



Unicharm India | Pre Joining Formalities | Venkatesan Everest

1 message

Megha Kumari <megha-kumari@unicharm.com>
To: Venkatesan GE <Britvenkat@gmail.com>
Cc: deeksha govil <deeksha-govil@unicharm.com>

Mon, Jun 24, 2024 at 4:00 PM

Dear Venkatesan,

As part of Unicharm pre-joining process, a candidate needs to undergo-

a) Medical check up

The medical tests shall be conducted by Mediwheel team and they will reach out to you for further details. Kindly proceed as per the guidance provided and confirm back on this e-mail once your tests are done.

Contact Person -

Antriksh (Mediwheel) - 8527862479

Note - The medical check up needs to be completed before joining Unicharm India.

b) Background verification

c) Documents to be filled up-

- i) Unicharm Application Form
- ii) PF Form 11 & Form 2
- iii) Gratuity Nomination Form (Specimen is attached as to how to fill up the form)
- iv) Rules of employment (to be signed on each page)
- v) Background Verification Form

d) For **Salary processing** we have a tie up with ICICI Bank - In case you have an ICICI bank account, kindly share the details. If not, then kindly confirm, basis confirmation we shall initiate the account opening once you join Unicharm.

Meanwhile request you to kindly share **cancelled cheque** of your personal account.

e) Please share a clear picture of yourself.

f) **Imprest Facility** - Imprest is the amount that is credited to your Account on your request in the early days of your joining, This amount is given to facilitate your initial expenditures like Travel expenditures, phone expenditures etc. You can apply for **Rs 10,000/-** for Imprest Advance. Please share this form once you join after taking your manager's signature.

Please fill the imprest form and get it signed by your supervisor and share the same **at the time of joining**, in case you wish to avail it. In case you don't, please let us know.

Points to be considered :

1. The amount will only be transferred to those who apply for the same with the attached Imprest Requisition Form. Those who fail to apply for the same in the first month of joining will not be liable to claim it further.
2. Imprest amount shall be recovered from employee at the time of their Full and Final settlement on separation from Unicharm India.

Please share the soft copy of the documents by **26th June 2024**, we shall check them and subsequently will let you know when to courier to the following address-

Unicharm India, Pvt. Ltd., 5th Floor, No. 501 to 508 & 510 to 518, Centrum Plaza Building, [Golf Course Road, Sector-53, Gurgaon - 122002](#)

In case of any query, please feel free to check.

Thanks & Regards

Megha Kumari
HR-Executive | Sales Unit-1
Unicharm India Pvt. Ltd.

