

Declaration

I, _____ (provide name), with employee number _____ (provide employee code), do hereby acknowledge and confirm that I would submit the following mandatory documents within 60 calendar days from **"DOJ in DD/MM/YYYY format"**.

List of mandatory Documents

1. Salary Slip for any one month in last three months, for immediate previous employment with employee id/ code
2. Highest Education Document (All marks sheets with provision degree certificate **OR** Final year/term mark sheet with convocation certificate **OR** Consolidated mark sheet with convocation certificate)
3. Employee Application Form
4. ID Proof
5. Resume
6. PAN card copy
7. Relieving letter/ Resignation Acceptance Letter from immediate previous employer
8. Accenture offer letter (signed)
9. Accenture Terms of Employment (signed)
10. DOB Proof
11. Consent Letter for all women employees
12. Mandatory Information Form (only for Direct walk-in candidates)
13. Criminal Declaration Form
14. Understanding Core Values

I understand that the offer of employment with Accenture (herein after referred to as "Company") is contingent upon submission of all mandatory documents as communicated to me during the recruitment process.

I understand that the Company may in its sole discretion, choose to terminate or suspend my employment if I fail to submit the aforementioned required mandatory documents within the timeframe mentioned in this declaration.

I hereby certify that I have read, understood and agreed to the terms and conditions set forth in this declaration.

My acceptance is as of the day and year as written below.

Name of the Employee : _____

Signature : _____

Date : _____

Place : _____

PS: Please read the annexure for details on the documents to be submitted.

Annexure

Sl. No.	Document Type	Information required from document
1	Salary Slip for any one month in last three months, for immediate previous employment with employee id/ code	1) Name 2) Employee Id 3) Period of Employment including Last working Day
2	Highest Education Document (All marks sheets with provision degree certificate OR Final year/term mark sheet with convocation certificate OR Consolidated mark sheet with convocation certificate)	1. Register No and the Seal 2. Signature of the University 3. Clear and readable
3	Employee Application Form	1. Personal Details 2. Contact Details 3. Education Record 4. Employment Record 5. Letter of Authorization
4	ID Proof	Name and photo of candidate
5	Resume	Name
6	PAN card copy	Name , photo of candidate, DOB
7	Relieving letter/ Resignation Acceptance Letter from immediate previous employment	Relieving Letter/Service Certificate/Experience letter On company Letterhead with authorized signatory, that has the following info 1) Name 2) Employee Id 3) Period of Employment including Last working Day Only if the above is not available on DOJ The On boarding team may accept Any document providing last working date (LWD) of employment for immediate previous employment. For e.g. Resignation Acceptance letter Need
8	Accenture offer letter (signed)	Acceptance of offer in Plain White paper with Logo
9	Accenture Terms of Employment (signed)	Agreement to all terms of employment. Hence, it is important to have sign on all pages. Final page should carry Employee Name, Date & Signature.
10	DOB Proof	DOB
11	Consent Letter for all women employees	1. Signature 2. Name of the employee 3. Date
12	Mandatory Information Form (only for Direct walk-in candidates)	All relevant information about candidate
13	Criminal Declaration Form	1. Signature 2. Name of the employee 3. Date
14	Core Values	1. Signature 2. Name of the employee 3. Date