

CRISIL – an S&P Global Company welcomes you on board!

**Read below instructions carefully for completion of the joining forms and submission of supporting documents.**

**FOR ALL INDIA EMPLOYEES**

**A) Joining Forms:**

Please refer your Education; Previous Employments; ID & Address Proof documents when filling the forms online.  
(Fill all forms in **Proper Case** (for example - Personal Data Form) and Use Date Format as – DD-MMM-YYYY wherever applicable)

**Important Points to be Noted :**

**1) Joining Report –**

- a. Provide complete details with Signature.
- b. Details to be filled on the Date of Joining – HR will share the Date of Joining; Joining Department & Location
- c. Period of Stay to be stated in **MMM-YYYY** Format (Kindly mention in **column From – the Start date (month-year)** and in **column To – Current date (month-year)**)
- d. Mobile No. Format will be: country code – mobile no.;
- e. Land Line No. Format will be: country code – city code – phone no.

**2) Gratuity Form F – Total 1 copy** of this form to be filled and submitted

- a. **In Nominee (s) – Proportion by which the gratuity will be shared** – the percentage has to be totaled to 100%. Distribute 100% amongst the nominees mentioned
- b. **In Statement** – Village, Thana, Sub-Division, Post-Office and District - Optional; **State** – mandatory to be mentioned
- c. **Declaration by Witnesses** – Mention date and your Signature under Acknowledgement by the employee

**5) Form 2 Revised (Provident Fund Nomination Form) – Total 3 copies** of this form to be filled and submitted

- a. **Emp. Code** – HR will share on the Date of Joining
- b. **Pt. No. 6 - Account No.** - Leave this blank
- c. **Part A (EPF)** - the percentage has to be totaled to 100%. Distribute 100% amongst the nominees mentioned. **Date of Birth of Nominees** to be written in this format – dd/mm/yyyy
- d. **Part (EPS)** – Para 18 – Optional
- e. **Para 2 (vii) of the Employee's Family Pension Scheme** – Optional

**6) EPFO Declaration Form 11 – Total 2 copies** of this form to be filled and submitted.

- a) This form is to be **filled online** mandatorily. Hand-written forms will not be acceptable.
- b) **Fill the form in CAPITAL letters**
- c) **IMP. Points in detail :**
  - Pt. No. 1 – **Name of the member** – as per AADHAR Card (Mandatory)
  - Pt. No. 2 – **Father's Name** – to be filled by Men and Single Women; **Spouse Name** – to be filled by Married Women
  - Pt. No. 3 - Date of Birth: ( DD/MM/YYYY )
  - Pt. No. 4 - Gender: (Male/Female/Transgender)
  - Pt. No. 5 - Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)
  - Pt. No. 6 – **E-mail ID and Mobile No.** (Mandatory) – mention one below the other
  - Pt. No. 7 - Present employment details -
    - Date of joining in the current establishment (DD/MM/YYYY) – that is, CRISIL Ltd.

Pt. No. 8 – **KYC Documents submission** is Mandatory along with Hard copy of the EPFO New Form 11 (mention one below the other)

- Bank Account No. – Details of your existing bank account and IFS Code – Criteria for Bank A/c needs to be Permanent and Individual Account No.
- Aadhaar Number - Mandatory
- Permanent Account Number (PAN) - Mandatory

Pt. No. 9 – **Whether earlier a member of Employees' Provident Fund Scheme, 1952** - Yes/No - Tick -

- **YES** – only if you have existing PF account number &
- **NO** – if you are a Fresher or PF is withdrawn after exiting from your previous organization

Pt. No. 10 – **Whether earlier a member of Employees' Pension Scheme, 1995** –

- If you have received the Employees' Pension Scheme / EPS No. from your previous organization – then tick “YES”. If not received – “NO”

Pt. No. 11 – **Previous Employment Details - Un-exempted** (prior to CRISIL) - (if Yes to 9 **AND/OR** 10 above)

- Establishment Name & Address
- UAN No. (12-digit Number) (can be found in your previous employment's Pay-Slips)
- Previous PF Account No. ( PF Member ID – can be found in your previous employment's Pay-Slips ) ( Format for eg., MH/BAN/12345/000/4567 )
- Mention Date of Joining and Date of Leaving
- Scheme Certificate Number and PPO Number – If received from your Previous Employer
- Non Contributory Period (NCP) Days - Nil

Pt. No. 12 – **Previous Employment Details - For Exempted Trusts** (prior to CRISIL) – (if Yes to 9 **AND/OR** 10 above)

- If your previous organization is maintained by a Trust, then please provide all the details

Pt. No. 13 – **International Worker** – Tick “NO” (as you are not part of International Worker)

**Undertaking –**

- Date: <Date of Joining>
- Place: <Joining Location>
- Signature of Member

**Refer below Page for [Submission of PRINT Copy](#) of above Joining Documents –**

**B. Supporting Documents (PRINT COPY) to be submitted along with Joining Forms (Refer A):**

- 1) Photographs** – Please carry –
  - a. 2 Passport size Photographs
  - b. Color of background - White or Off-White
- 2) Previous Employment Documents** (Past 5 years' employments) (Clear and Uncut Photocopies of each document which has details of Period of Employment and Designation)
  - a. Resignation acceptance e-mail / letter of immediate previous employment (that is, immediate prior to CRISIL)
  - b. Relieving letter or Experience Certificate for all the previous 5 employments, as applicable

**3) Education Documents** (Clear and Uncut Photocopies of each document) –

*Mark sheets for all Semesters & Degree Certificate (In case you have not received your Final Semester Mark sheet / Consolidated Mark sheet, please submit the Provisional Certificate received from the Institute and provide tentative date of receiving the document)*

- a. Post - Graduation
  - b. Graduation
  - c. Certification: (CFA / FRM / Others, if any)
- 4) ID & Address Proof Documents** (Self-Attested, Clear and Uncut Photocopies of each document required) -
- a. ID proofs - PAN Card & Aadhar Card (Mandatory). If not available, please apply and share the acknowledgment document
  - b. Address proof – current and permanent (as applicable) –
    - Driving License / Election Card / Ration Card / ESIC Card or any other relevant document
  - c. In case of any change in your Original Name to New Name – Please furnish copy of relevant documents
  - d. If you are staying in a rented apartment after Relocating – Share Rent Agreement copy as Current Address Proof
- 5) Original Cancelled Cheque** - of any of your existing and active bank account (hard copy) - Mandatory

**IMP. NOTE:**

For employee joining at CRISIL Office Locations –

Please carry Print-out of all the filled-in Joining Forms duly signed by you along with above said supporting documents on the Date of Joining at your respective Joining Location.

For Out-Locations (With no presence of CRISIL Office) –

Please take print-out of filled-in Joining Forms with your Signature along with above said supporting documents and courier it to **Ms. Rupali Papde, CRISIL Limited, CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai – 400076** **within 5 working days from your Date of Joining.**

3/3

**About CRISIL Limited**

CRISIL is a global analytical company providing ratings, research, and risk and policy advisory services. We are India's leading ratings agency. We are also the foremost provider of high-end research to the world's largest banks and leading corporations.

CRISIL is majority owned by S&P Global Inc., a leading provider of transparent and independent ratings, benchmarks, analytics and data to the capital and commodity markets worldwide.

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**CRISIL Limited:** CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai – 400076. India

Phone: + 91 22 3342 3000 | Fax: + 91 22 3342 3001 | [www.crisil.com](http://www.crisil.com)

[in/company/crisil](https://in/company/crisil) [info@CRISILLimited](mailto:info@CRISILLimited) [f/CRISILLimited](https://www.facebook.com/CRISILLimited) [in/user/CRISILLimited](https://www.linkedin.com/company/CRISILLimited)

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