



REPORTING OF LOST AND FOUND ITEMS

<input type="checkbox"/> REPORTING OF LOST ITEM(S)			
INSTRUCTIONS			
Please do not report the same item more than once. We will contact you only if a match is found. If we don't contact you <u>within four weeks</u> , unfortunately it means that your item wasn't recovered. Please hand in the completed form to <u>the Main Reception</u> .			
Name:		M'ship No. / Last 4 digits of NRIC no.:	
Mobile No.:		Location Item Lost:	
Date Item Lost:		Time Item Lost:	
Description of Item (s):			
<hr/>			
Signature		Date	
OFFICIAL USE (to be filled in by staff at Main Reception counter)			
Date Received:		Received By:	
Item Found:	<input type="checkbox"/> Yes. Location: _____ <input type="checkbox"/> No	To collect by (date):	_____
		Re-checked on (date):	_____

<input type="checkbox"/> REPORTING OF FOUND ITEM(S)			
INSTRUCTIONS			
Please hand in the <u>found item</u> and the <u>completed form</u> to the Main Reception, Gym or Security Counter.			
Name:		Location Item Found:	
Date Item Found:		Time Item Found:	
Description of Item (s):			
<hr/>			
Signature		Date	
OFFICIAL USE (to be filled in by staff at Main Reception, Gym or Security Counter)			
Date Received:		Received By:	
		Department:	
Item(s) Stored At:			
Remarks:			

<input type="checkbox"/> Collection of Found Item(s)			
Collected By:		M'ship No. / Last 4 digits of NRIC no.:	
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Signature		Date	