



Lost and Found Items Monitoring Procedure

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HR/ADMIN- Employee Relations	HR/Admin	00	1 of 2

1.0 PURPOSE

- 1.1. To provide assistance on Lost and Found Items.
- 1.2. To provide safekeeping of Found items.

2.0 RESPONSIBILITY

- 3.1. HR Officer – Employee Relations
- 3.2. HR Associate – Employee Relations

3.0 Process (On Lost Items)

- 4.1 Employee concerned sends verbal/e-mail notice to HR on the details of the lost items.
- 4.2 HR officer sends out a company advisory, including details such as: description of the item, owner, date of loss and where to return it. (HR office or owner).

4.0 Process (On Found Items)

- 5.1 HR Officer sends out a company advisory informing the recovery of the item and where to claim it.
- 5.2 Claimant gives other description / distinguishing marks to confirm ownership of the item.
- 5.3 Claimant signs Acknowledgement Receipt as proof of recovery.
- 5.4 If Found items are not claimed within 1 month, items will be donated to the company's Foundation.

Acknowledgment

I _____ of _____ Department acknowledge receipt of
(print name and position)

The items as described below from Human Resources Department:

NO.	Item	Model/Brand	Distinguishing Marks

Received by:

Released by:

(print name and affix signature)

(print name and affix signature)

Date: _____

Date: _____