

Yoma Multinational Solution LLP

EMPLOYMENT FORM



PLEASE RETURN THIS FORM ALONG WITH YOUR DOCUMENTS, PLACED IN THE SELF-ADDRESSED ENVELOPE TO

Company representative where you are deployed / Yoma
Multinational Solution LLP local branch office

or Courier to : Yoma Multinational Solution LLP B
605,606,Oxford Chambers,Saki Vihar Road,Opp Saki Vihar Telephone
Exchange,Andheri East,Mumbai - 400072

FOR OFFICE USE ONLY: To be filled by Yoma Multinational Solution LLP Branch

Checklist

- | | |
|--|--|
| <input type="checkbox"/> Letter of Engagement Copy duly signed accepted | <input type="checkbox"/> Work Assignment Letter Copy duly signed accepted |
| <input type="checkbox"/> Employment form, with all fields filled up | <input type="checkbox"/> SIX Passport size photographs affixed in the space provided |
| <input type="checkbox"/> Form F: The Payment of Gratuity Act | <input type="checkbox"/> Form I: Nomination & Declaration form for wages |
| <input type="checkbox"/> Form 11: PF Exemption or Form 2: PF Nomination & Declaration | <input type="checkbox"/> Marriage Certificate (in case of name change for females) |
| <input type="checkbox"/> Pay-slip of last salary drawn | <input type="checkbox"/> Investment Declaration form (where applicable) |
| <input type="checkbox"/> Proof of Name and Date of birth (SSC Certificate / HSC Certificate / Birth Certificate / any other attested document showing date of birth and name / Affidavit on a Rs. 100/- stamp paper for proof of name) | |
| <input type="checkbox"/> Photo Identity (Passport / Driving License / PAN Card / Voter's ID / any authorised document showing photograph & name) | |
| <input type="checkbox"/> Proof of Address (Passport / Driving License / Voter's ID / Ration Card / Telephone bill / Electricity bill / any other document showing current address and name / Affidavit on a Rs. 100/- stamp paper for Address proof) | |
| <input type="checkbox"/> Graduation / Diploma Certificate (/ Provisional Certificate / Marks sheets in case certificate not received) if applicable | |
| <input type="checkbox"/> Work experience letter and/or relieving letter from last employer (or Resignation letter duly accepted by previous employer) | |

PERSONAL DETAILS

Employee id											Sex	Male Female	Date of joining														
Name																											
Date of birth													Marital status	Married Single Separated													
Current address													Mobile no														
													Telephone no														
													Bank A/c No														
													Bank Name														
	city						pin						Bank Address														
Email id																											
Permanent address													ISFC Code														
													PAN No														
													ESIC No.														
	city						pin						Emergency contact name														
													Emergency phone number														

FAMILY MEMBER DETAILS

Relation	Name	Date of birth	Residing with self
Father			Yes No
Mother			Yes No
Spouse			Yes No
Son Daughter			Yes No
Son Daughter			Yes No

Name of the person who will be nominee (of above):

QUALIFICATIONS (please attach photocopies of certificates)

Emp id:

Level	Board/Degree	Institute / University	From	To	Class obtained	Certificate attached
X						Yes No
XII						Yes No
Graduation						Yes No
Post Grad						Yes No
Other						Yes No

WORK EXPERIENCE

(mention last three employers only)

1. Organisation:			Designation:		
From:	To:	Emp id:	Net pay (PA):		
Reason for leaving:					
Job description:					
Reporting person: Name:			Desig:		Contact No:
2. Organisation:			Designation:		
From:	To:	Emp id:	Net pay (PA):		
Reason for leaving:					
Job description:					
Reporting person: Name:			Desig:		Contact No:
3. Organisation:			Designation:		
From:	To:	Emp id:	Net pay (PA):		
Reason for leaving:					
Job description:					
Reporting person: Name:			Desig:		Contact No:

PERSONAL REFERENCES

1. Name:		Contact No:
Address:		
2. Name:		Contact No:
Address:		

PROFESSIONAL REFERENCES

(provide one reference per company)

1. Name:		Company:	
Designation:	Email id:	Contact No:	
2. Name:		Company:	
Designation:	Email id:	Contact No:	
3. Name:		Company:	
Designation:	Email id:	Contact No:	
4. Name:		Company:	
Designation:	Email id:	Contact No:	

Please paste photographs here

Emp Id:

Paste photograph here 35mm X 45mm	Paste photograph here 35mm X 45mm	Paste photograph here 35mm X 45mm	Paste photograph here 35mm X 45mm
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DECLARATION

I declare that the information given in this personal data form and the certificates accompanying it is correct and complete to best of my knowledge and belief. I also understand that at any stage I may be asked to provide adequate justification of the facts stated above, and I would do so when called for. I accept the job and position given to me in all respect and will strive to work towards company core values and help to achieve its vision and mission.

Date:

Place:

Signature or Left / Right hand thumb impression of the Employee

Investment Declaration For The Year 20__ - 20__

Emp Id:

Government of India permits tax benefit on certain investments and expenses. This form declares the investments you propose to do in the current financial year to avail of tax benefits. This form is to be filled up and sent to us before your first salary is processed, or else it will be considered that there are no Investments and Income tax will be deducted based on your income. Employees joining in between the financial year will have to give a declaration stating their earnings and deductions from 1st April till time of leaving immediate previous employment; else it will be considered that their previous income for the completed part of the year was same as their current income. Proofs of Investments have to be submitted to us by 15th Feb, else they will not be considered for Tax calculation.

House Rent (Rent paid for the year)		Mediclaim (Limit Rs.10,000/- pa)		
Education Allowance (Rs.1200 / childX2)		Interest on housing loan		
Repayment of Higher Education Loan				
Deduction under section 80C (Max Rs.1,00,000/- including PF)				
Provident Fund	Life Insurance Premium	NSC/ NSS	Public Provident Fund	Interest on NSC
[provided by Payroll]				
Tuition fees for children	Infrastructure bonds	Principal Repayment	ELSS	Annuity / Pension plans

In case you were in employment for only part of the financial year, please check either of the statements:

- I have not been in employment with any organization during the rest of the financial year
- Enclosed Form 12B as per the provisions laid down in Income Tax Act showing earnings from previous employer(s) from April 01 of the year till date of joining the Company during the Financial Year

I hereby declare that the above investment declaration given by me to the company is true, correct and genuine to the best of my knowledge. In the event of the said investments not done on or before Dec 15th of the FY, I would be solely responsible for any tax/ interest/ penalty liability and I agree to pay the cost/ expenses incurred by the company even in the event of discontinuation of services of the company.

Signature