



LIST			
	Document #: ED12_L_03/00	TITLE: DOCUMENT IDENTIFICATION CODE	
	Revision: 6	Issue Date: 03 January 2011	Page 1 of 3
	Last Review Date: 31 January 2017	Review Date: 31 January 2017	
	Prepared By: _____ Legal Secretary	Approved By: _____ Legal Officer	

This document is created to state the process involved in assigning an identification number to requests received in the form of documentation of verbally.

1.0 DOCUMENT TYPE

1.	For Advertisements: Adv
2.	For Bidding Documents: BD
3.	For Cabinet Submissions: CS
4.	For Certificates: Cert
5.	For Circulars: Cir
6.	For Claims: CI
7.	For Codes of Conduct: Code
8.	For Contracts: Con
9.	For Decisions: D
10.	For Emails: E
11.	For Forms: F
12.	For Instrument of Authority : IA
13.	For Invoices: Inv
14.	For Leases: Le
15.	For Legal Opinions: LO
16.	For Legislations: ACT
17.	For Letters: L
18.	For Letters of Agreements: LOA
19.	For Memoranda: Memo
20.	For Memoranda of Understanding: MOU
21.	For Memoranda of Agreement: MOA
22.	For Mutual Recognition Agreements: MRA
23.	For Notices: Not
24.	For Policies: Pol
25.	For Press Releases: PR

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26.	For Procedures: Pr
27.	For Proposal: Pl
28.	For Protocol: Pro
29.	For Procurement Submissions: PS
30.	For Quotation: Qu
31.	For Receipts: Re
32.	For Reports: R
33.	For Requests for Proposals: RFP
34.	For Service Agreements: SA
35.	For Special Reseller Agreements: SRA
36.	For Standards: STD
37.	For Terms of References: TOR
38.	For Witness Statements: WS

2.0 Assigning document identification code (DIC)

The document identification code is made up of three parts:

Each of the three parts is separated by an underscore in order to complete the DIC.

1) Fixed **ED12**


2) Document Type: (see item 1.0 above – Document Type). This/These letter(s) is/are followed by a forward slash and then the document form, that is, Electronic = **E**, Hard copy = **H**

OR

If request was received orally: **Verbal request**

3) The sequential order in which the element occurs when it is received. Example: **00**

Example:

	LIST		
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- a. **ED12_MOU/E_00/Jul11** is the DIC for the first MOU received electronically under the incoming documents/requests electronic record for the month of July 2011.
- b. **ED12_Pr/V_00/Jul11** is the DIC for the first Procedure verbally requested for the month of July 2011.