



Dear colleague,

We hereby confirm that your screening has been successfully completed and you are therefore officially cleared to join ING Bank. We are sending you some introductory information.

FIRST DAY

On your first day, please arrive at **our reception desk on the 12th floor** at **9:00 a.m.** and ask for our HR colleague, who will then come for you.

Occupational health and safety/fire safety training

The training takes place online in your Instructor's system. Login details and link will be sent to your private email. Please complete the training on the day of your arrival.

PHOTO

Please send us your photo well in advance so that we can prepare your employee card. Email: ml-cz-bnk-hr@internal.ing.com

ADDITIONAL DOCUMENTS to be provided

Please bring the following documents on your first work day or during your first week with us:

- Employment confirmation document from previous job
- A copy of transcripts from the highest level of education you have completed.

Finally, please find attached the Working Rules Policy, where you can find practical information about working at ING Bank.

If you have any questions, please contact the HR team.