Acknowledgement of Documents Received

The receiving party confirms receipt of the documents listed.

Submitted by

FULL NAME

EMAIL

PHONE

RECEIVING ORGANISATION

RECEIVED ON

REFERENCE NO.

Documents

Document	Original / copy	No. of pages

LIST OF DOCUMENTS

PURPOSE

TO BE RETURNED BY

- The receiver will keep originals safely and use them only for the purpose stated.
- Originals will be returned on request or by the date above, against a signature.
- Loss or damage while in the receiver's custody will be reported at once and the receiver will help obtain duplicates at its cost.

Received by

SIGNATURE

PRINTED NAME

DATE

Submitted by

SIGNATURE

PRINTED NAME

DATE