**JOINING REPORT**

This is to place on record that **Mr./ Ms.**  has joined PwC SDC Bangalore Private Limited on (Date) as  (Designation).

**The following activities / documents / details (Copies) as submitted as per requirement:**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Document Name** | **Tick (✔/🗙/NA)** |
|  | Independence Survey Completed | **✓** |
|  | Background Check Initiated / Completed | **✓** |
|  | Academic Certificates (10th, 12th and Graduation / Post Graduation Mark sheets of all semesters & Convocation certificate) | **✓** |
|  | Relieving Letter and Service Certificate from previous employer(s) | **✓** |
|  | Passport (1st and last page with active Visas),  Permanent Account Number (PAN) & Aadhaar Card | **✓** |
|  | 2 Passport size (One photo to be attached with the Personal Information Sheet and ID card) | **✓** |
|  | UAN Card for EPFO | Submit to Finance |

**To be filled on the first day of joining by HR Representative:**

|  |  |  |
| --- | --- | --- |
|  | Employee Access Card Issuance Form | **✓** |
|  | Personal Information Sheet (6 pages) | **✓** |
|  | Employee Group Accident & Term Life Insurance Nomination Form | **✓** |
|  | Form Q & Form F | **✓** |
|  | PF Nomination Form 2 | **✓** |
|  | PF Declaration Form 11 | **✓** |
|  | Offer and Service Agreement | **✓** |

Note- The original documents of the above stated documents will be verified on the first day of joining the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature HR Representative Signature

Date: Date: