***\*Format for Request for Write Off***

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| **REQUEST FOR WRITE OFF** Date :  dd/mm/yyyy  |
| **Classification Category**  |
| Expired/ Unusable Stocks  |   |
| Stocks Physically Missing  |   |
| Irrecoverable Advances from Vendors/Debtors  |   |
| Please make the note for each classification category separately. This note is required for all the advance and stocks items proposed to be written-off. Similar items or situation should be grouped together.  |
| Particular  | Amount  | Background  | Reasons for non - realization  | Efforts at Recovery  | CEO/FC Note  |
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| Notes (if any) :  |
|   Prepared by Recommended by Approved by   CEO/FC BoD      |