



July 23, 2026

Hi XXX,

Welcome to the Arpeoh team! We are happy to have you join us.

Please see below for a list of required documents needed for onboarding you:

1. NIS Card
2. TIN Certificate
3. Identification Card
4. Headshot Photo
5. Valid Police Clearance
6. Academic Certificates
7. Two References
8. Bank Details (for compensation payment)
 - a. Bank Name
 - b. Bank Location and address
 - c. Type of account (savings or checking)
9. Your home address and local telephone number
10. An emergency contact
 - a. Name of contact
 - b. Relationship to you
 - c. Phone number
11. Copy of your birth certificate

Feel Free to send these as scanned copies and email attachments.

Once we have your home address, we can prepare your employment contract.

Best regards,

Mike Phillips