CONCENTRIX
A Business Services Company

ONBOARDING CHECKLIST

NAME: JOSHUA EMBUSCADO RETIZA START DATE: APRIL 27, 2021
CONTACT NUMBER: 0961-011-3179 ACCOUNT/DEPARTMENT: AMAZON

► Please prepare all requirements listed below and enclose in a **Long Brown Envelope** with your complete **Name, Contact Info, Account and Start Date.**
► Accomplish this form by putting a check mark on the requirements. Remember to indicate "**NA**" for requirements that are not applicable to your case
►**Type A** requirements are needed before the official start date.

Onboarding POC
Name:
Location:

Successful Applicant Profile	**Photographic Proof of Identification**
[ ] Background Investigation Form [ ] Sign-on Bonus / Joining Bonus [ ] Account Specific Forms	[ ] 1x1 and 2x2 ID Picture (1 copy each) [ ] **For Bank Payroll Application**: Photocopies of 2 government issued ID with visible picture and signature. (1 copy each)

Concentrix Employment and Government Forms
[ ] 1902 form (2 copies) [ ] 2316 Waiver or [ ] ITR for the calendar year
[ ] Philhealth form (PMRF/ER2) **(Optional)** [ ] Life Insurance Form **(Optional)**

TYPE A REQUIREMENTS	DESCRIPTION
Pre-Employment Medical Exam [ ] Medical Slip | Printed copy of Medical Results from PEME provider	Pre-Employment Medical Exams should be taken at accredited clinics. Get your PEME Referral Slip from your Recruiter either after Final Interview or during Job Offer. • The PEME may take 2 to 4 hours and procedures are not intended for pregnancy testing. • Do not forget to get the Medical Slip upon completion of your PEME.
SSS Supporting Documents (2 Photocopies) [ ] SSS Forms, Verification Slip, or Old ID [ ] SSS Printout **NOTE: UMID IS NOT ACCEPTED**	**Submit a photocopy of any of the following documents:** • SSS Form E-1 | SSS Form E-6 | SSS Form E-4 | (Forms should be stamped by SSS) • SSS Old ID | Loan Voucher (with SSS #) | SSS Verification Slip | SSS Online Validation • Online Printout of Static Information (Employment History | Contribution | Verification)
TIN/BIR Supporting Documents (2 Photocopies) [ ] TIN Verification Slip or Stamped BIR Form [ ] Stamped 1904 form for Business Owner or Sole Proprietor **NOTE: TIN ID and ITR ARE NOT ACCEPTED**	**Submit a photocopy of any of the following documents:** •**For Local Employment** -TIN Verification Slip must be stamped, signed, or verified by BIR personnel. -Ensure complete details (TIN, Name, RDO, Birth Date, Status, Classification, Civil Status) •**For Business Owner/Sole Proprietor** -Must submit stamped 1904 form as a proof of Business TIN.
Pag-IBIG Supporting Documents (2 Photocopies) [ ] Member's Data Form (MDF) [ ] Pag-IBIG ID [ ] Pag-IBIG Printout	**Submit a photocopy of any of the following documents:** • Member's Data Form printed online or from Pag-IBIG offices. • Pag-IBIG loyalty ID or HDMF Transaction ID • Pag-IBIG Online Verification Printout | Pag-IBIG Online Validation
Philhealth Supporting Documents (2 Photocopies) [ ] Member's Data Record (MDR) [ ] Philhealth ID [ ] Philhealth Printout	**Submit a photocopy of any of the following documents:** • Member's Data Record printed online or from Philhealth offices. • Newest Philhealth ID (w/ Complete Details) • Philhealth Online Verification Printout | Philhealth Online Validation
Certificate of Identity (2 Photocopies each) [ ] Personal Birth Certificate -NSO/PSA [ ] Marriage Certificate NSO/PSA [ ] Dependent's Birth Certificates [ ] Passport ID for Foreign Nationals	• Certified True Copy of Civil Registration Certificate is acceptable within 8 months upon registration. • Certificates must be readable, and the details must be correct. If there are discrepancies, documents mentioned should be provided with the following (which is applicable): [ ] Affidavit for Name Discrepancy [ ] Affidavit for Unreadable Entry [ ] Annotation for Birth Certificate or Marriage Certificate
Criminal Background Check (Half) [ ] NBI Clearance (Original)	• NBI should be valid at the time of joining and valid at least 3 months before expiration • NBI Official Receipt w/ stamp of release date (NBI Clearance to be submitted w/in 15 Days) • Not Applicable for Green Criminal Check results.

TYPE B REQUIREMENTS	DESCRIPTION
Proof of School Achievement (2 Photocopies) [ ] Transcript of Records (TOR) [ ] Diploma [ ] Certificate of Graduation [ ] Green BI Result	• In case formal education documents are not yet available at the time of joining, a notarized certification from the school confirming you as a bona fide student who have completed the required number of units may also be accepted. In addition, a Temporary Transcript, a Copy of Grades, Statement of Account, Certificate of Registration, Study Load with Registrars' signature/seal, or a Green BI Result may serve as provisional compliance. • For hires who cannot provide documents to support highest educational attainment declared, High School Diploma may be accepted so long as this meets program specific requirements. In the absence of High School Diploma, you may submit a copy of Form 137 reflecting the complete school years record and has a school seal or signature.
Proof of Employment (2 Photocopies) [ ] Completed Signed Clearance [ ] Certificate of Employment (indicating employment period) [ ] Resignation Letter (should indicate the effective date of separation signed by the immediate supervisor or HR) [ ] SSS Employment History [ ] Green BI Result	In the absence of the main employment documents, you may submit any of the following: • Full contract from previous company with Employer and Employee signature • Acceptance letter or quit claim from previous company • SSS Employment History printout from SSS website • Entry / Exit Visa (Employment Abroad) • SEC Certification / SSS Contribution (Employment in Foreclosed Establishments) • Notarized letter of attestation with attachment of (SSS employment history and ITR) • ITR (Income Tax Return) from the most recent employer
Documents Validated By:	**Employee ID** **Onboarding POC Name and Signature** **Date**

CONCENTRIX
A Business Services Company

Name: JOSHUA EMBUSCADO RETIZA **Hire Date:** APRIL 27, 2021
Account: AMAZON **Batch/Wave:** WAVE 59

COMMITMENT LETTER FOR PRE-EMPLOYMENT REQUIREMENTS

I am made aware that these requirements are needed for my employment in Concentrix. I fully understand that in case I fail to submit the requirements enumerated below, it will have implica ons on my employment status, monetary contribu ons – SSS, BIR and Philhealth Benefits, as well as my pay release. I am not holding the Company liable for any future consequences that may arise.

PRE-EMPLOYMENT REQUIREMENTS	DUE DATE	DATE SUBMITTED	EMPLOYEE'S SIGNATURE	OBT'S SIGNATURE	HRIS/DFC's SIGNATURE
Background Inves ga on Form (BI)	Today				
CONCENTRIX EMPLOYMENT AND GOVERNMENT FORMS					
Life Insurance Form **(Op onal)**	Today				
Philhealth Forms (PMRF/ER2) **(2 copies) (Op onal)**	Today				
Waiver for BIR Form 2316	Today				
BIR Forms 1902 (without TIN) **(2 copies)**	Today				
TYPE A REQUIREMENTS					
Medical Comple on Slip	Today				
SSS Document (2 Photocopies)	Today				
BIR / TIN Document (2 Photocopies)	Today				
Pag-IBIG Document (2 Photocopies)	Today				
Philhealth Document (2 Photocopies)	Today				
Personal Birth Cer ficate (NSO/PSA Copy) **(2 Photocopies)**	Today				
Dependent's Birth Cer ficate (NSO/PSA/CTC) **(2 Photocopies)**	Today				
Marriage Cer ficate (NSO/PSA Copy) **(2 Photocopies)**	Today				
NBI Clearance (original copy) (Half) (valid at least 3 months before expira on)	Within 15 days from Hire Date.				
TYPE B REQUIREMENTS					
Proof of Employment (2 Photocopies)	Within 15 days from Hire Date.				
Proof of School Achievement (2 Photocopies)	Within 15 days from Hire Date.				
OTHER DOCUMENTS					
ID Picture (1x1 and 2x2) **(1 copy each)**	Today				
BIR Form 2316 (ITR) *If you were previously employed within the current calendar year*	Before Payroll cut-off for ITR Consolida on.				
AFFIDAVIT (for Name Discrepancy/Unreadable Entry)	Today				
ANNOTATION (for Birth Cer ficate/Marriage Cer ficate)	Today				

JOSHUA EMBUSCADO RETIZA
Employee Signature over Printed Name

OBT Signature over Printed Name

HRIS/DFC Signature over Printed Name

CONCENTRIX
A Business Services Company

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Medical Completion Slip	Today				
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AFFIDAVIT (for Name Discrepancy/Unreadable Entry)	Today				
ANNOTATION (for Birth Certificate/Marriage Certificate)	Today				

JOSHUA EMBUSCADO RETIZA
Employee Signature over Printed Name

OBT Signature over Printed Name

HRIS/DFC Signature over Printed Name

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A Business Services Company

WAIVER

I certify that as withholding agent, SYNNEX - Concentrix Corporation required me to submit BIR Form 2316 from my previous employer which will be used to compute for my Consolidated Income Tax Return for the year. I understand that failure to submit such will result to the computation of my Annual Income Tax based on the salary I received from SYNNEX - Concentrix Corporation only.

Further, I certify that upon my failure to submit BIR Form 2316 from my previous employer to SYNNEX – Concentrix Corporation, I will be responsible for filing my Consolidated Income Tax return for the year to BIR. Any insufficient tax resulting from non-consolidation of my annual earnings will be under my personal accountability, and I hold the company free from any liability or any further obligation.

JOSHUA EMBUSCADO RETIZA

Signature over Printed Name/Date