**Please fill out this template and attach it to your** [**HRdirect ticket**](https://fiorilaunchpad.sap.com/sites#Help-Create&/create/YHRR/BEN_INQUIRY/null/03/null/null/)**. Thank you!**

**Marriage Updates**

Dear HRdirect,

I would like to inform you about my marriage here by **attaching Marriage Certificate/ Marriage Invitation.**

* I-number : I335484
* Employee Name :
* Name of Spouse (\*Please underline Surname) :**Guda** Saranya
* Gender of Spouse : Female
* Date of Birth of Spouse : 01/08/1991
* Date of Marriage : 05/10/2017

**Important Notes**

* HRdirect will send acknowledgment once receive this request.
* Please send your spouse details **to saplabs@mediassistindia.com** within 1 months of occasion if you wish to enroll your spouse for the insurance.
* It would be the employee's responsibility to inform Mediassist for additional coverage of your spouse.
* You are also required to inform HRdirect if you DO NOT wish to enroll your Spouse for the insurance.
* Proof of inclusion or NOT should be sent to HRdirect, upon which the voucher will be handed over by the local HR

**Terms & Conditions**

* Wedding gift voucher will not be processed if Marriage certificate/Wedding invitation is not attached.
* Wedding gift voucher will NOT be processed if you do not submit proof whether your spouse should be enrolled or NOT for the medical insurance policy.