

# Annual Loss Register Reporting Format

## Organization Details

Organization Name	[Enter Name]	Reporting Year	[YYYY]
Department	[Enter Department]	Prepared By	[Name & Designation]

## Loss Event Register

#	Date of Loss	Loss Type / Category	Department	Description of Event	Direct Loss Amount	Recovery Amount	Status
1	[DD/MM/YYYY]	[e.g. Fraud, Operational, Damage]	[Enter Department]	[Brief Incident Description]	[Currency] [Amount]	[Currency] [Amount]	[Open/Closed]
2							
				Total	[Currency] [Total]	[Currency] [Total]	

## Summary & Remarks

Total Loss Incidents	[Number]
Net Loss Amount	[Currency] [Amount]
Remarks / Action Taken	[Brief remarks or follow-up action]

## Important Notes

- Ensure all loss incidents are reported accurately and promptly.
- Include both direct and recovery amounts for transparent reporting.
- Update the status of each event (Open/Closed) as appropriate.
- Retention of supporting documents is required for all reported incidents.
- Annual summary helps in trend analysis and risk mitigation planning.