



Parshvanath Charitable Trust's  
**A. P. SHAH INSTITUTE OF TECHNOLOGY**  
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)  
(Religious Jain Minority)

To,  
The Principal,

Subject: Request to issue Duplicate Identity card

I undersigned, \_\_\_\_\_ student of \_\_\_\_\_ (Class & Branch)  
\_\_\_\_\_ (Student ID) want to inform you that, the Identity card issued by Institute is  
lost by me, therefore, I request you to issue **DUPLICATE IDENTITY CARD**.  
I am aware and ready to pay Rs. 500/- (five hundred) towards charges for the same.

Date:

Student Signature

Authorised by  
HOD



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