



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. Identification Card
2. Headshot Photo
3. Updated Resume
4. Bank Details (for compensation payment)
 - a. Bank Name
 - b. Bank Location and address
 - c. Type of account (savings or checking)
 - d. Routing Number (if applicable)
 - e. SWIFT Number (if applicable)
5. Your home address and local telephone number
6. An emergency contact
 - a. Name of contact
 - b. Relationship to you
 - c. Phone number

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