

# Digital Loss Register Entry Sheet

Register No.: \_\_\_\_\_

Date of Entry: \_\_\_\_\_

Reported By: \_\_\_\_\_

Department: \_\_\_\_\_

## Loss Details

S. No.	Date & Time of Loss	Type of Digital Asset / Data	Description of Loss	Estimated Value / Impact	Location / System Involved	Reported To	Status / Action Taken
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____

Remarks / Investigation Notes:

\_\_\_\_\_

\_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Notes:

- This register should be maintained regularly for all instances of digital asset loss.
- Ensure details are accurate and all entries are authorized by appropriate personnel.
- Investigate and record actions taken to prevent recurrence of similar losses.
- Protect the confidentiality of sensitive loss data as per company policy.
- Periodic audits of this register are recommended for compliance and improvements.