

Periodic Loss Register Record Form

Reporting Period:

Department/Unit:

Prepared By:

Date:

Loss Events Details

#	Date of Loss	Description of Event	Loss Category	Amount Lost	Recovery (if any)	Remarks/Follow-up Action
1						
2						
3						
4						

Summary & Approval

Total Number of Loss Events:

Aggregate Amount Lost:

Approved By:

Approval Date:

Important Notes

- All loss events, regardless of amount or recovery, must be recorded promptly and accurately.
- Descriptions should be clear and concise, providing enough detail for follow-up or review.
- This register should be reviewed and approved by authorized personnel at the end of each reporting period.
- Supporting evidence and documentation should be maintained for each entry.
- Ensure confidentiality and safe handling of this record as it may contain sensitive information.