

CHECK LIST FOR REPORTING & REPLACING LOST ITEMS

ID CARDS

- Immediately file Police Report (Not FIR) for loss of CNIC
- Issue replacement CNIC from NADRA (police report not required)
- School/College/University/Office ID Cards notify relevant contact

DRIVING LICENSE

- Immediately file Police Report (Not FIR)
- Issue replacement from Driving License Branch
 - Copy of Police report to be submitted (original shown)
 - Copy of lost license required

PASSPORT

- Immediately file FIR (First Information Report)
- Issue replacement from Passport Office of the City mentioned in your CNIC
 - Original & Copy of CNIC required
 - Original & Copy of FIR
 - Copy of lost Passport (if available)
- Inform all Embassy/Consulates of the loss in case a valid visa was on the passport
- Retain copies of all FIR, letter to Embassy for future visa processing

DEBIT & CREDIT CARDS

- Immediately call Bank Helpline and Block the Card
 - Have Card Number available
 - In case you don't have Debit/Credit Card number then provide CNIC number

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CHEQUES & BANK DRAFTS

- Immediately call the Bank Helpline and inform of loss
- Visit the Bank Branch to obtain replacements

VEHICLE & DOCUMENTS

- Immediately Call the Police Helpline and inform of the loss
- File a written complaint (Police Report) with the relevant police station
- Inform your Insurance company
- In case of company provided vehicles inform the relevant internal contact

MOBILE & SIM

- Immediately call the concerned Mobile Operator and block the Sim
- Replacement SIM will only be provided to the registered owner of the Sim
- Inform relevant internal contact if Mobile & Sim are provided by the company

KEYS

- House keys if lost must immediately be changed
- Office keys loss must be reported to internal contact & changed if necessary