Checklist for Enclosures and Attachments

Document Title: **Application for XYZ Service**
Reference Number: **APP-2024-1234**
Date: **2024-06-14**

Enclosures & Attachments Checklist

No.	Document Name/Description	Required	Attached	Remarks
1	Completed Application Form	Yes	☐	
2	Photo Identification (ID/Passport)	Yes	☐	
3	Proof of Address	Yes	☐	(Utility Bill, Bank Statement, etc.)
4	Authorization Letter (if applicable)	No	☐	For representatives only
5	Supporting Documents	As needed	☐	Specify type

Important Notes

- Ensure all required documents are attached before submitting the application.
- Missing or incomplete enclosures may delay processing.
- Mark the "Attached" column as checked (■) when including each document.
- Retain a copy of this checklist and all submitted documents for your records.
- Contact the respective office immediately for clarifications regarding documentation requirements.