\*\*\*Confidential - For Company Internal Use Only\*\*\*

**Self-Declaration**

As part of my employment agreement with Accenture Solutions Private Limited (Accenture), I must submit the

following documents listed in this form to continue my employment. This must be completed in the manner as

contained therein and as stipulated within the timelines communicated by Accenture.

**Mandatory Documents**

The mandatory documents are necessary for the compliance with regulatory requirements by Accenture,

including but not limited to enrolment for provident funds, employee pension, etc. I will provide the following

documents:

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PAN Card/PAN card acknowledgement letter

Aadhar card (not for identity purposes)

Last working day proof (on the date of joining)

**Onboarding Documentation**

I understand that if I onboard in person, I must upload/submit the following documents (where applicable) on or

before my Date of Joining. Incase I am onboarding virtually, I will need to submit the required documentation within

15 days of my date of joining (except for employment documents which can be submitted within 60 calendar days

of joining).

**List of Onboarding Documentation:**

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Mandatory Statutory Documents/Forms:

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Appointment Order (Karnataka) - Form Q (if applicable)

Appointment Letter (West Bengal) – Form X (if applicable)

Letter of Appointment (Kerala) – Form BC (if applicable)

Form 11 – Employees’ Provident Fund Organization Composite Declaration Form

Nomination Form - Employees Provident Funds and Employees’ Pension Schemes or a

downloaded copy of the e-nomination (if e-nomination has been completed on the EPFO portal)

Nomination Form - Other Benefits

Gratuity Nomination - Form F

Declaration Form – Employees’ State Insurance Corporation (if applicable)

Women Consent Letter for working in night shift (if applicable)

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Mandatory Accenture Documents/Forms:

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Highest education document [Provisional Degree Certificate/Convocation certificate] (if

applicable)

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Relieving letter/Full and Final settlement document/Service certificate

Non-compete denial letter (if applicable)

New Joiner Confidential Information Checklist (if applicable)

PF passbook (if applicable)

Bank details for disbursal of ESIC benefits (if applicable)

In case any of the submitted forms/documents are found inadequate post review, I will be required to resubmit the

required documents to the organization.

**Consequence of Non-Compliance**

The Company may, in its sole discretion, choose to terminate / suspend my employment or take any other

necessary disciplinary action as deemed appropriate if I fail to submit the aforementioned required mandatory

documents within the timeframe mentioned in this declaration.

**Acknowledgements:**

I completely understand that accuracy of the information being submitted by me is critical and Accenture at this

stage will act on information submitted by me. In the event there is discrepancy(ies) found in information I submit,

the information will be corrected and resubmitted. Accenture would not take any responsibility for any contingencies

related to the same including but not limited to issues with submission of social security contributions and other

contributions to be made on my behalf.

I also undertake to provide signed copies of above documents as and when required by Accenture. (To which I

understand I will be duly communicated by Accenture). This will be a condition precedent to my terms of

employment.

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I am hereby voluntarily providing this declaration,

Candidate Signature:Poka Bhanuchandar

CandidateName: Poka Bhanuchandar

CID:C10738236

Employee ID: 14012877