

PERSONAL FILES POLICY

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Accessibility level	A	Effective date	April 27, 2015

BASIC DOCUMENTS GUIDELINE:

1. Basic documents are the official, educational and practical certificates that belong to the applicant and must be maintained at the HR office.
2. Personal papers include: birth certificate, I.D Card, Passport, Driving License, Residency Card, Medical Insurance Card, etc.
3. Educational certificates includes: High school, Diploma, Bachelor, Master and PHD certificates.
4. The basic documents should also include: Medical reports, family registry, personal photos and social insurance.
5. Practical certificates such as: driving license, certificates from occupational centers, training courses certificates, etc.
6. The Recruitment Officer should inform the applicant about the required basic documents after signing the contract. The Recruitment officer should receive these basic documents then forward them to the HR department to create Employee's ID Number and to open the employee's file.