

Recommended Formats for Reporting Loss Applications

A. Applicant Details

Field	Details
Applicant Name	
Designation / Department	
Employee/ID No.	
Date of Application	

B. Loss Details

Item Lost	Description	Quantity	Date of Loss	Location

C. Circumstances of Loss

Detailed Description:
Immediate Action Taken:

D. Declaration

I hereby declare that the information provided above is true and complete to the best of my knowledge.

Signature: _____
Date: _____

E. For Official Use Only

Remarks / Investigation Findings:
Action Taken:
Approver's Name & Signature:

Important Notes

- All fields should be completed accurately and honestly.
- Supporting documents, if any, should be attached with this application.
- Immediate reporting of any loss is encouraged to facilitate timely investigation.
- False declarations may be subject to disciplinary action.

- Keep a copy of the submitted application for your records.