

# Retired Employees / Senior Consultant Registration Checklist

VS Advocates Legal Solutions India Pvt. Ltd.

## Section 1: Personal Information

1. Full Name (as per Aadhaar / PAN)
2. Date of Birth
3. Contact Number (Mobile & WhatsApp)
4. Email ID (for official communication)
5. Current Address
6. Permanent Address
7. Aadhaar / PAN Number (for verification)
8. Emergency Contact Details

## Section 2: Professional Background

1. Last Designation Before Retirement
2. Name of Previous Department / Organization
3. Total Years of Experience
4. Field of Expertise (Law / Administration / Accounts / Management / Other)
5. Area of Interest for Association (Consultancy / Mentoring / Review Work)
6. Reference / Recommendation (optional)

## Section 3: Document Checklist

**Please attach clear scanned copies of the following:**

1. ID Proof (Aadhaar / PAN)
2. Retirement Order / Service Certificate
3. Experience / Appointment Letter Copy
4. Latest Passport Size Photograph
5. Resume / Bio-data
6. Bank Account Details (for consultancy honorarium)

**Section 4: Terms of Association**

1. The Retired Professional shall act as a Consultant or Advisor to the company based on mutual consent.
2. All assignments will be project-based and non-exclusive.
3. The Consultant must ensure confidentiality of all company data, case materials, and strategies.
4. No external communication or representation shall be made on behalf of the company without written approval.
5. Payments / Honorarium shall be released only after submission of approved work reports.
6. The association shall follow all relevant provisions of the Companies Act, 2013 and IT Act, 2000 regarding contractual consultancy.

**Section 5: Declaration by Applicant**

“I hereby declare that all information provided is true and complete.

I wish to associate with VS Advocates Legal Solutions India Pvt. Ltd. as a consultant or advisor.

I agree to comply with company rules, confidentiality policies, and professional conduct standards.”

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### **Submission**

Email all documents to: [office@vsadvocateslegal.com](mailto:office@vsadvocateslegal.com)

Or register online at: [www.vsadvocateslegal.com/registration](http://www.vsadvocateslegal.com/registration)

### **Legal Compliance Note**

This checklist is for voluntary consultancy engagement with the company and does not establish an employer-employee relationship.

All retired professionals are governed by confidentiality and ethics policies as per the Bar Council of India and Company's HR rules.

