



Onboarding Pack Checklist		
Employee Details		
First Name: Moshe John Gideon	Last Name: Matabologa	Signature: 
Full Appointment Documents		
Additional 3rd Party Forms		
Document Name	Requirement	Status
Signed Appointment Contract	Must have three signatures in a single contract 1. Head of Department 2. HR Manager 3. Employee	
Bank Account Confirmation Form	Clear, legible and electronically written bank account number.	
Bank Letter/Statement		
NBC Form	Retirement Fund for Hourlies	
Alexander Forbes: New Entrant Form	Retirement Fund for Salaried 1. All Option Fields are completed. 2. Only one Retirement Fund chosen.	
Medical Aid Form	1. All relevant sections are completed. 2. Dependant(s) supporting documents are included 3. For married employees, include marriage certificate 4. For employee's child dependant(s) with an abridged birth certificate, an affidavit is required. 5. For couples who are not married, an affidavit is required when adding your partner.	
BMW Forms		
Family/Relative Details Form		
Education/Work History		
Employee Declaration (EEA1)		
Nomination of Beneficiaries	Complementary document of NBC Form	
Alexander Forbes: Nomination of Beneficiaries and Dependents	Complementary document of AF New Entrant Form	
BMW Doc 1: Integrity Declaration		
BMW Doc 2: Access to BMW IT Systems		
BMW Doc 3: Data Privacy Notice		
Supporting Documents		
Curriculum Vitae/Resume	Provided by HRBP	
Employment Certificates	Provided by HRBP	
Diploma and other qualificatory certificates	Provided by HRBP	
Request for Manpower Form	Provided by HRBP	
Personal Checks	Provided by HRBP	
Pre Employment Medical Exam	Provided by HRBP	
Inbound Specific (Employee Group: I & J)		
Expat Payroll Inputs	Provided by GLOBAL ASSIGNMENT	
Lease Agreements	Provided by GLOBAL ASSIGNMENT	
Salary Calculation	Provided by GLOBAL ASSIGNMENT	
Settling In Allowance Calculation	Provided by GLOBAL ASSIGNMENT	

Document Archiving on ELIDA (To be Completed by HR Shared Services Consultant)	
First Name: Moshe John Gideon	Signature: 
Last Name: Matabologa	COD:

Completed
Outstanding
