



لمباى قعأمانه مسجد سلطان  
TRUSTEES MASJID SULTAN  
( MASJID SULTAN TRUST FUND )

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Doc No.	MS-CSD-02
Rev No.	00
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### Lost & Found Report Form

(Please tick accordingly)	<input type="checkbox"/> Lost Item Report	Date of Report: _____
	<input type="checkbox"/> Found Item Report	
<b>Details of lost / found item (applicable for lost / found report)</b>		
Description of the lost / found item : _____ <small>(To be as specific as possible, include things like colour, size, shape, etc.)</small>		
_____		
_____		
_____		
_____		
Where was the item lost / found : _____		
_____		
_____		
_____		
Date of lost / found : _____ Time of lost / found : _____		
<b>Staff who log down the lost report / receive found item</b>		
Staff: _____ Date / Time : _____ (Name and Signature)		
<b>Particulars of person making the lost report (only applicable for lost report)</b>		
Name : _____ I/C No. : _____		
Address : _____		
_____ Singapore: ( _____ )		
Contact no. : _____ (Res) _____ (H/p)		
<b>Claim Collection (if any)</b>		
Claimant : _____ Staff : _____ (Name and Signature) (Name and Signature)		
Date / Time : _____ Date / Time : _____		