JOINING-TIME DOCUMENT CHECKLIST

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Id: \_\_\_\_\_\_\_\_\_

The following checklist indicates the documents that you have to submit at the time of joining Senate.

Originals & photocopies of the following documents should be produced on the date of joining for verification and will be returned, without which joining formalities will be deferred. Any concerns on this, please inform the concerned recruiter.

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| --- | --- | --- |
| Sr.No | Description | Submitted (Y/N) |
| 1. | Signed Copy of Offer letter |  |
| 2. | Resume duly signed by the employee |  |
| 3. | APPOINTMENT LETTER OF SENATE TECHNOLOGIES PVT LTD DULY SIGNED BY EMPLOYEE ON EVERY PAGE |  |
| 4. | Duly filled & Signed Application for Employment. |  |
| 5. | Duly filled & Signed BVF |  |
| 6. | KPMG Report to be filed (Within 15 working Days) |  |
| 7. | Copy of Present Address Proof |  |
| 8. | Copy of Permanent Address Proof |  |
| 9. | ALL EXPERIENCE CERTIFICATES / OFFER LETTERS OF PREVIOUS  EMPLOYERS  If you are joining with prior experience, please submit an experience letter from your former employer. The letter must clearly indicate:  \* The total years of experience (joining date and last date)  \* Your role in the Project. |  |
| 10. | RELIEVING LETTER  \* If you are joining with prior experience, please submit a relieving letter from your former employer.  \* If you are submitting a Resignation Acceptance Letter, your date of resignation must be clearly mentioned and accepted by your employer. |  |
| 11. | LAST THREE SALARY PAY SLIPS |  |
| 12. | LAST THREE YEAR INCOME TAX RETURNS is Mandatory |  |
| 13. | ORIGINAL BANK STATEMENTS |  |
| 14. | ALL EDUCATIONAL CERTIFICATES ALONG W ITH MARKSHEETS |  |
| 15. | BIRTH CERTIFICATE / SCHOOL LEAVING CERTIFICATE IN SUPPORT OF YOUR AGE |  |
| 16. | PHOTOGRAPH (Four passport size photographs) |  |
| 17. | PAN CARD is mandatory |  |
| 18. | PASSPORT (All Pages to be scanned)  In case you have not yet applied for a passport, please apply and submit a copy of the passport application acknowledgement copy. |  |
| 19. | DRIVING LICENCE / ELECTION VOTING CARD for ID PROOF |  |
|  | FOR B1/H1-B/L1 Candidates |  |
| 21. | E Ticket (US) |  |
| 21. | Scanned Copy of B1/H1-B/L1 VISA |  |
| 22. | I-94 copy |  |