

IDENTITY CARD REQUISITION FORM FOR RETIRING/ RETIRED EMPLOYEE

(To be submitted to respective HRM section/HOSA/SA Section CO/HO, through last working/ pension paying Branch/Office)

NAME OF EMPLOYEE (ENGLISH)		
STAFF NO		PHOTOGRAPH <i>Latest Passport size colour Photograph to be pasted neatly</i>
DOB		
RETIRED ON		
DESIGNATION (at the time of retirement)		
BRANCH/OFFICE (last worked)		
BLOOD GROUP		
MODE OF EXIT (Superannuation/VRS/SVRS)		
SIGNATURE OF THE EMPLOYEE (to be signed in Jet Black Ink)		

(/ Tick whichever is applicable)

For Retiring Employees:

I am surrendering the Identity Card issued to me by the Bank and request you to issue Identity Card meant for retired employees.

For Retired Employees:

UNDERTAKING LETTER (in case of request for Duplicate Identity Card)*

*Strike off if not applicable/Tick whichever is applicable

I regret to inform that the original card No. _____ is lost and is not traceable. In the event of any person misusing the original Identity card, resulting in any financial loss or liability, I undertake irrevocably to pay/reimburse such loss or liability as determined by the Bank as due, on demand without protest.

I further declare that the said original card has not been knowingly parted with me. I also undertake to surrender the original Identity card, if the same is found.

OR

I hereby declare that the original Identity card bearing No. _____ is mutilated/ spoiled beyond use. The same is enclosed here with.

I request you to issue Identity card designed for retired employees.

Date:

SIGNATURE OF THE RETIRING/RETIRED EMPLOYEE

Forwarded to HRM section/HOSA/SA section, CO/HO, _____

SENIOR MANAGER/MANAGER

Last worked branch/Pension paying branch (With Branch/Office Seal)