REPLACEMENT OF IDENTITY CARD

ST/T members, who have lost their Identity Cards issued by the Institution/possess defective Identity Cards/changed their recorded addresses, may apply for new Identity Card as per the format given below.

The application must be sent to the Headquarters along with a demand draft of ₹ 150/- and documents as stated in the format. The draft must be in favour of 'The Institution of Engineers (India)', payable at Kolkata.

Note: The candidate must apply at least 90 days prior to the commencement of any Examination.

APPLICATION FOR REPLACEMENT OF IDENTITY CARD

The Director (Membership)
The Institution of Engineers (India)
8 Gokhale Road, Kolkata 700 020

REPLACEMENT OF IDENTITY CARD

Dear Sir,

You are requested to issue me a new Identity Card due to the reason as ticked (✓) in appropriate box below:

I) ☐ **My Original Identity Card is lost**.

II) ☐ * There are following defects in my Identity Card (*existing Identity Card enclosed*):

- ☐ Membership Number without check digit
- ☐ No signature of Secretary & Director General
- ☐ Mutilated/defaced Identity Card
- ☐ Recorded address is not mentioned or different from the address recorded at the HQ.

III) ☐ *** I have changed my address as below** (*existing Identity Card enclosed*):

For this purpose, I enclose the relevant documents for your ready reference.

Yours faithfully,

Thanking you,

Enclo: a) Copy of FIR/GD (*for no. I above only*)
b) *Original Identity Card (*for nos. II and III only*)
c) Demand Draft of ₹ 150/- with blank Identity Card.

Full Signature of Candidate with Date

ST/T No. _____

Name of the Candidate (in capital letters)

Membership Grade and No. Draft No. Date of Issue

New Address (*in capital letters*)

Pin State Country

Mobile E-mail

Specimen Signature of the applicant (preferably in English) →

The signature should not touch the box
(Use black ink only)

Passport or stamp size photograph to be pasted here

(do not sign on the photograph)

Supporter : Verified the photograph and signature of the applicant

Name (in Capitals)	Membership No.	Signature (preferably in English) with date
.....	F/M/AM	.....

Note : The photograph and signature are to be verified by the supporter, who must be a Corporate Member in the grade of FIE/MIE/AMIE only.