**EMPLOYEE ONBOARDING CHECKLISTS**

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| --- | --- |
| **S.No.** | **Documents Required Singapore India** |
| 1 | Resume  0 |
| 2 | Employee Information Form (HR Application) |
| 3 | One scanned passport size photograph |
| 4 | First and last page of Passport |
| 5 | PAN & Aadhar Card (for India Nationals) |
| 6 | 18 digit number (for China Nationals) |
| 7 | FIN or NRIC Card |
| **Educational Details** | |
| 7 | 10th Mark list & Certificate |
| 8 | 12th / Matriculation / Intermediate – Mark List & Certificate |
| 9 | Graduation – Certificate & Mark List |
| 10 | Post-Graduation - Certificate & Mark List |
| 11 | Any other Degree / Full time course certificates (if any) |
| **Previous Employment Details** | |
| 12 | Copy of last 3 months’ salary slips |
| 13 | Copy of relieving letter for last 3 employments |
| 15 | Copy of offer or appointment letter for immediate previous employment |
| 16 | Last 3 months Payslips |
| **Internal Document** | |
| 17 | Admin Check Documents – Only for candidates joining DBS |

**EMPLOYEE ONBOARDING CHECKLIST (Location specific)**

|  |  |
| --- | --- |
| **S.No.** | **Documents Required** |
| 1 | Resume Upload |
| 2 | Employee Information Form (HR Application) Upload |
| 3 | One scanned passport size photograph Upload |
| 4 | First and last page of Passport Upload |
| 5 | PAN & Aadhar Card (for India Nationals) Upload |
| 7 | FIN or NRIC Card Upload |
| **Educational Details** | |
| 8 | Graduation – Certificate & Mark List Upload |
| 9 | Post-Graduation - Certificate & Mark List Upload |
| 10 | Any other Degree / Full time course certificates (if any) Upload |
| **Previous Employment Details** | |
| 11 | Copy of last 3 months’ salary slips Upload |
| 12 | Copy of relieving letter for last 3 employments Upload |
| 13 | Copy of offer or appointment letter for immediate previous employment Upload |
| **Internal Document** | |
| 14 | Admin Check Documents – Only for candidates joining DBS Upload |

**EMPLOYEE ONBOARDING CHECKLIST MASTER**

Checklist Name

Location Singapore/India/Others

ADD