

GUIDE THROUGH THE ADDITIONAL NEW HIRE FORMS

In preparation for your commencement, please complete the following pre-hire documents for Singapore.

Please provide a copy of the following documents

- **Confidential Information and Inventions Employee Agreement (1 signed copy)**
- **Copy of highest education certificate**
- **Copy of your national identification card (front and back)**
- **Copy of your CV/Resume**
- **Copy of Singapore Employment Pass (if applicable)**
Foreign professionals require a valid Singapore Employment Pass (EP) for gainful employment in Singapore. Please provide a copy of your issued Employment Pass
- **Screenshot of Bank Details (Name, Bank Account Number, etc.)**
- Please be advised that the insurance enrollment process is as follows:
 - Please upload a copy of the following documents for each dependent you list in the Personal Information Form (PIF) so they can be insured. Failure to provide the supporting documents may impact your insurance coverage:
 - **Spouse** – Marriage Certificate
 - **Children** – Birth Certificate
 - Please be advised that if the dependent information is not given in Personal Information Form, they will not be enrolled together with you. If you decide to add someone after filling in the PIF, please contact AskHR@hitachivantara.com (before your start date) or create a case on the AskHR Portal (after your start date).

to:

AskHR via the paperclip icon in the task page.

Thank you for taking action on these important items in a timely manner.

Thank you,
Human Resources