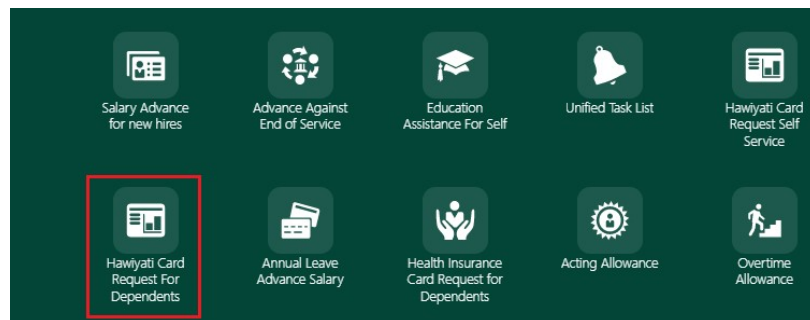


# Program agenda

Hawiyathi Card Request for Dependents

## Hawiyathi Card Request for Dependents

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Hawiyathi Card request for Dependents** icon.



- Click on Add Request for the dependents.

*Note: The employee should raise request for each dependent.*

### Hawiyathi Card Request – For Dependents

#### Requestor Details

First Name Soundararajan  
Last Name Ilanchezhian  
Email Address isoundararajan@dev.qf.org.qa  
Business Unit Qatar Foundation  
Mobile/Telephone +974 44540486

#### Search Result

Request Number	Applicant First Name	Applicant Middle Name	Applicant Last Name	Applicant Number
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# Hawiyathi Card Request for Dependents

- Enter all the marked fields such as Dependents first name, last name, Qatar ID etc.
- Add the necessary documents in **Drag and Drop** section.

## Hawiyathi Card Request – For Dependents

### Request Details

#### Requester Details

First Name Soundararajan  
Last Name Ilanchezhyan  
Email Address isoundararajan@dev.qf.org.qa  
Business Unit Qatar Foundation  
Mobile Telephone +974 44540466

Employee Number 11801  
Position 1320063 Lead HRIS  
Department HC Workforce & Compensation

#### Applicant Details

Dependents	Relation	Applicant First Name
Applicant Mobile Number	Applicant Last Name	Qatar ID Number
Applicant Email		

#### Required Details

Select Qatar ID option if you have Qatar ID or else select Passport option.

Qatar ID  Passport

Mobile Number	Comments
---------------	----------

I hereby agree to the following terms and conditions

- I will present the damaged or old Hawiyath Card for replacement at HSSE security desk so that I can collect the new one.
- I will be responsible for the usage of this Hawiyath Card and will not share or misuse the Card with un-authorized people.
- This Hawiyath Card remains the property of QF and MUST be return to QF HSSE security at the end of service.
- I hereby confirm that all information provided above is true to my knowledge.

#### Attachments

<p>Attach Qatar ID Copy</p> <p>Drag and Drop Select or drop files here.</p> <table><thead><tr><th>Attachment Name</th><th>Actions</th></tr></thead><tbody><tr><td colspan="2">No data to display.</td></tr></tbody></table>	Attachment Name	Actions	No data to display.		<p>Attach Passport Size Photo-Copy</p> <p>Drag and Drop Select or drop files here.</p> <table><thead><tr><th>Attachment Name</th><th>Actions</th></tr></thead><tbody><tr><td colspan="2">No data to display.</td></tr></tbody></table>	Attachment Name	Actions	No data to display.	
Attachment Name	Actions								
No data to display.									
Attachment Name	Actions								
No data to display.									

Cancel **Next** Back

- Click **Next**.

# Hawiyathi Card Request for Dependents

- Review the entered details before submission.

## Applicant Details

Dependents  
Ms. Aadharsha Ilan chezhayan  
Applicant Middle Name  
Applicant Email

Relation  
Child  
Applicant Last Name  
Ilan chezhayan

Applicant First Name  
Aadharsha  
Applicant Number  
11801

## Required Details

Select Qatar ID option if you have Qatar ID or else select Passport option.  
Qatar ID  
Qatar ID  
30735601159  
Comments  
asd  
I hereby agree to the foloing terms and conditions

Qatar ID Expiry Date  
30-09-2023

Mobile Number  
6303049667

- Click **Save as Draft** or **Submit**.



- Approval request will be initiated to **QF Security Team** who will print the card.