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|  | (Name of RCHE) |
|  |  |
| **Record of Daily Custody/Collection of Possessions** | |

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| Name of resident |  | HKIC no. |  | Room and/or bed no. |  |

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| Item | Date of custody | Resident/ Name of settlor | Signature of resident/ settlor | Name of staff responsible | Name of witnessing staff | Date of collection | Name of collector | Signature of collector | Name of staff responsible | Name of witnessing staff | Remarks |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |
|  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  | ☐resident  ☐settlor#  ( ) |  |  |  |  |

#a settlor refers to the resident’s guardian/guarantor/family member/relative