

# Detailed Inventory Loss Declaration Form

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## Section 1: Reporter Information

Company Name

Reporter Name

Position/Title

Contact Number

Email Address

Date of Report

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## Section 2: Loss Event Details

Location of Loss

Date of Loss

Description of Circumstances

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## Section 3: Inventory Loss Details

| # | Item Description | Item Code | Quantity Lost | Unit | Estimated Unit Value | Total Loss Value | Remarks |
|---|------------------|-----------|---------------|------|----------------------|------------------|---------|
| 1 |                  |           |               |      |                      |                  |         |
| 2 |                  |           |               |      |                      |                  |         |
| 3 |                  |           |               |      |                      |                  |         |

Total Estimated Loss Value

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## Section 4: Declaration

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

Signature

Date

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### Important Notes:

- This form must be completed promptly upon identification of inventory loss.
- Attach supporting documents (e.g., incident reports, inventory records) if available.
- False declarations may result in disciplinary or legal action.
- All information will be treated confidentially and used only for loss assessment purposes.
- Submit the completed form to the appropriate department as per company procedure.