

SELF DECLARATION FORM

Self -Declaration of employees for any Relatives working within the Organization

Purpose

The purpose of this Self – Declaration form is to capture the record of employees and their relatives working within the organization / within group company / vendor companies, if any.

I _____ (Employee Name), hereby declare that following employee/s within the _____ (Organisation Name) is / are in my relation.

(Please mention all blood & distant relatives as well)

Sr. No.	Relative Name	Employee Code of Relative	Relationship	Organization
1				
2				
3				
4				

I hereby acknowledge and declare that the above mentioned employees / vendors are in my direct or indirect relation. I also understand my responsibility towards the company and assure that I will not be making any decision in the capacity of _____ (Designation) which may go against the company norms & policies.

Employee Name:

Employee Code:

Employee Signature & Date: