

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://bupdpdpo.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 G4 / JC³ 201 Service Counter</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.