

Documentation CHECK-LIST

Type of check	Acceptable documentation	
Proof of right to work – ID proving the individuals legal right to work	Foreign Nationals	Indian Nationals
	Valid passport with embedded photograph and employment visa/ OCI card/ PIO card to work in India	Passport, or Photo identification card e.g., Work Permit (with embedded photograph), or Voters' ID Card (with embedded photograph), or Ration / Family Card
Proof of identity – Photographic ID issued by the Government	<ul style="list-style-type: none"> - Passport, or - Driving Licence (not provisional / temporary and with embedded photograph), or - PAN Card (with embedded photograph), or Voters' ID Card (with embedded photograph), or - Marriage Certificate (with embedded photograph), or - Aadhaar / e-Aadhaar / Online Aadhaar card, or - Birth Certificate, or - Ration / Family Card <p>Transgender candidates</p> <ul style="list-style-type: none"> - Transgender ID cards (issued by respective state governments) *, or - Gazetted affidavit (includes both the birth name/gender and changed name/gender) * 	
Proof of residency - Evidence must be dated within 3 months of the PES request. It should be dated during the candidate's residency at the address or confirm the period of residency	<ul style="list-style-type: none"> - Driving License (with embedded photograph, provisional or temporary documents is NA) - Aadhaar card or E-Adhar Card - Voters' ID Card - Utilities Bill (Gas/Electricity/Water/Fixed line broadband/Fixed line telephone only – not mobile) - Bank/Credit Card Statement - Bank Loan document (personal/housing/education/consumer durables only) - Insurance Policy or Correspondence - Tenancy Agreement or Hostel Receipt or Hostel Confirmation Letter - Society Maintenance Bill or Confirmation Letter - Vehicle Registration Document - Valid Proof of Address Card issued by the Govt of India, Dept of Posts <p>In absence of a valid proof, Residence Declaration Form to be filled for Physical Verification (Page Number – XXX) If Candidate is unable to present one of the above mentioned documents as they live with their parents or Spouse, the following evidence may obtained: o If living with parents; PORTW acceptable document that reflects the candidate's full name and Parents' full name + a Valid POR acceptable document in Parents' full name.</p> <p>If living with husband/wife; Marriage certificate that shows employees full name and husband/wife's full name AND POR acceptable document in husband/wife's full name.</p> <p>Applicable to 'Freshers' only: If students have been living in temporary accommodation during their studies, their permanent address needs to be evidenced.</p> <p>Transgender Candidates</p> <ul style="list-style-type: none"> - Transgender ID cards (issued by respective state governments) *, or - Gazetted affidavit (includes both the birth name/gender and changed name/gender) *, or - Address proof issued by government bodies such as India Post VAO Office*, or - An affidavit from the High Court that confirms the residence of the candidate* 	

	Please provide documents	
	Work Experience	Any gap in activity during last 2 years for more than 3 months
Proof of Activity - Evidence needed for proof of employment activity varies by level: Level 3 (Standard) and Level 4 (Enhanced): a single document Level 5 (Regulated): two documents, one dated within 3 months of the start of the activity, and another dated within 3 months of the end of activity	<ul style="list-style-type: none"> - Professional Reference Employment Check by directly verified with current and/or previous employer(s), or - Evidence of Self-Employment by submitting Company Bank Statement/Documents, Company - Registration Documents, or reference letters from clients, or - Experience / Service Certificate, or - Offer / Appointment letter, or - Salary Revision Letter, or - Relieving Letter or Acceptance of Resignation Letter, or - Confirmation of Employment Letter, or - Evidence of redundancy / retrenchment, or - Salary/Pay Slips 	<ul style="list-style-type: none"> - Evidence of job applications and correspondence (including declines), or - Formal registration with an employment agency, or - Marriage certificate, or - Contract between the worker and an employer (for self-employed/contract work), or - Official tax documents issued by country government tax departments confirming periods of employment Travelling: Immigration stamp/s in the passport or formal documentation from a recognised travel company/airline evidencing travel during the period in question, or - For childcare activity: child's Birth Certificate, or adoption certificate <p>For gaps in employment due to medical reasons for self & dependent: letter from recognised medical practitioner / hospital.</p> <p>For students only: Online transcript / Education Marksheet / Passing Provisional Certificate / Degree Certificate / Receipts / Registration slip / Letter / Statement / Matriculation Card – issued by the University / College / Professional Education Institute</p>
Proof of Education (POE)	<ul style="list-style-type: none"> - Final Degree Certificate, or - Education Marksheet, or - Highest Education Certificate, or - Passing Provisional Certificate, or - Verified by 3rd Party PES Supplier directly with the educational institution on highest relevant degree / qualification <p>Transgender candidates Documents in birth names are acceptable</p>	
Note: Additional screening checks may be included in order to establish an individual's integrity and financial standing, e.g. Criminal, Bankruptcy and Regulatory checks, Global Dataset check. The inclusion of additional checks is dependent upon the legislative and regulatory frameworks applicable for the role.		