

**COLLEAGUES CONSULTANTS PRIVATE LIMITED**

A-Wing, 1st Floor, A55/12, DLF Phase -1, Gurgaon -122002
Haryana (India)

JOINING DOCUMENTS**Employee Code****Document Copies**

Name of the Employee: - Mr. / Ms. / Mrs.

Letter of Intent/ Appointment Letter,

Schooling Certificate – Matriculation/ Higher Secondary/ Intermediate

Qualification Certificate – Training/ Diploma / Degree / PG Diploma/ PG Degree/ Ph. D.

Experience Certificate – Past Employer Appointment / Relieving Certificate

PAN Card No.

Aadhaar No.

Bank A/c

Bank

Branch

Address Proof –

1. Passport Copy - (Passport No. - _____),
Valid till _____,
Issued from _____,
2. Driving Licence (Licence No. - _____),
Valid till _____,
Issued from _____,

Affix
Recent
Passport
Size
Photograph

Dependent Family Members Details

<i>Name</i>	<i>Relation</i>	<i>Age</i>

I hear by declare that - I have submitted all the true copies of my certificates and all credentials. If any further document shall be required, I will submit the same by earliest.

Note:- All the documents shall be submitted within 15 days of joining of the employee

Signature -

Received (To be filled by HR Official)

I hear by declare I have received all the right marked documents.

Signature -	Name -
Designation	Department