

# Official Asset Handover Certificate

Document No.: \_\_\_\_\_

Date of Handover: \_\_\_\_\_

Asset Details:

Asset Name: \_\_\_\_\_

Asset ID / Serial No.: \_\_\_\_\_

Description: \_\_\_\_\_

Condition: \_\_\_\_\_

Location: \_\_\_\_\_

Parties Involved:

Handed Over By (Name & Designation): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Received By (Name & Designation): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Declaration:

This certificate confirms that the above-mentioned asset has been officially handed over by the undersigned, and received in the stated condition by the recipient, as of the date indicated above.

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Signature (Handing Over)

Date: \_\_\_\_\_

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Signature (Receiving)

Date: \_\_\_\_\_

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Authorized Witness / Supervisor

Date: \_\_\_\_\_

## Important Notes

- Ensure all asset details and parties' information are filled out accurately.
- Both parties must verify and agree to the asset condition before signing.
- This certificate serves as a legal proof of handover and should be kept for official records.
- Any discrepancies must be reported immediately to the authorized supervisor.

- Alteration or forgery of this document is strictly prohibited.