

Format No.:

Date	Department	Location / Area	Unit

I _____ acknowledge that, I have been issued Key

Number: _____ for Location / Area / Drover: _____

For _____, I requesting for reissue key.

I understand that, I required reporting to management the loss of the key as soon as possible, so I am not give this key to any person not authorized by our organization.

Further, I know of the works rules / regulations of organization for the key controls & responsibility and authority as outlined in the key control rules number: _____.

Employee Signature: _____

Date of Lost key: _____

Date of New key Receipt: _____

Date of lost key issued: _____

Manager Signature: _____

Date: _____