

Memo

From : Duty Officer, WDIV

To : Whom it may concern

Report No. : WDIV

Tel. No. :

Date :

Report of Lost / Stolen Property

This is to certify that [NAME], holder of identity document number [No.], reported that at about [TIME] on [DATE] in the area of [ADDRESS]

[ADDRESS], the following item(s) of property were lost/stolen:

| Item No. | Description |
|----------|-------------|
|----------|-------------|

| | |
|---|----------------|
| 1 | [ITEM DETAILS] |
|---|----------------|

SAMPLE



for Duty Officer, WDIV

In accordance with Regulation 13 of the Registration of Persons Regulations, Cap 177A, Laws of Hong Kong, the holder of a Hong Kong Identity Card that has been reported lost shall report to a registration officer of the Immigration Department within 14 days of such loss, failure to comply may lead to such person being liable to prosecution.

***** This memo cannot be accepted as proof of identity *****