

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.

Signature (Handing Over)

Date: _____

Signature (Receiving)

Date: _____

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.