

Personal Document Handover

Acknowledgement Receipt

Receipt Details

Receipt No. _____

Date _____

Details of Person Handing Over

Name _____

Designation/Relationship _____

Contact Number _____

Details of Recipient

Name _____

Designation/Relationship _____

Contact Number _____

List of Documents Handed Over

1. _____

2. _____

3. _____

4. _____

5. _____

Declaration

I hereby acknowledge the handover and receipt of the above-mentioned personal documents in good condition.

Signature of Person Handing Over

Name: _____
Date: _____

Signature of Recipient

Name: _____
Date: _____

Important Notes:

- This receipt serves as legal proof of document transfer between parties.
- Both parties should retain a signed copy of this receipt for their records.
- Ensure all document details are clearly mentioned and accurately listed.
- Signatures are required from both parties to make this document valid.

