



## **IM REQUIRED DOCUMENTS**

**1. PHOTO**

**2. SIGN SCAN COPY**

**3. PAN CARD**

**4. AADHAAR CARD**

**5. 10<sup>TH</sup>, 12<sup>TH</sup> MARK SHEETS**

**6. UG GRADUATION CERTIFICATE**

**7. BANK PROOF**(Cancelled Cheque / Bank Pass Book )

**8. INCOME PROOF**(Last 3 Month Salary Slip/ Last 3 Month Commission Statement/  
Last Assessment year ITR / Form 16/Income Certificate issued by Employment Exchange/6  
Months Bank Statement)

**9. NOC DOCUMENTS**(Only for Experienced persons in Insurance Industry)

- a. If code Terminated status- Declaration for Code surrender
- b. If code Inforce status- DP Mail & Declaration for code surrender

**10. UAN NUMBER & PF Number** (If have PF account)



## **EMPLOYEE PERSONAL DETAILS**

1. Employee Name :
2. Father name :
3. Spouse Name :
4. Mobile Number :
5. Emergency Contact Number :
6. Personal E-Mail Address :
7. Blood Group :
8. Marital Status : Single / Married
9. Nominee Name(for PF) :
10. Relationship with Nominee :

### **Occupation Details:**

11. Current Company :
12. Current designation :
13. Current Salary :
14. Total Work Experience :

### **Family Members Details:**

Name	DOB	Relationship

**Date :**

**Employee Signature :**