



# Department of Security & Fire Safety

Paste your One Unsigned recent colour photograph And also enclosed One With Application during submission  
**Size: 3.5X3.5**

- |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| New Access Card          | Lost Access Card         | Damaged Access Card      | Dead Access Card         |
- (Tick "✓" Which Is Applicable)

## Access Card/Identity Card Request Form

Date of Application.....

**NOTE:** (Please read the Application Information form carefully before filling the form & fill form in "**CAPITAL LETTERS**" only)

### Tick "✓" appropriate category:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Office Owner                          | <input type="checkbox"/> Office Employees                              | <input type="checkbox"/> Office Outsource          | <input type="checkbox"/> Office External Professional |
| <input type="checkbox"/> DTC                                   | <input type="checkbox"/> CHA   | <input type="checkbox"/> Customs                   | <input type="checkbox"/> Ancillary Services (Outlets) |
| <input type="checkbox"/> BDB Employee                          | <input type="checkbox"/> BDB Outsource                                 | <input type="checkbox"/> BDB External Professional |   |
| <input type="checkbox"/> MDMA –<br>(MDMA membership No. _____) | <input type="checkbox"/> Trademember –<br>(Trade membership No. _____) |  |   |
| <input type="checkbox"/> Broker                                | <input type="checkbox"/> External Customs User                         |  |   |

### APPLICANT PERSONAL DETAILS:

**Name of Applicant:** .....  
 (First Name) (Father's / Husband Name) (Surname)

**Date of Birth:** .....  
 (DD) (MM) (YYYY)

**Gender (Tick "✓" as applicable):** Male  Female

**Marital Status (Tick "✓" as applicable):** Married  Unmarried

**Height :** ..... **Weight :** .....  
**Contact Number** ..... **Alternate Contact No.** .....  
**Nationality:** ..... **Blood Group** .....

**Physically Challenged (Tick "✓" as applicable):** Yes  No

**Disability Details :** .....

**Personal E-Mail ID :** .....

**Permanent Address :** .....

**State** ..... **City** .....

**Pin Code**

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**Correspondence Address (Local)** .....

**State** ..... **City** .....

**Pin Code**

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**Nearest Local Railway Station:** .....

### DOCUMENTS TO BE SELF ATTESTED BY APPLICANT

#### Proof of Address (POA- Attach Any One):

- Passport  Electricity Bill  Ration Card  Adhar Card

#### Proof of Identity (POI- Attach Any One):

- Passport  PAN Card  Driving License  Adhar Card

#### IN CASE OF EMERGENCY, APPLICANT'S EMERGENCY CONTACT DETAILS :

Contact Person Name		Relation		Contact No.	

**DETAILS OF OFFICE RECOMMENDING THE APPLICANT:**

Office Name : .....  
 Office No : ..... Designation : .....  
 Membership No. (MDMA / Trade Member Ship No.) : ..... Office E-mail ID : .....  
 Office GST No: .....  
**(Copy Of GST/Rubber stamp)** : .....

**Use for 2<sup>nd</sup> reference of Broker/External Professional (case-to-case) Only**

**Note: Strike out which is not applicable.**

Office Name : .....  
 Office No : ..... Designation : .....  
 Contact Number 

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**I do hereby declare that the details mentioned above are true to my knowledge**

**Signature of Applicant**

**Sign**

**Signed by Authorized Signatory:  
Along with Seal**

**Sign & Stamp With Date**

**Use for 2<sup>nd</sup> reference (Use for Broker/Allotee Outsource/External Professional Only)**

**Signed by Authorized Signatory:  
Along with Seal**

**Sign & Stamp With Date**

Category	Signature & Recommendation
Office Owner/Employee/DTC	- Office Owner / HR / Authorized Representative.
Office Outsource	- Office Bearer Recommendation/Outsource Company letter
External Customs User	- BDB Custodian & Security.
CHA	- Company letter
Customs	- Application form & Identity Proof.
Ancillary Services	- Company letter/For Food outlet-F&B Executive
Broker	- 02 Office Letter of Office bearers.
BDB Employees	- Human Resource - BDB Administration.
BDB Outsource	- Department Head/Authorized Representative.
Trade Member	- Member Relation Department
MDMA	- MDMA Administration/Secretary
Office/BDB External Professional	- Office Bearer Recommendation/Professional Company Letter/BDB HR

**(For the use of Security Department only)**

**ISSUANCE OF ID CARD:**

Issuance Check	Name of Person	Signature	Date
Application Received by			
Profile Created by			
Access Card Issued by/Card No.			
Access Card Issued To			
Previous Access card No.			

**NOTE:**

1. All the required document to be attached along with application form. **( Passport is Compulsory For Foreigner )**
2. Fees for Access Card i.e.
  - New Access Card- Rs. 200\*/-
  - Damage - 200\*/-
  - Lost- 300\*/-
3. Access/PVC Card of Trade members will be valid till financial year i.e. 31st March of every year.
4. Weapon Holder to attach Xerox copy of there weapon license along with Application.
5. Please bring Xerox copy of application form for acknowledgment which will be used for entry / exit for BDB premises.
6. While receiving access card please get acknowledged application form & receipt.