

You are requested to arrange the documents related to joining formalities in the following manner:

- ☐ 3 piece of 1" inch photograph (please write your name at the back of each photo) 1 寸照片 3 张 (请在每张照片的背面写上名字)
- ☐ Copy two sides of PRC ID 身份证正反面复印件 3 份
- ☐ Copy of Passport (of all-none blank pages) 护照复印件 (空白页除外) *需于入职后一个月内交齐*
- ☐ Health Check Report appointed by Infosys China (Please refer to the <Medical Check-Shanghai>)体检报告 (请参照文件《Medical Check-Shanghai》)
- ☐ The Offer Letter 入职意向书
- ☐ Copy of Graduation and Degree Certificates (Chinese Version) – Bachelor and above (Please send clear, legible, A4 size photocopies only) 中文学历学位证书复印件 - 包括本科及以上 (请提供清晰的 A4 大小复印件)
- ☐ Copy of other Professional Certificate (If any, like CET-4/6) 其他所获专业资格证书 (如英语四六级证书)
- ☐ Copy of Graduation and Degree Certificates (English Version) – Bachelor and above (Please send clear, legible, A4 size photocopies only) 英文学历学位证书复印件 - 包括本科及以上 (请提供清晰的 A4 大小复印件) *需于入职后二个月内交齐*
- ☐ Copy of Marksheets with official Seal provided by university (Chinese Version) – Bachelor and above (Please send clear, legible, A4 size photocopies only) 中文附学校公章的大学成绩单复印件 - 包括本科及以上 (请提供清晰的 A4 大小复印件) *需于入职后二个月内交齐*
- ☐ Copy of Marksheets with official Seal provided by university (English Version) – Bachelor and above (Please send clear, legible, A4 size photocopies only) 英文附学校公章的大学成绩单复印件 - 包括本科及以上 (请提供清晰的 A4 大小复印件) *需于入职后二个月内交齐*
- ☐ Prior Experience Certificate (If Any) – Chinese Version (Please send clear, legible, A4 size photocopies only) 中文先前工作证明(请提供清晰的 A4 大小复印件) *需于入职后二个月内交齐*
- ☐ Prior Experience Certificate (If Any) – English Version (Please send clear, legible, A4 size photocopies only) 英文先前工作证明(请提供清晰的 A4 大小复印件) *需于入职后二个月内交齐*
- ☐ Labor Handbook and Certificate of Dimission from Previous Employer (for Shanghai-citizen, Holder of Shanghai Resident Permit or non-Shanghai-citizen) 劳动手册及退工单或离职证明 *入职前必须提交*
- ☐ Personal Account number of Shanghai Housing Fund 个人公积金帐号及状态: 原单位或封存
- ☐ Last Company's Income Certificate 收入证明 *入职前必须提交*

Statement 声明:

1/All the information furnished in the documents stated above is correct. In the event of any falsification, the company can withdraw the offer made to me without assigning any reasons.

我保证所提供的证明为真实有效的, 如果有任何欺骗或不真实情况, 我同意公司有权立即解除雇佣合同。

2/If any document stated above cannot be provided by me who result in any loss, the company need not take any responsibility for it.

如果上述该由本人提供的材料因未能及时提供而造成的任何损失, 我同意公司对此将不承担任何法律责任。

其他:

1/ 没有护照的新员工, 建议申请护照以方便入职后有需要的申请签证。非上海户口的新员工, 需要回原籍办理, 请先与原籍有关部门了解详细手续然后再办理, 以免耽误时间。

2/ 劳动合同在体检合格后正式生效, 体检报告一般于体检后3个工作日快递到公司, 确保体检报告能在报道日之前快递到公司, 请提前安排体检时间。