

**Daily Reporting Sheet**

From : Border Post: \_\_\_\_\_ Date: \_\_\_\_\_

To : Customs HQ/Regional Director Attn : Mr/Ms

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1. No. of SAD/Declaration registered for the day \_\_\_\_\_
2. No. of data collection forms attached to the SAD/Declaration \_\_\_\_\_
3. No. of data collection forms collected at end of day \_\_\_\_\_
4. No. of data collection forms verified as accurate \_\_\_\_\_
5. No. of data collected forms with errors \_\_\_\_\_
6. Downtime of system for the day (e.g. system down by blackout)
  - i. From \_\_\_\_\_ Till \_\_\_\_\_
  - ii. From \_\_\_\_\_ Till \_\_\_\_\_
  - iii. From \_\_\_\_\_ Till \_\_\_\_\_
  - iv. From \_\_\_\_\_ Till \_\_\_\_\_

7. Problems encountered in data collection (remarks)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Preliminary verification of data (remarks)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
(Station Manager)