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- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.