

# Official Inventory Loss Claim Form

## 1. Company & Location Details

Company Name

Location (Branch/Department)

Date of Claim

## 2. Reporting Officer Details

Name

Designation

Contact Information

## 3. Inventory Loss Details

Date of Loss

Type of Loss

Select

Description of Circumstances

## 4. List of Lost Inventory Items

Item Description	Item Code	Quantity	Unit Value	Total Value

Total Claim Value

## 5. Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge, and that the reported inventory loss has been duly verified.

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Reporting Officer's Signature

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Date

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Authorized Manager's Signature

## Important Notes

- All fields must be completed accurately in order to process the claim.
- Attach supporting documents (inventory records, incident report) with this form.
- False or misleading information may result in disciplinary action.
- This form should be submitted to the relevant department head or inventory control team.
- Keep a copy of the completed form for your records.