

# How to add new family member to the I-Flex system during the year?

## How to add new family member to the I-Flex system during the year?

**Answer :** You can add new family member to I-Flex system by sending request to Bangkok Site HR team directly by

providing information as listed below ;

- Full name of your new family member in Thai and English.
- Relationship mention
- Proven document (Marriage Certificate for spouse /Birth Certificate for child /Your house registration for parent)

**Contact HR :** [https://mail.google.com/mail/u/0/?ui=2&view=cm&fs=1&tf=1&to=iFlex-Thai-HR@solvay.com&su=\[iFlex\]+help&body=Category%20:%20%0D%0A%20\[technical%2Ffunctional%2F%20do%20not%20know%20\]%0D%0A%0D%0ADescription](https://mail.google.com/mail/u/0/?ui=2&view=cm&fs=1&tf=1&to=iFlex-Thai-HR@solvay.com&su=[iFlex]+help&body=Category%20:%20%0D%0A%20[technical%2Ffunctional%2F%20do%20not%20know%20]%0D%0A%0D%0ADescription)

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