

Hong Kong Baptist University
Office of Student Affairs
Student Accommodation Section
Report on Property Loss / Found

Incident Details

Location of Property * Lost / Found :

Date :

Time :

Brief Description of Incident :

Details on Property * Lost/ Found

Cash :

Document :

Other Items (Value) :

Privacy Policy

Please refer to <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

Personal Particulars of Reporter

Name of Reporter :

Contact No.:

Department / Office :

Student/Staff/HKID No.:

Reporter's Signature :

Date:

<u>FOR REPORT ON PROPERTY LOSS</u> <u>To Be Completed by ACCM General Office</u>	<u>FOR REPORT ON PROPERTY FOUND</u> <u>To Be Completed by the Owner</u>
Report to Police : ☐ Yes * (By Student / By SRH / By VC) Case No.: _____ ☐ No ☐ I declare that I want to cancel the above report.	I declare that I am the owner of the above-mentioned property. ☐ All the above properties are received by me in good condition ☐ Except the item(s) listed below, all the remaining items as above-mentioned have been returned to me. _____

Name of Owner:

Contact No.:

Department/Office :

Student/Staff/HKID No.:

Signature of Owner

Date:

Signature of Staff:

Date:

Note:

* Please delete as appropriate.