

From : \_\_\_\_\_

*(Full Name in Capitals)*

To : **Human Resources**

I am joining TCS on \_\_\_\_\_ and I am submitting herewith the following documents  
*(dd/mm/yyyy)*

**List of Documents Submitted**

	Nomination Form for PF, EPS, Gratuity, Superannuation (if Applicable)
	Superannuation Transfer Form (if applicable)
	Tata Code of conduct declaration
	Copy of the Proof of Date of Birth
	Copy of ID Proof Passport / Driving License/ Voters ID Card
	Copy of PAN Card
	Copies of Previous Employment Experience Certificate(s)
	Copy of Release letters from Previous Employer(s)
	Copy of X std. Mark Sheets
	Copy of XII std. Mark Sheets
	Copy of the Graduation Certificate
	Copy of Marksheets (all semesters)
	Copy of Post Graduation Certificate
	Copy of Marksheets (all semesters)
	Copy of Other Qualifications (Diplomas etc.)
	Affidavit Stating no Criminal Offense
	3 Photographs (Passport size)
	Medical Certificate of Fitness
	Joining Report

Acknowledged by:

HR Officer Name: \_\_\_\_\_

Employee No : \_\_\_\_\_ Signature: \_\_\_\_\_