

On 12 Jun 2019 11:17 am, "Francis, Tony (Allianz Technology, externer Mitarbeiter)"
<EXTERN.FRANCIS_TONY@allianz.de> wrote:

Dear Namitha Baker ,

Congratulations! We are pleased to let you know that you have been selected for the position **Customer Service Associate**.

Herewith, please find attached your offer letter.

We would appreciate if you can confirm and send us an **acceptance of offer on or before 14-June-2019**.

Kindly note, employment is subject to **successful completion of reference and background checks**.

Your date of joining will be : **17-June-2019**.

Please ensure you report at the following **venue by 09.30 AM**.

Allianz,2nd Floor, Bhavani, Technopark, Trivandrum, Kerala, India - 695 581

Contact Person / Team : Tony Francis - HR TA

Following are the mandatory list of documents you will need to bring on your date of Joining. Please note that onboarding is subject to the Originals being shared. Failure to show the Originals would lead to a delay in the Onboarding process.

- 1. Educational Certificates (10th, +2, Graduation) (1 Copy & Original)
- 2. Experience Certificate (1 Copy & Original)
- 3. Relieving letter from the past employer(s) (1 Copy & Original)
- 4. Pan Card (1 Copy & Original)
- 5. Previous Employers Pay Slips - Last 3 months
- 6. Address Proof (any of these): Passport, Driving License, Ration Card, Voter -ID, Rental Agreement (1 Copy & Original)
- 7. Recent Passport size photo graph (2 - On the date of joining)
- 8. One Cancelled Cheque Leaf (If you are continuing your existing bank account)
- 9. Aadhaar Card (1 Copy & Original). Aadhaar Card is mandatory for Statutory Benefits (PF /ESI).
- 10. Universal Account Number (UAN) & Employee State Insurance (ESI) Number, if you have received it from your Previous Employer.
- 11. Offer Letter Copy.

We welcome you to Allianz family and wish you a long and successful career with us.

Looking forward to hear from you.