

APPLICATION FOR ISSUE ENTRY PASSES FOR HELP & DRIVERS

Validity Date: _____

Entry Pass No.: _____

Date: _____

To,
Chief Estates Manager,
Seawoods Estates Ltd.,
Nerul, Navi Mumbai.

Sub: Issue of New Entry Pass to Help/drivers etc.

(To be filled Owner / Tenant)

I the undersigned Mr./Mrs. _____

Owner / Lease Tenant of Bldg. No. _____ Flat No. _____ would request you to
issue New Gate Pass for my _____ whose details are as under.

I undertake the responsibility that whenever my help/driver will leave the job, I will
return his / her Entry Pass to SEL Office.

I have verified and to the best of my knowledge the address of my employee given below
is correct.

Details of the Help/driver

Name : _____

Age : _____

Address : _____

Signature of Owner / Lease Tenant

Mobile No. : _____

NOTE:

- 1. Owner / Tenant are advised to keep with them record of address / Village address and photograph of the Maid / Driver. This form shall be retained with SEL for a period of 3 months.**
- 2. Help/driver are required to submit Xerox copy of ID proof, residence proof, 2 passport size photographs & Police NOC.**
- 3. Pass will be issued between 11.00 am to 1.00 pm and 3.00 pm to 5.00 pm (Office closed on Monday) within 3 working days.**
- 4. If the help/driver wishes to leave the present job and take it with someone else in the Complex, he/she should take NOC from previous owner/resident.**

