

PERSONAL DATA CHANGE FORM

The Personal data change form enables an employee to change / update personal information submitted to the company at the time of joining.

Kindly read the instructions before filling the form

Employee Name: _____ Emp. Code: _____
Department: _____ Grade: _____
Residence Address Change To:
_____ _____ _____
Phone: _____ ® / Mobile : _____
Correspondence/ Mailing Address Change To:
_____ _____ _____
Phone: _____ ® / Mobile : _____
Marital Status: <i>(Marriage Certificate / Affidavit stating name change to be provided)</i>
<input type="checkbox"/> Married (M) <input type="checkbox"/> Divorced (D) Effective Date of Change: _____
Name Change: _____ (First Name) _____ (Middle Name) _____ (Last Name)
Spouse Details:
Spouse Name: _____ Spouse Date of Birth: _____

Family Status:

Child 1 Details: *(Birth Certificate to be provided)*

Name: _____ Date of Birth: _____ Gender: _____

Child 2 Details: *(Birth Certificate to be provided)*

Name: _____ Date of Birth: _____ Gender: _____

Additional Qualifications Obtained:

(Additional Qualification Certificate Copy to be provided)

High School Bachelor's Degree Master's Degree Ph.D College – Diploma

Professional Degree Certifications _____
(Please give details)

Others _____
(Please give details)

Emergency Contact change to:

_____ (Name) _____ (Relationship) (____) _____ (Phone)

DECLARATION:-

I declare that the above information is true and correct. I shall be liable for immediate discharge from the Company's service for any false or incorrect statement or suppression of facts in this form

Employee Signature: _____ **Date:** _____

(To be filled by Human Resources)

Personal Data Change Form received on: _____ Changes made on: _____

Talent Management Representative: _____ Signature and Date: _____

Instructions - To update / change personal information, you are requested to please complete **ONLY** the appropriate section. Kindly submit requisite documents wherever indicated in brackets.