

## ANNEXURE II - Reporting Details & Joining Document Checklist

### Reporting Details:

<b>Date:</b>	September 17, 2018
<b>Time:</b>	10:30 a.m.
<b>Location:</b>	<b>Bangalore</b>
<b>Reporting &amp; Base Location Office Address:</b>	7th Floor, Campus C RMZ Centennial, Survey No. 74 & 77 Kundanhalli Main Road. Opp. Graphite India, White Field Bangalore- 48
<b>Contact Person (HR) &amp; No:</b>	Priya Majumdar @ +91- 080-49043456

### Joining Document Checklist:

You will receive an e-mail from **YASH HRIS-Infogram** “**HRIS.notifications@online-onboarding.com**”, please follow the mentioned directions to login into **YASH Onboarding Portal** and complete necessary documentation formalities.

Please fill in the details of your profile and attach all the necessary documents (mentioned below) at least 2 days prior joining. This will complete the pre-on boarding process and avoid any inconvenience on the DOJ.

*Note:*

- All uploaded **softcopy details should be visible and clear.**
- The **size of each document should not exceed 4 MB.**
- Acceptable file formats are: JPEG, PDF, GIF, PNG & TIFF.
- In case a single file has multiple pages, please convert it into one PDF file before uploading.

S. No	Section on YASH Infogram	Particulars	Type of Document Submission
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1	<b>Address Details</b>	<p><b>Proof of Permanent Address:</b> Electricity Bill/Telephone Bill/Ration Card/Nationalized bank passbook/ Passport/Driving License except Pan card &amp; Voter ID card (any one).</p> <p>Address proof should have your name. If the address proof is in the name of parents or spouse, then a relationship proof is required.</p>	Upload online
2	<b>Employment Details</b>	<b>Service Certificate</b> / proof of Employment (in case you are already employed) <b>from all the previous Employers</b> (as applicable)	Upload online
3	<b>Education Information</b>	<p><b>Professional/Educational Certificates &amp; Marks sheet/s:</b></p> <ul style="list-style-type: none"> <li>Post-Graduation Degree &amp; Marks sheet/s (if applicable) <ul style="list-style-type: none"> <li>Graduation Degree &amp; Marks sheet/s</li> </ul> </li> <li>12th/Higher Secondary Certificate &amp; Marks sheet/s</li> <li>10th/High School Certificates &amp; Marks sheet/s <ul style="list-style-type: none"> <li>Diploma Certificate; if any</li> </ul> </li> </ul>	Upload online
4	<b>Visa &amp; Passport Details</b>	<p><b>Passport:</b> First and Last Page of valid passport</p> <p><b>Visa:</b> Page of Passport showing valid Visa</p>	Upload online; Please do not upload details of expired passport
5	<b>Documents</b>	<b>Acceptance copy of offer letter</b> , self-attested on all the pages.	Please Sign on all the pages and upload offer letter acceptance copy Online. Also bring a self-attested hardcopy on the DOJ.
		<b>Resignation Acceptance/Relieving Letter</b> from your most recent employer	Upload online
		<p><b>PAN Card</b> or acknowledgement slip of Form 49:</p> <p>It is mandatory to provide your PAN number for the processing of your payroll without any hassles. It is also required for your Bank Account and PF Nomination Formalities.</p> <p>In case you have not yet applied for a PAN number, due to which you cannot submit the same on DOJ, you are required to apply for the same at the earliest and submit it to the HR Team on or <b>before the 25<sup>th</sup> of a month</b>. Failure to submit it in time will result in <b>payroll being withheld</b> for that month.</p> <p><b>NOTE: min 20% TDS will be levied on the salary (as per applicable Income tax rules) if the PAN card is not submitted</b></p>	Upload online and bring self-attested hardcopy on the DOJ

		<b>before the cut-off date i.e. 25<sup>th</sup> of the next month as well.</b>	
		<p><b>Aadhaar Card</b> or acknowledgement Slip</p> <p>It is mandatory to provide your Aadhaar card for the processing of your Bank Account and PF Nomination Formalities.</p> <p>In case you have not yet applied for an Aadhaar card, you are required to apply for the same at the earliest and submit the acknowledgement copy. Upon receipt of the Aadhaar Card, please update the details of the same on YASH Infogram within one month of the joining. <b>Please upload both sides of Aadhaar Card (Front and Back).</b></p>	<p>Upload both sides of Aadhaar Card Online</p> <p>Also bring a self-attested hardcopy on the DOJ (both sides should be printed)</p>
		<p><b>Passport size color photograph with a red background (3.5" x 4.5").</b></p> <p>Please upload a softcopy of your photograph and carry 4 physical copies on the DOJ.</p>	<p>Upload online and bring 4 passport size photos on the DOJ</p>
		<p><b>Proof of Current Address (any one for each address type):</b> Electricity Bill/Telephone Bill/Ration Card/Rent Agreement/Nationalized bank passbook/ Passport/Driving License except Pan card &amp; Voter ID card.</p> <p>Address proof should have your name. If the address proof is in the name of parents or spouse, then a relationship proof is required.</p>	<p>Upload online</p>
6	<b>PF Forms</b>	<p><b>PF Form 2 and PF Form 26:</b></p> <p>Please take print of PF Form 2, PF Form 26 and bring physical signed copies on the date of joining</p> <p><b>Supporting Documents for PF Nomination:</b></p> <p>A self-attested copy of your Bank Passbook or a cancelled cheque.</p>	<p>Print and bring self-attested copies on the DOJ</p>

**IMPORTANT NOTE:** Kindly **carry all original documents, on the DOJ**, for verification. The same will be returned after 2 days.

**DISCLAIMER:** Your offer has been made based on the information furnished by you. If there is a discrepancy in the copies of the documents/certifications submitted by you, as a proof in support of the above, the company reserves the right to revoke the offer.