**Appendix 1. Fraud Incident Report Form**

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| “What Happened” 🡪Problem Capture | |
| Incident: |  |
| Statement:  (Brief description of problem) |  |
| Situation/Incident Date: |  |
| Raised by: |  |
| Impact: |  |
| Urgency: |  |
| Person making the report: |  |
| Details of incident known to date[[1]](#footnote-1) | |
|  | |
|  | |
|  | |
| Other Notes | |
|  | |

Appendix: (if any attachments)

1. Brief summary only. A full investigation will be conducted if required and in keeping with the policy. [↑](#footnote-ref-1)