



S. No	List of documents to be submitted during date of joining	No of Copies
1	Print copy of Verizon Offer Letter with all annexure (With signature on 7 – 13 pages)	1
2	List of Pre – Joining Forms to be filled ,signed and submitted during date of joining <ul style="list-style-type: none">○ Self Declaration○ Personal Data Form○ Form 11○ Form 2_ Nomination for Provident Fund○ Form F_ Nomination for Gratuity○ Form 13 (In Case of PF Transfer from the current employer)○ General Nomination Form	1

S. No	Additional documents to be carried during date of joining	No of Copies
1	Copy of professional / educational certificates and mark sheets beginning with X standard until last qualification	1
2	Photocopy of date of birth certificate	1
3	Copy of Pan Card / Passport / Driving License / Voter's Id	1
4	Passport Size photographs	2
5	Copy of Relieving Letter & Service Letter from last two (2) Organizations, If Applicable	1
6	Copy of Resignation Acceptance from last organization	1