

Recognized Forms for Submission of Loss Applications

Purpose

This document specifies the official forms recognized by the organization for the submission of loss applications. Please use the appropriate form according to the nature and type of loss being reported.

Recognized Forms Overview

Form Name	Form Reference	Applicable Loss Type	Submission Requirement
Inventory Loss Declaration Form	ILDF-01	Product Loss / Damage	1 copy (original)
Property Loss Report	PLR-03	Equipment/Asset Loss	2 copies
Theft/Fraud Loss Notification	TFLN-07	Theft or Fraudulent Activity	1 copy with police report
Cash Loss Application	CLA-02	Cash/Monetary Loss	1 copy with supporting documents
Natural Disaster Loss Form	NDLF-05	Natural Events (fire, flood, etc.)	1 copy with incident report

Submission Instructions

1. Select the correct form as per the loss category.
 2. Fill in all required sections clearly and accurately.
 3. Attach all supporting documents as specified.
 4. Submit the completed form to the Department of Loss Management or via approved digital platforms.
 5. Retain a copy for your own records.
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Important Notes

- Only recognized forms listed above will be accepted for official loss applications.
- Incomplete forms or missing documentation may delay the review process.
- Consult the latest Loss Application Policy for detailed guidance and form samples.
- False or misleading information may result in disciplinary action.