

# Organizational Information Document

## 1. Organization Overview

Name of Organization	Acme Corporation
Type	Private Limited Company
Founded	2012
Headquarters	123 Business Road, Cityville, Country

## 2. Mission & Vision

### Mission Statement

To deliver high-quality, innovative solutions that add value to our clients and communities.

### Vision Statement

To be a global leader recognized for excellence, integrity, and sustainability in all operations.

## 3. Key Contacts

Name	Position	Email	Phone
Jane Doe	Chief Executive Officer	jane.doe@acmecorp.com	+1 555 123 4567
John Smith	Head of Operations	john.smith@acmecorp.com	+1 555 987 6543

## 4. Main Activities

- Software development and IT consulting
- Cloud-based solutions
- Training and support services
- Research and innovation in technology

## 5. Organizational Structure

- Executive Management
- Operations Department
- Research & Development
- Sales & Marketing
- Support Services
- Finance & Administration

## 6. Registration & Compliance Information

Registration Number	0987654321
Tax ID	1122334455
Certifications	ISO 9001, ISO 27001

## Important Notes

- This document should be reviewed and updated regularly to maintain accuracy.
- Ensure all confidential information is protected as per company policy.
- Use this format to provide clear and consistent organizational data for internal or external stakeholders.
- Contact information should be kept current for effective communication.