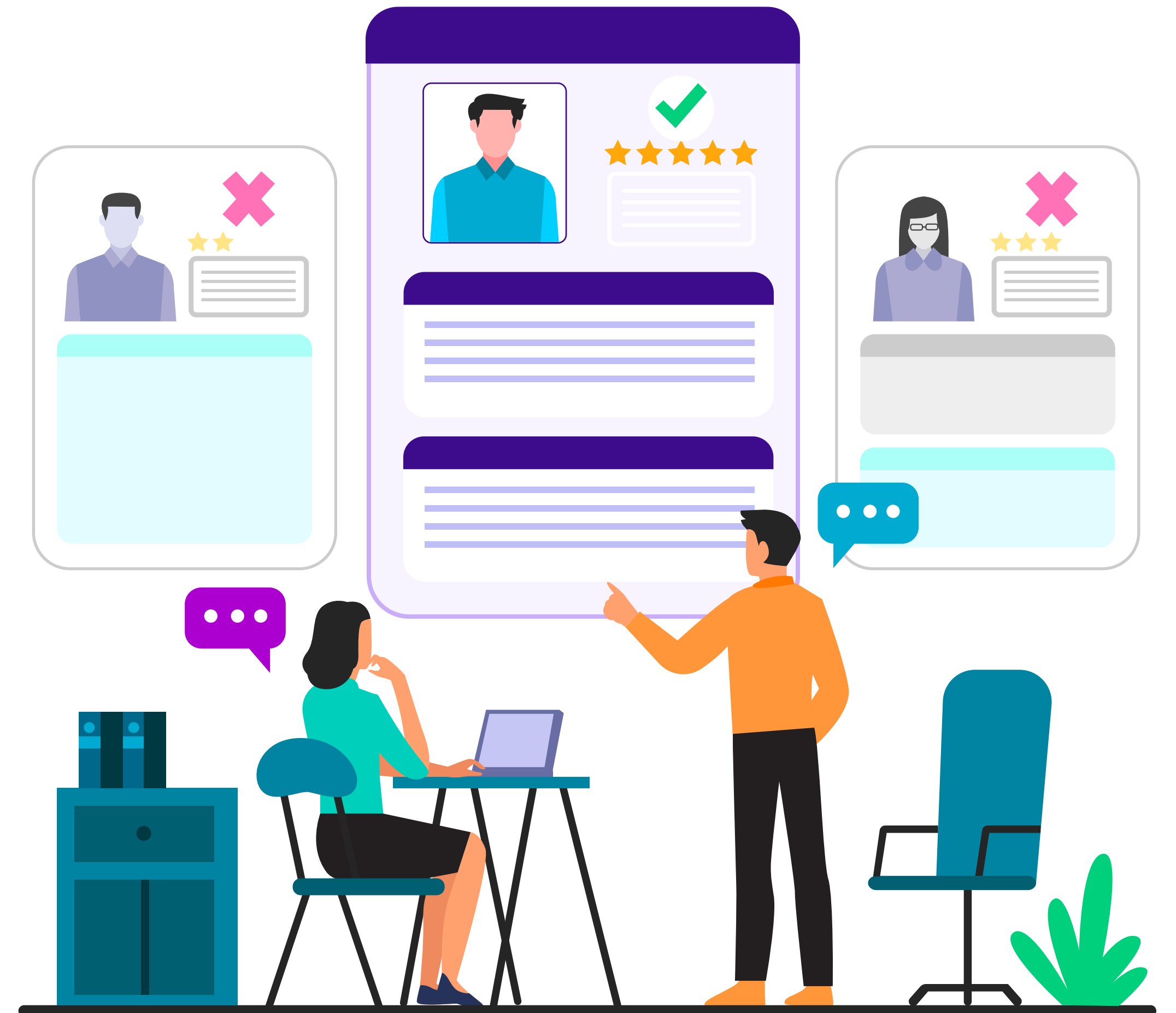




# Libertating HR Departments from Paperwork

[www.leegality.com](http://www.leegality.com)



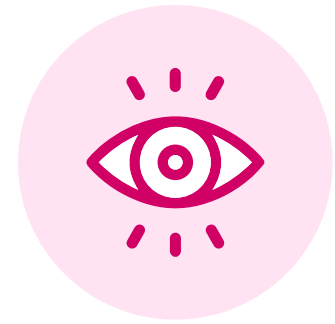
# Paperwork is an unavoidable part of dealing with employees



- Signed Appointment Letter
- Signed Employment Agreement
- Signed Non-Disclosure Agreement
- ESI Nomination Form
- Gratuity Slips
- Insurance Form Filled Tax Declaration
- Form 12 BB /Form 16/Salary Certificate
- PF Nomination Form
- Fit To Work Certificate
- Fit To Work Declaration Form
- Self attested Salary Slips Received or Bank Statement
- Resignation Email Received/Work Experience and Relieving Letters from Previous Employers
- Candidate Information Sheet + 2 Passport size Photos
- Attested ID and Residence Proof

**AND COUNTLESS OTHER DOCUMENTS.....**

# Physical paperwork is painful for HR/People Teams



## **Lack of visibility leads to uncertainty**

You are not sure if offer letters you sent out will actually return



## **Dilutes your employee experience**

Your employee's "first day of work" is usually spent on filling out and signing paperwork



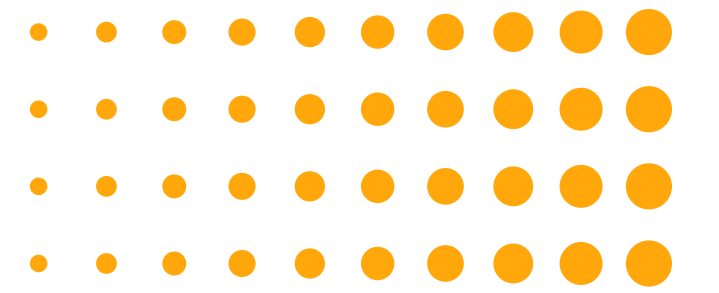
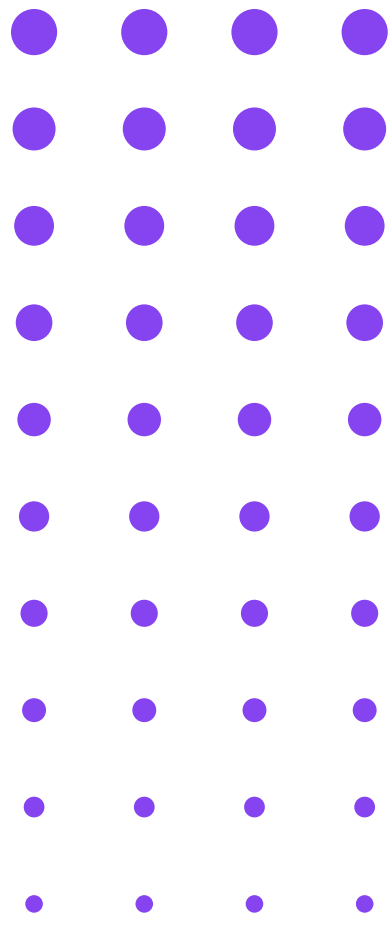
## **Diverts your HR teams focus from core work**

The logistics of paperwork – printing, couriering, following up, storing etc. means your teams spend less time on making the workplace better

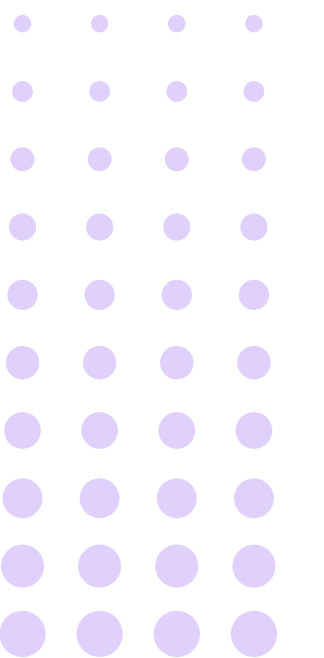


## **Creates legal risks**

Physical paperwork can be forged, damaged and lost – putting your NDAs, non-compete and non-solicitation rights at severe risk



# THAT'S WHERE LEEALITY STEPS IN

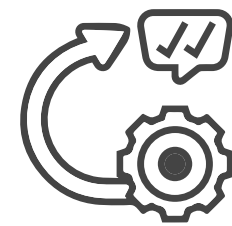


# Leegality provides a complete toolkit for HR Departments to manage paperwork execution



## 15+ eSign Options

Offer employees the widest range of options to sign digitally



## Automated Organization Signatures

With Automated eSign, your authorized signatory signs will be automatically affixed



## Get offer letters reviewed by hiring managers in the same flow

Get offer letters reviewed by Hiring Managers in the same digital flow



## Digital Stamping

Get employment agreements stamped digitally in a fast, secure and compliant way



## Enterprise Dashboard

A powerful dashboard that each of your team members can use to send out paperwork for signing



## Easy tracking and reminders

Track offer letters. Send reminders to candidates who haven't signed yet.

# With Leegality, your paperwork flow becomes a massive differentiator for your hiring process



## Your HR teams can focus on their core work

HR teams using Leegality don't need to spend any time dealing with paperwork logistics



## Elevates your employee experience

Employees can spend their first day on orientation and meeting their new colleagues



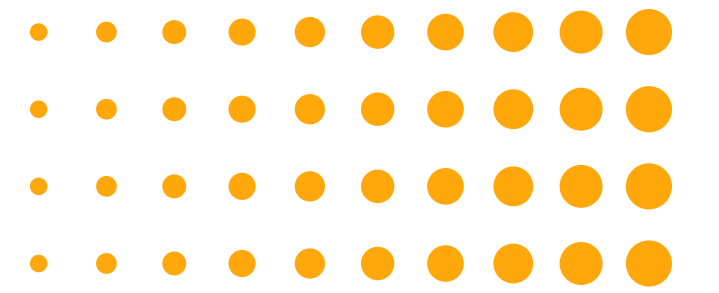
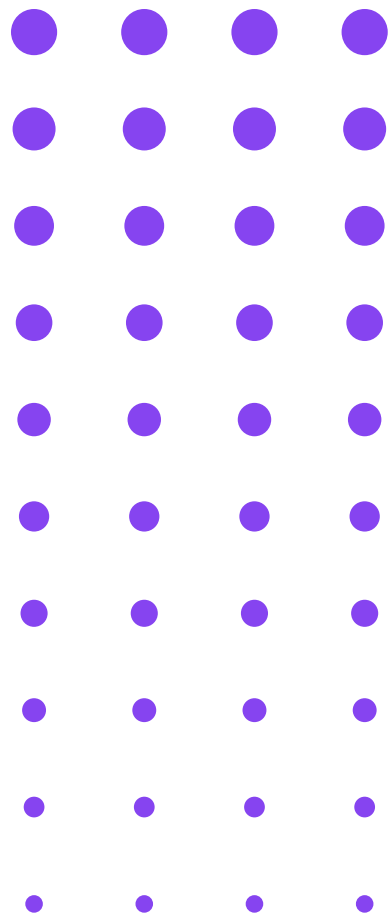
## Legally secure

Documents eSigned via Leegality come with a Secure Audit Trail that has presumptions of validity under the Evidence Act

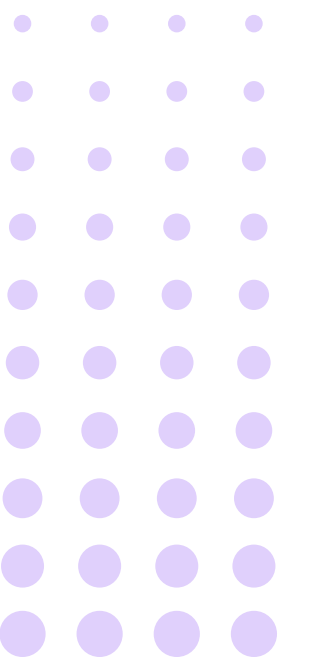


## Reduce Day 1 "no shows"

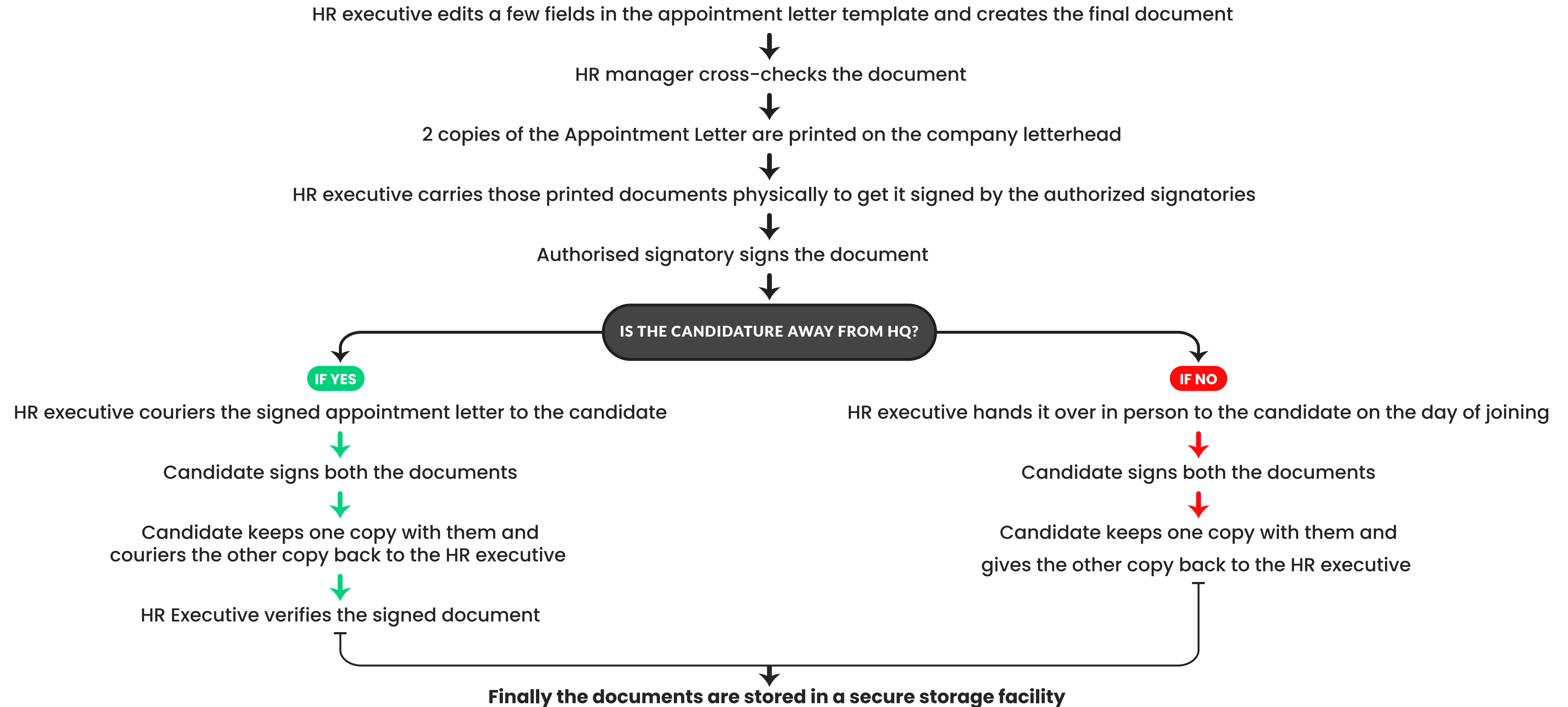
Get offer letters signed remotely before Day 1. Track status of unsigned offer letters and send reminders



**DON'T TAKE**  
OUR WORD FOR IT



# Here is the employee paperwork process for India's largest paint company before Leegality



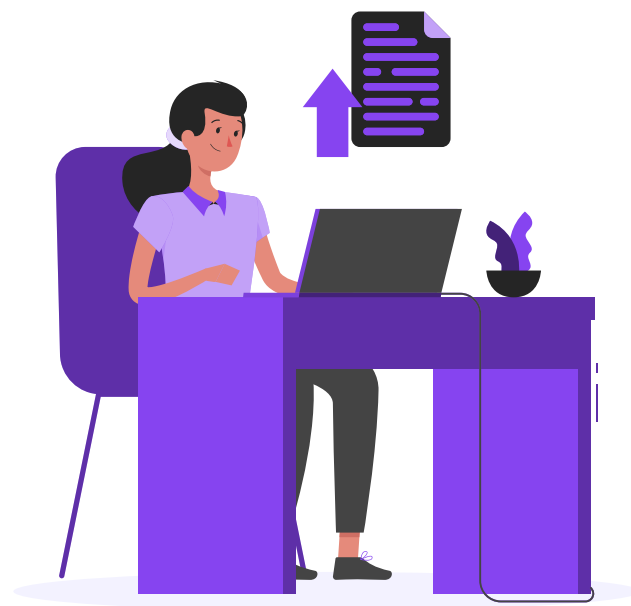


# Here is their employee paperwork process AFTER Leegality

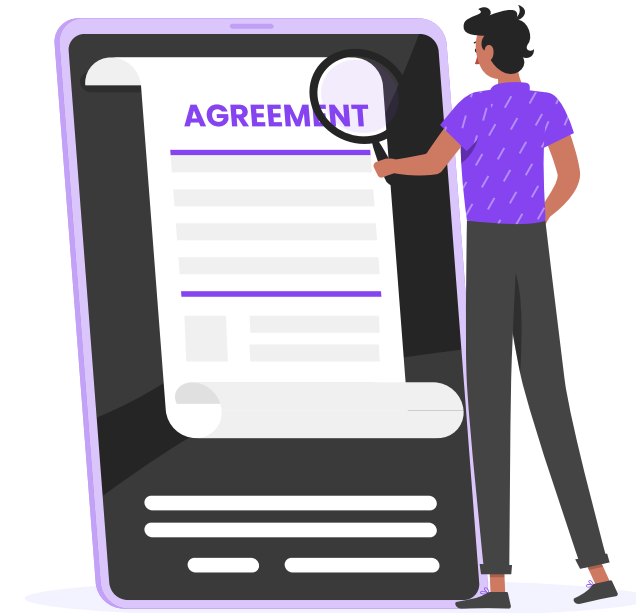


# We have a solution for campus hiring as well

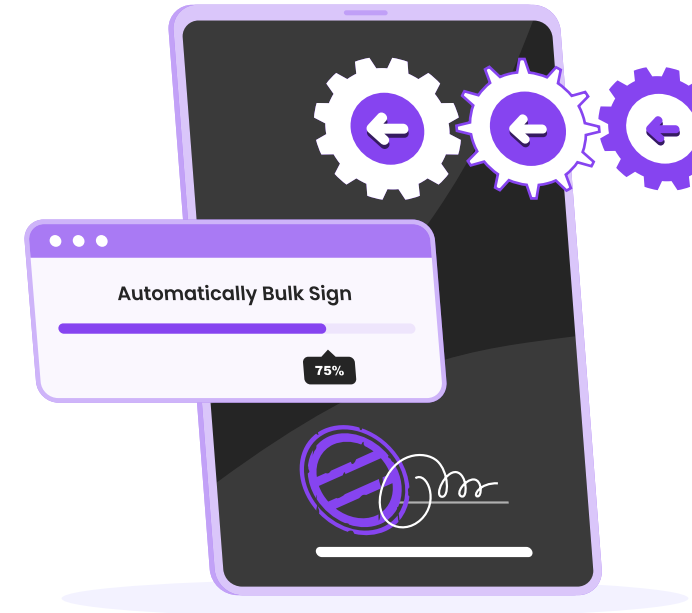
Bulk hiring can mean hiring tens or even hundreds of people on one day. This can be irritating – especially for your signatories. That's where Leegality Excel Journeys can help



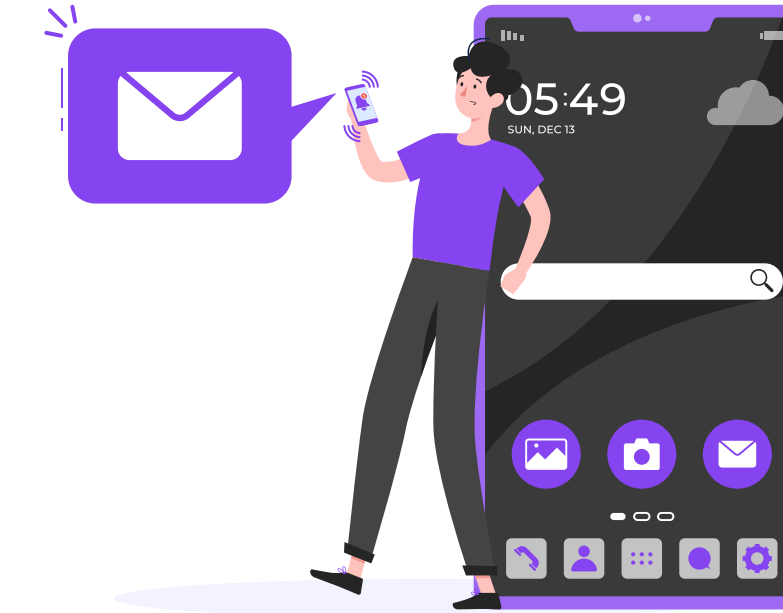
HR executive uploads details of all the candidates just once via excel. Leegality automatically generates the appointment letters for each candidate.



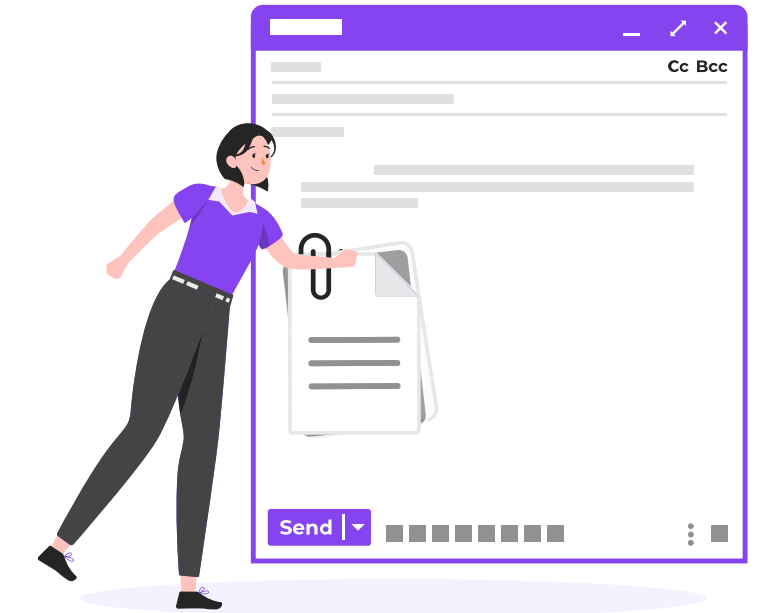
The HR manager receives a pre-filled Appointment agreement for reviewing the invitation and approves/rejects the agreement



Once approved, it goes to authorized signatories for signatures. These are bulk signed using Leegality's Bulk DSC feature



Once signed by authorized signatories, candidates receive the agreement via SMS/Email. They then eSign the entire agreement with a single Aadhaar eSign transaction



The company and the candidate receive the final eSigned agreement instantly. Document and audit trail are automatically stored in the company's servers

✓ No integrations or tech effort needed

✓ Stand apart from other companies with completely paperless campus hiring

✓ No manual effort for your authorized signatories

# It's also super-easy to go-live with Leegality



## **Go-live without your tech team**

With Leegality Smart Workflows – your HR team members can start using Leegality at scale without any tech team involvement



## **Integrate easily with your HRMS**

Leegality Smart API can be integrated in your HRMS or other systems in less than a week



## **Our services team will be with you every step of the way**

Leegality Services team will help your team setup and use Leegality. They'll also be available round-the-clock for any queries.

# Leegality is currently being used by HR Departments of leading companies





## The above companies all began with a Custom Demo

### • **IN THE CUSTOM DEMO:** •

- A)** Our Solution Expert will discuss your exact use case in detail
- B)** They will create and demo a Leegality workflow based on your use case on the call itself
- C)** At the end of the demo, they'll handover a free sandbox account – with the free workflow pre-loaded. Test it out to your heart's content

**Book a Custom Demo**  
*enquiry@leegality.com*

www.leegality.com