

## Appendix 1 : REGISTRATION BOOK

INCOMING CORRESPONDENCE											COMMENTS
REGISTRATION NO.					Type	From	Date	Encl.	Reg. Date	Label No.	
I	Unit Code	Year	Ref. No.	Seq. No.							
											Reply No:..... File No:..... Date :.....
											Reply No:..... File No:..... Date :.....

OUTGOING CORRESPONDENCE											COMMENTS
REGISTRATION NO.					Type	From	Date	Encl.	Reg. Date	Label No.	
O	Unit Code	Year	Ref. No.	Seq. No.							
											Reply No:..... File No:..... Date :.....
											Reply No:..... File No:..... Date :.....

### Column Descriptions

- (1) **I** = Incoming; **O** = Outgoing
- (2) **Unit Code** : Indicates the sender (outgoing) or the unit its posted to (incoming). It's a two digit alphabetical code (See : [Appendix 2 – University Units and Abbreviations](#)).
- (3) **Year** : Last two digits are shown; eg. 99, 00, 01, etc.
- (4) **Ref. No.** : For Incoming correspondence, last 5 digits of the reference number given by the originating organization. For Outgoing correspondence, 5 digit reference number given by the originating unit.
- (5) **Sequence No** : Number assigned to all types of Incoming / Outgoing correspondence by the Correspondence Center each calender year in sequence starting from 1.
- (6) **Type** : **R** = Official Correspondence, **G** = All types of general purpose correspondence / mail, **K** = Private Mail, **S** = Confidential.
- (7) **From** : Indicates where the correspondence is sent from: For Incoming correspondence, it's an organization or a person; not applicable to Outgoing correspondence.
- (8) **Date** : Date of the correspondence.
- (9) **Enclosure** : Indicates if the Incoming / Outgoing correspondence includes any enclosure (E = Yes) (H = No).
- (10) **Registration Date** : The date correspondence is registered by the Correspondence Center.
- (11) **Label No** : Used to enable the tracking of the Incoming correspondence when distributed **without opening** the envelope.
- (12) **Comments** : Additional information that needs to be entered according to the type of correspondence.