

# Parichay Card Enrolment Process

Parichay cards can be issued to any organisation or registered associations belonging to the Gem & Jewellery Industry. To issue Parichay cards, the following steps need to be followed:

1. A formal letter on the letterhead of the association, requesting the GJEPC to issue cards for the members of the association
2. They need to mention the number of cards to be issued in the letter, the letter must be signed by the head of the association and stamped
3. Along with the letter a Parichay card request form must be enclosed, signed by the head of the association and stamped
4. On receipt of the same, GJEPC will email across the draft MoU (e-copy) of the Parichay card to the association
5. The association needs to fill the sections highlighted in yellow in the MOU, sign and stamp on all pages and get it printed on a Rs. 100 stamp paper and send it to GJEPC HO Mumbai. The MoU is a legally vetted agreement, therefore no other changes to be made to the MOU
  - a. 2 copies of the MoU need to be sent back to the GJEPC, once the same is checked and signed by GJEPC, one copy will be mailed back to the association for their records
  - b. If the association does not require the hard copy of the MoU for their records, then they can send only 1 copy of the MoU. In this case, a scanned copy of the MoU will be emailed back to the association
6. Once GJEPC receives the MOU, we will courier the Parichay Card enrolment forms directly to the association office as per the details captured in the request form
7. After receiving the forms, the association can decide, how they want to conduct the form filling drive
  - a. If they have the necessary manpower, then they can distribute the forms directly to their karigars and compile the filled forms and then intimate GJEPC. Accordingly, the GJEPC empanelled card issuing vendor who will collect the forms from their office
  - b. The second option is that the association can call all their artisans on a day, where our vendor will set-up a 1- or 2-day camp at their office and initiate the form filling drive.
8. All the forms need to be signed and stamped by the association's competent authority and the required documents need to be enclosed along with the forms. The necessary instructions and other terms are printed on the form for ready reference.
9. The forms will then be couriered by the GJEPC appointed agency to their office for data entry. After the data entry is done and the information is verified, the physical forms will be digitised and destroyed. All the data will be stored on a cloud platform, accessible to GJEPC only
10. On every form, it is mentioned that if the respective karigar wants to opt for GJEPC's subsidised health insurance plan then he can do so by ticking on that section, he can also add the relevant details of his family members for insurance, after which GJEPC appointed Insurance broker will be notified for the same and they will connect with the association for issuing the health insurance policy to the workers.