



**REQUEST FOR DOCUMENTS FROM EMPLOYEE FILE**

**To be completed by the requester**

**Employee Name :** .....

**Badge No. :** ..... **Hire Date :** .....

**Position :** .....

**Department :** .....

**Benefit Group :** ..... **Contact No :** .....

**Email Id :** .....

I would like to request a copy of the below listed documents for personal purposes;

- Copy of Contract
- Copy of Employment Certificate from Previous Job
- Copy of Personnel Source Verification ( PSV )
- Copy of Transcript & Diploma
- Copy of English / Typing Test Result
- Copy of Signed Job Description
- Other, please specify; .....

Attached Document/s:

Copy of Badge

\_\_\_\_\_  
**Requester**  
(Name & Signature)

\_\_\_\_\_  
**Date**