



PRODAPT - Onboarding Formalities (Interns - Fresher 2021 batch) DOJ - 31st March 2021

1 message

Preeth Priya G <preethpriya.g@prodapt.com>

Tue, Mar 30, 2021 at 1:18 PM

To: Preeth Priya G <preethpriya.g@prodapt.com>

Cc: Leo George S <leorgeorge.s@prodapt.com>, Sharmila S <sharmila.s@prodapt.com>, Shilveya Ranet Augustinraj <shilveya.a@prodapt.com>, Naveen G <naveen.g@prodapt.com>, Abinaya Vasuki T <abinayavasuki.t@prodapt.com>, Vijayan K <vijayan.k@prodapt.com>, Alvin I <alvin.i@prodapt.com>

Dear All,

Congratulations! We are excited to have you at **Prodapt**.

Kindly be available for your onboarding tomorrow (Virtual/Direct). MsTeams link & SPOC details for the respective work locations will be shared by EOD today via WhatsApp group/email.

And as informed yesterday, we request you to fill the attached forms & share along with the scanned copy of below documents as a part of onboarding formalities.

Required Docs (PROOF)

- PAN, Aadhar (only share scanned copy of original doc)
- Current address proof – Rental Agreement/Gas bill/Electricity bill (share if you have different address in Aadhar)
- Passport size photo
- Bank Proof - cancelled cheque leaf/e-signed bank statement/passbook (only share scanned copy of original doc, no photocopy/xerox)

Note:

- **If any of the above proof documents are not attached, mention the same while you reply.**
- Consolidate all documents, forms & send in 1 email.
- Add your name in the subject of this email while you reply – For eg., **PRODAPT - Onboarding Formalities (Interns - Fresher 2021 batch) – "YOUR NAME"**

Best Regards,

Preeth - Executive HR

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