**Company Name**

**Identity Card Requisition Form**

**(To be filled in CAPITAL letters)**

EMPLOYEE ID **:**

PLEASE AFFIX RECENT PASSPORT SIZE PHOTOGRAPH

DATE OF BIRTH **:**

DATE OF JOINING **:**

EMPLOYEE NAME **:**

ADDRESS **:**

DESIGNATION **:**

MOBILE NUMBER **:**

IN CASE OF

EMERGENCY NUMBER **:**

RESIDENCE

LANDPHONE NUMBER(with STD

code) **:**

BLOOD GROUP **:**

***I hereby undertake:***

- *To use the Company’s Identity card issued to me only for official purpose.*

- *To safe guard the Identity card from being lost and not to entrust the card with any other individual.*

- *To display the Identity card in a visible manner while on duty.*

- *To return the Identity card and get an acknowledgment from authorities in case of cease of employment.*

- *Report the loss of ID card and pay penalty.*

|  |  |
| --- | --- |
| SIGNATURE AND NAME OF  THE APPLICANT **:**  (Mention Date) |  |
| SIGNATURE OF |
| APPROVING AUTHORITY **:** |
| (Mention Date) |
| NAME OF |
| APPROVING AUTHORITY **:** |  |
| DESIGNATION AND EMPLOYEE ID  OF APPROVING AUTHORITY |  |
| (HOD/ HR Department) **:** |  |

***Note: All fields are mandatory. Duly filled application forms should be submitted to the HR.***

**HR/ID Card/v 1.0**