

# NZ Elgas New Employee Checklist

Dear New Employee

Included in this pack are important forms that you are required to complete immediately.

- Signed letter of offer
- Employee Data Form
- Tax Code Declaration Form
- Policy acknowledgment form
- KiwiSaver Forms

Please email these completed forms to: [newstarter@elgas.com.au](mailto:newstarter@elgas.com.au)

Welcome to Elgas – we look forward to working with you!

Linde Employee Services  
Tel: 0800 262 250  
[newstarter@elgas.com.au](mailto:newstarter@elgas.com.au)