**Require Documents for Employee' s’ Record Card**

1 Full Name

2 Other Names

3 Address

4 Sex

5 Age

6 Date of Birth

7 Place of Birth

8 Married or Single

9 Name of Spouse

10 Name and Place of Birth of Father

11 Name of Mother

12 Name and Place of Birth of Paternal Grandfather

13 Name of the Maternal Grandfather

14 Name and Address of Last Employer

15 National Identity Card Number

16 Nature of Employment (Previous One)

17 Period Employed (Previous One)

18 Name of the Nominee for Benefits

19 Name

20 Age

21 Relationship

22 National Identity Card Number

23 Share

24 Position / Job Title

25 Date of Employed from

26 Basic Salary