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STEPS TO MAKE A TAMPER PROOF VALUATION REPORT

Creating a tamper-proof Valuation Report is essential to maintain the integrity and authenticity of the information provided. Here's a guide on how to create a tamper-proof valuation report in hard copy format:

Document Formatting:

- Use professional document creation software to format the report neatly and consistently.
- Include a cover page with the title "Tamper-Proof Valuation Report" and your company's logo and contact details.

Header and Footer:

- Include a header and footer on each page of the report. This can contain the report title, your company name, and page numbers.
- This helps ensure that even if someone tries to remove or replace pages, the header and footer information will be inconsistent.

Watermarking:

- Add a watermark to each page of the report. This can be the words "Confidential" or "Tamper-Proof" diagonally across the page.
- Watermarks are difficult to remove without leaving evidence of tampering.

Sequential Numbering:

- Number the pages sequentially, including appendices and exhibits.
- Any attempts to insert or remove pages will disrupt the numbering sequence.

Binding:

- Choose a secure binding method like spiral binding or stitching.
- This makes it harder to replace or remove pages without visible damage

Seals and Stamps:

- Use official company seals and stamps on important pages, especially the cover page and the final page of the report.
- This adds an extra layer of authenticity.

Distribution and Tracking:

- Keep a record of who receives a copy of the report and when.
- This helps track the distribution and prevents unauthorized duplication. Send the report to the intended user through E-mail with CC (Carbon copy) or BCC (Blind Carbon Copy) and Registered Post. (Send scanned copy of report in JPEG Format).

Embossed Seals:

- Use an embossed seal on the page of the report. The raised pattern is hard to duplicate and can indicate if someone has tried to tamper with the document.

Micro Printing:

- Use micro printing in areas of the report. This involves printing tiny text or patterns that are difficult to reproduce with conventional photocopying and scanning methods.

Holographic Stickers:

- Place holographic stickers or seals on the report. These stickers are challenging to reproduce and will show signs of tampering if someone try to remove or replace them.

Serialized Pages:

- Apart from page numbering, Number the pages in a unique sequence. If some one tries to replace or add pages, the sequence will be disrupted.

While considering any of these methods, it's essential to factor in the practicality and the level of security required. For highly sensitive documents, combining several methods might be ideal. Remember, while these methods can deter and indicate tampering, no system is entirely fool proof. Always store important documents securely and limited to the indented user.