



## 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**

\*

**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 Orgnaization 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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