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LUCY INSURANCE (S.C)

Date: 04/08/2025

Maintenance Request Form

Division: _____ Department: _____ Branch: Head Office

Ser No.	Description of Item	Tag No.	Type of Problem	Date Problem Detected	Action Required
1	Computer Monitor		Screen not working	01/08/2025	
2	Printer		Paper Jam	29/07/2025	

Requested by

Approved by

Name: _____

Name: _____

Signature: _____

Signature: _____

Action Taken by HR & Logistics Division

& Request Approved & Rejected

Description of Corrective Action taken:

Owner of Action Process