



TDCX Pre-employment Requirements Checklist

This is to acknowledge that the following pre-employment requirements were clearly discussed during the job offer process facilitated by Talent Acquisition. Furthermore, I understand that the job and my employment with TDCX are contingent upon satisfactory completion of all required process and verifications to meet employment eligibility, including but not limited to pre-employment medical screening, background checks (such as employment, financial/ credit, criminal, identification, references), and other regulatory requirements

Printed Name and Signature/ Date

A. MANDATORY REQUIREMENTS

Requirements listed below should be submitted before Day 1

REQUIREMENT	PROCESS	VALIDATION				
DAY1 COMPLETION OF ONLINE ONBOARDING	Please check your personal email to complete your online onboarding forms, subject is "ONB PROD". Kindly do the necessary and complete the paperwork. Once you see the Sign Forms part, click the button and digitally sign all the forms, last part should be Submit all Documents . This should be done before your Day 1.					
DAY 1 NBI CLEARANCE	This must be valid within 6 months					
DAY 1 SSS PROOF	Please submit a PHOTOCOPY of any of the following: SSS Digitized ID, SSS E1/E4 form, OR SSS Verification Slip. *UMID and Payslip is not VALID					
DAY 1 TAX IDENTIFICATION NUMBER PROOF	Please submit a PHOTOCOPY of any of the following: BIR TIN ID, any forms received by BIR (1902/1905/2305) or any official document showing your TIN.					
DAY 1 PHILHEALTH MDR FORM/ NEW PHILHEALTH ID	Please submit a PHOTOCOPY of any Philhealth MDR or ID, any forms received by Philhealth or official document showing your Philhealth. Payslip is not valid.					
DAY 1 PAGIBIG PROOF	Please submit a PHOTOCOPY of any PAGIBIG form/ID, any forms received by PAGIBIG or any official document showing your PAGIBIG. Payslip is not valid.					
DAY 1 BIRTH CERTIFICATE	2 clear photocopies of birth certificate					
DAY 1 PRE-EMPLOYMENT MEDICAL EXAM	Please proceed to Nicatto Health Dynamics 1405 The Jollibee Center Building, San Miguel Ave. Ortigas Center, Pasig City. Open from Monday to Saturdays from 9:00 am to 5:00pm. Please bring a valid government ID.					
DAY 1 BANK FORMS	Please ensure that all information is correct and fields requiring your signature are completed (Signing on DAY 1)					
DAY 1 GOVERNMENT ISSUED IDs	Provide clear photocopies of (2) of the Government IDs (2 Valid IDs) listed below: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">Primary IDs: 1. UMID/SSS 2. Passport 3. PRC ID</td> <td style="width: 50%; vertical-align: top;">Secondary IDs: 1. TIN 2. Philhealth 3. PAGIBIG with Signature 4. Postal ID (laminated)</td> </tr> <tr> <td style="vertical-align: top;">4. IBP ID 5. GSIS E-Card/ID</td> <td style="vertical-align: top;">6. Driver's License 7. PWD ID 8. Voter's ID</td> </tr> </table>	Primary IDs: 1. UMID/SSS 2. Passport 3. PRC ID	Secondary IDs: 1. TIN 2. Philhealth 3. PAGIBIG with Signature 4. Postal ID (laminated)	4. IBP ID 5. GSIS E-Card/ID	6. Driver's License 7. PWD ID 8. Voter's ID	
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B. ADDITIONAL REQUIREMENTS

Should be submitted one (1) month from date of hire.

REQUIREMENT	PROCESS	VALIDATION
1x1 ID Pictures	3 pcs. 1x1 pictures in white background; affix name at the back	
ACADEMIC CREDENTIALS	Photocopy of Transcript of Records/ Diploma for graduates, or academic credentials (for non-graduates)	
MARRIAGE CERTIFICATE	3 clear photocopies of marriage certificate, if applicable	
DEPENDENT/S' BIRTH CERTIFICATE	3 clear photocopies of dependent/s' certificate, if applicable	
BIR 1905 FORM	Kindly transfer current RDO code (previous employer) to your residence RDO.	
BIR 2316 FORM/Non-Submission Waiver (Tax Refund Requirement)	Most recent BIR 2316 (from previous employer, usually given with COE and final pay) if with previous employer prior joining TDCX for the year 2020. <i>If 2316 is not yet available, a Certification of Non-Submission Form needs to be signed and notarized, and to be submitted to Talent Acquisition - Onboarding</i> If no previous employer for 2020 , please present non-submission waiver - have it notarized before submitting.	
CERTIFICATE OF EMPLOYMENT	Photocopy of Employer Clearance Form/ Certificate of Employment (from 3 most recent previous employers)	
You may send in some of your scanned document to RecruitmentOnboarding.ph@tdcx.com *NOTE: NBI Employers Copy, 1x1 pictures and notarized waiver- should be submitted originally		
<p>This is to confirm that I have submitted/ complied with the requirements. I claim responsibility to complete pending requirements on or before _____. I understand that non-compliance will result to deferment of my start date with TDCX or non-regularization of my employment. I also understand that anything that I have provided to TDCX is considered company property and cannot be retrieved at any time.</p> <p style="text-align: center;">_____ Employee Name and Signature/ Date</p>		

Proprietary Information:

None of this information shall be divulged to persons other than TDCX Philippines employees authorized by the nature of their duties to receive such information, or individuals or organizations authorized TDCX Philippines with existing policy regarding release of company information.

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Classification:

PUBLIC (Type A) – Lowest Sensitivity – Everyone can access

INTERNAL (Type B) – Medium Sensitivity – TDCX data for all direct and non-direct human resources

CONFIDENTIAL (Type C) – High Sensitivity – Client Data, TDCX Business trade secret (Matrix)

HIGHLY CONFIDENTIAL (Type D) – Highest Sensitivity – Personal Information, Credit Cards, Financials

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