Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

Meal Recharge Confirmation Form/Employee ID Card Application Form

Note: Please fill in the following form in block letters. Content must not be altered Officer in Charge: Application Date:

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| Name |  | Department |  | Unit  |  |
| Business Type | □ Application for new card | □ Application for replacement due to loss |
| Confirmation of Recharge Amount | Entered on \_\_\_\_\_\_\_\_ [MM/DD/YYYY], \_\_\_ days x \_\_\_ yuan/day = \_\_\_\_ yuan |
| Category | □ Employee | □ Full-time employee | Department LeaderSignature:  | Approval by Department of Human Resources | Employee ID: |
| □ Part-time employeeValidity Period: \_\_\_\_\_\_\_\_\_ [MM/DD/YYYY] to\_\_\_\_\_\_\_\_\_ DD/MM/YYYY |
| □ Temporary employeeValidity Period: \_\_\_\_\_\_\_\_\_ [MM/DD/YYYY] to \_\_\_\_\_\_\_\_DD/MM/YYYY |
| □ Student | □ Long-term student (over 9 months in the Institute)Validity Period: \_\_\_\_\_\_\_\_\_ [MM/DD/YYYY] to \_\_\_\_\_DD/MM/YYYY | Department of Education Approval | Employee ID: |
| □ Short-term student (within 9 months in the Institute)Validity Period: \_\_\_\_\_\_\_\_\_ [MM/DD/YYYY] to\_\_\_\_\_\_\_\_DD/MM/YYYY |
| □ Enterprise resident in the Park | □ EmployeeValidity Period: \_\_\_\_\_\_\_\_\_ [MM/DD/YYYY] to\_\_\_\_\_\_\_\_DD/MM/YYYY | Department of General Affairs Approval | Employee ID: |
| □ StudentValidity Period: \_\_\_\_\_\_\_\_\_ [MM/DD/YYYY] to \_\_\_\_\_\_\_DD/MM/YYYY |
| Access Permissions | □ Campus main gate □ Parking access control □ East area student dormitory □ West area student dormitory □ Building F access control |
| Other Instructions |  |
| Remark | 1. Electronic materials required for processing the Employee ID Card are as follows. Please send them to the respective management e-mail, and name the photo and e-mail subject as follows:

Name + Department Name (Abbreviation) + Center Name (Full Name).(1) Blue background electronic ID photo;(2) IC Card Information Registration Form2. For the replacement of a lost Employee ID Card, the individual needs to bear a handling fee of 20 yuan. Please go to the Department of Finance to pay and collect the receipt.3. Processing time for Employee ID Card: For materials submitted before 16:00 on the same day, Employee ID Card can be collected from the respective management department after 16:00 the next day;For materials submitted after 16:00 on the same day, Employee ID Card can be collected from the respective management department after 16:00 the day after. |

Updated Date: July 17, 2023