
Your Joining with NatWest Group-22-Apr-2024

Ajay Prabhakar Jaiswar <ajay.jaiswar@fadv.com>

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Cc: Balaji AA <balaji.aa@fadv.com>, Hemalatha <Hemalatha@fadv.com>, Omkar Gajanan Desai <omkar.desai@fadv.com>

Welcome Aboard



Dear Candidate,

Welcome to the NatWest Group! We are thrilled to have you aboard and look forward to seeing you on your start date on **22-Apr-2024**. You will be welcomed by **Deshraj/Pallavi** who will be your candidate partner and support you throughout the onboarding process.

Some important information for your easy reference.

Address: Natwest Group, Building no. 1, Tower A, Candor Tech Space, Sector-21, Gurugram- 122002

Reporting Time: 8:30AM

Agenda:

8:30AM	Report at the reception (Stepping in later than 30 minutes, will not be considered for the same day onboarding)
9:15AM	Commence joining formalities; Complete paperwork, such as filling HR forms, furnishing originals documents, bank account opening and so on
1:00–2:00 PM	Lunch break
2:00–5:30PM	Induction sessions

We request you adhere to the schedule above since any delay may have an impact on the completion of joining formalities.

For a seamless onboarding experience, please ensure the listed documents and details are readily available. It's mandatory to carry the originals of the PORTW and POI documents failing to carry will impact your joining.

On Day 1:

- PAN Card (3 photocopies + original)
- eAadhar Card (3 copies + original)
- Provident Fund number of your last organization (If applicable)
- UAN Number (If applicable)
- Date of Birth of your parents/spouse (Dates only, documents are not required)
- Evidence of an operational bank account (Indian)- carrying your name, account no. and IFSC code – Examples: Cancelled cheque/Bank Statement/Passbook
- Passport size photographs (white background) – 2 copies
- Proof of the last working date from the previous employer (If applicable)
- Foreign National- Valid passport with embedded photograph and employment visa/ OCI/ PIO- (3 photocopies + original)
- Form 2 – 2 Copies of online filled form as available on the EPFO portal (Refer e-nomination pdf for steps)
- Passport/Voter Id/ Ration Card/Family Card (3 copies + original) * **PORTW document submitted at the time of Pre Employment Screening, failing to carry the originals will impact your joining.**
- Proof of Aadhar linked to the UAN on the EPFO portal
- Path: UAN page > Home (where beside Aadhar it will be mentioned as ‘verified’). Refer the attached sample screenshot
- Ensure that your PAN is Linked with Aadhar, Link immediately if not done

Mandatory Action

Once you receive Workday credentials, kindly update your bank account details along with the bank proof on Workday. Follow the steps below to complete the action.

- **Bank account Update:**

Workday > Click on View profile > Payment Elections > Account number and IFSC code to be updated

- **Upload Bank proof in the personal documents:**

Workday > Click on View profile > Personal > Documents > Add > Select Files > Select Document category as “Others” and comment as “Bank Proof” > Upload

Dress Code: Smart Casuals

For any clarifications, please feel free to reach out to me. I am available between 9AM and 5PM from Monday to Friday.

***Note:** Attached is the information pertaining to parking facility basis your joining location.*

Thanks & Regards

Ajay Jaiswar

FADV-Mumbai

M-8898913513

UAN Screenshot.png, E-Nomination process.pdf, Parking information for Day 1.pdf