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- Work experience certificates
 - Education certificates
 - Date of birth certificate
 - Passport size photographs
 - Address proof
- Valid photo identification cards (PAN, Aadhaar, Driving Licence etc.)
Salary slips or Payslips (from the previous employer)

Statutory declaration forms

- Provident Fund (PF) nomination form
 - Employees' State Insurance (ESI) declaration form
- Income tax declaration form (Form 16) (from a previous employer)

Universal Account Number (UAN)

- Apply for a UAN if the new employee does not have one
- But if they are already allotted one from previous employment, Provident Fund (PF) contributions can be linked to the existing UAN, thereby simplifying the process

For further information, refer our article [Universal Account Number \(UAN\)](#)

Medical history

Knowing the status of health condition and the new employee's medical history is necessary to extend benefits as suitable or for considerations for on-field and out-station assignments. It is also essential to choose the insurance and medical policy that the employer has to cover for.

Arrangements of:

- Employee identity card
 - Job starter kit
 - Work station/cabin
 - Access card
- Company vehicle (if required for the job profile and eligible)
- Temporary accommodation (if provided by the terms of employment)