




Virtual Onboarding & Documentation Instruction Guide





Congratulations! You are just one step closer to being an IBMer 

This Instruction Guide will help you prepare for your Day 1 documentation. Kindly read all the instructions first and then complete the required steps for your Onboarding documentation.

For any assistance, please connect with [Quinn](#) (PW: Start@IBM) – IBM's AI onboarding Success Partner, available 24/7.

You may also reach out to your Onboarding Success Partner via New hire Lounge (slack channel)

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GUIDELINES FOR FILLING FORMS

- + **Date format:** [DD/MMM/YYYY](#) (01/JAN/2020) Use this format only for all date to be entered in Onboarding forms
- + **Letter Case:** Please ensure the forms are filled in CAPITAL LETTERS only
- + **Date of Birth:** Mention as per the [Government ID proof](#) in the format- [DD/MMM/YYYY](#)
- + **Address:** Any Address filled in Onboarding forms should be complete with City, State and 6-digit Pin Code
- + **Digital Signature:** You can use Adobe/ any online PDF editor to digitally fill and sign documents.
 - *Alternatively, you can also upload the [image](#) of your signature in the completed forms.
- + **Employee Number:** Mention 6-digit IBM employee code (Ignore country code 744)
 - *Not sure where to find your IBM employee code?
Refer to the email received on completion of your online forms subjected as '[IBM Action Required: List of documents to be carried](#)'

MANDATORY STEPS TO BE COMPLETED FOR YOUR ONBOARDING PAPERWORK

Step-1: Complete your Online Onboarding Forms

Complete your online onboarding forms using the **Talent Suite link sent to your personal email ID.**

* You will receive a confirmation email with the subject- 'IBM Action Required: List of documents to be carried' once you complete the last task : 'What you need to know as a new IBMer'.

[Need Help?](#)

*Unable to find the onboarding forms link sent to your email?

Click on this [Troubleshoot link](#) and choose forgot password to receive a link to fill your online forms.

* Need help while completing the Online forms?

Check out this [Video Guide](#) under Frequently Asked Questions (Password: Start@IBM)

*Not received the link? Contact with your Recruiter.

Step-2:Filling Editable Forms attached in the Email

Open the below listed additional forms in any PDF editor & fill in your details as per the instructions given in this [GUIDE](#).

1. [BGC ApplicationForm](#)
2. [Employees' Provident Form Organisation Form \(EPFO Form 2\)](#)
3. [Employment UndertakingForm](#)

MANDATORY STEPS TO BE COMPLETED FOR YOUR ONBOARDING PAPERWORK

Step-3: Mandatory Documents required for submission along with onboarding forms

1. IBM Date of Joining Email (if applicable)
2. PAN Card, Passport and Aadhaar Card
3. Service/Relieving/Experience Letter from previous organization.
*If not available, must share an email from previous organization's HR with Last working day mentioned.

Step-4: Labeling and sending your Onboarding documents to your OSP

1. Label your filled & signed document as '[Employee ID-Your Name-Document Code](#)' ([refer page 13 for document codes](#))
2. Attach and send an Email to your Onboarding Success Partner with the complete list of documents as mentioned in the checklist before 9:00 am on your date of joining.

How to fill, label
and send your
Onboarding
Documents?



EMPLOYEES' PROVIDENT FUND ORGANISATION

Serial Number1 -8:

Personal details

1. Your Name
2. Your Father/Husband Name
3. Your DOB
4. Your Gender
5. Your Marital Status
7. Leave it blank
8. Permanent and Temporary address

*Don't forget State & Pin code
*If Temporary & Permanent address are same, Please mention it as "Same as Above"

To be labelled as
Employee ID-Your Name-PF

Note:

1. This Form is Attached in this mail.
2. You can find your Employee ID in the mail 'IBM Action Required: List of documents to be carried' (ignore 744)



ಕಾರ್ಮಿಕ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಸ್ಥೆ
कर्मचारी भविष्य निधि संगठन

IBM Employee code

Employees' Provident Fund Organisation

ನಾಮ ನಿರ್ದೇಶನ ಮತ್ತು ಘೋಷಣಾ ಸಮೂಹ / घोषणा एवं नामांकन फार्म / Nomination and declaration Form

ವಿನಾಯಿತ್ಪಡಿಸಿದ / ವಿನಾಯಿತ್ಪಡಿಸದ ಸಂಸ್ಥೆಗಳಿಗೆ
छूट प्राप्त/छूट अप्राप्त स्थापनाओं के लिए
For Unexempted/ Exempted Establishment

ಪ್ರಪತ್ರ
प्रपत्र
FORM 2
(परिशोधित)
(Revised)

ನೌಕರರ ಭವಿಷ್ಯ ನಿಧಿ ಮತ್ತು ನೌಕರರ ಪಿಂಚಣಿ ಯೋಜನೆಯಡಿ ಘೋಷಣೆ ಮತ್ತು ನಾಮ ನಿರ್ದೇಶನ ಸಮೂಹ
कर्मचारी भविष्य निधि व कर्मचारी पेंशन योजना के अंतर्गत घोषणा एवं नामांकन प्रपत्र
Declaration and Nomination Form under the Employees Provident Fund & Employees' Pension Scheme

(नौकरर भविष्य निधि योजन, 1952 के कंडीक मउतु 61(1) मउतु नौकरर पिनचन योजन, 1995 के कंडीक 18)

कर्मचारी भविष्य निधि योजना, 1952 के पैरा 33 व 61 (1) व कर्मचारी पेंशन योजना 1995 के पैरा 13

(Paragraph 33 & 61 (1) of the Employees' Provident Fund Scheme, 1952 & Paragraph 13 of the Employees Pension Scheme, 1995)

1. ಹೆಸರು/नाम/Name
2. ತಂದೆಯ/ಗಂಡನ ಹೆಸರು/पिता/पति का नाम
Father's/Husband's Name :
3. ಜನ್ಮ ದಿನಾಂಕ/जन्म तिथि /Date of Birth :
4. ಲಿಂಗ/लिंग/Sex.: ಪುರುಷ/पुरुष Male / ಸ್ತ್ರೀ/स्त्री Female
5. ದೈವಾಹಿಕ್ ಸ್ಥಾನಮಾನ/बैवाहिक स्थिति /Marital Status

1. ಖಾತೆ ಸಂಖ್ಯೆ / लेखा संख्या

Account No. : KN/

DO NOT FILL

8. ವಿಳಾಸ/पता/Address :

ಖಾಯಂ/स्थायी/Permanent :

ತಾತ್ಕಾಲಿಕ/अस्थायी/Temporary :

ಭಾಗ - ಅ (ನೌ.ಫ.ನಿ)/ भाग - क (कर्मचारी भविष्य निधि) / Part - A (EPF)

ನನ್ನ ಭವಿಷ್ಯ ನಿಧಿ ಖಾತೆಯಲ್ಲಿ ಇರುವ ಮೊತ್ತವನ್ನು ನನ್ನ ಮರಣೋತ್ತರದಲ್ಲಿ ಪಡೆಯಲು ಈ ಕೆಳಕಂಡ ವ್ಯಕ್ತಿಗಳನ್ನು ನಾನು ನಿರ್ದೇಶಿಸುತ್ತೇನೆ /

ಈ ಹಿಂದೆ ನಾನು ನಿರ್ದೇಶಿಸಿದ ವ್ಯಕ್ತಿಗಳನ್ನು ರದ್ದುಗೊಳಿಸಿ ಈ ಕೆಳಕಂಡವರನ್ನು ನಾನು ನಿರ್ದೇಶಿಸುತ್ತೇನೆ.

मैं भविष्य निधि लेख में जमा रखे म के लिए मेरे मरणोपरान्त निम्न लिखित व्यक्ति (यों) को नामित करता हूँ / पहले दिया हुआ नामांकन को रद करके हुए निम्न लिखित व्यक्ति (यों) को नामित करता हूँ।

I hereby nominate the person (s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees Provident Fund, in the event of my death

ನಾಮ ನಿರ್ದೇಶಿತ ವ್ಯಕ್ತಿಗಳ ಹೆಸರು नामांकित / नामितों का नाम Name of the Nominee/ Nominees	ವಿಳಾಸ पता Address	ನಾಮ ನಿರ್ದೇಶಿತ ಸದಸ್ಯರೊಂದಿಗೆ ಹೊಂದಿದ ಸಂಬಂಧ सदस्य से नामांकितों का संबंध Nominee's relationship with member	ಜನ್ಮ ದಿನಾಂಕ जन्म तिथि Date of Birth	ಭವಿಷ್ಯ ನಿಧಿಯಲ್ಲಿ ಇರುವ ಉಳಿತಾಯ ಸಂಪತ್ತಿಗೆ ಸಂಬಂಧಿಸಿದ ಒಟ್ಟು ಮೊತ್ತ ಅಥವಾ ಪ್ರತಿಯೊಂದು ವರ್ಷದ ನಾಮ ನಿರ್ದೇಶನದ ಖಾತೆಯಲ್ಲಿ ಇರುವ ಒಟ್ಟು ಮೊತ್ತ / ಈ ಒಟ್ಟು ನಾಮಾಂಕಿತ ಕೌ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಪತ್ತಿಗೆ ಸಂಬಂಧಿಸಿದ Share of accumulation in Provident Fund to be paid to each nominee	ಒಂದು ವರ್ಷದ ನಾಮ ನಿರ್ದೇಶಿತ ವ್ಯಕ್ತಿ ಅಥವಾ ನಾಮ ನಿರ್ದೇಶಿತ ವ್ಯಕ್ತಿ ಪ್ರತಿಯೊಂದು ವರ್ಷದ ನಾಮ ನಿರ್ದೇಶನದ ಖಾತೆಯಲ್ಲಿ ಇರುವ ಒಟ್ಟು ಮೊತ್ತ / ಈ ಒಟ್ಟು ನಾಮಾಂಕಿತ ಕೌ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಪತ್ತಿಗೆ ಸಂಬಂಧಿಸಿದ Share of accumulation in Provident Fund to be paid to each nominee	ನಾಮ ನಿರ್ದೇಶಿತ ವ್ಯಕ್ತಿ ಅಥವಾ ನಾಮ ನಿರ್ದೇಶಿತ ವ್ಯಕ್ತಿ ಪ್ರತಿಯೊಂದು ವರ್ಷದ ನಾಮ ನಿರ್ದೇಶನದ ಖಾತೆಯಲ್ಲಿ ಇರುವ ಒಟ್ಟು ಮೊತ್ತ / ಈ ಒಟ್ಟು ನಾಮಾಂಕಿತ ಕೌ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಪತ್ತಿಗೆ ಸಂಬಂಧಿಸಿದ Share of accumulation in Provident Fund to be paid to each nominee
Nominee Name	Complete address with state, city, Pin Code	Father/ Mother/ Husband/ Wife/Son/ Daughter	DOB	Total share 100%	Applicable if Nominee is a minor	

* ನೌಕರರ ಭವಿಷ್ಯ ನಿಧಿ ಯೋಜನೆ, 1952ರ ಕಂಡಿಕೆ (ಜಿ) ಮೇರೆಗೆ ನನ್ನ ಕುಟುಂಬ ಇರುವುದಿಲ್ಲ ಮತ್ತು ನನ್ನ ಮುಂದೆ ಕುಟುಂಬ ಹೊಂದಿದಲ್ಲಿ ನಾನು
ನಿರ್ದೇಶಿಸಲ್ಪಟ್ಟಿರುವುದು ರದ್ದಾಗುತ್ತದೆಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ.

* प्रमाणित किया जाता है कि कर्मचारी भविष्य निधि योजना 1952 के पैरा 2 (जी) के अनुसार मेरा कोई परिवार नहीं है। इसके बाद मेरा परिवार होने पर 'आगे' का नामांकन रद माना जाएगा।

* Certified that I have no family as defined in para 1(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.

* ನನ್ನ ತಂದೆ/ತಾಯಿಯವರು ನನ್ನ ಅವಲಂಬಿತರು ಎಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ.

* प्रमाणित किया जाता है कि, मेरे पिता/माता मुझ पर अवलंबि है।

* Certified that my Father/Mother is/are dependent upon me.

ಅನ್ವಯವಾಗದಿದ್ದರೆ ಹೊಡೆದು ಹಾಕಿ

लगा न होने पर काट दिया जाए

Strike out whichever is not applicable

Digital Signature

ಸದಸ್ಯನ ಸಹಿ ಅಥವಾ ಹೆಬ್ಬಟ್ಟಿನ ಗುರುತು

अंशदाता का हस्ताक्षर या अंगुठा छाप

Signature or thumb impression of the Subscriber

Note:

1. This Form is Attached in this mail.
2. You can find your Employee ID in the mail 'IBM Action Required: List of documents to be carried' (ignore 744)

दिनांक/ दिनांक/ Date **Date of Joining**

* ಸಂಬಂಧಿಸಿದಿರುವುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
 जो भी लागू नहीं उसे काट दिया जाए
 Strike out whichever is not applicable

Digital Signature

ಸದಸ್ಯನ ಸಹಿ ಅಥವಾ ಹೆಚ್ಚಿಟ್ಟಿನ ಗುರುತು
ಅಸದಾಕಾ ಕಾ ಹಸ್ತಾಕ್ಷರ ವಾ ಅಂಗುರಾ ಛಾಪ
Signature or thumb impression of the subscriber

ಮಾಲೀಕರ ಪ,ಮಾಣ ಪತ್ರ, /ನಿಯೋಜಕ ದ್ವಾರಾ ಪ್ರಮಾಣ ಪತ್ರ/ Certificate by Employer

प्रमाणित किया जाता है कि, उपरोक्त घोषणा व नामांकन पर हमारी स्थापना में नियुक्त श्री/श्रीमती/बु श्री ने प्रवेशियों को पढ़ने का बचत/पुस्तक से पढ़ा कर सुनिश्चित करने के बाद, हस्ताक्षर किया अंगूठा छाप लगाया।
Certified that above declaration, and nomination has been signed/thumb impressed before me, by Sri/Smt./Kum..... employed in my establishment after he/she has read the entries/have been read over to him/her by me and got confirmed by him/her.

दिनांक / Date :

Signature of the employer or other authorised officers of the establishment.

ಹೆಸರು / ಪದನಾಮ / Designation :

BGC APPLICATION FORM

To be labelled as
Employee ID-Your Name-BGC

Note:

1. This Form is Attached in this mail.
2. You can find your Employee ID in the mail 'IBM Action Required: List of documents to be carried' (ignore 744)

IBM		BGC APPLICATION FORM	
<div>Employee Name: _____ <small>(First) (Middle) (Last)</small></div> <div>IBM Employee No : _____</div>			
Employment Record Note: If you are a fresher, please specify "NA" in all the fields below			
<div>Employer 1 Name (Most recent): _____</div> <div>EMP ID: _____ Last working day: _____ <small>(DD/MMM/YYYY)</small></div>			
INFORMATION RELEASE AUTHORIZATION (TO BE SIGNED BY THE CANDIDATE) I certify that the statements made in this application are valid and complete to the best of my knowledge. I understood that false or misleading information may result in termination of employment. If upon investigations, any of this information is found to be incomplete or inaccurate, I understand that I will be subject to dismissal at any time during my employment. I hereby authorize IBM and/ or any of its subsidiaries or affiliates, and any persons or organizations acting on its behalf to verify the information presented on this application form and to procure an investigative report or consumer report for that purpose. I hereby grant authority for the bearer of this letter to access or be provided with full details of my previous records. In addition, please provide any other pertinent information requested by the individuals presenting this authority. I hereby release from liability all persons or I authorize to contact my present employer. I have read, understand and by my signature consent to these statements.			
<div>Employee Name: _____ <small>(First) (Middle) (Last)</small></div> <div>Signature: _____ <i>Digital Signature</i></div> <div>Signed Date: _____ Effective Date: _____ <small>(DD/MMM/YYYY) (DD/MMM/YYYY)</small></div>			

EMPLOYMENT UNDERTAKING

To be labelled as
Employee ID-Your Name-EMP/UT

Note:

1. This Form is Attached in this mail.
2. You can find your Employee ID in the mail 'IBM Action Required: List of documents to be carried' (ignore 744)

EMPLOYMENT UNDERTAKING		IBM
INSTRUCTIONS : ** Please fill in the declaration form in CAPITAL LETTERS accurately, completely and sign mandatorily at the bottom of the page		
I Full Name son/daughter of Father's Name aged (yrs) residing at Your Address		
.....do hereby solemnly affirm and state on oath as hereunder:		
I was last employed with / Following is my previous Employment details		
1. Full Name of the Company :	Previous Company Name	
2. Full address of the Company :	Previous Company Address	
3. Tenure : From dd/mm/yy	Previous Company Tenure To dd/mm/yy.....	
4. Designation at the time of leaving the service :	Designation	
I have resigned from the services of the said company on my own accord after being selected by IBM India Private Limited. I further confirm that my services were not terminated or discharged or dismissed for any misconduct or any other reason by my previous employer(s)		
I hereby declare that I have settled my accounts with the company and there are no outstanding amounts due from me to the said company. If the company makes any claim whether monetary or otherwise relating to my employment with the company, I undertake to settle the same or deal with the same at my own risk and cost. I hereby further undertake and assure that on account of my previous employment, if I am required to pay any amount to the company, the same will be taken care by me and IBM India Private Limited shall not be liable in any way for any claims or damages arising out of my previous employment.		
Further I declare and affirm that I shall submit the Relieving letter within 45 days of joining <input type="checkbox"/>		Tick Boxes
Service Letter issued by the company with in 60 days of joining. <input type="checkbox"/>		
In the event I am unable to do so and if any of the information in this undertaking is found to be false I understand and agree that IBM India Private Limited can take such action as it may deem fit including terminating my services.		
Full Name :	Full Name	Employee ID
Place of Onboarding :	OB Location	Digital Signature
Date Signed :	Date of Joining	Date of Joining
Cell Number :	Mobile Number	

DOCUMENTS TO BE LABELLED AS

Save the documents as per the instructions given here

Sr. No.	Document Name	To be labelled as
1	BGC Application Form	Employee ID-Your Name-BGC
2	Service/Relieving/Experience Letter/Resignation Acceptance Mail from previous organization	Employee ID-Your Name-Emp Proof
3	Government ID Proof	Employee ID-Your Name-POI
4	Date of Joining Change Mail	Employee ID-Your Name-DOJ
5	IBM Offer Letter	Employee ID-Your Name-OL
6	Employee Provident Fund Organization	Employee ID-Your Name-PF
7	Employment Undertaking	Employee ID-Your Name-EMPUT

*Note:
Please use “ - “ :
Hyphen or Dash
Not Underscore.*

*All editable forms required to be sent in PDF format, ID proof can be sent in JPEG

EMAIL TO BE SENT TO YOUR ONBOARDING SUCCESS PARTNER

Mail Subject: IBM Onboarding Documents &Acceptance

pdf 000ABC-XYZ PQR-BGC.pdf (x)

pdf 000ABC-XYZ PQR-CL.pdf (x)

pdf 000ABC-XYZ PQR-DOJ.pdf (x)

pdf 000ABC-XYZ PQR-EDUUT.pdf (x)

pdf 000ABC-XYZ PQR-Emp Proof.pdf (x)

pdf 000ABC-XYZ PQR-EMPOT.pdf (x)

Hello OSP,

I agree to the terms and conditions mentioned in the Offer letter. Since I have not printed the documents and cannot perform wet signature, this email is my acceptance to IBM offer letter and onboarding documents

Name:
Emp No:
Location:
DOJ:

I also agree to submit the onboarding documents as hard copies whenever required by IBM

Attachment:
Documents labelled
as specified

Email Declaration
for your IBM Offer
Letter

Sent this mail to your
Onboarding Success
Partner before 9:00 am on
your date of joining.



Thank You!

We are excited to see you at
Onboarding

Have Queries?



Contact your

+ [Quinn](#) (PW: Start@IBM)

+ Onboarding Success
Partner on Slack 