

To,
Estate Manager
Prateek-Laurel
GH-001, Sector-120
Noida

Paste photograph
attested by Flat
occupier

Sub:-Request for issuing the Identity Card

Dear Sir,

I wish to hire the services of below mentioned person asfor a
period ofmonth.

Name.....

S/o,D/o,W/o.....

Age.....

Present Address.....

.....

Permanent Address.....

.....

Contact No.....

He/She is known to me. Please issue him/her the identity card for entry to the premises
for above said period. If I wish to curtail the period, the same will be informed to your
office. The attested document for his/her address/identity confirmation is enclosed.

**Police verification report of service provider (house maid/servant/car
washer/driver) is necessary. Till the report is received from Police Department, the
Resident in whose house he/she is working is responsible about the behavior of
service provider.**

Thanking you

Date.....

Your's faithfully

Signature of Flat Occupier.....

Name of Flat Occupier.....

Flat No.....

Contact No.....

Note 1: One additional photograph is to be submitted for affixing on identity card.

2: P.L.A.O.A. is not responsible for any kind of verification.

FOR OFFICIAL USE ONLY

Identity card no.....Issued to.....for a providing
services as.....w.e.f.....to.....

Received By.

Name.....

Estate Manager
(Prateek Laurel)