



## BACKGROUND CHECK FORM

## Business Associates (BA)

### Guidelines /Checklist

- Fill-up the BGC Form completely and accurately with copies of all relevant supporting documents as proof
- 'Unable to Verify' due to incorrect or incomplete information furnished by you may lead to delays and/or unsuccessful completion of BGC
- Ensure consistency in information furnished by you initially in TCS Application Form

- (1) *Tick on the boxes below before submitting the BGC form, ensuring that you have submitted all required documents.*  
(2) *No BGC forms will be accepted in the absence of any of the required documents as mentioned below.*

### Mandatory General Requirements:

- ☐ Signed & Attached Document on General Consent to Background Investigation Letter (BGC Consent Letter enclosed within the BGC form)
- ☐ My recent Passport size photograph pasted at the appropriate place

### Address Check & Criminal Check Requirements:

- ☐ Complete & Correct Address filled-in as required in BGC Form with Flat/Room No. clearly mentioned
- ☐ Prominent landmark near the address mentioned for easy location
- ☐ Self-attested & signed - Document for Address Proof submitted
- What could be submitted for Address Proof?
  - Proof for Present & Permanent Address to be attached
  - Provide Separate Proof, if address is different
  - Attach copy of any one of the following documents as Proof for Address
    - (a) Ration Card (b) Electricity Bill (c) Landline Telephone Bill (Mobile ph bill not acceptable)
    - (d) House Lease Agreement (e) Aadhar Card
  - Address Proof – For House Lease Agreement
    - ☐ Copy of Agreement submitted (*If Agreement signed between you and Owner*)
    - ☐ Copy of Agreement + Declaration Letter in Stamp Paper from Agreement Holder (Blood Relation) stating that I am residing in the same address as mentioned in the Agreement (*If Agreement signed between your Family Member (Blood Relation) and Owner*)
    - ☐ Letter from Society of the address (*If Agreement signed between any other person (Non-blood Relation) or you are staying in Bachelor's Accommodation*)

**Note: For all House Lease Agreements, you should have stayed at least 6 months in the Address mentioned and the Agreement should be valid and within the expiry date**

- ☐ Separate CID Form filled in & attached for each different address (*For Applicants from Mumbai, Thane City, Thane Rural & Pune - Full Addresses and Signature given in each*)

**Note: Forms not signed by the Applicant are not accepted by the Police for verification.**

**Applicants to report at Police station when called for as part of verification process by Police**



#### **ID Check Requirements**

- ☐ Self-attested & signed - Document for ID Proof submitted
  - What could be submitted for ID proof?
    - (a) Valid Passport (b) Driving License (c) PAN Card (d) Aadhar Card (e) Voter's ID card

#### **Reference Check Requirements – For each Reference**

- ☐ References provided are either Supervisor/HOD / Professor / TPO/Person holding Responsible Position in a reputed Organization
  - No Relatives/Friends to be mentioned
  - Reference to know Applicant for a minimum period of 2 years
- ☐ Full Name & Address of References provided legibly
- ☐ Contact email ID & telephone numbers of References provided
  - Provide atleast two contact numbers

#### **Educational Check Requirements**

- ☐ Self-attested & signed – copies of Highest Degree /Provisional Degree submitted
- ☐ Self-attested & signed – copies of all Highest Degree mark sheets attached

#### **Previous Employment Check Requirements:**

- ☐ Self-attested & signed – copies of the documents from BA Company
  - BA Deputation letter – Mandatory
  - Last three months salary slip
- ☐ Self-attested & signed - Documents for all Previous Employment Proof submitted
  - What could be submitted for Previous Employment Proof?
    - Relieving Certificate from your Previous Employer(s) - Mandatory
    - Experience Certificate & Salary Certificates – Last 3 months - Mandatory

***Note: Your BGC Status will be Positive only after successful completion of employment checks Including your Current Employer***

#### **Gaps during Education / Employment Check Requirements:**

- ☐ Self-attested & signed – Documents to explain gaps during Education/Employment
  - What could be submitted as Proof for gaps during Education/Employment?
    - Medical records for gaps due to medical reasons
    - Affidavit with Notary Authorization for gaps due to other Personal reasons

***Applicant to please detach and destroy this checklist while submitting the completed BGC Form***



<b>BACKGROUND CHECK FORM</b>		<b>Business Associates (BA)</b>		Paste your recent Passport Size Photo here	
TCS BA No.: (For Office Use Only)		Have you served as BA in TCS earlier? <b>YES / NO</b>			
		If yes, mention your BA No. assigned earlier :			
BA Company Name:			TCS Branch Joined:		
Designation: <b>Business Associate</b>			Date of joining:		
Name of the Applicant (Full name expanding initials):					
Contact Landline Phone no.:		Mobile Phone no.		email id:	
Father's Name:					
Date of birth (Attach Proof):		Marital Status: Single / Married		Nationality:	
PAN No :		Aadhar No :			
<b>A. Present Residential Address : (Attach Proof)</b>					
<b>Period of Stay</b>	From :	To:	Landmark:		
City/Town:		State:		Pin code:	
<b>B. Other Residential Address: [Furnish other addresses of your residence in the last seven (7) years]</b>					
<b>Other Residential Address 1:</b>		<b>Other Residential Address 2:</b>		<b>Other Residential Address 3:</b>	
From :	To:	From :	To:	From :	To:
City/Town:		City/Town:		City/Town:	
State:		State:		State:	
Pin code:		Pin code:		Pin code:	
Landmark:		Landmark:		Landmark:	
<b>Attach Additional Sheet, if you have stayed in more than 3 Other Residential addresses (locations)</b>					
<b>C. Permanent Address: (Attach Proof)</b>					
<b>Period of Stay</b>	From :	To:	Landmark:		
City/Town:		State:		Pin code:	
Contact Landline Phone no.:			Mobile Phone no.:		



A) Are you involved in any pending and / or closed Civil / Criminal / case / proceedings / charges / enquiry prior to joining TCS ?

**Yes / No**

B) Are you involved in any pending and / or closed Disciplinary / malpractices and / or any other charges / proceedings / enquiry / case pending against me in any University or any other educational authority / institution prior to joining TCS ?

**Yes / No**

C) If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case /arrest / detention / fine / conviction / sentence / punishment etc. and / or the nature of the case pending in the Court / University / Educational Authority etc., at the time of filling up this form.(Attach additional sheet, if required)

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**Reference Details:**

Details	Reference 1	Reference 2
Reference Name ( <i>No Relatives/Friends to be given as Reference</i> )		
Title & Designation: (Supervisor/Person holding responsible Position in a Reputed Organization.):		
Is the above mentioned Reference/ Supervisor from the current Company	<b>Yes / No</b>	<b>Yes / No</b>
Full Address (with Company Name):		
Contact details		
Official email ID:		
Landline Telephone No.:		
Mobile Phone No.:		
Period for which the Reference knows the Applicant (Minimum 2 years)		
Relationship with the Applicant (No Relatives/Friends)		

**Passport Details (Attach Proof):**

(i) Name as in Passport: \_\_\_\_\_

(ii) Passport No : \_\_\_\_\_ (iii) Place of Issue : \_\_\_\_\_

(iv) Date of Issue : \_\_\_\_\_ (v) Date of Expiry : \_\_\_\_\_

**Ensure consistency with information furnished by you initially to TCS**

**Educational Qualifications (Attach Proof)**

Name as in Certificate: \_\_\_\_\_

Qualification		Highest Degree	Qualification prior to Highest Degree
Mode of Education (Full time/Correspondence/Parttime):			
Name of Examination Passed (B.E./M.Tech, etc.):			
Specialization / Main Subjects:			
Institute / College / University Details	Name of Institute / College / University:		
	Address: (Give Complete Address)		
		City/Town:	City/Town:
		State:	State:
		Pin code:	Pin code:
		Landmark:	Landmark:
	Office Landline Ph No.:		
	Name of Affiliated University:		
Affiliated University Location:			
Period of Study	Date From:		
	Date To:		
Seat No. / Roll No./ Regn No.:			
Year of Passing:			
% of marks & Class / Grade obtained:			



## Employment Details (Starting from your Current/Immediate Last Employment) (Attach Proof):

Name of the BA Company :				
Previous Employer's Description		Current BA Company		Previous Employment 1
Period	Date of emp. From:			
	Date of emp. To:			
Employee Details	Designation:			
	Employee #:			
HR Details	HR Name:			
	HR Designation:			
	Office Landline Ph No.:		Do not provide Mobile Ph No	Do not provide Mobile Ph No
	Email:			
Supervisor Details	Supervisor Name:			
	Supervisor Designation:			
	Office Landline Ph No.:		Do not provide Mobile Ph No	Do not provide Mobile Ph No
	Email:			
Last drawn CTC:				
Reasons for leaving:				
Employer Details	Employer Name:			
	Address: (Give Complete Address incl. Postal code, prominent landmark)			
	Town/City:			Town/City:
	State:	Pin Code:	State:	Pin Code:
Office Landline Ph No.:		Do not provide Mobile Ph No	Do not provide Mobile Ph No	
Company Status:	Is company currently functioning? <b>Yes / No</b>		Is company currently functioning? <b>Yes / No</b>	



Previous Employer's Description		Previous Employment 2		Previous Employment 3	
Period of employment	Date of emp. From:				
	Date of emp. To:				
Employee Details	Designation:				
	Employee #:				
HR Details	HR Name:				
	HR Designation:				
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
	Email:				
Supervisor Details	Supervisor Name:				
	Supervisor Designation:				
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
	Email:				
Last drawn CTC:					
Reasons for leaving:					
Employer Details	Employer Name:				
	Address: (Give Complete Address incl. Postal code, prominent landmark)				
		Town/City:		Town/City:	
		State: Pin Code:		State: Pin Code:	
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
	Company Status:	Is company currently functioning? <b>Yes / No</b>		Is company currently functioning? <b>Yes / No</b>	



Previous Employer's Description		Previous Employment 4		Previous Employment 5	
Period of employment	Date of emp. From:				
	Date of emp. To:				
Employee Details	Designation:				
	Employee #:				
HR Details	HR Name:				
	HR Designation:				
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
	Email:				
Supervisor Details	Supervisor Name:				
	Supervisor Designation:				
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
	Email:				
Last drawn CTC:					
Reasons for leaving:					
Employer Details	Employer Name:				
	Address: (Give Complete Address incl. Postal code, prominent landmark)				
	Town/City:			Town/City:	
	State:	Pin Code:	State:	Pin Code:	
Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No	
Company Status:	Is company currently functioning? <b>Yes / No</b>		Is company currently functioning? <b>Yes / No</b>		

Note: (i) You may attach additional sheets, if required, to provide more details on your Previous Employments





## **Declaration and General Consent to Background Investigation**

### **Declaration to be signed by the BA**

In connection with rendering services to Tata Consultancy Services Ltd. (the "Company"), as a Business Associate (BA) from \_\_\_\_\_(BA Company),

I hereby agree as follows:

I certify that the information furnished in this form as well as in all other forms filled-in by me in conjunction with my rendering of services as a BA is factually correct and subject to verification by TCS including Reference Check and Background Verification.

I accept that my services as a BA can be revoked and/ or terminated without any notice at any time in future if any information has been found to be false, misleading, deliberately omitted/ suppressed.

As a condition of Company's consideration of my rendering of services as a BA to the Company, I hereby give my consent to the Company to investigate or cause to be investigated through any third parties my personal, educational and pre or post employment history, criminal history and any other checks, including Drug test as required for complying with TCS and or Client specific BGC requirements. I understand that the background investigation will include, but not be limited to, verification of all information given by me to the Company. I confirm that the Company is entitled to share such investigation report with its clients to the extent necessary in connection with the Services, which I may be required to provide to such clients. I confirm and undertake that the Company shall incur no liability or obligation of any nature whatsoever resulting from such investigation or sharing of the investigation results as above.

I certify that I am at present in sound mental and physical condition to undertake my rendering of services as a BA with TCS. I also declare that there is no criminal case filed against me or pending against me in any Court of law in India or abroad and no restrictions are placed on my travelling anywhere in India or abroad for the purpose of business of the company.

I hereby declare and undertake that

I shall not resort to any unethical, unfair practices to augment my chances of selection with TCS by adopting unlawful means directly and / or indirectly within and outside TCS and shall strictly adhere to the selection process made applicable by TCS

My candidature for Contract Services in the Company is liable to be rejected in the event it comes to the knowledge of TCS that I have resorted to unethical, unfair practices to augment my chances of selection with TCS. I am fully aware that TCS is an equal opportunity employer and the decision of TCS to hire me is solely will be made on my credentials duly validated and on the assessment of my capability to perform a role for which I am interviewed by TCS.

I Agree : Yes

Signature : \_\_\_\_\_ Name : \_\_\_\_\_

Place : \_\_\_\_\_ Date : \_\_\_\_\_

**Gaps during Education/Employment (Attach Proof):**

	From	To	Reasons for gap
Gap Period 1			
Gap Period 2			

**DECLARATION (To be signed by the Applicant)**

I certify that the information furnished in this form is factually correct and complete in all respects to the best of my knowledge and belief.

Signature of Applicant \_\_\_\_\_ Name \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_

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**Please attach the following documents along with this Background Check Form:**

- (a) Your recent Passport size photograph pasted at the appropriate place
- (b) Self-attested & Signed Copy of Identity Proof document:
  - Valid Passport / Driving License / PAN Card / Voter's ID card
- (c) Self-attested & Signed Copy of Address Proof document:
  - Ration card / Electricity bill / Landline Telephone bill /
  - House Lease Agreement + Related Documents as required
- (d) Self-attested & Signed Copy of Educational Certificates:
  - Highest Degree Certificate(s) /Provisional Degree Certificate(s)
  - Highest Degree Mark sheets of all exams
- (e) Self-attested & Signed Copy of Employment documents:
  - BA Company Deputation Letter & last 3 months salary certificate
  - Previous Employment
    - (i) Relieving Certificate(s)
    - (ii) Experience Certificates(s)
    - (iii) Salary Certificates – Last 3 months
- (f) Self-attested & Signed – Documents to explain gaps during Education/Employment
  - Attach Affidavit with Notary Authorization for gaps

***(Please refer Background Check Form Guidelines/Checklist in Pages 1& 2 for more details)***

**For Office Use Only:**

Verified the following:

-  BGC Consent Letter – signed & attached
-  Recent Passport size photo pasted at the appropriate place
-  BGC Form filled-in with all complete details
-  Address & ID Proof documents self-attested, signed & attached
-  Highest Degree Certificate(s)/Provisional Degree Certificate(s) – copies self-attested, signed & attached
-  Highest Degree Mark sheets of all exams – copies self-attested, signed & attached
-  BA Company deputation letter and salary certificates
-  Previous Employment documents –, Relieving Certificates, Experience Certificates, Salary Certificates
-  Documents to explain gaps during Education/Employment – attached

**RMG Head/RMG BA BGC SPOC :**

Name: \_\_\_\_\_ Emp # : \_\_\_\_\_ Signature : \_\_\_\_\_ Date: \_\_\_\_\_