

## **FAQ – SEZ Cards**

### **Q. 1 – How Can we apply for the SEZ ID Card?**

Ans: Employees based out of SEZ Campuses can submit the duly filled and signed application (attached) with the Reception/Security Desk/Helpdesk at their offices with supporting documents and 02 copies of passport size photos.

### **Q. 2 – Is it Mandatory to have the SEZ Card?**

Ans: Since we are based out at SEZ campus, SEZ Card is mandatory for accessing the office campus or allocation of IT Assets/desktop/laptop; the *Custom/SEZ Officer* can bar the entry and deny allocation of IT Assets/desktop/laptop in case it is not available with the employee.

### **Q. 3 – Any timeline for applying the SEZ Card?**

Ans: Required at the earliest / day-1; the *Custom/SEZ Officer* can bar the entry and deny allocation of IT Assets/desktop/laptop in case it is not available with the employee.

### **Q. 4 – Can we submit the through e-mail?**

Ans: No, since the application and documents required employee signatures hence hard copies required.

### **Q. 5 – What are the documents required for SEZ Card?**

Ans: Duly Filled and Signed Application, ID Proof & Address Proof Copy, with 02 passport size photographs.

### **Q. 6 – What type of photos required for SEZ Card?**

Ans: Passport size photograph, white background, front facing with both ears visible.

### **Q. 7 – How can we submit the application if we are working from Home/outstation?**

Ans: The Employees working from home can get the signed application along with the documents/photographs submitted to "Tower-5 reception" by walk-in, through Courier, through team members/family members, address as below:

Reception Desk, Capgemini, Tower 5, Candor Techspace, Candor Gurgaon One Realty Projects Pvt. Ltd., Village Tikri, Sector 48, Gurugram, Haryana 122018

### **Q. 8 – When and how can we collect the SEZ Card?**

Ans: Approved SEZ Cards can be collected from Reception/Security 05 business days post receiving the application and valid supporting; courier facility not available.

## Application for Issue of Permanent Identity Card

(Refer Rule 70 of SEZ Rule 2006)

*(To be filled in by the applicant in capital letters)*

Attaché **two**  
passport size  
photographs

To,  
**Office of the Development Commissioner**  
IT/ITES SEZ of Candor Gurgaon One Realty Projects Pvt. Ltd  
Village Tikri, Sector-48, Gurugram - (Haryana)

**Name of SEZ Unit** :

**Name of Employee** :

**Employee Code** :

**Designation** :

**Father's / Husband's Name** :

**Gender** :

**Date of Birth** :

**Date of Joining** :

**Identification Mark** :

**Residential Address** :

**Pin Code** :

**Permanent Address** :

**Pin Code** :

\_\_\_\_\_  
Signature of the applicant  
Place: **GURGAON** / Date:

\_\_\_\_\_  
Verification by SEZ Unit

\_\_\_\_\_  
Authorized Signatory

*(For Office Use Only)*

Identity Card No.....issue date.....Valid upto.....

Entry No. in Identity Card Issue Register.....

**Signature of Development Commissioner/  
Authorized Officer**