#### JKR.PATA.F11/1

##### LAPORAN AWAL KEHILANGAN ASET TAK ALIH

**KERAJAAN MALAYSIA**

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**TAHUN :\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KEMENTERIAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JABATAN/ AGENSI : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAMA PREMIS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**No. DPA :**

**Kod DAK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **KETERANGAN ASET TAK ALIH YANG HILANG**

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|  | **Jenis** | **:** | Struktur Binaan / Komponen | | | | |
|  | **No. DPA** | **:** |  | | | | |
|  | **Kod DAK** | **:** |  | | | | |
|  |  |  | |  | |  |  |
|  | Nama Blok |  | | Kategori Sistem | |  |  |
|  | Aras |  | | Kategori Subsistem | |  |  |
|  | Ruang/ Unit |  | | No. Bil. Subsistem | |  |  |
|  | Kategori Aset |  | | Komponen | |  |  |
|  |  |  | | No. Bil Komponen | |  |  |
|  | Label Ruang |  | | Label Aset | |  |  |
|  | Jenis |  | | Kondisi | |  |  |
|  | Jenama |  | | Status Aset | |  |  |
|  | Model |  | | Bahan | |  |  |
|  | No Siri |  | | Aksesori | |  |  |
|  | Pengilang |  | | Unit/ Bahagian | |  |  |
|  | No. Pendaftaran |  | | Ukuran | Keluasan |  |  |
|  | Tarikh Bina/ Pasang |  | | Kapasiti |  |  |
|  | Kos Perolehan |  | | Kemasan | |  |  |
|  | Tarikh Mula Guna |  | | Kuantiti | |  |  |
|  | Tarikh Waranti Mula |  | | Tahap Kepentingan | |  |  |
|  | Tarikh Waranti Tamat |  | | Jangka Hayat | |  |  |
|  | No Kontrak/ Perolehan |  | | Nilai Terkini | |  |  |
|  | Tarikh Lupus |  | | No Sijil Lupus | |  |  |
|  | Pembekal |  | | | | |  |
|  | Alamat/ No.Telefon |  | | | | |  |
|  | Kontraktor |  | | | | |  |
|  | Alamat/ No.Telefon |  | | | | |  |
| Catatan: ........................................................................................................ | | | | | | | |

1. **TEMPAT SEBENAR DI MANA KEHILANGAN BERLAKU**

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1. **TARIKH KEHILANGAN BERLAKU ATAU DIKETAHUI**

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1. **CARA BAGAIMANA KEHILANGAN BERLAKU**

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Muka Surat \_\_\_dari\_\_\_

1. **NAMA DAN JAWATAN PEGAWAI YANG AKHIR SEKALI MENGURUS/ MENGGUNA ASET TAK ALIH YANG HILANG**

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1. **SAMA ADA SESEORANG PEGAWAI DIFIKIRKANBERTANGGUNGJAWAB KE ATAS KEHILANGAN ITU, JIKA YA, NAMA DAN JAWATANNYA.**

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1. **SAMA ADA SESEORANG PEGAWAI TELAH DITAHAN KERJA.**

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1. **NO. RUJUKAN DAN TARIKH LAPORAN POLIS**

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1. **LANGKAH-LANGKAH SEDIA ADA UNTUK MENGELAKKAN KEHILANGAN ITU BERLAKU**

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1. **LANGKAH-LANGKAH SEGERA YANG DIAMBIL BAGI MENCEGAH BERULANGNYA KEJADIAN INI**

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1. **CATATAN**

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**..........................................**

(Tandatangan PTF)   
Nama :  
Jawatan :  
Tarikh :

Cap Jabatan

**.........................................**

(Tandatangan Ketua Jabatan)   
Nama :  
Jawatan :  
Tarikh :

Cap Jabatan

Muka Surat dari