



rajesh kumar <rajesh.srk05@gmail.com>

Standard Chartered GBS Chennai - Welcome Invite - 3rd Nov 2025

1 message

SCB-GBSINHR, Onboarding <Onboarding.SCB-GBSINHR@sc.com>

Tue, Oct 28, 2025 at 4:12 PM

Cc: "G2, Gopinath" <Gopinath.G2@sc.com>, "Silver Star, Priscilla JK" <Priscilla.JK.Silver-Star@sc.com>, "V1, Swetha" <Swetha.V1@sc.com>

PUBLIC



Dear New Joiner,

We're excited that you'll be starting with us very soon! As your first day at Standard Chartered nears, we can confirm that we will proceed with a physical onboarding.

Welcome to Standard Chartered - Welcome to Standard Chartered (turtl.co)

Please find below some important information to prepare you for your first day:

1. Reporting on Day 1 (3rd Nov 2025)

- Arrival Time: 8.30am, meet with the Front Office Team **at Ground Floor – Standard Chartered GBS Podium.**
- Address: Standard Chartered GBS, Jawaharlal Nehru Salai, next to American International School, Tharamani, Chennai, Tamil Nadu 600113.
- Location - <https://g.co/kgs/WcsvgT2Q>
- 4Wheeler Parking Facility is not available on Day1, Kindly plan accordingly.
- Dress code – The company encourages employees to dress appropriately. In any day, you may come to work in smart casual attire. Denim jeans are allowed as long as it is presentable (e.g. not torn, ripped, etc)

NOTE: In light of precautions around Coronavirus (COVID-19), please do let us know if you are feeling unwell, even if your symptoms are mild (cough, mild fever, fatigue etc).

2. Getting your Staff Pass:

- Kindly bring the printout of welcome Invite to produce it at DLF Gate(attached FYA), You will get your Staff Pass(Access Card) on Day 1.
- Once you get it, please test your pass to ensure you have the required access. For any problems, contact Front Office Team (Sajina) who will be happy to help you.

3. Open your bank account prior to cut off date:

For you to receive your salary, you will need to have a salary account with Standard Chartered Bank. You can open your salary account on your Day1. Our Retail Banking Team will meet you in Person to complete the formalities.

If you are a rehire staff holding an active SCB account, then new account creation is not required.

4. Hard Copies to carry on Day1:

1. E-Aadhar - (Unmasked) 2 Copies
2. PAN – 2 Copies
3. Contract of Employment – (Entire Booklet 2copies).
4. PF Passbook Statement & E-Nomination Confirmation PDF

Other than the above, it's mandatory that you bring the Hardcopy of **Resignation Acceptance letter with LWD mentioned** from your previous employer, from where it's clear that your last day is prior to your first day with us to avoid dual employment.

5. **Contract of employment:** You would have received a copy of Contract Letter earlier from your recruiter. If not, please check with your HR recruiter.

6. **Pre Joiner Session:** This is a guidance call for you to understand about our joining formalities. Please make sure to attend it without fail.

• **Date & Time - Date & Time – 31 Oct 2025(Friday) at 11:00 AM to 12:00 PM IST**

Microsoft Teams [Need help?](#)**Join the meeting now**

Meeting ID: 425 769 975 989 0