

Asset Warranty Claim Submission

1. Organization & Contact Information

Organization Name

Department/Division

Contact Person

Email Address

Phone Number

2. Asset Details

Asset Name	Asset Tag/ID	Model / Serial Number	Purchase Date	Warranty Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Claim Details

Description of Problem/Defect

Date Issue Noticed

Steps Already Taken

4. Attachments

List (or attach copies) of all supporting documents (purchase invoice, photos, etc):

Authorized Signatory
Date

Department Head Approval
Date

Important Notes

- This form should be submitted promptly after discovering a defect within the warranty period.
- Ensure all fields are accurately filled out and supporting documents are attached.
- Retain a copy of this submission for your records.
- Incomplete or illegible information may delay the processing of your claim.
- Contact your Procurement or Asset Management team for any clarifications.