

**Annexure – 5.1**

**ISSUE OF IDENTITY CARDS FOR OWNER/LEASE  
TENANT/CORPORATES**

From:

Date: \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_

Bldg. /Flat No. \_\_\_\_\_

Tel No. \_\_\_\_\_

Email Id \_\_\_\_\_

To:

Chief Estates Manager  
Seawoods Estates Ltd.  
Nerul, Navi Mumbai

**Sub: Issue of Identity Cards for Owner / Lease Tenant / Corporate**

This is to inform you that I/We, the Owner / Lease Tenant / Corporate, of /Flat No. \_\_, Bldg. No. \_\_, would request you to issue Identity Cards for my family members whose details are as under. We shall abide by the rules and regulations as applicable to the residents of the complex. I undertake return the cards if I or any of my family members leave this Complex.

Sr. No.	Names of Family Members	Two Photos for each person
1.		
2.		

3.		
4.		
5.		

\_\_\_\_\_  
Signature of  
the Owner /  
Lease  
Tenant /  
Corporate

**Note**

- 1. Pass will be issued between 11.00 am to 1.00 pm and 3.00 pm to 5.00 pm (Office closed on Monday) within 2 working days.**

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Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.