



Deutsche Bank Group Hong Kong

Welcome to Deutsche Bank Group

Enclosed is the list of documents which will be required during the on-boarding process with Deutsche Bank Group Hong Kong.

The information provided here is current at the date of issue; however, you should keep yourself abreast of any information updated by the Group.

Section A – Post Contract Signing - Documents employee needs to provide DB- On-boarding after signing the employment contract via Email)

Section B – Post Contract Signing - Documents Deutsche Bank will provide for the employee to sign and return via email.

Section C – Documents Deutsche Bank will provide for the employee's General Information and retention.

(Section A) Personal Document to be provided to HR by employee	
1	Marriage Certificate & Spouse's HKID/Passport (if applicable)
2	Children's Birth Certificate & HKID/Passport (if applicable)
3	Forfeiture Documents (if Equity Award is applicable in the Offer Letter)

(Section B) DB Documents to be signed and/or completed by employee and returned to HR	
1	MPF Enrollment Form(Pension form)*
2	DB Retire Plus Enrollment Form (Pension form)*
3	MPF or DB Retire Plus - Selection Form (Pension form)*
4	Contribution Change Form (Pension form)*
5	Benefits & Bank Enrollment Form (.xlsx / .xlsm format & Scanned copy with signature)
6	Fit & Proper Declaration Form
7	Confidentiality Undertaking
8	Compliance Undertaking For Personal Account Dealing
9	Important Notice from Compliance
10	Acknowledgment Form
11	Highest Qualification Documents
12	Professional Certification documents





Pension Forms will be provided via email on your first day at the bank. These documents have to be returned within 30 days of joining the Deutsche Bank.

(Section C) General Information/Documents for your action and retention	
1	Rental Reimbursement FAQ
2	Employee Journey
3	DB Flexi Benefits Brochure
4	Pension Scheme Booklet
5	Code of Business Conduct and Ethics for Deutsche Bank Group
6	DB Flexi Factsheet
7	Hong Kong Employee Handbook
8	Employee Assistance Programme Hong Kong
9	Employee Handbook, Information Security Policy and Obligation for the use of IT System
10	International Business Traveler (TRIP) Policy

Useful Contacts

HR Direct (for all queries regarding HR applications, procedures and policies, and knowing your Business Partner contact)

Email hr.direct@db.com

Telephone 88 999 9088



