



SCHOOL OF INDIAN LEGAL THOUGHT LIBRARY
MAHATMA GANDHI UNIVERSITY

Surya Kalady Hills, S.H Mount P.O, Kottayam – 686 006
Phone: 0481- 2310165.

APPLICATION FOR ISSUING DUPLICATE BORROWERS CARD / ID CARD

To
The Librarian

Sir/Madam,

I hereby report the loss of Library Borrowers Card / ID card No.....
issued to me and request you to issue the duplicate of the same. I agree to pay the necessary
charges according to the rules. Further, I hold myself responsible for any misuse of the Borrowers
Card / Library Identity Card which I am reporting as lost.

Yours faithfully

Name :

Course & Batch :

No of Borrowers card lost :

Place :

Date :

Signature

(For office use only)

Fine for Borrowers Card / ID card missing :

Bill No. & Date :

Card expiry date:

Signature, Name and Designation of library staff:

Issue date of Duplicate Borrowers Card / ID card:

Receiver's Name :

Signature with date :