

Pre-employment Requirements Checklist

- **All requirements** must be uploaded through this link: <https://form.jotform.com/211311339889056>.
All requirements can be submitted in **SOFT COPIES**
- PDF converter: <https://online2pdf.com/#>
- Kindly follow this file naming convention:
Name of the Document – Last Name, First Name (e.g. Proof SSS – Dela Cruz, Juan)

PRIMARY - Priority	FILE FORMAT
Scanned copy or photo of valid NBI clearance. Schedule your NBI appointment here: https://clearance.nbi.gov.ph/	PDF
Accomplished medical exam routing slip with signatures/stamps from the clinic. NOTE: Result of the PEME must tag the candidate fit for work Schedule your online appointment here: <ul style="list-style-type: none"> • HP Luzon, Metro Manila, and Mindanao https://form.jotform.com/220041450744444 • HP Cebu https://form.jotform.com/232399265942467 	PDF
2x2 picture in office attire with a WHITE background	JPEG
Half-body picture in office attire with WHITE background – <i>please refer to the sample photo below</i>	JPEG
UnionBank Payroll Account Registration Form: https://form.jotform.com/211538942984467	N/A
Photocopy of 2 valid IDs – front & back portions (government-issued)	PDF
Photocopy of Marriage Contract (NSO/PSA) – <i>for married women</i>	PDF
Accomplished Philhealth PMRF – Coordinator to send via email from KMC Onboarding HelloSign	PDF
Accomplished Pag-IBIG form – Coordinator to send via email from KMC Onboarding HelloSign Please email a copy of your completed form to contactus@pagibigfund.gov.ph and your personal details. NOTE: Follow the step-by-step instructions here: https://bit.ly/3QkSuOa	PDF
Accomplished Promissory Note – Onboarding Coordinator to send via KMC Onboarding Team HelloSign after requirements submission	PDF
Accomplished HMO Dependent Form – <i>if the employee is willing to avail via salary deduction. Please ignore if not applicable</i> Note: <i>KMC will automatically enroll the EMPLOYEE (principal) for HMO upon submission of requirements</i>	PDF
Photocopy of Birth Certificate of Dependents – if applicable (NSO/PSA)	PDF
Copy of Updated Resume / Curriculum Vitae (CV)	PDF
Photocopy of Birth Certificate (NSO/PSA)	PDF
Proof of SSS Number - <i>either old SSS ID/E1 Form/screenshot of online verification – UMID is not accepted.</i>	PDF

Proof of PhilHealth Number - either MDR/Philhealth ID/screenshot of online verification	PDF
Proof of PAG-IBIG Number - either PAGIBIG Loyalty Card/MDF/screenshot of online verification	PDF
Proof of TIN - either stamped BIR form/ TIN ID/most recent BIR 2316/ITR/screenshot of ORUS or Revie TIN Verification	PDF
(Without existing TIN) Signed and accomplished printed copy of BIR 1902 forms (For enrollment)	Hard copy
(Without existing Philhealth No.) Signed and accomplished printed copy of PMRF (For enrollment)	Hard copy
(Without existing TIN and/or Philhealth No.) Signed and accomplished printed copy of Authorization Letter	Hard copy

SECONDARY – can be submitted after the start date	FILE FORMAT
Photocopy of Transcript of Records	PDF
Photocopy of Diploma	PDF
Photocopy of latest BIR 2316	PDF
Copy of Licenses (Driver’s, PRC, etc.) – if applicable	PDF
Copy of Passport – if applicable	PDF
Certificate of Employment	PDF

Sample Format for Half Body Picture for KMC ID creation:



IMPORTANT NOTES:

- Half-Body picture will be used as your KMC Company ID picture.
- Submitted ID pictures must be in .jpeg format.
- Must have a white background.
- Selfie-type half-body pictures are not accepted.
- You may opt for a studio-quality picture OR may take a photo within the comfort of your own home using a mobile phone or any device with a good-quality camera.

Step-by-step Process for NBI Clearance Renewal:



Guide for first time applicants for NBI Clearance:

<https://nbi-clearance-online.com/nbi-clearance/guide-to-apply-nbi-clearance-online/>

UnionBank Payroll Account Registration and Activation:

[Request to Open KMC Payroll Account](#)



For any inquiries, please don't hesitate to reach out to your respective Recruiter or Onboarding Coordinator or email us at kmc.onboarding@kmc.solutions.