**Joining Kit**

1. Welcome Note

This is the first page of Joining Kit and used to welcome new employee. Welcome note should be composed of following information.

* Welcoming new employee
* Write brief about your company and its policies which are employee friendly.
* Write about your website so that new employee can go through it to take more information.
* Write about content of Joining Kit. You can also describe importance and relevance of each document.
* Write about where to send filled Joining Kit along with other documents like educational proof, address proof, experience letter etc. This is for new employees who are joining at locations where HR is not situated.
* Provide official HR email id for future communication.
* Write closing message.

1. Joining Report

Signed by employee making sure he/she joined

1. Employee Information Form

Employee Details form designed by company

1. I Card Format

Details to be filled by employee in block letters and stamp size photo

1. PF Form-11 Declaration Form
2. PF Form-2 Nomination Form
3. ESI Form 1(Declaration and Nominee)
4. Gratuity Nomination Form
5. Confidentiality Agreement
6. Any other agreement
7. Self declaration form

I have read and understood the details in Joining kit

1. Form 12B

Info about tax and income from previous employer

1. Investment Declaration Form
2. Bank Account Opening Form
3. Check list of documents to be submitted by employee for Personnel File
4. Joining/Induction Feedback form