

ESIC Name Change Letter Format

To

Date: 05-03-2018

The Branch Manager,

ESIC Office Address.

Sub: Change Of IP name RAHUL CHAWLA bearing insurance number 7422xxx469

This to draw your attention to that the name of the above employee RAHUL CHAWLA, ESIC No: 7422xxx469 has been entered wrongly during the registration process. The correct name of the person is RAHUL CHAWLA, but in ESIC portal it has entered as RAHUL CHAWLA. As such, we kindly request you to please correct and enter the name properly to RAHUL CHAWLA.

Thanking you in advance.

For Maheshwari Tea Co. Pvt. Ltd.

Authorized Signatory

Establishment Code: 7422005xxx469748

Note: This letter and esic correction form should be taken a printout on company letter head. After preparing the letter, either the employee or employer needs to submit it in the nearest regional ESIC office. The ESIC would make the necessary corrections to employee name within a span of 15-30 days.