

SUPPLIER CHECKLIST

Background Screening Completion Confirmation

Supplier's Authorized Representative certifies that the background screening requirements outlined within the **Citi Requirements for Suppliers**: <https://www.citigroup.com/global/suppliers/policy-and-standards> including any additional local screening requirements, have been completed for the below named resource.

Supplier's Authorized Representative also understands and agrees that adverse background screening results, no matter when discovered during the Citi assignment, will constitute grounds for denial or termination of assignment with Citi. The Supplier has an obligation to immediately inform Citi, and subsequently remove the resource from assignment, when screening results are adverse.

The Supplier must complete the checklist below in its entirety for the country where the resource will be assigned and provide it before the Citi assignment starts. Forms with missing fields will not be accepted.

Supplier:	
Full Name of Resource on Citi Assignment:	Gurralla Ram Kaushal
Country of Assignment:	

Background Check	Status	Date Result Received	Evidence
Identity Verification <i>Supplier to verify the picture on the ID is a recent picture which can certifiably be used to identify the candidate and that the candidate meets the minimum age requirement for employment in the country which they work in. Supplier must also validate that the candidate photo ID matches the resource who has been engaged through the candidate screening process for onboarding at Citi.</i>			
Criminal Background <i>Citi will fingerprint resources in the USA except for External Service Providers (ESP).</i> <i>Supplier to provide criminal background evidence for</i> <ul style="list-style-type: none"> resources working in the USA and classified as External Service Provider resources located outside the USA <i>"NA" to be used only for countries where criminal background checks are not permitted.</i>			
Bankruptcy Check (Hong Kong only) <i>Status "NA" is for excluded classifications, such as External Service Providers (ESP).</i>			
Credit Check (Hong Kong only) <i>Status "NA" is for excluded classifications, such as External Service Providers (ESP).</i>			

Citi requests that all checks be completed prior to start of assignment. In some cases, we understand that employment and education check may take longer. In these cases, Supplier is required to start the check immediately upon Citi assignment acceptance and complete within 90 days of start. If there is a gap, Supplier is required to notify Citi immediately and end resource’s assignment.

Background Check	Status (Clear/ Not Clear/ Pending/ N/A)	Date Check Started (must be prior to start of assignment)	Attestation
Education Check			
Employment Check			

Citi reserves the right to check completeness at will.

I attest that the evidence provided has been validated, and is complete and accurate, in line with the country of assignment requirements.

Full Name of Supplier-Authorized Representative:	
Signature of Supplier-Authorized Representative:	
Title of Supplier-Authorized Representative:	
Date (MM/DD/YYYY):	