

File Reference _____
Enquiries _____
Telephone _____

DIRECTOR: FINANCIAL MANAGEMENT & ACCOUNTING

REGISTRATION OF LOSS/DAMAGE/FRUITLESS EXPENDITURE IN RESPECT OF

1 Finance Circular 1 of 1995 applies.

The case arises from:

2.
.....
.....
.....
.....

3. The Loss amounts to R....

4. Entry under the following category of the annual report is recommended

5. Kindly register the case and furnish this office with the number as soon as possible.

.....

Date:

REPLY

ACS 16

**Financial Administration Directorate
Loss Control Section**

The above-mentioned as been registered has ACS 16 _____

DIRECTOR: FINANCIAL MANAGEMENT & ACCOUNTING

DATE: _____

REPORT OF LOSS/DAMAGE/FRUITLESS EXPENDITURE

REPORT IN DUPLICATE IN BLACK PEN. IF SPACE IS INSUFFICIENT USE SEPARATE FOLIO SHEET (WRITE ON ONE SIDE ONLY) AND REFER TO IT UNDER QUESTION CONCERNED

1. INSTITUTION:.....

1.1 Division:.....1.2 Street address:.....

2. TYPE OF LOSS: Cash/Government property/Damage/Fruitless

Expenditure:.....as a result of the alleged
conduct / failure/ negligence of the person concerned in the capacity of
.....

3. DISCOVERED BY WHOM:.....

3.1 Date: 3.2 Time: of burglary/ theft or period:

.....
(In the case of burglary, arson, bomb explosion, etc. the officer must submit a
separate report).

4. S A POLICE SERVICES CRIME REFERENCE NO:.....

Station:.....

4.1 Date:..... Officer:.....

(See T.I:W 11.3 In order to finalise the loss the SAP Police Services have to
be contacted after 10 weeks for their final inquiry report). Follow up

fortnightly thereafter.

5. GOVERNMENT PROPERTY

5.1 Describe in full: colour/size/length/width-serial numbers/make: if applicable
inventory number:

.....
.....Used for:

5.2 Was item marked according to regulation?

If not, report by officer responsible:

5.3 If item/s constitute/s donation: Has approval been obtained from Head Office?

Date: (if not, it is not a loss)

5.4 Replacement value/ book value?

NB If something is missing ON or FROM (Government property) a vehicle/Government vehicle, use this form and give details on pages 1-3

6. HOW WAS ENTRY GAINED TO: (mark only with X)

6.1 Terrain: .. Distance from security point:

6.2 Building: Room/store/hall;Distance from security point

6.3 Cupboard:

6.4 Drawer:

6.5 Other: for example vehicle (Reg No.)

6.6 Was it locked: By whom ...

6.7 If not, why not:

.....
..... (if applicable get full report)

6.8 Does the public have access to the division:

6.9 How does key control take place:

6.10 Is the key register kept: .

7. IF FAILURE/NEGLIGENCE IS ALLEGED

7.1 Report by officer concerned (use one side only)

7.2 Report by Division Head concerned (reports in black ink please)

7.3 Were regulations brought to the attention of the officer in writing? Did he/she acknowledge receipt in writing? If yes, a copy thereof must be attached to aforementioned reports

8. SECURITY

8.1 Can officers throw light on the event:

If not, why: .

If yes, full report:

8.2 Has security division been privatised:

If yes, what are conditions with respect to inadequate rendering of service:

8.3 If there was a breach of the above, or suspected within reason, what steps have been taken:

8.3 Does any provision of the Security Officers Act, Act 92 of 1987, apply? If

If yes, what steps have been taken:

9. ARE CIRCUMSTANCES SUCH THAT:

9.1 This loss can occur again: (state it)):

9.2 What steps are intended to counter repetition of the loss: (e.g. burglar proofing)...

9.3 When will such steps be implemented:(e.g. immediately).

10. OTHER INFORMATION YOU WISH TO SUPPLY

HEAD OF DIVISION:

.....
DATE

RANK:

SIGNATURE OF HEAD OF
INSTITUTION:

.....
DATE

- NB:
1. Other reports attached:
 2. You are reminded that if a lawsuit arises from cases of criminal or Alleged criminal conduct written application must be made to the Prosecutor in terms of section 300 (1) of the Criminal procedure Act, Act 51 of 1977, in order to hand over, after conviction, a relevant application for the recovery of damages suffered by the State or the return of Government property, to the presiding officer.

ANNEXURE TO APPLICATION:
CASES OF EMERGENCY

NB: This form must be completed and submitted under cover of completed ST 87 in matters where action was taken in the case of emergency (ST 37 paragraph 12.2.5.4.1).

1. Full particulars of the circumstances which could not be foreseen

2. Outline the dangerous or perilous condition or misery or defect that occurred as a result of the state of emergency or could have resulted or damage that could have been incurred.

3. Indicate what was aimed at with the action in order to relieve, stem or to prevent the state of emergency.

4. What was the actual result of the action with regard to the appointed goal.
