

ASSET HANDOVER FORM

Name of the company:

Date: 01-Jan-1970

Registered Office Address:

To whom the Asset handed over:

Asset Description:

Asset Code	Name of Asset	Identity Number	Quantity	Remarks
			1	

Details of the person holding the asset:

Name:

Employee Code:

Designation:

Phone Number:

Address:

ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE

1. I, Ms/Mr. hereby acknowledge that I have received the above mentioned assets. I understand that this asset belong to company name. And is under my possession for carrying out my office work. I hereby assure that I own the responsibility to care of the asset of the company to its fullest extent. On resignation/termination, I will immediately handover this asset in its working condition to the company.

2. I will be solely responsible for the company belonging to me.

Signature of the receiving person

Issuing Authority (Name)

Other Remarks: