) *****Permanent Address (Street Address, City, State, Pin No): *****Existing Bank A/C with ICICI/Standard Chartered/HDFC? (Yes/No): *****Date of Birth**

*

DD/MM/YYYY

Place of Work - BT Office (City) ***Health Declaration:**

Based on directive from BT management, the below declaration is required in relation to COVID-19

3. Neither me and nor, to the best of my knowledge, anyone from my immediate contacts including within my organization, immediate family, friends or other people that I am regularly in contact with, have travelled to

Mainland China since 14th January 2020 or have a travel history to the COVID-19 impacted countries including Italy, Iran, Republic of Korea and Japan since 1st February 2020.*

SELECT ONE



4. I have not knowingly been in touch with anyone that I reasonably believe to have arrived from Mainland China later than 14th January 2020 or have a travel history to the COVID-19 impacted countries including Italy, Iran, Republic of Korea and Japan since 1st February 2020.*

SELECT ONE



5. I will promptly notify my BT business owner as soon as I begin exhibiting typical viral symptoms of COVID-19 (sudden high fever, dry cough, runny nose, sore throat or exacerbated asthma/respiratory conditions).*

SELECT ONE



6. KYC Information:

It is extremely important that you provide accurate KYC information since your salary will be credited in to this account. Update bank account no and IFSC code mentioned on your cheque / bank statement / bank passbook.

Bank Account No: *

Bank Name: *

IFSC Code of the branch: *

PAN No: *

Aadhar No: *

7. Provident Fund Information - Previous Employment Details*

The Provident Fund number is basically the member ID of the PF member when he/she joins a company or organisation. The UAN is a 12-digit unique number of an employee and acts as an umbrella for different PF account held by the same individual.

Both UAN and PF number are different. They are usually listed on your salary slip. Contact your last employer you are unable to find either of them.

Last Organization Name *

Last Organization Address *

UAN No: (12 digit No. Check on your payslip) *

PF Account No(available on payslip) *

Date of Joining (DD/MM/YYYY): *

Date of Exit (DD/MM/YYYY): *

8. Nomination - Provident Fund:

Fill in the details of nominee whom you would like to nominate for Provident Fund.

Nominee Name: *

Nominee's relationship with the member: *

Date of birth of nominee:

*

DD/MM/YYYY

9. Nomination - Gratuity Form

Fill in the details of nominee whom you would like to nominate for gratuity.

Name of Nominee: *

Relationship with Employee: *

Age of Nominee: *

Address of Nominee: *

10. Nomination - ESIC Form

Fill in the details of nominee whom you would like to nominate for ESIC.

Name of Nominee: *

Relationship with employee *

Address of Nominee: *

Your Father Name: *

Father's DOB or Age: *

Are you residing with your father (Yes/No): *

11. Declaration of Criminal Record and Bankruptcy:

This information is required for non disclosure agreement with BT

Do you have a Criminal Record (Yes/No)? *

If yes, please provide details of the criminal conviction including the date of conviction: *

Have you been declared bankrupt or made any arrangement with or for the benefit of your creditors (Yes/No)? *

If Yes, please provide details: *

12. Workplace Relationship Disclosure:

This information is required for non disclosure agreement with BT.

Are you in a personal relationship with someone working for/with BT (Yes/No)? *

If “yes,” please share the details and describe the nature of the relationship, including a description of the real or potential for conflict of interest or conflict of commitment. *

13. Upload a scanned copy of signature*

Scanned copy of your signature will be added in the mandatory forms

Browse...

14. I provide my consent to update/add scanned copy of my signature in ESIC form (if applicable), Letter of consent(if applicable), Form 11 – PF , Form 2 – PF Nomination, Form F – Gratuity, Non-Disclosure Agreement, Health Declaration and Employer copy of offer letter.*

SELECT ONE



Send Form

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