### Data Controllers’ Renewal of Registration of Employees/Non-Employees

**NO CHANGE FORM**

**Form No:** QMS10  
**Revision No:** 00  
**Date of Issue:** 14.10.15

**Title:** NO CHANGE FORM  
**Ref:**

**Note:** This form should be submitted by Data Controllers **ONLY** if there is no change with respect to **ANY** of the particulars stated from the last preceding annual submitted form.

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#### 1. NAME OF DATA CONTROLLER:

…………………………………………………………………………………………………………………………

*(Please use block letters)*

#### 2. COMPLIANCE PERSON:

…………………………………………………………………………………………………………………………

*Use Surname First*

Tel: ………………………… Fax: ………………………… E-mail: ……………………………

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#### 3. PERIOD OF RENEWAL

**YEAR**

<table>
<thead>
<tr>
<th>DD</th>
<th>MM</th>
<th>YR</th>
</tr>
</thead>
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#### 4. TICK AS APPROPRIATE

- Applicants with less than or equal to 25 employees (Rs 750 per application)
  - *(Note: Applications for both employee & Non-employee: Rs 750 x 2)*

- Applicants with more than 25 employees (Rs 1,750 per application)
  - *(Note: Applications for both employee & Non-employee: Rs 1,750 x 2)*

- In all other cases (Rs 550 per application)

#### 5. FEE PAYABLE:

I enclose the prescribed fee of Rs …………………

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#### 6. DECLARATION

I certify that the above information is correct and complete.

Signature: ………………………………… Date: ……………………………

*(Compliance Person/Person authorised to sign on behalf of compliance person)*

*(Delete whichever is not applicable)*

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**FOR OFFICE USE ONLY**

Reference No:

Approval for renewal and payment.

Amount paid (Rs): …………………

Date of payment: …………………

Receipt No: …………………