

**Guidance on Onboarding documents required prior to start date and post the start date**

**Softcopy of documents required prior to your start date:  
*(****The soft copy of the below documents should be sent at least 3 days prior to your start date. Do ensure to mention your “Employee Id / Badge Id” in the subject line)*

**For Team Members who have access to printers** - Please fill, print, sign the below documents, scan and send it to [hrops.india@dell.com](mailto:hrops.india@dell.com)

**For Team Members who do not have access to printers** – Please complete the forms provided in the word format and send it to [hrops.india@dell.com](mailto:hrops.india@dell.com)

* Form 11 / PF Declaration1
* Final Settlement /GPA/Life Insurance Coverage Nomination Form
* PF Form 2
* Gratuity Nomination-Form F 1 of 1
* FORM ‘Q’ (See Rule 24 (9A)) Appointment
* Declaration by Women Employees
* Payment of wages form

In addition to the above documents, please scan and include the below as well:

* Copy of all **educational certificates** including all semester or year mark sheets. (Starting from 10th, 12th, diploma, graduation, till the highest degree whichever is applicable)
* Copy of relieving letter or experience letter from the **last two employments or 5 years (as applicable)**. If relieving letter or experience letter not available for last immediate employment, a copy of resignation acceptance either on company letterhead or with company seal & signature or system/tool generated or email confirmation from HR/Manager
* Three Months Pay slips and salary revision letter or offer letter from immediate previous organization
* Copy of **PAN card** (If you do not have PAN card, you are required to apply for the same immediately)
* Passport Copy (Only for foreign nationals)
* Copy of **Address Proof** (Present & permanent addresses) - The following document will be considered as valid proof:

Copy of Ration Card / Latest BSNL landline bill / Rent or Lease Agreement / Passport copy / Voter Identity Card / Driver’s License / Gas Agency Bill or Electricity Bill (If address detail is available)

**Hardcopy of documents to be handed over physically once you resume work at office:**

* Form 11 / PF Declaration1
* Final Settlement /GPA/Life Insurance Coverage Nomination Form
* PF Form 2
* Gratuity Nomination-Form F 1 of 1
* FORM ‘Q’ (See Rule 24 (9A)) Appointment
* Payment of wages form
* Declaration by Women Employees
* One passport size photograph

**Below is the sample copy of the statutory forms providing you guidance on fields that needs to be populated / updated**

