

COMMITMENT LETTER FOR PRE-EMPLOYMENT REQUIREMENTS

I am made aware that these requirements are needed for my employment in Concentrix. I fully understand that in case I fail to submit the requirements enumerated below, it will have implications on my employment status, monetary contributions – SSS, BIR and Philhealth Benefits, as well as my pay release. I am not holding the Company liable for any future consequences that may arise.

PRE-EMPLOYMENT REQUIREMENTS	DUE DATE	DATE SUBMITTED	EMPLOYEE'S SIGNATURE	OBT'S SIGNATURE	HRIS/DFC's SIGNATURE
Background Investigation Form (BI)	Within 15 days from Hire Date				
CONCENTRIX EMPLOYMENT AND GOVERNMENT FORMS					
BIR Forms 1902 (without TIN)	Within 15 days from Hire Date				
Waiver for BIR Form 2316	Within 15 days from Hire Date				
Philhealth Forms (PMRF) - No need to submit unless requires updating of records or changes in additional dependents	Within 15 days from Hire Date				
TYPE A REQUIREMENTS					
Medical Completion Slip	Within 15 days from Hire Date				
SSS Document	Prior on-boarding or start date				
BIR / TIN Document (Any of the following - Stamped 1905, Stamped 1904, Verification Slip, TIN ID)	Prior on-boarding or start date				
Pag-IBIG Document	Prior on-boarding or start date				
Philhealth Document	Prior on-boarding or start date				
Personal Birth Certificate (NSO/PSA Copy)	Within 15 days from Hire Date				
Dependent's Birth Certificate (NSO/PSA/CTC)	Within 15 days from Hire Date				
Marriage Certificate (NSO/PSA Copy)	Within 15 days from Hire Date				
NBI Clearance (original copy) (half) (valid least 3 months after join date)	Within 15 days from Hire Date.				
TYPE B REQUIREMENTS					
Proof of Employment	Within 15 days from Hire Date.				
Proof of School Achievement	Within 15 days from Hire Date.				
OTHER DOCUMENTS					
ID Picture (1x1 and 2x2)	Within 15 days from Hire Date				
BIR Form 2316 (ITR) <i>If you were previously employed within the current calendar year</i>	Within 15 days from Hire Date				
AFFIDAVIT (for Name Discrepancy/Unreadable Entry)	Within 15 days from Hire Date				
ANNOTATION (for Birth Certificate/Marriage Certificate)	Within 15 days from Hire Date				