

**\*\* CANDIDATE CHECKLIST \*\***

**DOCUMENTS REQUIRED TO BE PROVIDED TO YOUR HR CONTACT**  
**Photocopies WILL BE TAKEN of the following documents**

<b>Document for Identity Proof</b>	<p><u>All</u> individuals must produce a valid Passport / Birth Certificate / Work Permit / Residency Permit and/or Visa in order for their application to be progressed.</p> <p><b>Passport – First and Last page : Documents <u>must</u> be provided prior to your first day – without this it may not be possible to commence employment.</b></p>
<b>Educational Documents:</b>	<p>Certificates and/or mark sheets for all educational qualifications declared on the Background Vetting Form &amp; CV ('A' Levels / Degree / MBA / ACCA / NIIT Registration number – MCP ID, SUN ID, Prometric Testing ID etc.)</p> <p><b><u>If currently pursuing any qualification or failed – clearly show that this qualification is either in progress or not gained. Please provide a copy of the ID card/ examinations card or roll number.</u></b></p> <p><b><u>Clearly show all qualification grades or status</u></b></p>
<b>Employment Documents:</b>	<p>In cases where former employers have ceased trading – Please provide a copy of your offer letter, appointment letter and/or payslips, Tax documents as proof of this employment.</p>

**Instructions:**

- Please complete the Background Vetting Form (BVF) clearly & concisely, providing **all** names that you are or have been known by, including all previous names, maiden or names changed by deed poll.
- Ensure that a full **5 years** of address history are disclosed, including any addresses lived at whilst studying.
- If you have lived or working in the U.S. please provide all addresses as applicable for that period and your SSN (Social Security Number) within the declaration section on page 5.
- In the education section please state the **start & end month**, along with the year for each period of study/qualification.
- Please ensure that all classifications of qualification are accurate.
- Please clearly state the names of each College/University for all qualifications you have pursued.
- Please clearly state the full name of Employer – HR/Personnel contact details (address, telephone & fax number where known), salary details and reason for leaving – including reason for dismissal if applicable.
- If you were placed at an employer through a contracting agency please provide the name and contact details of the agency.
- In cases where a former company has ceased trading, please provide a copy of your offer letter, appointment letter and/or salary slips (Tax documentation).
- Ensure that all Directorships, Partnerships and/or outside business interests are declared. This includes but not limited to, any Limited Company used for contracting purposes.
- Please ensure that all gaps in employment / education are accounted for. Any periods of travel, if visa and/or immigrations stamps are available, please ensure that these are copied when providing sight of passport on your first day. Please provide details of any employment benefits claimed including dates.
- Please ensure that **All** Questions on Page 4 have been answered.

**WARNING: All details you provide will be verified for accuracy and honesty. If you provide false, incorrect and/or misleading information that cannot be verified your offer of employment may be rescinded and any employment may be terminated at FIL's discretion (subject to employee's employment contract and applicable laws and regulations).**

**In order that your application may be processed, please sign and date below as your confirmation that you have read and understood the above requirements.**

Signature: .....  .....

Name: ...Vivek Kumar Dixit.....

Date: 30-09-2022.....

**INCOMPLETE BVFS Will Not Be Accepted**



# BACKGROUND VETTING FORM — INDIA

Temporary/Consultant/Contractor/Agency

## FOR OFFICE USE ONLY

SSN	Case No.	Investigator	Recruiter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Unit	Hiring Manager	Cost Centre	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## THIRD PARTY WORKERS - Temporary/Consultant/Contractor/Agency

Please complete this form in its entirety. Any inaccurate or incomplete information may result in termination of your service. Continue on a separate sheet if there is insufficient space allotted to provide information.

Last Name : DIXIT	First Name: VIVEK	Middle Name: KUMAR	Other Names used – include maiden name (explain)
Sex (M / F) <input type="checkbox"/> M	Father's Name: PREM SHANKAR DIXIT	Home Phone / Mobile Number: 8800542616/ 9891004944	E-mail address: BLS101DIXIT@GMAIL.COM
Date of Birth 01-01-1986	Passport No.:	Social Security Number N/A	Are you a U.S. citizen or an alien authorized to work in the U.S. No
Position N/A	Fidelity Company N/A	Department / Division N/A	

## Fidelity Manager / Contact

Present Address	Number 2/15 JACK Road	Street SHIPRA SUNCITY INDIRAPURAM	City GHAZIABAD	State U.P.	Zip Code 201014	Aug-2019	Till Date
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Previous Addresses for past 5 years	Number 1160	Street C/O Balram Sharma, SHREE BALA JI BHAWAN , Makanpur/KALAPATHER Road ,	City GHAZIABAD	State U.P.	Zip Code 201014	1-APR-15	July-2019

Have you ever worked for Fidelity before (regular / temporary)	No	If yes, when ?
For which Fidelity Company ?		

**Education** Degrees/Qualifications/Certifications/Languages: (Copies of education certificates and mark sheets will be required)

Date:		Name of College / University/Professional Body	Address	Completed	Qualification Gained
From(mm/yy)	To (mm/yy)			Yes/No	
July-2005 To June-2009		UP Technical University, Lucknow.Dr. M.C. Saxena College of Engineering Tech	171, Barawankala, Mall Road, Dubagga-ii Bypass, Lucknow, Uttar Pradesh 226101	Yes	B.TECH IT
june-2002	July-2003	Government Inter college /UP BOARD	GIC MIRZAPUR UP 231001	YES	STANDARD XII / H.S.C/ PCM
July 2000	July 2001	Government Inter college /UP BOARD	GIC MIRZAPUR UP 231001	YES	10th/ PCM

**Employment**

- Current Contracting Agency – name of the agency from where the candidate is deputed at Fidelity
- Furnish the employment details of last five years
- Documentation to be provided for even closed companies and details to be mentioned in "OUT OF BUSINESS" section
- If there are any gaps between your periods of employment, please provide the details in the "Unemployment" section
- If you do not hold 4 periods of Employments with in the last 5 years, please ensure that all remaining employment fields are completed with 'N/A'.
- If you have more than 4 employments periods within the last 5 years, please provide this information on the additional page provided at the end of the vetting form.

**CURRENT CONTRACTING / CONSULTING AGENCY**
**Company Name**

BIRLASOFT

**Name and Department of First Level Reporting Manager**

SOMPO INTERNATIONAL /ENDURANCE/ ROHIT GOYAL

**Official Email Address**

rohit1.goyal@BIRLASOFT.COM

**Official Phone Number ( Landline) and Extension**

+91 120 662 9000 | +91 120 467 5000

**Full Postal Address: Noida - Sec 135**

 Assotech Business Cresterra, Tower 3, Plot no 22, Sector 135,  
Noida, Expressway, Uttar Pradesh 201 301

+91 120 662 9000 | +91 120 467 5000

**Employee ID Number**

66303

**Name of Human Resource Manager /Contact**

 Srimanikandan S/ANKIT Srivastava/  
Mobile : 9600104943/91 9873684966

**Official Email Address**

srimanikandan.s@birlasoft.com/ankit1.srivastava@birlasoft.com

**Official Phone Number(Landline) and Extension**

+91 120 662 9000 | +91 120 467 5000

**Period of Employment From (dd /mm/ yy)**

30 MAR-2015

**Your Designation: Test Specialist**
**PREVIOUS EMPLOYERS**
**Company Name**

Artech infosystems pvt. ltd Bangalore

**Name and Department of First Level Reporting Manager**

: diana.perpetual

**Official Email Address**

diana.perpetual@artechinfo.in

**Official Phone Number (Landline) and Extension**

49083500 Ext: 3745./ 08067344999

**Employee ID Number**

: 10975

**Name of Human Resource Manager/ Contact**

: Rajeev.Raj/ 08067344999

**Official Email Address**

Rajeev.Raj@artechinfo.in

**Official Phone Number (Landline) and Extension**

: Office: 080-67344999 or 080-49083500 - Ext(3744) |

**Fax:**

+91-80-67344900

**Period of Employment From/To (dd/mm/yy)**

: Sep 2013 to Jan 2015

**Full Postal Address:** Cyber Park, 1St Floor, Block B, Plot No. 76 And 77, Electronic City Phase 1, Doddathogur, Hosur Road, Bengaluru, Karnataka 560100

08067344999

**Agency Details (If Temping or on Contract)** :NA

**Company Name** : NA

**Name and Department of First Level Reporting Manager**

**Official Email Address**

**Official Phone Number (Landline) and Extension**

**Full Postal Address**

**Agency Details (If Temping or on Contract)**

**Company Name**

**Name and Department of First Level Reporting Manager**

**Official Email Address**

**Official Phone Number (Landline) and Extension**

**Full Postal Address**

**Agency Details (If Temping or on Contract)**

**Company Name**

**Your Designation:** Software test Engineer

**Reason for Leaving:**NA

**Employee ID Number**

**Name of Human Resource Manager/ Contact**

**Official Email Address**

**Official Phone Number (Landline) and Extension**

**Period of Employment From/To (dd/mm/yy)**

**Your Designation**

**Reason for Leaving**

**Employee ID Number**

**Name of Human Resource Manager/ Contact**

**Official Email Address**

**Official Phone Number (Landline) and Extension**

**Period of Employment From/To (dd/mm/yy)**

**Your Designation**

**Reason for Leaving**

**Employee ID Number**

**BACKGROUND VETTING FORM — INDIA**

**Name and Department of First Level Reporting Manager**

**Official Email Address**

**Official Phone Number (Landline) and Extension**

**Full Postal Address**

**Agency Details (If Temping or on Contract)**

**Name of Human Resource Manager/ Contact**

**Official Email Address**

**Official Phone Number (Landline) and Extension**

**Period of Employment From/To (dd/mm/yy)**

**Your Designation**

**Reason for Leaving**

**Unemployment** Account for all the intervals of unemployment during past 5 years, from the month and year you left school till the present time – including any period of travel. If you do not have any intervals of unemployment you will be required to fill 'N/A' in all the columns of this section.

From ( )	To ( )	

If former employers are **Out of Business**, please provide references, preferably former supervisors, through whom we may confirm your employment and any supporting documentation.

Name	Address	Daytime Telephone	Years known
Period		Relationship	
Name	Address	Daytime Telephone	Years known
Period		Relationship	

**Self-Employment / Freelance Work :** Please provide contact details for references / customers / clients (other than relatives) who can verify any period of self-employment and any supporting documentation.

Name	Address	Daytime Telephone	Years known
Period		Relationship	
Name	Address	Daytime Telephone	Years known
Period		Relationship	

#### Emergency Contacts

<input type="checkbox"/> <b>Father / Mother</b>	Name: PREM SHANKAR DIXIT	Address: Village Shinhar DIXIT ,POST BHATULI GHAT ,DRISTICT :MIRZAPUR UP-231001	Telephone number: 8127630676/93693 49823
<b>Spouse / Friends / relatives</b>	Name: SMRITI DIXIT	Address: 2BY15 JACK ROAD SHIPRA SUNCITY INDIRAPURAM UP- 201014	Telephone number: 8800542616/70425 41521

**OTHER PLEASE ANSWER ALL QUESTIONS. FILL IN THE EXPLANATION COLUMN IF NEEDED TO FULLY EXPLAIN ANY "YES" ANSWERS**

1. Have you ever worked or applied for a position at Fidelity before? If so, please give full details. : **NA**
2. Are you or have you ever been registered with any of the Financial Regulatory Authorities e.g. SEBI, RBI? If so, please provide full details including which regulatory body, dates (from and to) and registration number. : **NA**
3. Are you currently a director of a company which is not part of the Fidelity Group? If so, please provide full details including company name, registration number and nature of business. : **NA**
4. Have you ever been refused entry to any profession or been dismissed or requested to resign from any office or employment, or from any fiduciary office or position of trust, whether or not remunerated? If yes, please provide details. : **NA**
5. Have you been refused or had a license or authorization to conduct investment business withdrawn? If so, please give details. : **NA**
6. Do you undertake any paid or unpaid work or have any involvement in activities, which may be viewed as a "conflict of interest" to Fidelity? If so, please provide full details. : **NA**
7. Have you ever been or are you in the process of being declared bankrupt? If so, please provide details including dates and circumstances. : **NA**
8. Have you ever had a civil court judgment made against you? If so, please provide details including dates imposed and satisfied (if applicable), amounts, circumstances and provide documentation. : **NA**
9. Are you currently involved in any criminal/civil litigation or police investigation or any other regulatory investigation? If yes, please provide details including dates imposed and satisfied (if applicable), amounts, circumstances and provide documentation. : **NA**
10. Has FIR ever been registered against you or have you ever been arrested by police or arrested further to a court order or taken into judicial custody? If yes, please provide full details including offence, date, penalty imposed (if applicable) – provide supporting documentation and location of court. : **NA**
11. Have you ever been convicted of a criminal offence? If yes, please provide details including offence, date, penalty imposed and location of court. : **NA**

**Explanation if any:** **NA**

**I hereby declare that the foregoing answers are true and accurate. I understand that providing any inaccurate or incomplete information, whether intentional or not, may result in termination of my service.**

**Date** 30-09-2022

**Signature:** 

**\*Sealed records notice: An applicant for employment with a sealed record on file with the Commissioner or Probation may answer "no record" with respect to an inquiry herein relative to prior convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to Superior Court for criminal prosecution.**

**Note: A conviction record may, but will not necessarily, be a bar / block to continued service. Factors such as age and type of offense, seriousness and nature of the violation and rehabilitation will be taken into account.**





## BACKGROUND VETTING FORM — INDIA

**Please read before signing this form**

In connection with your application for engagement, or at any time during the course of your engagement, Fidelity may obtain consumer reports or investigative consumer reports which include information regarding your financial and credit record, education, character, general reputation, and personal characteristics. **By signing this document, you authorize Fidelity to obtain these reports.** You may request a statement of the nature and scope of a consumer report or investigative consumer report by writing to FIL India Business and Research Services Private Limited, Building No. 9, Candor Tech Space, Tikri Sector 48, Gurgaon - 122018, Haryana, India

**APPLICANT AUTHORIZATION**

I certify that the information contained in my Application and/or Personal History statement is true, complete and accurate, and that I have withheld nothing that would, if disclosed, affect my application unfavorably. I authorize Fidelity and its agents to verify the accuracy of information contained in my Personal History Statement.

***By signing this document, I am authorizing anyone to provide information to Fidelity in connection with a pre-hire, background, or other investigation, and am releasing them from any liability which could result from their disclosure of information to Fidelity.*** A photocopy of this authorization and release is valid to the same extent as the original.

**DISCLOSURE REQUIRED BY THE FAIR CREDIT REPORTING ACT:**

**For employment purposes, Fidelity may at any time obtain consumer reports which include information regarding financial and credit record, character, general reputation, and personal characteristics.**

**Applicant : Please remove and retain for your records**

**AGREEMENT BY APPLICANT**

**I have read the foregoing Release Form, understand it, and agree to be bound by it**

**Signature of Applicant****30-09-2022****Date**

## RISK ASSESSMENT

**To be completed by Human Resources or Hiring Manager**

**This form will be used to determine the level of investigation performed on this individual**

**Will this person be in a credit-sensitive position? Any person whose job duties meet one or more of the following criteria may be deemed to be in a credit-sensitive position:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Has access to cash, marketable securities, checks or other negotiable instruments.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Handles customer account information  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Has access to trading or other inside information that could be used for self-benefit in violation of securities or other laws and regulations. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Has sole signature authority to expend funds or enter into contacts   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Is employed in Compliance, Operations Audit and Analysis, Legal or Security Organizations   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Has access to passwords, source code or other devices or procedures that if misused could cause the diversion of funds or inside information.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Will this person be granted log-on capability to Fidelity computer applications or platforms?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

\_\_\_\_\_  
**HR / Hiring Manager**

\_\_\_\_\_  
**Name (Please print)**

\_\_\_\_\_  
**Fidelity Company**

\_\_\_\_\_  
**Telephone Number**

.....  
For Fidelity Use Only *(Recruiter — please complete details)*

Position Applied For: _____	
Recruiter's Name: _____	
Authority to Approach Current Employers	Corp ID: _____
Tick appropriate box indicating employment status:	
Fixed Term Contract <input type="checkbox"/>	Agency Temp <input type="checkbox"/>
Flex Resource <input type="checkbox"/>	Agency Contractor <input type="checkbox"/>
	Direct Contractor <input type="checkbox"/>
Checks Required:	Date Requested: _____
Full Check <input type="checkbox"/>	
Quick Check <input type="checkbox"/>	