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## **INSTRUCTIONS & TERMS**

- **The card is the sole property of Aarav Software Services Pvt. Ltd. and is non transferable.**
- **This card is to be carried by \_\_\_\_\_ n while on duty.**
- **Duplicate card will be issued cose**
- **NEVER punch a hole in the Card, there will be a 350 rs. charge to replace cards damaged in this manner.**
- **Cardholders are responsible for all card use.**
- **If a card is lost or stolen it should be reported immediately.**
- **ID photos are stored electronically for identification and security purposes.**
- **Unauthorised or misuse of the Card may result in confiscation of the card and / or disciplinary action.**
- **The card should be surrendered on cessation of service.**