

<< To be printed on the Company Letter Head >>

Letter of Employment

Certificate Applicant Information

First Name: _____

Last Name: _____

E-Mail ID: _____

I, (Name of the Authorised Signatory) _____ certify that on (Date) _____, (Name of the Certificate Applicant) _____ is an employee of our organization (Organisation Name) _____ and that the Applicant's Employee ID is (Employee ID) _____. I acknowledge by my signature, that the Applicant information in this document is complete and accurate as per our office records.

(Signature of Authorised Signatory)

(Company Seal)

Details of Authorised Signatory

Full Name: _____

Organisation Name: _____

Designation: _____

Email Address: _____

Phone Number: _____



General Instructions

- Signature of the applicant should be in **Blue Ink only**
- Signature of the applicant should be as it is in ID proof
- Photo of the applicant in application form should be cross signed
- **Mention the Valid Mobile Number in the Application Form for Call Verification by Certifying Authorities.**
- All supporting documents should be attested by either of Gazetted Officer / Bank Manager / Post Master
- **For proof of attesting officer either one of the below is mandatory –**
 - Contact Details of Attesting Officer including the name, designation, office address and contact number. This should be as part of attestation. If provided separately, it should be attested either by Applicant or Attesting Officer.
 - **OR** Self Attested copy of Organizational Identity card of attesting officer
- Organizational Documents can also be attested by Authorized Signatory
 - If Organizational Documents are attested by Authorized signatory, attested copy of the organizational ID card of the Authorized signatory is mandatory.

List of accepted documents - Indian Individual

Identity Proof (Any one of below)	Address Proof (Any one of below)
<ol style="list-style-type: none">1. Passport2. PAN Card of the Applicant3. Driving License4. Post Office ID Card5. Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official6. Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments7. Any Government issued photo ID card bearing the signatures of the individual	<ol style="list-style-type: none">1. AADHAAR Card2. Voter ID Card3. Driving License (DL)/Registration Certificate (RC)4. Water Bill (Not older than 3 Months).5. Electricity Bill (Not older than 3 Months)6. Bank Statements signed by the bank (Not older than 3 Months)7. Service Tax/VAT Tax/Sales Tax registration certificate8. Property Tax/ Corporation/ Municipal Corporation Receipt



List of accepted documents - Indian Organization

Document Name	Company	Partnership	Proprietorship	AOP/BOI	LLP	NGO/Trust
Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip	√	√	√	√	√	√
Copy of Organizational PAN Card	√	√		√	√	√
Copy of Bank Statement (First 2 Pages)	√	√	√	√	√	√
Copy of Incorporation/Registration Certificate	√			√	√	√
Copy of AOA & MOA / Rules / Bye laws (First 2 Pages)	√			√	√	√
Copy of Last Income Tax Return / Audit Report & Annual Return / Self Affidavit with reason, if not available (First 2 Pages)	√	√	√	√	√	√
Copy of Partnership Deed / Trust Deed / LLP Agreement containing the List of Partners / Signatories (2 Pages)		√			√	√
Copy of Business Registration Certificate (S&E / ST / VAT)			√			
Proof of Authorized Signatory (Board Resolution)	√			√	√	√
Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity	√	√	√	√	√	√
Copy of PAN Card of Applicant, if PAN provided						

Office Address	Contact Details
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