**Document Un-Availability Declaration**

I **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full Name)** hereby declare that due to the COVID19 situation, I am unable to submit the below documents which are required for my joining in Amdocs:

| **Sr No** | **Name of Documents** | **Documents Status (Available/Not Available)** |
| --- | --- | --- |
| 1 | 10th Standard Marksheet |  |
| 2 | 12th Standard Marksheet |  |
| 3 | Diploma Marksheet (if applicable) |  |
| 4 | Graduation Marksheets - All Semesters (in case your final results are not declared, then 7th semester will suffice for now) |  |
| 5 | Post-Graduation Marksheet (All Semester) + Degree certificate (In case your PG final results are not declared, then 5rd semester will suffice for now) |  |
| 6 | Signed Copy of Offer Letter (**Below 4MB**) |  |
| 7 | PANCARD (Mandatory, if you do not have one, please apply ASAP) |  |
| 8 | AADHAR Card (Mandatory if you do not have one, please apply ASAP) |  |
| 9 | Address Proof (Passport/DL/Electricity Bill/Phone Bill/Voter’s ID Card) |  |

**Once the situation normalizes, I will be able to submit Not Available documents to the Company.**

I am aware that if any of the details are found to be false, this may cause my immediate dismissal from the company. I acknowledge that the Company's decision regarding my employment is based on the details I provide and on their being accurate and complete and I agree that the Company may use these details for the purpose of determining whether to offer employment to me.

I agree that the Company may hold and process the information, which I provide in this form together with any additional information, which I may supply to the Company during my employment. I agree to the Company disclosing or transferring such information to other companies in the Group or to third parties (including external consultants) both to process my application and, if successful, during my employment.

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**