

Date: .....

(Name and Address of the Applicant :)

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Dear Sir/Madam,

**Request for New Registration Book**

We hereby submit this application requesting for a new registration book as the current CIDA registration book bearing no ..... has been lost.

- Company Name: .....
- CIDA Registration Number:.....
- Date of loss of the CIDA Book: .....

Reason for the loss:

- ☐ Theft or Burglary
- ☐ Natural Disasters
- ☐ Misplacement or Human Error
- ☐ Accidental Damage
- ☐ Loss During Transport
- ☐ Employee Resignation or Termination
- ☐ Loss During Fire or Building Renovation
- ☐ Any other reason: Please specify.

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We kindly request you to issue a new registration book to the same number with effect from

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We enclose the following supporting documents (True copied) for your reference:

- A **police report** or complaint filed for the loss ☐ Yes ☐ No
- An **affidavit** declaring the circumstances ☐ Yes ☐ No
- A **request letter** for a duplicate copy ☐ Yes ☐ No
- Any **remaining copies or related documents** (if available) ☐ Yes ☐ No
- Details of records in previous book, if any ☐ Yes ☐ No

We confirm that there is no other change in Company name, Shareholders, Ownership, Staff or Project details in the CIDA Registration Book.

We appreciate your kind assistance in this matter and look forward to issuance of a new CIDA Registration Book.

Thank you.

Yours faithfully,

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Managing Director/ Authorized Representative

*(Seal and Date)*

Contact Details (Tel and Official Email): .....  
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*(For Official Purpose Only)*

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Recommended to issue  
Assistant Director (Contractor Registration)

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Approved to proceed  
Director (Development)