REPLACEMENT OF IDENTITY CARD

F/M/AM/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 ₹ 300/- 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) ☐ My Original Identity Card is damaged

III) ☐ Change of Name

IV) ☐ I have changed my address as below

V) ☐ Non receipt of Original Identity Card

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

Thanking you,

Yours faithfully,

Enclo: a) Copy of FIR/GD (*for no. I above only*)
b) Original Identity Card (*for nos. II, III and IV only*)
c) Demand Draft of ₹ 300/-.

Full Signature of Candidate with Date

F/M/AM/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 photo-graph)

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.

Form No. MEMB/12
Rev. 03/24082017