



Infinity Arthvishva Advisory Pvt. Ltd.

Corporate Office: 1001 & 1201, 7 Business Square by Naiknavare, Ganeshkhind Rd, Near Datta Mandir, Model Colony, Shivajinagar, Pune, Maharashtra 411016.

HR Contact No.: 80076 61510

Email: hr@infinityarthvishva.com

EMPLOYEE / INTERN KYC FORM

(All fields are mandatory. Incomplete forms will not be accepted.)

Purpose: To collect complete employee/intern information for company records, payroll, compliance, and internal health & safety.

1. PERSONAL INFORMATION

Full Name:	
Father's Name:	
Mother's Name:	
Date of Birth (DD/MM/YYYY):	
Gender:	(<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other)
Marital Status:	(<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Others)
Blood Group	
Mobile Number	
Alternate Contact No.	
Email ID	
Permanent Address	
Current Address (if different)	

2. EMPLOYMENT DETAILS

Designation / Role	
Department / Branch	
Employee / Intern Code	
Date of Joining	
Employment Type	(<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern)
Reporting Manager	

3. EDUCATIONAL QUALIFICATION

Qualification	University / Board	Year of Passing	Percentage / Grade
10 th			
12 th			
Graduation			
Post-Graduation / Diploma			

4. BANK ACCOUNT DETAILS (For Salary / Stipend Credit)

Account Holder's Name	
Bank Name	
Account Number	
IFSC Code	
Branch Name	

5. EMERGENCY CONTACT DETAILS

Name	
Relationship	
Mobile Number	
Address	

6. HEALTH INFORMATION

Any Pre-existing Disease / Condition	
Name of Disease	
Since When (Month/Year)	
Medicines Required (if any)	
Doctor's Name	
Doctor's Contact Number	
Last Time You Were Affected	

(Attach medical documents or prescriptions if applicable.)

7. DOCUMENTS TO BE SUBMITTED (All Mandatory)

Please attach self-attested copies of the following documents:

1. Government-issued ID Proof — Aadhaar Card / PAN Card
2. Two (2) recent passport-size photographs
3. Educational qualification certificates
4. Previous employment documents (salary slips, relieving/experience letter, or bank statement)
5. Bank account details — Cancelled cheque for salary/stipend credit

DECLARATION

I hereby declare that all the information provided above is true, complete, and accurate to the best of my knowledge. I understand that any false or misleading information may result in immediate termination of employment/internship and legal action if necessary.

Signature of Employee/Intern: _____ Date: _____

Verified by (HR/Admin): _____ Date: _____