**EMPLOYEE ONBOARDING CHECKLIST ITEMS**

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| **S.No.** | **Documents Required Helius Mandatory(M) /Optional(O) Singapore india Malaysia All** |
| 1 | Resume (M)  0 |
| 2 | Employee Information Form (HR Application) (M) |
| 3 | Passport size photograph (M) |
| 4 | First and last page of Scanned Passport (M) |
| 5 | PAN & Aadhar Card (for India Nationals) (M) |
| 6 | 18 digit number (for China Nationals) (M) |
| 7 | FIN or NRIC Card (O) |
| **Educational Details** | |
| 7 | 10th Mark list & Certificate (O) |
| 8 | 12th / Matriculation / Intermediate – Mark List & Certificate (O) |
| 9 | Graduation – Certificate & Mark List (M) |
| 10 | Post-Graduation - Certificate & Mark List (M) |
| 11 | Any other Degree / Full time course certificates (if any) (O) |
| **Previous Employment Details** | |
| 12 | Copy of last 3 months’ salary slips (M) |
| 13 | Copy of relieving letter for last 3 employments (M) |
| 15 | Copy of offer or appointment letter for immediate previous employment (O) |
| **Internal Document** | |
| 16 | Admin Check Documents – Only for candidates joining DBS (O) |
| 17 | DBS Security Policy (select client, if it is client specfic) (M) |
| 18 | Company Laptop Issued (O) |
| 19 | Company Mobile Issued (O) |
| 20 | Visiting card issued (O) |

**EMPLOYEE ONBOARDING CHECKLIST (As a part of Employee Master)**

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| --- | --- |
| **S.No.** | **Documents Required** |
| 1 | Resume Upload |
| 2 | Employee Information Form (HR Application) Upload |
| 3 | Passport size photograph Upload |
| 4 | First and last page of Scanned Passport Upload |
| 5 | FIN or NRIC Card Upload |
| **Educational Details** | |
| 6 | Graduation – Certificate & Mark List Upload |
| 7 | Post-Graduation - Certificate & Mark List Upload |
| 8 | Any other Degree / Full time course certificates (if any) Upload |
| **Previous Employment Details** | |
| 9 | Copy of last 3 months’ salary slips Upload |
| 10 | Copy of relieving letter for last 3 employments Upload |
| 11 | Copy of offer or appointment letter for immediate previous employment Upload |
| **Internal Document** | |
| 12 | Admin Check Documents – Only for candidates joining DBS Upload |

Email onboarding checklist to an employee

**EMPLOYEE ONBOARDING CHECKLIST MASTER**

Checklist Name

Location Singapore/India/Others

Options Default/Mandatory/Optional

Client Helius/DBS/… Add Template