



# Infinity Arthvishva Advisory Pvt. Ltd.

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**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 <sup>th</sup>			
12 <sup>th</sup>			
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: \_\_\_\_\_