

Stock Loss Declaration

Date of Declaration:

Name of Company / Organization:

Address:

Warehouse/Location:

Details of Lost Stock:

S.No	Item Description	Batch/Lot No.	Quantity	Unit	Stock Value	Remarks
1						
2						

Reason for Loss (Brief Description):

Actions Taken / Remarks:

Prepared by

Checked by

Authorized by

Important Notes:

- This form should be filled accurately and submitted as per the company's loss reporting policy.
- All supporting documents (e.g., investigation report, inventory records) should be attached.
- The declaration must be signed by authorized personnel only.
- False declarations may result in disciplinary or legal action.
- Retain a copy of this document for future reference and audits.