

## Loss of Departmental Sim Card and Router Form

Please complete this form to report the loss of the Departmental SIM Card and Router. The form must be submitted by email or hand-delivery to the District IT offices for further processing.

### A. School Particulars

National EMIS Number	
School Name	
Contact Number	
Principal Name	
Principal Contact Number	
Email Address	

### B. Loss Details

Indicate if sim card was LOST, STOLEN or MISPLACED	
Date of Incident	
Last known date of usage on the sim card	
In the case of theft, was it reported to the police?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Provide a brief description of the incident.</i>	

### C. Lost SIM Card / Router Details

SIM Card 1 Serial Number (ICCID)	
SIM Card 2 Serial Number (ICCID)	
SIM Card 3 Serial Number (ICCID)	
Router 1 IMEI	
Router 2 IMEI	
Router 3 IMEI	
Any other comments	

### D. Principal

I further acknowledge and agree to the following:

1. The information provided in this form is true, accurate and complete to the best of my knowledge.
2. I understand the importance of promptly reporting the loss of departmental-issued routers and sim cards and will take necessary precautions to prevent unauthorised usage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials and Surname

\_\_\_\_\_  
Date

School Stamp



**For Head Office Use Only:**

**Action Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Further Instructions:** \_\_\_\_\_  
\_\_\_\_\_

**Account Administrator signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_