

To
The Centre-in-Charge
(Name & Address of your IASYC)

Date : ____ / ____ / 20____

Affix Recent
2.5 x 3.5 colour
photocopy

Sub :- Application to obtain a **DUPLICATE ID Card.**

Respected Sir,

With due respect I beg to state that I have LOST / DAMAGE my Student ID Card on ____ / ____ / 20____,

Course _____, Course Code _____

Please issue a DUPLICATE ID Card on my favour.

I do confirming that I will bear the required Charges (*if any*) for the same.

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Full Signature of the Student)

Name of the Student : _____

AN ISO 9001:2008 CERTIFIED INSTITUTE

Registration No. : _____

Course : _____

Session : _____ Contact No. : (L) _____

Mob. : _____ Centre Code : _____

Signature of the Centre Head

Date : ____ / ____ / 20____