

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	e.g. Laptop Dell XPS 13	e.g. SN123456	Good <input type="button" value="▼"/>	Any notes
2			Good <input type="button" value="▼"/>	

#	Asset Description	Asset Tag / Serial No.	Condition	Remarks
3			Good ▾	

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.