

# Employees' State Insurance Corporation

To  
The Manager, ESIC  
Local Office : .....

Dear Sir,

My identity Card / Family Card inner slip has been lost / defaced I have therefore, to request for a duplicate identity card / Duplicate family identity card.

I herewith deposit a sum of Re. 1/- only being the fee for the duplicate identity card / duplicate Family identity card.

As defaced identity card / Family identity card was issued more than 5 years ago. The duplicate identity card / duplicate Family identity card may be issued to me free of charge.

The particulars of the present members of my family are furnished below.

S.No	Name	Date of birth	Relationship with issued person	Whether residing with him / her or not

I hereby declare that the particulars above have been given by me and are true to the best of my knowledge and belief.

I also under stand that in case any of the particulars in my declaration is found to be wrong I shall be liable to prosecution under Section 84 of the ESI Act, 1948.

I further declare that the particulars furnished by me tally with those which I have already furnished earlier from time to time.

Yours truly,

Attested :

(Signature/thumb impression)

*Signature of the Employer with seal*

Full Name : .....

Ins. No : .....

( To be completed by the Local office )

Identification marks, if not given in benefit file / LedgerSheet.

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2

- Received Re. 1/- only ( Rupees one Only) vide cash receipt No. ....Book No. ....
- Fee of Re. 1/- has not been received from the insured person as replacement to be done free of cost.

Signature of manager

(Signature/thumb impression of insured person)