

Digital Marketing Associate Registration Checklist

VS Advocates Legal Solutions India Pvt. Ltd.

Section 1: Personal & Contact Information

1. Full Name (as per Aadhaar / PAN)
2. Date of Birth
3. Mobile Number & WhatsApp Number
4. Email ID (Official Communication)
5. Permanent Address
6. LinkedIn / Portfolio / Website Link (if available)
7. Educational Qualification
8. Professional Experience (in years or projects handled)

Section 2: Expertise & Work Areas

Please mention your area(s) of specialization:

Social Media Management (Facebook, Instagram, LinkedIn, etc.)

Google Ads / Meta Ads

SEO / SEM / SMM

Content Writing / Copywriting

Graphic Design / Video Editing

Lead Generation & CRM Management

Analytics / Reporting

You may tick multiple as applicable.

Section 3: Document Checklist

Please attach the following documents (scanned copies):

1. Aadhaar Card / PAN Card (mandatory for KYC)
2. Passport Size Photo
3. Updated Resume / CV
4. Work Portfolio (if available)
5. Past Experience Certificate / Client Reference (if any)
6. Bank Account Details (for payment release)

Section 4: Company Terms of Association

1. The Digital Marketing Associate shall perform assigned tasks as per the company's marketing and communication policy.
2. All creatives, ads, data, and marketing strategies remain the intellectual property of the company.
3. Associates must maintain confidentiality of all leads, reports, and campaigns.
4. Any false reporting or data sharing outside the company network shall lead to immediate termination.
5. Associates agree to comply with all digital advertising laws and Bar Council of India guidelines for legal service promotions.
6. Performance review and payment will be made based on task completion and verified output reports.

Section 5: Declaration by Applicant

"I hereby declare that the information provided is true and accurate.

I agree to follow all company policies, confidentiality standards, and performance rules during my association with VS Advocates Legal Solutions India Pvt. Ltd."

Name: _____

Signature: _____

Date: _____

Place: _____

Submission

Email your filled form and documents to: office@vsadvocateslegal.com

Or apply online at: www.vsadvocateslegal.com/career

Legal Compliance Note

This checklist is designed for professional collaboration and does not constitute an employment agreement.

All associates are governed by the company's internal policy, confidentiality clause, and the IT Act, 2000.