



## REQUEST FOR TEMPORARY POSSESSION OF ORIGINAL MARKSHEET

### Student Information:

Full Name: \_\_\_\_\_

Student No: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Purpose of Request:

I, \_\_\_\_\_, a student of Gedu College of Business Studies am writing to request temporary possession of my original marksheets for the purpose of *[Explain the reason for taking the marksheets]* \_\_\_\_\_

### Marksheet Details:

- Student Index Number: \_\_\_\_\_

- Year of Passing: \_\_\_\_\_

### Dates for Possession and Return:

I request permission to take possession of the original marksheets from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_. This temporary possession is necessary for the aforementioned purpose, and I commit to returning the marksheets in the same condition as received.

### Terms and Conditions:

1. I understand that I am responsible for safekeeping of marksheet during the possession period.
2. I will not make any alterations to the marksheets during the possession period.
3. I will return the marksheets on or before the specified return date.
4. I will provide accurate and current contact information during the possession period.
5. In the event of loss, damage, or failure to return the original marksheets by the agreed-upon date, I will be responsible for any associated costs and consequences.

### Signature:

I understand and agree to the terms and conditions outlined in this request. I request permission to temporarily possess my original marksheets for the specified purpose.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### For official use only:

Authorized Official Name | Sign | Seal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remarks: \_\_\_\_\_