



## \*\* CANDIDATE CHECKLIST \*\*

DOCUMENTS REQUIRED TO BE PROVIDED TO YOUR HR CONTACT  
Photocopies WILL BE TAKEN of the following documents

Document for Identity Proof	All individuals must produce a valid Passport / Birth Certificate / Work Permit / Residency Permit and/or Visa in order for their application to be progressed.  Passport – First and Last page : <i>Documents must be provided prior to your first day – without this it may not be possible to commence employment.</i>
Educational Documents:	Certificates and/or mark sheets for all educational qualifications declared on the Background Vetting Form & CV ('A' Levels / Degree / MBA / ACCA / NIIT Registration number – MCP ID, SUN ID, Prometric Testing ID etc.)  <i>If currently pursuing any qualification or failed – clearly show that this qualification is either in progress or not gained. Please provide a copy of the ID card/ examinations card or roll number.</i>  <i>Clearly show all qualification grades or status</i>
Employment Documents:	In cases where former employers have ceased trading – Please provide a copy of your offer letter, appointment letter and/or payslips, Tax documents as proof of this employment.

## Instructions:

- Please complete the Background Vetting Form (BVF) clearly & concisely, providing all names that you are or have been known by, including all previous names, maiden or names changed by deed poll.
- Ensure that a full **5 years** of address history are disclosed, including any addresses lived at whilst studying.
- If you have lived or working in the U.S. please provide all addresses as applicable for that period and your SSN (Social Security Number) within the declaration section on page 5.
- In the education section please state the start & end month, along with the year for each period of study/qualification.
- Please ensure that all classifications of qualification are accurate.
- Please clearly state the names of each College/University for all qualifications you have pursued.
- Please clearly state the full name of Employer – HR/Personnel contact details (address, telephone & fax number where known), salary details and reason for leaving – including reason for dismissal if applicable.
- If you were placed at an employer through a contracting agency please provide the name and contact details of the agency.
- In cases where a former company has ceased trading, please provide a copy of your offer letter, appointment letter and/or salary slips (Tax documentation).
- Ensure that all Directorships, Partnerships and/or outside business interests are declared. This includes but not limited to, any Limited Company used for contracting purposes.
- Please ensure that all gaps in employment / education are accounted for. Any periods of travel, if visa and/or immigrations stamps are available, please ensure that these are copied when providing sight of passport on your first day. Please provide details of any employment benefits claimed including dates.
- Please ensure that All Questions on Page 4 have been answered.

**WARNING: All details you provide will be verified for accuracy and honesty. If you provide false, incorrect and/or misleading information that cannot be verified your offer of employment may be rescinded and any employment may be terminated at FIL's discretion (subject to employee's employment contract and applicable laws and regulations).**

In order that your application may be processed, please sign and date below as your confirmation that you have read and understood the above requirements.

Signature: .....  
Name: ..... **ROHIT AGARWAL**

Date: .. 08-FEB-18 ..

**FOR OFFICE USE ONLY**

SSN	Case No.	Investigator	Recruiter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Unit	Hiring Manager	Cost Centre	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

THIRD PARTY WORKERS - Tempory/Consultant/Contractor/Agency

Please complete this form in its entirety. Any inaccurate or incomplete information may result in termination of your service. Continue on a separate sheet if there is insufficient space allotted to provide information.

Last Name <b>AGARWAL</b>	First Name <b>ROHIT</b>	Middle Name	Other Names used – include maiden name (explain)
Sex (M / F) <b>M</b>	Father's Name <b>GOPAL AGARWAL</b>	Home Phone / Mobile Number <b>7411608536</b>	E-mail address <b>geurohit.21@gmail.com</b>
Date of Birth <b>11-JUNE-1992</b>	Passport No. <b>L8403273</b>	Social Security Number <b>—</b>	Are you a U.S. citizen or an alien authorized to work in the U.S. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Position —	Fidelity Company —	Department / Division —	

Contractor     Consultant     Agency Temporary    Fidelity Manager / Contact

Present Address <b>V/648, YEN PG, SECTOR-28</b>	Number <b>V/648</b>	Street <b>YEN PG, SECTOR-28</b>	City <b>GURGAON</b>	State <b>HARYANA</b>	Zip Code <b>122002</b>	From <b>06/17</b>
<del>Present Address</del> <b>P.F-14, ADARASH COLONY</b>	<del>Number</del> <b>P.F-14</b>	<del>Street</del> <b>ADARASH COLONY</b>	<del>City</del> <b>RUDRAPUR</b>	<del>State</del> <b>UTTARAKHAND</b>	<del>Zip Code</del> <b>263153</b>	<del>From</del> <b>01/90</b>

Permanent Previous Addresses for past 5 years	Number	Street	City	State	Zip Code	From
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—

Have you ever worked for Fidelity before (regular / temporary) Yes  No  If yes, when ? \_\_\_\_\_

For which Fidelity Company ? \_\_\_\_\_

**Education** Degrees/Certifications/Languages: (Copies of education certificates and mark sheets will be required)

Date: From(mm/yy) To (mm/yy)		Name of College /University/Professional Body	Address	Completed Yes/No	Qualification Gained
08/10	07/14	GRAPHIC ERA UNIVERSITY	DEHRADUN	YES	B.TECH
06/07	06/09	BAL BHARTI INTER COLLEGE	RUDRAPUR	YES	12th
03/06	06/07	BAL BHARTI INTER COLLEGE	RUDRAPUR	YES	10th



## BACKGROUND VETTING FORM — INDIA

### Employment

- > Current Contracting Agency – name of the agency from where the candidate is deputed at Fidelity
- > Furnish the employment details of last five years
- > Documentation to be provided for even closed companies and details to be mentioned in "OUT OF BUSINESS" section
- > If there are any gaps between your periods of employment, please provide the details in the "Unemployment" section

### CURRENT CONTRACTING / CONSULTING AGENCY

ACCENTURE SOLUTIONS PVT LTD

Company Name

SUJIT SHETH

Name and Department of First Level Reporting Manager

SUJIT.S.SHETH@ACCENTURE.COM

Official Email Address

9833180876

Official Phone Number (Landline) and Extension

ACCENTURE SOLUTIONS LTD  
OLD BURGAON ROAD  
GURGAON - 122001 (HARYANA)

Full Postal Address

### PREVIOUS EMPLOYERS

COGNIZANT TECHNOLOGY SOLUTIONS

Company Name

KIRAN KUMAR MUNDADI

Name and Department of First Level Reporting Manager

KUMAR.KIRAN@COGNIZANT.COM

Official Email Address

8197274274

Official Phone Number (Landline) and Extension

COGNIZANT TECHNOLOGY SOLUTIONS,  
BUILDING NO.3, SECTOR-48,  
GURGAON 122001 (HARYANA)

Full Postal Address

—

Agency Details (If Temping or on Contract)

—

Employee ID Number

RUCHI PANT

Name of Human Resource Manager /Contact

RUCHI.PANT@ACCENTURE.COM

Official Email Address

8527866740

Official Phone Number(Landline) and Extension

Period of Employment From (dd/mm/yy)

—  
Your Designation

441922

Employee ID Number

ASHWINI KANAKATH

Name of Human Resource Manager/ Contact

ASHWINI.KANAKATH@COGNIZANT.COM

Official Email Address

9894235858

Official Phone Number (Landline) and Extension

04/07/14 - 09/02/18

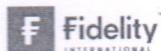
Period of Employment From/To (dd/mm/yy)

PROGRAMMER ANALYST

Your Designation

BETTER LEARNING OPPORTUNITY

Reason for Leaving



## BACKGROUND VETTING FORM — INDIA

Company Name

Name and Department of First Level Reporting Manager

Official Email Address

Official Phone Number (Landline) and Extension

Full Postal Address

Agency Details (If Temping or on Contract)

Company Name

Name and Department of First Level Reporting Manager

Official Email Address

Official Phone Number (Landline) and Extension

Full Postal Address

Agency Details (If Temping or on Contract)

Company Name

Name and Department of First Level Reporting Manager

Official Email Address

Official Phone Number (Landline) and Extension

Full Postal Address

Agency Details (If Temping or on Contract)

Employee ID Number

Name of Human Resource Manager/ Contact

Official Email Address

Official Phone Number (Landline) and Extension

Period of Employment From/To (dd/mm/yy)

Your Designation

Reason for Leaving

Employee ID Number

Name of Human Resource Manager/ Contact

Official Email Address

Official Phone Number (Landline) and Extension

Period of Employment From/To (dd/mm/yy)

Your Designation

Reason for Leaving

Employee ID Number

Name of Human Resource Manager/ Contact

Official Email Address

Official Phone Number (Landline) and Extension

Period of Employment From/To (dd/mm/yy)

Your Designation

Reason for Leaving



## BACKGROUND VETTING FORM — INDIA

**Unemployment** Account for all the intervals of unemployment during past 5 years, from the month and year you left school till the present time – including any period of travel.

From (mm/yy) 06/09	To (mm/yy) 07/10	Reason for Unemployment: <b>EDUCATION GAP- IIT-JEE PREPARATION</b>
From (mm/yy)	To (mm/yy)	Reason for Unemployment
From (mm/yy)	To (mm/yy)	Reason for Unemployment

If former employers are Out of Business, please provide references, preferably former supervisors, through whom we may confirm your employment and any supporting documentation.

Name	Address	Daytime Telephone	Years known
Period		Relationship	
Name	Address	Daytime Telephone	Years known
Period		Relationship	

**Self-Employment / Freelance Work :** Please provide contact details for references / customers / clients (other than relatives) who can verify any period of self-employment and any supporting documentation.

Name	Address	Daytime Telephone	Years known
Period		Relationship	
Name	Address	Daytime Telephone	Years known
Period		Relationship	

**Emergency Contacts**

<input type="checkbox"/>	Father / Mother	Name <b>GOPAL AGARWAL</b>	Address <b>F-14, ADARASH COLONY, RUDRAPUR, UTTARAKHAND, 263153</b>	Telephone number <b>9837029971</b>
	Spouse / Friends / relatives	Name <b>AKASHDEEP GUPTA</b>	Address <b>C9/29, GOLF LINK DDA FLATS, POCKET 8, DWARKA SECTOR 23B, DELHI</b>	Telephone number <b>9962834276</b>



## BACKGROUND VETTING FORM — INDIA

**OTHER PLEASE ANSWER ALL QUESTIONS. FILL IN THE EXPLANATION COLUMN IF NEEDED TO FULLY EXPLAIN ANY "YES" ANSWERS**

1. Have you ever worked or applied for a position at Fidelity before? If so, please give full details.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Are you or have you ever been registered with any of the Financial Regulatory Authorities e.g. SEBI, RBI? If so, please provide full details including which regulatory body, dates (from and to) and registration number.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Are you currently a director of a company which is not part of the Fidelity Group? If so, please provide full details including company name, registration number and nature of business.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4. Have you ever been refused entry to any profession or been dismissed or requested to resign from any office or employment, or from any fiduciary office or position of trust, whether or not remunerated? If yes, please provide details.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. Have you been refused or had a license or authorization to conduct investment business withdrawn? If so, please give details.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6. Do you undertake any paid or unpaid work or have any involvement in activities, which may be viewed as a "conflict of interest" to Fidelity? If so, please provide full details.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
7. Have you ever been or are you in the process of being declared bankrupt? If so, please provide details including dates and circumstances.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8. Have you ever had a civil court judgment made against you? If so, please provide details including dates imposed and satisfied (if applicable), amounts, circumstances and provide documentation.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Are you currently involved in any criminal/civil litigation or police investigation or any other regulatory investigation? If yes, please provide details including dates imposed and satisfied (if applicable), amounts, circumstances and provide documentation.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Has FIR ever been registered against you or have you ever been arrested by police or arrested further to a court order or taken into judicial custody? If yes, please provide full details including offence, date, penalty imposed (if applicable) – provide supporting documentation and location of court.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
11. Have you ever been convicted of a criminal offence? If yes, please provide details including offence, date, penalty imposed and location of court.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Explanation if any:**

I hereby declare that the foregoing answers are true and accurate. I understand that providing any inaccurate or incomplete information, whether intentional or not, may result in termination of my service.

Date 08-FEB-2018

Signature

\*Sealed records notice: An applicant for employment with a sealed record on file with the Commissioner or Probation may answer "no record" with respect to an inquiry herein relative to prior convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to Superior Court for criminal prosecution.

Note: A conviction record may, but will not necessarily, be a bar / block to continued service. Factors such as age and type of offense, seriousness and nature of the violation and rehabilitation will be taken into account.



## BACKGROUND VETTING FORM — INDIA

### Please read before signing this form

In connection with your application for engagement, or at any time during the course of your engagement, Fidelity may obtain consumer reports or investigative consumer reports which include information regarding your financial and credit record, education, character, general reputation, and personal characteristics. **By signing this document, you authorize Fidelity to obtain these reports.** You may request a statement of the nature and scope of a consumer report or investigative consumer report by writing to Tower D, Unitech (Cyber Park), Sector 39, Gurgaon, Haryana 122001

#### APPLICANT AUTHORIZATION

I certify that the information contained in my Application and/or Personal History statement is true, complete and accurate, and that I have withheld nothing that would, if disclosed, affect my application unfavorably. I authorize Fidelity and its agents to verify the accuracy of information contained in my Personal History Statement.

*By signing this document, I am authorizing anyone to provide information to Fidelity in connection with a pre-hire, background, or other investigation, and am releasing them from any liability which could result from their disclosure of information to Fidelity.* A photocopy of this authorization and release is valid to the same extent as the original.

#### DISCLOSURE REQUIRED BY THE FAIR CREDIT REPORTING ACT:

**For employment purposes, Fidelity may at any time obtain consumer reports which include information regarding financial and credit record, character, general reputation, and personal characteristics.**

**Applicant : Please remove and retain for your records**

#### AGREEMENT BY APPLICANT

I have read the foregoing Release Form, understand it, and agree to be bound by it

Handwritten signature of Rohit Agarwal.

Signature of Applicant

Handwritten date 08-FEB-2018.

Date

#### RISK ASSESSMENT



## BACKGROUND VETTING FORM — INDIA

## To be completed by Human Resources or Hiring Manager

This form will be used to determine the level of investigation preformed on this individual

Will this person be in a credit-sensitive position? Any person whose job duties meet one or more of the following criteria may be deemed to be in a credit-sensitive position:

1. Has access to cash, marketable securities, checks or other negotiable instruments.  Yes  No
2. Handles customer account information  Yes  No
3. Has access to trading or other inside information that could be used for self-benefit in violation of securities or other laws and regulations.  Yes  No
4. Has sole signature authority to expend funds or enter into contacts  Yes  No
5. Is employed in Compliance, Operations Audit and Analysis, Legal or Security Organizations  Yes  No
6. Has access to passwords, source code or other devices or procedures that if misused could cause the diversion of funds or inside information.  Yes  No
7. Will this person be granted log-on capability to Fidelity computer applications or platforms?  Yes  No

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HR / Hiring Manager

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Name (Please print)

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Fidelity Company

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Telephone Number

For Fidelity Use Only (Recruiter — please complete details)

Position Applied For: Recruiter's Name: Authority to Approach Current Employers		Corp ID:
Tick appropriate box indicating employment status:		Checks Required:      Date Requested:
Fixed Term Contract Flex Resource	<input type="checkbox"/> Agency Temp <input type="checkbox"/> Agency Contractor <input type="checkbox"/> Direct Contractor	<input type="checkbox"/> Full Check <input type="checkbox"/> Quick Check

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