

Mandatory action items for Payroll and Compliance

AADHAR and PAN

- Keep digital copies of your photo ID proofs ready, including all PAN, E-Aadhaar for upcoming onboarding formalities. E-Aadhaar card and PAN cards are mandatory for onboarding.
- In case E-Aadhaar is not available, download it from the [UIDAI portal](#) immediately. Refer to attached 'FAQs' available in the e-mail for further guidance on how to obtain it from the [UIDAI portal](#).
- If you do not have a PAN number, you can apply for an e-PAN online using your Aadhaar card. Here is the link to apply for a PAN card.
<https://www.onlineservices.nsdl.com/paam/endUserRegisterContact.html>.
- Ensure your PAN is linked with your Aadhaar on the [Income Tax portal](#) before your date of joining. Refer to attachment 'FAQs' available in the e-mail to verify the linking status or to know the steps to link your PAN and Aadhaar (if not done already).

Personal information and Father's name

- Kindly submit your name and father's name exactly as available on your latest E-Aadhaar during all the stages of the onboarding process. Please **do not use** any prefix like 'late', 'Mr', 'Dr', 'Major' etc. while entering your father's name. Also, Father's name is a mandatory data field to be visible on PAN copy.
- Ensure that your **personal details** (i.e., full name, date of birth, and gender) and **father's name** are the same in all three KYC details (Bank account, PAN card, and E-Aadhaar). This verification is required to complete UAN (Universal Account Number) and PF (Provident Fund) formalities. If there are variations in your name, they must be corrected before the onboarding process. For initiating data correction in UIDAI records, please reach out to the nearest Aadhaar Center. You can check for the nearest Aadhaar Center on the [UIDAI link](#) by providing your area Pin/Postal code.
- For corrections needed in E- Aadhaar, please initiate the data correction process on [UIDAI portal](#) immediately and keep your E-Aadhaar ready before the onboarding process. As per the guidelines listed by Statutory Authorities, your name will be updated in Deloitte records as it reflects in your E-Aadhaar.
- You will be required to submit a self-attested declaration letter (attached in e-mail for your reference) confirming the accuracy of your personal details on all three KYC documents during the upcoming onboarding stages (you will receive more information regarding this in our later communications). Kindly go through the entirety of the Self-

Declaration letter and ensure that you are compliant with all the requirements mentioned in the document.

UAN and PF details (applicable only for experienced hires / hires with a previous PF/EPS membership)

- If you have been previously employed and have a UAN provided by the previous employer, please make sure to update the same while updating the Form-11 details in the NHR survey link (will be shared at the later onboarding stages).
- Please make sure to link all the three KYC details (Bank, PAN and Aadhaar) and submit E-nominations on the [UAN member portal](#) before the onboarding process. Non-submission of E-nomination on the PF portal (or) Non-linking of KYC with UAN will have a direct effect on your PF account linking process, hence it might impact your joining date.
- If you are a foreign national: Aadhar, PAN, and Passport along with OCI/PIO Card are to be submitted in response to this email.

Bank account

- You must hold a bank account ONLY in one of the banks specified by Deloitte to receive any compensation/ monetary benefits. If you need to open a new bank account, we have provided contact information for the respective bank representatives whom you can reach out to. You can find the list of 'Bank representatives' attached to the email for your reference.
- Kindly ensure that you provide ONLY your individual savings bank account information from the list of banks approved by Deloitte and not that of your parent's/friend's/sibling's or any other individual. Furnishing the bank account details of other individuals is against the organization's guidelines/policies, as your salary cannot be transferred to any other individual's bank account. Also, ensure your individual savings bank account is valid and is in active state at the time of joining, for timely credit of your salary every month.