

Lost Asset Report Form

Incident Recording Structure

Reporter Information

Full Name

Contact Information

Department/Unit

Asset Details

Type of Asset

Asset ID / Serial Number

Description of Asset

Incident Details

Date of Loss

Time of Loss (if known)

Location of Loss

Circumstances of Loss

Immediate Actions Taken

Authorities Notified

Authorities Notified (if applicable)**Reference/Case Number****Reporter's Declaration****Declaration / Additional Remarks****Date of Report****Important Notes**

- Provide detailed and accurate information to assist investigations and recovery efforts.
- Attach supporting documents or evidence if available.
- Loss of asset must be reported as soon as possible after discovery.
- Keep a copy of this report for your records and follow up with relevant authorities.
- False reporting may result in disciplinary or legal action.