

GUIDE THROUGH THE ADDITIONAL NEW HIRE FORMS

In preparation for your commencement, please complete the following pre-hire documents for India.

Please provide a copy of the following documents to AskHR via the paperclip icon in the task page.

- **Confidential Information and Inventions Employee Agreement (1 signed copy)**
- **Data Processing Notice**
- **Form2 (1 signed copy) – not required for interns**
- **Form11 (1 signed copy) – not required for interns**
- **Gratuity Form-F (1 signed copy) – not required for interns**
- **User Agreement (1 signed copy)**
- **Police Declaration (1 signed copy) – applicable only for male new hires located in Hyderabad**
- **Form I - The Payment of Wages (Nomination) Rules, 2009**
- **Copy of PAN Card (for Income Tax purpose)**
- **Copy of Aadhar Card (for Social Security Account purpose)**
- **Copy of highest education certificate**
- **Copy of your CV/Resume**

Thank you for taking action on these important items in a timely manner.

Thank you,
Human Resources