

# Documents required to on-board a new employee

## IDENTITY CARD AND ADDRESS PROOF

- Aadhar Card of the employee
- PAN Card
- UAN
- Address Proof
- Driving licence
- Passport
- For EPFO updation - bank account details and IFSC code.

## BANK ACCOUNT DETAILS

- Aadhar Card of the employee
- Pan card of the employee
- Address confirmation with that valid ID proof, driving licence, passport
- UAN or PF id allotted by the previous company
- Bank account details with IFSC code

## FOR CHARTERED ACCOUNTS

- Membership letter

## EDUCATIONAL CERTIFICATES

- HSSC (STD XII)
- SSC (STD X)
- Graduation
- Post-graduation
- Any other certifications
- Passport size photo in formal wear.
- Email a coloured scanned copy of the photo.

## EXPERIENCE LETTER OR INFORMATION IF ANY

- Relieving letter
- Salary slip
- Form 11- Declaration form
- For UAN holders - Copy of the e-passbook
- Copy of e-passbook of previous employer to determine the EPS
- For employees whose salary is more than 15k and who are not a member of PF.

## FOR STAFF ACCOUNTS

- Form - 102  
103  
112

## TRANSFERRING STAFF ACCOUNTS

- Form 109 - Confirmation/Acceptance letter of transfer from the organisation.