

UNDERTAKING BY THE EMPLOYEE

(To be submitted, if the lanyard is missing)

I hereby undertake that,

- (i) The lanyard issued to me is lost.
- (ii) I could not locate lanyard efforts to do so.
- (iii) I am taking the responsibility of the lost lanyard and will ensure that the same will be destroyed, if found at a later stage.

Dated Signature of Applicant:

Name of the Applicant:

PEN:

Department/Section: