



## VISITORS INFORMATION FORM

The Manager, Logistics

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

Logistic Division, SMD

Dungsam Cement Corporation Ltd

Nganglam.

Submitted for your kind information and onward action.

The details information for the visitor(s) is mentioned below for your kind reference.

Sl #	Name of visitor	Nationality	Address of the visitor	Coming From:	Purpose of visit	Date of Visit		Duration of visit	Remarks
						From	To		

*(Note\_1: The photo copy of voter ID card/pass port to be submitted at time of submission of above information)*

**End User's detail:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Depart/Division/Section : \_\_\_\_\_ Signature: \_\_\_\_\_

**For Logistic Division use only:**

- Date of visitor's information form received from end user:
- Whether the copy of voter ID card/Passport & etc has submitted or not.
- Remarks: \_\_\_\_\_

(Signature of Endorsement)

*(Note\_2: If any of the particulars furnish against the visitor's information are found to be incorrect, the logistic division shall not be liable for penalties levied by the regulated agencies)*



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