

# Asset Handover Form

Handover Date

Handover Location

Enter location

## From (Handing Over Party)

Name

Full Name

Department

Department

Contact

Contact Number

## To (Receiving Party)

Name

Full Name

Department

Department

Contact

Contact Number

## Asset Details

#	Asset Description	Asset Tag / Serial No.	Condition	Remarks
1	<div>e.g. Laptop Dell XPS 13</div>	<div>e.g. SN123456</div>	<div>Good</div>	<div>Any notes</div>
2	<div></div>	<div></div>	<div>Good</div>	<div></div>

#	Asset Description	Asset Tag / Serial No.	Condition	Remarks
3	<input type="text"/>	<input type="text"/>	Good <input type="button" value="v"/>	<input type="text"/>

Additional Notes

Enter any additional information here

Handing Over Signature & Date

Receiving Signature & Date

Important Notes

- Ensure all asset details, serial numbers, and condition are accurately recorded.
- Both parties must verify and agree on the asset condition before signing.
- This document serves as official proof of asset transfer and responsibilities.
- Attach supporting documents or photos if required.
- Keep a copy of this form for both parties and for company records.