

**Authorization:**

Dear Applicant / Candidate:

We appreciate you taking out the time in the interview and evaluation process with us. We thoroughly enjoyed interacting with you.

As part of our internal compliances and hiring processes, we wish to take your authorization confirming your consent on the below processes and checks / steps:

1. **Pay-related evaluations:** That you agree to share your current / previous compensation details and information to us for evaluations and offer benchmarking purposes.
2. **Reference and Background Checks:** That you agree that our Employment Offer is contingent upon successful reference and background checks.
3. **Onboarding / Joining documentation:** After an offer is made and accepted by you, you agree to join the organization on a mutually agreed date set by the organization. As part of the joining date formalities, you authorise Signeasy to maintain a record of your previous employment and education / qualification documents, Identity proofs and some personal data / information securely stored in our internal records. As part of this, you will be requested to declare and submit some of your personal details, documents, and previous employment / education details as applicable. The list of documents will be shared with you separately.
4. **Legal work-authorization:** That you declare that you are legally authorized to work in the country where the position is currently based, and you won't now or in future require an employment visa sponsorship.

The below information will be collected from you as part of the above requirement:

- **References:** 3-4 of your professional references with their email & contact. At least one reference should be of a reporting manager from previous or current companies.
- **Pay-related:** Your present/previous compensation break-up details (as applicable) along with 3 to 4 months' pay-slips / bank statements at the earliest.
- Your current address proof and a copy of ID proof.
- **Background:** This will begin along on or before your joining/onboarding formalities. Details will be requested in an email.
- **Personal details and joining day documentation (at the time of joining):** As part of the onboarding and start day activities, you will be required to declare and submit some of your personal details, ID and address proof documents, previous employment and education related details as applicable.

I, \_\_\_\_\_ authorise Signeasy Technologies Pvt Ltd on the above steps.

Signature:

Full Name:

Date: