

# Confidential Document Acknowledgment Receipt

Reference No.:

Date:

## Submitted By

Name:

Department:

Contact:

## Document Details

Document Title:

Type of Document:

No. of Pages:

Remarks:

## Received By

Name:

Department:

Date & Time:

Signature of Submitter

Signature of Receiver

## Important Notes

- This receipt serves as official acknowledgment of confidential document submission.
- Ensure all information is complete and accurate before signing.
- Both parties must retain a copy of this receipt for record-keeping.
- Handle all confidential documents as per organizational security protocols.

